

**SEATTLE PARKS AND RECREATION'S
REQUEST FOR PROPOSALS
FOR THE USE AND MAINTENANCE OF THE JAPANESE TEAHOUSE
AT THE JAPANESE GARDEN**

Seattle Parks and Recreation's Japanese Tea House: located at the Japanese Garden at the south end of Washington Park Arboretum on 1075 Lake Washington Blvd East, Seattle, Washington 98112.

I. Background Summary

The Seattle Department of Parks and Recreation (DPR) is the owner of Washington Park, which includes the Japanese Garden, a 3 1/2 acre formal garden designed and constructed under the supervision of world-renowned Japanese garden designer Juki Iida in 1959-1960. The Garden is a popular destination site for Seattle residents and non-residents. It includes a traditional "Japanese Teahouse," that was originally built in the 1959 and reconstructed and completed in 1981 with the financial help of the Urasenke Foundation of Kyoto, Japan. Since 1981, the Japanese Teahouse has been managed and maintained by the Urasenke Foundation, Seattle Branch via an agreement with DPR.

II. Current Situation

Because the existing maintenance agreement is over 25 years old, DPR is issuing a Request for Proposal (RFP) seeking interested parties to submit proposals for the maintenance of the teahouse. The provider may also provide traditional Chado Tea program (the way of tea), including lessons, presentations, and public tea ceremonies, which could be part of the maintenance agreement or part of a separate use agreement.

Under this RFP, the DPR is inviting interested parties to submit proposals by the **February 9, 2011** due date. No late proposals will be accepted. Proposals must include written responses to the questionnaire listed in **Section V of this RFP**. The RFP packet will also be available on January 21, 2011 and posted in the DPR WEB Page at <http://cityofseattle.gov/parks/partnerships/rfp.htm>. DPR will evaluate these proposals and make a selection of the successful proposer **by March 31, 2011**. Questions or information regarding this RFP can be directed to DPR staff, Nathan Torgelson at 206-684-0343 or via email at Nathan.torgelson@seattle.gov. All responses to any questions will be posted on the web page.

II. RFP Objectives and Required Terms and Conditions

The purpose of the RFP is to secure a long term service provider that will meet DPR terms and conditions listed as follow:

- Provide access to public tea programs by other qualified tea teachers as determined by DPR
- Provide routine maintenance and upkeep/prepare the Teahouse for any tea presentations/demonstrations/classes, some periodic repairs and replacement of the Teahouse elements as appropriate, including securing supplies and materials that meet the traditional specifications of a Japanese teahouse
- Provide basic maintenance and routine clean up of the exterior part of the Teahouse, and some weed control and clean up in the Roji garden surrounding the Teahouse
- Provide an annual reporting of its operation expenses and participation.
- Understanding and agreeing that DPR has the priority right to schedule use of the Teahouse for public tea presentations and demonstrations and charge and collect fees
- Agreeing that DPR has authority to charge and collect fees on private tea use from tea-related organizations.
- Comply with the Operating Procedure and Use Guidelines noted in Attachment A of this RFP.
- Provide any required insurance coverage as determined by DPR.
- Comply with any applicable city, state, and federal laws and regulations.

Specific details related to the terms and conditions noted above will be made a part of the negotiated Use and Management Agreement referenced in Section IV of this RFP.

III. Current facility and conditions

The current facility is a 6-tatami size tea house with entry area with a detached small shelter for storage that is located on the southwest corner end of the Japanese Garden. It is a wood structure building. The exterior walls and the interior are made of traditional Japanese-type wood frame and other natural material. It is currently in fair to good condition. Some repairs may be necessary in the next year or so:

- 1) It was designed as a Japanese teahouse but was constructed by Japanese-American carpenters that were not specialized in teahouse building. As such, there were some problems with wood treatment of the building and surface of interior wood beam and frames.
- 2) There are some building items that need to be periodically repaired and replaced both inside of the Teahouse and along the Roji garden.
- 3) Some basic utensil and operation supplies need to be provided for conducting classes/public tea presentation and demonstration.
- 4) Seattle Parks and Recreation has been providing all utilities to the teahouse. We will continue to be responsible for making the site functionally workable. Some of the utility work space will need to be kept according to City standard and accessible for occasional inspection. .

IV. Administrative Requirements

For the successful organization selected, DPR will negotiate a five year with an option for an additional five year Use and Maintenance Agreement that will be subject to the Seattle City Council approval. DPR reserves the right to refuse or accept any and all proposals and to award a contract that is most advantageous to the city. DPR's decision of the successful proposer is final.

V. Questionnaire/Instructions

Your proposal to the RFP must include written responses to the following questions and the proposal due date is **February 9, 2011**. Selection of the successful proposer will be made by **March 31, 2011**. Written proposals may be mailed or hand delivered to the following address by the February 9, 2011 date. No faxed or email responses will be accepted. The organization's authorized representative must sign the application.

Submit five original, signed proposals to:

The Seattle Department of Parks and Recreation
100 Dexter Ave N Seattle, Washington 98109
Attn: Nathan Torgelson --206-684-0343

Questionnaire/ Proposal contents:

1. *Cover sheet on your organizational letterhead that includes all relevant contact information for your organization, including but not limited to, the name of the contact person and their phone and fax number, and a brief, concise summary of your proposed project.*
2. *Proposal (no more than ten (10) one-side, single-spaced pages) that includes the following:*
 - o *What are your experiences and credentials as a traditional Japanese tea teacher?*
 - o *What is your experience managing and maintaining traditional Teahouse (s)? (Describe in detail and dates).*
 - o *How you are going to finance required maintenance of the teahouse? (Detail your financial institution and other funding sources).*
 - o *What are your goals and objectives for the Teahouse? (Describe how they align with DPR's mission statement and core vision)?*
 - o *Program activities (describe your proposed project in detail and show how it will help address community needs and access.*
 - o *How will you address public access and create a welcoming space to the new facility?*
 - o *How much personal liability insurance are you able to provide?*
3. *Your organization's qualifications, including your organization's background, primary mission, and history.*
4. *Detailed budget for your organization.*