

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**August 26, 2019
6:00 P.M.**

**EASTSIDE COMMUNITY CENTER
1721 E 56th St, Tacoma, WA 98404**

**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE
PARK DISTRICT OFFICES UPON REQUEST**

COMMISSIONERS

**AARON POINTER, PRESIDENT
TIM REID, CLERK
ANDREA SMITH
ERIK HANBERG
JESSIE BAINES, JR.**

5:30 P.M. **STUDY SESSION** STATE PARKS UPDATE

6:00 P.M. **CALL TO ORDER**

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

EASTSIDE COMMUNITY CENTER UPDATE- MARINA BECKER

BETTER TOGETHER RECOGNITION- BCRA

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

"Park District meeting sites are accessible to people who require
special accommodations, please contact 305-1091
48 hours prior to the meeting time."



MINUTES

(5-8) MINUTES OF THE AUGUST 12, 2019 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C49-19:** W.W. SEYMOUR BOTANICAL CONSERVATORY RESTROOM ADDITION PROJECT NO. J2017-06 FINAL ACCEPTANCE TO GOOD NEWS GROUP
(Contact: Debbie Terwilleger, Director of Planning & Development)

(11-12) **RESOLUTION NO. C50-19:** REVISING SEPTEMBER 2019 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS
(Contact: President Pointer)

(13-14) **RESOLUTION NO. C51-19:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY
(Contact: Marina Becker, Director of Parks & Recreation)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(15-18) **RESOLUTION NO. P52-19:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. STOKE STRATEGY INC. FOR BRAND DESIGN /RESEARCH IN AN AMOUNT NOT TO EXCEED \$130,000
(Contact: Sandra Eliason, Chief Marketing and Development Officer)
2. COLOR GRAPHICS FOR EMPLOYEE UNIFORMS/PROGRAM SUPPLIES IN AN AMOUNT NOT TO EXCEED \$65,0000
(Marina Becker, Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(19-22) **RESOLUTION NO. PW53-19:** W.W. SEYMOUR BOTANICAL CONSERVATORY REHABILITATION A&E CONTRACT TO SHKS ARCHITECTS
(Contact: Debbie Terwilleger, Director of Planning & Development)

(23-26) **RESOLUTION NO. PW54-19:** TITLOW PARK - TOA SITE DEMOLITION CONTRACT AWARD TO DICKSON COMPANY
(Contact: Debbie Terwilleger, Director of Planning & Development)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

(27-28) **RESOLUTION NO. R55-19:** APPROVING AN AGREEMENT FOR CONSTRUCTION OF PLAY SPACE AT EASTSIDE COMMUNITY CENTER BY THE TRUST FOR PUBLIC LAND
(Contact: Debbie Terwilleger, Director of Planning & Development)

(29-30) **RESOLUTION NO. R56-19:** ACCEPTING AND APPROPRIATING WASHINGTON STATE HISTORICAL SOCIETY HERITAGE CAPITAL GRANT FOR W.W SEYMOUR BOTANICAL CONSERVATORY RESTORATION AND AUTHORIZING APPROVAL OF FINAL PROJECT AGREEMENTS
(Contact: Debbie Terwilleger, Director of Planning & Development)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

EXECUTIVE SESSION REAL ESTATE

ADJOURNMENT

UPCOMING BOARD MEETINGS

August 28, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
September 9, 2019	Regular Park Board Meeting	6:00 PM	People’s Community Center
September 11, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters

* Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
August 12, 2019**

PRESENT: Aaron Pointer, President
Tim Reid, Clerk
Andrea Smith
Erik Hanberg
EXCUSED: Jessie Baines

IN THE CHAIR: Aaron Pointer

PLACE: MPT Headquarters

FLAG SALUTE: Commissioner Reid

STUDY SESSION: QUARTERLY FINANCIAL UPDATE

Erwin Vidallon commented that Q2 finished in the positive with help from great weather in May and June. He noted key take aways for the quarter include ZEED attendance continues to exceed 2019 budget targets to date, Meadow Park rounds exceeding 2019 budget targets to date, sales tax revenue tracking closely to budget, and expenses are being managed within budget.

