**REQUEST FOR QUALIFICATIONS (RFQ) 2024 HR01**

**REUSE/MARKET STUDY FOR HISTORIC TRUST-MANAGED PROPERTIES**

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| **Request for Qualifications Information:**  **RFQ NUMBER: 2024 HR01 RFQ TITLE: Reuse/Market Study for Historic Trust-Managed Properties**  **Date Issued: 4/29/2024**  **CONTACT PERSON: Temple Lentz**  **EMAIL ADDRESS:** [**temple.lentz@thehistorictrust.org**](mailto:temple.lentz@thehistorictrust.org)  **CONTACT PHONE: 360-992-1805**  **QUESTIONS DUE: 5/16/2024**  **RESPONSES DUE: 5/28/2024** | **Submit Qualification Statements to:**  [www.thehistorictrust.org/rfq2024](http://www.thehistorictrust.org/rfq2024)  **For delivery by USPS, UPS, or FedEx:** Attn: Temple Lentz The Historic Trust OO Howard House 750 Anderson Street  Vancouver WA 98661 |

**SECTION 1: INSTRUCTIONS AND CONTRACT INFORMATION**  
**A. Instructions to Proposers**

The Historic Trust (“The Trust”) is seeking statements of qualifications from firms to provide a limited-scope, targeted study to examine potential market opportunities and reuses for some City of Vancouver-owned properties in the Officers Row and West Barracks sections of the Vancouver National Historic Reserve.

Request for Qualification packets may be examined online at: [www.thehistorictrust.org/rfq2024](http://www.thehistorictrust.org/rfq2024)   
  
Questions or Requests for Clarification must be sent to Temple Lentz via email to [temple.lentz@thehistorictrust.org](mailto:temple.lentz@thehistorictrust.org) and be received by 4:00 p.m. on May 16, 2024. Incomplete or late inquiries may not be considered. If required, an addendum addressing these matters will be issued by no later than 5:00 p.m. on May 20, 2024.

The Trust reserves the right to cancel this Request or reject any and all statements of qualifications submitted or to waive any minor formalities of this call if the best interest of The Trust would be served.

Proposers may not withdraw statements of qualifications after set due date and time, unless award of contract is delayed for more than ninety (90) days.

Sealed statements of qualifications must be received by The Trust no later than 3:00 p.m. (Pacific Time) Tuesday, May 28, 2024. Submissions received after the specified time may not be accepted. The Trust is not responsible for delays in delivery.

Statements of qualifications may be submitted to [www.thehistorictrust.org/rfq2024](http://www.thehistorictrust.org/rfq2024) . Statements of qualifications may also be submitted via USPS, UPS, or FedEx, or hand-delivered, to The Historic Trust, OO Howard House, 750 Anderson Street, Vancouver WA 98661.

Statements of qualifications must be in a sealed envelope, and clearly marked “RFQ 2024 HR01 Reuse/Market Study for Historic Trust-Managed Properties.”

The Trust is committed to providing equal opportunities to Minority, Disadvantaged, and Women’s Business Enterprises.

**B. Introduction**

The Vancouver National Historic Reserve Trust, dba The Historic Trust (“The Trust”), through a Primary Lease, manages and operates properties on the Vancouver National Historic Reserve which are owned by the City of Vancouver.

Officers Row and West Vancouver Barracks include 38 buildings with residential, commercial, and event uses on approximately 38 acres of parkland.

The Historic Reserve was created by Public Law 104.333, signed by the President on November 12, 1996, and links together Officers Row, Fort Vancouver National Historic Site, Vancouver Barracks, Pearson Airfield, and the Columbia River Waterfront in a cooperative partnership and management plan. This management plan, and a commitment to historic preservation, have strong influence over the development of these properties.

The Trust is an independent 501(c)(3) nonprofit organization with a contract to manage City-owned properties, and is undertaking this study with the approval of, and participation from, the City of Vancouver. This study is not, however, a City of Vancouver project.

**C. Background**

At the time the City of Vancouver acquired Officers Row (late 1980s) and then the West Barracks (early 2000s), extensive reuse studies were undertaken. Those studies, now 30+ and 20+ years old, have proven durable and effective. However, dramatic changes in Vancouver’s and the region’s growth, density, and economy in recent years indicate the need for a targeted review of market conditions and uses affecting City-owned properties on the Historic Reserve, to ensure continued alignment with City and Trust priorities and optimal contribution to the Historic Reserve and to a vibrant local economy.

New conditions and developments affecting possible uses at the Historic Reserve include: changes in workforce behavior (pandemic-related, technology-related); increased attention to housing affordability; Waterfront, Gateway, and Heights developments; downtown infill and increased density; new uses currently in progress at Fort Vancouver National Historic Site; a forthcoming community arts center in a former public library building; future impact of IBR, I-5 connector lid, and transit stations creating new disruptions and opportunities and also new entrance(s) to the site.

