

**Capital Improvement Committee Meeting (CIC)
Agenda & Meeting Materials ion
December 20, 2022 - 5:00 PM**

Metro Parks Headquarters
4702 S 19th St.
Tacoma, WA 98405



This Capital Improvement Committee Meeting (CIC) will be held at Metro Parks Headquarters, 4702 S 19th St., Tacoma, WA 98405. You can also join the meeting remotely by following the instructions below: (either by online link or by phone)

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

Time: **December 20, 2022 5:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting Online by clicking the link below:

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

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

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



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

**Tuesday, December 20, 2022
5:00 PM**

MINUTES FROM NOVEMBER 14, 2022

PROJECT STATUS REPORT

DISCUSSION ITEMS

ACTION ITEMS

- EAM Software Purchase
- Joint Maintenance Facility A/E - Contract Award
- Stewart Heights Aquatics Mechanical System Construction - Contract Award
- PDZA SPA Exhibit Improvements –Contract Amendment

FUTURE AGENDA TOPICS

ADJOURNMENT



BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

**December 14, 2022
5:15 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Reid

Staff Support: **Marty Stump**, Deputy Director - Planning and Development; **Fred Ramey**, ZEED Asset and Facilities Services Manager; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the November 16, 2022, meeting were approved as written.

Discussion Item

- Marty discussed with commissioners scheduling a special CIC before the end of the year. It was agreed that a special CIC will be held December 20th at 5:00 pm.
- Marty reported that the 2023 – 24 Capital Workplan report is being prepared and will be presented on a regular basis moving forward. Commissioner Reid said this report is very helpful.

Action Items

PDZA Pacific Sea Aquarium (PSA) Baja Bay Exhibit Repairs - Contract Award to Pease Construction

- This resolution authorizes the contract award to Pease Construction for PDZA PSA Baja Bay Exhibit Repairs in the amount not to exceed \$392,792.
- Fred reported the exhibit requires maintenance work on the seals around the exhibit viewing glass, as well as repairs to the exhibit liner and coating, and concrete repair. He added that all work must be performed with water in the exhibit (due to not being able to move the hammerhead sharks) and performed by a qualified exhibit repair team working by SCUBA or surface air supply. Additionally, this project will include the construction and installation underwater of a protective barrier that will prevent this type of damage from occurring in the future due to animals interacting with the seal material in unintended ways. It was noted that Zoo staff will monitor animal behavior during this work, pausing if the animals appear stressed.
- Pease Construction was the one responsive bid received and reference checks by staff have confirmed that they are a responsible contractor and perform quality work. Fred added they have completed projects for us in the past and are currently working on the PDZA South Pacific Aquarium Exhibit Improvements. They will have qualified subcontractors on their team who have experience in this specific type of in-water work. As

a general contractor they have the ability to negotiate the types of contracts necessary to attract and employ the required subcontractor expertise needed on this project.

