

REQUEST FOR PROPOSALS

**RFP TITLE: STRATEGIC PLANNING
Edmonds Public Facilities District/
Edmonds Center for the Arts**

RFP: 2024-01

Date of Issue: Tuesday, October 1, 2024

Closing Date and Time: Friday, October 25, 2024 at 5:00 p.m. PDT

Single Point of Contact: Lexie Masters, Administrative Assistant

Address:

410 4th Ave. N
Edmonds, WA 98020

E mail: RFP@ec4arts.org

Electronic Submissions: Must be delivered to the above email.

Printed: Must be submitted to the above physical address.

More information about Edmonds Center for the Arts can be found at www.ec4arts.org.

I. INTRODUCTION

Edmonds Public Facilities District / Edmonds Center for the Arts (“EPFD” / “ECA”) seeks to retain a consultant or firm to help guide its Board of Directors and Staff through a process to develop its next 5-Year Strategic Plan.

The Organization anticipates a single contract from this RFP.

II. TIMELINE

EVENT	DATE
RFP released	Tuesday, October 1, 2024
Optional pre-proposal conference	Tuesday, October 15, 2024, 2:00 p.m. – 3:00 p.m. at ECA. RSVP to RFP@ec4arts.org with your intent to attend.
Deadline for Submission of Questions	Friday, October 18, 2024
Responses to questions provided	Monday, October 21, 2024
RFP submittal deadline	Friday, October 25, 2024, 5:00 p.m. PDT
Finalists notified	Friday, November 01, 2024
Finalist interviews (optional)	November 4-8, 2024
Successful bidder notified	Friday, November 15, 2024
Contract negotiation	November 18-22, 2024

III. History and Background

The Edmonds Public Facilities District (“EPFD”) is located in Snohomish County, in the heart of downtown Edmonds, WA, approximately 17 miles north of Seattle. EPFD, a municipal organization, was established in April 2001 in accordance with Chapter 35.57 of the Revised Code of Washington for the purposes of acquiring, constructing, operating, promoting, and financing a Regional Center to promote tourism and economic development in Snohomish County. EPFD owns and operates Edmonds Center for the Arts (“ECA”), a historically significant facility originally constructed in 1939, and renovated and reopened in 2006 as a 700-seat, premier regional performing arts venue. ECA presents an array of outstanding performing artists from around the world, and provides space, production management, and technical expertise for a variety of community partners and rental clients, serving nearly 90,000 patrons annually.

EPFD is governed by a five-member Board, appointed by the Edmonds City Council, and is managed by an Executive Director, appointed by the Board. EPFD is an independent municipal entity distinct from the City of Edmonds and is ultimately responsible for oversight of the center’s operation, its campus and facilities, and its employees.

A separate non-profit 501(c)(3) corporation, ECA, was created in 2004 and is overseen by a separate Board of Directors, comprised of a diverse mix of business and community leaders. The EPFD and ECA Boards work in partnership to help develop, sustain, improve, and promote the Center’s programs, services, and facilities while lending important expertise and support to the Executive Director and Staff in the areas of fundraising, marketing, financial management, operations, and human resources, as well as long-range planning for the Center and its services.

The EPFD and ECA Boards of Directors adopted a formal Strategic Business Plan in early 2018, meant to cover the years 2018 – 2023. While significant progress was made and goals were achieved, EPFD/ECA met the same pandemic challenges and altered post-pandemic landscape as other arts organizations. In late 2023, a new executive director was appointed, taking over from the founding executive director of 17 years. Given these changes, a new Strategic Business Plan was put on hold.

We are now ready to engage in our next Strategic Business Plan, reflecting our next phase of life. Our organization is growing and evolving, and we continue to grapple with a shifting arts landscape. We aim to serve our region and community with the highest quality arts and services possible, with operational and budgetary balance, and we are carefully considering opportunities for campus redevelopment. In addition, we have made a clear and unequivocal commitment to racial equity, diversity, and inclusion across our organization, and to ensuring equitable access to our events, programs, and campus. As we look ahead to our third decade of operation, the EPFD and ECA Boards of Directors and Staff are ready to engage in our next Strategic Planning Process. We are eager to map out our organizational direction for the next five years on the foundation of a shared vision for the future.

IV. PROJECT GOALS

EPFD/ECA is seeking a consultant or firm to facilitate a strategic planning process and supporting documentation that will provide guidance for future daily management and decision-making, long-term organizational sustainability, the evolution of programs and services, and future development of the campus and its facilities. Guided by our commitment to inclusion, diversity, equity, and accessibility (IDEA) and ensuring everyone feels they belong, the Strategic Plan should, therefore:

❖ **Mission and programming:**

- Finalize a re-affirmation/re-articulation of the Mission and Vision, which EPFD/ECA has already started, and ensure these reflect our organizational and programming goals and values, including our commitment to inclusion diversity, equity, and accessibility in all facets of our organization.
- Enunciate curatorial/programming goals, partnerships, and our existing and desired role within the community, with a map of development toward those goals that emphasize high-impact and effect, alignment with our mission, and growth.

