

**MEMORANDUM OF AGREEMENT**  
Between  
The City of Seattle  
And  
Friends of Waterfront Seattle  
Regarding  
Funding for Pier 62/63 Phase 1 Rebuild

This Memorandum of Agreement (“MOA”) is dated \_\_\_\_\_, and is entered by and between the City of Seattle (“City”) a first class city of the State of Washington, acting by and through its Director of the Office of the Waterfront (“Office”) and Superintendent (“Superintendent”) of the Seattle Department of Parks & Recreation (“DPR”), and the Friends of Waterfront Seattle, a Washington non-profit corporation (“Friends”).

**Recitals**

Whereas, Pier 62/63 was purchased in 1989 and redesigned in 1989 by the Seattle Arts Commission and the Seattle Department of Community Development and DPR for public access to the waterfront. It has been owned and operated by DPR as a park facility since that time.

Whereas, Pier 62/63 has suffered extensive piling deterioration and must be removed or replaced in order to support the loading requirements of recreational programming and cultural events, and has been restricted to only incidental public use.

Whereas, the City of Seattle, together with the State of Washington, is undertaking development of Seattle’s Central Waterfront as described in the Central Waterfront Concept Design and Framework Plan adopted by Seattle City Council Resolution 31399 which Concept Design includes rebuilding Pier 62/63 as a Core Project, which will allow a fuller range of recreational programming and the return of cultural events at Pier 62/63.

Whereas, Resolution 31399 also included a “Strategic Plan” with a funding plan that identified Friends as raising significant private philanthropy to contribute to Core Projects. In the Resolution, Council recognized that other cities have partnered with non-profit organizations to provide consistent, strong leadership to realize visionary plans for complex, urban public spaces.

Whereas, Friends was incorporated in 2012 and has a mission to build awareness for Waterfront Seattle and the profound impact it will have on the city and region; raise \$80-\$120 million in capital funding for Core Projects from philanthropic sources; and stewarding the future public spaces through long-term enhanced maintenance, security and programming in collaboration with the City of Seattle.

Whereas, since 2014, City and Friends have coordinated their public outreach efforts to develop a unified plan including the preparation of exhibits that are available for public viewing and for public events, and including operating in partnership the “Waterfront Space” – an exhibition space which shares the waterfront vision with more than 700 people monthly.

Whereas, the City and Friends have identified the Pier 62/63 Phase 1 Rebuild (“Rebuild”) as an “early win” project under Resolution 31399 and as a catalyst project that can recreate a venue for recreational programming and cultural events on the waterfront and demonstrate the capacity of both parties to coordinate on fundraising, construction and operation of a Core Project of the Waterfront Seattle Program.

Whereas, the City, as part of the final construction of the Elliott Bay Seawall Replacement Project, has identified the opportunity to implement the Rebuild in conjunction with the last phase of Seawall reconstruction adjacent to Pier 62/63, thereby accelerating timing for the Rebuild, reducing

construction impacts on the adjacent neighborhoods and making Pier 62 available for public use earlier than originally anticipated.

Whereas, Friends, as part of their commitment to build support and awareness for the larger Waterfront Seattle Program and to expand the public's use of the waterfront, has committed to raise a portion of the capital funding for the Rebuild to support the City in completing the Rebuild early as part of the reconstruction of the Elliott Bay Seawall Replacement Project.

NOW, THEREFORE, the parties memorialize their respective obligations with respect to fundraising and construction of the Rebuild as follows:

### **1. Definitions**

- 1.1. "Approved Budget" means the budget for the construction of the Rebuild at 100% design documents, which will be attached and incorporated as Exhibit A.
- 1.2. "Approved Design" means the Rebuild Design at the 100% design documents, which will be attached and incorporated as Exhibit B.

### **2. Scope**

- 2.1. Scope. The Rebuild work to be funded in part through this agreement encompasses the deconstruction of structurally compromised pilings and board decking of Pier 62; the replacement of the pilings and board decking with reinforced concrete pilings and a reinforced concrete deck with a stamped pattern and modified footprint; the construction of a floating dock intended for public on-water access; the addition of railing, lighting and utility services; and the addition of grating to the eastern edge of Pier 62, as more particularly described in Exhibit B. This scope does not include any work for the Seawall

Replacement or other Core Projects of the Waterfront Seattle Program, nor does it include any subsequent work to Pier 63.

A. It is the intent of both parties that the entirety of Piers 62 and Pier 63 will be open and available to the public with the Rebuild's completion, including hosting cultural events on Pier 62. However, both parties acknowledge that Pier 63 has existing structural limitations and may be impacted further during the rebuild of Pier 62. No later than ninety days prior to the completion of the Rebuild, DPR shall complete a structural assessment of Pier 63. Following completion of the assessment, the Office of the Waterfront and DPR, in consultation with Friends, shall determine the future of Pier 63 as an element of the overall central waterfront framework plan, as well as its interim utilization, pending implementation of a permanent solution.

B. In the interim, pending a permanent solution, if restrictions on public access to Pier 63 are needed to ensure use is consistent with the structural assessment, the City and Friends will agree on a strategy to manage public access to Pier 63 in a way that minimizes restrictions on the public's ability to access and enjoy a full range of programming on Pier 62. The City will be responsible for any costs associated with implementing any restrictions to public access needed on Pier 63, and will work with Friends to develop a mutually agreeable plan for access and appearance of Pier 63 during periods of restricted access. Both parties also acknowledge that a major public art installation will not be included in this scope and will be included in a subsequent phase of the Pier 62/63 Rebuild. Any contract with the artist for a pilot installation on Pier 63 will ensure the installation will not interfere with the intended recreational

programming of Pier 62/63 or completion of the subsequent phase of the Pier 62/63 Rebuild.

### **3. Funding**

- 3.1. **Funding Sources.** The Parties agree to fund the Rebuild consistent with the Approved Design and pursuant to the Approved Budget in accordance with this agreement and as follows: (a) the City has approved \$21 million of City funds from various sources, including other public funds (grants), and tax-exempt bond financing; and (b) Friends is committed to raising \$8 million from private sources to be contributed to the City's Rebuild. The City and Friends agree to cooperate with each other as reasonably necessary to avoid adverse impacts to the City's tax-exempt financing options for the Rebuild and to preserve the intended uses of Pier 62/63, including to the extent practicable structuring City financings to maximize flexibility with respect to operation of Pier 62/63.
- 3.2. **Friends Fundraising.** Friends agrees to use its best efforts to secure \$8 million of commitments and collect payments from private individuals, corporations, foundations, and other non-governmental sources to contribute to the Rebuild per the schedule described in 3.3. To the extent necessary to ensure timely construction of the Rebuild, the City may internally finance construction funding against Friends pledges consistent with standard City practices and the cost of any such financing shall be reflected in the Approved Budget. However, the City will not use proceeds of tax-exempt obligations to advance or cover on a temporary or permanent basis all or any portion of the \$8 million in project costs intended to be paid for by the amounts pledged to be raised pursuant to the Friends Fundraising Plan. All funding raised by Friends for the Rebuild shall be provided through Friends. Within sixty (60) days of the execution of this Agreement, Friends shall submit to

the City Budget Director and Superintendent for their review and approval a plan (the "Fundraising Plan") for raising the \$8 million in private funds. In developing the Fundraising Plan, Friends shall rely on reputable professional advice as well as the advice and experience of its board and staff. The Fundraising Plan shall include quarterly targets for amounts to be raised and pledges secured; sequential solicitation strategies; donor recognition opportunities for specific Pier 62/63 elements consistent with Section 3.5, assumptions as to when pledge payments shall be made; collection strategies and internal resources needed to meet the fundraising schedule; a proposed progress reporting mechanism, and any other issues the parties mutually agree to include in the Fundraising Plan to help facilitate this Agreement. Friends' donor pledges may be reviewed by the City upon request under mutually agreed procedures to protect the confidentiality of donors' and Friends' donor information.

3.3. Pledge and Payment Schedule. The schedule of payments from Friends to the Office shall be as follows:

Due Date	Secured Pledges	Payments to City
12/31/16	\$500,000	
6/30/17	\$1,000,000	
12/31/17	\$2,500,000	\$500,000
6/31/18	\$2,000,000	\$625,000
12/31/18	\$1,500,000	\$1,575,000
6/30/19	\$500,000	\$3,650,000
12/31/19		\$1,650,000

3.4 Delayed Payments.

A. Friends Delay. If Friends is unable to meet the schedule of payments in Section 3.3, Friends acknowledges that the City will treat any City funds expended in anticipation of

reimbursement by Friends' donor pledges as advanced from available cash of the City that would otherwise be invested in the City's Residual Cash Investment Pool and such amounts will accrue interest at the rate earned by the Pool. Furthermore, Friends agrees to increase the amount of funds under Section 3.2 by an amount sufficient to cover that interest. Friends may make accelerated or additional payments at its discretion, without pre-payment penalty or assessment of fees. In the event any payments from Friends are delayed for over one year after the due dates specified in 3.3, the City reserves the right to deny approval for any remaining available donor recognition opportunities with Friends in a manner that does not jeopardize any existing signed pledges made prior to the date of the delay.

B. City Delay. Should a construction delay occur such that the construction completion date of December 31, 2019 is or will be extended by more than 60 days, Friends shall have the option to make its last payment on or before the extended completion date. Should the delay in construction completion extend more than 90 days beyond the completion date of December 31, 2019, Friends shall have the option to propose a revised pledge/payment schedule for the remaining payments to the Office of the Waterfront, whose approval shall not be unreasonably withheld. The intent of any revised payment schedule would be to have all payments due by the extended construction completion date.

3.5 Donor Recognition. Friends will identify donor recognition opportunities as part of the approved Fundraising Plan, which shall be developed to be consistent with the applicable sections of the Acceptance of Gifts and Donor Recognition policy (DPP 060-P 2.13.1) attached as Exhibit C or as agreed to by the City in the approved Fundraising Plan. Once approved, Friends shall submit specific donor recognition proposals to the Superintendent,

whose approval shall not be unreasonably withheld provided the recognition is consistent with the approved Fundraising Plan. The overall efforts of Friends in securing funds for the Rebuild will be acknowledged in an appropriate manner on signage placed at the entrance of Pier 62/63.

#### **4. Design and Construction**

- 4.1. Designated Project Manager. The Office of the Waterfront has been designated by the City to act as the project manager for the Rebuild on behalf of DPR.
- 4.2. Final Plan Review. The City and Friends acknowledge and agree that the Approved Design and Approved Budget will be substantially in the form of the 100% Design and Budget documents that are incorporated by reference herein.
- 4.3. Procurement. The Parties agree that the City shall manage the procurement process in accordance with its applicable standards and practices and is subject to state and local public works and contracting laws and regulations. The City will appoint a representative of Friends' choosing to act in an advisory capacity to the City in the procurement process. In the event that all bids exceed the Approved Budget, the City shall recommend to Friends changes in the Parties' funding commitments, including the possibility of increasing any of the funding sources, in order to allow acceptance of the bid or proposal. If the Parties are unable to identify and approve funding commitment changes to enable acceptance of the bid, all bids shall be rejected and the City shall work to identify and recommend to the Parties a strategy for proceeding with the Rebuild, which may include reducing the scope of the Approved Design, and/or developing an alternative timeline for construction. The Parties recognize that the City may be required to rebid (which may result in delay in the



start of construction) if substantial changes are made to the scope of the Approved Design and the construction contract being bid. In the event that the City is able to enter into a construction contract that is less than the construction budget in the Approved Budget, the difference shall be added to the Rebuild construction contingency. In the event that the City is able to complete construction of the Rebuild consistent with the Approved Design and within the Approved Budget, Friends' fundraising obligation under Section 3.2 shall be reduced or refunded proportionately based on the total percentage of Friends funding in the Project applied to the amount the Rebuild is under budget. The remainder of Friends' fundraising obligation shall be reserved for contribution to future capital improvements in the overall Waterfront Seattle Program in a manner determined through a future agreement. In the event that Contingency funds are not expended on the Rebuild and are available upon completion of the project, the City shall prioritize them to fund any reasonable design alternatives agreed upon by both parties to address the results of the structural assessment of Pier 63 pursuant to Section 2.1.A above.

4.4. Construction Timing. The City shall use its best efforts to issue a Notice to Proceed in First Quarter 2017 and commence construction no later than October 1, 2017 in order to reach completion by December 31, 2019. The Parties recognize that there are conditions over which the City has no control that may prevent commencement of construction from occurring by October 1, 2017 including, but not limited to: construction bids coming in higher than the construction budget in the Approved Budget and the failure of regulatory agencies (including the City acting in its regulatory capacity) to issue necessary permits for construction.

- 4.5. City to Construct Pursuant to Approved Design. Upon acceptance of a responsive bid or proposal from a responsible bidder that is within the construction budget of the Approved Budget, the City agrees to construct the Rebuild consistent with the Approved Design, as may be amended pursuant to Section 4.6 below, and will be responsible for any additional costs of completing construction of the Rebuild consistent with the Approved Design, as may be amended, in excess of the Approved Budget. The City, in its sole discretion, shall determine how to use the construction contingency to complete construction of the Approved Design, as may be amended pursuant to Section 4.6. Friends' fundraising obligation will not be increased due to cost overruns above the Approved Budget regardless of the reason for cost increases, including but not limited to permitting delays.
- 4.6. Changes in Approved Design. Any material change to the Approved Design through completion of construction shall be approved by the City and Friends, whose approval shall not be unreasonably withheld. Joint approval shall be documented through a joint letter signed by the Executive Director or Board President of Friends and the Director of the Office. A material change includes any substantial departure from the Approved Design including but not limited to elimination or addition of a significant element or feature, discernible or functional alteration in the quality or projected performance of any significant feature or system, or any significant change in the use or appearance of any major space or component. Either the City or Friends may propose a material change, however any material change shall be communicated to the contractor solely by the Office.
- 4.7. Construction Defects or Unanticipated Conditions. Subject to the availability of funding, which DPR and Office shall actively seek and include in proposed budgets to City council, the City shall bear the responsibility to promptly repair or correct any and all defects and or

any other unanticipated conditions affecting the performance of Pier 62 following completion of the Rebuild as contemplated under this Agreement. Nothing in this provision is intended to limit the City's ability to seek redress from contractors for any and all defects associated with construction of the Rebuild.

4.8. Seawall Contract. Both Parties acknowledge the Rebuild shall be pursued as an additive to the construction contract for the final phase of the Seawall project. As such, the City reserves the right to delay the Rebuild indefinitely in the case of complications arising from the bid for the Seawall construction. In the event a contract has not been signed by 12/31/2017, Friends reserves the right to suspend payments and pledge progress under the Payment Schedule until a contract is entered into. Once a contract has been entered into, any delay will be handled consistent with Section 3.4.B.

4.9. Briefings. The Director or a designated representative shall review construction progress on a quarterly basis with Friends. The City shall make available to Friends any monthly construction progress reports related to the Rebuild.

