



## FOR IMMEDIATE RELEASE

Edmonds Center for the Arts  
410 Fourth Avenue North  
Edmonds, WA 98020  
[www.ec4arts.org](http://www.ec4arts.org)

Jamie Herlich, Development Director  
Ph 425-275-9485 fax 425-275-4487  
[jamie@ec4arts.org](mailto:jamie@ec4arts.org)

Edmonds Public Facilities District, dba, “Edmonds Center for the Arts” is seeking proposals from qualified consultants or consultant teams to develop a three to five year strategic and business plan. Using a focused and streamlined process, the selected consultant or consultant team will deliver a plan with key implementation recommendations, along with estimated cost and timeline for completion. In evaluating submittals, Edmonds Center for the Arts leadership will consider technical expertise in planning, range of experience specific to the performing arts as well as government entities, innovation, cost and demonstrated ability to work successfully with a diverse group of stakeholders.

The deadline for submission is 5:00pm on February 29, 2012.

The process and timeline for selection of a Consultant are as follows:

Wednesday, February 15, 2012, 3:30-4:30 p.m. – Presubmittal Conference

This will be an opportunity for potential candidates to ask questions and obtain information about the RFP process and the Strategic and Business Planning process. Attendance is optional. The Pre-submittal Conference will be held at Edmonds Center for the Arts; RSVP requested.

February 29 at 5:00 p.m. - Deadline for RFP submittals

Submittals must be received at Edmonds Center for the Arts, located at 410 4<sup>th</sup> Ave N, Edmonds, WA 98020 by the above deadline. Submittals should be marked to the attention of the Strategic and Business Planning Committee. Digital proposals may be submitted via e-mail. Submittals received after the deadline will not be considered.

March 1-9, 2012 - Consideration of submittals and selection of interview candidates

An evaluation team will select qualified candidates from the submittals received to participate in interviews. This process will include review of submittals, references, and other information as necessary, as well as rating of submittals.

March 12-13, 2012 - Interviews with selected candidates

Interviews will provide an opportunity for the Committee and selected candidates to further gauge their fit with the organization and their ability to work with the Committee and Boards.

March 20-21 - Selection of preferred candidate

The Committee will select a preferred candidate based on interview, written proposal, and other information, as well as results of reference checks, and will contact all candidates about the results.

March 22-27 - Negotiation of contract

The Committee will attempt to negotiate a satisfactory contract with a preferred candidate.

March 29, 2012 - Approval of contract by EPFD Board

A detailed RFP description is available at <http://edmondscenterforthearts.org/employment>. Please submit five (5) copies of proposal packet with one copy unbound and photocopy ready. Submit copies to:

Edmonds Public Facilities District/Edmonds Center for the Arts  
Strategic and Business Planning Committee  
410 4<sup>th</sup> Ave. N.  
Edmonds, WA 98020  
[jamie@ec4arts.com](mailto:jamie@ec4arts.com)