



REGULAR PARK BOARD MEETING AND AGENDA

March 22, 2021

6:00 PM REGULAR MEETING

REMOTE MEETING

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, 20-28.15), 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 Regular Park Board Meeting via telephone by following the instructions below:

Telephone Instructions:

Dial: 253-215-8782

Enter Meeting ID: 982 1336 3540#

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/98213363540>

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 March 22, 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 March 22, 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.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**MARCH 22, 2021
6:00 P.M.
REMOTE MEETING**

Via Telephone
Dial: 253-215-8782
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**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE
PARK DISTRICT OFFICES UPON REQUEST**

COMMISSIONERS

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

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

ROLL CALL

SPECIAL PRESENTATIONS

EMPLOYEE RETIREE RECOGNITION

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

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



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 March 22, 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 March 22, 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 MARCH 8, 2021 REGULAR BOARD MEETING

CONSENT AGENDA

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (11-18) **RESOLUTION NO. P26-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES FOR (4) VEHICLES, TRUCKS IN AN AMOUNT NOT TO EXCEED \$130,000.00
(Contact: Marina Becker, Director of Parks & Recreation)
 2. JENNINGS EQUIPMENT FOR (2) KUBOTA M6060HD TRACTORS, (1) KUBOTA F2690E (1) KUBOTA RTV X900 IN AN AMOUNT NOT TO EXCEED \$110,000.00
(Contact: Marina Becker, Director of Parks & Recreation)
 3. USA SEALING, INC. FOR (4) COMMERCIAL TENTS IN AN AMOUNT NOT TO EXCEED \$65,000.00
(Contact: Marina Becker, Director of Parks & Recreation)
 4. LAMAR ADVERTISING FOR BILLBOARD ADVERTISING IN THE AMOUNT OF \$125,000 (ZEED) FOR 2021
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
 5. MERLINO MEDIA GROUP FOR MEDIA BUYING SERVICES IN THE AMOUNT OF \$680,000 (ZEED) FOR 2021 & \$60,000 (P&R) FOR 2021
(Contacts: Alan Varsik, Director of Zoological & Environmental Education
Marina Becker, Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (19-22) **RESOLUTION NO. PW27-21**: SEYMOUR CONSERVATORY REHABILITATION
BID#: J2021-01 CONTRACT AWARD TO PEASE CONSTRUCTION SERVICES
(Contacts: Marty Stump, Deputy Director of Planning
Debbie Terwilleger, Director of Business Administration & Planning)

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

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

March 24, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
March 29, 2021	Committee of the Whole	5:30 PM	Remote Meeting
April 12, 2021	Regular Board Meeting	6:00 PM	Remote Meeting
April 14, 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
MARCH 8, 2021**

PRESENT:

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

IN THE CHAIR: Erik Hanberg

PLACE: Remote call in meeting

STUDY SESSION PARK IMPACT FEE UPDATE

Pete Mayer began the presentation by highlighting that Park Impact Fees are one-time charges assessed to new developments to pay a portion of the costs of new infrastructure capacity necessary to accommodate new growth.

Mr. Mayer commented that the purpose of impact fees is that growth should pay for growth, they are authorized under the Growth Management Act (GMA), the impact fees fund increased capacity in the form of capital projects: including transportation, Fire/Ems, Schools & Parks. The Board was reminded that impact fees cannot be used for the following: maintenance, on-going operations costs, existing deficiencies, project needs caused by growth outside of a jurisdiction, 100% of project costs.

Mr. Mayer then described how future impact fees could be projected by the level of service work that the District is planning to do. He then outlined the process for PIF authorization which includes an official recommendation from the Park Board to the City Council who then would authorize the PIF. He continued by stating that fees are then collected within the municipal boundary of the City of Tacoma. It was noted that impact fees are charged during the permitting process, so residential units are used as a “proxy” for the growth.