4.10. Upon completion of the Rebuild, the City will be responsible for any major repairs necessary to maintain the structural stability and viability of Pier 62 for the intended recreational and programming uses and will endeavor to include any needed future repairs for Pier 62/63 in a Capital Improvement Plan and Budget, subject to City Council approval.

## **5. Pier 62/63 Ownership, Operations and Programming**

5.1. Pier 62/63 Ownership. The City shall continue to own Pier 62/63 and all improvements, including all improvements constructed as part of the Rebuild.

5.2. Baseline Maintenance, Operations, and Security. Upon completion of the Rebuild, the City, through DPR, shall continue to provide from existing DPR resources, the base level of maintenance, operations, and security for Pier 62/63 provided prior to the closure of the Pier for the Rebuild. DPR will endeavor to include any major maintenance needed for Pier 62 in a Capital Improvement Plan and Budget, consistent with DPR's Asset Management Plan priorities and subject to City Council approval. Any additional funds for Pier 62/63 maintenance, improvements or enhancements of any sort raised by Friends shall not displace the baseline level of maintenance of Pier 62/63 provided by DPR and may not be used to reduce or displace basic City funding and other support for the Pier 62/63 maintenance and operation by the City. Additional operational and enhancement funding for Pier 62/63 raised by Friends shall be governed by a future operating agreement with the City.

5.3. Programming and Operations. The City recognizes Friends as a primary partner in the future operations of various elements of the Waterfront Seattle Program, including Pier 62/63. The City and Friends intend to collaborate together to ensure provision of general recreation opportunities, exhibitions, and major events available to the general public at Pier 62, as well as Pier 63, to the extent consistent with the structural assessment/conditions study conducted pursuant to Section 2.1.A and any requirements developed as provided in Section 2.1.B. Any future collaboration on programming and operations will be done pursuant to a separate operating agreement(s) in the future, which may include a qualified management contract, as that term is used in the applicable provisions of the Internal Revenue Code, and which contract would be subject to review by the City's bond counsel and approval by both parties, as appropriate, that will specify the

City's and Friends' roles and responsibilities for future operations and programming of Pier 62/63.

- 5.4. Seattle Park District. It is the City's intent to allocate \$300,000 annually of Seattle Park District funding for Pier 62/63 Rebuild for 2019 and 2020 to support the operations of the Pier consistent with the financial plan for the Seattle Park District.

## **6. General**

- 6.1. Term of the Agreement.** The term of this Agreement shall be effective upon the effective date of an ordinance adopted by Seattle City Council and continue through Rebuild project closeout or until Friends makes its final payment of the total fundraising goal and interest, if any, whichever is later.
- 6.2. Force Majeure.** Neither party hereto shall be liable to the other party for any nonperformance, in whole or in part, of its obligations under this Agreement caused by the occurrence of any contingencies beyond the reasonable control of the parties, including but not limited to declared or undeclared war, sabotage, insurrection, riot, or other acts of civil disobedience, acts of a public enemy, acts or decrees of governments or agencies affecting the terms of this Agreement, strikes, labor disputes, acts of third parties not within the control of the party whose performance is affected, shortages of fuel, failures of power, accidents, fires, explosions, floods or other acts of Force Majeure.
- 6.3. Entire Agreement.** This Agreement and the documents expressly referred to herein constitute the entire agreement among the Parties with respect to the subject matter hereof and supersede any prior agreement or understanding among the Parties with respect to such subject matter.

6.4. Severability. If any provision of this Agreement or the application of such provision to any party or circumstance shall be invalid, the remainder of this Agreement or the application of such provision to other parties or circumstances shall not be affected thereby.

6.5. Notices. All notices, requests, demands, consents and other communications required or permitted to be given by this Agreement shall be in writing and personally delivered or mailed to the other party. Such notices shall be deemed received at the earlier of (a) the date actually received; or (b) three (3) business days after such mailing. Such notices shall be sent to the Parties at the following addresses, unless other addresses are furnished by appropriate notice:

If to the City, to:

Office of the Waterfront  
PO Box 34996  
Seattle, WA 98124  
Attn: Joshua Curtis, Partnerships Manager  
joshua.curtis@seattle.gov

If to Friends, to:

Heidi Hughes, Executive Director  
Friends of Waterfront Seattle  
P.O. Box 21272  
Seattle, WA 98111  
heidi@friendsofwaterfrontseattle.org

6.6. Assignment; Subcontract. The Parties shall not assign any of their rights or delegate any of their obligations under this Agreement to a third party without the prior written approval of the other party.

- 6.7. Counterparts. This Agreement may be executed in one or more counterparts, all of which shall constitute one in the same instrument.
- 6.8. Headings. The article and section headings in this Agreement are for convenience of reference only, and shall not be deemed to alter or affect the meaning or interpretation of any provisions hereof.
- 6.9. Construction. This Agreement shall be construed and enforced according to the laws of the State of Washington without regard to any otherwise governing principals of conflicts of laws. This Agreement shall be construed neutrally and not in favor or against any party.
- 6.10. Equal Employment Opportunity and Outreach.

A. Friends shall not discriminate against any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. Friends shall take affirmative efforts to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap. Such efforts shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation and selection for training, including apprenticeship.

B. Friends, by executing this Agreement, is affirming that Friends complies with all applicable federal, state, and local non-discrimination laws, particularly the requirements of

SMC Ch. 20.42 as incorporated in this Agreement. Any violation of the mandatory requirements of the provisions of this section shall be a material breach of Agreement for which the Foundation may be subject to damages and sanctions provided for by the Agreement and by applicable law, including but not limited to debarment from City contracting activities in accordance with SMC Ch. 20.70.

6.11. Equal Benefits. Friends shall comply with SMC Ch. 20.45 and Equal Benefit Program Rules, which require Friends to provide the same or equivalent benefits (“equal benefits”) to domestic partner of employees as Friends provides to spouses of employees. At City’s request, Friends shall provide information and verification of compliance with this requirement.

6.12. Amendment. This Agreement shall not be modified or amended except by a written agreement executed by both of the parties.

### Exhibits

Ex. A – Approved Budget

Ex. B – Approved Design

Ex. C – Seattle Parks and Recreation – Acceptance of Gifts and Donor Recognition Policy (DPP 060-P 2.13.1)



IN WITNESS WHEREOF, the Parties have executed this agreement as of the day and year stated above.

CITY OF SEATTLE

FRIENDS OF WATERFRONT SEATTLE

By \_\_\_\_\_

By \_\_\_\_\_

Marshall Foster

Heidi Hughes

Director, Office of Waterfront

Executive Director, Friends of Waterfront  
Seattle

By: \_\_\_\_\_

Jesús Aguirre

Superintendent, Seattle Parks and

Recreation

**Exhibit A**

Approved Budget

# Exhibit A - Pier 62/63 Phase 1 Rebuild Cost Estimate

July 1, 2016

100% Design

Select Current Year:

2016

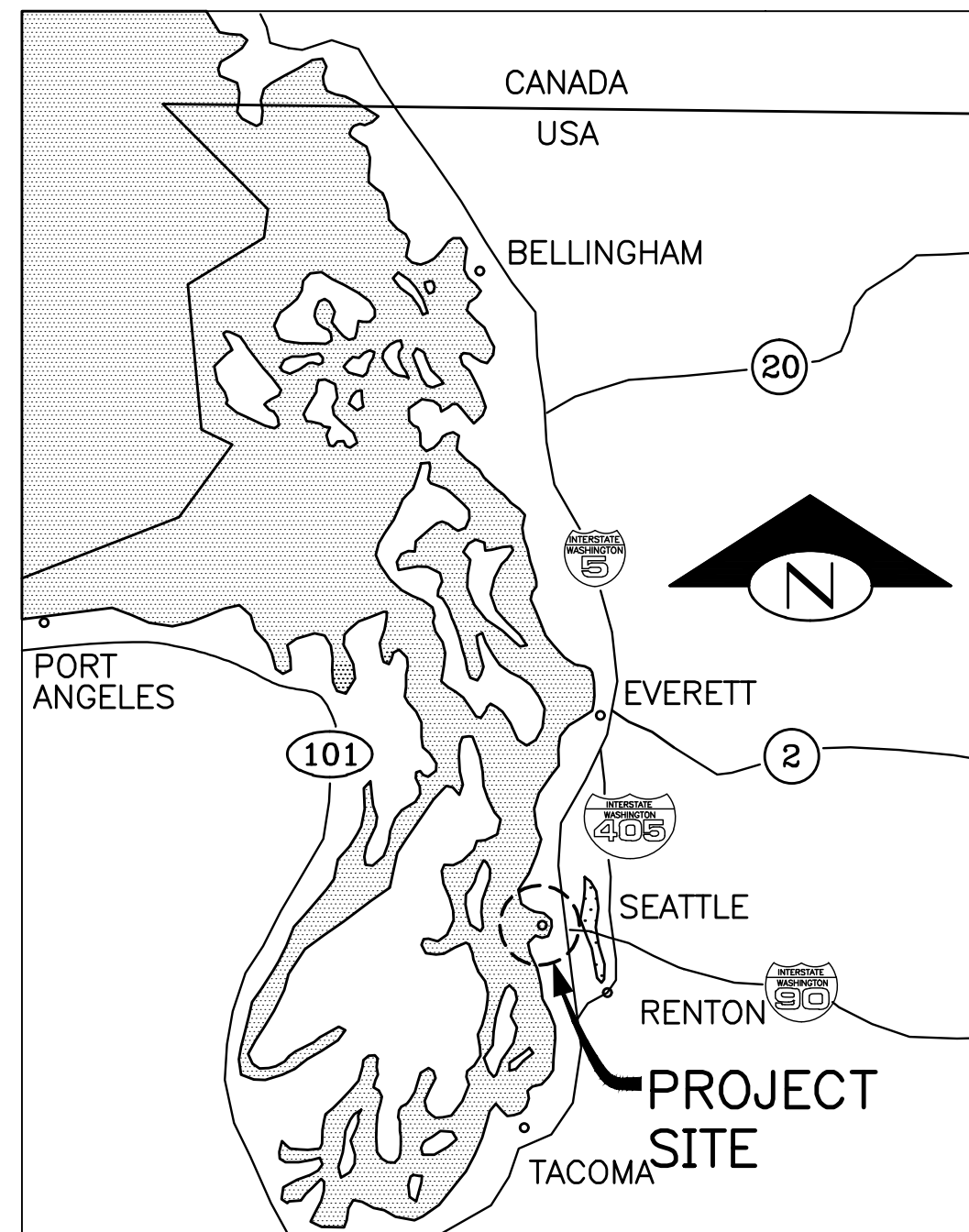
	Estimated Cost
<b>Current Engineer's Estimate (Full Scope)</b>	<b>\$13.42</b>
Sales Tax Eligible	Y
Adjusted EE Sales Tax	\$1.60
Design Allowance %	0.0%
Design Allowance	-
<b>Adjusted Engineer's Estimate</b>	<b>\$13.42</b>
Midpoint of Construction	2018
Adjusted EE Escalation (2 yrs @ 4%/yr)	\$1.09
Construction Risk %	15.0%
Adjusted EE Construction Risk	\$2.18
<b>Revised Scope Hard Cost (with Escalation and Construction Risk)</b>	<b>\$18.29</b>
City Construction Admin	
CM Administration Services	15.0% \$2.74
<b>Total Construction Administration Costs</b>	<b>23.0% \$4.21</b>
<b>Total Construction Cost</b>	<b>\$22.50</b>
<b>Environmental and Permits (Parks lead)</b>	<b>\$0.50</b>
Design Cost Accrued (FY 2015)	0.7% \$0.12
City Design and Project Management	
Consultant Design Services	10.9% \$2.00
<b>Total Design Costs</b>	<b>16.9% \$3.09</b>
<b>Contingency</b>	<b>20% of EE \$2.68</b>
<b>Total Project Cost</b>	<b>\$28.77</b>

Notes:

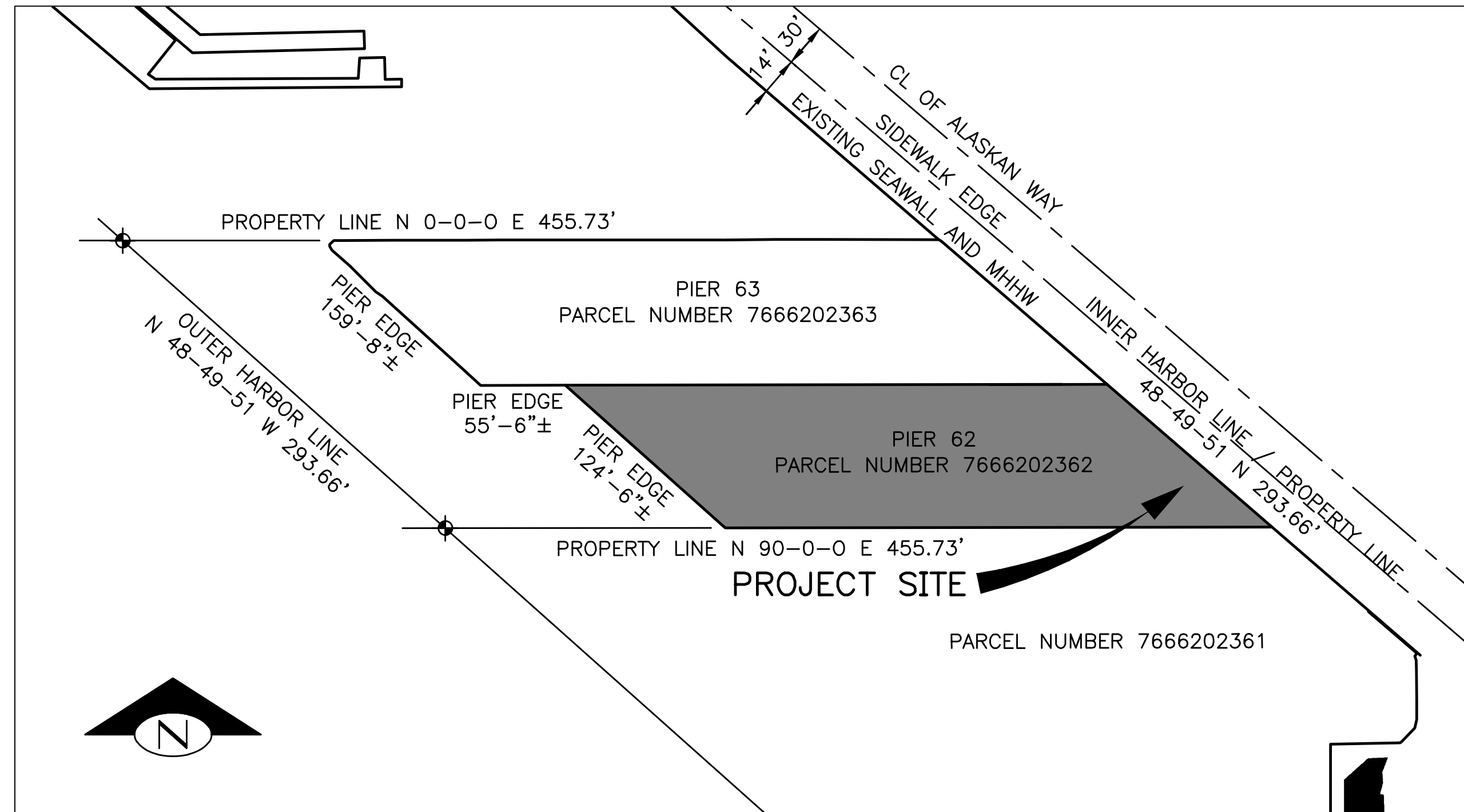
- Does not include owner furnished items - furniture, benches, etc. Does not include art installation.

