



960 Newport Way NW  
Issaquah, WA 98027-2702

## Memo

Date: April 2, 2007  
To: Development Teams  
From: Kay Johnson  
Re: RFQ Re-Issue for the Duvall and Newcastle  
Library Projects - Pre-submittal meeting

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Interested development teams are invited and encouraged to schedule an introductory meeting with KCLS staff prior to the preparation of more extensive documentation. Each meeting would be scheduled with one team only. The purpose of the meeting would be to informally review the team's questions and hear their suggestions about the potential for co developing the land parcels described in the RFQ. These meetings are informal and will provide for improved communication. Please contact Kay Johnson at 425.369.3301 or [kayjohn@kcls.org](mailto:kayjohn@kcls.org) to arrange a meeting time.

RFQ submittals received by April 20, 2007 at 4:00PM will be promptly reviewed. Additional inquiries will be accepted until April 30, 2007.

**RE-ISSUED  
REQUEST FOR QUALIFICATIONS FOR REAL ESTATE DEVELOPERS**

**KING COUNTY LIBRARY SYSTEM LIBRARY PROJECTS IN  
NEWCASTLE & DUVALL, WASHINGTON  
RFQ DUE APRIL 20, 2007**

The King County Library System (KCLS) is re-issuing its request for statements of qualifications from parties who are interested in acquiring or leasing land and developing certain properties owned by KCLS. The properties are well located in their respective communities and are owned by KCLS. In Newcastle the parcel is located in the commercial center of Newcastle and the Duvall parcel is located adjacent to a recently completed mixed use development.

The goal is to create an ownership structure that will ensure high quality design, operations and maintenance. These developments will be prominent elements in the communities that will be served. A key element will be to ensure that the projects will be distinctive and that no undue risks or burdens for the public owners will result.

**RFQ Re-Issue Date:** April 2, 2007

**Qualifications Submittal Deadline:** April 20, 2007, 4:00PM at KCLS Service Center, 960 Newport Way NW, Issaquah, WA 98027. Additional inquiries will be accepted until April 30, 2007.

Copies of the Request for Qualifications are available at <http://www.kcls.org/buildings/#rfq>. Copies may also be obtained via email by sending a request to [svajdlen@kcls.org](mailto:svajdlen@kcls.org). For further information, please contact the Library Facilities Development office at 425.369.3301.

KCLS reserves the right to cancel the RFQ for any reason. Further, the Library District reserves the right to supplement and amend this RFQ as it deems necessary from time to time. KCLS further reserves the right to waive any informalities and irregularities in the RFQ and the responses thereto, as it in its discretion determines. KCLS reserves the right to reject all responses to the RFQ and to reissue the same for any reason.

KING COUNTY LIBRARY SYSTEM  
960 Newport Way NW  
Issaquah, WA 98027  
425.369.3301

Newcastle and Duvall Libraries

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**REQUEST FOR QUALIFICATIONS**  
**FOR REAL ESTATE DEVELOPMENT**  
**KING COUNTY LIBRARY SYSTEM PROPERTY**  
**RFQ RE-ISSUED APRIL 2, 2007**  
**SUBMITTALS DUE APRIL 20, 2007, 4:00PM**

KING COUNTY LIBRARY SYSTEM  
Issaquah, Washington  
Newcastle and Duvall Libraries

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REQUEST FOR QUALIFICATIONS

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The King County Library System (KCLS) is requesting statements of qualifications from parties who are interested in acquiring or leasing land and developing certain properties owned by KCLS. The properties are well located in their respective communities and are owned by KCLS. In Newcastle the parcel is located in the commercial center of Newcastle and has current zoning capacity for a five-story mixed use development including the Newcastle Library as a prime use. The Duvall parcel is located adjacent to a successful recent mixed use development and is currently zoned for mixed use and higher density development.

The goal is to create an ownership structure that will ensure high quality design, operations and maintenance. These developments will be prominent elements in the communities that will be served. A key element will be to ensure that the projects will be distinctive and that no undue risks or burdens for the public owners will result.