Mr. Mayer remind the Commissioners that The Board adopted 2018 Strategic Master Plan which specifically calls out “Enhancing existing revenue streams whenever possible and new revenue whenever feasible”, including a specific tactic that calls for us to “pursue alternative revenue streams such as a Food & Beverage Tax or a Park Facility Impact Fee...”

Mr. Mayer then reviewed a schedule noting that the City is doing a study on impact fees between now and June 2021. Staff commented that next steps include conducting MPT Parks Level of Service (LOS) & Park Impact Fee Study, as well as continued participation with the City of their review and analysis of potential impact fees.

Board members commented that they look forward to additional information on the impact fee study

REGULAR MEETING

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

SPECIAL PRESENTATIONS**GREATER METRO PARKS FOUNDATION ANNUAL REPORT**

Teri Moore, Executive Director and Morris Aldridge, Board President were introduced. Mr. Aldridge reminded the Park Board of the Foundation staff that recently transitioned from the District. Mr. Aldridge recognized the efforts and thanked former Executive Director of the Foundation, Julie Dugan. In addition, Mr. Aldridge commented on the contributions from the Foundation being accepted by the Park Board tonight: \$403,246 from GMPF and \$18,997 from the Conservatory Foundation.

Ms. Moore commented on the following funding priorities for 2021: McKinney-Vento Day Camps, Active Kids Fund, Covid-19 Relief and Supplies, First Tee, Distance Learning Camps, Adaptive Recreation, Summer Playgrounds, Youth Services Summer Camps, Whole Child Summer Camps, Whole Child TPS Programs, Memorials, Green Schoolyard Projects, Site furnishings, Arbor Replacement Project (Pt. Defiance).

Mr. Aldridge and Ms. Moore highlighted that GMPF is now partnering with the Conservatory Foundation to better support Metro Parks Tacoma.

The presentation concluded with a slide identifying the current Board of Directors of GMPF.

Commissioners acknowledged and thanked members of the GMPF and the Conservatory Foundation for their continued effort in support of the programs and services of the District.

POINT DEFIANCE ZOO SOCIETY ANNUAL REPORT

Alan Varsik opened the presentation by commenting on the tremendous support of the Zoo Society in 2020. Heather Parkinson-Firestine, Zoo Society Board President commented on the 2020 highlights including employing 27 zoo employees for 6 months, retaining their own motivated staff, transitioning to a successful on-line fundraising event, significant growth in contributions to spring COVID Campaign, return on investment to Zoo at 3.5 to 1-Far exceeding 2020 Operating Agreement.

Ms. Parkinson-Firestine also noted that the Society is continuing to work with the NW Trek Foundation to reach agreement on how they can best work together to support the District.

Ruthanne Howell, Executive Director of the Zoo Society spoke about how the society made a choice early on in COVID to step away from fundraising requests so that others in the community could reach their fundraising goals for vital services in Tacoma like food and child care. Ms. Howell then spoke about the successful transition to the on-line Zoobilee fundraiser. A slide showing the breaking down of funds raised totaling \$1,011,530 was then reviewed.

Ms. Howell then commented on the following 2021 goals of the Society: retention of donors, retaining staff, satisfy 2021 operating agreement, events, achieve 2021 strategic plan goals, continue building board strength supporting integrated DEIA work, continued collaborative process with NWTF, active participation in Zoo/ZEED Strategic plan, plans for moving out of the pandemic, continue building relationships.

Commissioners recognized and thanked the Zoo Society and their leadership for their contributions to the District.

PRESIDENTS REPORT

President Hanberg commented positively on successful Board retreat held last Friday.

