



# CITY of RICHLAND

## **REQUEST FOR QUALIFICATIONS (RFQ)**

From interested developers for the Purchase and  
Development of Property

[RFQ/RFEI 2011-03 PLAN]

*at*

**650 George Washington Way  
Richland, Washington 99352**

February 2011

City of Richland  
Community & Development Services  
975 George Washington Way  
Richland, Washington 99352

### **CONTACT**

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## **INTRODUCTION**

The City of Richland is presenting a *Request for Qualifications (RFQ)* to develop a city-owned property in the Central Business District. The property is ideally located at a signalized, four-way intersection overlooking the Columbia River and Howard Amon Park. The Tri-Cities has been a top national performer during the U.S. recession acknowledged as one of only three metropolitan areas in the country with positive job growth in each month of 2009 and 2010 according to Garner Economics and U.S. Bureau of Labor and Statistics Reports.

The site is being marketed with the intent to realize an urban-oriented development consistent with the city's ongoing efforts to revitalize our Central Business District.

## **PROCESS**

This *RFQ* is the first of two phases in a selection process of qualified developers to purchase or lease the property and construct an urban-oriented, infill development project. In a concurrent but separate process, the city is presenting a *Request for Expressions of Interest (RFEI)* from interested businesses in the Use, Co-ownership, or Lease of space developed on the property. The city will evaluate responses and develop a list of top ranked developer candidates, and a possible consortium of potential partners from the *RFEI* responses. The city will review the *RFQ* and *RFEI* submittals and request full development proposals from the top ranked teams.

## **THE COMMUNITY**

Richland is located at the junction of the Columbia and Yakima Rivers in southeastern Washington in the heart of the Pacific Northwest. Richland along with its sister cities of Kennewick, Pasco, and West Richland make up the Tri-Cities MSA (population 248,400). Richland is the third largest city with 48,580 residents.

Originally incorporated as a small farming community in the rich Mid-Columbia Valley, Richland now focuses on energy production, advanced research, environmental remediation, and technology. Richland is home to the Tri-Cities Research District with over 7000 technology workers. The Research District is anchored by the Pacific Northwest National Laboratory, which boasts the second largest technology workforce in Washington State behind Microsoft, and the rapidly growing Washington State University Tri-Cities.

Regionally the Tri-Cities is the center of the \$3 billion Washington wine industry. WSU Tri-Cities is the home of the State's Viticulture and Enology program. The wine industry and agriculture in general, play an important role in the region's economy and culture.

The U.S. Department of Energy's Hanford site has dominated the region for 50 years in terms of size, employment, and expenditures. Hanford's mission has evolved from defense production to waste management and environmental restoration. The clean up mission at Hanford is winding down and as a result, one of the City's primary goals is to

further diversify its economy and expand its commercial and business sectors.

The City and its citizens are proud of the community's high quality of life, which includes higher education opportunities, outstanding health care providers and facilities, cultural and recreational amenities, and municipal services that consistently score very high in community surveys. Richland residents also enjoy a favorable cost of living and one of the lowest crime rates in the state.

## THE SITE

The property consists of 2.04 acres of vacant land situated along George Washington Way near Howard Amon Park and the Columbia River. The property lies within the Central Business District, and is zoned CBD to facilitate urban infill development. Neighboring uses to the site include Jack-Sons Sports Bar & Restaurant and a professional office building to the north, Howard Amon Park to the east, and The Parkway commercial corridor to the west across George Washington Way.

The CREHST Museum is located adjacent to and east of the site in a city owned-building. The museum is expected to transition into the planned Hanford Reach Interpretive Center in 2014. The City has an existing lease with the museum that recognizes the transition. The approximately 21,000 square-foot site can be considered as a future development site that could be made available in addition to the 2.04 acres after the CREHST museum relocates or the current lease expires in June 30, 2013.



NEIGHBORING USES AND RECENT CBD DEVELOPMENTS



RICHLAND COMMUNITY CENTER



THE PARKWAY



FARMER'S MARKET THE PARKWAY



THE EMPRESS AT LEE LANDING  
HOWARD AMON PARK



RICHLAND PUBLIC LIBRARY



COLUMBIA BASIN COLLEGE - HEALTH SCIENCE CENTER



HOWARD AMON PARK



THE CRENSHAW MUSEUM

## **PURPOSE of the *REQUEST FOR QUALIFICATIONS***

The city is seeking a developer that shares the city's vision to develop a realistic mix of retail, hospitality, housing, office, entertainment, or other appropriate urban land uses. The city wishes to encourage development proposals that demonstrate financial feasibility with exceptionally strong design and quality of space that enhance the downtown and its vision for ongoing economic and community development.

## **SELECTION PROCESS**

Responses to the *Request for Qualifications* will be evaluated by a panel of qualified persons and then screened down to a final list of candidates. The city will then present a formal *Request for Proposals* to the final list of candidates to provide a specific development plan for the property. Where appropriate, the city may share information from our *Request for Expressions of Interest* list to help developers strengthen their proposals.