- It was explained that the first time this project was advertised no bids were received. To find out why, Fred contacted selected firms. He noted that only two firms in the world specialize in underwater aquarium maintenance. Because of their high demand for services, they can set firm pricing and terms. During his research he discovered: 1) the window time for repairs was too short/restrictive, 2) the bid range was under what they expect. Based on this, the new bid's range was adjusted to \$250,000 - \$490,000, with Pease's coming in mid-range.
- He added that most aquariums aren't run by governmental agencies. Georgia Aquarium is the exception, noting they have a \$60,000 yearly maintenance contract in place to help avoid major repairs like this. Metro Parks is hoping to do something similar in the future - hire annual exploratory maintenance work.
- Commissioner Pointer asked how long repairs will last. Fred stated this is hard to estimate. If all goes well with these repairs and annual maintenance repairs happen, the aquarium could last another 30 years.
- Commissioners asked about divers' safety from sharks during working. Fred explained they will dive in pairs, use scuba gear, and be instructed to not interact with animals.
- Commissioner Reid asked how long the water work will last. Fred said it is hard to estimate because repairs were designed based on video footage provided. But under the best situation, less than one month. Commissioner Reid questioned the high cost of work for such a short period of time. Fred explained this is very specialized work and it would be hard to find someone to do quality work for less. Commissioner Pointer mentioned Georgia Aquarium's \$60,000 budget. Marty explained their contract is for preventative maintenance, not major work like this project. He added in the future we would like to have a similar maintenance contract in place.
- Commissioner Reid asked if we have contacted Bangor Navy base to see if they can do the work. Yes, we have investigated this type of alternative arrangement, but commercial divers don't necessarily have the experience working with exhibit animals. It was emphasized that animal welfare is key to this project. Fred added the bid required 3 years of working around animals. Marty agreed this is expensive work, however it is a classic case of supply and demand. It was noted that funds for this project will come from the Zoo's operating budget.
- Commissioner Reid reported he is not happy with the cost, but understands the work is specialized and need to be completed. In the future he would like to secure a contract like Georgia Aquarium for annual maintenance. He also asked staff to keep a close eye on the schedule and costs.
- Commissioner Pointer asked if they guarantee their work? Fred explained underwater work is not as effective as in a dry environment. These underwater repairs buy us years until dry work can be completed. Commissioner Pointer commended Fred for finding a qualified company to do this work.
- Marty added that our new Asset Management system will help keep us on top of infrastructure maintenance like this in the future.

- This item was accepted for moving forward to the full Board with a recommendation of approval.

Meeting Adjourned



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Debbie Russell, Director of Business, Administration & Planning
SUBJECT: **Purchasing Resolution**
DATE: January 9, 2023

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:

| <u>Item Number</u> | <u>Proposed Vendor</u> | <u>Proposed Purchase</u> | <u>Price</u> |
|---------------------------|-------------------------------|--|----------------------------|
| 1. | Cartegraph Systems | EAM Software Procurement, Implementation, and Support Services | Not to exceed \$250,000.00 |

ITEM NO. 1

- **VENDOR** Cartegraph Systems
- **GOODS OR SERVICE** EAM Software Procurement, Implementation, and Support Services
- **PRICE** Not to exceed \$250,000.00
- **SOURCE OF FUNDING** 2014 Bond (Fund 341, 14UTGO)
- **CONTACT** Debbie Russell (253) 305-1086

BACKGROUND:

The original scope of this Enterprise Asset Management (EAM) Implementation Project was drafted in 2017 and provided two distinct phases. Phase 1 included a Business Process Review

(BPR) and Phase 2 included the EAM Software Procurement and Implementation. The BPR was completed in 2018, but the EAM Software Procurement and Implementation was put on hold due needs identified during the BPR. Then, COVID-19 postponed Phase 2 of this project.

In November 2021, MPT hired the Asset Management & Sustainability Manager who reviewed the work from the BPR consultant, AMCL, and proceeded to move forward with the EAM Procurement and Implementation. In March 2022, MPT solicited an EAM Request for Information (RFI) to better understand the current EAM market landscape and vendors. MPT had ten vendors respond to the RFI.

An EAM Steering Committee was assembled, representing the cross-departmental team that would be supporting the program. Several stakeholder sessions were conducted with the various user groups and departments to finalize the functional requirements of the EAM software.

After evaluating MPT's EAM system need, it was determined that the agency required a robust district-wide EAM system that is:

- Intuitive and easy to use
- Highly configurable without the need for an in-house programmer
- Able to track asset information and work order history
- Capable of integrating with GIS and financial systems.

On June 17, 2022, a Request for Proposal (RFP) (J2022-22) was publicly advertised by Daily Journal of Commerce and Tacoma Daily Index. It was also posted on Metro Park's website. MPT received seven proposals; however, two were missing key components of their submissions and were therefore considered non-responsive. After a thorough review, based on the submittal scoring criteria, an interview and demonstration, software trial, and reference checks, MPT selected Cartegraph Systems as its EAM software vendor, which was also the low bid.

