REQUEST FOR QUALIFICATIONS

CURATOR/EVENT MANAGER FOR 2025 ARTS-A-GLOW FESTIVAL

1. General Information

The City of Burien is requesting qualifications from individuals or organizations to provide curatorial, project, and event management for the Arts-A-Glow Festival to be held on Saturday, September 6th 2025.

The Arts-A-Glow Festival is a free community arts event held in the Burien Downtown, between SW 152nd Street and SW 153rd Street, and from 4th Avenue SW to 10th Avenue SW (approximately). Arts-A-Glow has been held in Burien since 2008 and has become a signature event for the community. The goal of the event is to bring exciting and innovative light art displays to the community. The event also provides the community a creative outlet as they are encouraged to dress up in fun costumes and create their own lanterns for the evening event.

The event will be held on Saturday night, September 6th, 2025 from 7:00 pm to 10:00 pm. The event showcases projection mapping, light and lantern art, roving performers, and ways to engage the community through the arts. Attendance at the event is 2,000+.

More information on the event can be found at: https://artsaglow.art/. Images of the event can be found at: https://www.facebook.com/artsaglow/ and https://www.instagram.com/artsaglow/.

The Curator/Event Manager will work as a part of the Arts-A-Glow team and will need to collaborate with staff, community partners, artists, and volunteers.

2. Scope of Work

The Arts-A-Glow Curator/Event Manager will organize and implement the following aspects of the event to be held in the City of Burien.

Examples of significant responsibilities include:

Curate artists, who will install 15-18 site specific light installation exhibits:

- Art exhibits should have a light or lantern focus, such as a structural piece with integrated light, a piece that is not illuminated but exemplifies light and can be seen at night, projection mapping art, etc. Art locations may be predetermined by the City staff and Curator/Event Manager in advance of artist selection.
- Develop and manage a Call for Artist process and if needed, invitational call. Focus on hiring a diverse pool of artists including women artists, Black artists, Indigenous artists, artists of Color, artists with disabilities, etc.
- Work with City staff to develop a jury panel to review the call for artists. The jury panel should include City staff who are managing Arts-A-Glow, at least one Arts Commissioner, and possibly a representative of Discover Burien or other community partners or community members.
- Negotiate artist fees, contract, and pay artists in a timely fashion.

- Provide site walkthroughs for artists and City staff prior to event.
- Support artists with technical needs and other miscellaneous site needs for the event.
- Work with the artists to troubleshoot and secure lighting and power options and make sure all art installations are weather appropriate and secured for rain, wind, etc.

Rentals

- Manage and pay for any rental needs for art installations including lighting, porta potties, tents, etc.
- Coordinate with City staff on placement of rental equipment such as lighting, tents, porta potties, etc.

Website/Marketing/Photography

- Work with City staff and social media manager on marketing needs and content such as:
  - Website content and photos including but not limited to a map of the venue with locations of art installations, food, partner exhibits, restrooms, etc.
  - Text and photos for social media campaign that the city can either share or initiate.
  - Artist signage
  - Draft text for a news release
  - Pre-event photos of artwork
  - Post-event photos of the artwork and people enjoying various components of the event, including partner promotions.
- Contract and manage event photographer, an/or social media coordinator and provide images to the City.

Curator/Event Manager will:

- Attend monthly meetings and be available for phone conversations and email conversations when needed to produce a successful event.
- Be present for set up, event, and tear down for the Arts-A-Glow event to assist artists as needed, manage equipment rentals, signage, marketing, and photography.
- Share contact information on artists and rentals with City staff.
- Provide a debrief meeting and final report that includes but is not limited to estimated attendance, final budget/revenue, artist/partner debrief information.

City of Burien staff will:

- Oversee all aspects of event, including contract work by Curator/Event Manager, oversight of budget, event permits, emergency planning, communication with community partners, finalizing event layout, volunteer recruitment and management, providing input and final approval of all marketing.

3. Estimated Budget

The budget is up to $27,250 for event management services, including covering fees for artists, photography, social media and event website coordination, rentals, and any other expenses that could be incurred.

The City shall not be responsible for any costs incurred by the Curator/Event Manager for preparing or submitting its response to this Request for Qualifications (RFQ), answering follow up questions or participating in any interview as part of the selection process, or any costs associated with licensing or insurance.

4. Length of Contract

The length of contract is March 2025 to December 31, 2025, with option for two one-year extensions.