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The funding for the KCLS Capital Program is primarily derived from Library Bonds. A 2004 Ballot measure was approved by Voters in September of that year.

The KCLS parcels in the City of Newcastle property contain approximately 46,609 sq ft and are located at the southeast intersection of SE 72<sup>nd</sup> Street and 129<sup>th</sup> Avenue SE in Newcastle. The Capital Plan calls for a public library of approximately 10,000 sq. ft. with adequate parking available during library open hours and overflow parking capabilities for events at the library. The City of Newcastle is currently revising the city's comprehensive plan and has a building moratorium in place. The Library project has an exemption from the Moratorium. In Duvall, KCLS has acquired a parcel totaling 76,230 SF. The address is 14810 Main Street NE, Duvall, WA. The City of Duvall is considering revisions to their comprehensive plan. Both parcels are presently vacant and available for development.

KCLS has selected architectural firms for the library projects.

Mithun Architects, Seattle, WA, for the Newcastle Library project

Johnston Architects PLLC, Seattle, WA, for the Duvall Library.

KCLS is soliciting Statements of Qualifications (SOQ) from qualified development teams to purchase or lease land from KCLS and if warranted from others, then develop the Property. This Request for Qualifications (RFQ) invites respondents to describe in detail their development experience, areas of expertise, composition of their development team, financial qualifications and development concepts for the Property.

Developers may submit their qualifications for one or for both projects.

KCLS representatives will select a team or teams with development experience and entrepreneurial initiative necessary to complete a high quality development for each unique Property. The goal of the development will be to create an active and vibrant mixed-use development with the public library as a prominent component. Developers should expect active public participation in meetings and presentations.

## 2.1 KCLS GENERAL INFORMATION

The Library District, doing business as the King County Library System, was established on January 4th, 1943, and operates under State Law applicable to rural library districts. The Library District is a special purpose government that provides library services. Library districts in the state are public corporations empowered to provide these services within their jurisdictions and are governed by chapter 27.12 RCW and other statutes governing municipal and quasi-municipal corporations. They have such powers as are necessary to carry out their functions, including the power of taxation.

### SERVICE AREA

The District includes approximately 1.18 million people in its service area which includes all of unincorporated King County, and all of the incorporated areas of King County, except Seattle, Enumclaw, Hunts Point, Milton, Renton, and Yarrow Point. The following cities have annexed to and are part of the District: Algona, Auburn, Beaux Arts Village, Bellevue, Black Diamond, Bothell, Burien, Carnation, Clyde Hill, Covington, Des Moines, Duvall, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Lake Forest Park, Maple Valley, Medina, Mercer Island, Newcastle, Normandy Park, North Bend, Pacific, Redmond, Sammamish, SeaTac, Shoreline, Skykomish, Snoqualmie, Tukwila and Woodinville.

Measured by circulation, the District is one of the two busiest public library districts in the nation, with over 19 million circulations recorded in 2006.

### GOVERNMENT ORGANIZATION

The District is governed by a five-member Board of Trustees and operates under the constitution and laws of the State. Trustees are appointed by the King County Executive with approval by the Metropolitan King County Council to serve five-year terms without remuneration. Members may be appointed to two consecutive terms. The Board holds regular meetings and special meetings as needed. All meetings are open to the public with the exception of executive sessions as limited by state law. The current membership of the library board is available on the KCLS web site: [kcls.org](http://kcls.org).

The Board appoints a Library Director who serves as chief executive officer of the District. The library director is responsible to the board for the administration of all departments of the district, and hires managers and associate directors including the business and finance manager who supervises the financial affairs of the district.

