



Request for Proposals (RFP)
2026 SeaTac Community Center – Arts & Cultural Classes
City of SeaTac, Parks & Recreation

Overview

The City of SeaTac Parks & Recreation Department is seeking qualified artists, organizations, and cultural practitioners to design and teach **free arts and cultural classes** for community members of all ages. Classes will be offered during **Spring (April–June)** and **Fall (September–December) 2026**. Instructors will be **paid by the City**.

Key Dates

- **RFP Issued:** December 3, 2025
- **Questions Due:** January 5, 2026, 11:00 a.m.
- **Proposals Due:** January 7, 2026, 4:00 p.m.
- **Contract Award:** January 21, 2026

Send all questions in writing to: **Mark Bell, Recreation Supervisor –**
mbell@seatacwa.gov

Submission Instructions

Email proposals as a **PDF** to mbell@seatacwa.gov with the subject line [Organization] - Art Class Proposal.

Hard copies may be submitted **by appointment** at:

SeaTac Community Center

13735 24th Ave S, SeaTac, WA 98168

Late proposals will not be accepted.

About the Community Center

Classes take place in Arts & Crafts Rooms 106 or 107, available **8:30 a.m.–9:00 p.m.** with preference for evening classes. The City provides **tables, chairs, power access**, and support with **registration and marketing**.

Agreement

The agreement covers the Spring and Fall 2026 class periods and may be ended by either party with 30 days' notice. All instructors must pass a City background check.

Proposal Requirements

Use the guidance in the following sections to complete and submit the attached form:

A. Instructor Background & Experience

- Names and contact information of all instructors
- Qualifications, experience, and roles
- Relevant work from last 5 years
- State if the organization is a nonprofit and provide EIN

B. Class Description

- Class title and summary
- Learning objectives and community benefit
- Cultural significance
- Target audience (age group)
- Preferred class size, schedule, and duration
- Equipment/supplies you will provide

C. Financial Request

- Total funding requested
- Budget details (supplies and instructor pay)
- Target guideline: **\$50-\$400 per class**

D. Supporting Materials (Optional)

Examples: portfolios, images, links, letters of support.

Evaluation Criteria

Program offerings will be selected by the SeaTac Arts, Culture, and Library Advisory Committee.

- Instructor Experience – **30%**
- Class Description – **30%**
- Financial Responsibility – **30%**
- Supporting Materials – **10%**

Preference may be given to current partners and SeaTac-based organizations.

Organization

Contact Name

Contact Email

Contact Phone

Organization Address

A. Instructors' Background & Experience

B. Class Description

C. Financial Responsibility & Cost

Instructor Pay:

Supplies:

Additional Costs:

D. Please attach any supporting documents such as photographs, portfolios, or examples of work.

Attachment A – Scope of Services (Summary)

The organization/instructor must:

- Plan and teach all sessions
- Provide all supplies (City provides only tables and chairs)
- Not charge the public any fees
- Coordinate marketing with City staff
- Follow center rules and laws
- Report issues to staff
- Not store materials onsite
- Maintain communication with City staff