

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**September 26, 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 9734 5652

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/86497345652>

MEETINGS ARE RECORDED

AND MAY BE HEARD UPON REQUEST

**COMMISSIONERS**

**ANDREA SMITH, PRESIDENT**

**AARON POINTER, CLERK**

**TIM REID**

**ROSIE AYALA**

**MICHAEL LIANG**

5:00 P.M. **STUDY SESSION** MWBE UPDATE

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS** HISPANIC HERITAGE PROCLAMATION

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

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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."



**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 4 p.m. on September 26, 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 4 p.m. on September 26, 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**

(5-12) MINUTES OF THE SEPTEMBER 12, 2022 REGULAR BOARD MEETING

**CONSENT AGENDA**

(13-16) **RESOLUTION NO. C75-22:** TACOMA NATURE CENTER BUILDING& ADA IMPROVEMENTS PROJECT NO. J2022-17 FINAL ACCEPTANCE TO BEAR CONSTRUCTION GROUP INC.  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(17-18) **RESOLUTION NO. C76-22:** BROWNS POINT PLAYFIELD TENNIS COURT PROJECT NO. J2021-09 FINAL ACCEPTANCE TO BEISLEY ENTERPRISES, LLC.  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(19-22) **RESOLUTION NO. P77-22:** AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA  
1. PALOUSE CITY SLEDS, LLC DBA GAGE MINI TRUCKS FOR 3 DAIHATSU MINI TRUCKS IN THE AMOUNT OF \$71,567.50  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(23-26) **RESOLUTION NO. PW78-22:** GAS STATION PARK IMPROVEMENTS  
BID#: J2022-25 CONTRACT AWARD TO WILDWOOD CARPENTRY LLC.  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(27-30) **RESOLUTION NO. PW79-22:** MEADOW PARK GOLF COURSE BRIDGE REPAIR (HOLE 13) WILDWOOD CARPENTRY, LLC. CHANGE ORDER #4  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(31-34) **RESOLUTION NO. PW80-22:** POINT DEFIANCE PARK LOOP TRAIL PHASE 1  
BID#: J2022-28 CONTRACT AWARD TO SOUND PACIFIC CONSTRUCTION, LLC  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

(35-38)        **RESOLUTION NO. R81-22**: DASH POINT PIER & PARK IMPROVEMENTS  
CONTRACT AWARD FOR MACKAY SPOSITO  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(39-42)        **RESOLUTION NO. R82-22**: ACCEPTING AND APPROPRIATING CITY OF  
TACOMA LANDMARKS PRESERVATION COMMISSION HERITAGE PROJECT  
GRANT FUNDS FOR DICKMAN MILL PARK AUDIO ARTWORK  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

(43-47)        **RESOLUTION NO. RR74-22**: AMENDMENT TO THE 2021-2022 BIENNIAL  
OPERATING BUDGET  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

September 28, 2022	Capital Improvement Committee	5:00 PM	Park Headquarters
October 10, 2022	Regular Park Board Meeting	6:00 PM	Park Headquarters
October 12, 2022	Capital Improvement Committee	5:30 PM	Park Headquarters
October 17, 2022	Committee of the Whole	5:00 PM	Park Headquarters

\*Remote Option 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 REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
SEPTEMBER 12, 2022**

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

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S. 19th St. Tacoma, WA

**STUDY SESSION**

**SUSTAINABILITY & PREVENTATIVE PRACTICES/GREEN AGENDA REVIEW**

Erich Sachs was introduced. Mr. Sachs began the presentation by reminding the Board of the District's sustainability policy and the commitments highlighted in the policy including green building design, reduction of greenhouse gas emissions, resource conservation, enhancement of habitat and environmental education. Mr. Sachs then made note of the District's planning documents that support sustainability. Goals of the plans were then discussed including reducing carbon foot print, increasing urban tree canopy, encouraging green design, and being a leader in environmental education. Several examples of the District's leadership in the region of designing capital projects that are built to LEED standards, increase shoreline resiliency, provide space for environmental education such as Owen Beach, Dune Peninsula, Pacific Seas Aquarium, Titlow Park and the Tram Station at NW Trek were highlighted.

Mr. Sachs then took a few minutes to describe the energy and water conversation that has been realized resulting from the Metasys, Calsense, and Smart Meter implementation projects throughout District facilities. Additionally, Mr. Sachs spoke about the higher than forecasted overall tree canopy goal, as the annual percentages are higher than predicted meaning the goals will likely be surpassed by 66% by 2024.

Mr. Sachs commented that an update to the District sustainability plan will occur. It was pointed out by staff for the need to continue to align sustainability plans both internally and with District partners. Mr. Sachs noted that building off previous plans, the following topic areas for the plan update include: awareness, innovation, chemical management, construction, energy management, fuel management, purchaisng, waste management and water management, GHG reduction, climate resiliency, fleet, active transportation, programming and economic & social pillars of sustainability. Additionally, the sustainability plan updates will reestablish metrics and compare data, include stakeholder agreements, set new goals and update polices, and identify risks & opportunities.

The floor was then opened to the Board for additional questions and discussion.

Commissioner Ayala commented that she would like to see greater focus on the South and East areas of Tacoma as the plan is updated, as more greenspace is needed in those areas.

Commissioner Pointer indicated he is interested in getting more partners in order to continue with hitting tree canopy goals.

Commissioner Liang commented that he would like to develop and see more ways in which MPT is the leader and the model in all the areas of sustainability that were discussed during the presentation. He also stated that he would like to see youth voices incorporated into this planning effort. Additionally, Commissioner Laing suggested integrating wildfire prevention into goals of the updated plan.

Commissioner Reid commented that it will be important to get the Railroad to participate in future planning including shoreline resiliency conversations.

### **REGULAR MEETING**

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

### **SPECIAL PRESENTATIONS    TACOMA UTILITIES RATES PRESENTATION**

Staff members LaTasha Wortham, Keil Drescher, Christina Curran & Mike Slevin from Tacoma Public Utilities and Environmental Services were present at the meeting to update the Board on services provided by TPU. LaTasha Wortham commended on the commitment of both departments on achieving equity in service delivery, work force and community engagement.

Park Board members were shown maps and reminded of the service delivery area of TPU and Environmental Services. Christina Curran was then introduced to speak about rates. Ms. Curran commented that TPU is committed to gradual, consistent, stable, and predictable rate changes over the long term to avoid sudden or large changes. She noted that reasons for proposed rate increases include: supply chain delays & increases, inflationary costs, impacts due to COVID including rate deviations & outstanding balances during the moratorium, capital costs, and regulatory compliance. Several tables were then reviewed outlining rate adjustments for 23/24 for power, stormwater, wastewater, and solid waste. Ms. Wortham then informed the Board about the customer assistance programs available to support customers with paying for and dealing with utility bills and increases. Ms. Wortham commented that a Rates Public Hearing is being held at the City on September 28<sup>th</sup> at 6:30pm.

