



Request for Proposals

DISPOSAL/SALE OF UNDEVELOPED PROPERTY

Central Washington University

Ellensburg, WA

Reference Bid: RFP 26-006

**Issue Date: June 1, 2026
Proposals Due: July 10, 2026 by 3PM**

Return Proposals To:

**Central Washington University
Contracts Office- MailStop 7480
2nd Floor Mitchell Hall
400 E. University Way
Ellensburg, WA 98926-7480**

SECTION #2: GENERAL INFORMATION

2.1 Purpose of Proposal:

Central Washington University intends to sell an undeveloped parcel of land to a purchaser that will develop the property and provide services to CWU students and the local community. The purpose of this process is to assist the CWU in selecting a purchaser who will best align its use of the property to match the University's vision and mission. The RFP provides prospective purchasers a means to present their proposals for an objective review.

Property Address: SW Corner of 18th Ave and D Street (Wildcat Way) in Ellensburg, WA

Tax Parcel Number: 333634

Fair Market Value: \$525,000.00 based on recent appraisal.

Property Description: The real property is approximately 3.6 acres of undeveloped land, as further identified in **Exhibit A** attached hereto.

Zoning: PR – Public Reserve

Deed Conveyance: Quit Claim Deed

Schedule:

- Issue Date: 06/01/2026
- Proposals Due: 07/10/2026

2.2 Background: Central Washington University (CWU) is a publicly assisted university located in Ellensburg, Washington, 100 miles east of Seattle. The governing board of the university is appointed by the governor. About 8,200 full-time equivalent students attend the university, 1700 of whom attend one of six satellite campuses located in Des Moines, Lynnwood, Lakewood, Moses Lake, Wenatchee, and Yakima; and two Instructional Sites located in Sammamish, and at the Joint Base Lewis-McChord. CWU has approximately 1,400 faculty and staff located at the various facilities. Further information about the university may be found at the following web site: www.cwu.edu. Ninety-five percent of CWU students are Washington residents.

About 80 percent of CWU students are from western Washington, with concentrations in King, Pierce, Snohomish, and Yakima counties. About 30 percent of students are people of color. Sixty-five percent of graduates transferred to CWU from another institution.

The university colleges, departments, and development divisions work with advisory boards that include membership of business leaders from throughout the state.

CWU is a master's degree-granting university. Some signature areas of study at CWU include music,

information technology and administrative management, education, supply chain management, geology, aviation, and paramedics.

2.3 University's Vision and Mission:

Vision: Central Washington University will be a model learning community of access and opportunity.

Mission: To build a community of access and opportunity, Central Washington University fosters high impact practices, sustainability, and authentic community partnerships that are grounded in meaningful relationships.

2.4 Contract: CWU will negotiate a Washington State Attorney General-approved Real Estate Buy-Sell agreement with the successful proposer.

(i) **SECTION #3: GENERAL INSTRUCTIONS TO ALL BIDDERS**

3.1 Applicable Dates:

Requests for Proposals issued	June 1, 2026
Proposals due	July 10, 2026, 3 pm

3.2 Amendments to Specifications: Any amendment(s) to or error(s) in the specifications called to the attention of the university will be added to or corrected and furnished to all those holding specifications.

3.3 Preparation of Responses: Responses must be prepared on university forms where provided and standard 8.5" x 11" paper for additional submittals. The response should be stapled or bound. Tabs to separate and identify portions of your response are encouraged. The respondent's name must appear on each page. Responses to the 'Requirements of Proposals' must be formatted to correspond numerically to the requirements listed in Section #4.

3.4 Cost of Preparation: The university will not pay respondent costs associated with preparing or presenting any response to this request.

3.5 Number of Copies: One complete response must be submitted prior to the time and date stated in section 3.1 (Applicable Dates). All materials become the property of the university upon receipt.

3.6 Multiple Responses: Respondents who wish to submit more than one proposal may do so, provided that each proposal stands alone and independently complies with the instructions, conditions and specifications of the request. If multiple responses are submitted, the university reserves the right to select the most advantageous proposal to the university.