**Exhibit B**

Approved Design



**LOCATION MAP**  
SCALE: NTS



**SITE PLAN**  
SCALE: NTS

**PROJECT INFORMATION:**

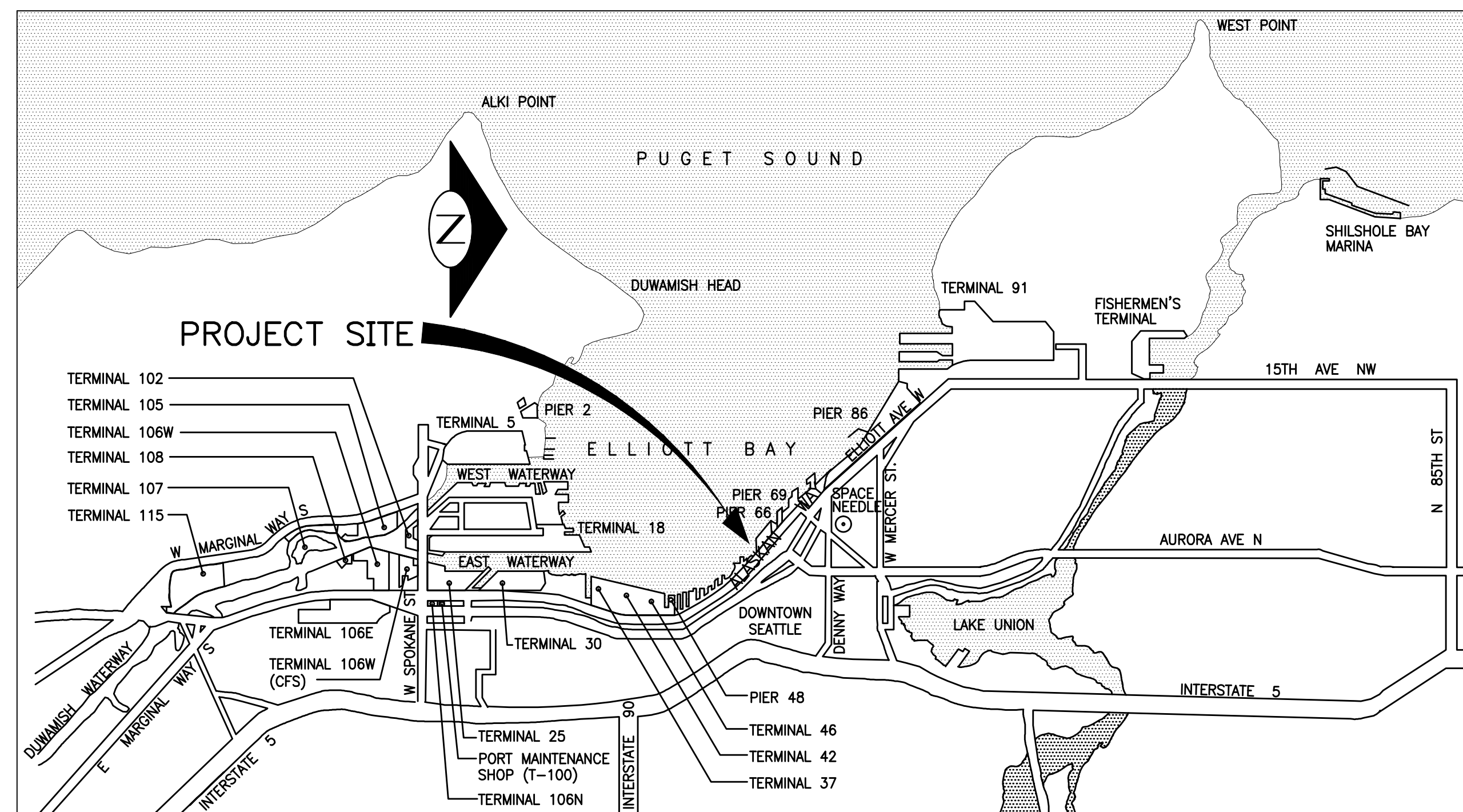
CONTACT PERSON: KIT LOO (206) 684-3669  
 PROPERTY ADDRESS: 1951 ALASKAN WAY  
 SEATTLE, WA 98101  
 PROPERTY OWNER: SEATTLE PARKS & RECREATION  
 100 DEXTER AVE NORTH  
 SEATTLE, WA 98109  
 ZONING: DH-1, SHORELINE DESIGNATION  
 FIRE ZONE: DOWNTOWN FIRE DISTRICT

**LEGAL DESCRIPTION-PIER 62:**

SEATTLE TIDE LDS AREA IN FRONT OF  
 LOTS 4 AND 5 AND POR 6-SEE MINOR #2360.  
 PLat Block: 173  
 Plat Lot: 4-5-6

**LEGAL DESCRIPTION-PIER 63:**

SEATTLE TIDE LDS AREA IN FRONT OF PORS ABOVE  
 LOTS-SEE MINOR # 2360  
 PLat Block: 173  
 Plat Lot: 1-2-3



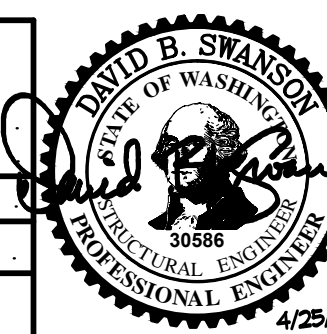
**VICINITY MAP**  
SCALE: NTS

**PERMIT SET**  
4/25/16



APPROVED FOR ADVERTISING  
 NANCY LOCKE  
 DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES  
 SEATTLE, WASHINGTON . . . . . 20

NAME OR INITIALS AND DATE	INITIALS AND DATE
DESIGNED . JAP	REVIEWED: . . . . .
CHECKED . CMH	DES. . . . . CONST.
	SDOT . . . . . PROJ. MGR.
DRAWN . RLC	RECEIVED . . . . .
CHECKED . KRB	REVISED AS BUILT . . . . .



City of Seattle  
**Seattle Department of Transportation**  
 ORDINANCE NO. . . . . APPROVED . . . . .  
 FUND: . . . . .  
 SCALE: NTS . . . . . INSPECTOR'S BOOK . . . . .

**COVER SHEET ST001**

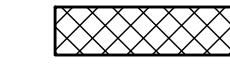
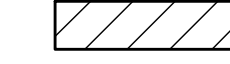
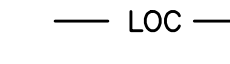
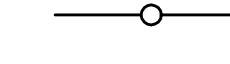
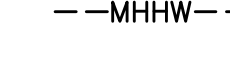
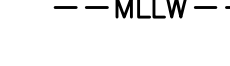

**WATERFRONT SEATTLE PIER 62-63 IMPROVEMENTS**

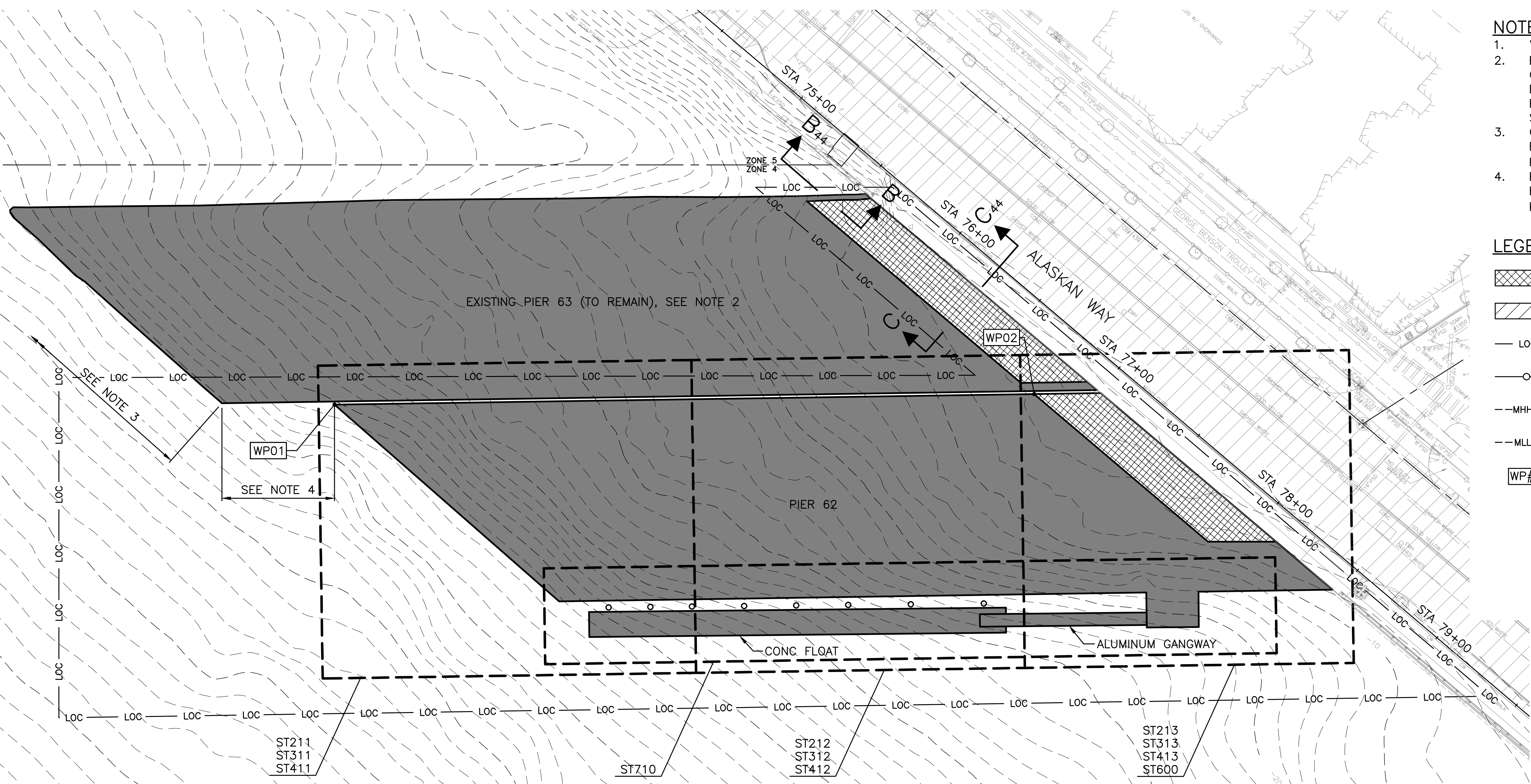
PC	TS5766A
R/W	XX
CO	XX
VAULT PLAN NO. 777-815	
SHEET 1 OF 98	

VAULT SERIAL NO.	DATE	MARK	NATURE	MADE	CHK'D	REV'D
36143						

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 Apr-25-16 5:58pm

- NOTES:**
1. VERTICAL DATUM NAVD88.
  2. EXISTING PIER 63 (TO REMAIN) WILL BE CLOSED TO PUBLIC ACCESS FOR THE DURATION OF CONSTRUCTION, AND CANNOT BE USED BY THE CONTRACTOR FOR STAGING OR VEHICLE ACCESS.
  3. CORNER OF EXISTING WESTERN RAILING AND BULLRAIL TO BE SHORTENED AND REVISED PER 2/44.
  4. EXISTING SOUTHERN PIER 63 RAILING TO BE REVISED FOR REINSTALLATION AT NEW PIER EDGE PER 3/44.

- LEGEND:**
-  GRATING
  -  UPLAND STAGING AREA
  -  LOC — LIMITS OF CONSTRUCTION
  -  CHAIN LINK FENCE
  -  --MHHW-- MEAN HIGHER HIGH WATER (+9.02)
  -  --MLLW-- MEAN LOWER LOW WATER (-2.34)
  -  WP## WORKING POINT SEE SHEET 4



WPO1  
SEE NOTE 4

SEE NOTE 3

ST211  
ST311  
ST411

ST710

ST212  
ST312  
ST412

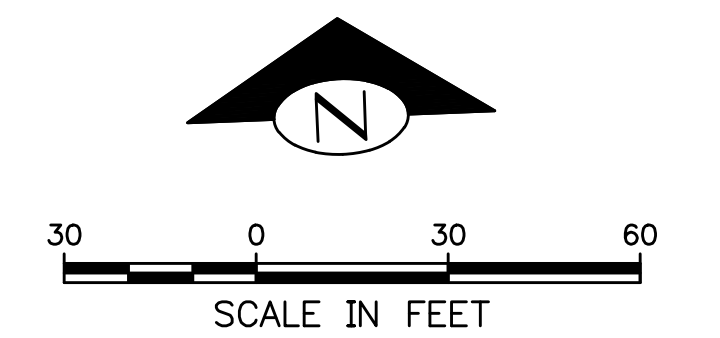
ST213  
ST313  
ST413  
ST600

- SHEET KEY**
- ST2XX - SURFACE PLANS
  - ST3XX - PANEL PLANS
  - ST4XX - PILE AND CAP PLANS
  - ST6XX - STEEL FRAMING PLANS
  - ST7XX - FLOAT AND GANGWAY PLANS

**NOTES:**

**NAVIGATION**  
THE WATER BODY ADJACENT TO THE PROJECT SITE AND OUTSIDE THE LIMITS OF CONSTRUCTION IS A NAVIGATION CHANNEL TO BE UTILIZED BY RECREATIONAL VESSELS AND COMMERCIAL VESSELS THROUGHOUT THE YEAR, INCLUDING DURING PROJECT CONSTRUCTION. VESSEL TRAFFIC THROUGH THE WATERS NEAR THE PROJECT SITE WILL OCCUR THROUGHOUT THE DURATION OF THE PROJECT. THE CONTRACTOR SHALL COORDINATE WITH THE CITY ON A DAILY BASIS TO KEEP THE CITY AWARE OF THEIR ACTIVITIES AND TO SEQUENCE THE WORK IN ORDER TO MINIMIZE DISRUPTIONS TO VESSEL TRAFFIC AND TO PROMPTLY REMOVE OR RELOCATE ANY EQUIPMENT AND OPERATIONS WHICH MAY BE OBSTRUCTING TRAFFIC.

