

**MEMORANDUM OF AGREEMENT
BETWEEN
TRI-CITIES VISITOR AND CONVENTION BUREAU
AND
CITIES OF KENNEWICK, PASCO, AND RICHLAND;
PORTS OF BENTON, KENNEWICK, AND PASCO; AND
COUNTIES OF BENTON AND FRANKLIN**

I.

This Memorandum of Agreement is made by and between the Tri-Cities Visitor and Convention Bureau, hereinafter referred to as the "TCVCB" and the City of Kennewick, City of Pasco, City of Richland, Port of Benton, Port of Kennewick, Port of Pasco, County of Benton, and County of Franklin, hereinafter referred to as the "Participating Jurisdictions."

II.

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 creation of a way-finding system for the Rivershore Trail.

III.

The Parties hereby agree to jointly pay for the consultant work necessary to create a way-finding system for the Rivershore Trail and further agree the TCVCB 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). To that end, the TCVCB will be the contracting agency with the consultant.

IV.

The scope of work for the consultant contract shall substantially reflect the scope of work included in Exhibit A attached hereto and incorporated herein by reference. In selecting the preferred consultant and carrying out its duties under this agreement, the TCVCB shall be guided by the collective advice of the participating jurisdictions, as promulgated by TREC.

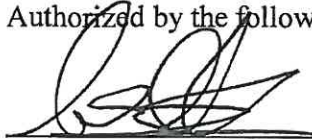
V.

The TCVCB shall invoice participating jurisdictions for consultant services rendered in accordance with the funding allocation as outlined in Exhibit B, attached hereto and incorporated by reference. Payment of consultant work shall not exceed the total set forth in Exhibit B, shall not occur without prior approval by TREC, and shall not include charges other than the consultant contract work unless specifically authorized by TREC. Participating jurisdictions shall remit payment to TCVCB within 30 days of receipt of TCVCB invoice.

VI.

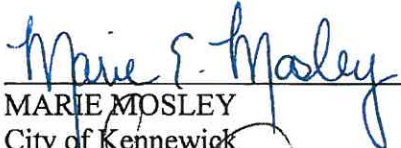
It is the intent of the Parties that all work to be performed via this agreement is to be completed by October 15, 2013. Upon completion of all the work to be performed under this agreement and final payment to the contractor for services rendered this agreement shall expire.

Authorized by the following:



SCOTT KELLER
Port of Benton

4-10-13
Date




MARIE MOSLEY
City of Kennewick

4/9/13
Date

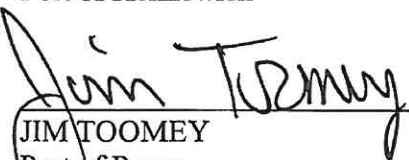
TIM ARNTZEN
Port of Kennewick

Date



GARY CRUTCHFIELD
City of Pasco

4-18-13
Date



JIM TOOMEY
Port of Pasco

4-10-2013
Date



CINDY JOHNSON
City of Richland

4/12/13
Date



SHON SMALL
Benton County

4-9-2013
Date



RICK MILLER
Franklin County

4/12/13
Date



KRIS WATKINS
Tri-Cities Visitor & Convention Bureau

4-18-13
Date



RYAN VERHULP
APPROVED AS TO FORM FOR FRANKLIN COUNTY

4/12/2013
Date

**Tri-Cities Rivershore Enhancement Council
Tri-Cities, Washington
Request for Statement of Qualifications
Rivershore Way-Finding System**

INTRODUCTION:

The Tri-Cities Rivershore Enhancement Council (TREC) is requesting qualifications from firms to conceptually design and provide budget estimates for a cohesive signage and wayfinding system for the 23-mile Sacagawea Heritage Trail which will result in a comprehensive wayfinding hierarchy to help direct trail users to well-marked, direct, safe and convenient walking and bicycle routes to and from the rivershore and trail system. The wayfinding system should encourage people to comfortably and seamlessly explore the rivershore, learn about their surroundings, and establish identity and sense of place for the rivershore.

SCOPE OF SERVICES:

Specifically, the design is expected to reflect, to the extent practicable, the various concepts identified in the Tri-Cities Rivershore Master Plan II and:

- Evaluate the current trail name for “branding” objective and provide alternate names, if appropriate to improve branding effect.
- Create a distinctive, rivershore-wide way-finding system distinct from existing signage and use a combination of elements – signage, interpretive elements, plantings, lighting, art, etc.
- Create signature gateway concepts for destination areas of the trail.
- Define a hierarchy of “primary, secondary and minor” entrances and create a conceptual design (sketch level) and cost estimate for each type of location, including alternate graphics and fabrication standards.
- Create and provide a recognizable common image (logo) for the trail system.

DESIRED QUALIFICATIONS:

- Knowledge and experience in the preparation of landscape plans, signage design, and public art.
- Cost estimating.
- Track record of planning documents that are implemented by clients.
- Experience working in diverse environments from rural to urban.
- Proven track record of customer service and responsiveness to clients in a high contact setting.
- Excellent credit and business references.
- Ability to work with active and involved citizens, boards, commissions, councils and volunteer organizations.

BUDGET:

\$25,000 all-inclusive

SUBMITTAL REQUIREMENTS:

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 participating jurisdictions) and organize the community input session.

Written submittals are due by 5:00 p.m. PDT, April 8, 2013 sent to the attention of:

Kim Shugart, Senior Vice President
Tri-Cities Visitor and Convention Bureau
P.O. Box 2241
Tri-Cities, WA 99302

Ten copies of the Respondent's submittal packet are required; limit 20 pages.

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. TREC has the right to reject any and all proposals at their sole discretion.

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

EXHIBIT B

Each of the following participating jurisdictions has agreed to provide financial support as listed below:

City of Kennewick:	\$5,000
City of Pasco:	\$5,000
City of Richland:	\$5,000
Port of Benton:	\$2,500
Port of Kennewick:.....	\$2,500
Port of Pasco:	\$2,500
Benton County:	\$2,500
Franklin County:	<u>\$2,500</u>
TOTAL	\$27,500

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