Cartegraph has extensive experience providing EAM software, implementation services, and on-going support to City, County, and State Government entities. The scope of services for this proposal includes procuring the software licenses (for the 1st year only), implementation services (including data migration, configuration of the software, and training), and on-going technical support. The ongoing software licensing costs were considered during the selection process, but is not reflected in these budget numbers

In July 2022, an addendum to the RFP was released, clarifying the scope of this project. MPT identified elements of the EAM implementation that can be phased in as capacity allows. Those include an asset inventory and condition assessment to capture and enter any outstanding asset information into the EAM software; integrations with financial system (Tyler Munis), which is undergoing an upgrade; and as-built GIS data conversion to get the GIS data into a useable format for the GIS and EAM systems.

FISCAL IMPACT: The funds for this purchase are from 2014 UTGO bond program under the category of System Efficiencies (Fund 341, 14UTGO)

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. PXX-23

**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. RR21-15, 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; 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. PXX -23

ITEM No. 1

- **VENDOR** Cartegraph Systems
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- **CONTACT** Debbie Russell, (253) 305-1086

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Reference Check for: Cartegraph

| Reference | Agency | Voicemail/Email | Response | +/- Exp. |
|--|--------------------------------------|--------------------------|--------------------------|-----------------|
| Dan Withers 817-459-5486 O 817-689-6851 C | City of Arlington, TX | X | X | + |
| Caroline Johnston 770-528-8823 | Cobb County, GA | X | X | + |
| Heather Berg 650-773-8162 | South Dakota Fish & Game | X | X | + |
| Tory Rowland – 757.357.8084 | Isle of Wight County, VA | X | X | + |
| Steve Tennat 614.374.7309 and Kimberly Myers 614.431.2425 | Worthington, OH | X X | X X | B+ |
| Juan Hernandez 713.274.2300 | Harris County, Texas – Precinct 2 | | ? | |
| Charis Larons- Angel 909.387.8268 | San Bernardino County, CA | X | | |

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Reference: Kim Myers, GIS Analyst, City of Worthington, OH. 614.431.2425

Steve Tennant, Superintendent, City of Worthington, OH 614-374-7309

Intro:

1. How has your experience been to work with Cartegraph?

Still in the infancy.

Getting all your assets in

Overall rating of experience- Solid B/ B+

Number of things to improve- we need this information, that information,

Asset vs. non-asset

Didn't understand why. Wasn't well explained.

Timeline felt rushed, hand off as quickly to customer success manager. Worked well on

Enterprise- bi-directional

Tasks,

Integrate with fuel system- was more difficult than presented.

Integrate w/fleet

Worked with 1 representative. A couple hiccups with

2. How well did they do in implementation?

a. Coordination/Team?

b. Cost? They were low bid, They stayed under the proposed price?

3. On-going Support? (Helpful & quick to respond)

Implementation phase, phase 2.

Seems to be good. Acquired by openjobs

4. Been happy with the software?

Innovative, easy to use.

City Works

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Cartegraph 1 vs. Web browser.

In office, not using mobile as much.

a. What OMS modules you go with?

5. If you had to choose again...?

Reporting isn't as easy as it seems

6. Any final thoughts or considerations before I select/ start?

Automation manager- background calculations.

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Reference: Dan Withers, Asset Manager Arlington Parks and Rec. 817-459-5486 O
817-689-6851 C

7. How was/is Cartegraph to work with?

In parks 2014, in city using longer. Hired in 2016.
Making enhancements, looking for ways to improve.
Proactive, OMS quarterly updates, mobile app more frequently

Started slow, what attributes.
Where we're spending \$, allocate resources.
Park, field operation team. Aquatics team.
Golf (not yet)
Rec(not yet)

Water public works, different environment? Wanted to pull data from 1 environment.
Strong Administrator to separate.