Graphs illuminating 2019 revenue and expenditures were reviewed by staff. Staff made note that from a General Fund standpoint, the three largest funding sources makes up approximately 93% of the total general fund that includes property taxes, earned revenue and intergovernmental funding. On the expenditure side, salaries & benefits make up approximately 73% of total expenditures, which is in line with budget. Property tax history was then briefly highlighted. Mr. Vidallon commented that property & sales tax earnings are tracking close to projections. Tables showing comparisons of actuals to budget were then reviewed. Within the Strategy & Governance Department the property tax was reported to be just slightly off due to timing of collections. The Business and Innovation Department is showing revenues are down from budget in the area of resource development. Mr. Vidallon stated that significant efforts will continue in that area to make up ground during the remainder of the year. Within Parks and Recreation revenues are down just slightly due to timing of billing to the City of Tacoma for MOUs. Savings in expenditures in this department were due in part to timing of service payments. The District's Planning Department continues to see savings to current vacant positions.

Within the area of ZEED things look favorable as revenue earnings are above budget with sale tax tracking as forecasted. Staff commented that an expenditure standpoint there are savings due to timing of filling existing vacant positions. The Board then reviewed a graph illustrating weathers effect on attendance. It was then noted that at NW Trek memberships are up compared to budget however, paid admission are down slightly.

Mr. Vidallon remarked that at the Point Defiance Marina revenues were unfavorable compared to budget by about 8% as a result of no salmon fishing being allowed in "Area 11" during the month of June, with retail sales, rentals and launch fees being negatively affected. Area 11 is considered to be the area from Commencement Bay to Narrows Bridge to the northern tip of

Vashon Island. However, fishing has since been allowed in Area 11 starting in July, but only open 5-days a week from Saturday – Wednesday, so the Marina should start seeing increase in revenue starting in July. Staff continues to see strong boat and kayak storage at the facility.

Meadow Park Golf Course continues to experience revenues that are trending well above 2018 actuals. Staff commented on the success of the improved driving range, Top Tracer, and adult & youth golf programming. Staff observed the local golf market continues to recover and Meadow Park is also benefitting from recent closures of nearby golf courses.

Within the area of the Districts capital spending, through the end of June, MPT has spent approximately \$4.7 million of the total fiscal year budget. This is an increase of approximately \$3 million compared to 1st quarter total expenses. Through the 2nd quarter, the District continues to transition to more smaller projects as well as re-strategizing the project management approach in order to ensure the District provides the expected level of service for managing projects. It was noted that the District currently has 59 projects that are fully scoped and 17 projects that are in active construction.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Pointer at 6:00p.m.

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT

President Pointer commented favorably on the Kitakyushu Sister City 60th Anniversary event he attended.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Living and Community Wellness Advisory Council

Commissioner Reid commented that the committee took a tour of the Lister Uplands at Swan Creek.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Two summer bashes left: Friday August 16th at Stewart Heights and Friday, August 23rd at STAR Center.
- Browns Point Playfield Public Meeting , Thursday, August 15th at 6pm at the Center at Norpoint

CITIZEN COMMENTS None

MINUTES OF THE JULY 22, 2019 REGULAR BOARD MEETING

Commissioner Hanberg moved to adopt the minutes as amended; seconded by Commissioner Reid and passed on a vote of 5-0.

CONSENT AGENDA

RESOLUTION NO. C47-19: APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2019

Commissioner Hanberg moved adopt the consent agenda as presented; seconded by Commissioner Reid.

Being no additional comments the consent agenda passed on a vote of 5-0.

