

Proposed Agenda & Meeting Materials
May 13, 2020 - 5:00 PM
Capital Improvement Committee Meeting (CIC)
Telephonic Meeting



ATTENTION:

Protecting the public, our partners, and our staff are of the utmost importance.

Due to recent health concerns with the novel coronavirus and in compliance with the Governor's Executive Order 20-28 (amending 20-05, 20-28 & 20-28.1), this meeting will be held remotely.

The public is encouraged to participate via telephone.

You can listen to the Capital Improvement Committee Meeting (CIC) online by following the instructions below: (either by online link or by phone)

Topic: Metro Parks Tacoma Capital Improvement Committee (CIC) Meeting

Time: May 13, 2020 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting Online by clicking the link below:

<https://zoom.us/j/91329683803?pwd=MkZhY3Q2OGFVcDI5Yi9JU05CYUpEZz09>

Or Dial:	(253) 215-8782
Enter Meeting ID:	913 2968 3803
Password:	413792
Participant ID:	No ID needed, just press #

Order of Presentation: In general, each agenda item will include a short staff presentation, followed by board discussion. Public Comment is not taken at this committee meeting.



**BOARD OF PARK COMMISSIONERS
CAPITAL IMPROVEMENT COMMITTEE
AGENDA**

**May 13, 2020
5:00 PM**

MINUTES FROM APRIL 15, 2020 – *Already approved remotely April 16, 2020*

PROJECT STATUS REPORT

DISCUSSION ITEMS

ACTION ITEMS

- **Northwest Trek New Tram Loading Station - Weddermann Architecture,
Contract Amendment No.1**

FUTURE AGENDA TOPICS

ADJOURNMENT



**BOARD OF PARK COMMISSIONERS
CAPITAL IMPROVEMENT COMMITTEE
(VIRTUAL MEETING)**

**April 15, 2020
5:00 PM
MINUTES**

Attendees: Commissioner Baines, Commissioner Pointer
Staff Support: **Debbie Terwilleger**, Director; **Marty Stump**, Deputy Director - Planning & Development Department; **Roger Stanton**, Capital Program Manager – Regional Parks and ZEED; **Kristi Evans**, Capital Program Manager – Community & Neighborhood Parks; **Mary Kay Henley**, Planning Administration

This meeting was held virtually. Instructions on how to join the ZOOM meeting were emailed to Metro Park's commissioners and also posted on Metro Park's website for any public interest.

Acceptance of Minutes: Minutes from the March 25, 2020 meeting were approved as written.

Project Status

- Marty reported due to the COVID19 crisis, adjustments are needing to be made to our capital project work plan. A detailed update will be presented at the next Board meeting during a special study session. Projects are currently being reviewed through a number of filters, with some projects less of a priority and some needing to move forward.
- Commissioner Baines asked if Metro Parks has a maintenance policy that spells out a timeframe on how quickly repairs are made by the district.
 - Debbie reported procedures are in place, highlighting scheduled playground inspections and broken items receiving high priority. . However, because of staff reductions due to COVID 19, these priorities are being reviewed and may be updated.
 - Commissioner Baines asked specifically about the two broken swing seats at Wapato Hills Park. Marty will share this concern with Parks, check on policy and best practices and report back at a future meeting.
- Commissioner Baines asked if we have any construction projects moving forward during this COVID19 crisis.
 - Marty reported not many projects were in the construction phase (Approximately 10 projects). Of these projects, 5 – 6 made sense to continue including: Meadow Park's clubhouse foundation work; project closeout continuation (Point Defiance Park's Waterfront Phase 1, PDZA Aquarium, Eastside Community Center) and Norpoint Community Center's re-roofing. It was noted that PDZA postponed a few projects, however none jeopardize animal welfare.

- Debbie noted all continuing projects will comply with social distancing and safety practices. She added we are analyzing the 15 -16 projects in the design/bidding phase during 2020 and will discuss them further at the upcoming study session.
- Commissioner Baines asked how the Point Defiance Park signage resolution is moving forward under current conditions. For a number of reasons Debbie explained; bids were opened at the beginning of this crisis, necessary direction signs are included; and fabrication will take place at the vendor's location, installation not happening until 4th quarter 2020.
- Commissioner Baines asked the status of the new trams at NW Trek and will construction happen soon? It was reported we are in the design phase right now and construction can't take place with current social distancing rules enacted by the Governor. We will continue with the design/permitting phase so we are ready to move forward with the project when these restrictions are lifted,

Purchasing Resolution for Swan Creek Street Vacation No. 124.1406

- This resolution allows Metro Parks to enter into an agreement with the City of Tacoma for the purchase and acquisition of land in the right of way at Swan Creek Park in the amount not to exceed \$81,157.73. If approved, it will vacate all those publicly dedicated rights of way within the Swan Creek Park boundaries, lying between East 48th Street and the northern margin of East 52nd Street. The purchase of these parcels within the park will allow Metro Park's authority and give us the ability to maintain.
- It was explained that the streets within Swan Creek Park were never officially changed or vacated. Kristi added Metro Parks chose to vacate because it allows Metro Parks more control. If not vacated, Metro Parks could be bound by City of Tacoma's regulations.
- Commissioner Baines asked if we have done this in the past. Kristi said most likely yes, but not within a park. She added there will be a second round of street vacation coming related to this project, a smaller area at the entry of the park.
- Debbie explained that the City of Tacoma has their own regulations they have to abide by. The best solution would be to remove the layer of requirement and convert to real property owned to Metro Parks without the expense of formal vacation. She added we are checking with City Of Tacoma to see if the vacation fee can be waved.
- Kristi concluded that other right of ways within Swan Creek Park will remain because they were deemed not necessary to change at this time.
- This item was accepted for moving forward to the full Board with a recommendation of approval at April 27th board meeting.

