

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**May 9, 2022**

**6:00 P.M.**

**Metro Parks Headquarters**

**4702 S 19<sup>th</sup> St.**

**Tacoma, WA 98405**

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 864 9002 3942

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/86490023942>

MEETINGS ARE RECORDED  
AND MAY BE HEARD UPON REQUEST

**COMMISSIONERS**

**ANDREA SMITH, PRESIDENT**

**AARON POINTER, CLERK**

**TIM REID**

**ROSIE AYALA**

**MICHAEL LIANG**

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

**COMMISSIONER SWEARING-IN**

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

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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."



**EXECUTIVE DIRECTOR’S REPORT**

**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 4pm on May 9, 2022 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 4pm on May 9, 2022. Verbal comments will also be allowed during the meeting both in-person and remotely. 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**

- (5-6) MINUTES OF THE APRIL 21, 2022 SPECIAL BOARD MEETING
- (7-14) MINUTES OF THE APRIL 25, 2022 REGULAR BOARD MEETING

**CONSENT AGENDA**

- (15-16) **RESOLUTION NO. C27-22:** APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2022  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (17-20) **RESOLUTION NO. P28-22:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
  1. TOURNESOL SITEWORKS FOR PARK FURNITURE IN THE AMOUNT OF \$800,000  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
  2. PUGET SOUND INSTRUMENT FOR DIGITAL RADIO SYSTEMS IN THE AMOUNT OF \$60,859.48  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (21-24) **RESOLUTION NO. PW29-22:** TITLOW PARK NORTH HIDDEN BEACH BRIDGE REPLACEMENT CONTRACT AWARD FOR KPFF  
(Contact: Debbie Russell, Director of Business Administration & Planning)

- (25-28)      **RESOLUTION NO. PW30-22:** TITLOW PARK LAGOON CULVERT REMOVAL & RAILROAD TRESTLE BRIDGE PROJECT, CONTRACT AWARD FOR ANCHOR QEA  
(Contact: Debbie Russell, Director of Business Administration & Planning)
  
- (29-32)      **RESOLUTION NO. PW31-22:** POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC AQUARIUM EXHIBIT IMPROVEMENTS BID NO. J2022- 14, CONTRACT AWARD TO PEASE CONSTRUCTION  
(Contact: Debbie Russell, Director of Business Administration & Planning)
  
- (33-35)      **RESOLUTION NO. PW32-22:** PORTLAND AVENUE PARK MASTER PLAN CONTRACT AWARD TO BRUCE DEES & ASSOCIATES  
(Contact: Debbie Russell, 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**

May 11, 2022	Capital Improvement Committee	5:00 PM	Remote Meeting
May 16, 2022	Committee of the Whole	5:30 PM	Park Headquarters
May 23, 2022	Regular Park Board Meeting	6:00 PM	Park Headquarters
May 25, 2022	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 SPECIAL MEETING  
BOARD OF PARK COMMISSIONERS  
APRIL 21, 2022**

PRESENT: Andrea Smith, President  
Aaron Pointer, Clerk  
Tim Reid  
Rosie Ayala

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S 19<sup>th</sup> St. Tacoma WA

**SPECIAL MEETING**

The special meeting of the Metropolitan Park District Board of Park Commissioners was called to order by President Smith at 2:00 p.m.

**CANDIDATE INTERVIEWS**

The following candidates were publicly interviewed for the vacant Park Board seat:

Tara Scheidt  
Dean Burke  
Julia Kagochi  
Michael Liang

**EXECUTIVE SESSION**

President Smith announced the Board will enter into executive session at 5:35 PM to evaluate the qualifications of candidates for appointment to elective position in accordance with RCW 42.30.110(1)(h)

**ADJOURN**

Being no further business, the meeting was adjourned at 7:15 p.m.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
APRIL 25, 2022**

PRESENT: Andrea Smith, President  
Aaron Pointer, Clerk  
Tim Reid  
Rosie Ayala

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S 19<sup>th</sup> St. Tacoma WA

