

Proposed Agenda & Meeting Materials
December 16, 2020 - 5:00 PM
Capital Improvement Committee Meeting (CIC)
Remote 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 20-28.2 (amending 20-05, 20-28, 20-28.1 , 20-28.2, 20-28.3, 20-28.4, 20-28.7 , 20-28.8, 20-28.9, 20-28.10), this meeting will be held remotely.

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)**

Time: **December 16, 2020 5:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting Online by clicking the link below:

<https://zoom.us/j/95041531173?pwd=ZUsvRmRLOUpNTWdZdGFxM085Zz09>

Or Dial:	(253) 215-8782
Enter Meeting ID:	950 4153 1173
Password:	039699
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**

**December 16, 2020
5:00 PM**

MINUTES FROM November 24, 2020 Special Session

PROJECT STATUS REPORT

DISCUSSION ITEMS

- NW Trek Tram Station Design Review

ACTION ITEMS

- Contract Award for Owen Beach Park Improvements
- Conversion of Street Right of Way into Real Property at Swan Creek Park
- MPT Headquarters Facility Improvements Pioneer Human Services -
Change Order No. 4

FUTURE AGENDA TOPICS

ADJOURNMENT



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

**November 24, 2020
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Baines (absent)
Staff Support: **Marty Stump**, Planning Deputy Director - Planning & Development Department; **Kristi Evans**, Capital Program Manager – Community & Neighborhood Parks; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the October 27, 2020 meeting were approved as written.

Project Status

N/A

Discussion Items

N/A

Action Items

Owen Beach Park Improvements, Accepting and Appropriating \$1,050,000 from Tacoma Public Schools

- Marty reported this resolution accepts and appropriates \$1,050,000 from the Tacoma Public Schools (TPS) 2020 Bond Program for the Owen Beach Park Improvements (Pavilion) Construction and authorizes Metro Parks to enter into an agreement with TPS for this funding.
- These funds will provide for the completion of a fully enclosed, multi-use pavilion building, a structure that would otherwise be limited to an open air picnic shelter if funding limited to that provided by MPT's current budget.
- Marty explained that as the project moved into the design phase, both Metro Parks and TPS saw the benefits of an enclosed building. It was also reported that TPS had earmarked \$5M for improvements to the Science and Math Institute (SAMI) program at Point Defiance Park. In addition to Owen Beach, TPS has also shown interested in a possible marine lab at the Point Defiance's Marina Boathouse, along with improvements at the current SAMI portable location.
- Kristi reported this project is currently out for bid, with opening set for December 11th. Along with the new enclosed pavilion building, this project includes a new restroom building, renovated kayak rental bath house and picnic shelter, outdoor plaza space, ADA walkways,

improved beach accessibility and non-motorized craft launch, children's play area, parking improvements with drop off zone, and new landscaping.

- Marty showed design renderings of the project, noting the new restroom and pavilion building locations. He added that food service will be relocated from the old building to the new pavilion building. Owen Beach parking will be closed during construction, however people will be able to walk down to the beach. There will also be a modest reduction in revenue due to picnic reservations on hold during construction.
- Commissioner Pointer like the pavilion building design, noting that when SAMI isn't in session, it can be used by the public for special occasions.
- Commissioner Pointer asked when the project will start. Kristi reported if approved by the Board at their first meeting in January 2020, the project could get started the first of February. She added this is a year-long project.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Rejection of Bids for W.W. Seymour Botanical Conservatory Rehabilitation, Bid J2020-13

- This resolution rejects the bids received for the W.W. Seymour Botanical Conservatory Rehabilitation project. Kristi explained two responsive bids were received. Metro Parks was surprised that both were substantially over the architects estimated budget, noting the lowest base bid exceeded the project budget by over \$902,580.
- Commissioner Pointer asked why the bids were so high. Kristi reported talking to both bidders and couldn't pinpoint just one item. However, they did mention COVID19's impact on procurement of necessary sealant and staffing limitations while work in a small building.
- Kristi explained because this project includes a Heritage Grant, we had to inform them of this rejection and ultimate project delay. They agreed to let us repackage the project, removing some of the items to reduce costs.
- The project will be re-bid early next year. It will include all the critical elements, however to reduce costs the building façade will not be included. This work can be done in the future.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Meeting Adjourned



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Business Administration and Planning

SUBJECT: Contract Award to [REDACTED] for Owen Beach Park Improvements J2020-15

DATE: 12/16/2020

EXECUTIVE SUMMARY: This resolution authorizes the contract award to [REDACTED] for Owen Beach Park Improvements in the amount not to exceed \$[REDACTED], including Washington State Sales Tax.