Key Library Officials for the RFQ Process:

William H. Ptacek-	Library Director
Linda Glenicki-	Manager of Business & Finance
Kay Johnson-	Associate Director for Facilities Development
Greg Smith-	Associated Director for Facilities Management Services

## 2.2 KCLS OBJECTIVES

KCLS has the following objectives for the development of the Property:

- KCLS's primary objective is to achieve financial benefits derived from constructing and maintaining a higher density development compared to designing, constructing and operating a stand alone library facility;
- To Design and Construct a project with high quality, sustainable, low maintenance materials, with a distinctive appeal that will be a source of pride for the King County Library District and the respective communities;
- To fulfill the mission and objectives of the 2004 KCLS Library Bond;
- Determination of the Location of the Library on the property or within a larger building shall be at the sole discretion of the King County Library Board of Trustees and the Library District Director;
- Library program requirements include : visibility from the primary arterial, transparency of the library activity areas, provision of passenger drop-off zone and access to materials return; convenient library entry with on-grade access at the primary point of entry to the building



*Newcastle urban design analysis*

## 2.2 KCLS MINIMUM BUSINESS TERMS

KCLS intends to enter into a Development and Disposition Agreement with the selected developer for the sale, subdivision or lease and development of the property and subsequent purchase or lease of the library space.

In their SOQ submittals, prospective developers will be required to acknowledge acceptance of the minimum business terms stated below, or to acknowledge areas of disagreement with any of these terms, with an explanation or suggestion of an alternative way of addressing the item in question. These terms will be incorporated into the Development and Purchase [Lease] Agreement. The following are the minimum business terms:

1. The developer will commit to complete a market study and feasibility analysis that will be the basis of the documentation for the authorization to proceed to planning and site plan development.
2. The developer may purchase the Property at a minimum price to be established through a written appraisal process based on the intended uses and the market valuation of the project. KCLS reserves the right to update the valuations if more than 6 months have elapsed between the initial completion of the agreements and the negotiations for the final price.
3. KCLS may consider a long-term ground lease as an alternative to the purchase and sale of the Property based on the feasibility and the financial analysis for the project.
4. The developer will commit to a design for the development of the Property that shall fulfill KCLS's objectives for the development of the Property, as stated in Section 2.2 above, and is consistent with KCLS vision for the Property, as summarized in Section 2.2 above.

5. The developer of the Property will be expected to obtain all entitlements as required by each respective jurisdiction including the state Environmental Protection Act, remediate any hazardous materials, coordinate all utility relocations, develop all necessary infrastructure improvements, prepare and update budgets and cost estimates, construct the project, coordinate with KCLS and the respective community groups, the cities and others on the design, construction and all required infrastructure and mitigations that may be required.
6. The developer will obtain adequate financing to assure completion of the development project.
7. The developer will commit to a schedule for the completion of all phases of the development project, as mutually agreed upon by the developer and KCLS.
8. KCLS shall not be responsible for any real estate commissions or the brokerage fees in connection with the sale, lease, or development of the Property.
9. The developer will participate in formal community outreach, public meetings, and hearings where the development proposed for the Property is discussed.
10. The developer will provide a plan for the marketing and leasing of the development project on the Property for KCLS.
11. The developer will commit to performance guarantees and damages for failure to perform on the schedule and in the manner to which agreed.
12. The developer will indemnify KCLS for any damages resulting from activities or omissions by the developer.
13. The developer and KCLS will agree on milestones for the payment of nonrefundable fees pending closing of the sale or other mutually agreed milestone dates
14. Developer shall work cooperatively with KCLS Administration and designated staff to develop the site plan and take initial steps to obtain the Permitting Agencies preliminary approvals for the site plan.
15. Developer agrees to work with KCLS staff to present the proposals to the public;

### 3.0 PROPERTY INFORMATION

#### 3.1 DESCRIPTION OF NEWCASTLE PROPERTY

The project site is located at the corner of SE 72<sup>nd</sup> Street and 129<sup>th</sup> Avenue SE in the City of Newcastle and is located a block west of the “Town Crossroads” per the City’s Master Plan. The site is located in the commercial- downtown core and is currently surrounded by a shopping center to the north anchored by Safeway and Bartels Drugs, a Washington Mutual bank to the east, Provident Medical offices and clinics to the west and residential development to the south.

