

**REGULAR PARK BOARD MEETING AND AGENDA  
OCTOBER 26, 2020  
5:30 PM PUBLIC HEARING  
6:00 PM REGULAR MEETING  
REMOTE MEETING**

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**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.

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

You can listen to the Public Hearing and Regular Park Board Meeting via telephone by following the instructions below:

**Telephone Instructions:**

**Dial: 253-215-8782**

**Enter Meeting ID:  
987 6447 0364 #**

**Participant ID: no ID needed just press #**

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

**Join Zoom Meeting**

**<https://zoom.us/j/98764470364>**

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 October 26, 2020 by e-mailing them to Jennifer Bowman at [jenniferb@tacomaparks.com](mailto: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 October 26, 2020. 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.

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**OCTOBER 26, 2020  
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.**

5:30 P.M. **PUBLIC HEARING**

**GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2021**  
**EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEPTION**

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



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

**ROLL CALL**

**SPECIAL PRESENTATIONS**

**PRESIDENT’S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR’S REPORT**

**REGULAR MEETING**

**COMMUNITY COMMENTS**

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**MINUTES**

(5-8) MINUTES OF THE OCTOBER 12, 2020 REGULAR BOARD MEETING

**CONSENT AGENDA**

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(9-12) **RESOLUTION NO. PW46-20**: DICKMAN MILL EXPANSION AND HEAD SAW  
BID#: J2020-14 CONTRACT AWARD TO REDSIDE CONSTRUCTION LLC  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**      UPDATE ON COMMUNITY SURVEY RESULTS- SANDRA ELIASON

(13-15)                      DISTRICT POLICY REVIEW – HUNTER GEORGE

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

October 27, 2020	Joint Study Session with City Council	12:00 Noon	Remote Meeting
October 28, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
November 2, 2020	Committee of the Whole	5:30 PM	Remote Meeting
November 9, 2020	Regular Park Board Meeting	6:00 PM	Remote Meeting
November 11, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting

\*Remote meeting details can be found on the Metro Parks Website [www.metroparkstacoma.org](http://www.metroparkstacoma.org)

\*Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
October 12, 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

**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**

**PROCLAMATION HONORING HAROLD MOSS**

Commissioner Pointer read a proclamation honoring the life and contributions of Harold G Moss. Commissioner commented on the great community work of Mr. Moss

**PROCLAMATION IN HONOR OF INDIGENOUS PEOPLE'S DAY**

Alan Varsik commented on the contributions of the Nisqually and Puyallup Tribe. He noted the shared mission that the tribes share with the Park District in being stewards of lands.

Commissioner Reid read a proclamation recognizing the Puyallup and Nisqually tribes in honor of Indigenous People's Day.

Council Tribal Member, David Bean was present to accept the proclamation and spoke of his family tribal history and the Tribes continued relationship with Metro Parks.

**PRESIDENTS REPORT**

President Reid urged the community to continue wearing masks, practicing social distancing and recreating responsibility in parks.

**STANDING COMMITTEE AND COUNCIL REPORTS** None

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Northwest Trek Tram will begin running again on October 17<sup>th</sup>. Like other elements of Trek operations, Trek tram operations will focus on safe experiences for our guests and staff.

- The Board, together with the City Council will convene on Tuesday, October 27<sup>th</sup> for an annual joint meeting to receive a progress briefing on the work the two jurisdictions have been underway with- including transition of park properties to MPT, re-aligning services and programs between the organizations and more. More details will be shared soon, including preliminary agenda.
- The City of Tacoma City manager shared her preliminary 2021-22 budget proposal with the City Council last Tuesday- including a \$505 million General Fund (reflecting a \$40 million reduction from current biennium) and a \$3.67 billion dollar total City budget (reflecting all funds). The budget outlines a number of transformative initiatives and realignment of services, including:
  - Creating a new Behavioral Response Unit in the Fire Dep’t
  - Creating a new Community Trauma Response Team in Neighborhood & Community Services
  - Creating a new “Office of Health & Safety” in the City Managers Office- internally focused on employee health & safety
  - Creating a new “Office of Community Safety”- externally focused on delivering non-law enforcement safety services to the community and to be further defined by the Community through a process