BACKGROUND:

The bid opening was held on December 11, 2020. # bids were received and all # were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. [REDACTED] submitted low Base Bid in the amount of \$[REDACTED].00 (not including WSST). Reference checks by staff have confirmed that [REDACTED] is a responsible contractor and performs quality work.

Staff is recommending award of the Base Bid for a total amount of \$[REDACTED] (including Washington State Sales Tax).

Owen Beach has historically been a popular destination for public enjoyment. It provides one of the few places within Pt. Defiance Park for direct contact with Puget Sound waters in a natural beach environment. This degree of accessibility also benefits SAMI students. Collaboration in the planning phases has resulted in the design of a pavilion building that will serve both general public and student needs. The 2,025 s.f. building provides enclosed conditioned space that has the dual benefit of providing a sheltered classroom environment during inclement weather, and the supplemental benefit of roll up doors for open air circulation.

The overall site development for this area is driven by the need to replace aging infrastructure to meet expanded program need and for climate resilience (accounting for future sea level rise). This project provides a unique opportunity to provide a landmark facility for both public use and for the experiential learning opportunities for SAMI students.

Below is the overall project scope:

- New Pavilion Building (classroom/picnic shelter, concessions, restroom, storage)
- New 4-Unit Public Restroom Building (with removal of obsolete restroom building)

- Renovated bath house for kayak rental use
- Outdoor plaza spaces
- ADA compliant connecting walks
- Renovated picnic shelter (existing)
- Hand launch for non-motorized craft and improvements for beach accessibility
- Small beach-themed children’s play area
- Parking development with drop-off zone
- Landscaping
- New utilities: power, sewer, storm, water, communications

Work under this contract will consist of Clearing and grading in select areas, demolition of surfacing, site features, 1 building, and selective demolition at (2) buildings, beach debris removal and restoration in selected areas, site preparation, utility upgrades including underground boring, sewer, water, storm. and electrical improvements, construction of (2) new buildings and renovation of (2) existing buildings, construction of bulkheads, ramps, stairs and paving, installation of furnishings, irrigation, plants and other landscape features.

The ‘Other Costs’ budget line accounts for project expenses such as printing, bidding, advertising, equipment, commissioning, inspections, & permits.

The construction of this phase of work is anticipated to take 365 calendar days to complete after issuance of a Notice to Proceed. Kristi Evans will be project manager for this project.

FISCAL IMPACT: The funds for this project are from donations by 2014 UTGO Bond Funds, Recreation and Conservation Office Grant (RCO) and Tacoma Public Schools.

FUNDING

RCO	\$	2,250,000
2014 Bond	\$	3,082,206
Art Fund	\$	(43,000)
<u>TPS</u>	<u>\$</u>	<u>1,050,000</u>
	\$	6,339,206

PROJECT BUDGET

Planning and Design	\$	1,156,237.00
Construction (includes tax)		
Other Project Costs	\$	66,000.00
<u>Contingency</u>		

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Business Administration and Planning at (253) 305-1086 or debbiet@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PWXX-XX

**OWEN BEACH PARK IMPROVEMENTS BID#: J2020-15
CONTRACT AWARD TO XXXXX SERVICES**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to Owen Beach in Point Defiance Park; and;

WHEREAS, funds for the project consist of 2014 UTGO Bond Funds, Recreation and Conservation Grant (RCO) and Tacoma Public Schools); and

WHEREAS; # bids (Bid#: J2020-15) were received with # being considered responsive; and

WHEREAS, the low Base Bid was submitted by XXXX, in the amount of \$XXXX.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of XXXXXX and find them to be responsible; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award and execute the contract with XXXXXX, in the amount of \$XXXX (including WSST.)

