

EXHIBIT A

SERVICES

RFQ No. 12213Q Architectural Design and Space Planning Services Proposal Letter



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SPOKANE
203 N. Washington
Ste. 400
Spokane, WA
99201
P 509.838.8568
alscarchitects.com

December 29, 2022

City of Yakima
129 N. Second Street
Yakima, WA 98901

ATTN: Susan Knotts, Buyer II, Purchasing

RE: RFQ No. 12213Q Architectural Design and Space Planning Services
Revised Proposal Letter

Dear Susan:

ALSC Architects and our consultant partners are pleased to provide you with this Proposal Letter for Phase 1 pre-design and schematic design architectural and engineering services for your Yakima City Hall Architectural Design and Space Planning Services project. It is anticipated that this letter will be used as an exhibit attached to a formal contract agreement to be provided by the city of Yakima.

Project Description

The City of Yakima is hiring the ALSC team to assist in space planning and design of a new City Hall facility at the Bank of America building, (BOA) which was recently acquired, elements of the current Richard A. Zais Jr. Center for Law and Justice building, the ONDS office building, and the existing Yakima City Hall. An existing building used for police training and housing sensitive police services is planned to be repurposed for economic redevelopment and the relocation of those services into these sites also needs to be considered.

General Considerations

Existing office spaces are all varying sizes. There may be an opportunity to rebalance office spaces and align work teams in a more efficient manner. Existing Division managers will need to be interviewed about their space needs. Some staff, due to confidentiality reasons, need private office space. Double offices may also present an opportunity for flexible workspaces or shared offices. Space currently being used for record storage could be used in a more efficient way.

The City Council Chambers is relatively small and City leadership is interested in exploring opportunities to expand the footprint of this space. The room also lacks an adequate



secondary exit. The technology in this room may be upgraded in the future to better accommodate virtual or hybrid meetings.

General Scope of Services

The Phase 1 project scope of work includes the planning phase for the elements identified below:

- Bank of America Building: The City acquired this facility in December 2021 for the purpose of expanding the City Council Chambers; creating a large, flexible public meeting space; creating a Service First consolidated customer service model; creating several smaller breakout rooms for City business meetings, moving some or all of the following offices: City Council; City Manager, Community Development; Engineering, Legal (Civil); Communications; City Clerk; Finance and Utility Billing. Some of these divisions will require a public counter and waiting areas. There are options with the space on the first floor of City Hall depending on space needs.
- Present City Hall - 129 N. 2nd Street, Yakima, WA. 98901: Move all existing offices (Information Technology and Facilities) out of the basement to the first floor along with server rooms. Expand existing Human Resources footprint on the first floor. Portions of the City Clerk and City Manager offices could be kept in this building first floor depending on space needs at the BOA. Explore development consideration of an Arts Center in Floors 2, 3, and 4. Understand and manage the police secure storage of evidence on the third floor.
- Richard A. Zais Jr Center for Law and Justice - 200 S. 3rd Street, Yakima, WA. 98901: Conduct facility space audit and space needs analysis at the Admin Building, which should include current and anticipated staffing levels. Clinical work and confidential conversations occurring in this building will require a thoughtful approach to space planning and office space utilization. Investigate additional sound-proofing options, ADA access, and separation of public/clinic space from back office areas.
- Police Department Training Facility - 207 S. 3rd Street, Yakima, WA. 98901: This lot and building is proposed to be repurposed for housing development. The uses in this facility will need to be repurposed. That includes a large training use (could be shared with CYU) and the sensitive operations units that are located in the rear annex.
- Existing Police Annex - 210 and 216 S. 2nd Street, Yakima, WA. 98901: The existing police annex located behind the Richard A. Zais Jr. Center for Law and Justice maintains a significant amount of police evidence. Along with evidence storage on the third floor of City Hall, some consideration of better managing the secure storage of evidence and materials is

needed.

- West Side Police Annex: Significant growth is continuing on the west side of the City of Yakima. Consideration of the future acquisition or lease of property on the west side needs to be planned. Given the overall overview of these facilities, identifying what personnel and services could be included in a west side annex could influence how personnel are distributed at the existing Richard A. Zais Jr. Center for Law and Justice.

- ONDS Building - 112 S. 8th Street, Yakima, WA. 98901: This building currently houses the Office of Neighborhood Development Services. We would like to co-locate this division with the rest of the Community Development Department. This building could be used to house the Police Department's sensitive crimes unit that is currently located at the Police Department Training Facility.