**COMMUNITY COMMENTS** None

**MINUTES OF THE SEPTEMBER 28, 2020 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C45-20:** APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 2020

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

**PURCHASING RESOLUTIONS** None

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SINGLE READING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS**

**RESOLUTION NO. RR43-20:** SURPLUSING AND CONVEYING CERTAIN REAL PROPERTY AT TITLOW PARK TO THE CITY FOR THE CONSTRUCTION OF A PEDESTRIAN RAIL CROSSING

This resolution was moved and seconded at the September 12, 2020 Regular Park Board Meeting.

Marty Stump reviewed of map of the property noting that no trees are being removed in order to construct this pedestrian crossing.

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

**RESOLUTION NO. RR44-20: ADOPTING DISTRICT FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY**

This resolution was moved and seconded at the September 12, 2020 Regular Park Board Meeting.

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

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS**

Commissioner Pointer commented that he recently attend a Tacoma Athletic Commission meeting. The commission discussed the lack of access for youth to low cost athletic opportunities especially during this COIVD crisis.

Shon Sylvia commented that Metro park and the School District have been working together and have brought back access to both cross country running and golf to Tacoma students.

Commissioner Hanberg commented positively on the continued relationship with the Puyallup and Nisqually Tribes.

**ADJOURN:**

Being no further business, the meeting was adjourned at 6:40 p.m.

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary







**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: Contract Award to Redside Construction LLC for Dickman Mill Expansion and Head Saw**

DATE: October 21, 2020

**EXECUTIVE SUMMARY:** This resolution authorizes the contract award to Redside Construction LLC for Dickman Mill Expansion and Heads Saw in the amount not to exceed \$1,611,124.00, including Washington State Sales Tax.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at a special session on Tuesday, October 20, 2020 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** The bid opening was held on October 19, 2020 Five (5) bids were received and Four (4) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Redside Construction LLC submitted low Base Bid in the amount of \$1,462,000.00 (not including WSST). Reference checks by staff have confirmed that Redside Construction LLC is a responsible contractor and performs quality work.

Staff is recommending award of the Base Bid for a total amount of \$1,611,124.00 (including Washington State Sales Tax).

This Project became possible with Cambia Health Solutions wanting to reflect upon their centennial, and wishing to recognize their hometown of Tacoma and the logging industry from where they came; therefore, the restoration and replacement of the Historic Head Saw within Dickman Mill Park was a great opportunity.

Work under this contract will consist of demolition and clearing; an upland wood decking plaza on steel piles; grated ramps to the upland plaza; additional guard railings; restoration of the historic mill pulley on placed wood decking; restoration of the historic mill head saw placed on a new base and supported on steel piles; restoration of the historic mill log carriage on existing in-water foundations and steel piles; installation of an artist-designed "Ghost Log" placed on the restored log carriage; a grated overwater walkway and overwater viewpoint with wood decking; custom timber benches and installation of new and existing interpretive signage; site lighting for the head saw, log carriage, and Ghost Log, and relocation of one existing pedestrian light pole; habitat mitigation;

landscape planting; landscape restoration of disturbed areas; and modification and repair of the existing irrigation system.

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 180 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 Cambia Health Solutions, Inc.

