

**MEMORANDUM OF AGREEMENT
BETWEEN
VISIT TRI-CITIES
AND
CITIES OF KENNEWICK, PASCO, RICHLAND AND WEST RICHLAND;
PORTS OF BENTON, KENNEWICK, AND PASCO; AND
COUNTIES OF BENTON AND FRANKLIN**

I.

This Memorandum of Agreement is made by and between Visit TRI-CITIES, hereinafter referred to as the "VTC" and the City of Kennewick, City of Pasco, City of Richland, City of West Richland, Port of Benton, Port of Pasco, County of Benton, and County of Franklin, hereinafter referred to as the "Participating Jurisdictions."

II.

Once signed by all parties listed above, this document will serve as a Memorandum of Agreement outlining the cooperative effort by the parties in order to commission creation of a way-finding master plan for the Tri-Cities region.

III.

The Parties hereby agree to jointly pay for the consultant work necessary to create a way-finding plan for the region and further agree Visit TRI-CITIES will act as agent for the Parties collectively by performing all duties pertinent to contracting with a consultant approved by the Parties, acting through the Tri-Cities Rivershore Enhancement Council (TREC). To that end, the VTC will be the contracting agency with the consultant.

IV.

The scope of work for the consultant contract shall substantially reflect the scope of work included in Exhibit A attached hereto and incorporated herein by reference. In selecting the preferred consultant and carrying out its duties under this agreement, the VTC shall be guided by the collective advice of the participating jurisdictions, as promulgated by TREC.

V.

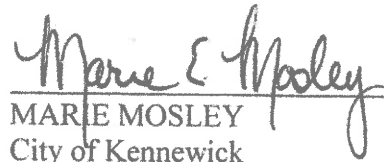
The VTC shall invoice participating jurisdictions for consultant services rendered in accordance with the funding allocation as outlined in Exhibit B, attached hereto and incorporated by reference. Payment of consultant work shall not exceed the total set forth in Exhibit B, shall not occur without prior approval by TREC, and shall not include charges other than the consultant contract work unless specifically authorized by TREC. Participating jurisdictions shall remit payment to VTC within 30 days of receipt of VTC invoice.


VI.

It is the intent of the Parties that all work to be performed via this agreement is to be completed by June 30, 2016. Upon completion of all the work to be performed under this agreement and final payment to the contractor for services rendered this agreement shall expire.

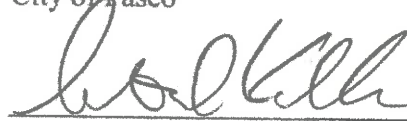
Authorized by the following:


CINDY REENTS
City of Richland
3/3/16
Date



MARIE MOSLEY
City of Kennewick
3/2/16
Date

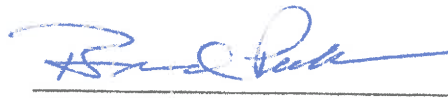

DAVE ZABELL
City of Pasco
3-3-16
Date


BRENT GERRY
City of West Richland
3/8/16
Date


SCOTT KELLER
Port of Benton
2-29-16
Date


RANDY HAYDEN
Port of Pasco
3/9/16
Date


SHON SMALL
Benton County
3-8-16
Date


BRAD PECK
Franklin County
3/9/16
Date


KRIS WATKINS
Visit TRI-CITIES
3/1/16
Date



**Request for Qualification (RFQ)
Tri-Cities Rivershore Enhancement Committee (TREC) –
Tri-Cities Signage and Wayfinding System**

TREC is requesting Statements of Qualification (RFQ) for qualified planning, environmental graphic design firms to provide for planning and design services relative to the Tri-Cities Wayfinding and Signage System.

I. GOALS

- To develop a wayfinding system which incorporates the Tri-Cities Community Brand, encompassing the Metropolitan Statistical Area (MSA) of Kennewick, Pasco, Richland and West Richland.
- To create a consistent wayfinding system across a range of sign and publication mediums, banners, stationary elements (kiosks, bus stops, trash receptacles, etc.) as well as mobile and web-based technologies. All materials must be complementary to the community brand.
- To create a signage and wayfinding system that focuses on directing users to city gateways, neighborhood and district gateways and encourage exploration of an area(s) and increase visits to businesses and local areas.
- To promote the Tri-Cities identity as a premier business, cultural, arts, entertainment and shopping destination.
- To increase the frequency of visits to pedestrian focused areas of the Tri-Cities such as the riverfront, parks and downtown areas.