### **PRESIDENT'S REPORT**

President Smith commented that she attended a recent Comcast event where they announced a partnership with the City of Tacoma to advance digital equity in the region of South Puget Sound, as part of its Project UP.

President Smith noted the upcoming Co-create to Recreate community sessions coming up:

- Eastside Community Center Sept. 21<sup>st</sup> 6:30pm
- Peoples Center Sept. 28<sup>th</sup> 6:30pm
- STAR Center Sept. 29<sup>th</sup> 6:30pm

### **STANDING COMMITTEE AND COUNCIL REPORTS**

#### **Zoo Liaison Committee**

Commissioner Pointer stated that the committee met earlier today. Agenda items included facility planning updates, a financial update and future accreditation process information.

#### **Joint Municipal Action Committee**

Commissioner Ayala commented that the committee met September 9<sup>th</sup>. The agenda included recaps of the August meeting with CEOs where safety and security approaches were discussed. She noted that additional agenda items included a discussion about the Transit Youth Ride Free program, and a County Health & Safety report-out related to homelessness plans. Commissioner Ayala commented that the committee is planning to meet in person in December.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Shon Sylvia commented on the following:

- This week's CIC meeting will be held on Tuesday, September 13<sup>th</sup>.

#### **COMMUNITY COMMENTS** None

### **MINUTES OF THE AUGUST 22, 2022 REGULAR BOARD MEETING**

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

#### **CONSENT AGENDA**

#### **RESOLUTION NO. C71-22: APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 2022**

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

#### **PURCHASING RESOLUTIONS**

#### **RESOLUTION NO. P72-22: AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA**

1. SKYHAWKS SPORTS ACADEMY FOR SPORTS CAMPS AND CLINICS FOR YOUTH IN THE AMOUNT OF \$100,000
2. MACDONALD MILLER FACILITY SOLUTIONS INC. FOR REPAIR AND MAINTENANCE ON BOILERS AND HVAC UNITS- DISTRICT WIDE- CHANGE ORDER IN THE AMOUNT OF \$67,966.37

3. AT PRODUCTIONS LLC FOR EVENT MOBILE STAGES -CHANGE ORDER IN THE AMOUNT OF \$3,645.16
4. STATE OF WASHINGTON DEPARTMENT OF ECOLOGY – WASHINGTON CONSERVATION CORP. FOR HABITAT RESTORATION AND VEGETATION MANAGEMENT IN AN AMOUNT NOT TO EXCEED \$79,360.00
5. SEATTLE’S FINEST SECURITY & TRAFFIC CONTROL LLC FOR SECURITY SERVICES - CONTRACT AMENDMENT IN THE AMOUNT OF \$200,000
6. ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. (ESRI) FOR LICENSED SOFTWARE IN THE AMOUNT OF \$210,000
7. CDW-G MICROSOFT FOR SOFTWARE MAINTENANCE TECHNICAL SUPPORT AND OTHER SERVICES AS REQUESTED –CONTRACT AMENDMENT FOR \$210,000

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

Mark Knowlden commented that item 1 for Skyhawks is a 70/30 revenue split. He commented that in July of 2022 Metro Parks released an RFP for Youth Sports Camps and Classes and received one response and one incomplete submission that was considered unresponsive.

Commissioner Liang noted that he would like to learn more about RFPs and RFQs that only receive one bid.

Mark Knowlden commented that item 2 for MacDonald Miller is for a change order for HVAC systems related expenditures. Staff noted that Metro Parks Tacoma has multiple boilers and HVAC units that require routine and quarterly inspection, maintenance, and repair. Mr. Knowlden stated that change order in the amount of \$67,996.37 is being requested to address unforeseen repairs and preventive maintenance scheduled repairs that happen quarterly at multiple locations. This brings the contract total to \$435,000 including Washington State Sales Tax.

Mark Knowlden commented that item 3 for AT Productions LLC is a requested change order. Mr. Knowlden informed the Board that Metro Parks Tacoma has put on multiple events this year where staging has been required. During the events, staging options were changed and upgraded, which added additional staging based on event needs and last-minute artist requests. Staff commented that that change order #1 in the amount of \$3,645.16 is being requested to cover unforeseen costs that were caused by last minute changes to the staging at the Dune Concerts. This brings will bring the contract total to \$53,000.00.

Mr. Knowlden commented that item 4 is for a contract with the State of Washington Department of Ecology – Washington Conservation Corp. Mr. Knowlden explained that Metro Parks has had a successful partnership with the Department of Ecology/Washington Conservation Corps (WCC) since 2009, and would like to continue to utilize crews for habitat restoration and vegetation management projects throughout the District’s natural areas.



Mr. Knowlden then commented that item 5 for amendment #3 for Seattle’s Finest in the amount of \$200,000.00 is being requested to add additional security guards throughout parks to support staff as needed. The Board was informed that this will bring the contract total to \$1,014,486 including Washington State Sales Tax. Mr. Knowlden commented that Seattle’s Finest is currently assisting the Parks and Recreation Department with various tasks throughout the park system including closing and locking gates and restrooms, outreach and assistance to individuals experiencing homelessness, acting as rental monitors at our community centers and rental venues, and providing security services during major events and festivals. In addition, these guards are utilized for specialty emphasis patrols on an as needed basis to provide assistance and outreach in locations throughout the park system where necessary. Staff noted that currently, the District is using 2 guards in Community & Neighborhood Parks Division and 2 guards in the Regional Parks & Attractions Division.

Debbie Russell commented that item 6 is for ESRI. Ms. Russell commented that staff requests that the Board authorize the purchase of GIS software licensing in the amount of \$210,000 for a three-year contract renewal. She noted that staff is also seeking professional services from ESRI Consulting to assist with two planned upgrades. These upgrades will occur in 2022 and 2024. Staff stated that this will prepare the District for the upcoming asset management implementation and integration with ESRI software. The Board was informed that the total three-year contract renewal cost is \$150,000 (\$50,000 annually). The cost of the upgrades is \$30,000 in 2022 and 2024.

Debbie Russell commented that item 7 is for Microsoft licensing and additional services. Ms. Russell stated that staff requests that the Board authorize the purchase of additional software licensing, maintenance, and web hosting services from CDW-G for Microsoft Office 365 software licensing at a cost of \$210,000 over three years (\$70,000 per year). The change order is needed due to the impact of seasonal hires. Ms. Russell noted that this upgrade and increase in licenses are a priority project that was identified in the IT Strategic Plan.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R73-22: GRANTING AN EXCEPTION TO DISTRICT PURCHASING POLICY 100.003 EXTENSION OF CONTRACT WITH JG MCDONALD AND ASSOCIATES**

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

Debbie Russell commented the contract with JG McDonald and Associates was extended in 2021 due to the COVID pandemic as the Risk & Safety Officer needed to focus their attention in supporting the District in the required COVID response and the District needed the consistency of services that James McDonald could provide. The extended contract expired August 31, 2022.

