

Proposed Agenda & Meeting Materials

June 30 - 5:00 PM

Capital Improvement Committee Meeting (CIC)

Remote Meeting



ATTENTION:

Protecting the public, our partners, and our staff are of the utmost importance.

Due to recent health concerns with the novel coronavirus and in compliance with the Governor's Executive Order 20-28.2 (amending 20-05, 20-28, 20-28.1 , 20-28.2, 20-28.3, 20-28.4, 20-28.7 , 20-28.8, 20-28.9, 20-28.10, 20-28.11,20-28.12, 20-28.13, 20-28.14, 20-28.15),

this meeting will be held remotely.

You can listen to the Capital Improvement Committee Meeting (CIC) online by following the instructions below: (either by online link or by phone)

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

Time: **June 30, 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**

**June 30, 2021
5:00 PM**

MINUTES FROM June 16, 2021

PROJECT STATUS REPORT

DISCUSSION ITEMS

ACTION ITEMS

- Contract Award of Browns Point Playfield Tennis Court Improvements J2021-01

FUTURE AGENDA TOPICS

ADJOURNMENT



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

**June 16, 2021
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Baines (absent)

Staff Support: **Marty Stump**, Planning Deputy Director - Planning & Development Department; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the April 28, 2021 meeting were approved as written.

Discussion Items

N/A

Action Item

W.W. Seymour Botanical Conservatory - Accepting and Appropriating \$48,488.00 from the Seymour Conservatory Foundation for the Rain Vivarium

- Marty reported this resolution accepts and appropriates \$48,488.00 from the Seymour Conservatory Foundation for construction of the Conservatory Vivarium during the current renovation project now underway. A Vivarium is a rainforest type terrarium that houses dart frogs. It will be housed behind a glass window.
- Marty explained the Vivarium was an alternate bid item in the Conservatory's renovation project. It wasn't included because its cost exceeded the available budget that had to prioritize critical infrastructure renovation over new amenities. The Foundation saw the beneficial educational element for visitors to the Conservatory and elected to fund its construction.
- Marty reported we have received the Foundation's Letter on Intent allowing the Vivarium to be added to the project's construction phase.
- Commissioner Pointer asked if Metro Parks has ever had an exhibit like this and how many frogs will be included. Marty reported he will find out more specifics around the exhibit before the next Board meeting.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Additional Discussion Items

- Marty reported a COW is scheduled for next Monday to discuss the Dawson Property Transfers.

Meeting Adjourned



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Business Administration and Planning

SUBJECT: **Contract Award of Browns Point Playfield Tennis Court Improvements J2021-01 to _____.**

DATE: 07/07/2021

EXECUTIVE SUMMARY: This resolution authorizes the contract award to _____ for Browns Point Playfield Tennis Court Improvements in the amount not to exceed \$_____.00, including Washington State Sales Tax.

BACKGROUND:

The bid opening was held on June 30, 2021. ____ () bids were received and ____ () were considered responsive.

A bid package was advertised for improvements at Browns Point Playfield Tennis Court Improvements as part of the 2014 Park Improvement Bond Program. Improvements described in bidding documents included asphalt paving, new tennis court surfaces, chain link fencing, ADA pathway, benches, landscaping turf, gravel surfacing and striping.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. _____ submitted low Base Bid in the amount of \$_____.00 (not including WSST). There were 2 Alternates;

Base Bid - All structural, civil and landscape work to construct the tennis courts and ADA pathways
Alt. 1 – Construct New Basketball Court \$_____.00
Alt. 2 – Install French Drain and Catch Basins \$_____.00

Reference checks by staff have confirmed that _____ is a responsible contractor and performs quality work. Staff is recommending award of the Base Bid and Alternate ____ for a total amount of \$_____.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 70 calendar days to complete after issuance of a Notice to Proceed. Chris Marfori with Wenaha Group will be project manager for this project, reporting to Kristi Evans for Metro Parks Tacoma.

FISCAL IMPACT: The funds for this project are provided by 2014 UTGO Bond Funds.

<u>Funding:</u>	
2014 UTGO Bond	\$ 520,000
1% for Art	\$ (3,060)
Total	\$ 516,940

<u>Project Budget:</u>	
Planning and Design	
Construction (includes tax)	
Other Costs	
Contingency	
Total	\$ 516,940

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PWXX-XX

**BROWNS POINT PLAYFIELD TENNIS COURT IMPROVEMENTS BID#: J2021-09
CONTRACT AWARD TO _____**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to Browns Point Playfield Tennis Courts; and

WHEREAS, funds for the project consist of 2014 UTGO Bond Funds; and

WHEREAS; ___ () bids (Bid#: J2021-09) were received with ___ () being considered responsive; and

WHEREAS, the low Base Bid in the amount of \$ _____ .00, and Alt. ___ were submitted by _____ ,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 \$ _____ .00 and Alt. ___ in the amount of \$ _____ ; and

WHEREAS, Metro Parks staff has checked the references of _____ 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 _____, in the amount of \$ _____ .00 Base Bid plus Alternate ___ (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