



---

Pike Place Market Preservation & Development Authority (PDA)

info@pikeplacemarket.org • P: 206.682.7453 • F: 206.625.0646

PIKEPLACEMARKET.ORG • 85 PIKE STREET, ROOM 500 • SEATTLE, WA 98101

---

**REQUEST FOR PROPOSAL  
FOR EXECUTIVE SEARCH FIRM TO RECRUIT NEXT EXECUTIVE DIRECTOR OF  
THE PIKE PLACE MARKET PRESERVATION AND DEVELOPMENT AUTHORITY**

**Project Contact:** Erica Bates  
Director, Human Resources  
Erica@pikeplacemarket.org  
(206) 774-5248

**PROPOSALS DUE March 8, 2024 at 3:00 PM PST**

The Pike Place Market Preservation and Development Authority (PDA) requests proposals from Executive Search Firms for the recruitment of an Executive Director. The selected firm will assist the PDA Council Executive Director Hiring Committee (EDHC) and PDA Staff in attracting, interviewing, and hiring an Executive Director. Work with the EDHC is estimated to begin early April and commence in the hiring of a new Executive Director in spring/summer 2024.

**1.0 ABOUT PIKE PLACE MARKET**

Created by public ordinance in 1907, Pike Place Market is one of the oldest continuously operated public markets in the United States. The Market is overseen by the Pike Place Market PDA, a non-profit, public corporation chartered by the City of Seattle with responsibility to operate, manage, preserve, and develop the Market's buildings, infrastructure, and open spaces.

Pike Place Market is the only public market in the nation to include low-income housing and the only historic district in the nation formed by citizen vote. The Market was formed in 1907 out of citizen outrage at the cost of onions and subsequently saved from the urban renewal wrecking ball in 1971 by a citizen initiative. The Market's original motto, Meet the Producer, still blazes above the main entrance. The Market is visited by 15 million people each year, making it one of the most popular visitor destinations in Washington State.

The Pike Place Market Preservation and Development Authority (PDA) is a non-profit, public corporation chartered by the City of Seattle with responsibility to operate, manage, preserve, and develop the Market's buildings, infrastructure, and open spaces. The PDA's charter directs it to:

- Expand the food retailing in the Market, emphasizing local farm produce,
- Preserve the residential community, particularly low income housing, and
- Promote the survival and predominance of small shops, marginal businesses, arts and crafts, and other enterprises essential to sustaining a functional community.

The PDA serves as both property manager and business support center. Nestled in the heart of downtown Seattle, Pike Place Market offers nine-acres of world-class shopping, fine dining, fresh ingredients and more. The Market is made up of 500+ small businesses that include restaurants, eateries, fish markets, produce stands, small retail shops, farmers, artists and crafters, buskers, 450 residents that live above the Market businesses and five social services.

Pike Place Market PDA properties include 14 buildings of approximately 900,000 sq. ft., including six (6) floors of structured parking, eight (8) levels of commercial space and 400 apartments. Most properties are regulated by local and national historical district standards, including use, exterior design and building interiors accessible to the public. The [Market Historical Commission](#) (MHC) is tasked with overseeing use and design approval within the Pike Place Market. Additional information concerning the Pike Place Market properties and general physical layout can be found on the [PDA website](#).

## **2.0 OVERVIEW OF EXECUTIVE DIRECTOR POSITION**

The PDA is governed by a twelve-member council elected or appointed as follows: four are elected by the Market Constituency, four are appointed by the Mayor of the City of Seattle, and four are appointed by the Council itself. The Constituency is a citizen's group established by the PDA Charter to assure direct public participation in the policies that govern the Market. The Executive Director is the only PDA employee who is hired by the PDA Council.

The position is directly responsible for five department directors, one project manager, and one executive administrator. They will also be responsible for the execution of the Pike Place Market, [PDA Masterplan](#) and serve as the Chief Executive Officer in administering and implementing policy decisions and directions of the Council.

## **3.0 SERVICES REQUESTED**

- In coordination with PDA staff and the EDHC, finalize Executive Director job description and create materials to provide to potential candidates and recruiting platforms.
- Conduct extensive search to identify a diverse pool of highly qualified individuals to serve as the Pike Place Market Executive Director.
- Identify, vet, and select candidates to present to EDHC.
- Work in partnership with the EDHC throughout the process, including attending regular public meetings of the EDHC and Council. Development of a working schedule will be accomplished early in the process.
- In partnership with HR director and PDA Council Chair, create an executive offer for the most qualified candidate.