PURCHASING RESOLUTIONS

RESOLUTION NO. P.48-19: APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. TDI PRODUCTION SERVICES FOR SIX DELTRAIN VISION ELECTRIC TRAMS IN THE AMOUNT OF \$3,331,914
2. RWC INTERNATIONAL, LTD. FOR A 2019 ISUZU TRUCK IN THE AMOUNT OF \$53,713.63

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Reid.

Alan Varsik commented that the Board received information on the proposed tram purchase at their July retreat. He noted that the trams at Trek are 44 years old and need replacing. Mr. Varsik commented that the new trams will provide a safer and enhanced customer experience as well as being more environmentally sustainable as they are electric. Discussion about timing of the delivery of trams relative to the budget ensued. Staff noted that in order to take delivery of the trams there is a need to update the tram stations.

Mr. Varsik stated that the truck being purchased is a replacement for a 2007 flatbed dump truck at Point Defiance Zoo. Staff noted that the state contract is being used for this purchase.

Being no additional comments the consent agenda passed on a vote of 5-0.

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS TITLOW PARK MASTER PLAN UPDATE

Debbie Terwilleger commented that the CIC discussed a draft resolution in July related to demolition of failing structures on the former TOA site at Titlow Park. CIC members suggested discussion with the full board before moving forward.

Ms. Terwilleger stated that the updated master plan for Titlow Park began early 2018. Throughout this time steering committee members and public meetings participants have given

input on the plan. Principles and concepts resulted from all the public input, and 3 variations of a master plan have been developed. Draft illustrations of each were then shown to the Board. Commissioner Hanberg commented that he would like to see Hidden Beach more actively programmed and perhaps include a future rental venue. Commissioner Reid commented that he would like the public to have access to the former TOA site once demo is complete. Commissioner Baines commented that he has concerns about the demo. Staff noted that demolition of the old structures at the TOA will address safety and maintenance issues. Commissioner Hanberg commented that he would like to see additional Board involvement when master planning for regional and signature parks.

BOARD COMMENTS

President Pointer stated that he has been hearing lots of good comments about Dune Park.

ADJOURN:

Being no further business, the meeting was adjourned at 6:50 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Sylvia*
FROM: Debbie Terwilleger, Director of Planning & Development
SUBJECT: **W.W. Seymour Botanical Conservatory Restroom Addition, Project No. J2017-06 Final Acceptance to Good News Group**
DATE: August 21, 2019

EXECUTIVE SUMMARY: This resolution authorizes final acceptance of the W.W. Seymour Botanical Conservatory Restroom Addition to Good News Group.

BACKGROUND: The scope of work for the conservatory restrooms provided the following components:

- A vestibule connection
- Lighting
- Two unisex restrooms
- Storage room and closet
- Potting Patio
- Landscaping
- Irrigation
- New fin tubes/heat

The project was inspected by staff and was completed as specified. Final contract amount was \$681,234.14 with sales tax.

FISCAL IMPACT: The project funding includes the 2014 UTGO Bond Funds.

Funding:	
2014 UTGO Bond Fund –Conservatory	\$ 780,000.00
1% for Art to District Art Fund	\$ (5,000.00)
<u>Liquidated Damages</u>	<u>\$ 103,500.00</u>
Total	\$ 878,500.00

Budget:	
Planning & Design	\$ 185,936.00
Construction (includes tax)	\$ 681,234.00
Other costs	\$ 6,715.00
<u>Contingency (Remaining)</u>	<u>\$ 4,623.00</u>
Total	\$ 878,500.00

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Planning & Development Director at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C49-19

**W.W. SEYMOUR BOTANICAL CONSERVATORY RESTROOM ADDITION
PROJECT NO. J2017-06 FINAL ACCEPTANCE TO GOOD NEWS GROUP**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to W.W. Seymour Botanical Conservatory; and

WHEREAS, at the meeting of July 10, 2017 the Board of Park Commissioners approved the contract with Good New Group; and

WHEREAS, Good News Group has completed the project as specified and inspected by staff;

Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: Acceptance of the W.W. Seymour Botanical Conservatory Restroom Addition J2017-06 Project;

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2019.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

FROM: Aaron Pointer, Board President

SUBJECT: Revising September 2019 Board Meeting Schedule

DATE: August 19, 2019

EXECUTIVE SUMMARY: It is requested that the Board of Park Commissioners revise its meeting schedule for the month of September 2019. It is requested that the September 23rd meeting be cancelled.