**Funding:**

Cambia Health Solutions Donation	\$2,935,000
1% for Art	(\$119,128)
<b>Total</b>	<b>\$2,815,872</b>

**Budget:**

Planning & Design	\$490,565
Construction	\$1,611,124
Other Costs	\$63,020
Contingency	\$651,163
<b>Total</b>	<b>\$2,815,872</b>

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



DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT  
 DICKMAN MILL PARK & HEAD SAW  
 PROJECT #: J2020-14

SEPTEMBER, 25,

MONDAY, OCTOBER 19TH, 2020 @1:00PM

**BID RESULTS**

BIDDER NAME:	MASSANA CONSTRUCTION INC	QUIGG BROS. INC.	REDSIDE CONSTRUCTION LLC	STELLAR J	McCLURE & SONS INC
Address	4810 Pl. Fosdick Dr. Ste#: 237	P. O. BOX 1707/819 W. State St.	600 Winslow Way E, Ste#: 237	1363 Down River Drive	15714 Country Club Dr.
City, State ZIP	Gig Harbor, WA 98405	Aberdeen, WA 98520	Bainbridge Island, WA 98110	Woodland, WA 98674	Milli Creek, WA 98012
Contact	Michael Keyser	Charles Quigg	Sam Berry	Jeff Carlsen	Les McClure
Telephone	253.250.9832	360.533.1530	206.317.5400	360.225.7996	425.316.6999
Fax	253.313.5462	360.532.3449	360.343.0499	360.225.8007	425.316.6789
Email	keyserm@massanaconstruction.com	quigb@quigbros.com	redside1@gmail.com	jeffcarlson@stellarj.com	les@mcclureandsons.com

BID COMPLIANCE:	MASSANA CONSTRUCTION INC	QUIGG BROS. INC.	REDSIDE CONSTRUCTION LLC	STELLAR J	McCLURE & SONS INC
Contractor Name:	MASSANA CONSTRUCTION INC	QUIGG BROS. INC.	REDSIDE CONSTRUCTION LLC	STELLAR J	McCLURE & SONS INC
Bidder's Proposal:	\$2,036,200.00	\$1,692,000.00	\$1,462,000.00	\$1,939,699.00	\$1,497,066.00
Cert of Compliance w/wage Pymt:	X	X	X	X	X
Non-Collusion Affidavit:	X	X	X	X	Not Notarized
Subcontractors Listing Form:	X	X	X	1st Sub listing form Recvd	X
Bid Bond/Money Order:	X	X	X	X	X
MWBE Utilization Form:	X	X	X	X	X
Receipt of Addendum #01:	X	X	X	X	X
Receipt of Addendum #02:	X	X	X	X	X
Receipt of Addendum #03:	X	X	X	X	X
Receipt of Addendum #04:	X	X	X	X	X
Receipt of Addendum #05:	X	X	X	X	X
BID AMOUNTS:	\$ 2,036,200.00	\$ 1,692,000.00	\$ 1,462,000.00	\$ 1,939,699.00	\$ 1,497,066.00
All bid amounts listed below do not include WSSR:	\$ 207,692.40	\$ 172,584.00	\$ 149,124.00	\$ 197,849.30	\$ 152,700.73
Base Bid Amount:	\$ 2,243,892.40	\$ 1,864,584.00	\$ 1,611,124.00	\$ 2,137,548.30	\$ 1,649,766.73
Additive Alternate #01:	NONE	NONE	NONE	NONE	NONE
Unit Cost (Per Square Foot):					

BIDS OPENED & READ BY: Kristi Evans  
 SIGNED BY:

BIDS VERIFIED BY: Debbie Hall  
 SIGNED BY:

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW46-20**

**DICKMAN MILL EXPANSION AND HEAD SAW BID#: J2020-14  
CONTRACT AWARD TO REDSIDE CONSTRUCTION LLC**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to Dickman Mill Park; and;

WHEREAS, funds for the project consist of Donations from Cambia Health Solutions, Inc.; and

WHEREAS; Five (5) bids (Bid#: J2020-14) were received with Four (4) being considered responsive; and

WHEREAS, the low Base Bid was submitted by Redside Construction LLC, in the amount of \$1,462,000.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Redside Construction LLC 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 Redside Construction LLC, in the amount of \$1,611,124.00 (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 \_\_\_\_\_2020.