## **4.0 TARGET SCHEDULE**

The following is the draft schedule and are subject to change during the RFP process.

- Request for Proposals distributed: February 23, 2024
- Proposals due: March 8, 2024 at 3:00 p.m.
- Finalists selected for interviews by: March 15, 2024
- Interviews with EDHC: March 18-21, 2024 Time TBD

- Firm selection made by: March 22, 2024
- Approval of contract by PDA Council: March 28, 2024
- Recruitment process begins: April 1, 2024
- New Executive Director hired: Spring/Summer 2024

## **5.0 CONSULTANT SELECTION AND AWARD PROCESS**

Proposals will be evaluated on the parameters indicated below. Based on the evaluation of proposals, firms will be selected for interview by the EDHC. Responses to interview questions will be evaluated by all members of the EDHC. In the event mutually acceptable terms cannot be negotiated with the first selected firm, the EDHC may terminate negotiations with that firm and begin negotiations with another firm. This process may be repeated as necessary.

### **5.1 Desired Qualifications**

Firms responding to this request will be evaluated as indicated on the extent to which they meet the following preferred qualifications.

1. Prior experience performing Executive Director searches in Washington State.
2. Demonstrated experience with similar-size nonprofits or governmental agencies.
3. Evidence of ability to perform work in a timely manner, including a statement of staff capacity and current workload.
4. Understanding of how the PDA and PDA Council operate, its mission, values and programs.

### **5.2 Required Submittals**

Responses may be no more than 10 single-sided pages in length, not including references.

Applicants must reply to each of the sections listed below in a clear and concise manner.

Responses must be in the same order as listed, clearly separated and labeled by response. Pay attention to specific requests for information. In consideration of reviewer's time, every effort should be made to avoid duplicating information presented in the Proposal.

#### **General Information and Past Experience**

1. Provide a firm profile indicating the general history of your organization, the number of years your organization has been in business, and any other relevant information to describe your organization.
2. Provide three references who can speak to the firm's qualifications. Include a successful Executive Director search where the Executive Director has been with the organization more than three years.
3. Provide examples of current clients

#### **Recruitment Approach and Deliverables**

1. Describe the process to find a successful candidate and detail how you will accomplish the services outlined in Section 3.
2. Provide a proposed budget that includes a narrative description for what is included in the budget.
3. Outline how success will be measured throughout the process.

5.3 Please note:

- Neither the Pike Place Market PDA (PPMPDA), nor any affiliate thereof, is under any obligation to award a contract to any bidder who responds to this RFP.
- The PPMPDA reserves the right to accept or reject any or all bids and to take exception to any RFP specifications or requirements.
- The PPMPDA reserves the right to make an award solely on the proposals submitted or to negotiate further with one or more agencies.
- This RFP does not commit the PPMPDA, nor any affiliate thereof, to pay any expenses incurred by the firms who prepare a response.
- A response to this RFP constitutes an offer to do business with the PPMPDA and may be fully or partially incorporated into a contract if awarded.
- All work is defined as “work for hire.” The rights to all documents, materials, artwork, source code, system related materials, etc. produced by the partner of choice shall be owned by the PPMPDA.

## **6.0 SUBMITTAL DEADLINE**

One electronic copy containing the documents listed in Section 5.2 is to be submitted via secure transmittal to [erica@pikeplacemarket.org](mailto:erica@pikeplacemarket.org) no later than **3:00pm PST on March 8, 2024**. Proposals shall not be longer than 10 single-pages, not including references. Faxed or physical copies of Proposals will not be accepted.

Questions concerning this RFP may be directed to the project contact listed at the top by email or phone. Questions will be responded to as soon as possible. Questions submitted within 48 hours of the submittal deadline may not be answered.

## **7.0 AFFIRMATIVE EFFORTS REQUIREMENTS**

In order to encourage the hiring of women and minority group members in the subcontracting of public works, goods or services from qualified women and minority businesses, the Pike Place Market PDA strongly encourages the contractor to comply with Affirmative Efforts provisions in the Seattle Municipal Code (SMC) Chapter 20.42.050. Inclusion of WMBE firms and team members in the RFP submission is strongly encouraged.