



**Request for A/E Statement of Qualifications (SOQ)
11903Q Yakima Convention Center North Expansion Design**

**City of Yakima
NOTICE TO PROPOSERS
Requests for Qualifications No. 11903Q**

Notice is hereby given by the undersigned that sealed Statements of Qualifications will be accepted in the office of the Yakima City Clerk, Yakima City Hall, 129 N. 2nd Street, Yakima, Washington 98901 until the hour of **11:00 a.m., Friday, February 1, 2019** and Respondents names will be publicly read for:

Yakima Convention Center North Expansion Design

Request for Qualification Packets are available online at <https://www.yakimawa.gov/services/purchasing/openings/> or in the office of the Purchasing Manager, City Hall, Yakima, Washington: 509-575-6093.

The City hereby notifies all Proposers that it will affirmatively ensure compliance with WA State Law Against Discrimination (RCW chapter 49.60) & the Americans with Disabilities Act (42 USC 12101 et set.)

Dated December 31, 2018. Publish on December 31, 2018 and January 1, 2019

Maria Mayhue, Senior Buyer

I. PROJECT DESCRIPTION:

The Yakima Convention Center and City of Yakima seek to hire an A/E firm to utilize a 2018 feasibility study (ATTACHMENT A) to complete designs which will be used in the bidding phase of this project.

The selected firm will review the attached feasibility study completed by KDF (KDA) Architecture regarding a Yakima Convention Center north expansion. Meet and work with staff to review study and get input. Produce both architectural pre-design and schematic designs for the construction of an 18,250 square foot expansion of Yakima Convention Center located at 10 N. 8th Street, Yakima, WA 98901. Final designs are to be bid-ready. The City plans to utilize a standard design and construction method for project delivery

The selected firm will be familiar with environmental and development permitting process; relevant codes and standards; civic projects; and effectively communicating options and recommendations; meeting demanding schedule requirements; and, effective budget and cost estimating.

The selected firm will demonstrate that they have personnel available to perform this work that have significant experience with similar projects.

Please note that the estimates of cost found in the feasibility study sections 3.1 and 3.2 are subject to change.

II. SCHEDULE:

Provided in the attached feasibility study is a recommended project schedule. Due to the timing of the project approval, we are running behind the suggested timeline. City of Yakima intends to complete the RFQ process in time to contract with a highly qualified Architectural and Engineering firm by March 1, 2019, with design complete, permitted, and contract documents ready for construction bidding by the end of August, 2019. Construction is intended to take place in 2019 and 2020.

III. SUBMITTAL FORMAT & CONTENT REQUIREMENTS:

A. Letter of Interest

The letter of interest should indicate: (a) the principal in charge (b) availability of the firm's resources for completing all components of the project; (c) any desire for schedule changes; (d) the firm's contact information (address, telephone, email); and (e) additional data or recommendations, if desired.

B. Statement of Qualifications

The nature and form of response are at the discretion of the respondent, but at a minimum, the following information must be included:

1. Project Organization and Staffing

- a. Provide an organization chart showing all proposed team members and describing their responsibilities for this project. Include professional qualifications/resumes of each member of the project team.
- b. Describe the portion of work that will be performed by a subcontractor, if any, and information about the professional qualifications of proposed subcontractors.

2. Description of Related Experience

- a. Describe the firm's experience with preparing design and construction plans for public facilities. Include at least three projects the firm has completed that are somewhat similar to the project described in this request. For each project, provide the following information:
 - Name, address and telephone number of the client.
 - The elements of the projects that are common to the projects proposed above.
 - Summary of the firm's role/responsibility in overall project.
 - Summary of the firm's deliverables.
- b. Describe the firm's familiarity with Yakima County and the region.
- c. Describe the firm's approach to dealing with and communicating with public officials about complex, analytical data regarding facility planning.
- d. (Optional) Identify any other relevant information pertinent to this RFQ section.

C. Submittal Format

The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly and easily. Brevity of text will be appreciated.

Five (5) copies and one electronic copy must be provided.

IV. **SELECTION PROCESS & AWARD:**

A. General Approach

Responses will be evaluated based on their clear ability to meet the City's interest in quickly and efficiently developing layouts, and design consistent with the project description contained in the attached feasibility study. The responses will be rated according to the evaluation criteria detailed below. This may result in the selection of a firm or in a short list of firms who will be asked to provide additional information at an oral interview.