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____2021.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Business Administration and Planning

**SUBJECT: Conversion of Street Right of Way into Real Property at Swan Creek Park
NO. 124.1412**

DATE: December 16, 2020

EXECUTIVE SUMMARY: The attached resolution seeks Board approval to enable the Executive Director or designee to enter into the necessary agreements providing for the conversion of remnant street rights of way into real property, within the boundaries of Swan Creek Park, where the design of Phase II improvements is currently underway. The conversion process is dictated by RCW 35.79.030 and Tacoma Municipal Code 9.22. In addition staff requests that the Board of Park Commissioners authorize the purchase of the land from City of Tacoma for \$2,590.80.

CAPITAL IMPROVEMENT COMMITTEE:

BACKGROUND: As part of grant-funded improvements at Swan Creek Park currently in the design process, Metro Parks Tacoma has chosen to request vacation of approximately 54 linear feet square feet of publicly dedicated right of way within the Swan Creek Park boundaries, this dead-end segment of East “T” Street, also referenced as East “R” Street and formerly known as Dayton Street, lying southerly of the existing driveway to Lister Elementary School. This property will be incorporated into the Park private entrance. The conversion of street right of way into real property will put the subject area entirely within Metro Park’s authority/ownership, which will facilitate the construction of parks improvements. City of Tacoma has specific permit requirements for applicants who build within the public right of way. In this case, the rights of way are inactive and the imposition of such requirements would not be the best use of public funds.

RCW 35.79.030 and Tacoma Municipal Code 9.22.090 requires a payment for right of way vacation, and action by the Tacoma City Council. The cost was derived from an appraisal conducted evaluating four other parks properties, averaging \$.19 SF. The right of way vacation proposed under this resolution includes approximately 54 linear feet. Staff requests that the Board of Park Commissioners authorize the purchase of land from City of Tacoma, at a cost of \$2,590.80.

FISCAL IMPACT: Funds for the purchase of the parcel will come from the 2014 Bond Program under land Acquisitions.

ADDITIONAL INFORMATION: For additional information, contact Debbie Terwilleger, Director of Business Administration and Planning at 253.305.1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R

**APPROVING CONVERSION FOR STREET RIGHT OF WAY INTO
REAL PROPERTY AT SWAN CREEK PARK, NO. 124.1412**

WHEREAS, As part of grant-funded improvements at Swan Creek Park currently in the design process, Metro Parks Tacoma has chosen to request vacation of approximately 54 linear feet of publicly dedicated right of way within the Swan Creek Park boundaries, this dead-end segment of East “T” Street, also referenced as East “R” Street and formerly known as Dayton Street, lying southerly of the existing driveway to Lister Elementary School; and

WHEREAS, The conversion of street right of way into real property will put the subject area entirely within Metro Park’s authority/ownership, which will facilitate the construction and management of parks improvements; and

WHEREAS, The City of Tacoma has specific permit requirements for applicants who build within the public right of way; and

WHEREAS RCW 35.79.030 and Tacoma Municipal Code 9.22.090 requires a payment for right of way vacation, and action by the Tacoma City Council; and

WHEREAS the cost was derived from an appraisal conducted evaluating four other parks properties, averaging \$.19 SF; and

WHEREAS, the right of way vacation proposed under this resolution includes approximately 54 linear feet; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District Tacoma that \$2,590.80 is appropriated for the street vacation and that the Executive Director or designee is authorized to enter into the necessary agreements providing for the conversion of remnant street rights of way into real property

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk



Metropolitan Park District of Tacoma

STREET VACATION NO. 124.1412

East "T" Street entrance to Tacoma's Swan Creek Park

SE ¼ of the SE ¼ SEC. 15, T20N, R03E

NOT TO SCALE

Ex C-2



Metropolitan Park District of Tacoma

STREET VACATION NO. 124.1412

East "T" Street entrance to Tacoma's Swan Creek Park

SE ¼ of the SE ¼ SEC. 15, T20N, R03E

NOT TO SCALE

Ex C-3



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwillegger, Director of Business, Administration & Planning

SUBJECT: MPT Headquarters Facility Improvements Pioneer Human Services Change Order No. 4

DATE: 12/08/2020

EXECUTIVE SUMMARY: This resolution authorizes the contract Change Order No. 4 to Pioneer Human Services for MPT Headquarters Facility Improvements in the amount not to exceed \$29,429.65, including Washington State Sales Tax.