## **Submittal Requirements for *REQUEST for QUALIFICATIONS***

### **I. ELIGIBLE RESPONDENTS**

The city is seeking a developer who can successfully develop this key property at the entrance to Richland's Central Business District. Eligible parties must be able to demonstrate an ability to assemble a multi-disciplinary team; create a building design that meets the city's criteria; secure end users; obtain financing; and successfully bring the project to fruition.

Interested parties should also provide evidence that the team members possess public/private mixed-use experience and possess the financial capacity to implement this project. The evaluation process will take into account whether developers have their own at-risk cash investment at stake.

### **II. RESPONSE REQUIREMENTS**

Response requirements stated in this *RFQ* are mandatory. Failure to thoroughly address any requirement identified in this *RFQ* may result in a respondent's disqualification, as determined by the city at its sole discretion. Respondents must submit six copies of their proposal.

Interested parties are required to organize their qualifications into the following sections. Additional information may be included under separate sections.

- A. Cover Letter
- B. Detailed Information on the Developer

- C. Information and Qualifications of Key Members of the Multi-Disciplinary Team.
- D. A Detailed Description of Mixed-Use Development and Public/Private Partnership Experience
- E. The Developer's Preliminary Assessment of Development Strategies
- F. The Proposed Conceptual Working Relationship with the city
- G. Previous and Pending Claims
- H. Exhibits and Attachments
- I. References

**A. Cover Letter**

A cover letter printed on the respondent's letterhead and signed by a principal of the respondent shall be the first page.

**B. Detailed information on the Developer**

The required information on the developer should be organized into the following categories:

*1. Identification Information*

Provide name, address, and e-mail and telephone number of the lead development company.

*2. Proposed Principal and Project Manager*

The developer must identify the Principal and Project Manager assigned to this project. Describe in detail the role and responsibilities of each professional. The city is particularly interested in who will negotiate the Development Agreement and undertake the pre-development process.

*3. Company Overview*

Companies should focus on the history of the firm, the relationship to the parent company, the office that would be responsible for this project and the available resources of that office.

*4. Financial Capacity to Implement the Project*

Describe the developer's capacity to finance and develop projects similar in scope to

this project. Describe sources of financing for the most recent development projects completed. Generally describe the at-risk cash investment made by the developer for the number of development projects completed. Provide the name, addresses and telephone numbers of three financial references. Provide the most recent annual report for the Company or individual members of the development team.

#### *5. Current Workload in Relation to Company Resources*

For the office assigned to the project, identify the scope and location of current projects and the current workload of the Principal and Project manager assigned to this project.

#### *6. Résumés of Key Members of the Development Team Assigned to this Project*

The city is particularly interested in the mixed-use redevelopment and public/private partnership experiences, if any, of the Principal and Project Manager. Respondents shall provide current resumes, including complete educational background, work experiences, and professional affiliations, for the Principal and Project Manager.

#### *7. Ability to Attract Quality National and Local Retail Tenants*

Developers should provide evidence of their ability to secure commitments from both national and local retail tenants in past projects.

#### *8. Ownership and Development Position in Recent Projects (within 10 years)*

Briefly describe your ownership and development position for the last mixed-use development of a public/private project. Please specify whether your firm was a fee developer, equity investor, owner and/or property manager. Does your firm typically retain ownership of your developments or do you sell to third parties?

### **C. Information and Qualifications of Key Members of the Multi-disciplinary Team**

#### *Firms Included in the Developer's Multi-disciplinary Team*

Provide a list of the firms included on the developer's multi-disciplinary team. At a minimum, identify the architect, engineer and construction company. If a developer believes this negatively impacts his/her ability to a competitive contract, identify as many as two or three firms for each key member of the multi-disciplinary team you will work with on this project.

There may be instances where the developer prefers not to identify a given team member because contractual relationships have not been negotiated. In this instance, we request that the developer identify and provide qualifications for up to three potential companies that the developer has worked with or conversed with on similar projects and/or is deemed a good fit for this assignment. The exception to this is that we require developers to identify the project architect(s).

## **D. A Detailed Description of Mixed-Use and Public/Private Partnership Experience**

### *1. Developer Experience*

Developers should focus on their experience, financing, designing and development of mixed-use projects.

### *2. Previous Mixed-Use Developments Relevant to this Project (within 10 years)*

Describe the last three completed mixed-use developments that may be relevant to this project. Provide photographs and illustrations of completed projects.

### *3. Overview of Finance Plan*

Provide a brief overview of the private finance plan of the last three major development projects.

### *4. References*

Provide associated references including name, address and telephone number for the last three relevant projects completed.

## **E. The Developer's Preliminary Assessment of Developments Strategies**

In this section it is expected that the developer will articulate a preliminary concept for the development of this project and his/her vision for the future of downtown so the city can determine the extent to which it is consistent with the city's vision. The developer will describe the type(s) of development strategies that are most compatible to Richland and will describe the opportunity to contribute to and enhance the city's economic, recreational, cultural, and neighborhood assets.