BACKGROUND: The Park Board of Commissioners passed resolution RR75-14 that states meetings of the Board of Park Commissioners are to be on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public. The Board is requesting that the September 23rd Regular Board Meeting be cancelled as a majority of the Board will be out of town attending the NRPA annual conference.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact President Pointer at (253) 305-1091.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C50-19

**REVISING SEPTEMBER 2019 MEETING SCHEDULE FOR
THE BOARD OF PARK COMMISSIONERS**

WHEREAS, the Metropolitan Park District of Tacoma's Board of Park Commissioners established its meeting schedule with the adoption of Resolution No. RR75-14; and

WHEREAS, Resolution No. RR75-14 provides the meeting of the Board of Park Commissioners are to be on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public; and

WHEREAS, from time to time the Board of Park Commissioners desires to revise and amend its meeting schedule; and

WHEREAS, a majority of the Board will be out of town attending the NRPA National Conference September 23-27th; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that it hereby revise its meeting schedule by canceling the September 23, 2019 regularly scheduled Board Meeting.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2019.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*
FROM: Marina Becker, Director of Parks & Recreation
SUBJECT: Authorizing Surplus and Disposal of Personal Property
DATE: August 19, 2019

EXECUTIVE SUMMARY: This resolution authorizes the surplus and disposal of personal property no longer in service or required for future operations from the Department of Parks and Recreation.

BACKGROUND: Section V. RCW 35.61.132 authorizes Metro Parks Tacoma to sell, exchange or dispose of any personal property acquired for park purposes when such property is no longer suitable for park or other recreational purposes. The items requested to be surplused are no longer in usable condition or required for operations. Staff routinely evaluates equipment to determine on-going operating and maintenance costs as compared to the cost of replacement. Replacement equipment is evaluated for cost efficiency, environmental standards, and durability. Staff is requesting that the following items be listed as surplus:

DESCRIPTION	SERIAL #	DATE ACQ	MODEL
Chevrolet Silverado (extended cab)	1GCEC19C57Z607887	2007	Extended Cab
Dodge Ram	3B7KC23Z12M245458	2002	Ram 2500 Pick Up

FISCAL IMPACT: Per District policy, 000.003 Disposal of Real Property, Section I, Property may be traded, sold or conveyed when the Board reasonably believes such trade, sale or conveyance is in the best interest of Metro Parks Tacoma.

ADDITIONAL INFORMATION: For additional information, please contact Marina Becker at 253-305-1024.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C51-19

AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

WHEREAS, the Metropolitan Park District of Tacoma wishes to surplus and dispose of personal property which is no longer in service, having been replaced with new units or due to age and condition are no longer required for operations; therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the following real property items be declared surplus:

DESCRIPTION	SERIAL #	DATE ACQ	MODEL
Chevrolet Silverado (extended cab)	1GCEC19C57Z607887	2007	Extended Cab
Dodge Ram	3B7KC23Z12M245458	2002	Ram 2500 Pick Up

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2019.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Marina Becker, Director of Parks and Recreation Department
Sandra Eliason, Chief Marketing and Development Officer

SUBJECT: Purchasing Resolution

DATE: August 20, 2019

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director to enter into the necessary agreements for the purchase and acquisition of the goods and services detailed in Exhibit A to the Resolution and in the supporting information below.
Proposed goods and services for purchase and/or acquisition:

Item No. 1

- **VENDOR** Stoke Strategy Inc.
- **GOODS OR SERVICE** Brand Design/Research
- **PRICE** Not to exceed \$130,000
- **SOURCE OF FUNDING** 2019 Business & Intelligence Budget
- **CONTACT** Sandra Eliason- (253)305-1016

BACKGROUND: The marketing managers from the cross-district marketing and communications team selected Stoke Strategy through a Request for Proposals, completed in January 2019, to assess gaps in brand perception among District audiences; identify opportunities to course correct; and, align the District's master brand and its sub-brands providing a framework to modify and refresh branding efforts in a manner that contributes to understanding of the District as a unified agency. Seventeen firms submitted proposals and staff interviewed four finalists.

