

**REGULAR PARK BOARD MEETING AND AGENDA
JANUARY 11, 2021
6:00 PM REGULAR MEETING
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, 20-28.11,20-28.12, 20-28.13, 20-28.14),

this meeting will be held remotely.

The public is encouraged to participate via telephone or Zoom and will be given opportunities to comment, as noted below.

Regular Park Board Meeting via telephone by
following the instructions below:

Telephone Instructions:

Dial: 253-215-8782#

Enter Meeting ID: 934 8132 5617#

Participant ID: no ID needed just press #

You can listen and view presentations of the
Regular Park Board Meeting via the Zoom link:

Join Zoom Meeting

<https://zoom.us/j/93481325617>

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on January 11, 2021 by e-mailing them to Jennifer Bowman at jenniferb@tacomaparks.com. Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 5pm on January 11, 2021. Verbal comments will also be allowed during the meeting. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone. All speakers will have up to three minutes to speak once called upon.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**JANUARY 11, 2021
6:00 P.M.
REMOTE MEETING**

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

COMMISSIONERS

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

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

ROLL CALL

SPECIAL PRESENTATIONS

PROCLAMATION DESIGNATING JANUARY AS WHOLE CHILD MONTH

PRESIDENT'S REPORT

FINAL NOMINATIONS AND VOTING FOR BOARD OFFICERS

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



STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR’S REPORT

REGULAR MEETING

COMMUNITY COMMENTS

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on January 11, 2021 by e-mailing them to Jennifer Bowman at jenniferb@tacomaparks.com Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 5pm on January 11, 2021. Verbal comments will also be allowed during the meeting. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone. All speakers will have up to three minutes to speak.

MINUTES

- (5-10) MINUTES OF THE DECEMBER 14, 2020 REGULAR BOARD MEETING

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C1-21:** APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2020
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (13-16) **RESOLUTION NO. P2-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. MACDONALD MILLER FACILITY SOLUTIONS INC. FOR INSPECTION, REPAIR AND MAINTENANCE ON BOILERS AND HVAC UNITS, DISTRICT-WIDE IN AN AMOUNT NOT TO EXCEED \$360,000
(Contact: Marina Becker, Director of Parks & Recreation)
 2. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$58,082.33
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(17-20) **RESOLUTION NO. PW3-21:** HEADQUARTERS FACILITY IMPROVEMENTS
PIONEER HUMAN SERVICES CHANGE ORDER NO. 4
(Contact: Debbie Terwilleger, Director of Business Administration & Planning)

(21-24) **RESOLUTION NO. PW4-21:** OWEN BEACH PARK IMPROVEMENTS
BID# J2020-15 CONTRACT AWARD TO COLVOS CONSTRUCTION SERVICES
(Contact: Debbie Terwilleger, Director of Business Administration & Planning)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

(25-28) **RESOLUTION NO. R5-21:** APPROVING CONVERSION FOR STREET RIGHT OF
WAY INTO REAL PROPERTY AT SWAN CREEK PARK, NO. 124.1412
(Contact: Debbie Terwilleger, Director of Business Administration & Planning)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

EXECUTIVE SESSION PERSONNEL MATTER

ADJOURNMENT

UPCOMING BOARD MEETINGS

January 13, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
January 25, 2021	Regular Park Board Meeting	6:00 PM	Remote Meeting
January 27, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting

*Remote meeting details can be found on the Metro Parks Website www.metroparkstacoma.org

*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
December 14, 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

STUDY SESSION

REGULAR MEETING

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

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT

President Reid commented that even though the COVID vaccine is starting to be administered, he urged the community to continue wearing masks, practice social distancing and recreate responsibly.

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Smith commented that JMAC met last Friday. She noted that JMAC members and staff have decided to extend the RFP for the collaborative strategies work until January 4th. JMAC will meet again on January 15th.

NOMINATIONS FOR 2021 BOARD OFFICERS

Commissioner Reid nominated Commissioner Smith for Board Clerk; seconded by Commissioner Pointer.