The selected finalist will be asked to begin fee negotiations immediately. Final approval of an agreement will rest with the City Council based on the recommendations of the city staff.

B. Evaluation Criteria

Each submittal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is 100.

1. Project Timeline & Budget – 30 points maximum

- a. Timeline – (15 points)
 - Ability to create/monitor project timelines
 - Ability to meet project timelines
 - Ability to exceed project timelines
- b. Budget – (15 points)
 - Ability to create/monitor total project budget (soft and hard costs)
 - Methods of proven successes of staying within budget during design

2. Organizational Background, Experience & Expertise – **50 points maximum**

a. Qualifications of Proposed Members – (15 points)

- Years of experience
- Quantity of similar projects
- Education
- Years with the firm

b. Comprehension, Responsiveness and Demonstrated Success – (20 points)

- Illustrates that the team clearly understands objectives and technical requirements
- Responsiveness to all aspects of the RFQ
- Firm's demonstrated success with similar projects

c. Public Sector Experiences – (15 points)

3. Clarity of Submittal – **20 points maximum**

- a. Is the SOQ easy to understand?
- b. Do the graphics further clarify the written items?
- c. Did the firm follow the specified submittal format?

C. Agreement for Services

The selected firms will be expected to enter into the City's standard Professional Services Agreement in a timely fashion. Insurance requirements included in the services agreement package are:

1. General Liability

Two Million Dollars (\$2,000,000.00) per occurrence, combined single limit bodily injury and property damage, and Two Million Dollars (\$2,000,000.00) general aggregate.

2. Automobile Liability

Two Million Dollars (\$2,000,000.00) per occurrence.

3. Employer's Liability (Stop Gap)

A limit of no less than \$1,000,000.00.

4. Professional Liability

Two Million Dollars (\$2,000,000.00) per claim combined single limit bodily injury and property damage, and Two Million Dollars (\$2,000,000.00) aggregate.

Additional information regarding Yakima Convention Center facilities may be found at:

<http://www.yakimacenter.com/yakima-center-facilities.asp>

If you have any questions, feel free to contact me. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFQ, supplements or revisions will be provided in the form of an Addendum and posted at: <https://www.yakimawa.gov/services/purchasing/openings/> . You may also email me if you are interested in being added to a notification list for this RFQ.

Sincerely,

A handwritten signature in purple ink that reads "Maria Mayhue".

Maria Mayhue, CPPO

Senior Buyer

Yakima City/County Purchasing

509-575-6094

Maria.mayhue@yakimawa.gov



Yakima Convention Center North Expansion

Feasibility Study Manual

Project No. 201813.00
July 13, 2018



KDF ARCHITECTURE

1310 North 16th Avenue, Yakima, WA 98902



YAKIMA CONVENTION CENTER – NORTH EXPANSION
Feasibility Study

TABLE OF CONTENTS

SECTION 1.0	EXECUTIVE SUMMARY
SECTION 2.0	CONCEPTUAL PLANNING EXISTING SITE PLAN CONCEPTUAL SITE PLAN OPTION 2.1-C CONCEPTUAL FLOOR PLAN OPTION 2.1
SECTION 3.0	COST ESTIMATE
SECTION 4.0	SCHEDULE

YAKIMA CONVENTION CENTER

Feasibility Study

EXECUTIVE SUMMARY

1.1

GENERAL INFORMATION

The documentation and drawings contained in this manual were developed during a feasibility study to evaluate the expandability of Yakima Convention Center to the north. The goal of the project is to expand the conference space to include one large conference space and three breakout conference rooms similar to the last north expansion (rooms E, F, G, and H). This ultimately increases the size of the contiguous space for a larger expo/exhibit hall/Ballroom.

The proposed expansion will displace a portion of the existing north parking lot and will also require the remaining north parking to be reconfigured. The displaced parking will require either purchasing additional property to the north or closure of East A Street to be reconfigured for additional parking. No additional parking is required for the additional space since the Convention Center is located in the Downtown Business District which is exempt from the Yakima Municipal Code parking requirements. It is our recommendation that a parking utilization study be completed to determine in additional parking is needed.