Refer to Legal Description (see Appendix A, page X) and description provided by Stewart Title Guaranty Company, Commitment No. 205122475, dated December 14, 2005 available upon request from KCLS. See title report for existing easements on the property.

#### 3.2 NEWCASTLE ZONING

The current zoning of the site is designated as Community Business (CB) and the following is a summary of pertinent requirements of that zone:

- Base Density 18 dwelling units/acre
- Maximum Density 24 dwelling units/acre
- Setbacks
  - Front 0
  - Side 0
  - Rear 20 feet
- Height 5 Stories above grade
- Floor Area Ratio None
- Maximum Impervious Surface Percentage 85%
- Parking 1:300 Retail/Office  
1 Stall per bedroom residential  
(There currently exists a shared parking arrangement with the adjacent Washington Mutual branch and McDonald’s.)

It should be noted that the City is currently amending the zoning for the CB zone with higher density

#### 3.3 PHYSICAL CHARACTERISTICS OF NEWCASTLE PROPERTY

The site area is approximately 1.0734 acres, with a perimeter of approximately 875.6 feet.

The site has a mild slope from the highest point at the northwest corner and sloping to the southwest corner, approximately 8 feet in 270 feet. There exists a slight swale at the middle of the site sloping to the east side of the site into a storm drainage basin on the adjoining property.

The site is currently a lawn area with no significant trees on the site. A concrete walk extends along the northern boundary (along SE 72<sup>nd</sup> Street) of the site and stops at the intersection of the west side of the site (129<sup>th</sup> Ave. SE). At this time there are no geotechnical studies of the site; however, there is a survey available. A Level I Environmental Analysis has been complete and is available upon request through KCLS. The Legal Description and Title Report are available upon request by interested Developers.



LIBRARY SITE AT NEWCASTLE, WASHINGTON



View of site looking north to SE 72nd



View of site looking west on SE 72nd

### 3.4 DESCRIPTION OF DUVALL PROPERTY

The project site is located at 14810 Main Street NE, in the City of Duvall. The site is just north of a newer mixed-use development and is within an area zoned for future mixed-use and higher density development. The site is elevated above the main road and looks west toward the Snoqualmie River Valley.

The Legal Description and Title Reports available upon request for interested Developers.

### 3.5 DUVALL ZONING

The current zoning of the site is designated as Mixed Use Commercial & Residential (MU12) and the following is a summary of pertinent requirements of that zone:

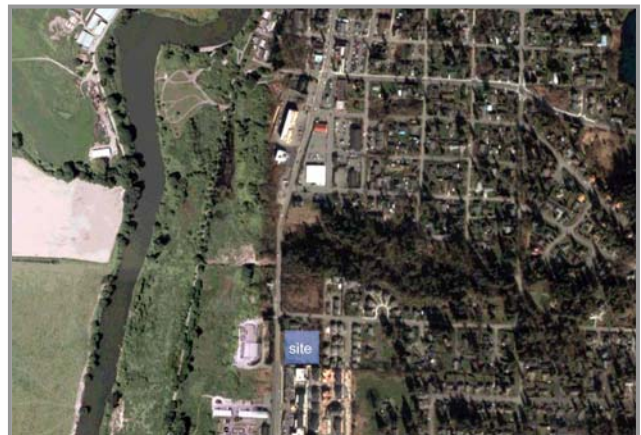
- Base Density N/A
- Maximum Density 12 units/gross useable acre
- Setbacks
  - Front 0-10
  - Side 10 feet where residential portion of site is adjacent to residential use  
20 feet where commercial or mixed use portion of site is adjacent to residential use
  - Rear 10 feet where residential portion of site is adjacent to residential use: 20 feet where commercial or mixed use portion of site is adjacent to residential use
- Height Uphill side: 25 feet  
Downhill side: 35 feet
- Floor Area Ratio None
- Maximum Impervious 85% Surface Percentage
- Parking 1:300 – Library/Office/Retail  
1:900 – Storage Area  
1:100 – Restaurant  
Multifamily – varies

### 3.6 PHYSICAL CHARACTERISTICS OF DUVALL PROPERTY

The site area is approximately 1.7169 acres, with a perimeter of approximately 1,096 feet.