5. Consultant Knowledge, Skills and Abilities

- Experience working with the regional light artist community
- Technical lighting experience
- Art installation experience
- Demonstrated event management experience
- Experience negotiating contracts and contract management
- Ability to be detail-oriented and have excellent follow-through

6. Submittal Requirements

- A brief letter of interest
- Outlined approach to the event, including a description of the way services could be provided, such as how would artists be recruited, how you collaborated to produce events in the past, etc.
- Statement of qualifications and relevant experience of individual(s) who will be involved in the project
- Professional reference contact information from at least two events you have managed. Please provide reference contact name, organization, phone, e-mail, and a brief description of the event including size of the event, and your management role.

7. Deliver Proposals to:

All submittals must be received on or before 3:00 p.m. on **Friday, December 13, 2024.**

E-Mail To:
Caroline Bobanick, Recreation Supervisor
carolineb@burienwa.gov

8. Selection Schedule:

RFQ Release Date	November 4, 2024
Informational meeting	Please reach out to schedule at: carolineb@burienwa.gov
Submittals Due	**Friday, December 13, 2024**
Contract Start Date	February/March 2025

9. Selection Process

- Committee of City of Burien staff and possible Arts Commission and community partners will review all proposals and make the final selection.
- The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted will meet the specific needs of the project.
- Prior to the commencement of work, the selected consultant will be required to sign a contract for services with the City and secure the necessary insurance required. The contract template is attached.
- The City is not responsible for any costs incurred by the consultant in preparation of the proposal. Once submitted to the City, all proposals will become public information.

10. Selection Criteria

The selection criteria below are based on getting the best quality for the City. Staff will use the evaluation criteria to rank the proposing firms and help determine which firm is selected.

Proposals will be evaluated to receive up to 100 points based on the criteria and calculated weight factors noted in the table below:

Factor	Score (1-10)	Weight Given	Weight Factor	Total Score
Qualification: Demonstrable experience and expertise in providing the services described in the scope of work as judged by evaluating information submitted.		75%		
References: Value and quality of past performance, including work for the City of Burien.		25%		
			TOTAL	

GENERAL CONDITIONS

1. Evaluation of the qualifications may be made by an Evaluation Committee that is likely to include staff from various departments. The Committee may request interviews of one or more proposers. Upon completion of the evaluation process, the Committee will determine the most qualified applicant based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected applicant.
2. Any proposer failing to submit information following the procedures provided in the RFQ may be disqualified.
3. The City reserves the right to request clarification of information submitted and request additional information from the applicant.
4. The City reserves the right to change the solicitation schedule, issue addenda to the solicitation, or cancel the solicitation at any time before the submittal deadline.
5. The City reserves the right to award the contract for services addressed by this RFQ to one or more applicants, or to reject all the qualifications, at any time, without penalty.
6. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the solicitation. The City will notify applicants eliminated from further consideration by mail or email.

7. Qualifications remain confidential until closing deadline after which qualifications are considered a public record subject to public disclosure under RCW 42.56, the Public Records Act. Applicants shall mark as "proprietary" any information that the applicant believes meets the exemption under RCW 42.56.270(1). The City will consider this designation in response to public records requests.
8. Any qualification submission may be withdrawn, either personally or by written request, at any time before the time set for the submittal deadline.
9. The City reserves the right to award any contract to the next most qualified applicant if the selected applicant does not execute the contract within thirty (30) calendar days after the contract was awarded.
10. The City of Burien, under Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued under such Act, hereby notifies all bidders that it will confirm that in any contract entered into under this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will have an opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of color, ethnicity, gender, national origin, race, or religion in consideration for an award.
11. The applicant shall comply with all applicable federal, state, and local laws, Executive Orders, guidelines, rules, and regulations affecting its performance. The applicant shall comply with the applicable provisions of the Federal Occupational Safety and Health Administration (OSHA) and, if manufactured or stored in the State of Washington, the Washington Industrial Safety and Health Act (WISHA) and the standards and regulations issued thereunder and certifies that all items furnished and purchased shall conform to and comply with said law, standards, and regulations. The applicant shall certify that it has complied and shall continue to comply during the duration of this contract, with the United States Immigration and Control Act of 1986 in that every employee of the firm is eligible for employment in the United States.
12. The applicant shall comply with City, County, State and Federal health mandates and other requirements due to the COVID pandemic.
13. Proof of application or receipt of a City of Burien business license will be required prior to receipt of a fully executed contract. Applicants may obtain information for licensing on the City of Burien website.
14. Attachment A includes the Contract for Services, which will be used to engage the selected applicant with the City for the work outlined in this RFQ. Please review the language, including the insurance requirements.