This Feasibility Study did not evaluate the existing building and items that need to be upgraded. The Convention Center has created a list of capital improvements that are separate but complementary to this plan.

ESTIMATE OF PROBABLE COSTS

The Feasibility Study Rough Order of Magnitude (ROM) estimate of probable construction cost low range is \$6,534,450 which includes \$1,195,230 in site construction. The high range is estimated at \$7,553,534 which includes \$1,324,444 in site construction. The estimate of probable project cost for the low is \$10,093,571. The high range is estimated at \$11,514,173.

SCHEDULE

There is no set date for when the new project will start, but it will relate to the availability of bond funds which will occur in late 2019. We have included a graphic schedule that depicts the timing necessary to complete the project as proposed in this document, see Section 4. The schedule was developed based on the timing of when funds would become available for the major expenses which will occur once construction starts. In this scenario we are showing starting a Predesign effort in October 2018 and lasting for two months. We have left a month of down time to allow for deliberations on whether to proceed or not. Schematic Design will start in January 2019 and contract documents will be complete by the end of August 2019, with bidding to be complete by the end of October. Construction is planned to begin in November 2019 and be complete by the end of October 2020. Move in would occur in November with the new spaces available for the Holiday Season 2020. The total duration of the project



YAKIMA CONVENTION CENTER

Feasibility Study

EXECUTIVE SUMMARY

1.2

in this scenario is approximately 2 years. This schedule assumes architect selection would occur late summer early fall of this year.

YAKIMA CONVENTION CENTER

Feasibility Study

CONCEPTUAL PLANNING

2.0

The selected conceptual plan is Option 2.1, which is a revision of Option 2 to make all the new meeting spaces contiguous with the existing meeting rooms to maximize the ballroom potential. This option removes the existing breakout meeting rooms F, G, and H along with the north hallway to become a larger meeting room (F). We then add an additional large meeting room (G) that is similar in size to meeting room F. Both meeting rooms F and G are slightly narrower than the existing meeting room E. New breakout rooms H, I and J are added to the north side of meeting room G. These are the same size as the existing breakout rooms. North of the new breakout rooms will be small lobby space similar to how the existing was laid out. The support space is extended to the north at the same depth as the existing. The new lobby is expanded north and includes a curving form to create a node at the north end. Restrooms will be added on or near the existing north restrooms.

The proposed expansion consists of approximately 10,000 square feet of new meeting space and 8,250 square feet of support space for a total of 18,250 square feet. The support space includes storage, possible kitchen expansion, restrooms and lobby space. It is unknown at this time what changes will be required for the kitchen.

The building expansion will require relocating an existing large City water and sewer service that runs along the north side of the existing building.

Since the Convention Center is located in the Downtown Business District no additional parking is required for this expansion. However, the expansion eliminates 36 parking spaces and will require that the remaining parking lot be reconfigured and pushed further to the north in the grassy area. The reconfigured north parking has 35 parking spaces. To replace the lost parking spaces, we propose requesting that the City vacate East A Street between North 8th Street and North 9th Street and reconfigure that area into a more efficient parking lot. The reconfiguration of East A Street and related parking will gain 36 parking spaces. If the street cannot be vacated, then at least two residential lots to the north will need to be purchased and converted to parking.