The site has a generous slope from the highest point at the east edge and sloping down to the west edge, approximately 44 feet in 300 feet.

The site is currently a grassy area with a small cluster of trees on the southwest portion of the site. There are presently no sidewalks, though a 12' wide sidewalk along Main Street. with street trees and lighting will be required. At this time there are no geotechnical studies of the site; however, there is a survey available.



LIBRARY SITE AT DUVALL, WASHINGTON



View of site looking east from Main Street.



View from middle of site looking west.



View from middle of site looking northwest

## 4.0 SUBMITTAL OF QUALIFICATIONS

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### 4.1 COMPANY/TEAM INFORMATION

Please provide a general overview of your company and preliminary development team. At a minimum, please answer the following questions:

- What are the primary areas of expertise of the company and other partners in the project?
- In addition to making a profit, what are your key goals in the development of the Property?
- Who are the specific personnel that will likely be assigned to this project? What are their particular areas of responsibility and what is their relevant experience? Please provide resumes for each member of the development team.
- Who are the primary non-company members that are likely to be included as part of the team? Please provide informational materials on each team member and the specific individuals within those organizations that would be assigned to the team. Specifically please provide information for the design and construction members of the Team.

### 4.2 RELEVANT PROJECT EXPERIENCE

Please provide specific examples of projects that demonstrate your development capabilities and describe the ultimate outcome of each development project. In addition to the general descriptions of each project, please answer the following questions:

- What were the major issues associated with each project that would be especially relevant to development on this Property?
- Were any of the projects considered public/private partnerships or involve other forms of cooperation between the public entity and you, including purchasing land from a public entity?
- How was each project financed?
- What is the current status of the project? Do you still retain ownership?

### 4.3 FINANCIAL INFORMATION

Provide a level of financial information that will allow KCLS to understand your financial ability to develop your development concept on the Property. Potential information could include:

- A list of previous and current construction lenders. (Note: KCLS will not contact these lenders without first obtaining your permission);
- A description of the source of equity for past projects (internal cash, outside investors, landowners, etc.);
- A description of the methods for paying off the construction lender (presales, permanent lenders, sale of stabilized property);
- The most recent available credit report and audited financial statements for the past four years, for each principal, partner, and joint venture participant;
- Composition of current real estate portfolio, listing for each project, its name, type location, date completed, rentable area or number of units, occupancy rate, current value, debt, and your ownership interest; and
- A description of any litigation or other legal disputes that each principal, partner, and joint venture participant has been involved in during the past five years and the final outcome of such disputes.

#### 4.4 UNDERSTANDING OF MARKET AREA

Provide sufficient information to demonstrate your knowledge of the real estate market in the Newcastle and/or Duvall area and how it will impact your development plans. For instance, describe how your market expectations in the Newcastle and/or Duvall area for the products in your development concept will impact the timing, value and type of development you propose and how the public library would enhance the appeal of this product.

#### 4.5 DEVELOPMENT CONCEPTS

- Describe, in general terms, your development concept for the Property. What character and quality of development do you foresee? What product types would you construct? How much leaseable square footage is feasible? How would you incorporate open space and public spaces in the project?
- Describe your opinion about the desirability of a mix of uses on the Property and what uses would be an advantage or disadvantage for your development concept.
- Describe what you perceive to be the strengths of the Property.
- Describe the major issues you see in developing your concept on the Property.
- Describe the role you see KCLS playing in the development process.
- Provide a timeline for your development concept. When would you see development starting and finishing?
- Describe the elements of a preferred transaction structure.

#### 4.6 COMMUNITY OUTREACH

- Provide a description of planned public outreach programs and processes associated with the proposed project.

## 5.0 EVALUATION AND SELECTION CRITERIA

KCLS is seeking responses from only those developers with a demonstrated development record and the existing capabilities to develop the entire Property. The selected developer(s) can perform pre-development, land development and vertical development. KCLS is seeking developers who can independently finance and construct improvements and is not seeking a fee development arrangement. While phased development is possible, preference will be given to those respondents who can commit to own large areas of the Property and undertake development on the quickest timeline.