Many elements of the original reuse plans continue to work very well, but changes in economic, social, and physical environment and conditions offer an opportunity to review overall current uses and consider some key areas and buildings for new potential.

The Trust is seeking a Consultant to act as a partner in reviewing the current market and looking ahead to what will best serve Vancouver in the future, with regard to this important site. Are there new/different ways specific buildings on this site can contribute to Vancouver’s future growth and development? Are there hidden/previously unviable opportunities that may now be relevant? For the City-owned properties and portions of the site as a whole, how can we best highlight and interweave with the entire Vancouver network of sites and features, while also recognizing the necessary consideration that maintaining and preserving these buildings is heavily reliant on their ability to generate revenue through rentability and heritage tourism?

**D. Scope of Work**

The Historic Trust, in partnership with the City of Vancouver Department of Parks, Recreation and Cultural Services as a reviewing party, is requesting qualifications from firms interested in completing a limited-scope, targeted study to examine potential market opportunities and reuses for City of Vancouver-owned properties in the Officers Row and West Barracks areas on the Vancouver National Historic Reserve.   
  
The selected consultant will work with The Trust to identify market opportunities and positioning, and to identify and refine a variety of potential future uses of specific buildings and spaces on the site that will increase activation, drive community activity and engagement, support City and Trust strategic goals, comply with existing codes, and maintain and preserve historic fabric and character. Buildings and uses to be considered include but are not limited to:

* Future uses of the 1904 Post Hospital
* Future uses of the 1978 Police Headquarters Building
* Proportion of commercial rental spaces vs. residential
* Uses for large (5,000 SF) commercial space
* Hospitality/overnight lodging opportunity
* Feasibility of restaurant vs. event venue
* Site improvements to better engage pedestrians/visitors
* Feasible on-site activities/attractions for activation/engagement

The Trust envisions this work taking place in two phases: a preliminary phase to analyze market needs and review uses, and a second phase to drill deeper into specific uses based on preliminary findings.

**E. Approximate Timeline**

RFQ Issued: April 29, 2024

Non-Mandatory Pre-Proposal Meeting: May 9, 2024, 10:00 a.m. Pacific Time

Questions Due: May 16, 2024

Final Addendum Issued: May 20, 2024

Statements of Qualifications Due: May 28, 2024

Expected Notice to Proceed: Early June 2024

**F. Addendum**

It is the sole responsibility of the proposer to learn of Addenda, if any. Such information may be obtained at[www.thehistorictrust.org/rfq2024](http://www.thehistorictrust.org/rfq2024). The Trust accepts no responsibility or liability and will provide no accommodation to proposers who fail to check for Addenda and submit inadequate or incorrect responses.

**G. Information**

Questions or Requests for Clarification must be sent to Temple Lentz via email to [temple.lentz@thehistorictrust.org](mailto:temple.lentz@thehistorictrust.org) and be received by 4:00 p.m. on May 16, 2024. Incomplete or late inquiries may not be considered. If required, an addendum addressing these matters will be issued by no later than 5:00 p.m. on May 20, 2024.

**H. General Information Form**

The General Information Form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. This form must be signed by a person authorized to submit proposals and enter into contract negotiations on behalf of your agency. This individual must be at least 18 years of age. **Failure to submit this form may result in your proposal being deemed non-responsive and rejected.**

**SECTION 2: PROPOSAL SUBMITTAL AND EVALUATION INFORMATION**

**GENERAL INFORMATION FORM**

**RFQ 2024 HR01: REUSE/MARKET STUDY FOR HISTORIC TRUST-MANAGED PROPERTIES**

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your entity. **To be considered for this project, the submittals must be completed in accordance with the RFQ and this RFQ cover sheet must be attached.**

**Failure to submit this form may result in your proposal being deemed non-responsive.**

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Authorized Official (Signature) Date

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Company Name Contact Person

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City, State, ZIP E-Mail Address

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Phone Number Federal Tax ID

NOTE: It is the sole responsibility of the Consultant to learn of Addenda, if any. Such information may be obtained at [www.thehistorictrust.org/rfq2024](http://www.thehistorictrust.org/rfq2024).

**A. Submittal Requirements & Procedure**

**Submittal Requirements:** Statements of qualifications should be concise and only include information requested.

* Proposers submitting by hand or through UPS, USPS, or FedEx are to provide: 1 signed, original copy of Proposal and 1 electronic copy of Proposal – USB thumb drive (MS Word, MS Excel-compatible or PDF files).
* Page size: 8.5” x 11”
* Minimum font size: 12 point
* Maximum number of pages: 10 double sided (20 single sided)
  + INCLUDED in the page count: Evaluation Criteria responses, charts, graphs, pictures, resumes, samples of previous work products if requested, and all other text.
  + NOT INCLUDED in the page count: General Information Form, section dividers, and front and back cover.