Commissioner Smith nominated Commissioner Hanberg for Board President; seconded by Commissioner Pointer.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia reported on the following:

- Over the weekend, the District received the news that the District's grant for Puget Sound Energy (PSE)'s COVID-19 Relief and Recovery Program in the amount of \$20,000 in support of MPT's McKinney-Vento Remote Learning Camp for this school

year has been approved. More than 400 grant applications were submitted for the program

COMMUNITY COMMENTS None

MINUTES OF THE NOVEMBER 23, 2020 REGULAR BOARD MEETING

MINUTES OF THE NOVEMBER 30, 2020 PUBLIC HEARING

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

CONSENT AGENDA

RESOLUTIONS NO. C57-20: APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 2020

RESOLUTION NO. C58-20: AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

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

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

PURCHASING RESOLUTIONS

RESOLUTION NO. P59-20: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. ZOO ADVISORS FOR STRATEGIC AND BUSINESS SERVICES IN THE AMOUNT OF \$98,275.00
2. DEEP FOREST CHALLENGE FOR ROPES COURSE/ZIP LINE EXPERIENCE FOR 2021 & 2022 IN THE AMOUNT OF \$620,000
3. GATEWAY TICKETING SYSTEMS FOR POS MAINTENANCE, SUPPORT & ENHANCEMENTS FOR 2021& 2022 IN THE AMOUNT OF \$230,000
4. KING FEED FOR ANIMAL FEED FOR 2021 & 2022 IN THE AMOUNT OF \$250,000
5. MILLIKEN MEAT FOR CARNIVORE DIET FOR 2021& 2022 IN THE AMOUNT OF \$150,000
6. LAND O'LAKES PURINA FOR ANIMAL FOOD 2021&2022 IN THE AMOUNT OF \$130,000
7. PHOENIX CENTRAL LABS FOR DIAGNOSTIC LAB SERVICES FOR 2021&2022 IN THE AMOUNT OF \$105,000
8. CENTRAL NEBRASKA PACKGING INC. FOR CARNIVORE DIET FOR 2021&2022 IN THE AMOUNT OF \$155,000

9. BERRY DUNN MCNEIL FOR ORGANIZATIONAL PLANNING SERVICES FOR 2020 & 2021 IN THE AMOUNT OF \$80,000

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

Rick Dietz commented that in February 2020, staff published a Request for Proposal (RFP) in the Tacoma Daily Index and the Daily Journal of Commerce. The solicitation contained a general description of the project and a summary of the desired range of services. The District received six submittals from firms expressing an interest in the project. Staff has selected Zoo Advisors to provide strategic and business plan services for PDZA.

Mr. Dietz noted the operating arrangement with Deep Forest Challenge allows for Metro Parks to collect all the revenue and pay Deep Forest Challenge the revenue less the annual percentage and an additional amount to cover administrative costs, not including the admissions revenue for participants, NW Trek receives a guarantee of \$49,992 per year plus an average of \$9k per year for managing the sales in-house.

Mr. Dietz then commented that items 4-8 are for authorization for animal food purchases.

Mr. Dietz commented that ZEED uses Gateway Ticketing System as its point-of-sale system for admissions, membership, group sales, web sales, mobile ticketing and program registrations. To stay current with emerging technology, product enhancements and receive 24/7 support we pay an annual maintenance and support fee of \$75,500 for both sites, purchase ticket and card stock for \$20k and include \$19k to replace POS hardware at the gates to provide a uniform, cleaner sales experience with compact touch screens.

Shon Sylvia commented that District originally contracted with Berry Dunn in 2019 to assess organizational structure related to the District's goals and objectives. Due to COVID 19, the firm reassessed and revised its recommendations from the original project based on new circumstances being faced by the District. The revised scope of work includes recalibrating the park system to help adjust program delivery/level of service via a demand management and equity criteria within ZEED and Parks & Recreation departments, as well as refine any recommendations from Information Technology plan and incorporate into how to redefine business support for the new park system post COVID.

Being no additional comments, the question was called and the resolution passed on a vote of 5-0.

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW60-20: W.W. SEYMOUR BOTANICAL CONSERVATORY REHABILITATION REJECTION OF BIDS FOR BID J2020-13

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer. Debbie Terwilliger commented that this item was reviewed by the CIC on November 24th.

Staff noted that two bids came in largely over budget for the project. Staff and Board members discussed cause that led to the over bid including the cost of materials and the historic nature of the conservatory. Commissioners discussed opportunities to improve bids on the next time out.

Being no additional comments, the question was called and the resolution passed on a vote of 5-0.

SINGLE READING RESOLUTIONS

RESOLUTION NO. R61-20: OWEN BEACH PARK IMPROVEMENTS (PAVILION), ACCEPTING AND APPROPRIATING \$1,050,000 FROM TACOMA PUBLIC SCHOOLS

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

Staff commented that 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 the Executive Director to enter into an agreement with TPS for the funding. Planning staff commented that this project will provide for the completion of a fully enclosed, multi-use pavilion building for a structure that would otherwise be limited to an open-air picnic shelter if funding was limited to that available in MPT's current budget.