Hosting environment- cartegraph hosting AWS

Integrate with GIS data. Within

- System Admin- tools running, adding users
- Asset
- GIS analyst

Getting the data out of it.
Facilities was part of public works, split- using cartegraph, half
Implement- getting the teams to start using the tool, tons of questions.
Younger employees are fine, 20/30 years push back. Goal to use tool real time.
Park run- w/ tasks with automations.
Assign resources and close it out.
Open tasks, assigning resources, closing tasks.
Advanced task

8. How well did they do in implementation?

- a. Coordination/Team?**
- b. Cost? They were low bid, They stayed under the proposed price?**

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

9. On-going Support? (Helpful & quick to respond)

Very good. Typically, would use a call phone, stay with us. Now get back to us within a day, now want email.

Have regional user groups once a year. Network, get to know what they're doing.
Community base.

10. Been happy with the software?

Arlington doesn't use the facilities module (yet) they started before the OTB solutions were developed, would recommend it though.

They built park- rec center as assets. – though their Facilities Department maintains the building.

Would have to use 2 environments to answer questions related to query

11. If you had to choose again...?

12. Any final thoughts or considerations before I select/ start?

Integrate, several advantages- rate information.

Using it for Employee certifications- food and bev. division.

Half full-time employees in cartegraph.

Looking for RFI, what he rates.

Start with their solution, and expand.

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Reference: Heather Berg Parks GIS & Asset Management Program Specialist South Dakota Game, Fish and Parks 605.773.8162

13. How was/is Cartegraph to work with?

Wildlife and parks division.
GIS, a little
March 2018,
Sets up account information. Went live in 2019

14. How well did they do in implementation?

a. Coordination/Team?

b. Cost? They were low bid, They stayed under the proposed price?

Jenny bellings-implementation specialist. Positive
Instant message
Screen share. Phone call

15. On-going Support? (Helpful & quick to respond)

Great! Call multiple times a week, know several Cart. Staff by name, quick to respond.

16. Been happy with the software?

Yes. Primarily use it for Maintenance records

2017 staff were using ArcGIS collector.
Feature service. Harder to add assets in software if you need precision for lines, etc. but can Use Field maps
ArcGIS primarily to add assets. Can use trimble, and then it syncs daily.
Feature services. Every night GIS and EAM sync 2am,

17. If you had to choose again...?

Yes.

18. Any final thoughts or considerations before I select/ start?

Work on Staff buy in- willing (they didn't and it took a while for adoption)

Start very small- (very very small)

Weekly webinar- optional every week- pick a different topic.

Job shadow- ask them what they need, build the relationship.

Customize down to the district level.

Giving a talk down at the conference- "The Good, the Bad, and the Ugly"

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Reference: Caroline Johnston, GIS Analyst, Cobb County Parks (470) 507-9027 (Cell)

1. How was/is Cartegraph to work with?

2 Departments use
2018/19 Parks – asset/WO, basics
Playground equipment
DOT uses more feature
Millions of dollars of funding

2. How well did they do in implementation?

a. Coordination/Team?

b. Cost? They were low bid, They stayed under the proposed price?

3. On-going Support? (Helpful & quick to respond)

Responsive

4. Been happy with the software?

Train as admin, configurable-
Just Caroline- GIS
Had part-time
Would be helpful if we had staff- data
Have so much in there. Next GIS analyst

5. If you had to choose again...?

6. Any final thoughts or considerations before I select/ start?

Sit down,

Requirements gathering- what we need. Had to map everything in the parks

3 maint zones. How is everything working? Check in with staff, crews. Does this

Told, transfer data.

A few months. Receiver,

System can do so much, field maintenance- so specific, end users,

What do you

Mapping point data- update data- maintenance of the data-

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Field Maps (was collector) Trimble R1

Park boundary layer-

Field, restrooms, playground activities, inspection form

Fences has layer for.

Equipment- seems to work for Parks- was using asset works. Exported

Inventory, parts, receive- input it wrong throws off-

Request-form for internal request. Created form for equipment

Check out equipment creates task. With date range- made gadget, note equipment check. All equipment-

Are not QR code.