STANDING COMMITTEE AND COUNCIL REPORTS**Zoo Liaison Committee**

Commissioner Smith noted that she attended the quarterly liaison committee meeting. The meeting agenda included a sales tax report, a report on social media success of Zoo & Trek and plans for the strategic planning effort that will soon be underway.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Shon Sylvia commented on the following:

- Marina Becker noted that Meadow Park Golf Course was the victim of vandalism last week as wiring was stolen from the driving range lights; staff is currently working on repairs.
- Marina Becker commented on the collaboration with Pierce County Parks to provide specialized recreation programs. She noted the partnership will allow for even more participants and helps to address barriers such as limited locations of offerings and transportation. It was noted that virtual programming is still occurring, and staff is also training to hold Special Olympics once that event is reinstated.
- Joe Brady spoke about the virtual event the Fort is hosting on Thursday evening about effects of the Puget Sound Treaty Wars. Panelists include tribal members from four local tribes.
- Pete Mayer was thanked and recognized as this is his last meeting as he has been hired as the new Director of Washington State Parks.

COMMUNITY COMMENTS

Written comments were received by Elizabeth Burris regarding the specialized recreation program.

Elizabeth Burris commented that she is concerned about the changes to the specialized recreation program. She noted that as a parent of child in the program she has not received communications on the changes.

MINUTES OF THE FEBRUARY 22, 2021 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C20-21: APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2021

RESOLUTION NO. C21-21: ACCEPTING DONATIONS FROM THE ZOO SOCIETY FOR THE BENEFIT OF POINT DEFIANCE ZOO & AQUARIUM

RESOLUTION NO. C22-21: ACCEPTING \$403,246.57 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

RESOLUTION NO. C23-21: ACCEPTING & APPROPRIATING \$18,977.50 IN FUNDS FROM THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION

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

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R24-21: AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER AN INTERLOCAL AGREEMENT WITH THE ENVIRONMENTAL PROTECTION AGENCY FOR THEIR REMEDIATION PROJECT ON THE DUNE PENINSULA SHORELINE

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

Debbie Terwilleger commented that item was discussed at the CIC on March 2nd. Ms. Terwilleger reviewed a map highlighting the area of the remediation project that the EPA will be conducting. She commented that the EPA and Army Corps of Engineers and will be repairing a portion of the armoring around the peninsula that was damaged by the 2001 Nisqually earthquake as well as and the habitat basin. Staff noted there are no costs to MPT for the EPA's work being conducted on the peninsula.

Staff requested that the Board substitute the title of the resolution to enter into a MOU rather than an ILA as requested by the EPA.

Commissioner Reid moved to substitute the title of resolution to read as follows: Authorizing the Executive Director to Enter A Memorandum of Understanding with The Environmental Protection Agency for Their Remediation Project on The Dune Peninsula Shoreline.

The motion was seconded by Commissioner Pointer. Being no additional comment, the motion passed unanimously.

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

RESOLUTION NO. R25-21: PERFORMANCE REVIEW AND UPDATING THE 2021 COMPENSATION LEVEL FOR THE EXECUTIVE DIRECTOR

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

President Pointer commented that the Board held an executive session on February 22nd for the purpose of conducting the performance evaluation for the executive director. He noted this reflects the work of the last two years. The resolution reflects a salary increase

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

Commissioner Smith commented on her enjoyable trip to the Zoo on Saturday.

President Hanberg commented positively on his Wild Drive experience at NW Trek last weekend.

ADJOURN:

Being no further business, the meeting was adjourned at 7:20p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: Purchasing Resolution

DATE: March 16, 2021

EXECUTIVE SUMMARY: The attached Purchasing Resolution seeks Board approval to enable 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 proposed for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price (Not to Exceed & WSST Included)</u>
1.	Washington State Department of Enterprise Services	(4) Vehicles, Trucks	\$130,000.00
2.	Jennings Equipment	(2) Kubota M6060HD Tractors (1) Kubota F2690E (1) Kubota RTV X900	\$110,000.00
3.	USA Sealing	(4) Commercial Tents, 4 sets of windowed wall panels (includes entry/exit), 4 durable storage cases	\$65,000.00
4.	Lamar Advertising	Billboard Advertising	\$125,000
5.	Merlino Media Group	Media Buying Services	\$680,000 (ZEED) \$60,000 (P&R)

