

MEMORANDUM OF AGREEMENT

By and between the

Tri-Cities Visitor and Convention Bureau and the "Participating Jurisdictions."

Participating Jurisdictions are: cities of Kennewick, Pasco and Richland; ports of Benton, Kennewick and Pasco; and counties of Benton and Franklin.

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 a comprehensive update of the Tri-Cities Rivershore Master Plan.

The Parties hereby agree to jointly pay for the consultant work necessary to update the Tri-Cities Rivershore Master Plan and further agree the Tri-Cities Visitor and Convention Bureau (VCB) 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). The scope of work for the consultant contract shall substantially reflect the scope of work included in Exhibit A attached hereto. In selecting the preferred consultant and carrying out its duties under the agreement, the VCB shall be guided by the collective advice of the participating jurisdictions, as promulgated by TREC.

Payment of consultant work shall not occur without prior approval by TREC. VCB shall invoice participating jurisdictions in accordance with the funding allocation as outlined in Exhibit B, and shall not include charges other than the consultant contract work unless specifically authorized by the participating jurisdictions. Participating jurisdictions shall remit payment to VCB within 30 days of receipt of VCB invoice.

DRAFT
Tri-Cities Rivershore Enhancement Council
Tri-Cities, Washington
Request for Statement of Qualifications
Rivershore Master Plan

Introduction:

The Tri-Cities Visitor and Convention Bureau (TCVCB), acting as the coordinating body of the Tri-Cities Rivershore Enhancement Council (TREC) commissioned *The Waterfront Center* to complete a follow-up study of the region's river shore areas. The 2008 study was the second study the Center conducted to assist TREC and the community in developing priorities for river shore enhancement. The first study was conducted in 1997 and has served as a road map for TREC in pursuing local objectives for economic development, tourism and enhanced quality of life. The second study summarized the successes achieved by the region in meeting the goals established in the initial study and made further recommendations for building on those successes.

The Waterfront Center and TREC prioritized the recommendations and identified a series of short term projects that could be completed in one to two years. Included in the recommendations is the preparation of a Master Development Plan that would guide the region and the individual jurisdictions that make up the Tri-Cities Rivershore Enhancement Council in our continued efforts to produce a cohesive/integrated riverfront for citizens and visitors to the region. Copies of both *Waterfront Center* studies will be included as background information for consultants responding to a Request for Statement of Qualifications.

Scope of Services:

General: The jurisdictions will work together to develop a master plan to enhance the river shores along the Columbia River from the northern point at Horn Rapids road to Sacagawea State Park to the south. The master plan will serve as a resource for the decision making entities of each individual jurisdiction. When completed the master plan will contain at least the following components:

- a. Aesthetics
- b. Access
- c. Activities.

The master plan process will include utilization of a citizen advisory team (TREC to identify members) through a multi-step planning process that will include the following elements:

- A public involvement (outreach?) program that encourages the participation of interested parties and the community at large as well as the Cities boards and commissions.
- A visioning process that will establish major plan objectives, goals and policies for the preparation of the final master plan.

- An analysis of alternatives that reflect the approved vision and plan objectives identified through the visioning process; *The Waterfront Center* study recommendations; and that are in compliance with the provisions contained in the respective jurisdictions lease of the property from the US Army Corps of Engineers.

Task 1. Complete a records inventory of each jurisdiction's Rivershore related planning documents.

Each jurisdiction has a whole host of planning documents including multi-jurisdictional documents that have been used to guide their respective rivershore development projects. The objective is to review some of these past planning efforts, and to identify prior goals, input and data from the various sources and incorporate them into a single planning document. At a minimum an inventory or library of those documents should be compiled in the Master Plan document. The River Shore Inventory Study completed by TREC includes copies of available planning documents from the jurisdictions and is included as background information for consultants responding to a Request for Statement of Qualifications.

Task 2. Review the Physical Inventory of Existing River Shore Amenities and Assess Future Opportunities

Each jurisdiction has conducted a physical survey by land and river to map and assess the existing shoreline resources and possible sites for future enhancements (See River Shore Inventory Study). The purpose of this effort is to develop a documented understanding of the existing site conditions. This inventory will allow TREC to identify capacity and adequacy issues to provide a basis for future expansion or even redevelopment planning efforts. The inventory includes but is not limited to:

- a. Docks
- b. Boat Launches
- c. Fishing Spots
- d. Rental Shops
- e. Leisure activities
- f. Retail
- g. Upland access and parking
- h. Site Furniture
- i. Historic and Cultural sites
- j. Beaches
- k. Restrooms
- l. Birding/Wildlife and Natural Areas
- m. Art
- n. Kayak Trail – along wetlands areas across from Sacajawea on Snake

Task 3. Develop a List of Possible Trail Enhancements

Identify a variety of improvements for the trail, to enhance the experience of trail users, including, but not limited to:

- a. Vendors
- b. Lighting
- c. Kiosks
- d. Informational Plaques
- e. Pompy's Trail
- f. Opportunities for water taxis and other water oriented activities

Task 4. Identify Opportunities to Extend and Link Existing Trails

Enhance the utility and accessibility of the Sacagawea Heritage Trail by identifying linkages to the trail.