**SIGNAL LIGHTS**  
THE CONTRACTOR SHALL DISPLAY SIGNAL LIGHTS AND CONDUCT HIS OPERATION IN ACCORDANCE WITH THE GENERAL REGULATIONS OF THE DEPARTMENT OF THE ARMY AND OF THE COAST GUARD GOVERNING LIGHTS AND DAY SIGNALS. SIGNALS SHALL BE AS SET FORTH IN COMMANDANT U.S. COAST GUARD INSTRUCTION M16672.2 NAVIGATION RULES: INTERNATIONAL INLAND (COMDTINST M16672.2) OR 33 C.F.R. 81 APPENDIX A (INTERNATIONAL) AND 33 C.F.R. 84 AND 33 C.F.R. 84 THROUGH 89 (INLAND) AS APPLICABLE.



**PERMIT SET**  
**4/25/16**

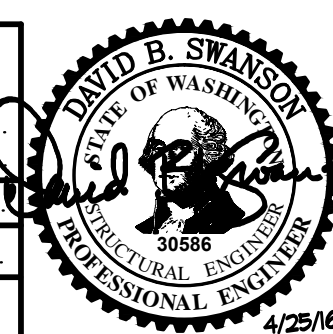
**OVERALL PLAN**  
**ST210**

**Waterfront Seattle**

APPROVED FOR ADVERTISING  
NANCY LOCKE  
DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES  
SEATTLE, WASHINGTON 20  
BY: PURCHASING & CONTRACTING SERVICES DIRECTOR

NAME OR INITIALS AND DATE DESIGNED: JAP CHECKED: CMH	INITIALS AND DATE REVIEWED: DES. CONST. SDOT PROJ. MGR.
DRAWN: RLC CHECKED: KRB	RECEIVED REVISED AS BUILT

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF SEATTLE STANDARD PLANS AND SPECIFICATIONS AND OTHER DOCUMENTS CALLED FOR IN SECTION 0-02.3 OF THE PROJECT MANUAL.

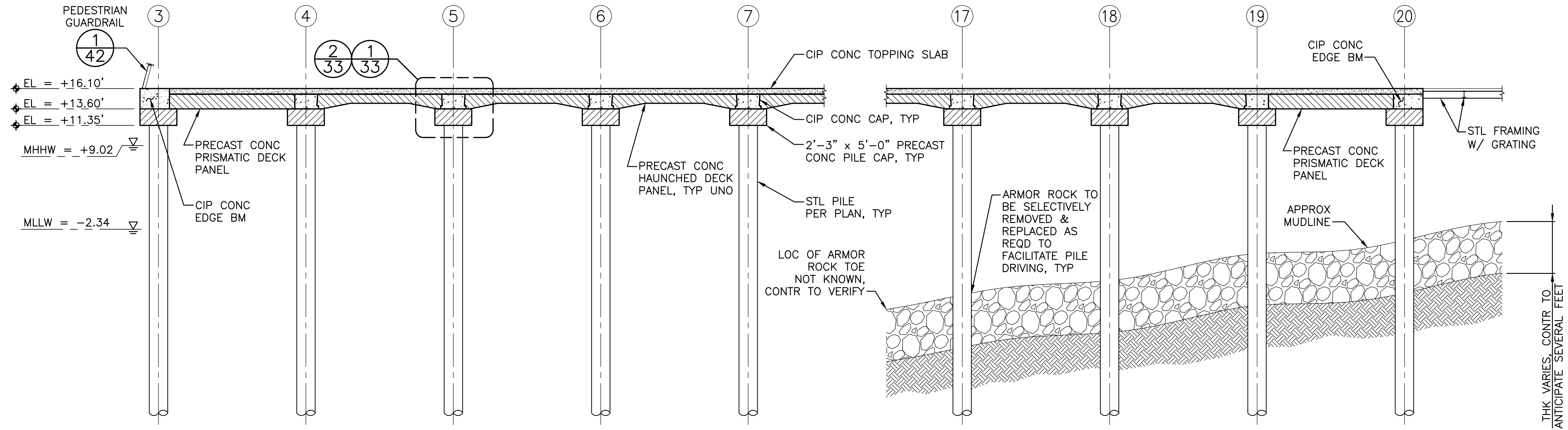


City of Seattle  
**Seattle Department of Transportation**  
ORDINANCE NO. \_\_\_\_\_ APPROVED \_\_\_\_\_  
FUND: \_\_\_\_\_  
SCALE: 1" = 30' INSPECTOR'S BOOK \_\_\_\_\_

**WATERFRONT SEATTLE**  
**PIER 62-63**  
**IMPROVEMENTS**

PC	TS5766A
R/W	XX
CO	XX
VAULT PLAN NO.	777-815
SHEET	20 OF 98



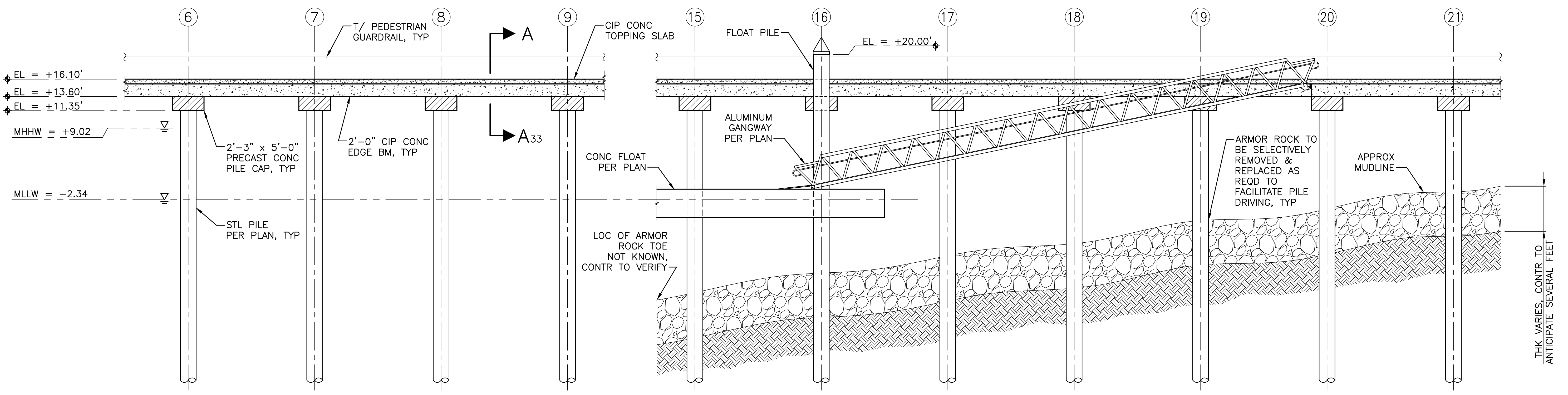


**NOTE:**  
1. VERTICAL DATUM NAVD88.

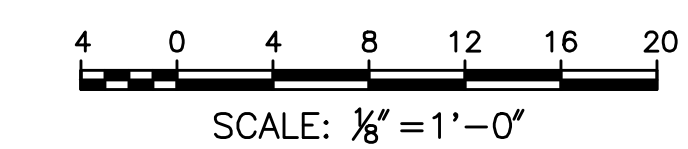
**LEGEND:**

	PRECAST CONC
	PRECAST CONC
	CIP CONC
	ARMOR ROCK
	EXISTING SOIL

**PIER-SECTION (AT GRIDLINE D) 1**  
SCALE: 1/8" = 1'-0" 32



**PIER-ELEVATION (FROM SOUTH OF GRIDLINE J) 2**  
SCALE: 1/8" = 1'-0" 32



PIER ELEVATIONS AND SECTIONS ST500

VAULT SERIAL NO.	DATE	NATURE	MADE	CHK'D	REV'D
36143					

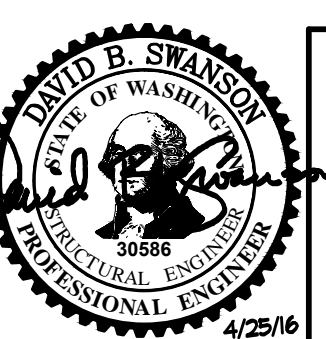
**PERMIT SET**  
**4/25/16**



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 DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES  
 SEATTLE, WASHINGTON . . . . . 20  
 BY: . . . . . PURCHASING & CONTRACTING SERVICES DIRECTOR

NAME OR INITIALS AND DATE	INITIALS AND DATE
DESIGNED JAP	REVIEWED: DES. . . . . CONST.
CHECKED CMH	SDOT . . . . . PROJ. MGR.
DRAWN RLC	RECEIVED
CHECKED KR8	REVISED AS BUILT

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF SEATTLE STANDARD PLANS AND SPECIFICATIONS AND OTHER DOCUMENTS CALLED FOR IN SECTION 0-02.3 OF THE PROJECT MANUAL.



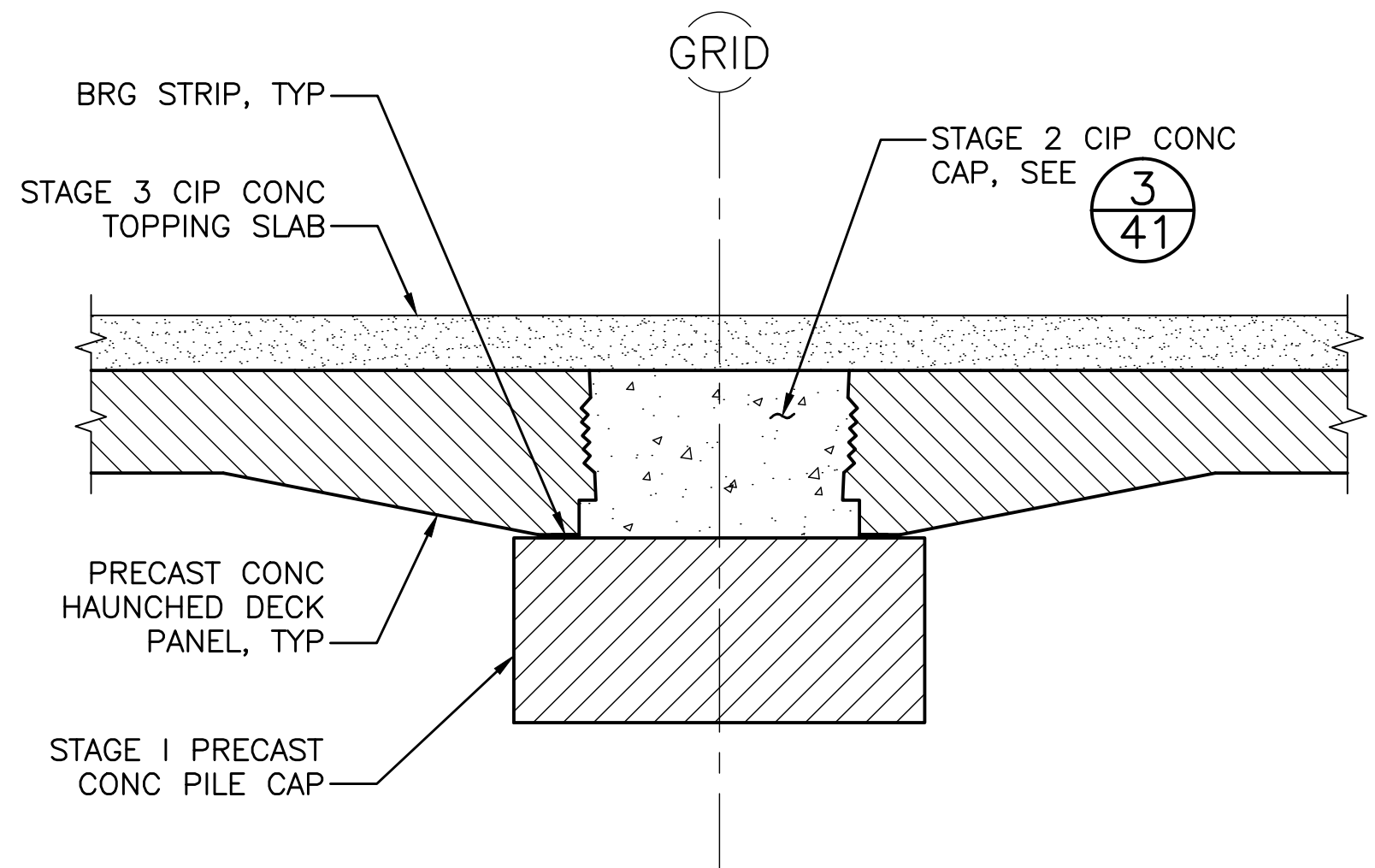
City of Seattle  
**Seattle Department of Transportation**

ORDINANCE NO. . . . . APPROVED . . . . .  
 FUND: . . . . .  
 SCALE: 1/8" = 1'-0" INSPECTOR'S BOOK . . . . .

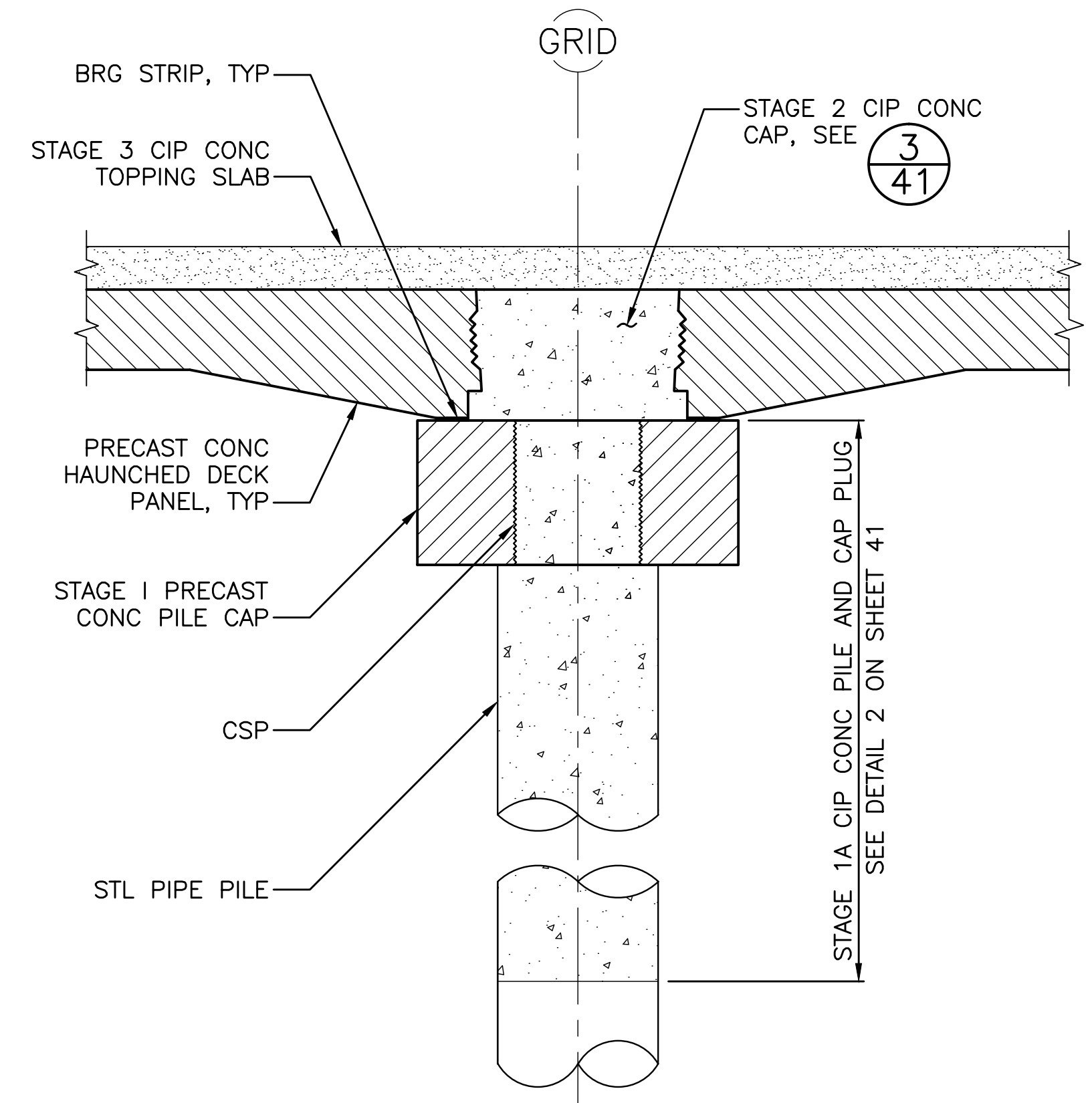
**WATERFRONT SEATTLE**  
**PIER 62-63**  
**IMPROVEMENTS**

