

**Proposed Agenda & Meeting Materials**  
**February 22, 2022 - 5:00 PM**  
Capital Improvement Committee Meeting (CIC)  
Remote Meeting

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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: **February 22, 2022 5:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting Online by clicking the link below:

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

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

**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**

**February 22, 2022  
5:00 PM**

**MINUTES FROM January 12, 2022**

**PROJECT STATUS REPORT**

**DISCUSSION ITEMS**

- Briefing update on Titlow Projects
- Briefing update on Dash Point RFQ

**ACTION ITEMS**

- Seymour Botanical Conservatory Rehabilitation, Pease Construction Change Order No. 7
- Owen Beach Access Contract Award - Resolution draft

**FUTURE AGENDA TOPICS**

**ADJOURNMENT**



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

**January 12, 2022  
5:00 PM  
MINUTES**

**Attendees:** Commissioner Pointer, Commissioner Reid

**Staff Support:** **Marty Stump**, Deputy Director - Planning and Development; **Kristi Evan**, Capital Program Manager, Community & Neighborhood; **Hunter George**, Policy & Government Relations Officer; **Mary Kay Henley**, Planning Administration

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

**PROJECT STATUS REPORT**

- Commissioner Reid asked about flooding at Titlow Park, mentioning the lagoon, lodge and trussell areas. Marty reported new drainage options are being discussed.
- Marty reported at future meetings the 2022 Capital Workplan will be shared at the 2<sup>nd</sup> CIC meeting of the month.
- Commissioner Pointer asked if there was any snow impact on the Owen Beach project. Kristi reported it is still on schedule with completion early, possibly in February ahead of the the March 9<sup>th</sup> target. She mentioned the park won't open until the complimentary Owen Beach Entrance project is completed in March or April. This project is a component of the Point Defiance Loop Trail project led by Roger and will provide a new 2-way entry drive.
  - Commissioner Pointer added that although a few trees will be removed, they will be replaced at a 2 to 1 ratio. Commissioner Reid asked if any of these trees are old growth. Marty reported no. He added this information was included in the recently published State Environmental Policy Act (SEPA) ad. It was explained we didn't receive any substantive comments opposing the project, and we are moving forward with permitting.
- Commissioner Reid asked about additional dog park locations. He noted he received a community request for one at Wright Park and didn't know how to respond. Marty reported that a list of potential off-leash areas is being compiled as part of our Level of Service Plan. He will find out the status and report back so commissioner can respond appropriately to community comments.

**DISCUSSION ITEMS**

**Gas Station Park Design Development presentation**

- Kristi updated commissioners on the Gas Station Park project. She reported we have 100% design development and are entering the construction planning phase. She explained this site

is a former gas station and adding this neighborhood park will help fill a 10-minute walk level of service gap.

- The City of Tacoma (COT) has completed full remediation of the site and transferred the property and development funding to MPT. The project has 3 funding sources: City of Tacoma \$320,000, Metro Parks \$52,000, and Washington State Commerce Grant of \$504,700.
- Kristi presented site plans, pointing out improved access, signage, new children's play equipment, walking paths, play lawn and general landscape improvements. She noted improvements have been informed by feedback received from the community.
- Bidding will take place in June, with construction targeted for August through November. The next time the Board will see this project will be in the form of a construction contract award.
  - Commissioner Reid expressed concerns about not offering restrooms at neighborhood parks. Commissioner Pointer concurred, noting it's not just for children but adults too. Marty reported this is a universal conundrum for parks as it relates to neighborhood park restroom standards. He mentioned an alternative that some agencies are using, self-contained restroom that are a hybrid of a porta potty and restroom. He said we could possibly consider a trial run at appropriate location in the future.
  - Commissioner Pointer asked if there will be multiple trash receptacles. Kristi said yes.

#### **Green School Yards, Reed and Stafford 100% Design Development presentation**

- Kristi provided an update for both the Stafford and Jenny Reed elementary schools as part of the Green School Yards partnership between Tacoma Public Schools (TPS), Trust for Public Land (TPL) and Metro Parks. She added these projects will close the gap on Metro Park's 10-minute walk level of service goal.
- She explained an overarching Memorandum of Understanding (MOU) defines roles, with TPL managing budget, Metro Parks contributing \$250,000 for each 6 pilot sites and TPS coordinating construction contracts. Currently TPS will maintain sites, but we will consider co-ownership if needed.
  - Commissioner Reid noted that Metro Park's contribution might be overlooked because of the proximity to school sites. He wondered if we have a marketing plan in place to communicate our participation. Kristi said yes. She added that some public outreach has already taken place, along with possibly signage. Commissioner Reid added signage at the school entrance would be good. Kristi note that TPL has a good track record of listing partners on their signs.
- Kristi presented first Jenny Reed Elementary design plans, noting new playground equipment and asphalt area updates including four-square court and additional basketball court. The existing play equipment will be moved closer to the school building. Additional improvements/updates will include a walking path, swings. learning garden and ADA walkways.
  - Commissioner Pointer asked about the completion date. Kristi stated they are running a bit behind a very aggressive schedule, targeting construction in December.
- Next Kristi presented design plans for Stafford Elementary, noting it's a bit smaller in scale. She pointed out updates to the play area, new outdoor play stage and classroom, and tetherball. The log area, shelter and bio trail will remain.
  - Commissioner Reid asked how close this site is to the City of Tacoma boundary line. Kristi stated is it within the city's boundary line, but noted it it close.
  - Both commissioners agreed this is a great partnership, adding it helps keep children off the street.