II. SCOPE OF WORK

The wayfinding and signage system will initially encompass the following and shall be capable of expansion to other areas, signage and graphic needs.

1. Create a plan which includes design, graphics, and installation specifications along with long term maintenance guidelines of a graphically unified and integrated family of directional and identification wayfinding signs and supporting media to include technology and web based applications. This should include construction ready specifications.
2. City gateway signs for entrances and connectivity to each city (Kennewick, Pasco, Richland and West Richland).
3. District and neighborhood gateways that identify specific areas of interest and/or destinations.
4. Pedestrian and bicycle wayfinding maps, directories and signs.
5. Arrival sign markings at business, cultural and historical areas.

6. Consistent regional mapping for use at kiosks, attractions, parking areas (technology application).
7. Coordination and harmonization with existing and proposed streetscape improvements, jurisdictional and private land developments, city, county, state and federal signage and wayfinding.

III. RFQ SUBMITTALS

All submittals shall provide the following information and shall not exceed six (6) pages (including introductory letter).

1. **Introductory Letter:** Please include a cover letter summarizing your firm's background, resources, and relevant experience and cost estimate for the total project.
2. **Descriptions of Firm, Management, and Team Members:** Include descriptions of your organization and team. This should identify the project manager and the day-to-day contact person for the job and their qualifications.
3. **Description of Subcontractors:** Identify any portion of the scope of work that will be subcontracted. Include firm qualifications (brief) and key personnel, telephone number, and contact person for all subcontractors.
4. **Experience with Similar Projects:** Provide a description of at least three (3) similar projects, including images or schematics of previous wayfinding design work.
5. **References:** Provide at least three (3) client references relevant to this type of project.
6. **Project Approach:** Provide a written description of your firm's intended approach to the project that demonstrates an understanding of the issues and tasks at hand, and the firm's ability to fulfill them.
7. **Budget Proposal:** Provide probable costs for the elements listed in the Scope of Work, including travel expenses for consultants traveling from outside of the Tri-Cities Area. Please also include a fee schedule for supplemental changes that may be charged for unforeseen work tasks, such as public meetings and additional design concepts.
8. **Project Schedule:** Provide a project schedule and deliverables.

IV. SELECTION CRITERIA

TREC will evaluate the proposals based on the following factors:

- Understanding of the scope of work to be performed;
- Consultant's proposed methods and procedures;
- Qualifications of the firm and experience with past projects;

- References;
- Budget Proposal.

During the evaluation process, TREC may request additional information or clarifications from the proposers.

V. SELECTION SCHEDULE

<u>Item</u>	<u>Date</u>
Release RFQ	May 1, 2015
Deadline for question submittals	May 8, 2015
RFQ Due	May 19, 2015
Review of RFQ	Week of May 25, 2015
Interviews	TBD
Selection of Consultants	After interviews completed

VI. INQUIRIES

Questions regarding the RFQ shall be in writing and must be directed to Kim Shugart at:

Kim Shugart

Visit Tri-Cities

7130 W. Grandridge Blvd., Suite B

Kennewick, WA 99336

Via e-mail to: Kim@VisitTri-Cities.com please do not contact anyone else at Visit Tri-Cities or TREC with regards to the Request for Qualification (RFQ).

VII. DEADLINE AND DELIVERY

Ten (10) copies of the Request for Qualification (RFQ) shall be submitted to:

Kim Shugart

Visit Tri-Cities

7130 W. Grandridge Blvd., Suite B

Kennewick, WA 99336

The deadline for the submittal of the Request for Qualification (RFQ) is:

Tuesday May 19, 2015 at 4:00 p.m. No information submitted by facsimile or electronic mail will be accepted. Submittals received after 4:00 p.m. on Tuesday May 19, 2015 will not be accepted.

Important Note:

By submitting a proposal, all proposers shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties

EXHIBIT B

Each of the following participating jurisdictions has agreed to provide financial support as listed below:

Visit TRI-CITIES.....	\$20,000
City of Kennewick:	\$19,500
City of Pasco:	\$19,500
City of Richland:	\$19,500
City of West Richland.....	\$12,000
Port of Benton:	\$12,000
Port of Kennewick:.....	\$12,000
Port of Pasco:	\$12,000
Benton County:	\$12,000
Franklin County:	<u>\$12,000</u>
TOTAL	\$150,500

In the event that the actual cost of the finished work falls below the projected total, each participating jurisdiction's payment will be calculated based on a pro-rated share of the revised total.

Under no circumstances will the project exceed the projected total unless as unanimously agreed in advance by the participating jurisdictions listed above.