ATTACHMENT A

SAMPLE CONTRACT FOR SERVICES

City of Burien and Contractor

This Agreement is entered into by and between the City of Burien, Washington, a noncharter optional municipal code city ("Burien"), and Contractor, a company organized under the state of Washington, (the "Contractor"), whose principal office is located at Address, and collectively referred to as "Parties."

WHEREAS, Burien needs to have certain services performed for its citizens but does not have the resources to perform such services;

WHEREAS, Burien wants to have the Contractor perform such services under specific terms and conditions; and

NOW, THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions set forth below, and incorporating the language above, the Parties hereto agree as follows:

1. Scope and Schedule of Services to be Performed by Contractor. The Contractor shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal or state statutes, and all federal, state, and local rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain Burien's prior written approval before initiating any specific task not included in the Scope of Services. If the scope or schedule is to be modified in any way, Burien's prior written approval is also required.

2. Compensation and Method of Payment. Burien shall make payments to the Contractor based on month-end billings. Burien shall pay the Contractor for services rendered within thirty business days after receipt of an invoice in a form similar to Exhibit B attached hereto. The total amount to be paid **shall not exceed $____.** If the Contractor's invoice, supporting documentation, and reports are not submitted within ninety (90) calendar days after completion of the services, Burien shall be relieved of all liability for payment to the Contractor of the amounts identified in the invoice or any subsequent invoice; provided, however, Burien may elect to pay any invoice that is not submitted on time. The Contractor shall complete and return IRS Form W-9, Request for Taxpayer Identification Number, to Burien on or before the execution of this Agreement. Form W-9 is available on IRS.gov or upon request from the City of Burien.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing Start Date and ending End Date, unless sooner terminated under the provisions hereinafter specified.

4. Ownership and Use of Documents. All calculations, computer files, documents, drawings, maps, models, photographs, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement, upon Burien's request, shall become Burien's property whether the project for which they are made is executed or not.

5. Independent Contractor. The Contractor is and shall be at all times during the term of this Agreement an independent contractor, and not a Burien employee. Any and all employees of the Contractor or other persons while engaged in the performance of any work or services required of the Contractor under this Agreement shall be considered to be the Contractor's employees only and not Burien employees. As a result, the Contractor and those working for or on the Contractor's behalf shall not be entitled to any benefits, healthcare, salary, or anything else from Burien. The Parties agree to the following rights consistent with an independent contractor relationship:

A. The Contractor has the sole right to control and direct the manner, means, and method by which the services required by this Agreement will be performed.

B. The Contractor will furnish all equipment and materials used to provide the services required by this Agreement.

C. The Contractor or the Contractor's employees or contract personnel shall perform the services required by this Agreement; Burien shall not hire or supervise any assistants to help the Contractor.

D. Neither the Contractor nor the Contractor's employees or contract personnel shall receive any training from Burien in the skills necessary to perform the services required by this Agreement.

E. Burien shall not require the Contractor or the Contractor's employees or contract personnel to devote full time to performing the services required by this Agreement.

The Contractor acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, and the Contractor agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed as a result of the Contractor's status as an independent contractor. If Burien is assessed, liable, or responsible in any manner for such charges or taxes, the Contractor agrees to hold Burien harmless from such charges, taxes, costs, expenses, and fees, including attorneys' fees.

The Contractor shall provide at its sole expense all materials, office space, and other necessities to perform its duties under this Agreement unless otherwise specified in writing.

The Contractor, at its expense, shall obtain and keep in force any and all necessary licenses and permits to perform the work provided for herein.

This Agreement shall be for the Parties' sole benefit, and nothing contained herein shall create a contractual relationship with, or create a cause of action in favor of, a third-party against either party.

The Contractor understands that neither the Contractor nor the Contractor's employees or contract personnel are eligible to participate in any employee health, pension, sick pay, vacation pay, or other Burien fringe benefit plan. Burien shall not obtain or be expected to obtain workers' compensation insurance on behalf of the Contractor or the Contractor's employees. Burien shall make no state or federal unemployment compensation payments on behalf of the Contractor or the Contractor's employees or contract personnel. The Contractor will not be entitled to these benefits in connection with work performed under this Agreement. Burien shall not provide any insurance coverage of any kind for the Contractor or the Contractor's employees or contract personnel. The Contractor agrees to maintain adequate insurance to cover any negligent acts committed by the Contractor or the Contractor's employees or agents while performing services under this Agreement.