Staff commented that District Policy states that non-public works professional services contracts require an RFP whenever the expected cost of a service exceeds \$30,000. Staff is requesting that the Board waive the Purchasing Policy requirement allowing for a contract extension through March 31, 2023 and authorize up to an additional \$25,350.43 for continued risk management services. Ms. Russell indicated that staff intends to issue an RFP and have a new contract for risk management services within the first quarter of 2023.

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

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS**

**RESOLUTION NO. RR74-22: AMENDMENT TO THE 2021-2022 BIENNIAL OPERATING BUDGET**

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

Debbie Russell commented that staff is requesting the Board approve a resolution to amend the 2021-2022 Biennial Operating Budget for both the Zoological & Environmental Education (ZEED) Enterprise Fund #404 and General Fund #101. Ms. Russell noted that this budget amendment increases total revenues to \$13,764,952 and total expense to \$13,287,965 based on 2021 actual results and the projected 2022 year-end forecast

CFO Tania Wink was introduced. Ms. Wink reviewed several budget tables explaining that the amendment increases the General Fund operating revenue by \$6,704,382 primarily due to estimated increases in property tax, sales tax, and grants/intergovernmental revenues compared to budget. Additionally, the General Fund operating expenditures are increased by \$5,779,761 for the biennium to reflect operational changes related to the costs for wages and benefits, supplies, services and other charges required to carry out the District's day-to-day operations. Staff noted that the amendment also re-establishes the budgeted fund balance with an increase of \$476,987 resulting in an anticipated ending fund balance amount of \$3,778,304 and 6%.

Ms. Wink reported that similar to the General Fund, the Enterprise Fund operations also adjust spending plans throughout the year. This budget amendment incorporates adjustments to both revenue and expense for the enterprise funds to reflect actual and forecasted results. The Board was informed that the Point Defiance Marina Complex, Meadow Park Golf Course and ZEED funds are increasing revenue and expense to reflect higher than anticipated revenue from sales tax and admissions, operational changes and capital projects that are accounted for in the operating expense. Several financial tables were then reviewed.

Commissioner Reid and Shon Sylvia engaged in brief dialogue about the fund balance for the next biennium.

Being no additional comments the resolution was moved to second reading on September 26<sup>th</sup> Regular Park Board Meeting.

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS**

President Smith commented that she attend the welcome celebration for newly appointed City Council Member Olgy Diaz.

**ADJOURN**

Being no further business, the meeting was adjourned at 7:40 p.m.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Tacoma Nature Center Building & ADA Improvements, Project No. J2022-17  
Final Acceptance to Bear Construction Group Inc.**

DATE: September 19, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of Tacoma Nature Center Building & ADA Improvements Bid No. J2022-17 to Bear Construction Group Inc.

**BACKGROUND:** The scope of work for Bear Construction Group Inc. provided the following components:

- Demolition and clearing
- Concrete Pathways
- Steel handrail
- Replace soffits
- Painting
- ADA access controls to lobby
- New stairways
- New storefront glazing and replacement framing
- Roof fastener and sealant replacement

The project was inspected by staff and was completed as specified. Final contract amount was \$389,323.15 with sales tax.

**FISCAL IMPACT:** The project funding includes:

**Funding:**

2014 UTGO Bond Fund – Community Centers	\$ 400,000
349-104 UTGO Supplemental	\$ 100,000
Central NC open space fees	\$ 3,685
Major Maintenance Budget	\$ 25,000
<u>1% For Art To District Art Fund</u>	<u>\$ (3,530)</u>
<b>Total</b>	<b>\$ 525,155</b>

**Budget:**

Planning & Design	\$ 118,586
Construction (includes tax)	\$ 389,323
Other costs	\$ 12,060
<u>Contingency (Remaining)</u>	<u>\$ 5,185</u>
<b>Total</b>	<b>\$ 525,155</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C75-22**

**TACOMA NATURE CENTER BUILDING & ADA IMPROVEMENTS  
PROJECT NO. J2022-17 FINAL ACCEPTANCE  
TO BEAR CONSTRUCTION GROUP INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to Tacoma Nature Center; and

WHEREAS, at the meeting of April 25, 2022, the Board of Park Commissioners approved the contract with Bear Construction Group Inc.; and

WHEREAS, Bear Construction Group Inc. has completed the project as specified and inspected by staff; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Tacoma Nature Center Building & ADA Improvements J2022-17 Project.

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



**METRO** **PARKS**  
T A C O M A





**MEMORANDUM**

TO: Board of Park Commissioners  
THROUGH: Shon Sylvia, Executive Director  
FROM: Debbie Russell, Director of Business, Administration and Planning  
SUBJECT: **Browns Point Playfield Tennis Court, Project No. J2021-09  
Final Acceptance to Beisley Enterprises LLC**  
DATE: September 19, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of Browns Point Playfield Tennis Court Bid No. J2021-09 to Beisley Enterprises LLC.

**BACKGROUND:** The scope of work for Browns Point Playfield LLC provided the following components:

- Demolition and clearing
- Excavation and Fill
- Concrete Curb
- Asphalt Substrate
- Fencing
- Tennis Court Surfacing
- Landscaping & Irrigation
- Tennis Equipment
- Parking Lot Striping
- Court Striping
- Gravel Pathways

The project was inspected by staff and was completed as specified. Final contract amount was \$361,020.00 with Washington State sales tax.

**FISCAL IMPACT:** The project funding includes:

<b>Funding:</b>	
2014 UTGO Bond Fund	\$ 450,000
Small Capital Projects Funding	\$ 70,000
1% For Art To District Art Fund	\$ (3,060)
<b>Total</b>	<b>\$ 516,940</b>
<b>Budget:</b>	
Planning & Design	\$ 111,944
Construction (includes tax)	\$ 361,020
Other costs	\$ 7,129
Contingency (Remaining)	\$ 36,847
<b>Total</b>	<b>\$ 516,940</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C76-22**

**BROWNS POINT PLAYFIELD TENNIS COURT  
PROJECT NO. J2021-09 FINAL ACCEPTANCE TO BEISLEY ENTERPRISES LLC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to Browns Point Playfield; and

WHEREAS, at the meeting of July 12, 2021, the Board of Park Commissioners approved the contract with Beisley Enterprises LLC; and

WHEREAS, Beisley Enterprises LLC has completed the project as specified and inspected by staff; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Browns Point Playfield Tennis Court J2021-09 Project.