Can be intimidating

Train the train, once it made it clicked-

Control- very impressed, support is great-

Start small, with dedicated admin. And maintenance.

Person in the field

Take requests- task layer can be a point on a map, ArcGIS pull litter requests, vandalisms requests, heatmaps, do use seeclickfix, had to upload 1 at a time, puts the point on the map based on where. Add park name

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Reference: Tory Rowland Isle of Wight County, VA

1. How was/is Cartegraph to work with?

It's been Great!
Worked with GIS so easily.

2. How well did they do in implementation?

a. Coordination/Team?

Assigned a project manager, and 2 other people.
If you don't even need them, called them off...
Product specialist. Teams once a week.
6months to a year, guiding, have to do this.
Had Alba, fantastic- really know the product.
Keep you on track. Cartegraph really cares.

b. Cost? They were low bid, They stayed under the proposed price?

3. On-going Support? (Helpful & quick to respond)

Have had to call- after start up. Call 3 other times. Had erased stuff, and had to resolve.
Call, email, or assistance. Better than apple.
Talked me through it the resolution.
Response has been great.

4. Been happy with the software?

Great, quick to pick up. Using it in sewer and water
Using the app, the software-

5. If you had to choose again...?

6. Any final thoughts or considerations before I select/ start?

Note- Cartegraph takes priority in GIS synchronization

1 way sync, 2 way sync- cartegraph will update (override) GIS. Backup save before sync.

Once you get it set up, runs itself.

Metro Parks Tacoma
Request for Proposal
EAM Software Procurement, Implementation & Support Services
RFP J2022-22

Updates itself

Purchased the Wastewater- container components-

Asset builder- create your own stuff.

Adding condition

Inspections- OCI can

Once you get OCI set up- can link to inspections, task is an inspection. Estimated lifespan-

Inspection- less than 10/10, lifespan will go down.

When you set it up- 2 hours for reporting, 2 for inspection,

Don't be afraid to ask for more information on where you want to focus.

Customize the experience

**METRO PARKS TACOMA
REQUEST FOR PROPOSALS
FOR
Enterprise Asset Management Software Procurement
Implementation, & Support Services
RFP J2022-22**

**RFP Summary Score Sheet
Interview/Demonstration Round Review**

DTS Cartegraph Nexgen

RFP Ranking RFP Ranking RFP Ranking

SELECTION PANEL MEMBERS

| | Ranked | Comment | Ranked | Comment | Ranked | Comment |
|---------------|---------------|----------------|---------------|----------------|---------------|----------------|
| Fred Ramey | 72 | | 85 | | 71 | |
| John Robinson | 76 | | 90 | | 83 | |
| Erich Sachs | 80 | | 90 | | 80 | |
| Mike Yaden | 79 | | 93 | | 82 | |
| Josh Azinger | 73 | | 99 | | 83 | |
| Ross Wilton | 78 | | 88 | | 82 | |

| | | | | | |
|-----|-----------|-----|-----------|-----|-----------|
| 458 | Raw score | 545 | Raw score | 481 | Raw score |
|-----|-----------|-----|-----------|-----|-----------|

SOQ RANKINGS PER RAW SCORE

| | | | | | |
|---|-------------------|---|-------------------|---|-------------------|
| 3 | Tabulated Ranking | 1 | Tabulated Ranking | 2 | Tabulated Ranking |
|---|-------------------|---|-------------------|---|-------------------|

SELECTED FOR EAM SOFTWARE TRIAL

| | | |
|--|---|--|
| | X | |
|--|---|--|

INTENT TO AWARD CONTACT

| | | |
|--|---|--|
| | X | |
|--|---|--|

Checked By: Sheila Jorstad 10/31/2022

Sheila Jorstad



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

SUBJECT: Joint Operations & Skills Center Campus - Conceptual Planning & Design Phase Contract Award to BCRA

DATE: January 4, 2023

EXECUTIVE SUMMARY: This resolution authorizes contract award for the Joint Operations & Skills Center Campus - Conceptual Planning & Design Phase to BCRA in the amount not to exceed \$89,995.00.

