

**CITY OF YAKIMA
FORMER BANK OF AMERICA BUILDING MODIFICATIONS
REQUEST FOR STATEMENT OF QUALIFICATIONS**

The City of Yakima is inviting Statements of Qualifications (SOQs) from experienced consulting firms to provide professional design services for the renovation of portions of the Former Bank of America Building, Level 01, as described herein. This procurement is conducted pursuant to RCW 39.80 – Architectural and Engineering Services. Firms are encouraged to read this document in its entirety before preparing a response.

SECTION 1. PROJECT OVERVIEW

The Former Bank of America Building, located at 101 N. 2nd Street, is a multi-story structure that the City of Yakima has acquired for civic use. The City has undertaken a departmental programming effort to fit out and renovate the Level 01 floor in order to accommodate Council functions, YPAC operations, and related City services.

As part of that effort, the City has identified two primary renovation areas on Level 01: the City Council Wing on the center/east portion of the floor, and the YPAC area on the east side of the building. The Architect will be responsible for confirming and refining the renovation boundary during the existing conditions and schematic design phases.

Renovation Areas

The following spaces are included within the project scope:

- City Council Wing: Council Chambers, City Council Office, AV/Control Booth, two conference rooms (one approximately 25+ seat capacity), and three access-controlled entry points.
- Service counter at the Council Wing / City Clerk interface, and emergency egress improvements at the south end of Council Chambers.

SOQs shall be received by 2:00 pm, October 30th, 2026, by email to Randy Tabert, Senior Engineer at randy.tabert@yakimawa.gov. Questions regarding the RFQ should be directed to Randy Tabert by email or at (509) 576-6579.

Interested firms should review the RFQ in its entirety at this link:

<https://www.yakimawa.gov/services/engineering/engineering/rfps-rfqs>

SECTION 2. SCOPE OF PROFESSIONAL SERVICES

The City intends to retain a single firm (the "Architect") to serve as Architect of Record and to coordinate all required engineering disciplines, including but not limited to structural, mechanical, electrical, plumbing, and low-voltage/technology. Subconsultant coordination is the Architect's responsibility. The following phases are anticipated.

Phase 1 – Project Kickoff and Existing Conditions

The Architect shall conduct a kickoff meeting with City staff within 10 business days of Notice to Proceed to confirm project goals, decision-making authority, schedule, and communication protocols. The Architect shall perform a field survey of all spaces within the renovation boundary, document existing conditions, and identify any structural, mechanical, electrical, or life safety constraints that may affect the design. A written Existing Conditions Report shall be submitted within 30 days of the Notice to Proceed.

The City may separately procure a hazardous materials survey prior to or concurrent with design. The Architect shall review the survey findings and incorporate any required mitigation into the design documents.

Phase 2 – Schematic Design

The Architect shall develop schematic floor plan options for City review based on the established renovation program. At least one design option shall be presented. Schematic Design documents shall include floor plans, a preliminary reflected ceiling plan, outline specifications, and a preliminary Opinion of Probable Construction Cost (OPCC). The City may require a presentation to City Council prior to approving Schematic Design.

Phase 3 – Design Development

Upon City approval of the Schematic Design, the Architect shall advance the design to Design Development level for all disciplines. DD documents shall include coordinated architectural and engineering drawings, door/window/finish schedules, and an updated OPCC. The Architect shall identify any scope or budget risks in writing for City review and decision prior to proceeding to Construction Documents.

Phase 4 – Construction Documents

The Architect shall prepare a complete set of permit-ready Construction Documents for all disciplines. Documents shall be submitted at 90% completion for City review; the Architect shall incorporate review comments and issue a 100% CD set along with a final OPCC. Internal quality control review by the Architect's team is expected prior to each submittal.

Phase 5 – Permitting and Bidding

The Architect shall submit permit applications to the City of Yakima Building Division and shall serve as the primary technical contact during plan review. The Architect shall respond to all correction notices and manage the permit process through issuance. For bidding, the Architect shall prepare a complete bid document package, conduct a pre-bid site walk, respond to Requests for Information, and issue addenda as necessary.