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



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

**SUBJECT: Purchasing Resolution**

DATE: September 16, 2022

**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:

- **VENDOR** Palouse City Sleds, LLC dba Gage Mini Trucks
- **GOODS OR SERVICE** 3 Daihatsu Mini Trucks
- **PRICE** \$71,567.05 (including WSST)
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** This purchase of 3 new service vehicles replaces existing equipment that are scheduled for surplus. This vendor was chosen through Request for Bid (RFB) Z2022-32 process. The RFB was due September 6, 2022 and was advertised to the public on August 24<sup>th</sup> and on the 31<sup>st</sup>. Two responses were received and Palouse City Sleds, LLC dba Gage Mini Trucks was the winning bid.

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

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P77 -22**

**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. RR22-15, 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 \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit  
A to  
Purchasing Resolution No. P77-22**

**ITEM NO. 1**

- **VENDOR** Palouse City Sleds, LLC dba Gage Mini Trucks
- **GOODS OR SERVICE** 3 Daihatsu Mini Trucks
- **PRICE** \$71,567.05 (including WSST)
- **SOURCE OF FUNDING** ZEED Operating Funds
- **CONTACT** 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: Contract Award to Wildwood Carpentry LLC. for Gas Station Park Improvements J2022-25**

DATE: September 19, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes the contract award to Wildwood Carpentry LLC. for the construction of Gas Station Park Improvements in the amount not to exceed \$748,506.83 including Washington State Sales Tax.

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

**BACKGROUND:** The bid opening was held on September 8, 2022. Six (6) bids were received and five (5) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Wildwood Carpentry LLC submitted low Base Bid in the amount of \$756,610.00 (not including WSST). Reference checks by staff have confirmed that Wildwood Carpentry LLC is a responsible contractor and performs quality work and they had just completed the entry drive into Owen Beach contract.

Staff is recommending award of the Base Bid \$756,610.00 and less Deductive Alternate 4 (\$63,000.00) a small shelter and less Deductive Alternate 5 (\$15,000.00) a concrete seat wall for a total amount of \$678,610.00, not including Washington State Sales Tax.

Gas Station Park was a city of Tacoma owned park that was recently deeded to Metro Parks Tacoma, and is now slated for renovation to bring up to MPT standards. This park site once served as a neighborhood gas station, beginning in the 1920's. The park is located at 4801 and 4807 South Park Avenue. The City of Tacoma has completed a full remediation of the site and now holds a Dept. of Ecology Covenant with restrictions.

From 1999-2004 a partnership between the City of Tacoma and the Southend Neighborhood Council resulted in the property purchase, clean up and playground development.

In the 2018 Strategic Master Plan, MPT adopted a 10-minute walk level of service. Gas Station Park will help fulfil that objective.

Gas Station park represents a piece of local Tacoma history. The neighborhood has participated in a larger efforts and commitment to the health of the community and has succeeded in its efforts to turn a contaminated site into a safe place for kids to play.

Below is the overall project scope:

- 2 new play structures
- Picnic tables
- New fencing
- A trike track
- New park ID sign
- Right of Way sidewalk improvements
- Parking development of a ADA Vehicle stall and maintenance entry
- Irrigation
- Landscaping

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

The construction of this phase of work is anticipated to take 160 calendar days to complete after issuance of a Notice to Proceed. Kristi Evans will be the capital program manager overseeing this project.

**FISCAL IMPACT:** The funds for this project are from 2014 UTGO Bond Funds, City of Tacoma and a Washington State Commerce Grant.

**Funding:**

2014 UTGO Bond	\$150,000
City of Tacoma	\$320,000
State Commerce Grant	\$504,700
Open Space Fees	\$ 2,224
<u>Art Fund</u>	<u>- \$ 6,786</u>
<b>TOTAL</b>	<b>\$970,138</b>

**Budget:**

Planning and Design	\$172,843
Construction (includes tax)	\$748,507
Other Project Costs	\$ 12,500
<u>Contingency</u>	<u>\$ 36,288</u>
<b>TOTAL</b>	<b>\$970,138</b>

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



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW78-22**

**GAS STATION PARK IMPROVEMENTS BID#: J2022-25  
CONTRACT AWARD TO WILDWOOD CARPENTRY LLC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to Gas Station Park; and;

WHEREAS, funds for the project consist of 2014 UTGO Bond Funds, City of Tacoma funds and a Washington State Commerce Grant; and

WHEREAS; Six (6) bids (Bid#: J2022-25) were received with Five (5) being considered responsive; and

WHEREAS, the low Base Bid less Deductive Bid Alternates #4 and #5 was submitted by Wildwood Carpentry LLC., in the amount of \$748,506.83.00 (including WSST), has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Wildwood Carpentry 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 Wildwood Carpentry LLC., in the amount of \$748,506.83 (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



DEPARTMENT OF BUSINESS ADMINISTRATION & PLANNING

Gas Station Park Improvements A&E Estimate \$480,000 - \$580,800

PROJECT #:J2022-25

BIDS OPENED: 9/8/2022 @ 2:00 PM

BID RESULTS

for BID #J2022-25

BIDDER NAME:	Bear Construction Group	Ceccanti	Neeley Construction	Northwest Cascade, Inc.	Westmark Construction	Wildwood Carpentry LLC.
Address	12715 Pacific HWY SW	4116 Brookdale Rd. E.	111 23rd Street SE	P.O. Box 73399	6102 North 9th Street, Suite 400	6801 N. 11th St
City, State Zip	Lakewood, WA 98499	Tacoma, WA 98446	Puyallup, WA 98372-4117	Puyallup, WA 98373	Tacoma, WA 98406-2097	Tacoma, WA 98406
Contact	Grace Morrisson	Donna Motland	Mitch Neeley	Clinton E. Myers	Tom Frank	Darrin Fiskum
Telephone	253-334-6732	253-537-2990	253-845-8838	253-848-2371	253-564-4620	360-390-8863
Fax		253-537-6943	253-845-9080	253-848-2545	253-566-9441	
Email		jon@ceccantinc.com	mitch@neeleycorp.com	clinf@nwcascade.com	cweeks@westmarkconst.com	woodenspar@gmail.com

BID COMPLIANCE:

Contractor Name:	Grace Morrisson	Donna Motland	Mitch Neeley	Clinton E. Myers	Tom Frank	Darrin Fiskum
Bidder's Proposal:	X	X	X	X	X	X
Cert of Compliance w/wage Pymt:	X	X	X	X	X	X
Non-Collusion Affidavit:	X	X	X	X	X	X
Bid Bond/Money Order:	X	X	X	X	X	X
MWBE Utilization Form:	X	X	X	X	X	X
Receipt of Addendum #01:	X	X	X	X	X	X

