



City of Yakima, Washington
Request for Statements of Qualifications
RFQ 11403Q
January 9, 2014

Downtown Yakima Parking & Circulation Study RFQ

THE OPPORTUNITY

The City of Yakima, Washington invites Statements of Qualifications from qualified firms or individuals to prepare a parking and circulation study for a 25 block area of Downtown Yakima. The 25 block area is the traditional core of downtown Yakima and had once been a retail and government activity center until the closure of the Yakima Mall in 2001. Over the past decade, the area has become a growing food, beverage and entertainment district and remains the center of City and County government.

In 2013, the City of Yakima hired Portland, Oregon based downtown revitalization consultant Crandall Arambula to develop a downtown master plan to provide a path of future development in the downtown district. The recommended projects include traffic calming along Yakima Avenue, the development of a Public Market and the creation of downtown plaza in the heart of the district. The preferred Yakima Plaza site is currently a 196 space parking lot, 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 Yakima Plaza include a privately owned theater, restaurants, and retail. The proposed site is owned by the City of Yakima and is two acres in size.

The City of Yakima wishes to hire a parking consultant to work through the replacement parking issues associated with the development of the Yakima Plaza as well provide parking solutions and address circulation issues for the district as it grows along with the plaza development. As part of this project, the consultant will work closely the Plaza design team to study how the proposed plaza designs options will effect parking in the district. The city does not wish to build a parking garage as part of this project.

In addition, the City wishes for the parking consultant to help develop an overall parking management system in the district that encourages convenient parking for retail and restaurant customers and long term parking for retail and restaurant employees.

The City of Yakima is located in heart of central Washington, a 2 hour drive from Seattle and a 2½ 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. 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

In the 25 block downtown core, there is an estimated total of 5,000 parking spaces (see attachment B). The parking spots include a variety of public parking opportunities (lot and on street), private parking and two private parking garages (Yakima Mall Parking Garage and Dragon Inn Parking Garage).

The project requirements are as follows:

1) Parking Supply / Demand Analysis/ Circulation Issues

- Confirm parking inventory data
- Parking usage study
- Coordination with plaza designers on parking effects on proposed designs
- Supply / demand analysis to determine the adequate level of public parking spaces needed to serve the square footage of development and usage patterns in the downtown district
- Suggestions on ways to increase on-street parking inventory (ie: parallel into angled, adequate widths of angled parking spaces) in the downtown district
- Address access to the parking areas and related circulation patterns within the district.
- Provide analysis relative to the preferred site and summary of impacts at the alternative site

2) Recommendations for overall management of the parking system. The recommendations should include the following suggested strategies:

- Parking hour determination to ensure proper turnover and availability of on-street parking spaces
- Employee parking strategies based on current inventory and parking space availability
- Handicapped / Senior Citizen parking
- Enforcement strategies
- Marketing and wayfinding strategies

3) Evaluation of former Yakima Mall Parking Garage and Dragon Inn Parking Garage to determine their viability as structures to support nearby business, employee parking and special event parking. The evaluation should include suggested upgrades, accessibility and cost estimates for upgrades.

4) Public process – the parking consultant should be prepared to meet with a minimum of 20 downtown business owners during the beginning of the study period to gain their feedback on parking issues and then present initial and final parking plan findings to the Downtown Yakima Master Plan Implementation Committee and the Yakima City Council.

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 24th, 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 parking study. 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 D". 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. 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

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

4.

Yakima Parking Study
ATTACHMENT A – TENTATIVE SCOPE OF WORK

Task 1: Parking Usage Study and Meet with Local Stakeholders

Task 1.1 Conduct site visit, review of existing documents, conduct parking usage study and confirm parking inventory data

Task 1.2 Meet with Plaza Design Contractor to discuss preliminary plaza designs and review access issues related to parking availability

Task 1.3 Meet with staff and Downtown Plan Implementation Committee to review meetings to get feedback and information.