**STUDY SESSION 2022 Q1 CAPITAL UPDATE**

Debbie Russell began the presentation by reminding the Board of the areas of emphasis within the 21/22 Capital Program, including continuation of projects in process, neighborhood & community parks in priority areas, critical infrastructure projects, planning projects, and leveraged projects. Ms. Russell then note that within the 21/22 CIP program there are a total of 85 projects with 23 currently in construction and 38 currently in the planning phase. Ms. Russell then highlighted Q1 2022 projects completed including Swan Creek Phase II, Conservatory Rehabilitation, and Owen Beach renovation. Photos of each of the projects were shown. Ms. Russell also made note of the other projects competed in Q1 including the following:

- Dash Point Pier Engineering Condition Assessment
- Meadow Park Golf Course Driving Range Net Replacement
- MPT Headquarters Facility Upgrades
- Eastside Community Center Mural
- ECC Billy Ray Sculpture
- Tech Metasys Upgrades (Centralized HVAC control)
- PDZA Walrus Exhibit Glass Replacement
- NW Trek Wells—water system improvements
- PD Waterfront Phase 1 Signage
- PD Vehicle Barriers at selected viewpoints

Ms. Russell then commented on the current projects currently in construction:

- NW Trek Tram Station
- Browns Pt Playfield Tennis Court Replacement
- PD Sanitary Sewer Lift Station
- PD Marina Renovations – Pilings
- PD Marina Renovations - Buildings
- PD Owen Beach Access
- COT Sidewalk Access at People's Park
- COT 56th Street Sidewalk

- Meadow Park Golf Course – Bridge
- PDZA Bugs Alive Pollinator Garden
- Portland Ave Park Wading Pool Demo

Ms. Russell showed several photos of the Trek Tram Station progress and the Marina pilings project.

The Board was then informed by Ms. Russell about the projects currently in permit/bid or contract including :

- Tacoma Nature Center Building Renovations & ADA
- SERA Playground Surface Replacement
- Pt. Defiance Marina—Building Updates
- Portland Ave Park – Wading Pool Demolition
- Melanie’s Park at Foss Waterway
- Gas Station Park

Projects in pre-design or design were then highlighted by staff as follows:

- TPS Community School Yards
- Jennie Reed and Stafford (Design/Permitting)
- Mann, Whitman and Larchmont (Pre-Design)
- Titlow Park North Hidden Beach Bridge
- Titlow Park Lagoon Restoration & RR Trestle
- Fort Nisqually Clerks House and building renovation.
- PDZA SPA Tank Improvements
- NWT Storage building
- Pt. Defiance Park Loop Trail
- Dash Point Pier and Park Renovation
- Stewart Heights Pool – Mechanical Systems Renovation
- Athletic Facilities with TPS at Lincoln High School /Stanley Elementary

Ms. Russell then commented on the projects that are occurring at Titlow Park including updates to the master plan, Hidden Beach and the Titlow Lagoon.

Commissioner Pointer asked staff to find out what the current situation is with Steamer’s restaurant at Titlow as, the parking lot maybe something MPT could acquire.

Staff also commented on the funding awards for some of the projects including \$400,000 Washington State Commerce Funds for Swan Creek Park Bicycle & Pedestrian Bridge; \$400,000 Washington State RCO Funds for Dash Point Pier Renovation, Engineering; \$400,000 Washington State Commerce Funds for Titlow Park North Hidden Beach Bridge.

Ms. Russell also noted that staff will be applying for RCO grants during its current cycle for Stewart Heights Skate Park, Swan Creek & Ruston Way.

Commissioner Reid briefly commented on the need to continue to pay attention to sea level rise at Ruston Way.



