

CITY COUNCIL AGENDA TOPIC

Resolution authorizing execution of a General Services Agreement with Premier Properties of Washington, LLC for a five-year term in an amount not to exceed \$525,000, plus all applicable taxes, to manage the rentals and operations for the Robinswood House.

Michael Shiosaki, Director, 452-5377

Brad Bennett, Parks & Community Services Manager, 452-2813

Susan Freeburg, Parks & Community Services Supervisor, 452- 4278

Parks & Community Services

EXECUTIVE SUMMARY**ACTION**

This Resolution will authorize the execution of a General Services Agreement with Premier Properties of Washington, LLC for the rental management services and site operations for Robinswood House.

RECOMMENDATION

Move to adopt Resolution No. 10434

BACKGROUND/ANALYSIS

The City owns the historic Robinswood House property located at 2430 148th Avenue SE. Robinswood House is used extensively for weddings, events, and business meetings due to its character, variety of meeting spaces, and location. Contracting for rental management services is the most cost-effective way to offer professional quality wedding, social event, and business meeting access for this facility and to meet the Enterprise Division goal of providing self-supporting services. Since 2005, the City has contracted with Premier Properties of Washington, LLC to operate and manage the Robinswood House.

Consistent with City contracting policy, a request for proposals (RFP) was issued in September 2024 for the purpose of soliciting competitive proposals from qualified service providers. Proposals were solicited through a competitive RFP process that was open, fair, and transparent. One proposal was received from a qualified service provider. Premier Properties of Washington, LLC was selected as the preferred vendor.

POLICY & FISCAL IMPACTS**Policy Impact**

Comprehensive Plan: Parks, Recreation and Open Space Element

PA-23. Offer programs that are tailored to the unique resources, land and facilities within the city's parks and open space system.

PA-28. Promote partnerships with public and private service providers to meet cultural, recreational, and social needs of the community.

Bellevue City Code

BCC 4.28.010 provides for the fair and equitable treatment of all persons involved in the purchasing process.

Fiscal Impact

This action will obligate the City to an amount up to \$525,000, plus all applicable taxes, over five years for execution of a General Services Agreement commencing January 1, 2025 and concluding December 31, 2029. Under the terms of the revenue-sharing agreement, the City will receive 100 percent of gross revenues collected, and remit 55 percent to Premier Properties of Washington, LLC. This contract is fully funded by Robinswood House rental fees. Sufficient funding exists in the 2025-2026 Parks Enterprise Division budget.

OPTIONS

1. Adopt the Resolution authorizing execution of a General Services Agreement with Premier Properties of Washington, LLC for a five-year term in an amount not to exceed \$525,000, plus all applicable taxes, to manage the rentals and operations for the Robinswood House.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS

Proposed Resolution No. 10434

AVAILABLE IN COUNCIL LIBRARY

2025-2029 Contract with Premier Properties of Washington, LLC