❖ **Financial model:**

- Evaluate our current financial model, including a feasibility analysis of an operating margin at break-even or better, defining capacity for earned and contributed revenue (and for earned revenue, the ideal balance between presentations, rentals, and other income

- streams) Contributed revenue planning should address a potential future capital campaign.
- Evaluate risk management and contingency planning
- Identify any additional reporting and accountability measures needed, including review of progress against the 5-year plan.
- Enunciate a practical long-term financial and business plan with steps towards operational balance within five years.

❖ **Operations and Human Resources**

- Conduct SWOT analysis
- Assess organizational capacity as it pertains operations and budget and determine appropriate staffing capacity needed.
- Assess current/future needs and identify gaps in staffing and training, and where desired Board skillsets could fill gaps.
- Evaluate growth opportunities and challenges
- Create definitions of effective performance metrics across departments and actionable systems for measuring progress.

❖ **Other opportunities**

- Consider and evaluate opportunities for campus partnerships that have potential for joint programming and/or shared resources, and review planning steps for a possible campus evolution.
- Evaluate the advantages/disadvantages of moving operations wholly to the nonprofit
- Evaluate the advantages/disadvantages of a fiscal year shift that would align us more closely to the seasonal performance calendar
- Identify opportunities for our 2026/2027 20th anniversary season, including programmatic, revenue, and communication opportunities.

❖ Determine organizational management and governance structures that will enable implementation of the Strategic Plan

❖ Ensure ongoing monitoring to measure plan progress and ability to make adjustments based on changing conditions.

V. SCOPE OF SERVICES

The scope of this project will include, but may not be limited to:

1. Participate in kick-off meeting.
2. Conduct a literature review of existing ECA and community research and comparable Strategic Plans of similar organizations.
3. Design project planning and management scope that addresses all project goals, including facilitation of interviews with key stakeholders and that will incorporate our full boards, staff, and key community partners. EPFD/ECA envisions the following:
 - No fewer than ten (10) key stakeholder interviews between Board and Staff.
 - No fewer than two (2) planning retreats to engage full boards and staff.
 - No fewer than eight (8) planning meetings with the organization’s Strategic Planning Team.
4. Lead appropriate assessments of the organization’s existing programs as defined in the project goals and identify any needed modifications to existing programs and/or new

- programming opportunities.
5. Guide the development and enunciation of short- and long-term organizational goals and S.M.A.R.T.I.E objectives (Strategic, Measurable, Ambitious, Realistic, Time-Bound, Inclusive, Equitable).
 6. Guide the establishment of measurable and achievable incremental outcomes, and methods to evaluate progress toward achieving established goals and objectives on a rolling basis.
 7. Creation/publication of a 5-year strategic plan that includes findings, anticipated results, and implementation plans and tracking.

VI. PLAN ELEMENTS

Anticipated Strategic Plan Elements include:

1. Mission and Vision statements
2. Core Values
3. Long-Term Goals and Outcomes
4. Financial Goals and Planning
5. Program Goals and Development
6. Yearly S.M.A.R.T.I.E. Objectives and implementation for each department line
7. Performance Measures
8. Organizational Structure (reflecting any recommended changes)
9. Appendix

VII. Proposal Submissions

To be considered for evaluation, Proposal must contain each of the elements below.

Proposers are encouraged to submit an addendum outlining an alternative approach to work that they feel would be more efficient and/or effective.

If a Proposer considers any portion of their proposal to be protected under the law, the Proposer shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET."

1. Cover letter, including clear understanding of EPFD/ECA's needs and consultant's ability to meet those needs – limited to two pages.
2. Resume for each team member and subcontractor and summary of qualifications, demonstrated experience and availability.
3. Technical proposal including proposed approach.
4. **Timeline:** Proposed project timeline with major tasks and milestones.
5. **Proposed Budget:** For proposal purposes, please use a budgeted amount of \$30,000. Describe costs by task, including estimated hours by each team member and anticipated expenses. Actual compensation is subject to contract negotiation.
6. **Guarantees:** Describe any guarantees that are part of the strategic planning services.
7. **References:** Name, phone number and address of at least three references from similar contracts.
8. Minimum of three examples of relevant written work related to Strategic and Business Planning, at least one of which represents a Strategic Plan prepared on behalf of a comparable entity.