Base Bid Amount: \$713,618.00 \$934,869.00 \$830,000.00 \$977,000.00 \$804,630.00 \$756,610.00

WSST 10.3% \$ 73,502.65 \$ 96,291.51 \$ 85,490.00 \$ 100,631.00 \$ 82,876.89 \$ 77,930.83

Bid Amount Including WSST	\$787,120.65	\$1,031,160.51	\$915,490.00	\$1,077,631.00	\$887,506.89	\$834,540.83
Bid Amounts below do not include WSST						
Deductive Alternate #01: Wood Chips in Lieu of Synthetic Turf 5-12	\$ (31,200.00)	\$ (1,000.00)	\$ (33,000.00)	\$ (17,350.00)	\$ (4,000.00)	\$ (24,000.00)
Deductive Alternate #02: Wood Chips in Lieu of Synthetic Turf 2-5	\$ (33,800.00)	\$ (1,000.00)	\$ (22,000.00)	\$ (20,750.00)	\$ (4,000.00)	\$ (40,000.00)
Deductive Alternate #03: Vinyl coated chainlink fence in lieu of ornamental steel fence	\$ (7,600.00)	\$ (21,700.00)	\$ (23,000.00)	\$ (22,500.00)	\$ (11,267.00)	\$ (11,000.00)
Deductive Alternate #04: Colorado Shelter	\$ (48,510.00)	\$ (48,509.75)	\$ (64,000.00)	\$ (78,350.00)	\$ (59,509.00)	\$ (63,000.00)
Deductive Alternate #05: Concrete seat wall	\$ (13,193.00)	\$ (15,193.00)	\$ (14,000.00)	\$ (15,765.00)	\$ (10,200.00)	\$ (15,000.00)

BIDS OPENED & READ BY: Julie Wilfong

BIDS VERIFIED BY: Kimberley Shelton

SIGNED BY:

SIGNED BY:



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Planning & Development

**SUBJECT: Meadow Park Golf Course Bridge Repair (Hole 13)  
Wildwood Carpentry, LLC. Change Order #4**

DATE: September 19, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes contract Change Order #4 for Meadow Park Golf Course Bridge Repair (Hole 13) construction contract to Wildwood Carpentry, LLC in the amount of \$387,790.70 (includes Washington State Sales Tax).

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

**BACKGROUND:** Metro Parks operates the Meadow Park Golf Course. The golf course includes a club house, pro shop, driving range, and the course. This overall project has seen previous phases including the lighting for the driving range and the putting green, as well as upgrades to the restaurant and kitchen in the clubhouse building.

The original contract installed a new timber wall to assist in retaining the existing bridge footings. Additionally, the project improved the existing draining system at each end of the bridge, armored a portion of the slopes beneath the bridge, and added improved railing and structural tie-rods on the bridge.

Change Order #1 added \$1,757 to the contract to revise the tax rate and update bridge deck boards.

Change Order #2 added \$41,800 to the contract to relocate a stormwater basin due to unforeseen site conditions; implemented a mitigation plan to protect the slopes; revised the basin design for constructability; and added safety split-rail fencing at the top of the slope.

Change Order #3 added days to the contract to account for weather that was encountered during construction.

Upon completion of the initial project scope, a pre-existing wall downslope of the bridge unexpectedly began to fail. The failed existing timber wall created increased opportunities for erosion of the soil surrounding the existing bridge footings. As such, Change Order #4 in the

amount of \$387,791 is required to resolve the stabilization of the existing bridge footing without the support of the lower wall that has now failed. A team of professional engineers designed a solution that will keep the bridge footings in place by installing piles into the footings and protecting the slopes around them.

Change Order #4 includes mobilization of construction equipment, installation of micropiles at the existing bridge footings, a new shotcrete-faced soil nail wall to retain soil under the footings, and installation of erosion control matting on the steep slope below the footings.

The additional construction for Change Order #4 is anticipated to take 60 calendar days to complete after issuance of a Notice to Proceed. Roger Stanton will be Project Manager for this project.

**FISCAL IMPACT:** The funds for Meadow Park Golf Course Bridge Repair (Hole 13) Change Order #4 will be accounted for by MPGC Operating funds. For project implementation purposes the following is a breakdown of the funding sources and project budgets.

**Funding:**

2014 UTGO Bond Fund –	
Neighborhood Parks & Recreation, Small Capital Improvements	\$176,000
2014 Park Bond - 14UTGO Bond Meadow Park Golf Course	\$41,231
<u>Meadow Park Golf Course Operating Fund</u>	<u>\$670,000</u>
<b>Total</b>	<b>\$887,231</b>

**Budget:**

Design & Permitting & Inspections	\$147,853
1% for Art	\$6,150
Construction (includes tax)	\$290,087
Change Order #4 (includes tax)	\$387,791
<u>Change Order Construction Contingency</u>	<u>\$55,350</u>
<b>Total</b>	<b>\$887,231</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW79-22**

**MEADOW PARK GOLF COURSE BRIDGE REPAIR (HOLE 13),  
WILDWOOD CARPENTRY, LLC. CHANGE ORDER #4**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to improve the facilities at Meadow Park Golf Course; and

WHEREAS, the contract was approved by the Board of Park Commissioners on May 10, 2021, Resolution #PW35-21, for a total amount of \$214,339 (includes Washington State Sales Tax); and

WHEREAS, Change Order #1 was issued in the amount of \$1,922 (includes Washington State Sales Tax) in response to unforeseen bridge deck repair; and

WHEREAS, Change Order #2 was issued in the amount of \$46,105 (includes Washington State Sales Tax) in response to stormwater basin revisions, mitigation plan implementation, and added safety fencing; and

WHEREAS, Change Order #3 added 76 calendar days to the contract in response to weather related delays; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize Change Order #4 with WILDWOOD CARPENTRY, LLC., in the amount of \$387,790.70 (includes Washington State Sales Tax), for a total contract amount of \$650,156.90.

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





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Contract Award to Sound Pacific Construction, LLC for Point Defiance Park Loop Trail Phase 1 J2022-28**

DATE: September 19, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes the contract award to Sound Pacific Construction, LLC for Point Defiance Park Loop Trail Phase 1 in the amount not to exceed \$1,397,872.71, including Washington State Sales Tax.

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

**BACKGROUND:** The bid opening was held on September 7, 2022. Seven (7) bids were received and five (5) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Sound Pacific Construction, LLC submitted low Base Bid in the amount of \$1,397,872.71 (including Washington State Sales Tax). Reference checks will be completed by staff to confirm that South Pacific Construction, LLC is a responsible contractor and performs quality work. They have completed similar projects, including early work on Waterfront Phase I at Point Defiance Park and recent work at Swan Creek Park.