**REGULAR MEETING**

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

**SPECIAL PRESENTATIONS** None

**PRESIDENTS REPORT** PARK BOARD VACANCY

President Smith stated that Erik Hanberg resigned from the Park Board effective March 31 2022. On March 14th the Board announced it would be taking applications from the community to fill the vacant position. She noted the Board received 13 applications, commenting that the board narrowed it down to 4 applicants. President Smith stated that last week the Park Board and the Advisory Council representatives interviewed the four candidates. The Board conducted the interviews in an open public meeting that was available in person and via Zoom. Commissioner Smith thanked the citizens who suggested questions for the interviews, and she also thanked the Advisory Council members who assisted with the commitment of time in the appointment process. President Smith then publicly thanked the four candidates noting that they were outstanding applicants who showed a commitment to serving the public. President Smith also noted that the Board has received over 30 letters of recommendation for the candidates. Board members then discussed the qualifications of each of the 4 candidates highlighting the following:

Julia Kagochi

- Resident of the Hilltop / Central area of Tacoma
- Passionate about, thought focused and connected on issues related to justice, equity and diversity, which is also her professional focus
- Community involvement as a member of Tacoma Boss Ladies, Peace Community Center, and Hilltop Equity and Access Committee
- Significant work with the Girl Scouts of Western Washington
- Advisory committee noted Julia is forward thinking about parks in the future and not just about the here and now

Michael Liang

- Ten years of employment with the National Parks Service and passionate about public parks and open spaces
- Familiar with developing budgets and with business operations as the Executive Director of Spaceworks through the Tacoma Pierce County Chamber of Commerce
- Understands partnerships with an established network of public officials, businesses and non-profit leaders to leverage the district’s parks and recreation agenda
- Connected with each of the Advisory councils “work plans / areas of expertise”

•Advisory committee noted Michael’s work is relevant to what we do and the examples he provided regarding partnerships, the pillars / platforms resonated with them

Tara Scheidt

- Resident of the Eastside of Tacoma
- Has served and continues to serve as a Leader for the City of Tacoma Neighborhood Council both as an Eastside member and Community Council member along with being a member of the Dometop Neighborhood Alliance and City Club
- Grass roots advocate who understands issues Metro Parks faces in serving all areas of the community
- Passionate about finding solutions to issues
- Advisory committee noted Tara brings incredible things to the table and that she brought up areas they felt were really important

Dean Burke

- Executive Director of Travel Tacoma / Tacoma South Sound Sports Commission
- Extensive network of businesses, associations, non-profit, and local public officials
- Entrepreneurial expertise creating recreational opportunities
- Data driven in making his decisions
- Participated on advisory committees for both Metro Parks and Pierce County Parks
- Advisory committee noted Dean brings a lot to the table with expertise and experience and understands the community well

Commissioner Reid commented that all candidates are excellent, and it is difficult to make a selection.

Commissioner Pointer also commented that all candidates are excellent, and this will not be an easy choice.

Commissioner Ayala acknowledged the process noting that including the public in the process gave the Board a really good opportunity to hear what they care about. She noted that she was appreciate of all the emails of support for all the candidates. Commissioner Ayala also stated that this process helped in identifying competencies and gaps of the current board, and that this appointment may help round those out.

President Smith commented that all letters of support for the candidates received will be entered as part of the public record.

Commissioner Smith stated that although this is a difficult decision after considering all the information the Board now has that Michael Lang would complement the current Board. Commissioner Smith nominated Michael Lang for appointment to Commissioner Hanberg’s position; seconded by Commissioner Pointer.

Being no additional comments the question was called and the motion passed on a vote of 4-0. Having the unanimous support of the Board Michael Lang was appointed to Commissioner Hanberg's position and upon taking the oath and any other necessary or required steps will be seated effective immediately.

**STANDING COMMITTEE AND COUNCIL REPORTS**

**Business & Responsive Agency Advisory Council**

Commissioner Reid stated the council met the second week of April. The committee received a presentation and information from the district's IT manager and HR managers.

**Nature & Environment Advisory Council**

Commissioner Ayala commented that the council met in-person at the STAR Center. She stated that the committee discussed committee member recruitment.