6. Indemnification. The Contractor shall defend, indemnify and hold Burien, its agents, counsel, directors, employees, officers, officials (appointed or elected), representatives, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorneys' fees, court costs, and expenses, arising out of or resulting from the Contractor's acts, errors or omissions in the performance of this Agreement, except for injuries and damages caused by Burien's sole negligence.

However, to the degree that this applies, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115 (Validity of agreement to indemnify against liability for negligence relative to construction, alteration, improvement, etc., of structure or improvement attached to real estate or relative to a motor carrier transportation contract), then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and Burien, its agents, employees, directors, officers, officials (appointed and elected), and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for this indemnification. The Parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this Agreement.

7. Insurance.

A. Insurance Term.
The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, contractors (of any tier), employees, or representatives.

B. No Limitation.
The Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit Burien's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance.
The Contractor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors, personal injury, and advertising injury. Burien shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy for the work performed for Burien using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Contractor's profession.

D. Minimum Amounts of Insurance.
The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 for each accident.

2. Commercial General Liability insurance shall be written with limits no less than $2,000,000 for each occurrence, $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $2,000,000 for each claim and a $2,000,000 policy aggregate limit.

E. Other Insurance Provision.
The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance for Burien. Any Insurance, self-insurance, or self-insured pool coverage maintained by Burien shall be excess of the Contractor's insurance and shall not contribute with it.

F. Acceptability of Insurers.
Insurance shall be with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage.
The Contractor shall furnish Burien with original certificates and a copy of the amendatory endorsements, including but not limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before the commencement of the work.

H. Notice of Cancellation.
The Contractor shall provide Burien with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

I. Failure to Maintain Insurance.
The Contractor's failure to maintain the insurance as required shall constitute a material breach of contract, upon which Burien may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Burien on demand, or at the sole discretion of Burien, offset against funds due to the Contractor from Burien.

J. City Full Availability of Contractor Limits.
If the Contractor maintains higher insurance limits than the minimums shown above, Burien shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to Burien evidences limits of liability lower than those maintained by the Contractor.

8. Record Keeping and Reporting.

A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by Burien to ensure the performance of this Agreement.

B. These records shall be maintained for at least seven (7) years after termination of this Agreement unless permission to destroy them is granted by the office of the archivist under RCW Chapter 40.14 and by Burien.

9. Reports - Printed Copies & Electronic Version: When reports are required to be submitted to Burien under this agreement, the Contractor will provide a printed copy to Burien and an electronic version. The Contractor shall submit said electronic version to Burien in a computer format compatible with PC software programs in current use by the City of Burien (Microsoft Office, AutoCAD, Adobe Acrobat, ESRI Arc GIS, etc.).

10. Audits and Inspections. The records and documents for all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by law during the performance of this Agreement. The Contractor shall permit Burien, and state and federal agencies, from time to time as Burien deems necessary, or as required by any state, local, or federal law or regulation, to inspect and audit, at any and all reasonable times, all of the Contractor's pertinent books and records and any other person or entity that has performed work in connection with or related to the Contractor's services under this Agreement to verify the accuracy of accounting records, and shall supply Burien with, or shall permit Burien to make a copy of any books and records and any portion thereof pertaining to work under this Agreement, upon Burien's request. The Contractor shall ensure that such inspection, audit, and copying right of Burien is a condition of any contract, agreement, or other arrangements under which any other person or entity is permitted to perform work in connection with or related to the Contractor's services under this Agreement.

11. Termination. Either party may terminate this Agreement at any time by giving the other party thirty (30) calendar days written notice of that party's intention to terminate the Agreement. Failure to provide products on schedule may result in contract termination.

12. Discrimination Prohibited. The Contractor shall not discriminate against any employee, an applicant for employment, or any person seeking the services of the Contractor to be provided under this Agreement based on age, color, creed, gender, gender expression, gender identity, gender preference, marital status, military or veteran status, national origin, families with children, race, religious beliefs, sexual orientation, sexual preference, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person unless it is a bona fide occupational qualification reasonably necessary to the normal operation of the particular business.

13. Assignment and Subcontract. The Contractor may not assign or subcontract any portion of the services contemplated by this Agreement without Burien's prior written consent.