YAKIMA CONVENTION CENTER – NORTH EXPANSION
Feasibility Study

KDF ARCHITECTURE

CONCEPTUAL PLANNING- EXISTING SITE PLAN

2.1



Project No. 201813

CONCEPTUAL PLANNING- CONCEPTUAL SITE PLAN OPTION 2.1-C

2.2

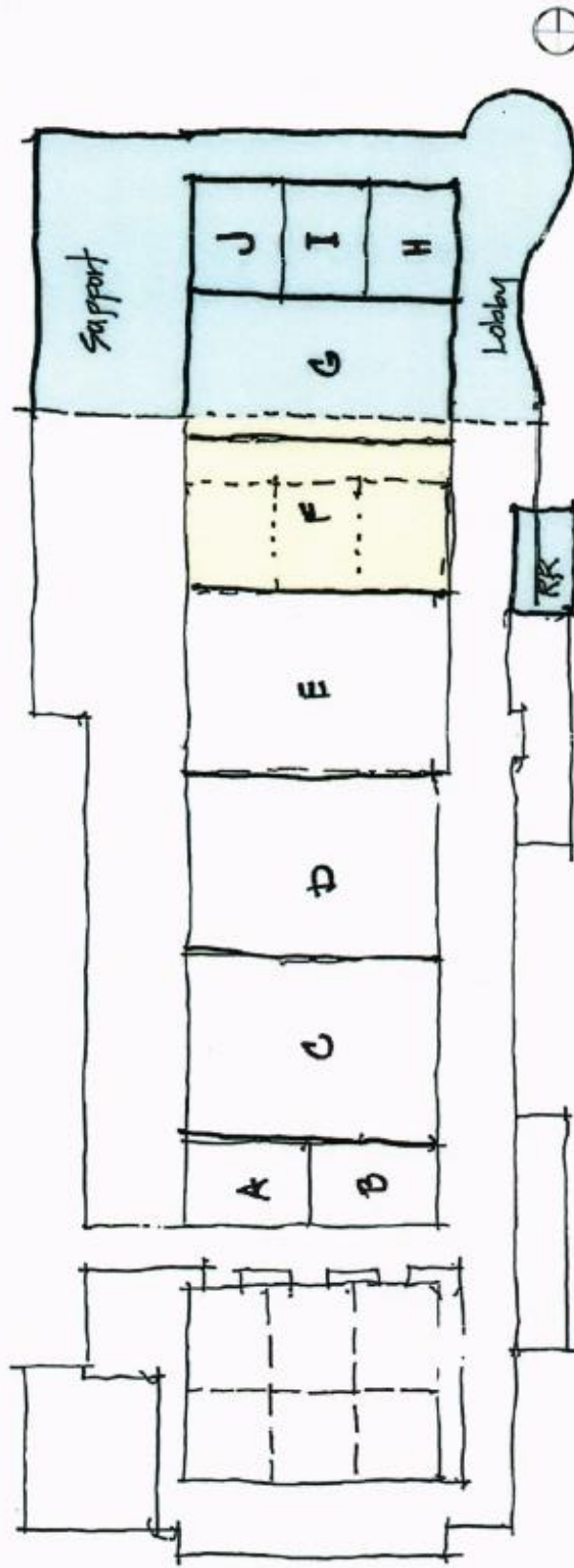


Project No. 201813

YAKIMA CONVENTION CENTER – NORTH EXPANSION Feasibility Study

CONCEPTUAL PLANNING- CONCEPTUAL FLOOR PLAN OPTION 2.1

2.3





YAKIMA CONVENTION CENTER Feasibility Study

ROM ESTIMATE OF PROBABLE CONSTRUCTION COST

3.1

		Low Estimate		High Estimate	
BUILDING GROSS SQUARE FOOTAGE					
001	Meeting Space		9,000		9,000
002	Storage, Kitchen, Restrooms and Lobby Space		9,250		9,250
TOTAL			18,250		18,250
BUILDING					
103	Construction	\$240.00 /SF	\$4,380,000	\$280.00 /SF	\$5,110,000
SUBTOTAL			\$4,380,000		\$5,110,000
116 Design Contingency		15.00%	\$657,000	15.00%	\$766,500
SUBTOTAL			\$5,037,000		\$5,876,500
117 Escalation at 3% per year		6.00%	\$302,220	6.00%	\$352,590
TOTAL ESTIMATED BUILDING CONSTRUCTION COST			\$5,339,220		\$6,229,090
Cost Per Square Foot			\$292.56		\$341.32
SITE WORK					
140	Selective Building Demolition		\$80,000		\$95,000
141	Site Preparation		\$105,000		\$125,000
142	Site Improvements		\$420,000		\$445,000
143	Site Civil/Mechanical Utilities		\$180,000		\$200,000
144	Site Electrical Utilities		\$60,000		\$80,000
145	General Requirements		\$80,000		\$80,000
SUBTOTAL			\$925,000		\$1,025,000
146 Design Contingency		15.00%	\$138,750	15.00%	\$153,750
SUBTOTAL			\$1,063,750		\$1,178,750
146 General Contractor's OH & P		6.00%	\$63,825	6.00%	\$70,725
SUBTOTAL			\$1,127,575		\$1,249,475
147 Escalation at 3% per year		6.00%	\$67,655	6.00%	\$74,969
TOTAL ESTIMATED SITE CONSTRUCTION COST			\$1,195,230		\$1,324,444
TOTAL ESTIMATED BUILDING & SITE CONSTRUCTION COST			\$6,534,450		\$7,553,534
Cost Per Square Foot			\$358.05		\$413.89