**US Deputy Secretary of Education Visit**

President Smith commented that representatives from Tacoma Public Schools and Metro Parks had an opportunity to meet with the US Deputy Secretary of Education to talk about the partnerships between the agencies in elevating education in the areas of biology, sea life and nature.

**Portland Avenue Community Group**

President Smith met with this community ad hoc group who reminded her that they are interested in the center opening in some capacity after fire remediation is complete.

**Greater Metro Parks Foundation**

President Smith indicated that she recently met with the foundation board, at that meeting they discussed summer programming, Beyond the Bell, updating their website and a possible opportunity to rename the foundation.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Swan Creek Community Opening Celebration will be held on April 30<sup>th</sup> from 10am-1pm
- Spring into Health Fairs are being hosted at Norpoint on May 7<sup>th</sup> and STAR Center on May 14<sup>th</sup>

**COMMUNITY COMMENTS** None

**MINUTES OF THE MARCH APRIL 11, 2022 REGULAR BOARD MEETING**

Commissioner Pointer moved to adopt the minutes as presented; seconded by Commissioner Ayala and passed on a vote of 4-0.

**CONSENT AGENDA** None

**PURCHASING RESOLUTIONS** None

**PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW25-22:** TACOMA NATURE CENTER BUILDING & ADA IMPROVEMENTS BID#: J2022-17 CONTRACT AWARD TO BEAR CONSTRUCTION GROUP INC.

Commissioner Pointer moved to adopt the resolution, seconded by Commissioner Ayala.

Debbie Russell indicated that this resolution was brought forward to the CIC at their last meeting. she noted That this resolution will allow for improvements in the aging infrastructure as well as making improvements to the entryway to meet ADA standards.

Being no additional comments, the question was called in the resolution passed on a vote of 4 to 0.

**SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R26-22:** 2022 RECREATION & CONSERVATION OFFICE (RCO) WWRP GRANT APPLICATIONS AUTHORIZING RESOLUTION: STEWART HEIGHTS SKATE PARK PHASE II & SWAN CREEK PARK COMMUNITY CONNECTIONS

Commissioner Pointer moved to adopt the resolution, seconded by Commissioner Ayala

Debbie Russell commented that the Recreation & Conservation Office has announced that they are accepting grant applications now for the 2022 funding cycle. She further noted that Staff developed an internal review process to look at a wide range of project alternatives. Review criteria included consistency with the District’s Capital Improvement Program; availability of local match; schedule; project merits weighed against grant program criteria; and past application experience. Based upon this process, staff is proposing to submit two (2) applications : Stewart Heights Skate Park phase II and Swan Creek Park Community Connections project.

Kristi Evans briefly explained the amenities being proposed for the improvements to the skate park.

Being no additional comments, the question was called in the resolution passed on a vote of 4 to 0.

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS**

President Smith commented that she and her family enjoyed last weekend’s event at Fort Nisqually.

**ADJOURN**

Being no further business, the meeting was adjourned at 6:30 p.m.

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President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C27-22**

**APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2022**

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2021-2022 Biennial Budget in Resolution No. RR56-20, dated December 14, 2020, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2022: and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it.

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

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.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING APRIL 1, 2021 AND ENDING APRIL 30, 2022.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>336658</u> to <u>336896</u>	AMOUNT:	<u>\$6,006,780.32</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>054710</u> to <u>054847</u>	AMOUNT:	<u>\$78,525.06</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$6,085,305.38</u>
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Finance and Accounting Auditing Officer  
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks and Recreation Department  
Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: **Authorization Purchase of Goods and Services for Metro Parks Tacoma**

DATE: May 2, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes 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 for purchase and/or acquisition:

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price</u></b> <b><u>(WA State Sales</u></b> <b><u>Tax Included)</u></b>
1.	Tournesol Siteworks	Park Furniture	\$800,000.00
2.	Puget Sound Instrument	Digital Radio Systems	\$60,859.48