Staff is recommending award of the Base Bid for a total amount of \$1,397,872.71 (including WSST).

During the 2015 Point Defiance Master Plan Update process, one of the key improvements to the park that the public 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 as topography and space allow.

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 contract builds the first phase of construction advanced from the preferred route discovered through the 30% design study.

This new path will connect the new roundabout at the Pearl Street entrance, the Wilson Way bridge landing, the Pagoda, the Main Picnic area, the new pedestrian and bicyclist path to Owen Beach, the front entrance to the zoo, and the neighborhood. The project will install concrete walkways, retaining walls, improve the Wilson Way connection to the park, and signage.

**FISCAL IMPACT:** The funds for this project are from a combination of 2014 UTGO Bond – Regional Parks and a Washington State RCO WWRP grant.

**Funding**

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14UTGO Regional Parks & Attractions Point Defiance Park	\$ 3,250,000
WA State RCO WWRP#14-1694, Point Defiance Loop Trail	\$ 3,250,000
<b>Total</b>	<b>\$ 6,500,000</b>

**Project Budget**

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Planning and Design	\$ 1,200,000
Phase 1 Construction (including tax)	\$ 1,500,000
Other Project Costs	\$ 100,000
Construction Contingency	\$ 150,000
1% for Art	\$ 15,000
Future Project Costs	\$ 3,535,000
<b>Total</b>	<b>\$ 6,500,000</b>

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



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW80-22**

**POINT DEFIANCE PARK LOOP TRAIL PHASE 1**

**BID#: J2022-28**

**CONTRACT AWARD TO SOUND PACIFIC CONSTRUCTION LLC**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to Point Defiance Park; and;

WHEREAS, funds for the project consist of 2014 UTGO Bond – Regional Parks and WA State RCO WWRP Grant 14-1694; and

WHEREAS; Seven (7) bids (Bid#: J2022-28) were received with five (5) being considered responsive; and

WHEREAS, the low Base Bid submitted by Sound Pacific Construction LLC, in the amount of \$1,397,872.71 (including WSST) has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff shall confirm that South Pacific Construction, LLC is a responsible contractor and performs quality work; 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 Sound Pacific Construction, LLC, in the amount of \$1,397,872.71 (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



DEPARTMENT OF BUSINESS ADMINISTRATION & PLANNING  
 POINT DEFIANCE PARK LOOP TRAIL IMPROVEMENTS - PHASE I  
 PROJECT #:J2022-28

BIDS OPENED: 9/7/2022 @ 1:00 PM

**BID RESULTS**

**for BID #J2022-28**

BIDDER NAME:	ACI -ACTIVE CONSTRUCITON INC	CECCANTI	NW CASCADE, INC.	MILES RESOURCES LLC	LW SUNDSTROM, INC	SOUND PACIFIC CONSTRUCTION LLC	WILDWOOD CARPENTRY LLC
Address	5110 RIVER ROAD E	4116 BROOKDALE RD EAST	PO BOX 73399	400 VALLEY AVE NE	PO BOX 893	6708 144TH ST. NW, SUITE A	6801 N 11TH ST
City, State Zip	PUYALLUP, WA 98371	TACOMA, WA 98446	PUYALLUP, WA 98373	PUYALLUP, WA 98372	RAVENDALE, WA 98051	GIG HARBOR, WA 988332	TACOMA, WA 98406
Contact	DAVID CECCANTI	DONNA MOTLAND	CLINTON MYERS	BRAD GRIFFIN	LENNART SUNDSTROM	TOM ABPLANALP	DARRIN FISKUM
Telephone	253-248-1091	253-537-2990	253-848-2371	253-383-3585	425-413-8158	253-514-6226	360-390-8863
Fax	253-248-1092	253-527-6943	253-848-2545	253-572-8648	425-413-2533	253-444-0049	N/A
Email	<a href="mailto:davidc@activeconstruction.com">davidc@activeconstruction.com</a>	<a href="mailto:ricky@ceccantiinc.com">ricky@ceccantiinc.com</a>	<a href="mailto:clint@nwcascade.com">clint@nwcascade.com</a>	<a href="mailto:Brad.Griffith@milesresources.com">Brad.Griffith@milesresources.com</a>	<a href="mailto:len@lwsundstrom.com">len@lwsundstrom.com</a>	<a href="mailto:tom@soundpacificconst.com">tom@soundpacificconst.com</a>	<a href="mailto:woodenspar@gmail.com">woodenspar@gmail.com</a>

BID COMPLIANCE:

Contractor Name:	ACI - ACTIVE CONSTRUCTION INC	CECCANTI	NW CASCADE, INC	MILES RESOURCES LLC	LW SUNDSTROM, INC.	SOUND PACIFIC CONSTRUCTION LLC	WILDWOOD CARPENTRY LLC
Bidder's Proposal:	X	X	X	X	X	X	X
Cert of Compliance w/wage Pymt:	X	X	X	X	X	X	X
Non-Collusion Affidavit:	X	X	X	X	X	X	X
Subcontractors Listing Form:	XX	XX	XX	XX	XX	XX	XX
Bid Bond/Money Order:	X	X	X	X	X	X	X
MWBE Utilization Form:	X	X	X	X	X	X	X
Receipt of Addendum #01:	X	X	X	X	X	X	

BID AMOUNTS:	\$ 1,486,486.00	\$ 1,354,000.00	\$ 1,736,581.00	\$ 1,423,000.00	\$ 2,195,000.00	\$ 1,267,337.00	\$ 1,275,000.00
All bid amounts listed below do not include WSST.	\$ 153,108.06	\$ 139,462.00	\$ 178,867.84	\$ 146,569.00	\$ 226,085.00	\$ 130,535.71	\$ 131,325.00
Base Bid Amount with WSST:	\$ 1,639,594.06	\$ 1,493,462.00	\$ 1,915,448.84	\$ 1,569,569.00	\$ 2,421,085.00	\$ 1,397,872.71	\$ 1,406,325.00

Bid + Alternates							
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BIDS OPENED & READ BY: Julie Wilfong

BIDS VERIFIED BY: Sheila Jorstad

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: **Dash Point Park Pier & Park Improvements, Contract Award to MacKay Sposito**

DATE: September 19, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes contract award to MacKay Sposito to provide Architectural and Engineering services for Dash Point Pier & Park Improvements in the amount of \$344,687.00.

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

**BACKGROUND:** The initial scope of this Architectural & Engineering contract provides for schematic design for the pier and park, with the potential for final design and engineering for construction projects at Dash Point Park. This effort is intended to advance the process for the full reconstruction/replacement of the fishing pier that was closed to the public in July of 2021 due to concerns about its structural integrity and functional obsolescence. This initial design phase will evaluate the entire park site for improvements to complement and support those proposed for the fishing pier, including access, infrastructure and recreation amenities.