9. **Standard Contract Language:** EPFD/ECA’s standard Consultant Agreement for this project is included as an attachment to this RFP. Each firm must affirm in its Proposal that the terms and conditions of this Agreement are acceptable, or if the firm takes exception to any of the proposed language in the Agreement, the firm must specifically describe the reasons for the exceptions and propose in its RFP alternative language for review and consideration by EPFD/ECA.
10. **RFP Contact:** Provide the name and contact information for the individual who can answer any follow-up clarifications or questions we may have after receipt of your RFP response.
11. **Authorized Signature and Acceptance Form:** All proposals must include the following authorized signature and acceptance form:

AUTHORIZED SIGNATURE AND ACCEPTANCE FORM:

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the RFP requirements. The Respondent acknowledges that all the terms and conditions of the RFP are mandatory, and that Respondent’s response is compliant with such requirements.

Respondent agrees that the entire bid response will remain valid for sixty (60) days after receipt by Edmonds Public Facilities District / Edmonds Center for the Arts.

I certify that Respondent is following all corporate filing requirements and State tax laws. I further certify that the statements made in this Response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

Printed Name of Authorized Representative: _____
 Title: _____
 Firm/Organization: _____
 Signature: _____
 Date: _____

VIII. Selection Criteria

Demonstrated experience with projects similar in scope	25 points
Qualifications of team members	25 points
Technical approach and samples	20 points
Budget	10 points
Reflection of racial equity, diversity, inclusion, and access	10 points
References	10 points
Schedule	05 points
Degree of compliance with the RFP	05 points
TOTAL POSSIBLE POINTS FOR PROPOSAL	110 POINTS
Finalist Interviews (optional)	30 points
TOTAL AVAILABLE POINTS	140 POINTS

Additional Terms and Conditions of this RFP:

1. **Waiver of Minor Administrative Irregularities:** The District reserves the right, at its sole discretion, to waive minor administrative regularities contained in any proposal.
2. **Single Response:** A single response to the RFP may be deemed a failure of competition, and in the best interest of the District, the RFP may be cancelled.
3. **Proposal Rejection; no obligation to buy:** The District reserves the right to reject any or all proposals at any time without penalty. The District reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the District to select any vendor. The District of Edmonds may elect to proceed further with this project by interviewing firm(s) well suited to this project, conducting site visits, or proceeding with an award.
4. **Withdrawal of Proposals:** Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFP Contact. The vendor may submit another proposal at any time up to the proposal closing date and time.
5. **Non-endorsement:** As a result of the selection of a vendor to supply products and/or services to the District, the District is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the District.
6. **Proprietary Proposal Material:** Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a vendor's proposal, the District will comply according to the Open Public Records Act, chapter 42.56 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected vendor has been given an opportunity to seek a court injunction against the requested disclosure.
7. **Response Property of the District:** All materials submitted in response to this request become the property of the District. Selection or rejection of a response does not affect this right.
8. **Errors in Proposal:** The District will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission. The District reserves the right to make corrections or amendments due to errors identified in proposals by the District or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.
9. **Response Information:** Information regarding this Request for Proposals, including any addenda, is available by contacting Lexie Marsters, Administrative Assistant, Edmonds Public Facilities District at 425-275-4485 or RFP@ec4arts.org.
10. **Contract Award and Execution:** The District will select the proposal that, in its sole discretion, is the most advantageous to the District. The District reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer.

Attachments:

- Attachment A: Link to EPFD/ECA 2018-2023 Strategic Business Plan
- Attachment B: SAMPLE Standard Consultant Agreement for EPFD/ECA

END OF RFP INSTRUCTIONS

ATTACHMENT A:

Link Below to: ***ECA Strategic Business Plan 2018-2023***

<https://www.dropbox.com/scl/fo/qi09xswqw0tysjw8af0r1/AAcP4EY8igGmljhBGrck3Ik?rlkey=re68rpltojr7e0ec45p3l1db&st=6r0eycsm&dl=0>

Attachment B

**EDMONDS PUBLIC FACILITIES DISTRICT
SAMPLE PROFESSIONAL SERVICES AGREEMENT**

Contract Title:

Contract #:

THIS AGREEMENT made and entered into on this ___ day of _____, by and between the Edmonds Public Facilities District, a Washington municipal corporation (the "District"), and _____, the Consultant.

Consultant Business:

Consultant Address:

Consultant Phone:

Consultant Fax:

Contact Name

Consultant e-mail:

Federal Employee ID No.:

Authorized District: Representative
for this contract:

WHEREAS, the District desires to undertake various projects pertaining to the development of District property; and

WHEREAS, public convenience and necessity require the District to obtain the services of a consultant with architectural and engineering experience; and

WHEREAS, the District finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the District desires to engage the Consultant;**NOW, THEREFORE**, the parties herein do mutually agree as follows:

1. **Employment of Consultant.** The District retains the Consultant to provide the services described in "Exhibit A- Scope of Work" (the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Services according to the terms and conditions of this Agreement.