Staff indicated that agreement for the facility will likely function like the agreement the District has with TPS for Pagoda.

Being no additional comments, the question was called and the resolution passed on a vote of 5-0.

RESOLUTION NO. R62-20: ADOPTING THE 2021-2022 STATE & FEDERAL LEGISLATIVE AGENDA FOR THE METROPOLITAN PARK DISTRICT OF TACOMA

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

Pete Mayer was called upon to speak about details of the agenda. Mr. Mayer stated that the capital request for the upcoming 2021 session includes seeking funds for a new park project that will be jointly funded by Metro Parks and the City of Tacoma in the 27th Legislative District to assist MPT in closing critical gaps associated with our 10-minute Level of Service goals. He further stated that in the realm of policy advocacy, MPT will work to advance the Tacoma Whole Child Initiative by working to streamline childcare permitting and ensure that funds from the Puget Sound Taxpayer Accountability Act are protected and distributed equitably.

Mr. Mayer also commented that the District plans to work with local government partners across the state to proactively discuss the operating revenue challenges faced by all, made particularly poignant by the Covid-19 pandemic. To these ends, MPT supports the WRPA initiative to allow parks and recreation agencies to take a 0.1 percent sales tax increase to our voters and to bond against new sales tax proceeds upon voter approval, as well as efforts led by municipalities and counties to address ongoing revenue shortfalls due to our state taxing structure.

In addition, on the federal front, the legislative agenda is committed to urging Congress to support units of state and local government- particularly special purpose districts like MPT- as the District

begins to recover from the Covid-19 pandemic. Issues around infrastructure, tax parity and credits and access to funding structures highlight our needs.

Being no additional comments, the question was called and the resolution passed on a vote of 5-0.

SECOND READINGS RESOLUTIONS

RESOLUTION NO. RR56-20: ADOPTING THE 2021-22 BIENNIAL BUDGET

This resolution was moved and seconded at the November 23rd Regular Board Meeting.

Being no additional comments, the resolution passed on a vote of 5-0.

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

Commissioner Smith commented positively on her recent Zoolights visit.

ADJOURN:

Being no further business, the meeting was adjourned at 6:55p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C1-21

APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2020

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2019-2020 Biennial Budget in Resolution No. RR92-18, dated December 10, 2018 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2020; and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

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.

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING DECEMBER 1, 2020 AND ENDING DECEMBER 31, 2020.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>333273</u> to <u>333479</u>	AMOUNT:	<u>\$3,704,462.02</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>053423</u> to <u>053271</u>	AMOUNT:	<u>\$29,139.62</u>
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(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$3,733,601.64</u>
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Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Marina Becker, Director of Parks and Recreation Department
Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Purchasing Resolution

DATE: January 5, 2021

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	MacDonald-Miller Facility Solutions Inc.
GOODS OR SERVICES	Inspection, repair and maintenance on boilers and HVAC units – District wide
PRICE	Not to Exceed \$360,000.00 including Washington State Sales Tax
SOURCE OF FUNDING	2021/2022 Parks and Recreation Department Operating Funds
CONTACT	Marina Becker (253)305-1024

BACKGROUND: Metro Parks Tacoma has multiple boilers and HVAC units that require routine and quarterly inspection, maintenance and repair. The Parks and Recreation Department advertised the Boiler/HVAC Maintenance and Repairs Project Bid No. P2020-06 in the News Tribune and the Seattle Daily Journal of Commerce circular on November 17, 2020. MacDonald-Miller Facility Solutions submitted the only bid and was awarded the contract in an amount not to exceed \$360,000.00 for the 2021/2020 Biennium. MacDonald-Miller Facility Solutions has been contracted through the bid process since 2013 and as such has an extensive knowledge of our facilities and requirements.

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

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

Item No. 2

VENDOR	Pisces Seafood
GOODS OR SERVICE	Various Seafood (animal food)
PRICE	\$58,082.33 Base bid including WSST
SOURCE OF FUNDING	2021 ZEED Zoological Operating Budget
CONTACT	Alan Varsik 253.404.3634

BACKGROUND: Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area and the North and South Pacific Aquariums. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 100,000 pounds per year. We received bids from seven (7) seafood vendors for thirty-eight (38) types of seafood for a total of \$ \$104,080.74 Only purchases from one vendor will exceed the \$50,000 purchasing threshold requiring Park Board approval.