### **OTHER TOPICS**

- Commissioner Reid asked about any ramp updates at the Tacoma Yacht Club. Marty reported we are in continued dialogue with the yacht club and he will check with Roger on an update. It was noted all five gangways wouldn't necessarily need to be replaced and that team is looking at a minimum of three to be replaced.

**Meeting Adjourned**



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Seymour Botanical Conservatory Rehabilitation, Pease Construction Change Order No. 7**

DATE: 2/28/2022

**EXECUTIVE SUMMARY:** This resolution authorizes the contract Change Order #7 to Pease Construction for Seymour Botanical Conservatory Rehabilitation in the amount not to exceed \$50,000.00, including Washington State Sales Tax.

**BACKGROUND:**

The bid opening for this project was held on March 3, 2021 and two (2) bids were received and two (2) were considered responsive.

Pease Construction was the successful bidder, having submitted a low Base Bid and Alternate 1 in the amount of \$2,152,206.00 (including WSST). Reference checks were conducted by staff confirming that Pease Construction is a responsible contractor and performs quality work.

This Project became possible with 2014 UTGO Bond Funds and a State Heritage Grant. Work under this contract consists of 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.

The contract was approved by the Board of Park Commissioners on March 22, 2021, Resolution #: PW27-21 in the amount of \$2,152,206.00 (including Washington State Sales Tax).

Change Order #1 for an amount of \$551.00 (including Washington State Sales Tax) was approved administratively to address an addition error in the original contract.

Change Order #2 for an amount of \$36,279.88 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including a deduct for counter top material change, removal of unknow rock wall, addition of the Vivarium, additional concrete slab in the office, boiler breaker modifications and a tax rate change.

Change Order #3 for an amount of \$89,256.97 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including the office wall needing to be rebuilt due to rot, added lava rock for new wall and structural reconstruction of the basement ceiling and north wing floor failure due to moisture.

Change Order #4 for an amount of \$17,492.47 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including failing window trim, rewelding of failing treaded rods, culvert piping, additional casework locks and louvers.

Change Order #5 for an amount of \$28,925.07 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including fin tube deduct, roof membrane for the failed floor in the north wing due to moisture, added days only for carpenters strike, framing modifications, rewiring entry lights not in plan and upgraded outlets for gift shop.

Change Order #6 for an amount of \$10,915.29 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including added cable trays, gas venting installation, added rotunda jamb flashing, actuator control box added, piping insulation deduct, added backflow preventer, boiler motor starter added and 7 extra days only for inclement weather.

Funding for Change Order #7 in the not-to-exceed amount of \$50,000 is being requested to account for additional anticipated additional chimney crack repairs and unknown pipe leakage repairs.

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

**FISCAL IMPACT:** The funds for this project are from 2014 UTGO Bond Funds, State Heritage Grant and Greater Metro Parks Foundation.

<b><u>Funding:</u></b>	
2014 UTGO Bond	\$1,902,302
State Heritage Grant	\$749,810
GMPF Donation	\$48,488
2014 UTGO Bond	\$50,000
1% for Art	(\$21,392)
<b>Total</b>	<b>\$2,729,208</b>

<b><u>Project Budget:</u></b>	
Planning and Design	\$285,412.20
Pease Construction (includes tax)	\$2,362,580.18
Other Costs	\$69,300.63
Contingency	\$11,914.85
<b>Total</b>	<b>\$2,729,207.86</b>

**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. PWXX-XX**

**SEYMOUR CONSERVATORY REHABILITATION  
PEASE CONSTRUCTION – CHANGE ORDER NO. 7**

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

WHEREAS, the original construction contract was approved by the Board of Park Commissioners on March 3, 2021, Resolution #: PW27-21 in the amount of \$2,152,206.00 (including Washington State Sales Tax).

WHEREAS, Change Orders 1-6 were issued to account for increased costs.

Change Order #1 for an amount of \$551.00 (including Washington State Sales Tax) was approved administratively to address an addition error in the original contract.