### 5.1 SELECTION PROCESS

KCLS will establish a Selection Committee composed of principally KCLS staff members to review responses and recommend the most Qualified Respondents to the KCLS Board of Trustees. SOQs will be reviewed to determine the ability of the respondent to meet KCLS's objectives for development of the Property as demonstrated in the developer's response. Selection consideration will consider, but not be limited to, the following elements (the weighting of factors shown is illustrative only, and KCLS reserves the right to depart from the relative weighting shown here in order to select the most qualified and desirable developer):

Demonstrated Overall Developer & Team Experience	25%
Demonstrated Experience with Similar Properties/Site Issues	25%
Financial Ability	10%
Development Concept - Fit with KCLS Objectives	20%
Developer Long-term Commitment to Project	10%
Potential to Develop a Positive Working Relationship with KCLS	10%
<b>Total</b>	<b>100%</b>

The proposed process will follow the timeline below:

PROCESS	TIMELINE
KCLS Publish Advertisement for the RFQ	March 28, 2007
<b>Deadline for Submission of Response</b>	<b>April 20, 2007. Additional inquiries will be accepted until April 30, 2007.</b>
Staff recommends short list of Prospective Developers to KCLS Director	To Be Determined
Interviews with Developer(s) & KCLS Key Personnel	To Be Determined
Final Approval of Preferred Developer(s) to KCLS Board of Trustees	To Be Determined

### 5.2 TERMS AND CONDITIONS

1. Respondents shall be responsible for the accuracy of the information they provide to KCLS.
2. KCLS reserves the right to reject any and all submittals, to waive minor irregularities in any proposal, to issue additional RFQs, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
3. Nothing contained herein shall require KCLS to enter into exclusive negotiations and KCLS reserves the right to amend, alter, and revise its own criteria in the selection of a developer for the Property without notice.
4. KCLS reserves the right to request clarification of information submitted and to request additional information from any respondent.

5. KCLS shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to a Request for Final Proposals.

5.3 DOCUMENTS AVAILABLE FOR REVIEW

Title reports  
Legal Descriptions  
Other KCLS documents pertinent to the projects

5.4 SUBMISSION REQUIREMENTS

SOQs should be limited to 40 pages in total and should provide, at a minimum, the information requested in Section 2.7 (Minimum Business Terms) and Section 3 (Submittal of Qualifications). At least 10 pages should be dedicated to a discussion of the market and of development concepts. An ability to concisely present the information requested in the RFQ will be viewed favorably. Respondents should submit six (6) copies of their SOQ to the following address by April 20, 2007, 4:00PM to:

King County Library System  
960 Newport Way NW  
Issaquah, WA 98027

Kay Johnson  
Associate Director for Facilities Development  
425.369.3301- Office Phone

The selection process will be conducted in two phases. The initial selection criteria as stated in this document will be utilized by KCLS, administrative staff who, at their sole subjective judgment, may, ask respondents for additional information and for interviews. The second phase will be for the final selection. KCLS reserves the right to request that up to two of the most Qualified Respondents firms submit detailed development plans and a purchase offer as part of final selection process. KCLS reserves the right to not select any respondent or to waive requirements in this RFQ for an interview or for future development consideration.

5.5 CONFIDENTIALITY

The content of submittals will be kept confidential until the nomination of selected finalists is publicly announced. At that time, all submittals are open for public review. If a submitter believes any part of its submittal is exempt from disclosure pursuant to Washington law (RCW Chap. 42.17), each page allegedly exempt must be clearly and legibly marked "Confidential Information" in red letters in a font size of at least twenty points. If a request is made for disclosure of allegedly confidential information, KCLS will endeavor to notify the submitter to allow it to contest disclosure.

Please do not submit any confidential information at this time. After review of all of the submissions, KCLS may request more detailed information.