NO.	PC	TS5766A
R/W	XX	
CO	XX	
VAULT PLAN NO.	777-815	
SHEET	32 OF 98	

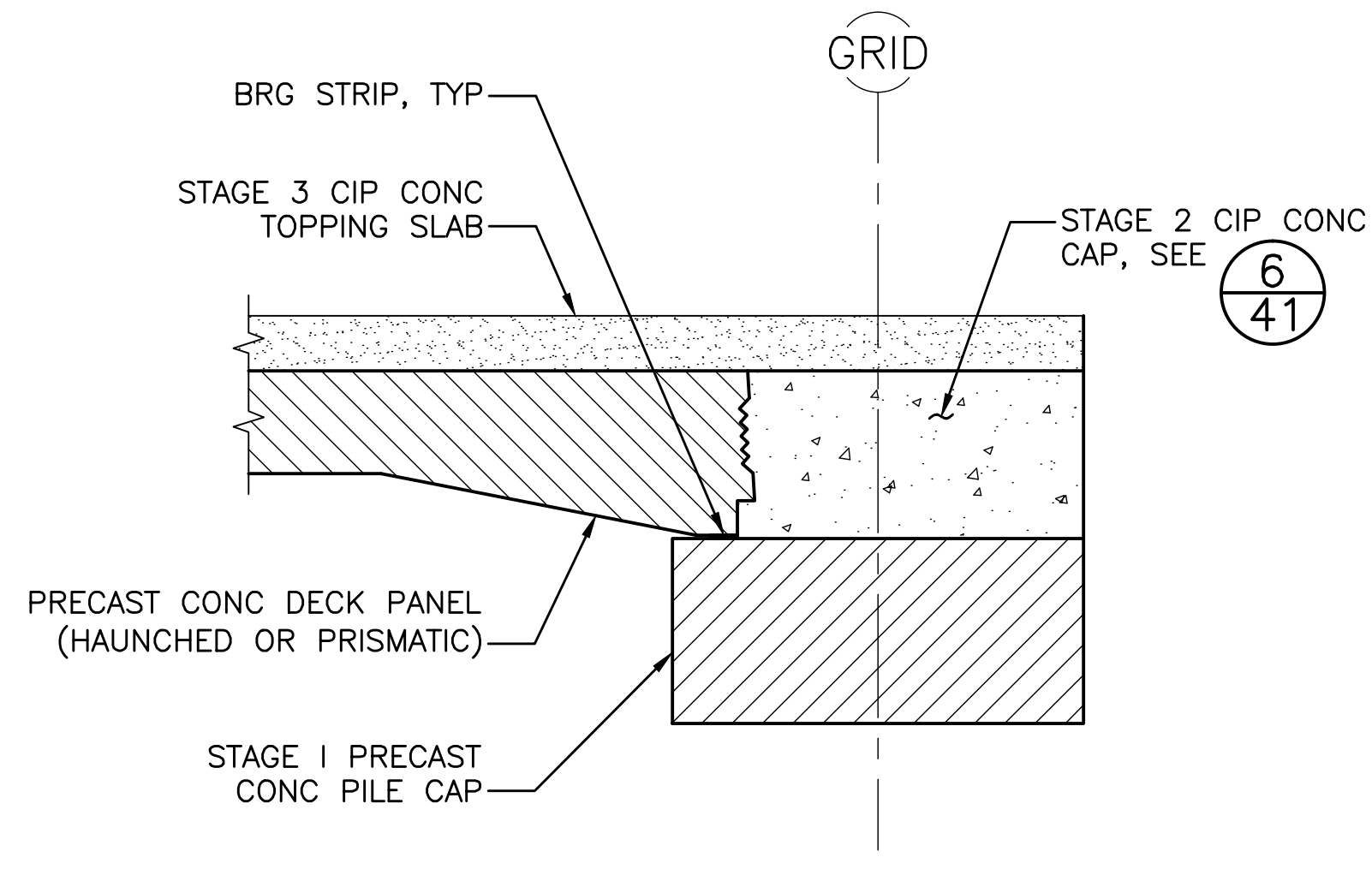
c:\projects\waterfront\seattle\wfs\wfs12-p-p-stru-st500.dwg  
 Apr-25-16 6:03pm



SECTION-PILE CAP MIDSPAN: STAGE KEY **1**  
SCALE: 1/2" = 1'-0" **33**



SECTION-PILE CAP AT PILE: STAGE KEY **2**  
SCALE: 1/2" = 1'-0" **33**



SECTION-PILE CAP END: STAGE KEY  
**SECTION A-A** 32  
SCALE: 1/2" = 1'-0"

**NOTES:**

1. STAGE 1A AND STAGE 2 CIP CONCRETE SHALL BE STANDARD CONCRETE.
2. STAGE 3 CIP CONCRETE SHALL BE COLORED CONCRETE. CIP POUR BREAKS SHOWN IN DETAILS ARE PROPOSED. POUR BREAKS SHALL BE LOCATED AS TO PROVIDE A CONSISTENT STRAIGHT LINE AT PIER EDGE BETWEEN THE STANDARD AND COLORED CONCRETE. POUR BREAKS SHALL BE LOCATED SUCH THAT VERTICAL REINFORCING IS PRESENT AT BREAK.
3. STAGE 2 CONCRETE SHALL HAVE A MINIMUM OF 7 DAYS TO CURE PRIOR TO PLACEMENT OF STAGE 3 CONCRETE.

**LEGEND:**

- PRECAST CONC
- PRECAST CONC
- CIP CONC

VAULT SERIAL NO.	DATE	MARK	NATURE	REVISIONS
36143				

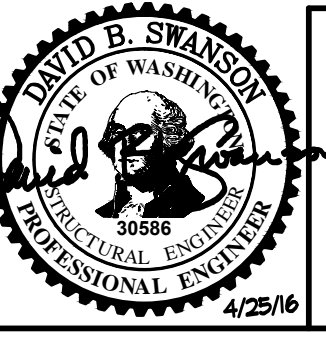
**PERMIT SET**  
**4/25/16**



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NANCY LOCKE  
DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES  
SEATTLE, WASHINGTON . . . . . 20

BY: \_\_\_\_\_  
PURCHASING & CONTRACTING SERVICES DIRECTOR

NAME OR INITIALS AND DATE	INITIALS AND DATE
DESIGNED . JAP . . . . .	REVIEWED: . . . . .
CHECKED . CMH . . . . .	DES. . . . . CONST. . . . .
	SDOT . . . . . PROJ. MGR. . . . .
DRAWN . RLC . . . . .	RECEIVED . . . . .
CHECKED . KRB . . . . .	REVISED AS BUILT . . . . .
ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF SEATTLE STANDARD PLANS AND SPECIFICATIONS AND OTHER DOCUMENTS CALLED FOR IN SECTION 0-02.3 OF THE PROJECT MANUAL.	



City of Seattle  
**Seattle Department of Transportation**

ORDINANCE NO. . . . . APPROVED . . . . .

FUND: . . . . .

SCALE: 1/2" = 1'-0" . . . . . INSPECTOR'S BOOK . . . . .

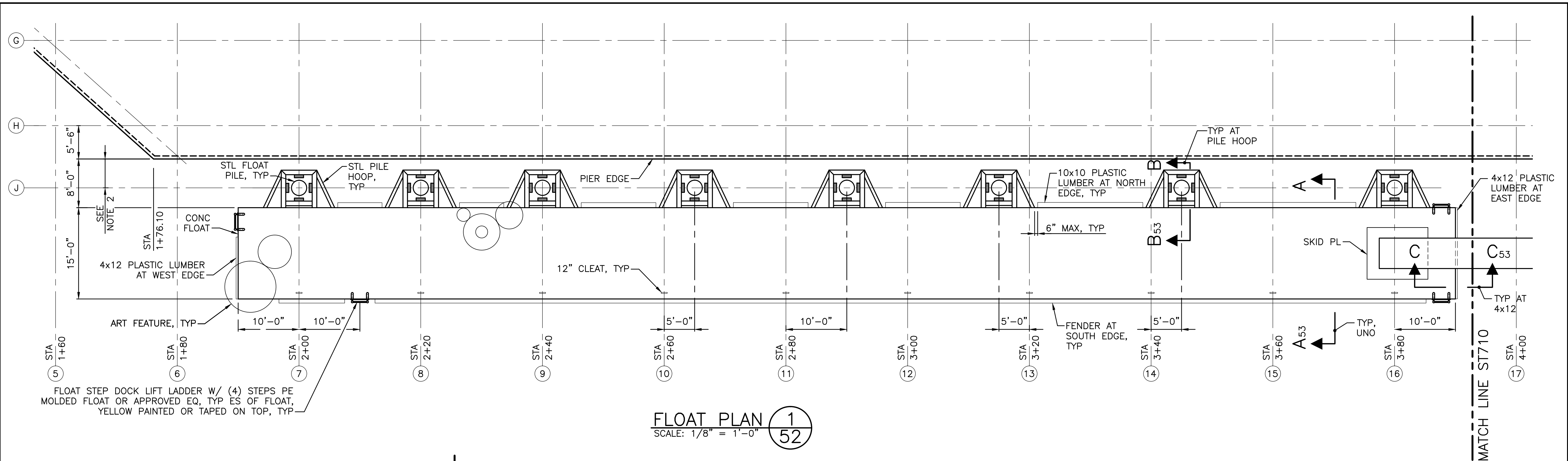
**WATERFRONT SEATTLE**  
**PIER 62-63**  
**IMPROVEMENTS**

NO. . . . . PC . . . . . TS5766A  
R/W . . . . . XX  
CO . . . . . XX

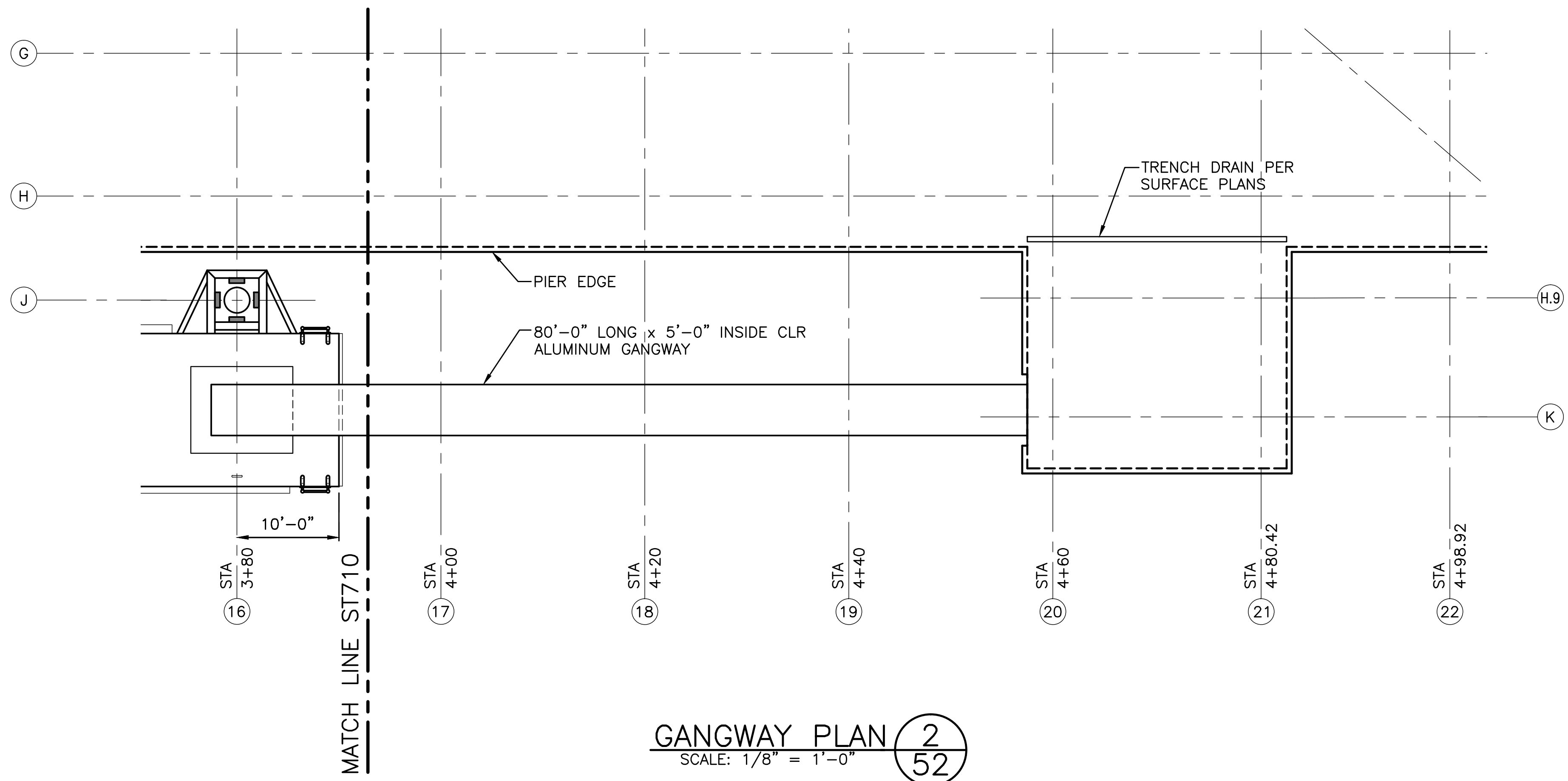
VAULT PLAN NO.  
777-815

SHEET 33 OF 98



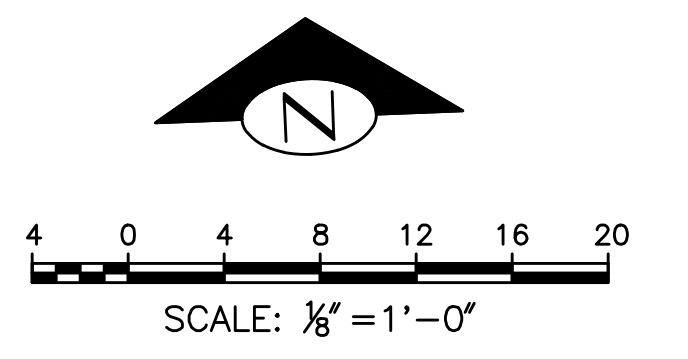


**FLOAT PLAN 1**  
SCALE: 1/8" = 1'-0"



**GANGWAY PLAN 2**  
SCALE: 1/8" = 1'-0"

- NOTES:**
1. VERTICAL DATUM NAVD88.
  2. FLOAT LOCATION TO BE AS-SHOWN. PILE OFFSET FROM PIER DEPENDS ON THE CONTRACTOR'S PILE HOOP DESIGN, AND WILL BE DETERMINED BY THE CONTRACTOR.