Stoke Strategy stood out to each of the team members as the best qualified agency to help establish clear, specific positioning issues & opportunities, and address any misalignments.

The District has struggled to gain a comprehensive understanding among MPT patrons, sponsors, donors, and voters that the vast offerings of programs and services are all provided by MPT. It is also unclear how well these key stakeholders understand the mission and strategic priorities that the agency has adopted. Lack of awareness in both areas can stand as a lost opportunity for the District to attain cross-promotional revenue earnings from patrons, as well as philanthropic, sponsorship and tax support.

This project will illuminate opportunities to strengthen Metro Parks Tacoma's brand through recommendations that guide agency-wide consistencies that help reflect a clear alignment of parks, programs, services, and attractions.

- Identify gaps in brand perception and opportunities to develop a strategic approach to effectively convey our brand in ways that resonate with the public, invites their continued use of our parks, attractions, and programs, and leads to continued support of MPT.
- Provide recommendations for a refresh of the District's master brand aligned with the agency's strategic direction both now and for the foreseeable future, and to enhance public awareness of all District sub-brands.
- Deliver strategies and tactics designed to increase awareness of the association between the District and its programs, services and facilities to be used in development of future marketing, education, and outreach campaigns.
- Evaluate how the various marketing and communications strategies and tools used to promote the District are contributing to the cohesive brand identity for MPT.

The total cost, not to exceed \$130,000, includes both internal and external, qualitative and quantitative research.

FISCAL IMPACT: These expenses are budgeted in the department operating budget.

ADDITIONAL INFORMATION: For additional information, please contact Sandra Eliason, Chief Marketing & Development Officer at 253-305-1016.

Item No. 2

- | | |
|----------------------------|--|
| • VENDOR | Color Graphics |
| • GOODS OR SERVICES | Employee Uniforms/Program Supplies |
| • PRICE | Not to exceed \$65,000.00 including tax |
| • SOURCE OF FUNDING | Parks and Recreation Department Operating Budget |
| • CONTACT | Marina Becker (253)305-1024 |

BACKGROUND: Color Graphics supplies embroidered and screen printed clothing- uniforms for employees, program T-shirts for youth athletics and youth camp T-shirts. When purchasing both uniforms and program shirts we acquire quotes and Color Graphics has regularly offered the lowest price. They are able to offer the products at a reasonable price, and to accommodate the tight deadlines that are sometimes necessary for youth programs.

FISCAL IMPACT: Funding for this purchases comes from the 2019-2020 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Marina Becker, Director of Parks & Recreation at (253) 305-1024.

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P52-19

**AUTHORIZING PURCHASE OF
GOODS AND SERVICES FOR METRO PARKS TACOMA**

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of Purchasing Policy for Metropolitan Parks District of Tacoma; and

WHEREAS, the Board of Park Commissioners through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services detailed below; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter into the necessary agreements to purchase or acquire the following goods and services as detailed in Exhibit A to this resolution.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2019.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P52-19

- **VENDOR** Stoke Strategy Inc.
 - **GOODS OR SERVICE** Brand Design/Research
 - **PRICE** Not to exceed \$130,000
 - **SOURCE OF FUNDING** 2019 Business & Intelligence Budget
 - **CONTACT** Sandra Eliason- (253)305-1016