3.7 Proprietary Information: Any information contained in the RFP response that is proprietary must be clearly designated. Marking of the entire response as proprietary will neither be accepted nor honored. The university cannot guarantee that all such material noted remains proprietary, particularly if it becomes a significant consideration in contract award. Information will be kept confidential only to the extent allowed by Public Disclosure Law.

3.8 Questions and Communication via Designated Contact: All communications and/or questions in regard to this request must be in writing. Respondents are encouraged to either email or fax questions to the Contracts Office at (509) 963-2871, or e-mail them to curtis.smithgall@cwu.edu. If mailed, the address is as follows: Central Washington University, Contracts Office, Attn: Curtis Smithgall, 400 E University Way, M/S 7480, Ellensburg WA 98926-7480. In any case, please reference the RFP number found on the cover page of this solicitation.

3.9 Submitting Responses: Respondents must submit their responses to the Central Washington University Contracts Office by Email, mail or hand-delivery (not by Fax). **Emailed responses must use university forms where provided and should be formatted for 8.5 x 11 paper, signed, and saved and submitted as PDF documents.**

Regardless of the method of delivery, the response must arrive at the Contracts Office no later than the date and local Ellensburg time identified in section 3.1 (Applicable Dates) of these instructions. Late responses will not be reviewed. The method of delivery will be at the discretion of the respondent and will be at the respondent's sole risk to assure delivery at the designated office. Generally, UPS and Federal Express deliver

daily to the Contracts Office. The university does not take responsibility for any problems in the mail or delivery services, either within or outside the university. Receipt by any other office or mailroom is not equivalent to receipt by the Contracts Office.

If Delivery is by Email (preferred) send to:

curtis.smithgall@cwu.edu

Note: All emailed Proposals will be confirmed with a return email. It is the bidders responsibility to verify that their proposal has been received by the CWU – Contracts Office.

If delivery is by mail the address is:

Central Washington University
Contracts Office
M/S 7480
400 E University Way
Ellensburg WA 98926-7480

If hand-delivered, the physical location is:

Central Washington University
Contracts Office
Mitchell Hall, 2nd Floor
Ellensburg WA 98926-7480

3.10 Responses: Any response received after the date and hour specified in Section 3.1 Applicable Dates will not be reviewed.

3.11 Public Opening: A formal bid opening will not be held. Bid information, including price sheets, will not be available for public disclosure until after award of the contract.

3.12 Clarification of Responses: As part of the evaluation process, respondents may be asked to clarify specific points in their response and make themselves available for a telephone interview or campus interview as desired. However, under no circumstances will respondents be allowed to make any changes to their responses after the deadline for submission.

SECTION #4 REQUIRED RESPONSES OF ALL BIDDERS

NOTE: All respondents must provide the required information requested in this section. Information must be presented in a clear, concise and complete format. Responses are to be formatted to correspond numerically with items listed below. Failure to respond to all items in this section may be deemed as sufficient reason to disregard any response.

Respondents must complete, sign in ink, and include 'SECTION #1 BIDDERS SUBMITTAL PAGE'.

ON SEPARATE COMPANY LETTERHEAD, respondent must reply to each of the following questions in the order presented:

Responding bidder will provide relevant information enabling CWU to clearly determine the Bidder's capabilities to perform the services required. Information should include:

1. Name, Address, and Contact Information.
2. Briefly summarize the bidder's background.
3. List any proposed contingencies.
4. Statement detailing proposed use of property which aligns with CWU Vision and Mission.
5. Detail proposers financial ability to purchase property identified in Section 2.1.
6. Offer price.
7. Any other relevant information which would allow CWU to fully evaluate the proposal.

REQUIREMENTS FOR PROPOSAL SUBMISSION

Proposals shall be written in an easy-to-follow manner addressing the 7 items outlined above.

Proposals shall be submitted no later than 3:00 PM July 10, 2026

Proposals shall be sent to: curtis.smithgall@cwu.edu

All proposals and any accompanying documentation become the property of Central Washington University and will not be returned.

EXHIBIT A

Property Description

1. Tax Parcel: 333634
2. Size: Approximately 3.60 acres
3. Location: SWC East 18th Ave and N Wildcat Way, Ellensburg, 98926
Kittitas County, State of Washington