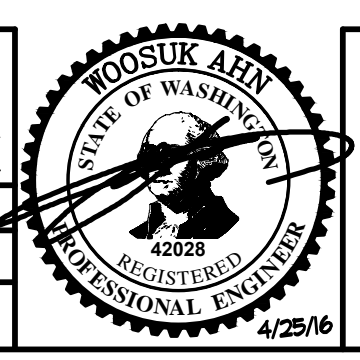
**OVERALL FLOAT AND GANGWAY PLAN ST710**

**PERMIT SET**  
**4/25/16**



APPROVED FOR ADVERTISING  
NANCY LOCKE  
DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES  
SEATTLE, WASHINGTON . . . . . 20

NAME OR INITIALS AND DATE	INITIALS AND DATE
DESIGNED . WWA . . . . .	REVIEWED: . . . . .
CHECKED . CMH . . . . .	DES. . . . . CONST.
	SDOT . . . . . PROJ. MGR.
DRAWN . RLC . . . . .	RECEIVED . . . . .
CHECKED . WWA . . . . .	REVISED AS BUILT . . . . .
ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF SEATTLE STANDARD PLANS AND SPECIFICATIONS AND OTHER DOCUMENTS CALLED FOR IN SECTION 0-02.3 OF THE PROJECT MANUAL.	



City of Seattle  
**Seattle Department of Transportation**

ORDINANCE NO. . . . . APPROVED . . . . .

FUND: . . . . .

SCALE: 1/8" = 1'-0" . . . . . INSPECTOR'S BOOK . . . . .

**WATERFRONT SEATTLE**  
**PIER 62-63**  
**IMPROVEMENTS**

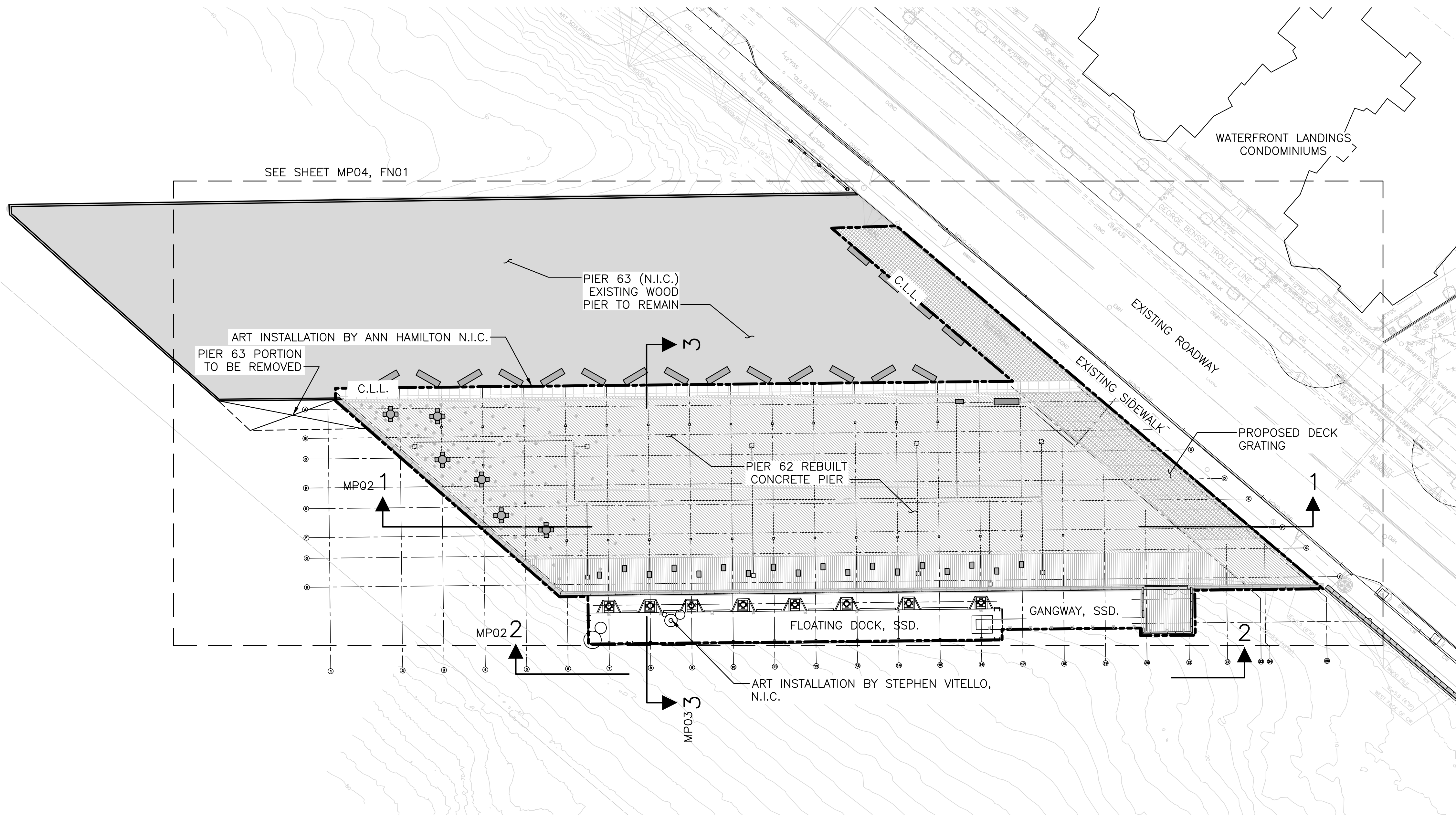
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R/W	XX
CO	XX
VAULT PLAN NO.	777-815
SHEET	52 OF 98

VAULT SERIAL NO.	DATE	MARK	NATURE	MADE	CHK'D	REV'D
36143						

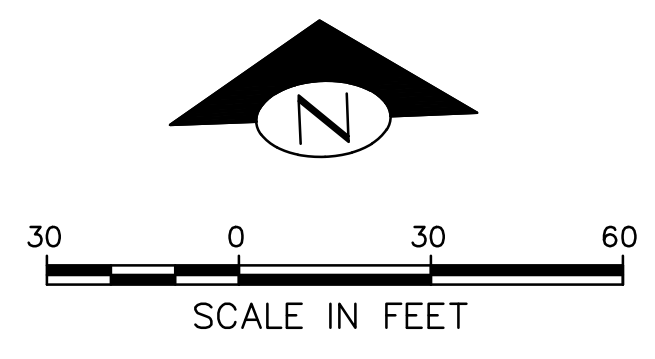
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Apr-25-16 6:03pm

MADE	CHK'D	REV'D
NATURE	REVISIONS	
DATE	MARK	
VAULT SERIAL NO.		36767

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 May-09-16 11:35am



- LEGEND:**
- LIMIT OF CONSTRUCTION
  - STAMPED FINISH FOR CIP CONCRETE
  - GRATING
  - EXISTING PIER EDGE
  - TIEBACK ANCHORS
  - MOVABLE TABLES + CHAIR SET
  - MOVABLE CHAIRS
  - TIMBER BENCH N.I.C.
  - IN-GRADE SOLAR LIGHTING, SED.
  - SSD SEE STRUCTURAL DRAWINGS
  - SED SEE ELECTRICAL DRAWINGS

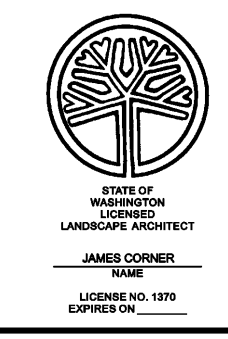


PIER 62/63  
 OVERALL SITE PLAN  
 MP01



APPROVED FOR ADVERTISING  
 NANCY LOCKE  
 DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES  
 SEATTLE, WASHINGTON 20

NAME OR INITIALS AND DATE	INITIALS AND DATE
DESIGNED AT.EG. .... 5/6/2016	REVIEWED: DES. .... CONST. ....
CHECKED .TC. .... 5/6/2016	SDOT ..... PROJ. MGR. ....
DRAWN . . AT. EG. .... 5/6/2016	RECEIVED
CHECKED .TC. .... 5/6/2016	REVISED AS BUILT
ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF SEATTLE STANDARD PLANS AND SPECIFICATIONS AND OTHER DOCUMENTS CALLED FOR IN SECTION 0-02.3 OF THE PROJECT MANUAL.	



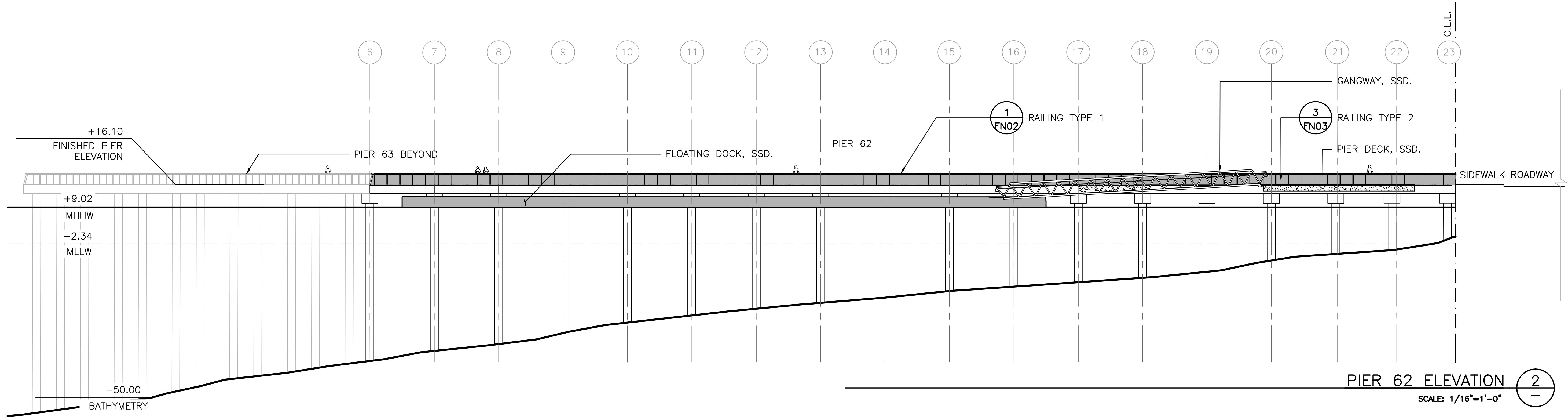
**City of Seattle**  
**Seattle Department**  
**of Transportation**

ORDINANCE NO. .... APPROVED. ....  
 FUND: .....  
 SCALE: 1" = 30' INSPECTOR'S BOOK .....

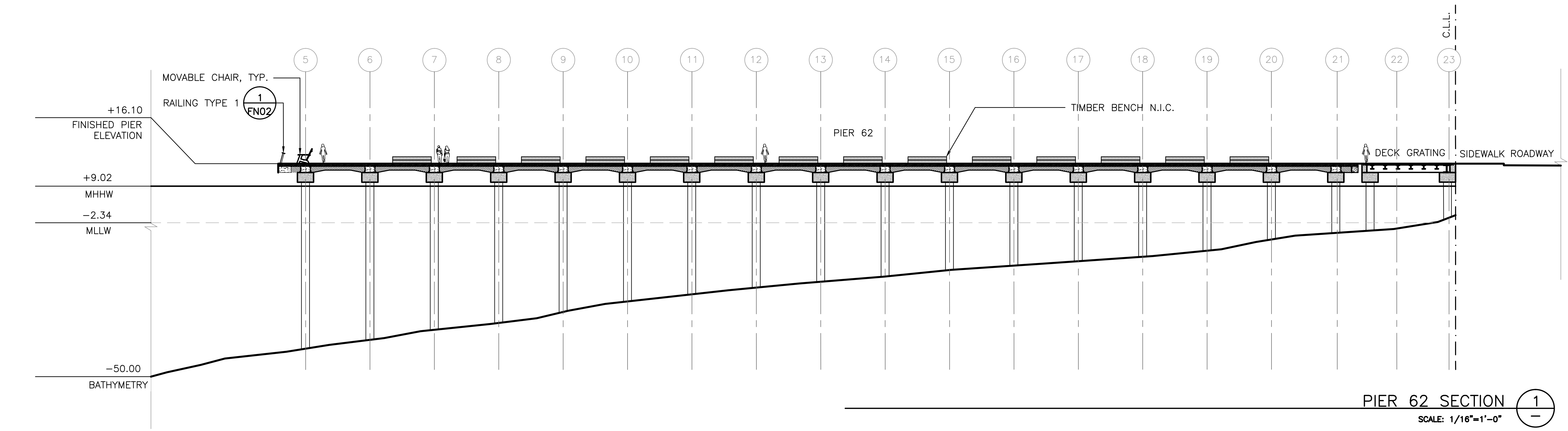
**WATERFRONT SEATTLE**  
**PIER 62/63**  
**IMPROVEMENTS**

JOB NO.	PC	TS5777A
R/W	XX	
CO	XX	
VAULT PLAN NO.	782-291	
SHEET	56 OF 98	

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 May-09-16 11:35am  
 VAULT SERIAL NO. 36267  
 DATE MARK NATURE REVISIONS MADE CHK'D REV'D



PIER 62 ELEVATION (2)  
 SCALE: 1/16"=1'-0"



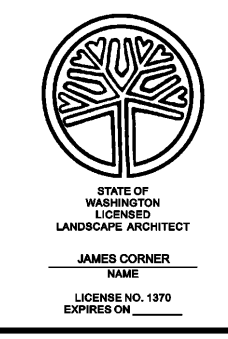
PIER 62 SECTION (1)  
 SCALE: 1/16"=1'-0"

PIER 62/63  
 OVERALL SITE SECTION AND ELEVATION  
 MP02



APPROVED FOR ADVERTISING  
 NANCY LOCKE  
 DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES  
 SEATTLE, WASHINGTON . . . . . 20  
 BY: PURCHASING & CONTRACTING SERVICES DIRECTOR

NAME OR INITIALS AND DATE	INITIALS AND DATE
DESIGNED AT. EG. . . . . 5/6/2016	REVIEWED: . . . . . CONST. . . . .
CHECKED TC. . . . . 5/6/2016	SDOT . . . . . PROJ. MGR. . . . .
DRAWN AT. EG. . . . . 5/6/2016	RECEIVED . . . . .
CHECKED TC. . . . . 5/6/2016	REVISED AS BUILT . . . . .
ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF SEATTLE STANDARD PLANS AND SPECIFICATIONS AND OTHER DOCUMENTS CALLED FOR IN SECTION 0-02.3 OF THE PROJECT MANUAL.	