14. Conflict of Interest.

A. Governmental. No agent, counsel, director, employee, officer (appointed or elected), or representative of Burien who exercises any function or responsibilities in connection with the approval of, planning, and carrying out of the program or services to which this Agreement pertains, nor any member of the immediate family of any such officer, employee or agent, shall have any personal financial interest, direct or indirect, in this Agreement, either in fact or in appearance, unless such interest is a remote interest as defined by RCW 42.23.040 (Remote interests).

B. Contractor. The Contractor shall comply with all federal and state statutes and federal, state, and local conflict of interest laws, policies, and regulations as they shall apply to all parties and beneficiaries under this Agreement, as well as to Burien's agents, counsel, directors, employees, officers (appointed or elected), or representatives. The Contractor represents that the Contractor presently has no interest and shall not acquire any interest,

direct or indirect, in fact, or in appearance, which would conflict in any manner or degree with the performance of the Contractor's services and obligations hereunder. The Contractor also agrees that its violation of the conflict of interest provisions of this agreement shall constitute a material breach of this contract subjecting the contract to immediate termination. The Contractor has a continuing obligation to search and report any actual or potential conflicts of interest while performing work under this Agreement.

C. Contractor Employees. If the Contractor has employees, the Contractor covenants that, concerning its performance of this Agreement, no person having any interest, direct or indirect, in fact or in appearance, which would conflict in any manner or degree with the performance of the Contractor's services and obligations hereunder, shall be employed to perform or provide services under this Agreement. The Contractor further covenants that it will implement and enforce requirements that its employees, concerning this Agreement or the activities assisted by or through this Agreement, will not directly or indirectly, actually or appear to (a) use their position for personal gain, (b) engage in activities that will conflict with in any manner or degree the performance of the Contractor's services and obligations hereunder, (c) will not have or obtain, a pecuniary interest, either for himself or herself or for those with whom he or she may have business ties or immediate family ties, or (e) will not benefit either for himself or those with whom he or she may have business ties, and (f) will not accept or engage in outside employment that would conflict with his or her responsibilities under this Agreement.

15. Prohibited Use of Funds. None of the funds, material, property, or services provided directly or indirectly in this Agreement shall be used in the performance of this Agreement for any partisan political activity or to further the election or defeat of any candidate for public office. None of the funds provided under this Agreement shall be used for publicity or propaganda purposes to support or defeat legislation pending before the Burien City Council, the Washington State Legislature, the U.S. Congress, or any other legislative body.

16. Entire Agreement. This Agreement is the entire agreement between the Parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind any of the Parties. Either party may request changes in the agreement. Proposed changes that the Parties mutually agree upon shall be incorporated by written amendments to this Agreement.

17. Notices. Administrative notices to the City of Burien shall be sent to:

Name
City of Burien
14700-6th Ave. SW
Burien, Washington 98166
Telephone:
Email:

Legal notices shall be sent to:

Burien City Clerk
400 SW 152nd St., Ste. 300
Burien, Washington 98166

Notices to the Contractor shall be sent to:

Name
Address
Telephone number:
Email:

18. City of Burien Business License. The Contractor agrees to obtain a City of Burien business license before performing any work according to this Agreement.

19. State of Washington Requirements. The Contractor agrees to register and obtain any State of Washington business licenses, Department of Revenue account, and/or unified business identifier number as required by RCW 50.04.140 (Employment—Exception tests) and 51.08.195 ("Employer" and "worker"—Additional exception) before performing any work under this Agreement.

20. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed under the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the Parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees, court costs, and expenses.

CITY OF BURIEN, WASHINGTON	CONTRACTOR
By:_____	By: _____
Title:_____	Title:_____
Date:_____	Date:_____

EXHIBIT A

Contractor's Scope of Services. The contractor shall furnish services including, but not limited to, the following:

A.

B.

C.

D.

E.

F.

Billing/Rate Information: Burien will reimburse the Contractor as follows:

EXHIBIT B

Billing Voucher

To: City of Burien
400 SW 152nd St., Suite 300
Burien, Washington 98166
Phone: (206) 241-4647
FAX: (206) 248-5539

Contractor: _____ Telephone: _____

Mailing Address: _____

Specific Program: _____

Contract period: _____Reporting Period: _____

Amount requested for this invoice: $_____

Invoice Number: _____ Date of Invoice _____

_____
Authorized signature

BUDGET SUMMARY:

Total contract amount	$_____
Previous payments	$_____
Current request	$_____
Total requested this contract to date	$_____
Balance remaining	$_____

Note: The Contractor should use the Contractor's own invoice form. If the invoice does not include the Budget Summary information shown above, then it should be included with Contractor's invoice.