- Relocation of CYU: The City of Yakima University is currently located in the Sunfair Building at 101 S. 3rd Street, Yakima, WA. 98901. This space hosts a large open meeting room, a fixed computer training lab and a small kitchenette. We would like to incorporate this use into another existing facility in order to save on the annual lease costs.

- Capitol Theater Management: The City of Yakima currently leases space for the Capitol Theater Management group at the Tower located at 402 E. Yakima Ave, Yakima, WA. 98901. We would be looking to terminate this lease and relocating these employees into one of the existing City Hall facilities.

- Central Record Storage Room: The City of Yakima needs a central record storage room for protection and long term storage of essential documents. We currently have documents stored throughout various City facilities in unsafe conditions, such as basements and garages. The record storage room needs to be in close proximity to records management, easily accessible, secure, and inventoried. The storage room needs to be cool with a preferred temperature below 65 degrees and relative humidity between 30% and 50%. Storage room should also be able to provide protection from UV rays, less prone to flooding or water damage, and be as fire resistant/proof as possible.

Phase I – Planning Phase Services

The following services are included in this proposal:

1. Review and perform a facility space audit and space needs analysis at the existing City

Hall, the BOA building, the ONDS building, as well as the current spaces (police, legal, annex) in the Richard A. Zais Jr. Center for Law and Justice, and police training facility. The facility audit will be performed for the purpose of assessing the condition of basic building systems and site improvements, which will inform the planning efforts and cost analysis. Coordination meetings will occur with representatives from the City Manager's Office, Public Works, Facilities, Community Development, Human Resources, IT, Legal, Police, and Finance teams to evaluate the needs along with the other logistics deemed necessary. The facility audit work will include but not be limited to assessment of HVAC, electrical, security, telecommunications systems, data management, and proximity to work teams.

2. The space needs analysis will consider the City's current and anticipated staffing levels, space utilization, site security considerations, office needs, ADA compliance, service structure, and public use of elements of the building. Evaluation will also include the impact of Covid on service provision and the allocation of space for employees to minimize potential negative health consequences. We also acknowledge that the City wants to redesign their customer service experiences for the public to be more efficient, customer friendly, and interpersonal. Interactions will also account for the unique needs of your population currently living in Yakima.
3. The findings from the space needs analysis will be summarized in a Facility Program Report which will include individual room data sheets describing all of the attributes for each room or space identified in this project. Attributes include but are not limited to room size, occupancy, adjacent spaces, finishes, lighting, equipment, environmental controls, etc.
4. Consideration in the following areas will be taken into account:
 - a. The City will be considering options for a west side police annex based on criteria identified in the space study; and
 - b. The location of the existing sites in the downtown area and the importance of being a catalyst for redevelopment, public use, and parking considerations in the vicinity of Second Street.
 - c. The potential for repurposing the second, third, and fourth floors of the existing Municipal Building for an alternative community use (specifically an Arts Center).
5. Based on the findings from the space needs analysis and facility audits, the ALSC team will provide conceptual design tasks as follows:
 - a. Develop conceptual design options to be presented to City representatives for review and comment.

- b. Produce as-built drawings in Revit ® software based on current City records and reports, and non-invasive visual observations of the existing buildings.
- c. Provide narrative descriptions of building systems, finishes and other elements to establish a baseline quality level following City of Yakima standards.
- d. Develop project cost estimates and approximate timelines necessary for Phase 2 services, including construction space planning, and if necessary, remodeling of space.

Phase 1 Tasks and Deliverables

The project will be approached in two phases: Pre-Design and Conceptual Design. The attached Effort Analysis (Attachment A) and Preliminary Schedule of Activities (Attachment B) identify the basic tasks, meeting frequency and deliverables we anticipate for accomplishing this work. At the conclusion of each phase, the city of Yakima staff will have 14 days to review, comment on and approve the deliverables of the completed phase.

Pre-design deliverables will include a Facility Program Report with the following information contained therein:

Table of Contents
Executive Summary
Scope of Study
Summary of Interview Discussions
Existing Facilities Assessment: Findings and Recommendations
Fundamental Building Program Outline: Spaces, Sizes
Project Budget, Phase 2 Schedule
Appendix: Room Data Sheets, Assessment Notes, Interview Notes

Conceptual planning deliverables will include floor plan diagrams indicating space utilization by department and up to twelve (12) renderings of selected 3-dimensional interior and exterior views of the various building conceptual designs. A Conceptual Design report containing the work completed during Phase 1 will be included, containing a comparison of programmed spaces to conceptual design spaces, as well as budget and project schedule updates based on conceptual design solutions.

Project Schedule

The work described will commence once a Notice to Proceed notification is received from the city of Yakima. The workflow will generally follow the attached Preliminary Project Schedule