City of Seattle  
**Seattle Department  
 of Transportation**  
 ORDINANCE NO. . . . . APPROVED. . . . .  
 FUND: . . . . .  
 SCALE: 1/16" = 1' INSPECTOR'S BOOK . . . . .

**WATERFRONT SEATTLE  
 PIER 62/63  
 IMPROVEMENTS**

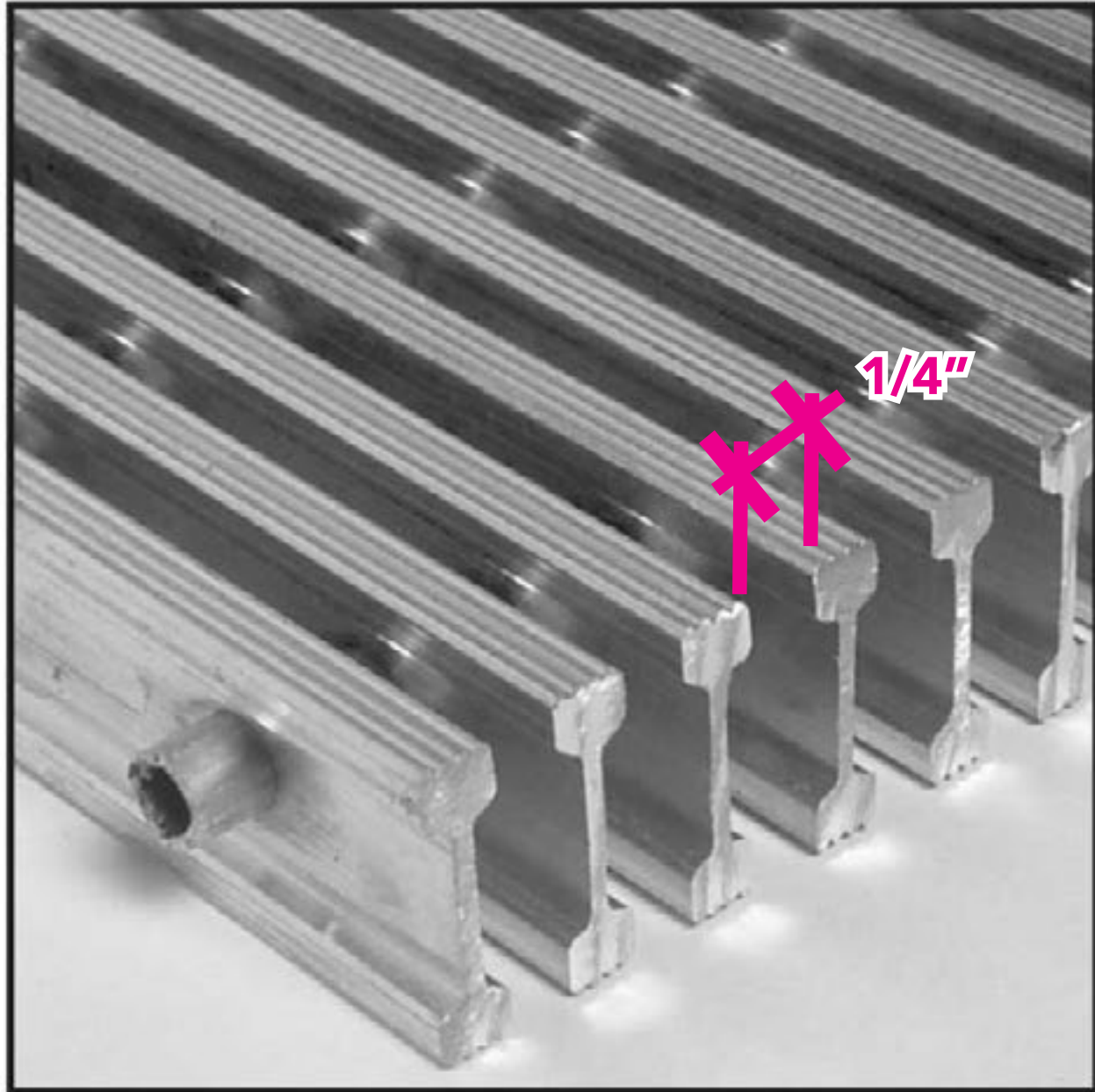
PC	TS5777A
R/W	XX
CO	XX
VAULT PLAN NO.	782-291
SHEET	57 OF 98

# PIER 62/63

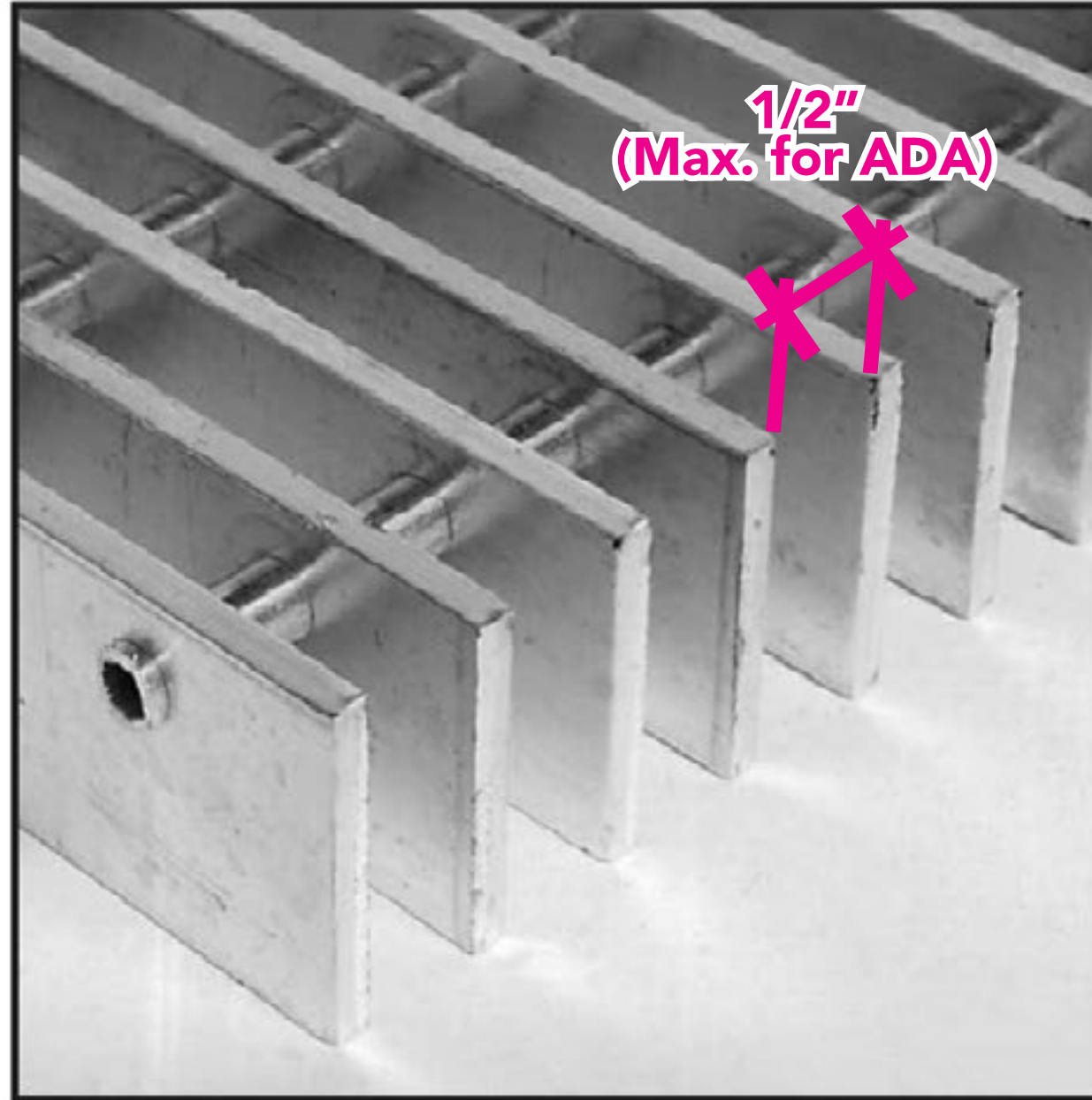
## GRATING

### REQUIREMENTS:

- ADA COMPLIANT
- VEHICLE RATED
- SLIP RESISTANT
- ALLOW ENOUGH LIGHT THROUGH



***P-8-2, 1" I-Bar, Grooved Surface, 1/2" bearing bar centers; 2" cross bar centers***



***P-11-2, 1-1/2" x 3/16", Smooth Surface, 11/16" bearing bar centers; 2" cross bar centers***



# PIER 62/63

## GRATING MATERIALS OPTIONS



UNTREATED CARBON STEEL



STAINLESS STEEL



ALUMINUM

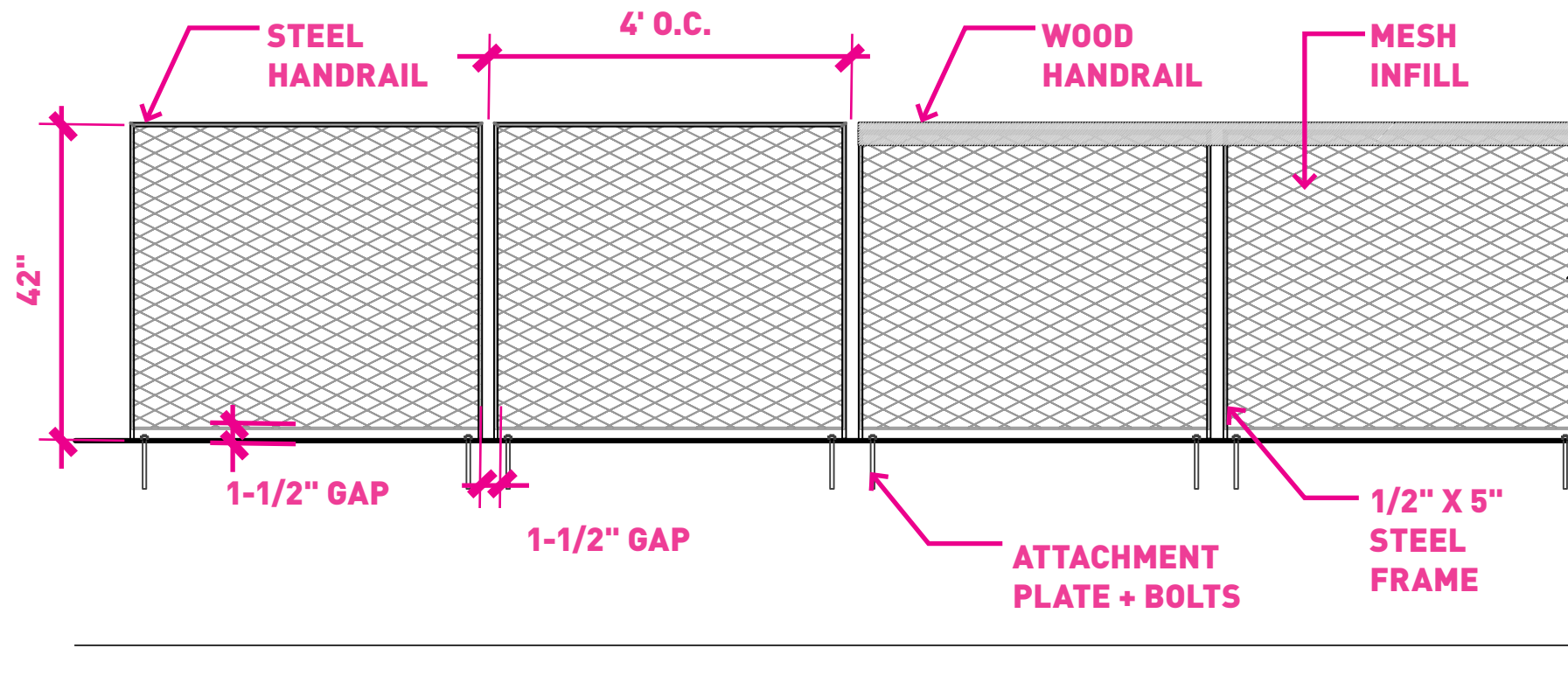
# PIER 62/63

CONCRETE DECK - PLANK TEXTURE

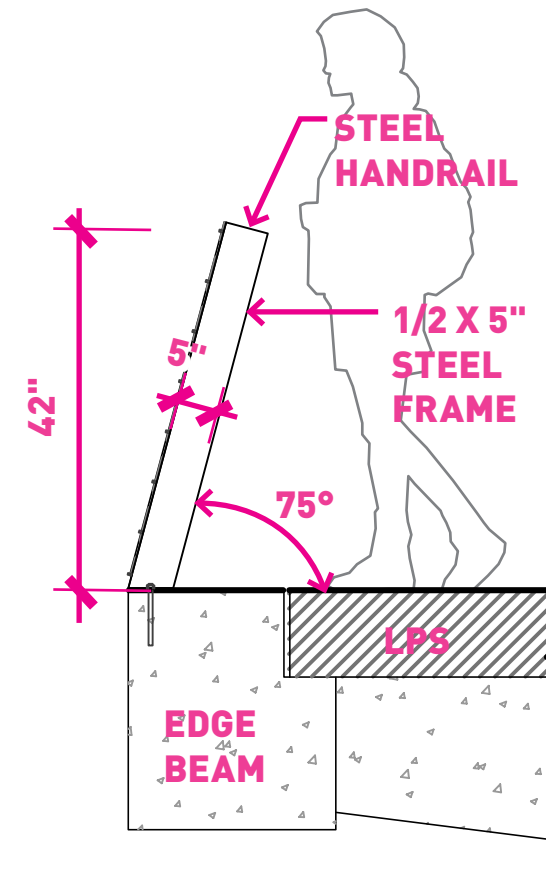


# PIER 62/63

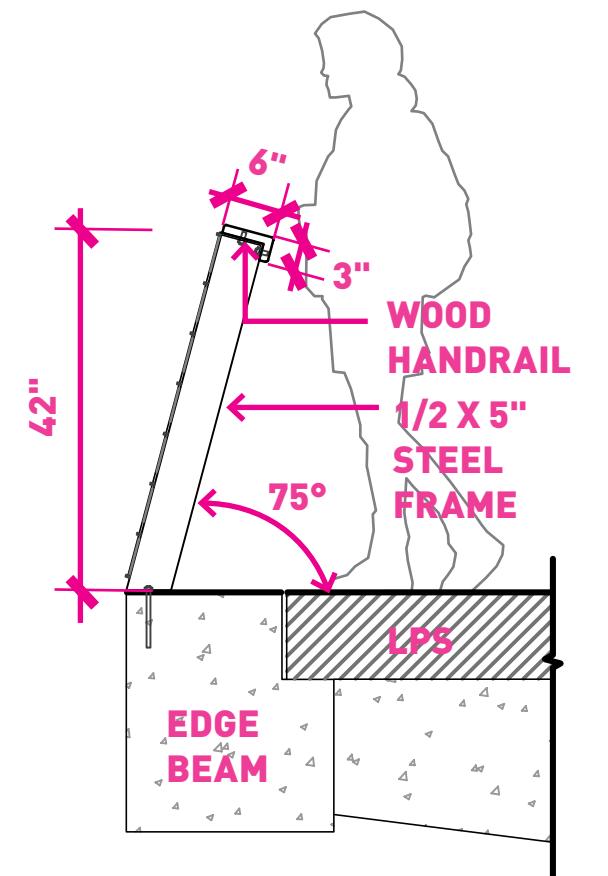
## RAILINGS



ELEVATION



SECTION - W/O WOOD HANDRAIL



SECTION - W/ WOOD HANDRAIL



**Exhibit C**

Seattle Parks and Recreation – Acceptance of Gifts and Donor Recognition

Policy (DPP 060-P 2.13.1)