ITEM No. 1

- **VENDOR** Washington State Department of Enterprise Services
- **GOODS OR SERVICE** (4) – Vehicles, Trucks
- **PRICE** Not to exceed \$130,000.00 (WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds (510)
- **CONTACT** Marina Becker, Director of Parks and Recreation

ITEM No. 2

- **VENDOR** Jennings Equipment
- **GOODS OR SERVICE** (2) Kubota M6060HD tractors, (1)Kubota F2690E , (1) Kubota RTV X900
- **PRICE** Not to exceed \$110,000.00 (WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds (510)
- **CONTACT** Marina Becker, Director of Parks and Recreation

BACKGROUND: Items #1 & #2 above detail the purchase of new vehicles and equipment which will replace old worn equipment identified in the Vehicle and Equipment Replacement Plan. These purchases are governed by established criteria from the Fleet Management Plan. Scheduled for replacement are (4) Vehicles-Trucks (2) Kubota tractors (1) Kubota Mower (1) Kubota all purpose vehicle.

These vehicles and equipment will be purchased through the Washington State Department of Enterprise Services and through Jennings Equipment. This resolution will authorize staff to move forward to order vehicles and equipment for 2021 with the anticipation that equipment will take a minimum of ninety days for delivery.

FISCAL IMPACT: Funding for the above purchase will come from the Vehicle and Equipment Replacement Fund (510).

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

ITEM No. 3

- **VENDOR** USA Sealing, Inc.
- **GOODS OR SERVICE** (4) Commercial Tents

- **PRICE** Not to exceed \$65,000.00 (WSST included)
- **SOURCE OF FUNDING** 2021 Parks and Recreation Operating Budget
- **CONTACT** Marina Becker, Director of Parks and Recreation

BACKGROUND: RFP No. PR2021-01 for Tents was advertised in January 2021 and we received five bids, USA Sealing, Inc was the lowest bid. These Commercial Tents will be used for outdoor recreation programming and events throughout the district. They will be utilized in compliance with WA State requirements and guidelines and provide a covered and walled alternative to programming facilities indoors. These tents will be used as venues at various Metro Parks Tacoma properties that will allow for free and revenue generating programming and rentals.

FISCAL IMPACT: These expenses are budgeted in Parks and Recreation Department 2021 Operating Budget

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

ITEM NO. 4

- **VENDOR** Lamar Advertising
- **GOODS OR SERVICE** Billboard Advertising
- **PRICE** \$125,000 (ZEED) for 2021
- **SOURCE OF FUNDING** ZEED Marketing Budget
- **CONTACT** Alan Varsik, Director of ZEED

BACKGROUND: District staff negotiate billboard advertising in-house to secure the best rates and placements for Point Defiance Zoo & Aquarium and Northwest Trek advertising campaigns. Lamar has the largest inventory of billboards in the South Sound area. District staff are negotiating smaller contracts with Pacific Outdoor Advertising and Sun Outdoor Advertising.

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

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

ITEM NO. 5

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** \$680,000 (ZEED) for 2021
\$60,000 (P&R) for 2021
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Alan Varsik, Director of ZEED

BACKGROUND: Merlino Media Group was selected through a Request for Proposals (RFP), completed in November 2015, to provide media buying services for Metro Parks Tacoma. The contract was awarded to Merlino Media Group for two years with the opportunity for up to two two-year extensions. This is the final year of the second two-year extension. Sixteen firms submitted proposals and staff interviewed three finalists.

Merlino advises District staff on overall paid media strategies and negotiates advertising rates, placements and value-added promotions to help achieve District revenue goals. Merlino’s broad range of clients, collective purchasing power, and negotiating expertise enable the agency to secure significantly lower advertising rates, better advertising placement and higher added value than if District staff purchased the media directly.

