

Proposed Agenda & Meeting Materials
November 10, 2021 - 5:00 PM
Capital Improvement Committee Meeting (CIC)
Remote Meeting



This Capital Improvement Committee Meeting (CIC) will be held remotely. You can listen to the meeting online by following the instructions below: (either by online link or by phone)

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

Time: **November 10, 2021 5:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting Online by clicking the link below:

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

Or Dial:	(253) 215-8782
Enter Meeting ID:	950 4153 1173
Password:	039699
Participant ID:	No ID needed, just press #

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



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

**November 10, 2021
5:00 PM**

MINUTES FROM October 13, 2021

PROJECT STATUS REPORT

DISCUSSION ITEMS

ACTION ITEMS

- City Of Tacoma Funding Acceptance and Agreement - Gas Station Park
- ZEED Capital Facilities Plan - Contract Award

FUTURE AGENDA TOPICS

ADJOURNMENT



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

**October 13, 2021
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Baines (absent)

Staff Support: **Debbie Terwilleger**, Director – Business, Administration and Planning; **Marty Stump**, Deputy Director - Planning and Development; **Kristi Evans**, Capital Program Manager, Community & Neighborhood Parks; **Claire Keller-Scholz**, Planning and Asset Management Administrator; **Rebecca Solverson**, COT Public Art Specialist; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the September 15, 2021 meeting were approved as written.

Discussion Items

Dash Point Pier Conditions Assessment

- Marty led a discussion on the Dash Point Pier closure. He reported that on Sept. 24th we received the final engineering assessment report. It listed the pier in critical condition and recommended it remain closed to the public. The repair estimate is between \$2.5M - \$3M with a variety of options including tear down to pier replacement. We are currently researching additional funding sources, both state and federal.
- Commissioner Pointer asked if we have shared the report's findings with the public. Marty said not yet, first we need to present the report to the full Board. Kristi added that citizens have been asking why the pier is closed.

Artist Selection for Browns Point Playfield

- Claire and Rebecca reported that local artist Paige Pettibon was selected for the Browns Point Playfield Public Art project with a budget of \$30,000. Paige will create site-responsive public artwork that enhances the Browns Point Playfield with engagement from the local community. It was noted the selected artist participated in MPT's recent Public Art Reaching Community (PARC) Training program.
- Paige is a Northeast Tacoma native, with strong ties to the Puyallup Tribe of Indians. Of the three submissions received, the selection panel unanimously selected Paige.
- Commissioner Pointer asked if Paige was the only person of color that applied. Rebecca reported that all three applicants were of color.
- The next step is getting the artist under contract.
- Commissioner Pointer asked about the art medium. Claire reported it is wide open right now, allowing the artist freedom to come up with an original design. She added that the preliminary

design will be presented at a future CIC, followed by the final design that will include selected materials.

- Rebecca concluded that that we are hoping to have the artwork installed by the end of 2022. She added the community is excited about moving forward with this new art piece.
- Marty added that Browns Point Playfield tennis courts are also being replaced, with a future playground and athletic field in the coming years, helping to energize the community.

Gas Station Park, City of Tacoma Property Transfer

- Debbie reported we are continuing work on the property transfer of Gas Station Park from COT into Metro Park's inventory. It was noted this project is being activated after being put on hold due to COVID 19. She said Tacoma's City Council will present this item at their next meeting. Once approved, a quick deed will be brought before their Board either at their Nov. 8th or 22nd meeting.
- It was noted that significant work has happened within the community resulting in the current schematic design. Next steps include:
 1. Continuing contract with designer to finalize plan and move into design
 2. Secure funding from Department of Commerce (\$504,700) and City of Tacoma (\$320,000)
 3. Completion of the COT to MPT property transfer
- Commission Pointer asked about other funding sources besides the Department of Commerce and City of Tacoma funds. Debbie reported Metro Parks has earmarked \$50,000 for the public process. She added because of the park's small footprint, the approximate budget of \$800,000 is a reasonable amount.

Action Items

Gas Station Park - Design Contract Amendment #1 to MacKay and Sposito

- This resolution authorizes contract Amendment No 1 to Mackay & Sposito for Gas Station Park in the amount of \$139,729.50, bringing the contract total to an amount not to exceed \$156,579.50.
- Gas Station Park is a park property owned by the City of Tacoma and currently is in the process of being transferred into Metro Park's inventory.
- Phase I of the project has now been completed with proposed site improvements to include new play structures, plaza pavement, landscaping, fencing, lawn area, signage and right of way reconstruction. MPT is now ready to move onto Phase II for the completion of final design documents. Construction should start in August or September of 2022 and last between 4 -6 months, dependent on weather conditions.
- Commissioner Pointer asked if this property falls under TERO regulations. Kristi reported no, it is outside TEROs jurisdiction.
- It was noted this park helps MPT fulfill its 10-minute walk level of service defined in the 2018 Strategic Master Plan Update.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Meeting Adjourned



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning, Design and Development

SUBJECT: **Accepting and Appropriating City of Tacoma Funds for Gas Station Park and Authorizing the Executive Director to enter into an Agreement with the City of Tacoma**

DATE: November 17, 2021

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$350,000 in funding from the City of Tacoma for Gas Station Park, and authorizes the Executive Director to enter into an agreement with the City of Tacoma for the transfer of ownership and management of the property.

BACKGROUND: Gas Station Park is a city of Tacoma owned park that is in need of upgrading. Dating to the 1920's this property previously served as a neighborhood gas station. The City is asking that MPT provide a design process, construction of improvements and take ownership of the park. The park is located at 4801 and 4807 South Park Avenue. The City of Tacoma has done full remediation of the site and now holds a Dept. of Ecology Covenant with restrictions for new construction.

In the 2018 Strategic Master Plan MPT adopted a 10-minute walk level of service standard. This neighborhood park will help achieve that goal by filling a current gap in service.

Currently the park provides on-street parking, fencing, landscape berms, bench and modest play equipment. New improvements will include improved access, signage, new children's play equipment, walking paths, play lawn and general landscape improvements. The proposed improvements are informed by feedback received from the community during the schematic design phase of the project.

FINANCIAL IMPACT: The project is to be funded by 2014 UTGO, Neighborhood Parks, State of Washington Commerce Grant and the City of Tacoma.

Authorized Funding				
2014 Park Bond Neighborhood parks			\$50,000	
Open Space Fees			\$2,224	
City of Tacoma			\$350,000	
State of Washington Commerce Grant			\$504,700	

TOTAL PROJECT FUNDING				\$906,924
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ADDITIONAL INFORMATION:

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO.

ACCEPTING AND APPROPRIATING CITY OF TACOMA FUNDS FOR GAS STATION PARK AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE CITY OF TACOMA

WHEREAS, Metropolitan Park District of Tacoma has developed a Capital Improvement Plan for the improvement of parks and facilities throughout the District; and

WHEREAS, Metro Parks Tacoma has been awarded funds from the City of Tacoma; and

WHEREAS, Metro Parks intends to re-design and construct improvements to Gas Station Park in partnership with the City; and

WHEREAS, the City of Tacoma has approved the transfer via Quit Claim deed title of both Gas Station Park parcels to MPT; and

WHEREAS, the City is willing to make a financial contribution to the Project to MPT as it will benefit the community served by both agencies; and

WHEREAS, it is the desire of Metro Parks to enter into an agreement with the City of Tacoma, now, therefore, be it

RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and appropriate \$320,000 from the City of Tacoma,

AND BE IT FURTHER RESOLVED, that the Executive Director is authorized to enter into an agreement with the City of Tacoma.

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



TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: Zoological and Environmental Education Department RFQ #J2021-23
Contract Award to SH|R Studios.**

DATE: November 17, 2021

EXECUTIVE SUMMARY: This resolution authorizes contract award for the Zoological and Environmental Education Department Capital Facilities Plan contract to SH|R Studios in the amount of \$ 162,000.00.

BACKGROUND: Both Northwest Trek Wildlife Park and the Point Defiance Zoo & Aquarium are accredited by the Association of Zoos and Aquariums (AZA). Point Defiance Zoo & Aquarium in Tacoma and Northwest Trek Wildlife Park in Pierce County are both owned and operated by Metro Parks Tacoma. The PDZA and NW Trek together are the Zoological and Environmental Education Department (ZEED) of Metro Parks Tacoma and have a combined annual attendance of over one million visitors.

This project includes the facilitation of workshops and site planning discussions with ZEED staff and other stakeholders in order to develop a Capital Facilities Plan for both the PDZA and NW Trek. The plan will provide a first look at the anticipated scope of future development including cost estimates, permitting considerations, and concept sketches which can be used to begin more detailed physical planning, engineering, design, and permitting for future projects.

The Capital Facilities Plan is a part of the overall ZEED planning effort that includes a Strategic Plan, Capital Facilities Plan, Business Plan, and Collection Plan.

Responses to the RFQ were due on August 26th, 2021 at 10:00 am. Five (5) bids were received with five (5) considered responsive. A review panel selected the firm of SH|R Studios as the most qualified to perform this work.

The effort is expected to take 180 calendar days to complete after issuance of a Notice to Proceed. Fred Ramey will be Capital Program Manager for this project.

FISCAL IMPACT: The funds for the Zoological and Environmental Education Department Capital Facilities Plan are derived from ZEED Operating funds. The following is a breakdown of the funding sources and project budgets.

Funding:	
NW Trek Operating Budget	\$81,275
PDZA Operating Budget	\$81,275
Total	\$162,550

Budget:	
NW Trek Operating Budget	\$81,275
PDZA Operating Budget	\$81,275
Total	\$162,550

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. _____

**ZOOLOGICAL AND ENVIRONMENTAL EDUCATION DEPARTMENT CAPITAL
FACILITIES PLAN
CONTRACT AWARD TO SH|R STUDIOS.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to create a plan for both PDZA and NW Trek for future development; and

WHEREAS, staff has developed a planning framework to include a Strategic Plan, Capital Facilities Plan, Business Plan and Collection Plan; and

WHEREAS, SH|R Studios was selected as the most qualified of the Five (5) submittals (RFQ # J2021-23) received for the development of the Capital Facilities Plan, with all Five (5) submittals being considered responsive; and

WHEREAS, funds for the project are provided from PDZA Operating Fund and NW Trek Operating Fund; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the Capital Facilities Plan contract to SH|R Studios in the amount of \$162,000.00 (not including Washington State Sales Tax).

The forgoing 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

**METRO PARKS TACOMA
STATEMENTS OF QUALIFICATIONS FOR
ARCHITECTURAL & ENGINEERING SERVICES
for
ZEED Capital Facilities Master Plan
SCORE SHEET**

Group Rating Averaged

Rate 0 to +10 with 10 being best

Criteria	CLR Design	GLMV Architecture	PGAV Destinations	SHIR Studios	Windward Design
Alan Varsik	46	52	50	63	20
Fred Ramey	56	60	49	56	17
Rick Dietz	49	50	45	52	40
Sarah Oliver	57	64	51	61	43
Whitney DalBalcon	58	51	44	59	29
Donna Powell	68	70	56	68	42
Total					

AFFIRMATION:	334	347	295	359	191
	80%	83%	70%	85%	45%

The undersigned Team Member affirms they have no beneficial interest, directly or indirectly, and has not received any compensation, gratuity, or reward from any other person beneficially interested in this contract award in accordance with 23 CFR Ch 1 §636.117 and RCW 42.52.030.



10/1/2021

Signature
Fred Ramey
Printed Name

Date