 - **VENDOR** Color Graphics
 - **GOODS OR SERVICE** Employee Uniforms/Program Supplies
 - **PRICE** Not to exceed \$65,000.00 including tax
 - **SOURCE OF FUNDING** 2019 Parks and Recreation Department Operating Budget
 - **CONTACT** Marina Becker- (253)305-1024
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MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **W.W. Seymour Botanical Conservatory Rehabilitation
A&E Contract to SHKS Architects**

DATE: August 20, 2019

EXECUTIVE SUMMARY: This resolution authorizes a Contract with SHKS Architects to provide construction plans, permits and construction administration for the W.W. Seymour Botanical Conservatory Rehabilitation (State Heritage Grant Improvements) in the amount of \$230,155.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, August 14, 2019 and was accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: Since its opening in 1908 in Wright Park, the conservatory has been a well-loved botanical conservatory and a cultural jewel for the people of Tacoma. The conservatory continues to play an important role in present day and to this end has been listed on the National, State, and City Register of Historic Places since 1976. The conservatory has been cherished and enjoyed by many since its construction and it has long held an esteemed place in the hearts of the people in the community.

The 2005 adopted Master Plan for Wright Park included the proposed 2004 Master Plan for an expansion of the Conservatory. In May 2015, a formal request for qualifications was advertised for architectural and engineering services. SHKS has provided design services for the expansion of the conservatory through design development with a phased plan. In 2018 a construction phase added two restrooms and storage area. The current scope of work address the next phase of work to rehabilitate the existing conservatory and recreate three facades that once stood at the entrances. A State Heritage Grant has been procured to supplement MPT 2014 UTGO Bonds for this rehabilitation. Under this contract SHKS will provide construction documents, permitting and construction administration for this project.

Staff has reviewed the proposal to continue design services for the W.W Seymour Botanical Conservatory, and recommends the Board approve a Contract with SHKS Architects in the amount of \$230,155 for construction documents, permitting, Landmarks review, bidding, and construction administration.

FISCAL IMPACT: A scope of services has been negotiated with SHKS Architects in the amount of \$230,155.

Funding:

2014 UTGO Bond Fund –Conservatory	\$ 1,620,000.00
1% For Art To District Art Fund	\$ (15,980.00)
State Heritage Grant	\$ 749,810.00
Total	\$ 2,353,830.00

Budget:

Planning & Design	\$ 278,154.00
Construction (includes tax)	\$ 1,760,996.00
Other costs	\$ 66,000.00
Contingency	\$ 280,640.00
Total	\$ 2,353,830.00

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning & Development, at 305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW53-19

**W.W. SEYMOUR BOTANICAL CONSERVATORY REHABILITATION
A&E CONTRACT TO SHKS ARCHITECTS**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to W.W Seymour Botanical Conservatory; and

WHEREAS, SHKS Architects was selected for architecture and engineering services for the W.W. Seymour Botanical Conservatory Rehabilitation project; and

WHEREAS, after being successful with receiving the State Heritage Grant, contract to SHKS in the amount of \$230,155. Staff has developed a scope of service with SHKS Architects to provide construction documents, permitting, landmarks review, bidding and construction administration for the W.W. Seymour Botanical Conservatory Rehabilitation project; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond Fund and the State Heritage Grant; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: the Executive Director is authorized to execute SHKS Architects' Contract for W.W. Seymour Botanical Conservatory Rehabilitation in the amount of \$230,155.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2019.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: TOA Site Demolition
Contract Award to Dickson Company**

DATE: August 12, 2019

EXECUTIVE SUMMARY: This resolution authorizes contract award for Dickson Company to provide site demolition work at the former Tacoma Outboard Association site in the amount of \$495,955.10.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, July 31, 2019 and was forwarded on to the full Board with no recommendation, pending further discussion with the full Board. The project was further discussed by the full Board under “New Business” at the Park Board meeting held on August 12, 2019, with a recommendation that the resolution should be brought forward for consideration.