BACKGROUND:

The bid opening was held on August, 12, 2020. Eight (8) bids were received and all eight (8) were considered responsive.

Pioneer Human Services submitted low Base Bid in the amount of \$325,090.00 (not including WSST). Reference checks by staff have confirmed that Pioneer Human Services is a responsible contractor and performs quality work.

The contract was approved by the Board of Park Commissioners on August 24, 2020, Resolution #: PW37-20 in the amount of \$ 358,249.18 (including Washington State Sales Tax). Change Order No. 1 was issued to add additional cleaning, scraping, sanding, priming and miscellaneous drywall repair in the amount of \$ 4,755.13 for a total contract amount of \$ 363,004.31. Change Order No. 2 was approved by staff for Additional painting in the amount of \$ 8,655.66 for a total contract amount of \$ 371,659.97 including Washington State Sales Tax. Change Order No. 3 was approved by staff for storefront entry glass door assembly and additional painting of metal assemblies in the amount of \$ 26,433.74 for a total contract amount of \$ 398,093.71 including Washington State Sales Tax.

Work under this contract generally consist of replacement of carpet, interior painting, replacement of failed window glazing, replacement of failed doors, and renovations to the board room in order to remove the auditorium style seating and the construction of a level floor surface to accommodate movable furniture.

Prior work has been completed under the MPT Headquarters Facility Improvements Project under separate contract for Roof Replacement.

The 'Other Costs' budget line accounts for project expenses such as printing, bidding, advertising, equipment, commissioning, inspections, & permits.

The construction of this phase of work is anticipated to take additional 45 calendar days to complete for a new completion date of January 21st, 2021. There are no new funds being added to this project for this work as it will be paid out of contingency. Roger Stanton is the project manager for this project.

FISCAL IMPACT: The funds for this project are from 14UTGO, 2014 Park Bond (Small Caps), Neighborhood Parks & Recreational Small Caps.

Funding:

2014 Park Bond (Neighborhood Pars & Rec-Small Caps)	\$853,688
1% for Art	\$ (4,715.00)
Total	\$848,973.00

Budget:

Planning & Design	\$199,637.00	
WTI/KCDA - Roof Replacement	\$161,205.37	
Pioneer Human Services	+\$72,276.00	\$358,249.18 \$430,525.18
Equipment	\$5,918.39	
Other Costs	\$8,945.06	
Contingency	-\$72,276.00	\$115,018.00 \$42,742.00
Total	\$848,973.00	

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Business, Administration & Planning at (253) 305-1086 or debbiet@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PWXX-XX

**HEADQUARTERS FACILITY IMPROVEMENTS PIONEER HUMAN SERVICES
CHANGE ORDER NO. 4**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to MPT Headquarters Facility; and;

WHEREAS, funds for the project consist of 2014 Park Bond, 2014 Park Bond (Small Caps) Neighborhood Parks & Recreational small caps; and

WHEREAS; Eight (8) bids (Bid#: J2020-04) were received with Eight (8) being considered responsive; and

WHEREAS, the low Base Bid was submitted by Pioneer Human Services, in the amount of \$325,090.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Pioneer Human Services and find them to be responsible; and

WHEREAS, staff approved Change Orders No.1, 2 and 3 for a total amount of \$ 39,844.53 and a total contact amount of \$398,093.71 including Washington State Sales Tax; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to execute Change Order no. 4 with Pioneer Human Services, in the amount of \$ 29,429.65 for a total contract amount of \$ 430,525.18 including Washington State Sales Tax.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____2021.

President

ATTEST:

Secretary

Clerk