Janice Merlino, the principal of Merlino Media Group, has more than three decades of experience in media buying and brings extensive experience working with other family-focused Puget Sound destinations, such as Pacific Science Center, Space Needle, and Wild Waves.

The total cost of \$740,000 includes both the fee paid to Merlino Media Group and the cost of the actual advertising purchased. Merlino’s commission rate, ranging from 7.5 to 12.0 percent, is much lower than the standard 15 percent commission rate charged by most media buying firms.

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

ADDITIONAL INFORMATION: For additional information, contact Alan Varsik, Director of Zoological & Environmental Education at 253-404-3634 or Marina Becker, Director of Parks & Recreation at 253-305-1024.

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P26-21

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

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park 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 Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P26-21

ITEM No. 1

- **VENDOR** Washington State Department of Enterprise Services
- **GOODS OR SERVICE** (4) – Vehicles, Trucks
- **PRICE** Not to exceed \$130,000.00 (WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds (510)
- **CONTACT** Marina Becker, Director of Parks and Recreation

ITEM No. 2

- **VENDOR** Jennings Equipment
- **GOODS OR SERVICE** (2) Kubota M6060HD tractors, (1) Kubota F2690E
(1) Kubota RTV X900
- **PRICE** Not to exceed \$110,000.00 (WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds (510)
- **CONTACT** Marina Becker, Director of Parks and Recreation

ITEM No. 3

- **VENDOR** USA Sealing, Inc.
- **GOODS OR SERVICE** (4) Commercial Tents
- **PRICE** Not to exceed \$65,000.00 (WSST included)
- **SOURCE OF FUNDING** 2021 Parks and Recreation Operating Budget
- **CONTACT** Marina Becker, Director of Parks and Recreation

ITEM No. 4

- **VENDOR** Lamar Advertising
- **GOODS OR SERVICE** Billboard Advertising
- **PRICE** \$125,000 (ZEED) for 2021
- **SOURCE OF FUNDING** ZEED Marketing Budget
- **CONTACT** Alan Varsik, Director of ZEED

ITEM No. 5

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** \$680,000 (ZEED) for 2021
\$60,000 (P&R) for 2021
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Alan Varsik, Director of ZEED





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Business Administration and Planning
Marty Stump, Deputy Director of Planning

SUBJECT: Contract Award to Pease Construction for Seymour Conservatory Rehabilitation J2021-01

DATE: March 16, 2021

EXECUTIVE SUMMARY: This resolution authorizes the contract award to Pease Construction for Seymour Conservatory Rehabilitation in the amount not to exceed \$2,152,206.00, including Washington State Sales Tax.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting held on Wednesday, March 10, 2021 with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: The bid opening was held on March 3, 2021 two (2) bids were received and both (2) were considered responsive.

A bid package was advertised for improvements at the W.W. Seymour Botanical Conservatory Rehabilitation as part of the 2014 Park Improvement Bond Program. Improvements described in bidding documents included an entry drive accessible parking stall, rehabilitation of the existing conservatory including upgrades to the existing structure, building envelope, interior partitions, casework, HVAC systems, plumbing fixtures, controls and lighting, custom metal fabrications, green walls, rock walls and new plantings.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Pease Construction submitted low Base Bid in the amount of \$1,758,000.00 (not including WSST). There were 4 Alternates;

- Base Bid - All structural, mechanical and lighting upgrades
- Alt. 1 - Gift shop + roller shades, Living Walls with Bog feature \$195,000.00
- Alt. 2 - Add a Vivarium \$44,000.00
- Alt. 3 - Add High Pressure Fogging System \$58,225.00
- Alt. 4 - Change painted metal rod to stainless steel \$55,600.00

Reference checks by staff have confirmed that Pease Construction is a responsible contractor and performs quality work. Staff is recommending award of the Base Bid and Alternate 1 for a total amount of \$2,152,206.00 (including Washington State Sales Tax).

The 'Other Costs' budget line accounts for project expenses such as printing, bidding, advertising, equipment, plant procurement, 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 provided by 2014 UTGO Bond Funds, and a State Heritage Grant.