**Submittal Procedure:** Proposals are to be submitted in a sealed envelope and labeled:

**RFQ 2024 HR01 Reuse/Market Study for Historic Trust-Managed Properties**

* Responses due no later than **3:00 p.m. (Pacific Time) Tuesday, May 28, 2024**.

**B. Evaluation Process**

The Trust will determine the most qualified proposer based on the Evaluation Criteria listed using predetermined weights and the responsiveness of the Proposal. A subsequent round of interviews may be used to evaluate finalists.

The Trust reserves the right to conduct interviews of a short list of proposers. If the Trust decides to conduct interviews, the interview sessions will be evaluated in a manner similar to the response. Topics covered in the interview session shall include the topics listed hereinbefore under the “Evaluation Criteria” section plus any additional, relevant topics which may arise during both the formal presentation and the question and answer portions of the interview. If interviews are conducted and if your firm is selected for an interview, you will be contacted by The Trust for next steps.

**C. Evaluation Criteria**

These instructions were prepared to aid in proposal development. They also provide for a structured format so reviewers can systematically evaluate several proposals. Each copy of the proposal package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each statement of qualifications shall include:

1. **Project Approach and Understanding:** Information under this section should include, but not be limited to, your understanding of The Trust’s requirements, a proposed project schedule, and your firm’s approach:
   1. Provide a clear and concise understanding of the project by describing and clarifying any major issues based upon project information.
   2. Provide a description of the firm’s project approach including overall project management, allocation of resources, and integration of all activities required by the Project Scope.
   3. Provide a list of best practices your company utilizes when making recommendations.
   4. Provide details describing lines of authority and responsibility, and how your firm will respond proactively to problems and changes to the Project Scope.
   5. Provide a detailed explanation describing how your firm, and the personnel assigned to this project, will perform the work required while also working on other on-going projects.
2. **Proposer Capabilities and Qualifications**: Provide an overview of the respondents’ organization, size and experience; major clients; areas of expertise; approximate number of staff assigned to the project; unique qualifications of the proposer; and other matters that the proposer feels would assist The Trust in the evaluation process.
   1. Provide company description; include number of years in business, size, specialties, etc.
   2. Provide name, title, brief description of duties, years of pertinent experience and availability for each staff member that would be assigned to this contract.
   3. Describe other resources your firm intends to commit to provide the required services under this contract.
   4. Provide information describing previous experience with nonprofits/community benefit organizations/nongovernmental organizations for similar contracts that best characterize your firm’s capabilities and work quality. If you have experience working with agencies that contract with local governments, please highlight that experience and demonstrate its relevance to this project.
   5. Provide the name and address of any sub-consultant that may perform work under this contract and what services they may provide. Include information about their pertinent experience and the name, title and brief description of duties and years of related experience for each staff member that will be assigned to this project.
3. **References**: Provide at least three (3) references from other projects of similar size and scope performed within the last seven (7) years.

**D. Evaluation Scoring**

The Trust’s choice of Consultant will be made by evaluating the Statements of Qualifications submitted. Each proposal received in response to this RFQ will be evaluated and scored as follows:

1. Project Approach and Understanding (40 points maximum)
2. Proposer Capabilities and Qualifications (50 points maximum)
3. References (10 points maximum)

**E. Award of Contract**

The Trust will attempt to reach a final agreement with the highest scoring responding proposer. However, The Trust may, at its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The Trust may then attempt to reach a final agreement with the next highest scoring proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached.

Award of the contract shall be made with reasonable promptness by giving verbal and written notice to the proposer whose proposal best conforms to the request, receives the highest score through the evaluation process, and which will be the most advantageous to The Trust. It is the intent of The Trust to award a contract on a fair and competitive basis. All performance and technical standards stated in the RFQ must be met as a condition of proposal acceptance.

The successful proposer will be required to enter into a written agreement with The Trust in which the proposer will undertake certain obligations. These obligations include, but are not limited to, the terms and conditions of a basic Professional Services Agreement. This RFQ and the successful Proposer’s response shall be incorporated into and become a part of the final contract.

**F. RFQ General Terms and Conditions**

**Reimbursement**

The Trust will not reimburse proposers for any costs involved in the preparation and submission of responses to this RFQ or in the preparation for and attendance at subsequent interviews.

**Not a Contract**

Furthermore, this RFQ does not obligate The Trust to accept or contract for any expressed or implied services. The Trust reserves the right to request any Consultant to clarify their proposal or to supply any additional material deemed necessary to assist in the evaluation of the Consultant.