- a. Upland Linkages
- b. Linkages to downtown areas
- c. Ridges to Rivers linkages (identified in studies by others)
- d. Linkages to existing/future/potential trail systems on the Columbia, Yakima and Snake Rivers

Task 5. Create Standards for Visual Access Policies for Future Projects

Collectively create standards tailored to the Tri-Cities to assure appropriate visual and physical access of the river and its shoreline including but not limited to:

- a. Work to amend state regulated standards
- b. Create common standards mutually agreeable to the jurisdictions
- c. Make recommendations for trail enhancements

Process:

Responses to the Request for Statement of Qualifications will be rated by the TREC oversight committee according to the criteria listed below under desired qualifications. The most qualified respondents will be invited to compete in the second step of the selection process which involves submitting a structured proposal to develop the master plan/EIS. The oversight committee will constitute members from the Tri-Cities Rivershore Enhancement Council and various stakeholders.

Desired Qualifications (in random order):

- Ability to work with active and involved citizens, boards, commissions, council and volunteer organizations.
- Expertise in visioning or similar public involvement programs and consensus building among diverse interest groups.
- Experience in waterfront/trail master planning.
- Knowledge and experience in the preparation of master plans, including urban design, transportation, infrastructure and capital facilities elements.

- Knowledge and experience in preparing plan implementation strategies including permitting/regulatory requirements and standards, design guidelines and phasing of proposed improvements/capital facilities.
- Expertise in market analysis and funding mechanisms to propose appropriate uses and strategies.
- Proven track record of customer service and responsiveness to clients in a high contact setting.

Submittal Requirements:

- Letter of Interest
- Qualifications
- Experience
- 5 Business References

The company awarded the bid will address the following items as part of the selection process:

Site Visits: A fact finding and assessment conducted to include interviews with stakeholders and community leaders. They also are to conduct interviews with local historians, environmentalists, business leaders, and cultural interests identified by TREC. The River Shore Inventory Study should be consulted as part of the process.

Community Outreach: The successful bidder will conduct community open forums to gather consensus about the basic direction for river front planning.

Illustrated Presentation: A 30-45 minute presentation, tailored to the Tri-Cities region, intended to be rolled out in a community meeting to create local support and enthusiasm for future river shore projects.

On Site Report: A verbal report presented to the Tri-Cities Rivershore Enhancement Council Strategic Committee outlining the findings of site visit, information session, and community survey.

Written Report: The contractor will deliver a comprehensive written report outlining the findings after careful review of the assets and priorities of the community, and based on review of the River Shore Inventory Assessment conducted in the fall of 2009. The final plan when completed should contain photos, graphics, examples and recommendations for specific locations for items indentified in the Waterfront Center Study and should avoid duplication of resources and efforts put forth by the participating jurisdictions. The final Master Plan should complement the natural features of each community and provide a balance of commercial, historical and ecological interests.

The Tri-Cities Visitor & Convention Bureau will act as the host agency for this project. As the primary contact, the Bureau will negotiate the terms of the contract, organize the schedule of work, provide the consultant with all requested community research, (with assistance from the local jurisdictions) and organize the community input session.

Written submittals are due by X:XX pm PDT, XXX XX, 2010 sent attention to:

Kim Shugart
Vice President of Operations
Tri-Cities Visitor and Convention Bureau
P.O. Box 2241 | Tri-Cities, WA 99302
7130 W. Grandridge Blvd., Suite B | Kennewick, WA 99336
509.735.8486, ext. 232 | 800.254.5824
Kim@VisitTri-Cities.com | www.VisitTri-Cities.com

Nine copies of the Respondent's submittal packet are required.

The submittal of the RFQ is interpreted by TREC as permission by the Respondent for the TREC to verify all information contained therein. Additional information may be requested from the Respondent either verbally or in writing. Failure to comply with such request will automatically disqualify the Respondent from further consideration.

The selected Respondent will be required to certify compliance with applicable local, federal and state requirements.

Nothing contained in this Request for Qualification shall create any contractual relationship with the City of Kennewick. Respondents are solely responsible for any costs incurred in the development and submission of the RFQ or any other presentation, in response to this RFQ.

Exhibit B

Each of the River Shore Master Plan participating jurisdictions has agreed to provide financial support as listed below:

City of Kennewick: \$7,000
City of Pasco: \$7,000
City of Richland: \$7,000
Port of Benton: \$3,500
Port of Kennewick: \$3,500
Port of Pasco: \$3,500
Tri-Cities Visitor and Convention Bureau: \$11,500
Benton County: \$3,500
Franklin County: \$3,500


TOTAL: \$50,000

In the event that the actual cost of the finished work falls below the projected total, each 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 jurisdictions listed above.

It is the intent of the Parties that all work to be performed via this agreement is to be completed by January 2011.


Authorized by the following:



Scott D. Keller
Port of Benton
Date 6-29-10



Bob Hammond
City of Kennewick
Date 7-7-10




Tim Arntsen
Port of Kennewick
Date 6/30/10




Gary Crutchfield
City of Pasco
Date 6-28-10




Jim Toomey
Port of Pasco
Date 7/7/10




Cindy Johnson
City of Richland
Date 7/8/10



Jim Beaver
Benton County
Date



Fred Bowen
Franklin County
Date 6/30/10



Kris Watkins
Tri-Cities Visitor & Convention Bureau
Date 7/22/10