Deliverables: Summary report of Findings for preferred and alternative site

Task 2: Refine Parking Plan

Task 2.1 Present draft parking and management recommendations

Task 2.2 Meet with Plaza Design Contractor

Task 2.3 Meet with staff and Downtown Plan Implementation Committee to present parking information and management recommendations

Task 3: Final Parking Plan

Task 3.1 Final refinements to parking plan

Task 3.2 Present final plan to staff and Downtown Plan Implementation Committee

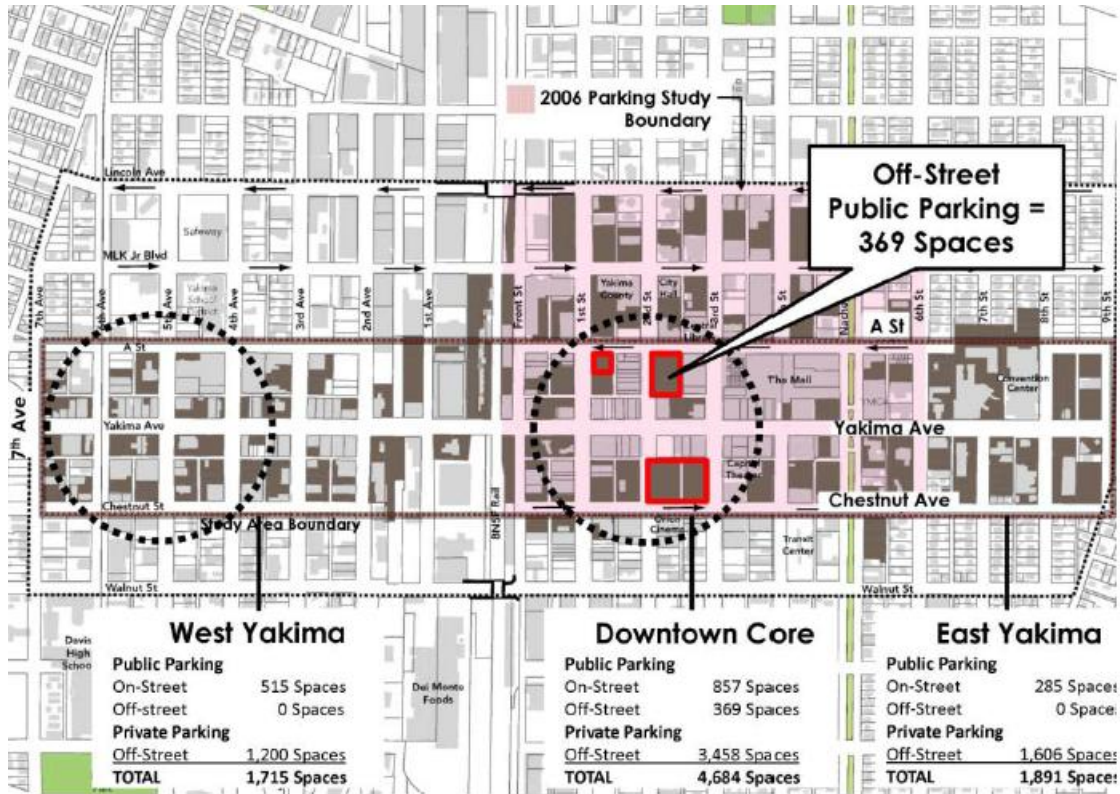
Deliverables: Written report in PDF Format

**Yakima Parking Study
ATTACHMENT B – PARKING STUDY AREA**

Parking Study Area



Yakima Parking Study **ATTACHMENT C – OVERALL PARKING INVENTORY IN DOWNTOWN**



Yakima Parking Study ATTACHMENT D – CERTIFICATE OF INSURANCE EXAMPLE



PROFESSIONAL LIABILITY

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) Current Date

<p>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.</p>																					
<p>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).</p>																					
<p>PRODUCER INSURANCE AGENT ISSUING CERTIFICATE ADDRESS</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Insurance Agent Information</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td colspan="2">INSURER A: A-VII or better, admitted carrier</td> </tr> <tr> <td colspan="2">INSURER B:</td> </tr> <tr> <td colspan="2">INSURER C:</td> </tr> <tr> <td colspan="2">INSURER D:</td> </tr> <tr> <td colspan="2">INSURER E:</td> </tr> <tr> <td colspan="2">INSURER F:</td> </tr> </table>	CONTACT NAME: Insurance Agent Information		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS: <input type="checkbox"/>		INSURER(S) AFFORDING COVERAGE		INSURER A: A-VII or better, admitted carrier		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
<p>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.</p>		

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COM/POP AGG \$
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person) \$
		<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	DED						RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below						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.

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