

City of Yakima
NOTICE TO PROPOSERS
Requests for Qualifications No. 11908Q

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., June 19, 2019** and Respondents names will be publicly read for:

Develop Master Plans for Henry Beauchamp Community Center and Washington Fruit Community Center

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 May 16, 2019 Publish on May 19 and 20, 2019
Sue Ownby, Purchasing Manager



Request for A/E Statement of Qualifications (SOQ) No. 11908Q
Develop Master Plans for Henry Beauchamp Community Center and
Washington Fruit Community Center

I. PROJECT DESCRIPTION:

The City of Yakima “City” seeks to hire an Architectural firm(s) to develop a Master Plan for expanding and upgrading the City’s Henry Beauchamp Community Center, located at 1211 South Seventh Street, and the Washington Fruit Community Center located at 602 North Fourth Street. The Master Plan will be used to present the potential community center improvements to legislatures and other funding entities in an effort to secure donations and grants. The City reserves the right to award both Master Plans to one firm or two firms, based on who the Selection Committee deems to be the most qualified firm for each location.

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

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

II. BACKGROUND INFORMATION

Henry Beauchamp Community Center – The Henry Beauchamp Community Center, (formerly the Southeast Yakima Community Center), was originally established in 1966 when a group of community volunteers completed a survey of area problems and needs. These same people helped to organize a neighborhood committee to begin working to solve the economic, educational, and social problems of the area. The group was later formalized into a nonprofit self-help corporation. The Henry Beauchamp Community Center’s mission is to provide a variety of services aimed at fostering self-sufficiency and dignity for children, youth and families, and affirming diversity in culture and way of life for residents of southeast Yakima.

Washington Fruit Community Center – The Washington Fruit Community Center building was originally built in the 1970s as Yakima’s Senior Center immediately adjacent to Miller Park. It operated as the Miller Park Senior Center until 2004 at which time the facility became used by the Yakima Police Athletic League (YPAL) and as Gang Free Initiative’s (GFI) Northeast Yakima Youth and Family Development Center, offering a variety of activities and programs targeted at-risk kids, helping to provide them with skills to be successful. In 2014 Washington Fruit and Produce Company pledged substantial funding over a five year period to refurbish the aging facility to support many of the company’s employees living in the area. Shortly thereafter the facility was renamed the Washington Fruit Community Center.

III. PROJECT CONSIDERATIONS:

Major elements of the work for the community center include, but are not limited to:

- Inspect the community center and prepare an initial assessment of the working conditions
- Meet with staff and facility users to determine deficiencies with current facility
- Develop three schematic designs, from a minimalistic approach to a grand approach including possible expansion to accommodate providing more services to more people 20 to 30 years in the future
- Develop conceptual site plan options for each floor plan option.
 - Consider building “up” not “out”
 - Consider a gymnasium and/or an acoustical auditorium (e.g. for kids music)
 - The City is interested in building a Leadership in Energy and Environmental Design (LEED) Certified facility
- Assist the City with 3 public presentations to the community
- Establish a new more user friendly traffic flow patterns
- Develop a welcoming entrance and more user friendly environment
- Address increased and improved lighting options
- Identify color schemes that are more pleasing to the visitors
- Identify modernization opportunities including energy efficiency (solar), kitchen upgrade and expansion, HVAC system upgrade, and alarm/security system upgrade, all ADA compliant
- Identify locker room and restroom improvements, including a family restroom
- Identify areas of improvement or expansion that will assist in attracting more visitors
- Develop possible phasing plan
- Identify increased or updated parking options

IV. 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) the firm’s contact information (address, telephone, email); and (d) 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 for both locations must be included. Since the City may award both locations to one firm, or separate firms, if your SOQ’s have different attributes for each location, be sure to spell that out.

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 Master plans for expanding and upgrading community centers 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 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 (flash drive or disc) must be sealed and mailed to the City of Yakima Clerk's Office, 129 No. 2nd Street, Yakima, WA 98901 by 11:00 AM, June 19, 2019. "RFQ 11908Q – HBCC and WA Fruit Master Plans" shall be written on the outside of the envelope.

V. **SELECTION PROCESS & AWARD:**

A. General Approach

Responses will be evaluated separately for each location based on their clear ability to meet the City's interest in quickly and efficiently developing Master Plans, consistent with the project description contained herein. The responses will be rated according to the evaluation criteria detailed below. This may result in the selection of a firm for both locations, one location, 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(s) will rest with the City Manager based on the recommendations of the Ad-Hoc Committee and city staff.

B. Evaluation Criteria

1. Following review of the Statements of Qualifications by the City Selection Committee, one or more firms may be selected to participate in an interview to provide the opportunity for more detailed presentation of their proposal. The city reserves the right to negotiate elements of the RFQ and Agreement. If an agreement cannot be reached, the City reserves the right to negotiate with the next highest ranked proposer.
2. Short-listed proposals and interviews will be evaluated by the City Selection Committee, based on the following criteria:

| | Qualification and Experience | Points |
|---|---|---------------|
| 1 | Submitted Qualifications | 35 |
| 3 | Relevant Project Experience - Demonstration of Contractor's relevant experience (includes and References) with projects of similar scope and size | 33 |
| 2 | Key Personnel Experience - Combination of team members that meet the interdisciplinary needs of the project | 32 |
| | TOTAL | 100 |

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.

If you have any questions, feel free to contact me. In the event 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/>

Sincerely,

Sue Ownby, CPPB, CPPO
Yakima City/County Procurement Manager
E sue.ownby@yakimawa.gov P 509-576-6695