Phase 6 – Construction Administration

The Architect shall provide full construction administration services through project closeout, including: site visits no less frequently than bi-weekly during active construction; response to contractor submittals and RFIs within five business days; review and certification of contractor Applications for Payment; participation in Owner-Architect-Contractor (OAC) meetings; review of change order requests with written recommendations; Substantial Completion and Final Completion inspections and punch list management; and preparation of record drawing markups based on contractor as-built redlines.

The City anticipates that construction will be phased to allow the building to remain at least partially operational throughout. The Architect is expected to participate in phasing coordination with City staff and the contractor.

Additional Services

The following are not included in the base scope but may be added by written amendment at negotiated fees: full AV system design (a design-build AV delivery is assumed in the base scope); interior design/FF&E coordination beyond what is typical in CD documents; LEED or WELL certification administration; additional community or Council presentations beyond those noted above; and post-occupancy evaluation.

SECTION 3. DELIVERABLES

At a minimum, the Architect shall provide the following at each phase. All documents shall be delivered in PDF format. CAD or Revit files shall be provided at the 100% stage.

Phase	Required Deliverables
Kickoff / Existing Conditions	Existing Conditions Report; annotated base drawings; kickoff meeting notes
Schematic Design	SD drawing set; outline specifications; SD-level OPCC; meeting notes from City review meeting(s)
Design Development	DD drawing set (all disciplines); updated specifications; door, finish, and room data schedules; DD OPCC; written budget risk memo if applicable
Construction Documents (90%)	90% CD drawing set for City review; draft specifications
Construction Documents (100%)	Permit/bid-ready CD set; full technical specifications; final OPCC; permit application submittal package
Bidding	Bid document package including all addenda; bid tabulation; written recommendation of award
Construction Administration	Site visit reports (within 3 business days of each visit); RFI log; submittal log and reviewed submittals; OAC meeting minutes; change order documentation; pay application certifications; punch list; closeout checklist; record drawing markups

SECTION 4. SCHEDULE

Timeline

Action	Date
RFQ Issued	October 8, 2026
Written Questions Due	October 1, 2026 by 4:00 p.m.
City Responses to Questions	October 6, 2026
Mandatory Pre-SOQ Meeting & Site Walk	October 14, 2026, 10:00 a.m. at Former Bank of America Building
Statement of Qualifications Due	October 30, 2026 by 2:00 p.m.
Evaluation / Shortlisting	Week of November 3, 2026
Interviews (if conducted)	Week of November 10, 2026
Notice of Intent to Award	On or about November 16, 2026
Contract Negotiations	November 17 – December 5, 2026
Anticipated Notice to Proceed	On or about December 8, 2026

Design and Construction Schedule

The following durations are estimates only. The selected Architect shall prepare a detailed project schedule as part of the kickoff deliverables, subject to City approval.

Phase	Estimated Duration
Existing Conditions Assessment	3–4 weeks
Schematic Design	5–6 weeks
Design Development	6–8 weeks
Construction Documents (90% through 100%)	7–9 weeks
Permitting & Bid Phase	8–12 weeks
Construction (estimated)	6–8 months

SECTION 5. SOQ SUBMITTAL REQUIREMENTS

One (1) electronic copy of the SOQ shall be submitted in PDF format via email to randy.tabert@yakimwa.gov no later than the date and time specified on the cover page. Paper copies are not required unless requested. SOQs submitted after the deadline will not be accepted regardless of the reason for the delay.

SOQs shall not exceed 20 pages, excluding required forms and appendices. Use a minimum 10-point font. Pages should be numbered and organized with clearly labeled sections as described below.

Tab 1 – Cover Letter (2 pages maximum)

Include the firm name, address, telephone, and email of the primary contact. Provide a brief statement of the firm's interest in the project and identify the Principal-in-Charge and Project Manager who will be assigned to this engagement. The letter must be signed by a person authorized to bind the firm contractually.

Tab 2 – Firm Qualifications (8 pages maximum)

Describe the firm's background, size, years in practice, and current Washington State architectural license number(s). Provide between three and five examples of completed projects that demonstrate relevant experience. For each project include the project name, client name and contact information (who can be reached for a reference), location, year of completion, description of your firm's specific role, and the final construction cost. Projects involving municipal or civic renovation, occupied-building phasing, or council chambers/assembly space design are of particular interest to the City.