\_\_\_\_\_

President

ATTEST:

\_\_\_\_\_

Secretary

\_\_\_\_\_

Clerk



## MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Hunter George, Interim Chief Administrative Officer  
Peter M. Mayer, Deputy Executive Director

**SUBJECT: New and Amended Policies**

DATE: October 21, 2020

**EXECUTIVE SUMMARY:** Staff recommends that the Board amend 4 existing policies and adopt 1 new policy to address important operational needs. These policies will create efficiencies, including by adopting higher expenditure authorities as authorized by updated state laws. The policies to be updated are:

- **Purchasing Policy:** increases purchase amounts per updated RCW.
- **Small Works Roster:** implements a small works roster process for awarding public work projects.
- **Apprenticeship Training Program:** updates our certified payroll requirements on projects receiving federal funding to improve efficiency by eliminating redundant paperwork processing.
- **Special Leave:** authorizes the Executive Director to provide additional paid leave during circumstances such as the planned closure of most District operations between Christmas and New Year's Day.
- **Authorizing electronic signatures (new policy):** working remotely has prompted us to find ways to provide approvals, and electronic signatures through services such as DocuSign have proven to be a more efficient method that we intend to keep post-COVID.

A more detailed description follows on the next page. These policies have been reviewed by counsel. In addition, staff is completing an equity analysis, and any findings will be incorporated into the final versions presented to the Board.

**BACKGROUND:** We were preparing a batch of policy updates for Board consideration just as the COVID-19 crisis hit. Since then, other needs have become clear as we have adapted operations. Due to the high volume of decisions being made as the year closes, we have triaged the list to bring forward these 5 policies to address immediate needs. An additional batch will be prepared early in the new year.

**FISCAL IMPACT:** The adjustment to the Apprenticeship Training Program will save many hours of work by eliminating redundant tracking. Completion of the tasks required by weekly certified payroll takes between 10 - 37 hours/month per project, depending upon the project size/complexity

Updating the fiscal limits under the purchasing policy and implementing the small works roster also will save staff time.

**WHAT’S NEXT:** The Special Leave policy needs to be considered as soon as possible so that we can implement the year-end closure plan. That policy will be brought up for discussion ahead of the other four, with the goal of second reading on November 23.

The other four policies are on track for discussion at the November 16 COW, first reading on November 23, and second reading on December 14.

**ADDITIONAL INFORMATION:** Should you have questions or need additional information please contact Interim Chief Administrative Officer Hunter George at 253-686-9553 or [hunterg@tacomaparks.com](mailto:hunterg@tacomaparks.com).

### 2020 SUMMARY OF PROPOSED POLICY CHANGES

Title/Policy Number	Purpose of Proposed Edits
<b>Special Leave Policy No. 514.005</b>	<i>Amended to authorize paid leave</i>
	<ul style="list-style-type: none"> <li>• Authorizes the Executive Director to approve paid leave in circumstances such as closures, emergencies, etc.</li> </ul>
<b>Purchasing Policy Policy No. 511.007</b>	<i>Amended per RCW rules</i>
<b>Policy Requirements</b>	
Section II	Provide clarification on what are non-public works purchases, update Public Works purchase amount per Small Works Roster RCW
Section III	Update Executive Director spending to \$200,000 without Park Board approval
<b>Procedures</b>	
Section F, Paragraph 2	Sub-section A – Increase limit from \$5000 to \$30,000 to obtain comparisons or quotes Sub-section B – Delete sub-section Sub-section C – Increase limit from \$15,000 to \$30,000 obtain written quotes by vendors
<b>Apprenticeship Training Program Policy No. 200.013</b>	<i>Amended to include update provisions from RCW 39.04.300</i>
Purpose	Clearly outlines the goals or the Apprenticeship Training Program.
Section I	<ul style="list-style-type: none"> <li>• Encourage the utilization of apprentices on Public Works Projects</li> </ul>
Section II	<ul style="list-style-type: none"> <li>• Requires 15% of total labor hours on a project or 15% of the estimated labors hours to be performed by Apprentices</li> </ul>
Section III	<ul style="list-style-type: none"> <li>• ATP applies to Public Works Projects with an estimate of more than \$350,000</li> </ul>
Section IV	<ul style="list-style-type: none"> <li>• Contractors are responsible for meeting the ATP hours and insure ATP compliance with their subcontractors</li> </ul>
Section V	<ul style="list-style-type: none"> <li>• Contractors shall attempt to recruit apprentices from multiple trades or crafts</li> </ul>