**Item No. 1**

<b>VENDOR</b>	Tournesol Siteworks
<b>GOODS OR SERVICES</b>	Park Furniture
<b>PRICE</b>	\$800,000.00
<b>SOURCE OF FUNDING</b>	Capital and Parks and Recreation Operating Budgets
<b>CONTACT</b>	Mark Knowlden- (253) 255-2487

**BACKGROUND:** Metro Parks desires uniformity in our parks for efficiency in maintenance and repairs as well as to ensure a consistent and professional appearance in all our parks and facilities. As such, MPT planners and managers maintain a set of rigorous style and design guidelines that governs the installation, repair and maintenance of all site furnishings. To ensure the agency was receiving the best price for these materials, Metro Parks Tacoma issued an RFP (RFP No. J2022-06 Park Furnishings) in late February of 2022. The purpose of this bidding process was meant to affirm that manufacturers whom could meet the specifications had the opportunity to compete for this contract, which will cover the next two years.

**FISCAL IMPACT:** These expenses will be covered through both Capital and Parks & Recreation Operating Budgets, depending on the project.

**ADDITIONAL INFORMATION:** For additional information, please contact Mark Knowlden at (253) 255-2487 or [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com)

Item No. 2

- **VENDOR** Puget Sound Instrument (PSI)
- **GOODS OR SERVICE** Digital Radio Systems
- **PRICE** \$60,859.48 (including WSST)
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** This includes the purchase of equipment necessary to improve radio coverage on site where dead zones in coverage exist such as repeaters and additional channels for communications. Existing equipment being replaced is up to ten years old and at end of life. Also included are upgrades to staff radios to move Point Defiance Zoo & Aquarium from an analog to a digital radio system which allows for the use of new emergency features greatly enhancing emergency preparedness on site.

PSI is on the Seattle Inter-local purchasing Contract and pricing is assured through that procurement process. They are the existing supplier of the equipment currently in use at the Zoo as well as providing on call support.

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

**ADDITIONAL INFORMATION:** For additional information, contact Alan Varsik at 253-404-3634 or [alan.varsik@pdza.org](mailto:alan.varsik@pdza.org)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P28-22**

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of good and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of Purchasing Policy for Metropolitan Parks 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 Park Tacoma 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 regular meeting held on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A**  
**to**  
**Purchasing Resolution No. P28-22**

Item No. 1

**VENDOR**

**GOODS OR SERVICES**

**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

Tournesol Siteworks

Park Furniture

\$800,000.00 ( including WSST)

Capital and Parks & Recreation Operating Budgets

Mark Knowlden- (253) 255-2487

Item No. 2

**VENDOR**

**GOODS OR SERVICE**

**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

Puget Sound Instrument (PSI)

Digital Radios Systems

\$60,859.48 (including WSST)

PDZA Department Operating Funds

Alan Varsik, (253) 404-3634



**MEMORANDUM**

TO: Board of Park Commissioners  
THROUGH: Shon Sylvia, Executive Director  
FROM: Debbie Russell, Director of Business, Administration and Planning  
SUBJECT: **Titlow Park North Hidden Beach Bridge, Contract Award to KPFF**  
DATE: May 3, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes contract award to KPFF to provide Architectural and Engineering preliminary design services through schematic design for Titlow Park's North Hidden Beach Bridge replacement in the amount of \$258,119.12.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on April 27, 2022 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** During the 2017 Titlow Park Master Plan Update, the existing North Hidden Beach bridge was identified as needing to be replaced due to its structural integrity. The scope outlines the replacement to include vehicular, bicycle, and pedestrian access, while also accounting for utilities to be run to connect any potential future development on North Hidden Beach with 6<sup>th</sup> avenue.

On January 4, 2022 Metro Parks advertised RFQ J2022-03 on the Metro Parks website. By the deadline of January 21, 2022, two (2) firms submitted their statements of qualifications. Staff ranked the submittals and interviewed both firms on February 15, 2022. The team chose KPFF to complete Phase 1 of Preliminary Design/Schematic Design.