If the firm or any proposed subconsultant has performed work for the City of Yakima or Yakima County in the past five years, please note that work.

Tab 3 – Project Team (6 pages maximum)

Provide an organizational chart showing all key team members, their roles, and their firm affiliations. Include one-page resumes for the Principal-in-Charge, Project Manager, Project Architect, and lead engineers in the following disciplines: structural, mechanical, electrical, plumbing, and technology/AV. For each subconsultant firm, provide the firm name, discipline, Washington State license number, and a brief summary of relevant project experience. Address the team's current availability and capacity to take on this project.

Tab 4 – Project Approach (10 pages maximum)

Describe how your team would approach this project from Notice to Proceed through construction closeout. The City is particularly interested in your approach to the following: working with an occupied building and coordinating disruptions with City staff; keeping the design within the established budget; coordinating AV and access control systems with the broader design; and managing the City's review and approval process efficiently. Identify risks you anticipate and how you would manage them. You may also describe any value-added services or ideas your team would bring to the project that are not explicitly requested in this RFQ.

Tab 5 – Project Schedule (2 pages maximum)

Provide a proposed project schedule from Notice to Proceed through project closeout, shown in a bar chart or similar format. Identify key City decision milestones and any long-lead items that the City should be aware of.

SECTION 6. EVALUATION AND SELECTION

SOQs will be evaluated by a Selection Committee comprised of City of Yakima staff. Evaluation will be conducted on the basis of qualifications and demonstrated competence as required by RCW 39.80. The City will then enter into fee negotiations with the highest-ranked firm. If an agreement cannot be reached, the City may negotiate with the second-ranked firm, and so on.

SOQ's will be scored on the following criteria:

Criterion	Weight
Qualifications and experience of the firm, including relevance of past projects	25%
Qualifications of the proposed project team (key personnel and subconsultants)	20%
Understanding of the project and proposed approach / methodology	25%
Proposed project schedule; feasibility and responsiveness to City needs	15%
References and past performance on comparable projects	10%
Local/regional presence and familiarity with Yakima Valley conditions and agencies	5%
TOTAL	100%

The City reserves the right to conduct interviews with up to three shortlisted firms before making a final selection. If interviews are held, shortlisted firms will be notified in writing and given at least five business days' notice. Interview performance may be factored into the final ranking at the City's discretion.

SECTION 7. QUESTIONS AND ADDENDA

All questions regarding this RFQ must be submitted to the Contact listed above by 4:00 p.m. on October 21st, 2026. Questions submitted after that deadline may not receive a response. Verbal responses to questions are not binding on the City.

Written responses to all timely questions will be posted on the City's RFP/RFQ webpage no later than October 23rd, 2026. Proposers are responsible for checking the web page for addenda. The City is not responsible for ensuring that individual proposers receive notification of addenda.

Firms are encouraged to attend the site walkthrough on October 14th, 2026 at 10:00 am, to gain a comprehensive understanding of the project scope. The meeting will begin promptly at 10:00 a.m. in the future Council Chambers area at the Former Bank of America Building.

SECTION 8. CONTRACT TERMS

The selected firm will be required to execute the City of Yakima's standard Professional Services Agreement, a copy of which will be provided to shortlisted firms or upon request. The City's contract form governs. The City is not required to accept substituted or modified contract terms.

The City of Yakima is an equal opportunity employer. All contractors are required to comply with applicable federal and Washington State laws prohibiting discrimination in employment and in the delivery of services.

SOQs submitted in response to this RFQ are public records subject to disclosure under the Washington State Public Records Act (RCW 42.56). Proposers who believe any portion of their submission constitutes a trade secret or proprietary business information must clearly mark those pages and provide a written explanation of the claimed exemption. The City will make reasonable efforts to notify the proposer of any public records request for their submission but bears no liability for disclosure made in compliance with the Public Records Act.

Inquiries should be directed to:

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randy.tabert@yakimawa.gov