In this section it is not expected that a formal design of the developer's proposed project(s) or its exact size be revealed, but rather concepts for future design and development, and the capacity to implement such project(s). Formal development proposals will be requested in the next selection phase.

## **F. The Proposed Conceptual Working Relationship with the City**

The city is invested in the successful outcome of this project from design to operation. Please describe the working relationship your company would have with the city and the community.

## **G. Previous and Pending Claims**

Each respondent shall submit a list of any pending criminal or civil suits, arbitration, or other legal actions or disputes, if any, in process with any entity or person comprising

the respondent including, but not limited to, failure to complete/perform services pursuant to a contract. If no such pending suits, arbitration, actions or disputes exist, then so state. Additionally, each respondent shall submit a list of any criminal or civil law suits, arbitration, or other legal actions or disputes against any entity or person compromising the respondent commenced or concluded during the five (5) year period preceding the date of the response to this *RFQ*. For each item identified on such list(s), briefly state the name and address of the party(ies) making such claim(s) against the respondent or any entity(ies) or person(s) comprising the respondent, the case or the identification number(s), the body hearing the action(s) or dispute(s), the general nature of such dispute(s), the dollar amount of the controversy(ies), and present status of each matter. If no such previous suits, arbitration actions or disputes exist, then so state.

#### **H. Exhibits and Attachments**

Within this section, the respondent may provide any additional information or materials, not suitably included in any other section, that the respondent believes may be helpful to the city in evaluating the respondent's knowledge and/or expertise regarding the proposal(s) submitted.

#### **I. References for the Developer**

Respondents shall provide a list of at least three references including contact name, title, address, email address, telephone number.

#### **J. Response Deadline**

Written responses to this *RFQ* must be received no later than 5:00 p.m. PST on March 25, 2011, at 975 George Washington Way, Richland, WA, 99352; Attention: Sally Lim, Marketing Specialist. Response to this *RFQ* may not be submitted to the city via facsimile or email.

### **III. EVALUATION & SELECTION**

#### **A. Evaluation**

The city will evaluate the qualifications of respondents based on experience, capacity, past performance, and consistency with city goals and objectives for the property; and will invite the top-ranked teams to develop full proposals.

#### **B. Notification of Selection**

Following the city's evaluation of the responses to this *RFQ*, each respondent shall receive a written notification from the city apprising such respondent of whether or not the respondent has been selected for inclusion on the city's list of qualified developers to whom a *Request for Proposals* will be sent.

### **C. Schedule for Selection**

- Release of this *RFQ*: February 16, 2011
- Responses to this *RFQ* Due: March 25, 2011, by 5:00 pm
- Evaluations of the *RFQs* Completed: anticipated by April 8, 2011

The top-ranked submissions will be asked to develop full development proposals. The above schedule is subject to revision by the city.

### **Disclaimers by Richland**

The city, in its sole judgment, reserves the right to (I) amend, modify or withdraw this *RFQ* , (II) revise any requirements of this *RFQ* , (III) require supplemental statements or information from any respondent to this *RFQ* , (IV) accept or reject any or all responses to this *RFQ* , (V) revise the schedule to advertise, receive, and review responses to this *RFQ* , (VI) renegotiate or hold discussions with any respondent(s) to this *RFQ* and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this *RFQ* , and (VII) cancel and reissue, in whole or in part, this *RFQ* if the city, in its sole discretion, deems it to be in the best interest. The city may exercise the foregoing rights at any time without notice and without liability to any respondent to this *RFQ* or any other party. Responses to this *RFQ* shall be prepared at the sole cost of the respondent. Additionally, responses to this *RFQ* shall not obligate the city to procure any of the professional services described herein from such respondents.

## **PUBLIC RECORDS**

Under Washington state law (Chapter 42.56 RCW – Public Records Act), documents submitted in response to this *Request for Qualifications* become public record upon submission to the city, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the city receives a request for copying or inspection of any such documents submitted to the city, it will promptly notify the requesting party (by U.S. mail) within five business days that the request was received and of its decision to either provide the information or deny the request.

Prior to the disclosure of any documents received in response to this *Request for Qualifications*, the city will notify the specific respondent that a request for a copy and inspection of their submitted documents has been made, and will postpone disclosure of subject documents for a reasonable period of time as permitted by law to enable the respondent to seek a court order prohibiting or conditioning the release of the documents. The city assumes no contractual obligation to enforce any exemption.

## **EVALUATION of SUBMITTED PROPOSALS**

The City of Richland reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This *RFQ* does not obligate the city to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, this *RFQ* does not obligate the city to accept or contract for any expressed or implied services.

Your authorized signature in the space below indicates your understanding and acceptance of the terms and conditions as presented in the *RFQ*, the terms and conditions of the Public Records provisions, and the terms and conditions of the evaluation and submittal process.

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(Name of Firm)

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(Authorized signature)

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(Date)