

RICHLAND PUBLIC FACILITIES DISTRICT
REQUEST FOR QUALIFICATIONS FOR LANDSCAPE ARCHITECTURAL SERVICES
FEASIBILITY STUDY AND CONCEPTUAL DESIGN FOR
COLUMBIA PARK WEST SIGNAGE REPLACEMENT

Purpose and Authority

The Richland Public Facilities District (RPFDD), a local agency and special district under RCW 39.80.020, hereby solicits Statements of Qualifications from firms qualified to provide architectural and engineering professional services for a feasibility study evaluating potential improvements for wayfinding signage within Columbia Park West for the REACH Museum.

This procurement is conducted in accordance with Chapter 39.80 RCW, which requires selection of architectural services based on demonstrated competence and qualifications, followed by negotiation of a fair and reasonable fee.

The project is anticipated to focus initially on evaluating and replacing an existing aging wooden sign located at the West Columbia Park entrance and replacing the REACH Museum Sign at the start of the driveway. The project also calls for the removal of a Picnic sign. The RPFDD seeks recommendations that enhance wayfinding, park identity, visitor experience, durability, maintenance efficiency, and compatibility with the surrounding landscape and recreational facilities.

Services being requested include, but are not limited to:

- Site reconnaissance and existing conditions documentation
- Assessment of existing signage condition, visibility, accessibility, and effectiveness
- Review of applicable local codes, regulations, and permitting requirements
- Evaluation of alternative sign locations, materials, and construction methods
- Development of conceptual replacement signage options
- Integration of signage with surrounding landscape features, park aesthetics, Richland City and Tri-Cities branding
- Preliminary cost estimating for construction and installation for two signs, Columbia Park West and REACH Museum signs
- Preliminary cost estimating for removal of one sign, Picnic Area sign
- Identification of maintenance and lifecycle considerations
- Preparation of written reports, concept sketches, renderings, and presentations
- Coordination with RPFDD staff and project stakeholders

The project is expected to proceed in multiple phases:

Phase 1: Feasibility study and conceptual analysis (this RFQ)

Phase 2: A separate procurement for design and/or construction services, subject to RPF Board approval

Selection under this RFQ does not create any obligation, preference, or entitlement for future phases.

Procurement Schedule

- Voluntary Site Visit: July 10, 9:00 AM
- Deadline for Written Questions: July 15, 2026, 5:00 PM
- RFQ Submittal Deadline: July 30, 2026, 5:00 PM

RPF reserves the right to modify the schedule at its discretion.

Point of Contact

All communications regarding this RFQ shall be directed exclusively to:

Davin Diaz
Executive Director
Richland Public Facilities District
davin.diaz@richlandpfd.org
(509) 267-2641

Unauthorized contact with RPF Board members, staff, or consultants may result in disqualification.

Encouragement of Participation

Consistent with RCW 39.80.040, RPF encourages participation by Minority-Owned, Women-Owned, Veteran-Owned, Disadvantaged, and Small Business Enterprises

Scope of Professional Services

The selected consultant shall provide professional services sufficient to support RPF Board decision-making. Services shall include evaluation of multiple conceptual improvement scenarios, including feasibility, constraints, schedule, and cost considerations.

The initial work effort will consist of a feasibility study and conceptual design package addressing replacement of two existing park signs:

1. Columbia Park Entrance Sign (West End)



2. REACH Museum Sign



The initial work effort will consist of a feasibility study addressing removing one sign.

3. Picnic Area Entrance Sign (East End)



The feasibility study should evaluate:

- Existing site conditions
- Opportunities and constraints
- Sign visibility and wayfinding effectiveness
- Material and durability options
- Conceptual design alternatives
- Estimated construction and installation costs

- Recommendations for implementation

Deliverables

The feasibility study shall be suitable for presentation to the RPF Board and shall address at a minimum:

- Existing conditions and constraints
- Conceptual scope descriptions
- Preliminary schedules
- Order-of-magnitude cost estimates

Both digital and hard-copy formats shall be provided

Consultant Qualifications

- Experience performing feasibility or needs assessments for comparable public facilities
- Experience providing architectural and engineering services under RCW 39.80
- Experience developing conceptual layouts and preliminary cost analyses
- References from comparable projects

Submission Information

Statements of Qualifications shall be submitted by 5:00 pm, July 30, electronically to:

Davin Diaz
Executive Director
Richland Public Facilities District
davin.diaz@richlandpfd.org
(509) 267-2641

The RPF reserves the right to reject any or all Statements of Qualifications and negotiate scope, schedule, and compensation with the selected consultant.

Evaluation and Selection Process

Submittals will be evaluated based on:

- Demonstrated competence and qualifications
- Experience with similar projects
- Understanding of project objectives
- Proposed approach and methodology
- Past performance and references

In accordance with RCW 39.80, cost information shall not be submitted or considered during the evaluation.

RPFD intends to select the most highly qualified firm and negotiate a contract at a fair and reasonable price. If negotiations are unsuccessful, RPFD may terminate negotiations and proceed with the next most qualified firm.

Submittal Requirements

- Maximum length: 10 double-sided pages (8.5" × 11", 11-point font), excluding cover and résumés
- Appendices limited to résumés only
- Provide descriptions of three relevant projects completed within the past five years, including references

Submittal Instructions

Statements of Qualifications shall be submitted electronically in PDF format via email to the Point of Contact no later than **5:00 PM on July 30, 2026**.

Late submittals will not be accepted.

All questions must be submitted in writing. Responses and any addenda will be issued in writing and shall become part of the RFQ. Oral responses shall not be binding.

Reservation of Rights

RPFD reserves the right to:

- Reject any or all submittals
- Waive informalities or minor irregularities
- Cancel or reissue this RFQ
- Modify the scope or procurement process at any time

Site Visit

A voluntary site visit will be held on **July 10, 2026, at 9:00 AM** at the Reach Museum. Attendance is not mandatory and shall not be a condition of responsiveness.

Questions and Addenda

Questions must be submitted in writing. Responses and any addenda will be issued in writing and shall become part of the RFQ.