This fishing pier provides deep water fishing access to those fishing from land, without the benefit of a boat. A multitude of park visitors use this facility year-round for fishing as well as strolling and nature viewing. After over 25 years of service life, the existing fishing pier requires reconstruction/replacement to address damage and deterioration due to exposure to the harsh marine environment and the wear and tear of daily use.

Additionally, this project proposes to target capital re-investment in critical facilities at this site. The design team will assess the park's shoreline infrastructure in light of emerging sea level rise projections and increased storm impacts at this location. Community engagement will inform decisions regarding any site modifications to enhance public benefit. Based upon this broader analysis, supplemental site improvements may be identified and recommended for implementation as funding allows.

On March 18, 2022, Metro Parks advertised RFQ J2022-16 with posting on the Metro Parks website. By the deadline of April 1, 2022, three (3) firms submitted their statements of qualifications. Staff ranked the submittals and selected two (2) firms to interview. MacKay Sposito was selected by a review panel of four (4).

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

Based upon a fee proposal prepared for this work by MacKay Sposito, staff recommends the Board approve a total not-to-exceed contract amount of \$344,687.00.

**FISCAL IMPACT:** A scope of services has been negotiated with MacKay Sposito in the amount of \$344,687.00. The project is to be funded by a combination of 2014 UTGO Waterfront Facilities Funds and RCO ALEA funding through the State of Washington.

**FUNDING**

2014 UTGO Bond – Dash Point Park, Waterfront Facilities	\$ 200,000
RCO ALEA (state appropriation)	\$ 400,000
<b>TOTAL</b>	<b>\$ 600,000</b>

**PROJECT EXPENSES**

Survey and Cultural Resources	\$ 60,000
Planning & Design	\$ 515,000
Construction	\$ 0
Other Project costs (communications, advertising, permitting)	\$ 25,000
Contingency	\$ 0
<b>TOTAL</b>	<b>\$ 600,000</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. PW81-22**

**DASH POINT PIER & PARK IMPROVEMENTS CONTRACT AWARD FOR  
MACKAY SPOSITO**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make future plans for Dash Point Pier & Park; and

WHEREAS, MacKay Sposito was selected to provide engineering and design services, outreach and 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 two (2) teams being interviewed; and

WHEREAS, a scope of services was developed with MacKay Sposito to provide engineering and design services, outreach and permitting for the Dash Point Pier & Park Improvements; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Waterfront Facilities Fund and State of Washington RCO ALEA 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 MacKay Sposito in the amount of not to exceed \$344,687.00;

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: **Accepting and Appropriating City of Tacoma Landmarks Preservation Commission Heritage Project Grant Funds for Dickman Mill Park Audio Artwork**

DATE: September 12, 2022

**EXECUTIVE SUMMARY:** This resolution accepts and appropriates a \$9,500 grant from City of Tacoma Landmarks Preservation Commission Heritage Project Grant Funds for Dickman Mill Park Audio Artwork, adding the funds to the overall project cost.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on Tuesday September 13<sup>th</sup>, 2022, and forwarded on to the full Board with a recommendation for approval.

**BACKGROUND:** Metro Parks, through a generous gift from Cambia Health Solutions, restored the historic Dickman Mill Head Saw and conducted park improvements completed in 2021. Along with this project was an art commission “Ghost Log,” part of Metro Parks’ commitment to 1% for Art. Local artist Mary Coss developed the Corten steel sculpture, and an unfunded part of the art brief she proposed was a sound installation to go with the physical sculpture on site.

In 2020, Metro Parks Tacoma submitted a grant application to the Landmarks Preservation Commission for funding to support the creation of this audio artwork. The application was accepted, however with the onset of the COVID-19 pandemic, the program was paused for a year. In Spring 2021, the application was reviewed again, and Metro Parks was awarded \$9,500 for the project.

This grant-funded project made possible the creation of the audio artwork “Ghost Timbre” available online from the Dickman Mill Park webpage as well as from the park itself by QR code and park users’ mobile devices. The artist collaborated with historians and culture bearers from the Puyallup Tribe and interviewed former mill workers to develop a soundscape that enhances the historic nature of the site as well as the natural elements of the park space.

**FINANCIAL IMPACT:** The project funding includes:

**FUNDING:**

Cambia Health Solutions Donation*	\$ 2,659,105.57
City of Tacoma Heritage Project Grant	\$ 9,500.00
<b>TOTAL</b>	<b>\$ 2,668,605.57</b>

*\*Note:* In total, Cambia donated \$2,935,000 for this project, though it was not all expended. The remaining funds from the donation were generously transferred to support Metro Parks youth program initiatives after the completion of the construction portion of the Dickman Mill Park Expansion Head Saw Restoration project. This grant funding is being added to the actual expense of the project for documentation purposes.

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



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R82-22**

**ACCEPTING AND APPROPRIATING CITY OF TACOMA LANDMARKS  
PRESERVATION COMMISSION HERITAGE PROJECT GRANT FUNDS FOR  
DICKMAN MILL PARK AUDIO ARTWORK**

WHEREAS, Metropolitan Park District of Tacoma maintains and operates Dickman Mill Park along the Ruston Way waterfront; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to continue to enhance visitor experience at Dickman Mill Park; and

WHEREAS, in 2018 artist Mary Coss was commissioned to create an Art Brief for Dickman Mill Park Expansion and Head Saw Restoration project; and

WHEREAS, including in the Dickman Mill project art brief was the description of “an audio installation available at the site that has stories mixed with the sound of water, the sound of the mill, and tribal singing” later titled “Ghost Timbre”; and

WHEREAS, grant assistance was requested by our organization to finance the cost of the audio artwork referenced above; and

WHEREAS, in July 2021 the City of Tacoma Landmarks Preservation Commission granted Metro Parks an award of \$9,500 for the Dickman Mill Park “Ghost Timbre” project; Now, therefore, be it

RESOLVED, that the Board of Park Commissioners accept and appropriate \$9,500 from the City of Tacoma Landmarks Preservation Commission Heritage Project Grant Funds for Dickman Mill Park Audio Artwork titled “Ghost Timbre”.

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 & Planning;  
Tania Wink, Chief Financial Administration Officer

**SUBJECT: Amending the 2021-2022 Biennial Operating Budget**

DATE: September 8, 2022

**EXECUTIVE SUMMARY:** Staff is requesting the Board approve resolution RR73-22- Amending the 2021-2022 Biennial Operating Budget for both the Zoological & Environmental Education (ZEED) Enterprise Fund #404 and General Fund #101 as itemized in Exhibit A. This budget amendment increases total revenues to \$13,764,952 and total expense to \$13,287,965 based on 2021 actual results and the projected 2022 year-end forecast.