Based upon a fee proposal prepared for this work by KPFF, staff recommends that the Board approve the Contract in the amount of \$258,119.12.

**FISCAL IMPACT:** A scope of services has been negotiated with KPFF in the amount of \$258,119.12. The project is to be funded by 2014 UTGO Waterfront Parks & Facilities – Titlow Park and State Allocated Department of Commerce Grant funds.

**FUNDING**

2014 UTGO Bond Funds – Waterfront Parks	\$1,476,746
WA Commerce Funds	\$ 400,000
<b>TOTAL</b>	<b>\$1,876,746</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Russell, Director of Business Administration and Planning, 253-305-1086 or [debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW29-22**

**TITLOW PARK NORTH HIDDEN BEACH BRIDGE REPLACEMENT  
CONTRACT AWARD FOR KPFF**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to replace the Titlow Park North Hidden Beach Bridge; and

WHEREAS, KPFF was selected to provide design, permitting and construction administration services from a review of two (2) Statements of Qualifications (SOQs) that were obtained from qualified architect / engineer / landscape architect teams in response to Metro Parks public solicitation, with two (2) teams being interviewed; and

WHEREAS, a scope of services was developed with KPFF to provide preliminary design services through schematic design with the possibility to provide future design, engineering, permitting, environmental, construction documents and construction review for the Titlow Park North Hidden Beach Bridge replacement; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Waterfront Parks and Facilities – Titlow Park funds and State Allocated Department of Commerce Grant funds; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract for Architectural and Engineering Services to KPFF in the amount of not to exceed \$258,119.12;

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk







## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Titlow Park Lagoon Culvert Removal & Railroad Trestle Bridge Project, Contract Award to Anchor QEA**

DATE: May 3, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes contract award to Anchor QEA to provide Architectural and Engineering services for Titlow Park's Lagoon Culvert Removal & Railroad Trestle Bridge preliminary design in the amount of \$236,912.00.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on April 27, 2022 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** Overall this project will provide for the design, permitting and construction for the new BNSF Railroad Trestle as a replacement for the existing culvert pipes that currently restrict the hydraulic connectivity of Titlow Lagoon from Puget Sound. Additionally, this scope will identify the impact of the removal, and subsequent restoration needed for the lagoon, and ultimately the estuarian habitat.

Funding for the current design phase is provided through a Washington State Department of Transportation grant.

The scope of this preliminary design phase is based upon a set of assumptions that are subject to change as more is learned through further site and program evaluation and engineering analysis. Upon completion of the preliminary design phase, a subsequent contract amendment may be executed to advance the final design and engineering of the project.

On January 11, 2022, Metro Parks advertised RFQ J2022-01 with posting on the Metro Parks website. By the deadline of January 28, 2022, four (4) firms submitted their statements of qualifications. Staff ranked the submittals and selected to interview three (3) firms. The interview committee selected Anchor QEA as the most qualified for the project.

Based upon a fee proposal prepared for this work by Anchor QEA, staff recommends the Board approve this Contract in the amount of \$236,912.00.

**FISCAL IMPACTS:** A scope of services has been negotiated with Anchor QEA in the amount of \$236,912.00 The project is to be funded through a Washington State Department of Transportation grant.

**FUNDING**

WSDOT Grant \_\_\_\_\_ \$990,000

**TOTAL** \_\_\_\_\_ **\$990,000**

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Russell, Director of Business Administration and Planning, 253-305-1086 or [debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW30-22**

**TITLOW PARK LAGOON CULVERT REMOVAL & RAILROAD TRESTLE BRIDGE PROJECT, CONTRACT AWARD FOR ANCHOR QEA**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to provide updates to Titlow Park; and

WHEREAS, Anchor QEA was selected to provide design, permitting and construction services from a review of four (4) Statements of Qualifications (SOQs) that were obtained from qualified architect / engineer / landscape architect teams in response to Metro Parks public solicitation, with three (3) teams being interviewed; and