Change Order #2 for an amount of \$36,279.88 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including a deduct for counter top material change, removal of unknow rock wall, addition of the Vivarium, additional concrete slab in the office, boiler breaker modifications and a tax rate change.

Change Order #3 for an amount of \$89,256.97 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including the office wall needing to be rebuilt due to rot, added lava rock for new wall and structural reconstruction of the basement ceiling and north wing floor failure due to moisture.

Change Order #4 for an amount of \$17,492.47 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including failing window trim, rewelding of failing treaded rods, culvert piping, additional casework locks and louvers.

Change Order #5 for an amount of \$28,925.07 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including fin tube deduct, roof membrane for the failed floor in the north wing due to moisture, added days only for carpenters strike, framing modifications, rewiring entry lights not in plan and upgraded outlets for gift shop.

Change Order #6 for an amount of \$10,915.29 (including Washington State Sales Tax) was approved administratively to address a range of construction changes including added cable trays, gas venting installation, added rotunda jamb flashing, actuator control box added, piping insulatin deduct, added backflow preventer, boiler motor starter added and 7 extra days only for inclement weather.; and

WHEREAS, funding for Change Order #7 is required to account for additional chimney crack repairs and existing pipe leakages for a not-to-exceed Amount of \$50,000; Now, therefore, be it



RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize funding for Change Order #7 with Pease Construction, in the not-to-exceed Amount of \$50,000 (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 \_\_\_\_\_ 2022.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Owen Beach Access Bid #SWR J2022-05,  
Contract Award to XX**

DATE: February 28, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes contract award for the Owen Beach Access construction contract to XX in the amount of \$XX (includes Washington State Sales Tax).

**BACKGROUND:** During the 2015 Point Defiance Master Plan Update process, one of the key improvements to the park identified was the need for increased pedestrian and bicyclist safety. Through the planning and with grant funding from the Washington State Recreation Conservation Office (RCO), the Loop Trail and Viewpoints project was developed. This Loop Trail is to be a “shared-use” trail for pedestrians and bicyclists and will be separated from the vehicular road network. This shared-use trail will connect to the new roundabout at the Pearl Street entrance, the Wilson Way bridge landing within the Park, and the neighborhood.

Work was done in 2016 and 2017 under the “Parking & Circulation Study” to develop the 30% design and a preferred location of the new Loop Trail. Public meetings, design options, workshops, and surveys were conducted to arrive at the most desired alignment. Tree protection, safety, reuse of existing pavement, accessibility, and user experiences were all taken into consideration.

This Owen Beach Access Project was derived from the design efforts of the Point Defiance Loop Trail project. It will create a new vehicular entrance to Owen Beach and preserve the previous entrance for pedestrians and bicyclists. The location of the new entrance will balance vehicular safety and limiting the disturbance of the existing landscape. The result will be a safer access to Owen Beach that better manages traffic and is configured so as to accommodate the future loop trail project alignment.

The improvements were designed to anticipate current and future demand. Construction will be sequenced to minimize service interruption to existing facilities.

The bid opening was held on February 18th, 2022 at 1:00 pm. XX (X) bids were received with XX (X) considered responsive.

The construction is anticipated to take 45 calendar days to complete after issuance of a Notice to Proceed. Roger Stanton will be Capital Program Manager for this project.

**FISCAL IMPACT:** The funds for the Owen Beach Access will be accounted for in the 2014 UTGO Regional Parks & Attractions/Point Defiance Park. For project implementation purposes, the following is a breakdown of the funding sources and project budgets.

<b>Funding:</b>	
2014 Park Bond (Regional Parks – Point Defiance Park)	\$ 410,000
1 % for Art	-\$ 2,500
<b>Total</b>	<b>\$407,500</b>
<b>Budget:</b>	
Planning & Design	\$64,700
Construction (includes tax)	\$274,800
Contingency & Permitting	\$68,000
<b>Total</b>	<b>\$407,500</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. \_\_\_\_\_**

**OWEN BEACH ACCESS BID NO SWR J2022-05,  
CONTRACT AWARD TO **XX**.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to improve the Owen Beach Access at Point Defiance Park; and

WHEREAS, funds for the project consists of Metro Parks 2014 UTGO Regional Parks & Attractions/Point Defiance Park; and

WHEREAS, **XX (X)** bids (Bid # **SWR J2022-05**) were received with **XX (X)** being considered responsive; and

WHEREAS, the base bid proposals included the entry road and associated stormwater improvements, site restoration and replanting; and

WHEREAS, the low Base Bid was submitted by **XX** in the amount of **\$XX** and has been reviewed by contract compliance and is considered a responsive bid; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the Base Bid contract to **XX** in the amount of **\$XX** (includes 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