**BACKGROUND:** On December 14, 2020, the Board adopted the 2021-2022 Biennial Budget through Resolution No. RR56-20. Staff has closely monitored revenues and expenditures to stay within the adopted spending authority. However, as the District reemerged from the pandemic, staff noted the need for potential budget adjustments and/or amendments within the biennium in order to support shifts in community demand for programs or an increase in the overall business operations. The increase of enrollment for recreational activities and visitations to the District's parks, trails and facilities impacted the costs of operations and maintenance, plus anticipating accepting one-time relief funds has made it necessary to consider a budget amendment in 2022.

The General Fund operating revenues has experienced an increase to original 2021-2022 Biennium Budget. The amendment increases the General Fund operating revenue by \$6,704,382 primarily due to estimated increases in property tax, sales tax, and grants/intergovernmental revenues compared to budget.

The General Fund operating expenditures are increased by \$5,779,761 for the biennium to reflect operational changes related to the costs for wages and benefits, supplies, services and other charges required to carry out the District's day-to-day operations. The amendment also re-establishes the budgeted fund balance with an increase of \$476,987 resulting in an anticipated ending fund balance amount of \$3,778,304 and 6%.

Similar to the General Fund, the Enterprise Fund operations also adjust spending plans throughout the year. This budget amendment incorporates adjustments to both revenue and expense for the enterprise funds to reflect actual and forecasted results. The Point Defiance Marina Complex, Meadow Park Golf Course and ZEED funds are increasing revenue and expense to reflect higher than anticipated revenue from sales tax and admissions, operational changes and capital projects that are accounted for in the operating expense.

**FISCAL IMPACT:** The following budgets are impacted by this resolution:

- **General Fund #101**

Revenue increases of \$6,704,382

- \$890,533– increase sales tax based on 2021 actual and 2022 forecast.
- \$203,284 – increase property tax based on 2021 actuals and 2022 forecast.
- \$81,000 – increase in revenue from the City of Tacoma due to updated agreement
- \$2,667,831- increase in earned revenue through contracts and federal relief grants for Beyond the Bell and Club Beyond and other recreational camps.
- \$2,861,734 – increase in Transfers In and Other revenues based on 2021 actuals.

Expenditure increases of \$5,779,761

- \$741,261 – increase in Office of Executive Director for professional services contracts and operational reserves.
- \$4,619,406 - increase in Business Administration and Planning for professional services, salaries and wages, and capital costs of operating.
- \$419,093 – increase in Parks and Recreation for salaries and wages and increased costs in events and programs.

- **Point Defiance Marina Complex – Fund #401**

Revenue

- Increase of \$414,155 in earned revenue

Expenditure

- Increases of \$383,144 in maintenance and contract services

- **Meadow Park Golf Course Fund - #402**

Revenue

- Increase of \$520,255 in earned revenue

Expenditure

- Increase of \$863,860 in maintenance and contract services

- **Zoological & Environmental Education (ZEED) Fund #404**

Revenue increase of \$6,126,160

- \$2,536,825 – Sales Tax Collection higher than anticipated (2021 actuals and 2022 forecast)
- \$2,389,333 – Increase earned revenue and donations from Zoo Society/NWTF donations
- \$1,200,000 – Tram Loan received in 2022

Expenditure increases of \$6,261,199

- \$4,355,308 – Tram purchase, SPA renovation and misc. projects/improvements
- \$555,258 – Increased staffing costs
- \$1,010,577 – Increase operating and utility cost increases
- \$340,055 – AZA preparation and minor projects

**ADDITIONAL INFORMATION:** For additional information on this resolution, please contact Tania Wink, Chief Financial Administrative Officer at 253-305-1081 or [Tania.wink@tacomaparks.com](mailto:Tania.wink@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR73-22**

**AMENDMENT TO THE 2021-2022 BIENNIAL OPERATING BUDGET**

WHEREAS, the 2021-2022 Biennial Budget for the Metropolitan Park District of Tacoma was adopted by Resolution No. RR56-20 on December 14, 2020; and

WHEREAS, from time to time there exists a need to revise and amend the budget in order to reflect changes in the operations of Metro Parks Tacoma and to continue to provide optimum service to our citizens and customers; and

WHEREAS, this budget amendment increases total revenues to \$13,764,952 and total expense to \$13,287,965 based on 2021 actual results and the projected 2022 year-end forecast; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma adopted and amends the funds of the District for the 2021-2022 Budgets as outlined in Exhibit A and re-establishes the year-end General Fund balance to six (6.0) percent.

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

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A to Resolution No. RR73-22**

**METRO PARKS TACOMA  
2021-2022 Biennial Budget  
Amendment No. 1**

<b>District-Wide Summary (Total All Funds)</b>					
	<b>Original Biennial Budget</b>	<b>2022 Amendment</b>	<b>Amended Biennial Budget</b>	<b>% Change</b>	
<b>Resources/Revenue</b>					
<b>General Fund</b>	\$ 56,009,864	\$ 6,704,382	\$ 62,714,246	12.0%	
<b>Point Defiance Marina Complex</b>	\$ 2,317,550	\$ 414,155	\$ 2,731,705	17.9%	
<b>Meadow Park Golf Course</b>	\$ 5,623,500	\$ 520,255	\$ 6,143,755	9.3%	
<b>Zoological &amp; Environmental</b>	\$ 51,548,096	\$ 6,126,160	\$ 57,674,256	11.9%	
<b>Total Resources/Revenue</b>	<b>\$ 115,499,010</b>	<b>\$ 13,764,952</b>	<b>\$ 129,263,962</b>	<b>11.9%</b>	
		\$ -			
<b>Uses/Expenses</b>					
<b>General Fund</b>	\$ 57,572,133	\$ 5,779,761	\$ 63,351,894	10.0%	
<b>Point Defiance Marina Complex</b>	\$ 2,184,974	\$ 383,144	\$ 2,568,118	17.5%	
<b>Meadow Park Golf Course</b>	\$ 4,242,893	\$ 863,860	\$ 5,106,753	20.4%	
<b>Zoological &amp; Environmental</b>	\$ 51,500,000	\$ 6,261,199	\$ 57,761,199	12.2%	
<b>Total Resources/Revenue</b>	<b>\$ 115,500,000</b>	<b>\$ 13,287,965</b>	<b>\$ 128,787,965</b>	<b>11.5%</b>	
<b>NET of Revenue/(Expenses)</b>	<b>\$ (990)</b>	<b>\$ 476,987</b>	<b>\$ 475,997</b>		