WHEREAS, this scope of services was developed with Anchor QEA to provide project management, pre-design outreach meetings, grant coordination, background information gathering and preliminary schematic design for Titlow Park's Lagoon Culvert Removal & Railroad Trestle Bridge with the ability to provide future design plans, permitting, environmental, construction documents and construction review; and

WHEREAS, funds for the project are provided from a Washington State Department of Transportation grant; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract for Architectural and Engineering Services to Anchor QEA in the amount of not to exceed \$236,912.00;

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **PDZA South Pacific Aquarium (SPA) Exhibit Improvements  
Contract Award to Pease Construction**

DATE: May 9, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes contract award for the PDZA South Pacific Aquarium (SPA) Exhibit Improvements construction contract to Pease Construction in the amount of \$3,388,000.00 (excludes Washington State Sales Tax).

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on April 27, 2022 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** The South Pacific Aquarium's main exhibit was constructed in 1989 and has never been drained. The required repairs are routine in the aquarium industry and due mostly to the age of the 30-year-old aquarium and its continual operating use over that time. This work will increase the lifespan of the aquarium exhibit itself and ensure that it continues to be a safe home for the animals who live there.

This project will include concrete repairs, exhibit waterproofing, life support improvements, removal and replacement of seals around acrylic viewing windows, new exhibit shotcrete, and other improvements designed to extend the life of the South Pacific Aquarium (SPA).

The improvements are designed to extend the life of the aquarium for another 25 to 30 years.

The bid opening for Bid # J2022-14 was held on April 25th, 2022, at 1:00 pm. One (1) bid was received with one (1) considered responsive. Please refer to the attached bid tabulation for the list of contractors and bid amounts. Pease Construction submitted the low Base Bid in the amount of \$3,388,000 (not including WSST).

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 a total amount of \$3,736,964.00 (including Washington State Sales Tax).

**FISCAL IMPACT:** The table below accounts for the full project funding. The funds for the PDZA SPA Exhibit Improvements will be accounted for in 2014 UTGO PDZA Bond Funds (PDZA Misc. Capital Improvements) as well as the PDZA Operating Funds. For project implementation purposes, the following is a breakdown of the funding sources and project budgets.

**Funding:**

2014 UTGO Bond Funds (PDZA Misc Capital Improvements)	\$3,492,034
PDZA Operating Funds	\$1,455,000
1 % for Art	-\$30,226
<b>Total</b>	<b>\$4,916,808</b>

**Budget:**

Planning & Design	\$998,209
Construction (includes tax)	\$3,736,964
Contingency & Permitting	\$181,635
<b>Total</b>	<b>\$4,916,808</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Russell, Director of Business Administration and Planning, 253-305-1086 or [debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW31-22**

**PDZA SOUTH PACIFIC AQUARIUM (SPA) EXHIBIT IMPROVEMENTS  
BID NO. J2022-14, CONTRACT AWARD TO PEASE CONSTRUCTION**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to improve the PDZA South Pacific Aquarium (SPA); and

WHEREAS, funds for the project consist of Metro Parks 2014 UTGO PDZA Misc. Capital Improvements/PDZA Operating Funds; and

WHEREAS, one (1) bid (Bid # J2022-14) was received with one (1) being considered responsive; and

WHEREAS, the base bid proposal includes the updates and repairs to the PDZA South Pacific Aquarium; and

WHEREAS, the low Base Bid was submitted by Pease Construction in the amount of \$3,736,964.00, 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 PEASE CONSTRUCTION in the amount of \$3,736,964.00 (includes Washington State Sales Tax).

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.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT  
 PROJECT: SPA Exhibit Improvements  
 Bid # J2022-14

BID RESULTS

BID OPENING: April 25, 2022, 1:00 P.M.