BACKGROUND: In early 2017, the existing Tacoma Outboard Association (TOA) site became vacant as Metro Parks did not renew the longstanding land lease with TOA. While MPT is underway on a Master Plan update to incorporate the former TOA in future park development, an immediate need has arisen to address the deterioration of the existing TOA buildings and site features.

This project consists of site preparation work for TOA Demolition and Site Stabilization, including the following:

1. Site Preparation: Work to include site preparation for the demolition and stabilization of the former Tacoma Outboard Association leasehold and surrounding areas identified on the contract documents, including temporary erosion and sediment control, site clearing, earthwork, access road and bridge protections, staging area, contaminated soil remediation and chain link perimeter fence.
2. Site Utilities and Signage: Work to include UST decommissioning for petroleum and septic uses, water, sewer, and electrical utility connections, capping and removal; work of storm water system, placement of light beacon and the placement of signage.
3. Demolition: Work to include demolition and removal of above grade structures. Restoration of any areas affected during demolition; stabilization and preparation of remaining slab to grind, cut and/or remove metal appurtenances or other hazards.

4. Stabilization: Work to include the stabilization of remaining soils and ground and hard surfaces, the filling of potholes, removal of metal protrusions from existing retaining walls, and replacement of steps in kind.
5. This bid included an Alternate Bid Item for the removal of an obsolete cinder block restroom facility.

A formal bid was issued for this work and three (3) bid proposals were received; all were considered responsive. After reviewing the project's budget, assessing the cost differential between the low bids with and without including the Alternate Bid Item, considering the Master Plan, and reviewing with the Capital Projects Group on 7/19/2019, the low bidder that included the Alternate Bid Item was selected.

Dickson Company is a Tacoma, Washington based company that was established in 1937. They provide demolition, hazardous material abatement, and civil construction services. Their construction portfolio includes a number of large civil projects in the Puget Sound region, including a number of projects in the public sector.

FISCAL IMPACT: A construction contract in the amount of \$495,955.10 will be requested. The funds allocated to this project in the amount of \$660,000.00 are from the 2014 UTGO Park Bond Regional Parks & Attractions, Waterfront Parks & Facilities, Titlow Park.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning and Development at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW54-19

**TITLOW PARK - TOA SITE DEMOLITION CONTRACT AWARD TO
DICKSON COMPANY**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to renovate Titlow Park; and

WHEREAS, Dickson Company was selected to provide demolition services from the lowest bidder (when including an Alternate Bid Schedule) of (3) Bid Proposals received in response to Metro Parks formal bid process (J2019-08); and

WHEREAS, a construction contract will be entered into with Dickson Company for proposed demolition services; and

WHEREAS, funds for the project are provided by 2014 UTGO Regional Parks & Attractions, Waterfront Parks & Facilities, Titlow Park; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract for demolition services to Dickson Company in the amount of \$495,955.10.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2019.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

A handwritten signature in cursive script that reads "Shon Sylvia".

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: First Creek Community Space
Approving an Agreement for Construction of a Community Play Space by The Trust for Public Land**

DATE: August 20, 2019

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director to enter into an agreement for the installation of play equipment, pathways, site furniture and landscaping estimated at \$200,000.00 at First Creek (Eastside Community Center) by The Trust for Public Land (TPL) as a donation to Metro Parks Tacoma.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, August 14, 2019 and was accepted for forwarding on to the full Board with a recommendation of approval.

BACKGROUND: The Trust for Public Land is a national nonprofit organization that partners with community organizations and individuals for the purpose of planning and creating parks and open spaces that contribute to healthy, livable communities. TPL, using a grant from Kaiser Permanente, has been working with communities to facilitate and construct selected park amenities. The MPT/TPS First Creek Community Space was chosen as a site featuring a health-focused playground to complement the new community center.

This property is owned by TPS and is leased to MPT within the footprint of the Eastside Community Center. TPS has also been involved in the design process through TPL.