Pisces Seafood was the vendor that submitted the lowest bid for seven varieties of seafood for a total of 40,748 lbs. that met the stated guidelines. We are recommending the purchase 40,748 lbs. of seafood for animal consumption from Pisces Seafood for a total of \$58,082.33 including Washington State Sales Tax.

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

ADDITIONAL INFORMATION: For additional information, please contact Alan Varsik, Director of Zoological & Environmental Education at (253) 404-3634.

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P2-21

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of good 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 _____, 2021.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P2-21

Item No. 1

VENDOR	MacDonald-Miller Facility Solutions Inc.
GOODS OR SERVICES	Inspection, repair and maintenance on boilers and HVAC units – District wide
PRICE	Not to Exceed \$360,000.00 including WSST
SOURCE OF FUNDING	2021/2022 Parks and Recreation Department Operating Funds
CONTACT	Marina Becker (253) 305-1024

Item No. 2

VENDOR	Pisces Seafood
GOODS OR SERVICE	Various Seafood (animal food)
PRICE	\$58,082.33 Base bid including WSST
SOURCE OF FUNDING	2021 ZEED Zoological Operating Budget
CONTACT	Alan Varsik (253) 404-3634



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

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

DATE: January 5, 2021

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.

CAPITAL IMPROVEMENT COMMITTEE: This resolution was reviewed by the Capital Improvement Committee at their meeting held on Wednesday, December 16, 2020 with a recommendation to forward the action on to the full Board for approval.

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.

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.

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.

Change Order No. 4 is required to account for work not foreseen under the original contract and generally includes modifications to building entry (access and security controls, door hardware and metal painting), minor electrical modifications required due to leveling of conference room floor and minor changes to carpet installation methods (adhesive). The construction of this phase of work is anticipated to take additional 45 calendar days to complete for a new completion date of January 21, 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.

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

As additional background, prior to the contract with Pioneer Services for the scope of work noted above work was completed under separate contract under the MPT Headquarters Facility Improvements Project for the replacement of the roof. This previous work is noted as WTI/KCDA – Roof Replacement on the financial summary table below.

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	\$430,525.18
Equipment	\$5,918.39	
Other Costs	\$8,945.06	
Contingency	-\$72,276.00	\$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. PW3-21

**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





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Business Administration and Planning

SUBJECT: Contract Award to Colvos Construction for Owen Beach Park Improvements J2020-15

DATE: January 5, 2021

EXECUTIVE SUMMARY: This resolution authorizes the contract award to Colvos Construction for Owen Beach Park Improvements in the amount not to exceed \$4,705,540.00, including Washington State Sales Tax.

CAPITAL IMPROVEMENT COMMITTEE: This resolution was reviewed by the Capital Improvement Committee during their special meeting held on Tuesday, January 5, 2021 with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: The bid opening was held on December 11, 2020. Seven (7) bids were received and all seven (7) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Colvos Construction submitted low Base Bid in the amount of \$4,025,000.00, Additive #1 at \$170,000.00, Additive #2 at \$10,000.00 and additive #3 at \$65,000.00. Per the contract compliance and reference checks now completed, Colvos Construction has been determined to be a responsible contractor, performs quality work and is headquartered in Tacoma.

Staff is recommending award of the Base Bid and all three (3) Additives for a total amount of \$4,705,540.00 (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 needs and for climate resilience (accounting for future sea level rise). This project provides the 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 the 2014 UTGO Bond, a Recreation and Conservation Office Grant (RCO) and a contribution from Tacoma Public Schools (TPS).

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
Construction (includes tax)	\$	4,705,540
Other Project Costs	\$	66,000
<u>Contingency</u>	<u>\$</u>	<u>411,429</u>
	\$	6,339,206

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. PW4-21

**OWEN BEACH PARK IMPROVEMENTS BID#: J2020-15
CONTRACT AWARD TO COLVOS CONSTRUCTION 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, a Recreation and Conservation Grant (RCO) and a contribution from Tacoma Public Schools (TPS); and

WHEREAS; Seven (7) bids (Bid#: J2020-15) were received with seven (7) being considered responsive; and

WHEREAS, the low Base Bid and Additive 1, 2 and 3 was submitted by Colvos Construction, in the amount of \$4,270,000.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Colvos Construction 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 Colvos Construction, in the amount of \$4,705,540.00 (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



DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT
OWEN BEACH PARK IMPROVEMENTS
PROJECT #:J2020-15

BID RESULTS

BIDS OPENED: TUESDAY, DECEMBER 15TH,2020 @10:00AM

BIDDER NAME:	Colvos Construction	Pease Construction	A-1 Landscaping & Construction	L C I	Ohno Construction	Redside Construction	Miller's Sons Contracting
Address	711 Court C	3815 100th St SW #3A	20607 SR 9 S.E.	11803 101st Ave., Suite 201	416 Martin Luther King Jr.Way S	600 Winslow Way E.,Ste#: 237	16312 NE 72nd Ave.
City, State Zip	Tacoma, WA 98402	Lakewood, WA 98499	Snohomish, WA 98296	Puyallup, WA 98373	Seattle, WA 98118	Bainbridge Island, WA 98110	Vancouver, WA 98686
Contact	Scott Fletcher	Loren Pease	Naeem Iqbal	Jeffrey Tiegs	Yoshio Ohno	Sam Berry	Tyler Miller
Telephone	253.652.4155	253.584.6606	425.402.9900	253.847.6414	206.325.1529	206.317.6400	360.356.5612
Fax							
Email	sfletcher@colvosconstruction.com	loren@peaseinc.com	Naeem@a1land.com	Jeff.Tiegs@lincolnw.Com	ohnotdjv@ohnoconstruction.com	sam@redside.biz	estimating@millersonslc.com

BID COMPLIANCE:	Colvos Construction	Pease Construction	A-1 Landscaping & Construction	L C I	Ohno Construction	Redside Construction	Miller's Sons Contracting
Contractor Name:	Colvos Construction	Pease Construction	A-1 Landscaping & Construction	L C I	Ohno Construction	Redside Construction	Miller's Sons Contracting
Bidder's Proposal:	\$4,025,000.00	\$4,597,970.00	\$6,500,000.00	\$4,498,041.00	\$4,743,000.00	\$4,415,000.00	\$5,070,000.00
Trench Excavation Safety Provisions	\$5,000.00	\$2,500.00	\$20,000.00	\$5,000.00	\$2,500.00	\$2,800.00	\$5,000.00
Cert of Compliance w/wage Pymt:		X		X	X		X
Non-Collusion Affidavit:	X	X	X	X	X	X	X
Subcontractors listing Form:	1	BOTH	BOTH	1	BOTH	1	1
Bid Bond/Money Order:	X	X	X	X	X	X	X
MWBE Utilization Form:	X	X	X	X	X	X	X
Receipt of Addendum #01:	X	X	X	X	X	X	X
Receipt of Addendum #02:	X	X	X	X	X	X	X

BID AMOUNTS:	\$ 4,025,000.00	\$ 4,597,970.00	\$ 6,500,000.00	\$ 4,498,041.00	\$ 4,743,000.00	\$ 4,415,000.00	\$ 5,070,000.00
<i>All bid amounts listed below do not include WSS.</i>	\$ 410,550.00	\$ 468,992.94	\$ 663,000.00	\$ 458,800.18	\$ 483,786.00	\$ 450,330.00	\$ 517,140.00
Base Bid Amount:	\$ 4,435,550.00	\$ 5,066,962.94	\$ 7,163,000.00	\$ 4,956,841.18	\$ 5,226,786.00	\$ 4,865,330.00	\$ 5,587,140.00
Additive Alternate #01:	\$ 170,000.00	\$ 184,150.00	\$ 176,966.00	\$ 165,785.00	\$ 215,000.00	\$ 234,000.00	\$ 140,000.00
Additive Alternate #02:	\$ 10,000.00	\$ 4,530.00	\$ 26,715.00	\$ 58,800.00	\$ 47,000.00	\$ 18,000.00	\$ 53,000.00
Additive Alternate #03:	\$ 65,000.00	\$ 33,360.00	\$ 29,592.00	\$ 33,000.00	\$ 43,000.00	\$ 33,000.00	\$ 55,000.00
Bid + Alternates	\$ 4,270,000.00	\$ 4,820,010.00	\$ 6,733,273.00	\$ 4,755,626.00	\$ 5,048,000.00	\$ 4,700,000.00	\$ 5,318,000.00

BIDS OPENED & READ BY: Kristi Evans
SIGNED BY:

BIDS VERIFIED BY: Debbie Hall
SIGNED BY:



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: January 6, 2021

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: This resolution was reviewed by the Capital Improvement Committee at their meeting held on Wednesday, December 16, 2020 with a recommendation to forward the action on to the full Board for approval.

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. R5-21

**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