BIDDER NAME:	Pease Construction				
Address	3815 100th ST SW #4				
City, State Zip	Lakewood WA 98499				
Contact	Loren Pease				
Telephone	253.584.6606				
Fax	253.581.7855				
Email	<a href="mailto:loren@peaseinc.com">loren@peaseinc.com</a>				
BID COMPLIANCE:					
Contractor Name:	Pease Construction				
Bidder's Proposal:	x				
Cert of Compliance w/wage Pymt:	x				
Non-Collusion Affidavit:	x				
Bid Bond/Money Order:	x				
MWBE Utilization Form:	x				
Subcontractor Listing Form:	x				
Receipt of Addendum:	x				
BID AMOUNTS:					
All bid alternate amounts listed below do not include WSST:	\$3,388,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Base Bid Amount w/Tax:	\$3,736,964.00	\$0.00	\$0.00	\$0.00	\$0.00
Trench Excavation Safety Provision					
Additive Alternate :					
BIDS OPENED BY: Julie Wiflong					
BIDS VERIFIED BY: Tresa Edmonds					
SIGNED BY:					
SIGNED BY:					





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Portland Avenue Park Master Plan, Contract Award to Bruce Dees & Associates**

DATE: May 3, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes contract award to Bruce Dees & Associates to provide Architectural and Engineering services for Portland Avenue Park Master Plan in the amount of \$104,313.60.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on April 13, 2022 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** This scope is intended to provide for a Master Plan with the potential for development designs for construction projects at Portland Avenue Park. This effort is intended to provide broader context to concurrent efforts at this park location including:

- a) demolition and removal of obsolete site features including the existing wading pool
- b) program and facility planning for the former Portland Avenue Community Center through an RFP issued under a separate project.

On January 25, 2022, Metro Parks advertised RFQ J2022-04 with posting on the Metro Parks website. By the deadline of February 8, 2022, three (3) firms submitted their statements of qualifications. Staff ranked the submittals and selected two (2) firms to interview. Bruce Dees & Associates was selected with a review panel of four (4).

The consultant team is to collaborate in an overall site master planning process, including participation in public outreach process, site programming and feasibility analysis, development of plan options, permit consultations and preparation of final Master Plan with probable cost including a phasing plan if required. This Master Plan will be used to help guide MPT in procuring grants and other forms of funding for future project implementation.

Based upon a fee proposal prepared for this work by Bruce Dees & Associates, staff recommends the Board approve a total not-to-exceed contract amount of \$104,313.60.

**FISCAL IMPACTS:** A scope of services has been negotiated with Bruce Dees & Associates in the amount of \$104,313.60. The project is to be funded by 2014 UTGO Community Parks and Districtwide Funds.

**FUNDING**

2014 UTGO Bond – Community Parks	\$ 100,000
2014 UTGO Bond - Districtwide Funds	\$ 100,000
<b>TOTAL</b>	<b>\$ 200,000</b>

**PROJECT EXPENSES**

Survey and Cultural Resources	\$ 77,345
Planning & Design (BDA)	\$ 104,314
Construction	\$ 0
Other Project costs (communications, advertising, permitting)	\$ 18,341
Contingency	\$ 0
<b>TOTAL</b>	<b>\$ 200,000</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Russell, Director of Business Administration and Planning, 253-305-1086 or [debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW32-22**

**PORTLAND AVENUE PARK MASTER PLAN CONTRACT AWARD FOR  
BRUCE DEES & ASSOCIATES**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make future plans for Portland Avenue Park; and

WHEREAS, Bruce Dees & Associates was selected to provide master plan design, outreach and some permitting services from a review of three (3) Statements of Qualifications (SOQs) that were obtained from qualified architect / engineer / landscape architect teams in response to Metro Parks public solicitation, with three (2) teams being interviewed; and

WHEREAS, a scope of services was developed with Bruce Dees & Associates to provide master plan design process, outreach and permitting services for the Portland Avenue Park; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Community Parks and Districtwide Funds; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract for Architectural and Engineering Services to Bruce Dees & Associates in the amount of not to exceed \$104,313.60;

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk