

## CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of a five-year agreement with Andrews Consulting, LLC dba Northwest Teambuilding for the operation of the Bellevue Challenge Course & Zip Tour in an amount not to exceed \$500,000 plus all applicable taxes.

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*Parks & Community Services*

## EXECUTIVE SUMMARY

This Resolution authorizes the Parks & Community Services Department to execute a five-year agreement with Andrews Consulting, LLC dba Northwest Teambuilding (Andrews Consulting) for the operation of programs and services on the Bellevue Challenge Course & Zip Tour at Eastgate Park adjacent to the South Bellevue Community Center.

## RECOMMENDATION

Move to adopt Resolution No. 10194

## BACKGROUND/ANALYSIS

The Bellevue Challenge Course was completed in early 2006 as part of the overall construction of the South Bellevue Community Center at Eastgate Park. The challenge course has been operated under a contract with Andrews Consulting since 2006. The Bellevue Zip Tour was built in 2013 and has also operated by Andrews Consulting, LLC. The current contract with Andrews Consulting expires on December 31, 2022.

The City of Bellevue issued a Request for Proposal for the Bellevue Challenge Course & Zip Tour operations. Consistent with contracting policies, the City conducted an open and fair competitive process to ensure that the Bellevue Challenge Course & Zip Tour contract provides the greatest attainable levels of quality and value. Two submittals were received and reviewed by a panel. Based on the evaluation of the proposals against the evaluation criteria, the selection panel recommended Andrews as the preferred vendor.

Andrews Consulting will operate all Challenge Course and Zip Tour programs on premises at Eastgate Park and will remit to the City 20 percent of net revenue generated from the programs. The contract will be reviewed annually to discuss operational and marketing goals. The City will maintain the efficient operation of the Bellevue Challenge Course & Zip Tour while allowing Bellevue Parks & Community Services to remain responsible for funding capital improvements, facility, trail, and tree maintenance and for setting key standards including pricing, customer service, and contract standards.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

Bellevue City Code 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

Comprehensive Plan: Parks, Recreation & Open Space Element

- PA-20. Offer programs that utilize the unique resources and variety of indoor and outdoor facilities within the park system.
- PA-25. Promote partnerships with public and private service providers to meet cultural, recreational, and social needs of the community.

### **Fiscal Impact**

Andrews Consulting will be responsible for collecting revenues from challenge course programs and zip tours and remit 20 percent of the monthly net revenues (gross sales less sales tax) to the City. The City collects revenue from select classes, camps, special events, and rentals and will remit fees monthly to Andrews Consulting in addition to reimbursements for any routine repairs, maintenance and inspections of facilities, not to exceed \$500,000 plus applicable taxes over a five-year period.

The contract term will be from January 1, 2023 through December 31, 2027. The revenues and expenses associated with operating the challenge course are included in the 2023-2024 Adopted Budget, and funding for future years will be requested as part of the City's ongoing budget process.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a five-year agreement with Andrews Consulting, LLC dba Northwest Teambuilding for the operation of the Bellevue Challenge Course & Zip Tour in an amount not to exceed \$500,000 plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10194

## **AVAILABLE IN COUNCIL LIBRARY**

Contract for operations of the Bellevue Challenge Course and Zip Tour FY 2023 - 2027