Section VI	<ul style="list-style-type: none"> <li>Exclusion – ATP will not apply to emergency work, A&amp;E Services agreements, Professional Service agreements, Non-construction Service contracts</li> </ul>
Section VII	<ul style="list-style-type: none"> <li>Administrative rules shall meet federal and state requirements</li> </ul>
Universal	
<b>Authorizing the Use of a Small Works Roster Process Policy No. 200.002</b>	<i>Amended to reflect legal changes.</i>
Purpose	Updated policy language with RCW 35.61.135 that authorizes Metro Parks to implement and utilize a Small Works Roster (SWR) process for awarding public works contracts and establishes the policy.
Section I	<ul style="list-style-type: none"> <li>The amount to comply with formal sealed bidding for the construction, building, renovation, remodeling, alteration, repair from \$300,000 to \$350,000.</li> </ul>
Section II	<ul style="list-style-type: none"> <li>Allows for the creation of a single Small Works Roster or MPT can elect to use a shared roster or roster service provider (MRSC Rosters)</li> </ul>
Section IV	<ul style="list-style-type: none"> <li>Added language to include the publication of roster(s) with the Office of Minority and Women’s Business Enterprises on an annual basis</li> </ul>
Section V	<ul style="list-style-type: none"> <li>Requires all contractors to sign a SWR Master Contract</li> </ul>
Section VI	<ul style="list-style-type: none"> <li>Section added to include the legal provisions of RCW 35.61.135, RCEW and Chapter 39.04 RCW</li> </ul>
Admin Procedures	Updates made to the Administrative Procedures for the Small Works Roster
Section A	<ul style="list-style-type: none"> <li>Increase limits from \$300,000 to \$350,000 per RCW</li> <li>Regardless of method used to obtain quotes, MPT shall award SWR contracts to the lowest responsive and responsible bidder</li> </ul>
Section B	<ul style="list-style-type: none"> <li>Contractors are verified to be responsible bidders when they submit an application and again when the contractor is awarded a contract</li> <li>Contractor can be removed from the SWR if required records are not maintained (Contractor license, Industrial Insurance, Insurance, Bond)</li> </ul>
Section C	<ul style="list-style-type: none"> <li>Updating limits from \$300,000 to \$350,000 per RCW</li> <li>Update equitable distribution procedures</li> </ul>
Section D	<ul style="list-style-type: none"> <li>Update Limited Public Works Process amount from \$35,000 to \$50,000</li> </ul>
Section E	<ul style="list-style-type: none"> <li>Update and reference RCW responsible bidders criteria</li> </ul>
Section F	<ul style="list-style-type: none"> <li>Correct the amount that an Executive Director can award a contract for Emergency from \$100,000 to \$200,000 to match to the Purchasing Policy</li> <li>Park Board to approve contracts above \$200,000.01</li> </ul>
Exceptions	Section removed from Administrative Procedures
<b>Use of Electronic Signature Policy No. XXXXXX (new)</b>	<i>New Policy to establish the legal use of electronic signatures for MPT use.</i>
	<ul style="list-style-type: none"> <li>Promotes efficiency</li> <li>Provides more clarity of where a document is in the approval process</li> <li>Establishes electronic signatures (vs “wet” signatures”) as legally binding</li> <li>Authorizes DocuSign or any future replacement of such platform</li> </ul>