2020 Heritage Grant Authorizing Resolution- Fort Nisqually Phase II Building Improvements

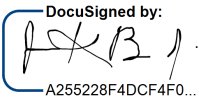
- As background, the Washington State Historical Society (WSHS) has announced that they are accepting Heritage Capital Project (HCP) grant applications now for the 2020 funding cycle. Metro Parks has prepared an application for Fort Nisqually Phase II Building Improvements that is consistent with the criteria as established by the WSHS and supports the District's Capital Improvement Program (CIP). As part of the application process WSHS requires that the submitting agency pass an authorizing resolution as a commitment to the funding request. This resolution would fulfill this requirement.

- Roger explained assessment work at Fort Nisqually targeted three areas needing attention; a new clerk's house building and retrofitting the sales shop and kitchen.
- Commissioner Pointer asked if this will eliminate the existing community garden. It was reported no, the project will not grow to extend into the public space or displace other public uses. Roger noted the building square footage will increase because of better use of footprint area and expansion into areas not used by the general public.
- It was explained the grant application is due April 23rd and as part of the application process, commissioners need to be aware of the application and agree that the facility will continue to serve a public use for the prescribed timeframe.
- Project design drawings will be presented at future meetings.
- Marty concluded that we still need to confirm means and methods of communicating CIC (and ultimately full Park Board) approval through the grant application process.
- Debbie noted that RCO grants have similar requirements, however we haven't decided if we are moving forward with those other grant applications.
- This item was accepted for moving forward to the full Board with a recommendation of approval at April 27th board meeting.

Additional Discussion Items

- Commissioner Pointer asked if the Portland Avenue Park project will continue during the COVID19 crisis. He added he is in favor of demolishing the building and updating existing playground and picnic areas. Debbie reported pre-COVID 19 plans included demolition of existing wading pool and restroom and a more robust community outreach effort to drive a site master plan. Post COVID19 - the overall park planning project is on hold, with further conversations happening with Parks regarding priorities.
- Commission Point concluded he is excited to get parks open again, but when they do open it will be a new era. He added he is hopeful there will be a COVID 19 vaccine soon.

Meeting Adjourned

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MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Northwest Trek New Tram Loading Station**
Weddermann Architecture, PLLC Contract Amendment No.1

DATE: May 20, 2020

EXECUTIVE SUMMARY: This resolution authorizes contract Amendment No. 1 to Weddermann Architecture, PLLC for the Northwest Trek New Tram Loading Station in the amount of \$160,455.00, bringing the contract total to an amount not to exceed \$189,305.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:

BACKGROUND INFORMATION AND GENERAL DISCUSSION: Northwest Trek opened in 1975 and has been dedicated to displaying native Northwest wildlife in a natural setting and putting forth conservation messages to our visitors. The signature experience in the Park is a narrated tram tour through the free roaming area, where elk, moose, bison and mountain goats roam a 435-acre compound. The trams purchased when the Park opened have aged, and are reaching the ends of their service life. In keeping with our conservation messaging and to provide a quieter experience, we are switching to an electric tram fleet.

To accommodate the new vehicles, we will need to upgrade both the visitor loading and unloading areas and the mechanical serving area. This will necessitate improvements to the electrical utilities in the maintenance area, building a dedicated mechanic shop to service the new type of vehicles, and retrofitting the existing tram barn so that new vehicles can be charged. In the visitor loading area, we seek to site the best tram station location, optimize traffic flow, increase visitor comfort and safety, and maintain a natural setting, which sets the tone for the seminal experience.

The RFQ was advertised in August 23, 2019. Based on the interview and submittal review, we selected to move forward with contracting with Weddermann Architecture, PLLC. Weddermann Architecture, PLLC is a Tacoma-based registered OMWBE company and was selected based upon the team's experience. The original scope of services for Weddermann Architecture PLLC was for conceptual design and a feasibility study for the new tram station.

With the completion and approval of the conceptual design and feasibility study we are now ready to move into the next and final tasks of work to include schematic design through project closeout. Staff is requesting approval for Amendment No. 1 for Weddermann Architecture, PLLC in the amount of \$160,455.00; for a total contract amount not to exceed \$189,305.00.

FISCAL IMPACT: The total amount of project funds that have been allocated to the New Tram Loading Station project from the Metro Parks Tacoma 2014 UTGO Bond is \$624,344.69.

2014 UTGO Bond, Regional Parks & Attractions	\$624,344.69
1% for Art	-\$3,121.84
Total	\$621,222.85

Project Budget:

Construction	\$336,846.56
Planning & Design	\$195,548.69
Contingency	\$46,827.60
Other Cost	\$32,000.00
In-House Support Services	\$10,000.00
Total	\$621,222.85

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. XXX-XX
NORTHWEST TREK NEW TRAM LOADING STATION CONTRACT AMENDMENT
NO. 1 FOR WEDDERMANN ARCHITECTURE, PLLC**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with design services with Weddermann Architecture, PLLC for the New Tram Loading Station; and

WHEREAS, Weddermann Architecture, PLLC was selected based on their response to RFQ J2019-19 New Tram Loading Station and Maintenance; and

WHEREAS, Weddermann Architecture, PLLC, has been asked, by Metro Parks Tacoma, to continue with design services for the new tram loading station; and

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

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve Amendment No. 1 for Weddermann Architecture, PLLC for an amount not to exceed \$160,455.00 for a total contract amount not to exceed \$189,305.00;

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2020.

ATTEST:

President

Secretary

Clerk