



City of Yakima, Washington
Request for Statements of Qualifications
No. 11402Q
January 9, 2014

Yakima Central Plaza Design RFQ

THE OPPORTUNITY

The City of Yakima, Washington invites Request Statements of Qualifications from qualified firms or individuals to prepare designs for the redevelopment of approximately 2 acres, currently used as a public parking lot, into a Central Plaza location for downtown events and gatherings. The preferred site (hereafter referred to as the "Site") has 196 space parking spaces, along with a small sculpture park, entitled Millennium Plaza. The location is adjacent to several landmark buildings in Yakima, including the Capital Theater, the Federal Courthouse and the Larson Building which provide a beautiful and dramatic setting. Other land uses near the Site include a privately owned theater, restaurants, and retail. The proposed site is owned by the City of Yakima.



Millennium Plaza today

The City of Yakima is located in heart of central Washington, a 2 hour drive from Seattle and a 3 hour drive from Spokane. With its beautiful weather, central location, relatively low cost of living, and strong sense of community, Yakima is a premiere place to live, work, and play. Yakima has been the cultural, business, educational, health services, and governmental focal point of the Central Washington region since it was founded more than 125 years ago. Originally built along the new Northern Pacific Railway company line, Yakima has grown from its agricultural roots to become a vibrant, diverse metropolitan city.



Capital Theater & Federal Courthouse

Yakima's economy has always revolved around agriculture. A wide variety of crops are grown in the Yakima Valley. In fact, Yakima County is Washington State's leader in terms of the value of the fruits, vegetables, grains, and other agricultural products produced by the county's farmers. The Yakima Valley is often described as a semi-arid desert. Yakima regularly boasts about its 300 days of sunshine each year and 4 distinct seasons. Yakima is the largest city in Yakima County with a population of about 92,000. That makes it the 9th largest city in Washington State.

PROJECT DESCRIPTION AND REQUIREMENTS

The City is seeking proposals from firms to produce specific plans for the redevelopment of the Site into a plaza that includes the following necessary features: shade, a performance area and/or stage, water feature, seating, event area suitable for typical farmer's market and other gatherings, narrowing of adjoining streets along with a curb-less frontage, area that could be converted to weekday parking, retail kiosk, restroom/storage building and lighting features. The site will need to be enhanced with power supply and other amenities suitable to an event plaza.



The Larson Building

Due to the Site's prime location in the downtown, it is critical that the project provide an aesthetic that is both vibrant and interesting, but also integrates with the existing character of the historic structures nearby.

The successful candidate firm will be asked to produce 3 variations for layout and design for the preferred site and one option for an alternative site. As a result of the review by the public, City Council and Implementation Committee, a preferred Alternative will be selected and fine-tuned. "Attachment A" of this RFQ provides a more detailed tentative scope of work.

The need for replacement parking has been a community concern. Options that can provide a dual role of the plaza to accommodate some parking will be considered. A separate but companion Request for Qualifications (RFQ 11403Q) is also underway for a Parking and Circulation Analysis to address parking issues related to the conversion of the site to a plaza.



Deadline to Submit Proposal

Sealed submittals to this Request for Statements of Qualifications will be accepted in the Office of the City Clerk, Yakima City Hall, 129 North 2nd Street, Yakima WA 98901 until the hour of **2:00 PM, January 31st, 2014.** Proposals received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Yakima, City Clerk's Office, 129 North 2nd Street, Yakima WA 98901.

Response Format and Requirements

The City of Yakima is interested in working with a firm that has previous experience in developing a central plaza. 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 successful firm will be offered the opportunity to enter into an Agreement with the City of Yakima to provide services. Insurance requirements are illustrated in "Attachment B". 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.

Interested firms will provide seven copies of the proposal, including one unbound copy. A digital copy of the proposal is also requested. All costs for developing proposals in response to this RFQ are the obligation of the Consultant and are not chargeable to the City of Yakima. All responses and accompanying material will become the property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the agent listed in this RFQ.

Evaluation Criteria

Proposals will be evaluated based on the following criteria and the weighted table below.

1. **Project Proposal**- Summarize the unique qualities of your team, the services and deliverables included in your proposal that will accomplish the Tentative Scope of Work described in Attachment A of this RFQ.
2. **Key Personnel**- The chosen consultant will demonstrate that they have personnel available to perform this work that have significant experience with similar projects.
3. **Relevant Project Experience** – Provide five examples of similar projects that emphasize urban design and redevelopment experience, especially if a central plaza was included. Project descriptions should include location, project name, project duration, budget, project status and lead client contact.
4. **Project Approach** – Describe how your team will be organized and the tasks to accomplish the project, on time and on budget.
5. **References** – Please provide the names and contact information of at least 5 persons the City of Yakima may discuss previous project experience with your firm.