The District may revise the Work and the compensation only by a written Change Order signed by the authorized District representative that shall become a part of this Agreement.

The project manager(s) of the Work shall be _____. The project manager(s) shall not be replaced without the prior written consent of the District.

Work shall commence when the District issues a notice to proceed and it shall be completed no later than _____, unless the completion date is extended in writing by the District.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed ____ (\$____) as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the District when its requests for payment reach eighty-five percent of the total compensation.

B. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses listed in Exhibit C or those expenses that are approved for reimbursement by the District in writing before the expense is incurred. If overnight lodging is authorized, Consultant shall lodge within the corporate limits of the City of Edmonds.

2. Term of Contract.

A. The term of this contract shall be [x years] through [month day, year].

B. At the end of each [x year] period, this contract may be renewed for another [x year] period by executing an addendum. Such renewal [shall/shall not] require approval by the District Council.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall file its request for payment, accompanied by evidence satisfactory to the District justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

Edmonds Public Facilities District
Attn: Accounting
410 Fourth Avenue N
Edmonds, WA 98020

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the District, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the District may withhold from any payment due an amount that the District reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the District and may be used by the District for any purpose; provided that re-use without Consultant's permission shall be at the District's sole risk.

5. Termination of Contract. District may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the District in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the District.

7. Indemnification. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the District from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the District compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the District only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE District AND CONSULTANT.

As used in this paragraph: (1) "District" includes the District's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3)

"Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the District to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

- A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the District.

1. Workers' Compensation Insurance as required by Washington law and Employer's

Liability Insurance with limits not less than \$1,000,000 per occurrence. If the District authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.

2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The District may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the District.

Upon written request to the District, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

- B. Before the Consultant performs any Work, Consultant shall provide the District with a Certificate of Insurance acceptable to the District Attorney evidencing the above-required insurance and naming the District of Edmonds, its officers, employees and agents as Additional Insureds on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insureds. Receipt by the District of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.
- C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the District with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.
- D. In case of the breach of any provision of this section, the District may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the District may demand Consultant to promptly reimburse the District for such cost.

9. **Independent Contractor.** The Consultant is an independent contractor responsible for complying with

all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the District.

10. **Employment.** The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the District shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. **Audits and Inspections.** The Consultant shall make available to the District during normal business hours and as the District deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. **City of Edmonds Business License.** Consultant shall obtain a District of Edmonds business license before performing any Work.

13. **Compliance with Federal, State and Local Laws.** Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. **Waiver.** Any waiver by the Consultant or the District of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. **Modification of Agreement.** This Agreement may be modified by a Change Order as provided in ¶11, or by a writing that is signed by authorized representatives of the District and the Consultant.

1. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.
2. **Notices.**

A. Notices to the District shall be sent to the following address:

Edmonds Public Facilities District
Attn: Lori Meagher, Associate Executive Director
410 Fourth Avenue N
Edmonds, WA 98020

B. Notices to the Consultant shall be sent to the following address:

18. **Venue.** This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in Snohomish County.

IN WITNESS WHEREOF, the District and Consultant have executed this Agreement as of the date first above written. RETAIN ONLY THE CORRECT CONTRACTOR SIGNATURE BLOCK AND DELETE OTHERS.

CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.

<p>Edmonds Public Facilities District WASHINGTON</p> <p>By: _____ _____, Executive Director</p>	<p>Corporation [Consultant's Complete Legal Name]</p> <p>By: _____ _____</p>
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<p>_____</p> <p>Date</p>	<p>Typed/Printed Name: _____</p> <p>Its _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date</p>
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<p>ATTEST:</p> <p>By: _____</p> <p>_____</p> <p>Date</p>	<p>OR [Consultant's Complete Legal Name]</p> <p><i>Partnership (general)</i> a Washington general partnership</p> <p>By: _____</p> <p>_____</p> <p>Typed/Printed Name: _____</p>
--	---

General Partner

Date

APPROVED AS TO FORM:

OR **[Consultant's Complete Legal Name]**
Partnership

(limited) a Washington limited partnership

By: _____

Matthew R. Hendricks, District
Attorney

Date

By:

Typed/Printed Name:

General Partner

Date

OR **[Consultant's Complete Legal Name]**

Sole Sole proprietor
proprietorship

By:

Typed/Printed Name:

Date

OR	[Consultant's Complete Legal Name] a Washington limited liability company
Limited Liability Company	
	By: _____

	Typed/Printed Name: _____
	Managing Member _____

	Date _____

REVIEW

This sample Agreement has been reviewed and

() is acceptable

() is acceptable as noted

_____ Signed

_____ Printed Name

_____ Vendor

_____ Date