<u>Funding:</u>	
2014 UTGO Bond	\$ 1,902,302
State Heritage Grant	\$ 749,810
1% for Art	\$ (19,530)
Total	\$ 2,632,582

<u>Project Budget:</u>	
Planning and Design	\$ 259,391
Pease Construction (includes tax)	\$ 2,152,206
Other Costs	\$ 78,000
Contingency	\$ 142,985
Total	\$ 2,632,582

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Business Administration and Planning at (253) 305-1086 or debbiet@tacomaparks.com or Marty Stump at (253)-305-1078 or martys@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW27-21

**SEYMOUR CONSERVATORY REHABILITATION BID#: J2021-01
CONTRACT AWARD TO PEASE CONSTRUCTION SERVICES**

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

WHEREAS, funds for the project consist of 2014 UTGO Bond Funds, and a State Heritage Grant; and

WHEREAS; Two (2) bids (Bid#: J2021-01) were received with two (2) being considered responsive; and

WHEREAS, the low Base Bid in the amount of \$1,758,000.00, and Alts. 1-4 were submitted by Pease Construction has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff is recommending the award of a combination of the Base Bid in the amount of \$1,758,000.00 and Alt. 1 in the amount of \$195,000; and

WHEREAS, Metro Parks staff has checked the references of Pease Construction and find them to be responsible. Pease Construction has previously contracted with MPT on past projects; 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 Pease Construction, in the amount of \$2,152,206.00 Base Bid plus Alternate 1 (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
W.W. SEYMOUR CONSERVATORY REHABILITATION
PROJECT #:J2021-01

BID RESULTS

BIDS OPENED: WEDNESDAY, MARCH 3RD, @ 11:00AM

BIDDER NAME: Pease Construction, Inc		Sunset Pacific	
Address	3815 100th St. SW #3A	9500 Front St., Ste#: 200	
City, State Zip	Lakewood, WA 98499	Lakewood, WA 98499	
Contact	Loren Pease	Ed Brooks	
Telephone	253.584.6606 ext 102	253.722.2777	
Fax	253.581.7855	253.588.9090	
Email	loren@peaseinc.com	Ed@sunpac.net	

BID COMPLIANCE:

Contractor Name:	Pease Construction, Inc	Sunset Pacific	
Bidder's Proposal:	\$1,758,000.00	\$1,792,424.00	
Cert of Compliance w/wage Pymt:	X	X	
Non-Collusion Affidavit:	X	X	
Subcontractors listing Form:	XX	XX	
Bid Bond/Money Order:	X	X	
MWBE Utilization Form:	X	X	
Receipt of Addendum #01:	X	X	
Receipt of Addendum #02:	X	X	

BID AMOUNTS:	\$	1,758,000.00	\$	1,792,424.00	\$	-
<i>All bid amounts listed below do not include WSST.</i>	\$	179,316.00	\$	182,827.25	\$	-

Base Bid Amount:	\$	1,937,316.00	\$	1,975,251.25	\$	-
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Additive Alternate #01:	\$	195,500.00	\$	231,424.00	
Additive Alternate #02:	\$	44,000.00	\$	43,242.00	
Additive Alternate #03:	\$	58,225.00	\$	62,424.00	
Additive Alternate #04:	\$	55,600.00	\$	158,424.00	
Unit Price # 1:A	\$	75.00	\$	99.75	
Unit Price # 1B:	\$	93.00	\$	133.00	
Unit Price # 2A:	\$	80.00	\$	300.00	
Unit Price # 2B:	\$	150.00	\$	325.00	
Unit Price # 3A:	\$	165.00	\$	279.30	
Unit Price # 3B:	\$	165.00	\$	385.70	

BIDS OPENED & READ BY:	Kristi Evans	BIDS VERIFIED BY:	Debbie Hall
SIGNED BY:		SIGNED BY:	