YAKIMA CONVENTION CENTER Feasibility Study

ROM ESTIMATE OF PROBABLE PROJECT COST

3.2

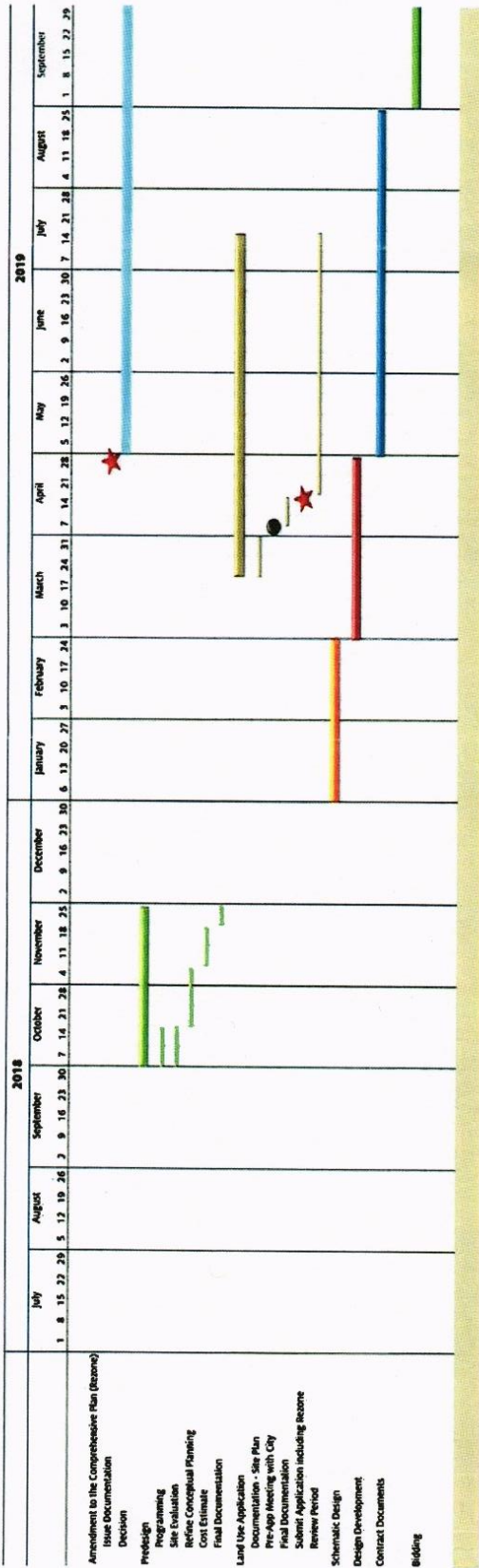
		Low Estimate		High Estimate	
TOTAL PROBABLE CONSTRUCTION COST		\$6,534,450		\$7,553,534	
200	WSST @	8.2%	\$535,825	8.2%	\$619,390
201	Construction Contingency	5.0%	\$326,722	5.0%	\$377,677
202	WSST On Construction Contingency	8.2%	\$26,791	8.2%	\$30,969
	SUBTOTAL		\$7,423,788		\$8,581,569
A&E FEES					
300	Basic Services Fees	10.00%	\$653,445	9.85%	\$744,023
301	Basic Services Fee (Change Orders) - Allowance	10.00%	\$32,672	9.85%	\$37,201
302	Special Consultant Additional Services	2.00%	\$130,589	3.00%	\$226,606
320	Additional CA Observation	TBD		TBD	
	SUBTOTAL		\$816,806		\$1,007,830
OTHER FEES					
400	Architectural Predisign Fee	LS	\$25,000	LS	\$25,000
401	Commissioning Agent	Allowance	\$40,000	Allowance	\$30,000
402	Construction Management				
403	Reimbursable Expenses	TM	\$10,000	TM	\$10,000
404	Construction Testing & Special Inspection	0.50%	\$32,672	0.50%	\$37,768
405	Site Surveys	LS	\$15,000	LS	\$15,000
406	Soils Analysis (Geotech)	LS	\$9,000	LS	\$9,000
407	Air Barrier Leakage Testing	LS	\$7,000	LS	\$7,000
	SUBTOTAL		\$138,672		\$133,768
FURNITURE, FURNISHINGS, AND EQUIPMENT					
500	Furniture & Furnishings	\$12.00 /SF	\$219,000	\$12.00 /SF	\$219,000
501	Major Equipment	2.00%	\$130,589	2.00%	\$151,071
502	IT Equipment	LS	\$150,000	LS	\$150,000
502	IT Cabling	\$3.50 /SF	\$32,375	\$3.50 /SF	\$32,375
503	Audio Visual	Allowance	\$600,000	Allowance	\$600,000
504	Security/Access Control	LS	\$80,000	LS	\$80,000
505	WSST on FF&E	8.20%	\$99,189	8.20%	\$101,061
	SUBTOTAL		\$1,311,453		\$1,333,506
CONTINGENCIES					
600	General Owner Contingency	5.00%	\$326,722	5.00%	\$377,677
601	Other Contingency	0.00%	\$0	0.00%	\$0
	SUBTOTAL		\$326,722		\$377,677
MISCELLANEOUS PROJECT COST					
700	Plan Review Fee - City of Yakima		\$11,860		\$13,516
701	Building Permits	GC	\$0	GC	\$0
702	Land Use Application Submittal Fee - City of Yakima	Allowance	\$1,200	Allowance	\$1,200
703	Zoning Approvals	Allowance	\$10,000	Allowance	\$10,000
704	Utility Fees - City Connections	Allowance	\$10,000	Allowance	\$10,000
705	Utility Fees - Power	Allowance	\$15,000	Allowance	\$15,000
706	Utility Fees - Natural Gas	Allowance	\$5,000	Allowance	\$5,000
707	Legal & Accounting Fees				
708	Insurance	0.20%	\$13,069	0.20%	\$15,107
709	Signage and Graphics	LS	\$10,000	LS	\$10,000
	SUBTOTAL		\$76,129		\$79,823
LEASING / OCCUPANCY					
800	Site Acquisition				
801	Closing Costs:	5.0%	\$0	5.0%	\$0
802	Appraisal Application				
803	Real Estate Taxes				
804	Title Insurance				
805	Financing Costs (Interest)				
806	Moving Costs				
807	Transition Planning				
	SUBTOTAL		\$0		\$0
TOTAL ESTIMATED PROJECT COST		\$10,093,571		\$11,514,173	
TOTAL BUDGET		\$12,000,000		\$12,000,000	
Over / (Under) Budget		(\$1,906,429)		(\$485,827)	