TPL has worked with MPT staff to lead a Participatory Design Process involving multiple community events for input and feedback to meet the neighborhood's desires. This project includes community outreach, design, procurement, installation/construction and construction administration from TPL. The project will provide play equipment, pathways, site furniture and landscaping valued at \$200,000.00.

The agreement between MPT and TPL will outline the parties' respective roles and responsibilities for the project. MPT will have full ownership and maintenance once a Letter of Acceptance from MPT is agreed and signed.

FISCAL IMPACT: The Trust for Public Land will be providing all the related design and construction services for this project. The total estimated value of this improvement is \$200,000.00 from a grant by Kaiser Permanente to the Trust for Public Land.

ADDITIONAL INFORMATION: For additional information, please contact Planning & Development Director Debbie Terwilleger at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R55-19

**APPROVING AN AGREEMENT FOR CONSTRUCTION OF PLAY SPACE AT
EASTSIDE COMMUNITY CENTER BY THE TRUST FOR PUBLIC LAND**

WHEREAS, Metro Parks Tacoma is leasing property in connection with Eastside Community Center from Tacoma Public Schools at First Creek Middle School; and

WHEREAS, The Trust for Public Land would like to make improvements to First Creek Community Space with a grant of \$200,000; and

WHEREAS, an Agreement will be entered into between Metro Parks Tacoma and The Trust for Public Land to install play equipment, pathways, site furniture and landscaping that will provide added health and play for the community; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: the Executive Director is authorized to enter into an agreement with The Trust for Public Land to construct a community play space at First Creek.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2019.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: W.W Seymour Botanical Conservatory Restoration
Accepting and Appropriating of Washington State Historical Society Heritage
Capital Grant**

DATE: August 20, 2019

EXECUTIVE SUMMARY: This resolution will accept and appropriate a grant for W.W. Seymour Botanical Conservatory Restoration from the Washington State Historical Society, and will authorize the Executive Director to enter into a project agreement for the grant award.

BACKGROUND: One of the objectives of Metro Parks' bond implementation program is to leverage existing capital funds for the implementation of capital improvements for parks and facilities. Over the past several years the District has been successful in receiving numerous private and government grants, private donations and awards of additional monies to be applied toward the capital improvement program. On May 14, 2018, per Board Resolution # R50-18 Authorizing Application submittal, the Executive Director was approved to make formal application to the Washington State Historical Society for funding assistance:

W.W. Seymour Botanical Conservatory Restoration
\$749,810 #21-01 Washington State Historical Society Heritage Capital Grant (\$1,500,000 Bond Match)

Description: The Master Plan outlines restoration priorities of the Seymour Conservatory based on the Secretary of the Interior's Standards for the treatment of historic properties. The condition assessment that was conducted identified priority repair items, including restoration of the historic facades.

FISCAL IMPACT: Matching funds in the amount of \$1,500,000 for the W.W. Seymour Botanical Conservatory Restoration, as required for the grant eligibility, are being provided through the UTGO 2014 Park Improvement Bond.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning and Development at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R56-19

**ACCEPTING AND APPROPRIATING
WASHINGTON STATE HISTORICAL SOCIETY HERITAGE CAPITAL GRANT FOR
W.W. SEYMOUR BOTANICAL CONSERVATORY RESTORATION
AND AUTHORIZING APPROVAL OF FINAL PROJECT AGREEMENTS**

WHEREAS, the Metro Parks Tacoma has developed a Capital Improvement Plan for the improvement of parks and facilities throughout the District; and

WHEREAS, Metro Parks Tacoma has been awarded this grant through the Washington State Historical Society for \$749,810; and

WHEREAS, it is the desire of Metro Parks Tacoma to leverage existing capital funds for the implementation of capital improvements to its parks and facilities; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and appropriate the Washington State Historical Society Capital Heritage Grant for the W.W. Seymour Botanical Conservatory Restoration; and now, be it further

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma authorize the Executive Director to enter into a project agreement with the Washington State Historical Society.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2019,

President

ATTEST:

Secretary

Clerk