# Department Policy & Procedure (DRAFT 5/20/02)

Subject: ACCEPTANCE OF GIFTS AND DONOR RECOGNITION		Number 060-P 2.13.1
		May 20, 2002
		Supersedes July 18, 1977 and replaces 060-P1.4.2 Donor Recognition 7/6/95
Approved:	Department: Parks & Recreation	Page 1 of 9

## 1.0 PREAMBLE

Seattle Parks and Recreation gratefully accepts gifts and donations from private individuals and entities that support the programs and services the Department provides to the public. This policy supersedes the 1997 policy; lays out the review process for deciding whether and under what circumstances to accept a gift; creates a record-keeping mechanism; and sets forth guidelines for donor recognition.

## 2.0 PURPOSE:

To establish a policy, criteria, guidelines and procedures for the acceptance of gifts, and for recognition by Seattle Parks and Recreation of donors of private gifts.

## 3.0 ORGANIZATIONS AFFECTED

- 3.1 Seattle Parks and Recreation
- 3.2 Seattle Board of Park Commissioners
- 3.3 Advisory Councils
- 3.4 Associated Recreation Council

## 4.0 REFERENCES

- 4.1 Guide to Gifts for Parks and Recreation (Gift Catalog)
- 4.2 Design Standards - Seattle Parks and Recreation
- 4.3 Department Current List of Unfunded Needs
- 4.4 Design Guidelines for Plaques
- 4.5 Policy and Procedure on Placement and Maintenance of Visual Artwork on Seattle Parks and Recreation Property, 060 P2.14
- 4.6 Policy and Procedure on Corporate Sponsorships

4.7 Policy and Procedure on Park Naming

5.0 POLICY

5.1 It is the policy of Seattle Parks and Recreation :

- 5.1.1 To encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system.
- 5.1.2 To accept only those gifts that are consistent with the mission and policies of SEATTLE PARKS AND RECREATION.
- 5.1.3 To accept only those gifts given with the full understanding that they become the property of the Department and are subject to the laws, policies and procedures that govern Parks.
- 5.1.4 To accept gifts from private individuals, for-profit corporations, not-for-profit organizations and public entities which:
  - 5.1.4.1 Are given with no contingencies other than that they be used for a specific program, activity or area of programming or activity. (Gifts from corporate donors who have a corporate sponsorship requirement fall under the Corporate Sponsorship Policy.);
  - 5.1.4.2 Bear no emblem of, or reference to, firearms, tobacco, alcohol, or pornography; and
  - 5.1.4.3 The Department is not obligated to replace if the gift is stolen, vandalized, worn out, irreparably damaged or destroyed.
- 5.1.5 To discourage donations that are memorial in nature by emphasizing that the park system exists to meet the recreational and stewardship needs of park users.
- 5.1.6 To recognize donors in a manner consistent with Department goals.
- 5.1.7 To protect the open space and greensward areas as the foundation of the Seattle Park System, and to limit donor recognition objects in those areas to benches, trees, and plant materials. Benches should be placed only where placement is deemed a park or recreational necessity as determined by guidelines developed, monitored, and evaluated by Department-designated landscape architects.
- 5.1.8 To limit plaques and visible recognition objects to areas of the park system recognized as "built" environments, i.e., benches, picnic tables, buildings, play areas, ballfields, tennis courts, etc.
- 5.1.9 To limit as much as possible all gifts and recognition objects in "built" environments to items that complement those environments, e.g., murals for buildings; turf/rebar/ sand/play

equipment for play areas; turf/backstops/bleachers for ballfields; nets/posts for tennis courts; backboards/nets/scoreboards for basketball courts.

5.1.10 To limit the number of donor recognition projects that involve decorative tiles, pavers, and artwork that require mounting on walls, concrete, or any other surface that enhances the “gray” and detracts from the “green” characteristics of our parks. Such projects should require at least 50% support from property owners within one block of the park boundaries and a written commitment from a representative community organization to assume responsibility for all associated costs and repairs.

5.1.11 To ensure that all plaques are consistent with Seattle Parks And Recreation Design Guidelines for Plaques.

## 6.0 DEFINITIONS

6.1 Department is Seattle Parks and Recreation.

6.2 Superintendent is the Superintendent of Seattle Parks and Recreation.

6.3 Gifts are all gifts, bequests, or donations to include but not be limited to endowments, real property, structures or portions of structures; money or negotiable securities; materials; equipment, flora, or fauna; improvements to facilities or land; statues, monuments, sculptures, murals and other works of art; plaques, graphics and/or signs; or recreation and cultural arts program instruction, equipment and supplies.

6.4 Donor Recognition Object is a physical object placed in a park to acknowledge a gift donor.

6.5 Parks and Recreation Operations (PRO) is a committee whose functions include review and recommendation on acceptance or rejection of gifts and donor recognition objects offered to the Department.

6.6 Project Steering is a committee whose functions include review and ratification of PRO's recommendation to the Superintendent on acceptance or rejection of gifts and donor recognition objects offered to the Department.

6.7 Gift Needs Inventory is a list of identified Department operational and capital needs which would make appropriate gifts.

6.8 Commission is the Seattle Arts Commission (SAC).

6.9 Donor is a private, for-profit company, non-profit organization, or public agency wishing to donate funds or objects to the Department.

6.10 Donor Recognition Project is a proposal and plan for placing a donor recognition object at a park or park facility.

## 7.0 RESPONSIBILITY

7.1 The Superintendent makes the final decision on acceptance of gifts and donor recognition objects, subject only to the limitations of his office under existing City ordinances.

- 7.1.1 The Superintendent may decline proposed gifts or donor recognition objects which are limited by special restrictions, conditions or covenants, which pose extreme budgetary obligations on the Department, or which, in the opinion of the Superintendent, may not be in the best interest of the park system and/or the citizens of Seattle.
- 7.1.2 The Superintendent may determine the life expectancy of gifts; their appropriateness, usefulness and continued value to the park system and to the City; and their retention, relocation, modification, improvement, return to donor, transfer, trade, sale, donation to other agency, or other disposition.
- 7.1.3 Donors are responsible for the total financial costs of donor recognition objects and their installation. The Department is under no obligation to replace stolen, vandalized, irreparably damaged or destroyed recognition objects.
- 7.2 PRO is responsible for:
  - 7.2.1 Generating a "Gift Needs Inventory" and reviewing it for currency once a year.  
*(Please see 5.5 above.)*
  - 7.2.2 Reviewing all gift and donor recognition proposals, and making disposition recommendations on them for ratification by Project Steering.  
  
Reviewing all proposals for gifts and donor recognition objects that are works of art, as defined in the Policy and Procedure on Placement and Maintenance of Visual Artwork on Seattle Parks and Recreation Property.
  - 7.2.3 Assigning staff assistance where necessary.
  - 7.2.4 Scheduling gift and donor recognition proposals on the PRO agenda.
  - 7.2.5 Maintaining the Gift Proposal log and file.
  - 7.2.6 Composing for the Superintendent's signature receipt letters and letters of acceptance or rejection.
  - 7.2.7 Approving installation plans related to gifts and donor recognition objects accepted by the Department.
  - 7.2.8 Making implementation assignments where appropriate.
  - 7.2.9 Maintaining and updating the Gift Needs Inventory.
- 7.3 The Facilities Maintenance Division is responsible for:
  - Maintaining an inventory, by location, of all gifts and recognition objects accepted by the Department.
- 7.4 The Board of Park Commissioners is responsible for:

Reviewing proposals for gifts and donor recognition objects referred to it, and for making recommendations on acceptance to the Superintendent.

Project Steering is responsible for:

Reviewing and making a recommendation on complex or controversial proposals submitted by PRO.

7.5 All Parks and Recreation employees are responsible for:

Documenting any gift or donor recognition proposal received and relaying it through the reporting structure to the Superintendent's Office for submittal to PRO.

## 8.0 PROCEDURE

8.1 PRO places on its agenda each proposal for a gift and donor recognition object made to the Department, using the Gift Form (*see Appendix A*).

8.2 Applications for consideration of a recognition object are made in writing to the Superintendent of Parks and Recreation. Design, text, and materials must be in accord with Seattle Parks and Recreation Design Standards 10420.01. Recognition objects that are accepted become the property of the Department and are subject to the laws, policies, and procedures that govern park property.

8.3 PRO assigns each proposal a log number and enters it into the Gift Proposal Log.

8.3.1 Log numbers are composed of the last two digits of the proposal year, plus the digits representing the month and additional digits representing the chronological order in which they were received within the month. For example, the first proposal received in October 2001 would be 01-10-01.

8.3.2 Items are arranged in chronological order within the log.

8.4 PRO prepares for the Superintendent's signature receipt letters to potential donors.

8.5 Processing of proposals for specific gifts, excluding works of art:

8.5.1 The Superintendent makes the acceptance decision on any gift or donor recognition proposal requiring an immediate response, such as:

--Live animals

--Perishable supplies

8.5.2 PRO reviews proposals for specific gifts not requiring immediate disposition.

8.5.2.1 In cases where PRO determines there is need for additional information on the proposal, it reschedules the proposal on a future agenda and designates appropriate staff to obtain the additional information.

8.5.2.2 In cases where PRO believes an unacceptable proposal might benefit from revision, it designates staff to work with the potential donor to develop a more acceptable proposal for consideration.

8.5.3 PRO, with the Superintendent's concurrence, makes a recommendation on acceptance of each proposal of a gift or donor recognition object, except those requiring an immediate response.

8.5.3.1 In cases where PRO believes a gift or donor recognition proposal will have a major impact on the park system, it refers the proposal to the Board of Park Commissioners for review and recommendation before making its own recommendation.

8.5.3.2 PRO makes recommendations based on these criteria:

--consistency with Parks and Recreation's mission

--consistency with Parks and Recreation design standards

--acceptable impact on the budget in terms of installation costs, utilities costs, and operation and maintenance costs.

8.6 Processing of proposals for works of art:

The Chair of PRO processes all gifts of art according to the procedures outlined in Section 6.4 of the Policy and Procedure on Placement and Maintenance of Visual Artwork on Seattle Parks and Recreation Property.

8.7 Processing of proposals for non-specified gifts:

8.7.1 PRO is responsible for:

8.7.1.1 Advising the prospective donor on possible appropriate gifts based on the Gift Needs Inventory;

8.7.1.2 Helping the prospective donor develop an acceptable gift proposal.

8.7.1.3 Scheduling the developed proposal for review and disposition decision according to the procedure in Section 7.5.2.

8.7 Post-Disposition processing of Gift Proposals

8.7.1 Accepted gift proposals:

8.7.1.1 PRO prepares a gift acceptance letter for the Superintendent's signature.

8.7.1.2 PRO enters in the Gift Log the disposition decision and the send date of the gift acceptance letter.

8.7.1.3 PRO updates the Gift Needs Inventory, if necessary.

- 8.7.1.4 PRO or its designee initiates necessary preparations and arrangements for receipt of the gift (including an approved installation work plan).
- 8.7.1.5 PRO files the gift proposal package in the Gift file by log number under the heading "Accepted."
- 8.7.1.6 PRO monitors all activities connected with receipt and installation of a gift.
- 8.7.2 Rejected gift proposals:
  - 8.7.2.1 PRO prepares a rejection letter for the Superintendent's signature.
  - 8.7.2.2 PRO enters the disposition decision and the send date of the rejection letter into the Gift Proposal Log.
  - 8.7.2.3 PRO files the Gift Proposal package in the Gift file by log number under the heading "Rejected."
- 8.7.3 PRO maintains a cross-reference system to facilitate quick retrieval of information from the Gift proposal file.
- 8.7.4 PRO reviews the Gift Needs Inventory and updates it annually at its first meeting of the chronological year.





4. OTHER IMPACTS on Department - comments and explanation (contingencies by donor; vandalism, etc) (use reverse side if necessary) \_\_\_\_\_

5. RECOMMENDED SUPPLIER:

a. Firm \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

6. Appropriateness of plaque for donor recognition?yes ? no

a. Required by donor as contingency ? yes ? no

C. RECOMMENDATION ON PROPOSED GIFT:

1. PRO signature \_\_\_\_\_ Approve Reject

2. Project Steering signature \_\_\_\_\_ Approve Reject

3. Superintendent signature \_\_\_\_\_ Approve Reject

Parks and Recreation Form # 2.13.15

**LIST OF TYPICAL GIFTS, 1992 - 2002**

Bicycles, exercise machines to community centers

Carpet to a community center

Cash to a community center for holiday party, egg hunt, scholarship fund, trophies

Copiers, computers, file cabinets to community centers

Display case to Carkeek EEC

Electric scoreboard to a community center

Equipment--sailboard rigs, sailboards, drysuits, racing shells, oars, sailboats, sails--to Mt. Baker

Fish food to the Aquarium

Fish to Aquarium

Fish to Japanese Garden

Food to a community center

Japanese lantern for the Japanese Garden

Megaphones to rowing and sailing center

Office chair for a community center

Piano for a community center

Software to a program (i.e., Late Night)

Table tennis tables to a community center

Tables and chairs for a program

Tickets to a community center

Toys and prizes to community centers for parties

Trash cans to parks

Trees to Japanese Garden

Van to a community center

VCRs, TVs for community centers