Project No. 201813

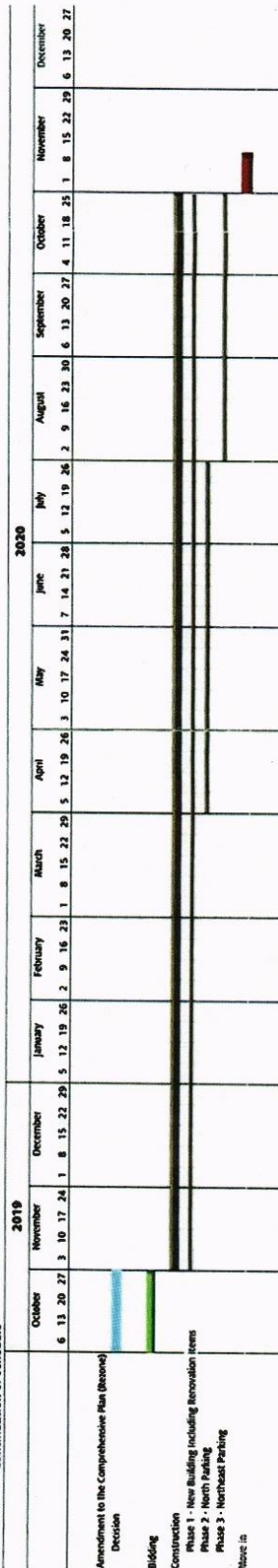
YAKIMA CONVENTION CENTER – NORTH EXPANSION Feasibility Study

SCHEDULE

4.1



Continuation of Schedule



Project No. 201813