



REQUEST FOR PROPOSAL

Cultural Heritage Center Renovation Plan

ABSTRACT

The Yakama Nation's Cultural Heritage Center requires a phased renovation plan for the 35-year old facility that aligns with revised mission and vision statements and community needs.

Owner

Confederated Tribes and Bands of the Yakama Nation

Request for Proposals

1 INVITATION TO SUBMIT PROPOSALS:

The Confederated Tribes and Bands of the Yakama Nation is seeking proposals from suitably qualified and experienced firms to develop a phased renovation plan for the Cultural Heritage Center which was built in 1979 and is on the Yakama Reservation located in Central Washington State. The Yakama Nation seeks a firm to that examines Tribal community input, architectural design, market assessment, operational revisions, partnership opportunities, and financial requirements for the renovation/remodel of the Yakama Nation's Cultural Heritage Center. The study is funded wholly by the Yakama Nation. Proposals will be considered from professional firms that demonstrate experience and success in conducting studies, preference will be given to firms with experience in providing studies for sovereign Tribal Nations and museums/cultural centers that can reflect a Tribe's unique cultural needs.

Submission of Proposals:

- Digital copies must be received by 2pm Pacific Daylight Time (PDT) on Friday, February 20, 2015 at kc@yakama.com. Proposals received after that time will not be accepted.

2 BACKGROUND & DESCRIPTION

The Confederated Tribes and Bands of the Yakama Nation is a sovereign Tribal Nation whose reservation covers approximately 1.2 million acres. Approximately 12 million acres of territory in Central Washington State was ceded by the original 14 Tribes and Bands of the Yakama Nation established by the Treaty of 1855 with the United States of America.

The Yakama Nation's Cultural Heritage Center (CHC) opened in 1980 and is the core of the Tribe's public expression of cultural and social values. The nearly six acre site includes a Museum, Gift Shop, Theater, Library, and Restaurant and the iconic Winterlodge. Some Yakama Nation Tribal Programs are also housed on the site. There are currently approximately 58,000 square feet across the existing four buildings at the Cultural Heritage Center site.

The mission of the Yakama Nation's cultural Heritage Center (CHC) is to protect, preserve and perpetuate the Yakama Nation's rich history and culture by providing a community space to house and share artifacts, writings, photographs, recordings, art, traditional crafts, performance art and language.

There has been little change made to the facility since its opening. The Overall site accessibility, space allocation, building maintenance and repairs are a major concern.

3 PROJECT COORDINATION AND ADMINISTRATION

The Yakama Nation Economic Development Program will respond to all questions in writing, correspondence will be shared as an addendum on www.yakamanation-nsn.gov. Questions may be

submitted by e-mail, fax, or postal mail. Questions must be received no later than 4:00 pm (PDT) on February 20, 2015. All questions must be submitted in writing and should be addressed to:

The Confederated Tribes and Bands of the Yakama Nation
Economic Development Director
P.O. Box 151
Toppenish, WA 98948
Fax: (509)865-7570
kc@yakama.com

A courtesy non-mandatory site visit and tour is scheduled for 9am Thursday, January 22, 2015 at the Cultural Heritage Center Site, 100 Spiel-Yi Loop, Toppenish, WA 98948. Costs for attendance at this site visit are the responsibility of the prospective bidder; the Yakama Nation assumes no responsibility for costs or liability for travel to the site. Please address RSVP to kc@yakama.com by 4pm January 16, 2015.

4 SCOPE OF WORK

- Vision and Statement of Needs
 - Evaluate the current state of the facility
 - Conduct interviews with Tribal leadership, site staff, the Tribal Community to develop an understanding of community expectations and site needs
- Space allocation and concept development
 - Develop an overall concept and space allocation plan
 - Identify costs and benefits
 - Seek additional sessions for Tribal community input that will assess support of the plan
- Schedule and Budget development
 - Develop a budget outline
 - Identify a schedule of activities
 - Suggested opportunities for phased project implementation that can assist with funding development
- Final Report
 - Complete a final report that documents and synthesizes all information gathered throughout the process.
 - Report the method(s) used for gathering Tribal Community Input; include raw data results
 - Identify the long-term renovation/remodel plan developed through the Tribal Community outreach and Tribal Leadership discussions
 - Provide renderings of individual phases and final plan outcome
 - State the budget outline and schedule of activities
 - The final report will be ready for use for outreach to help the Community and possible funding agencies to visualize the final facility and proposed exhibits at the site

5 PROPOSAL REQUIREMENTS

Please submit general statements about your organizations qualifications and other information deemed necessary. Include at least the following:

- Firm name, business address, telephone, e-mail address, website address and fax numbers
- Contact person(s) with title(s)
- Professional history and affiliations
- Current staff size and professional registrations
- Range of professional service capabilities
- Impact of current workload on ability to meet the requirements of this RFP
- Previous experience with Tribal cultural centers

Provide descriptions of at least three projects that have been executed by your firm. The projects described shall be similar in scope and complexity to the project described within this RFP. Please include at least the following:

- Project size (square feet)
- Construction value
- Basic project program
- Project delivery approach
- Photographs
- Project owner with current address and telephone number

Please submit resumes for personnel proposed to complete the project. State their proposed project responsibilities.

Submit a minimum of five references to contact

6 LEGAL PROCEEDINGS

Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.

7 EVALUATION AND AWARD PROCESS

Proposals will be evaluated by a four-person panel of Yakama Nation Staff members for review and selection by a four-person panel comprised of Tribal Council representatives. Prior to the final selection, the Tribal Council may select a short list and may require firms to make presentations and/or may require submittal of further documentation regarding the firms' capabilities and qualifications.

Evaluation criteria are as follows:

- Technical Capability and Solution Approach
 - Understanding Project requirements
 - Ability to meet timelines

- Managerial and Staff Capability
 - Past performance
 - Past work for Tribal Nations
 - Community engagement experience
 - Key personnel
 - References
- Cost

8 TIMELINE

- December 29, 2014-RFP Issued
- January 16, 2015-RSVP for non-mandatory site visit & tour
- January 22, 2015-Courtesy/non-mandatory site visit & tour
- February 5, 2015 (4:00pm)-Deadline for submitting questions
- February 6, 2015 (4:00pm)-Addendum and answers to questions posted on www.yakamanation-nsn.gov
- February 20, 2015 (2:00pm)-Responses Due
- March 26, 2015 (on or before)-Firm selection

9 TERM OF CONTRACT

The Yakama Nation and the evaluation team reserve the right to reject any and all proposals and to waive informality, technical defect, or clerical error in any proposal, as the interest of the Yakama Nation may require.

10 PAYMENTS

The Yakama Nation's contract payment terms will be thirty (30) days from the receipt of approved invoices from the Consultant.