Proposals will be evaluated by the City Selection Committee, based on the following criteria:

	Qualification and Experience	Weight
1	Project Proposal - Demonstration of a thorough understanding of the scope and intent of the project objectives	25
2	Key Personnel Experience - Combination of team members that meet the interdisciplinary needs of the project	20
3	Relevant Project Experience - Demonstration of Consultant's relevant experience with projects of similar scope and size	20
4	Project Approach - Demonstration of team's ability to meet the proposed project including assigned staff availability.	20
5	References- Provide contact information of 5 persons related to previous projects of a similar nature available to describe their experiences with your firm.	15
	TOTAL	100

Tentative Project Schedule and Budget

The City of Yakima has an approximate budget of \$145,000 for this study. Final deliverables are expected within a six month timeline from the start of the project. Schedules for interim deliverables and public input session will be developed as part of the final written proposal.

Preliminary RFQ Schedule

Request for Qualifications Released	January 9, 2014
Qualification Packets Due – Close date	January 31, 2014 (2:00 PM)
Interviews, if warranted	Week of February 17, 2014
Contract Selection	Week of March 3, 2014
Proposed Start Date	March, 2014

If you have any questions, feel free to contact either:

Sean Hawkins, Economic Development Manager at 576-6274, sean.hawkins@yakimawa.gov

Joan Davenport, Strategic Project Manager at (509) 576-6417, joan.davenport@yakimawa.gov.

Background Materials available on-line

Background information and several documents are available on the City of Yakima web site:
<http://www.yakimawa.gov/services/downtown/>

1. Yakima Downtown Master Plan

http://www.yakimawa.gov/services/downtown/files/Yakima_Project-Summary-Plan_090413_Standard.pdf

2. Downtown Retail Plan

http://www.yakimawa.gov/services/downtown/files/Yakima-Draft-Final-Report-Pg-1_18.pdf

3. Downtown Plan Appendix

http://www.yakimawa.gov/services/downtown/files/Yakima-Downtown-Master-Plan_Appendix.pdf

Yakima Central Plaza Design RFQ
ATTACHMENT A – TENTATIVE SCOPE OF WORK

Critical Elements of the Project

The City is seeking production of specific plans for the redevelopment of the Site into a signature public plaza/park area designed as the centerpiece of downtown Yakima. The plaza/park may include both active and passive space that can also function as a community event space. The concept design must include the following necessary features:

- Shade,
- A performance area and/or stage,
- Water feature,
- Seating,
- Event area suitable for typical farmer’s market and other gatherings,
- Narrowing of adjoining streets along with a curb-less street frontage,
- Area that could be converted from plaza to weekday parking,
- Lighting features,
- Enhanced with power supply and other amenities suitable to an event plaza,
- Retail kiosk,
- Public restroom/storage building,
- Reflects the character of historic buildings and downtown aesthetic features.

Task 1: Illustrative Design and Review Process

A series of three alternative conceptual or illustrative plans will be developed that meet the critical elements listed above for the preferred site. One option will be developed for the alternative site.

Task 1.1 Site visit and context analysis. The Downtown Master Plan Appendix includes public comments received during the Plan development

Task 1.2 Meet with Parking and Circulation Consultant to develop parking opportunities

Task 1.3 Staff and Implementation Committee review meetings to get feedback and information.

Task 1.4 City Council & public review to rank conceptual plans, and select preferred option for further refinement. The preferred option may be a combination of components from more than one of the conceptual plans.

Deliverables:

- Design concept report and general cost estimates
- High resolution illustrations including both printed copy and a Portable Document Format (PDF) version

Task 2: Refine Preferred Detail Design Concept for Plaza

Once a preferred design concept has been selected, a more detailed plan will be developed.

Task 2.1 Prepare a detailed plan for internal and technical review

Task 2.2 Meet with Parking and Circulation consultant

Task 2.3 Refine detailed plan and cost estimates for presentation to public and City Council.

Deliverables:

- Detailed Design report and general cost estimates
- High resolution illustrations including both printed copy and a Portable Document Format (PDF) version

Yakima Central Plaza Design RFQ ATTACHMENT B – CERTIFICATE OF INSURANCE EXAMPLE



PROFESSIONAL LIABILITY

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE AGENT ISSUING CERTIFICATE ADDRESS	CONTACT NAME: Insurance Agent Information PHONE (A/C No. Ext): _____ FAX (A/C No): _____ E-MAIL ADDRESS: <input type="checkbox"/> INSURER(S) AFFORDING COVERAGE: A-VII or better, admitted carrier NAIC# _____ INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED ENTITY INSURED ADDRESS	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADJL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			Policy Number	start date	stop date	\$1,000,000 per claim \$1,000,000 aggregate \$ 5,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule if more space is required)
 (If a claims made form is shown, you should receive a certificate of insurance for three years after job is completed). The City of Yakima and the County of Yakima usually cannot be named as additional insureds.

CERTIFICATE HOLDER City of Yakima/County of Yakima Purchasing Department 129 N. 2nd Street Yakima, WA 98901	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE SIGNATURE
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