BACKGROUND:

MPT & TPS desire to co-locate a joint operations and skills center campus in central Tacoma, with specialty satellite facilities positioned throughout the city, to better deliver maintenance, operation and food service to schools, fields, parks, and public facilities.

This facility, while serving the business and program needs of MPT and TPS operations and maintenance teams, will provide the co-benefit of certificated apprenticeship program offerings to help high school students develop skills in the following trades:

- Automobile Technology & Fleet Management
- Carpentry & Building Trades
- Commissary & Culinary Arts
- Horticulture & Botany

Driven by the interlocal agreement, MPT & TPS will reduce duplication and leverage public resources by jointly: 1) creating a state-of-the-arts maintenance facilities with appropriate tools and equipment; 2) developing curriculum and certificated apprenticeship programs to help high school students develop skills in a trade; 3) re-align high school introductory courses at each high school campus to create feeder programs; and 4) establishing a pipeline for students to be introduced to one of our local municipalities/jurisdictions for potential employment within their field of study directly out-of-high school.

MPT & TPS plan to incorporate teaching spaces into multiple locations around the city to provide high school students with innovative opportunities to experience advanced Career and Technical

Education (CTE). Courses offer high school credit, industry recognized certification, and advanced technical learning.

One potential site, which will be explored as part of this scope, is the “Firs Site”. This City of Tacoma owned property is located at 4504 S. Tyler Street adjacent to the City of Tacoma Landfill. As property owner and key partner in this planning effort, the City of Tacoma will likewise consider how this new facility would serve their operational needs for Public Works and Environmental Services city departments.

An added benefit to MPT made possible by this new facility would be the relocation of its central shops from the Point Defiance Triangle, thereby advancing the potential to re-purpose that high-opportunity location for future visitor attraction and recreation benefit.

The design team will be tasked to compile a Program Plan responsive to the needs of the three partner agencies, evaluate the fit of the Firs site for the intended program(s), and develop a range of conceptual design solutions to demonstrate the co-benefits and synergies provided by a facility of this type. The team will provide rough order of magnitude costs and a timeline for future project design, funding and implementation phases and will evaluate various infrastructure funding grants and programs that could further provide for project expenses.

The Tacoma-based, multidisciplinary firm of BCRA was determined to be the most qualified to provide this scope of work through a ranking of MPT’s Architecture and Engineering consultant roster.

The work product of this conceptual design effort is expected to be complete mid-year 2023. Mark Knowlden, Acting Director of Parks and Recreation will be managing the overall project with the support of Roger Stanton, Capital Program Manager.

Future final design, permitting, bidding and construction services would be provided under separate contract, are contingent upon future funding, and are not included in this scope of work.

FISCAL IMPACT: The funds for the Joint Operations & Skills Center Campus - Conceptual Planning & Design Phase project are derived from MPT Operating funds. The following is a breakdown of the funding sources and project budgets.

| | |
|--|-----------------|
| Funding: | |
| <u>MPT Operating Budget - Planning</u> | <u>\$89,995</u> |
| Total | \$89,995 |
| | |
| Budget: | |
| <u>MPT Operating Budget - Planning</u> | <u>\$89,995</u> |
| Total | \$89,995 |

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. _____

JOINT OPERATIONS & SKILLS CENTER CAMPUS – CONCEPTUAL PLANNING AND DESIGN PHASE CONTRACT AWARD TO BCRA

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to provide facilities that increase operational efficiencies, improve maintenance and program delivery, and provide vocational development and educational opportunities district-wide; and

WHEREAS, the Metropolitan Park District of Tacoma supports strategic and intentional inter-agency collaboration and resource leveraging to best serve community; and

WHEREAS, MPT, Tacoma Public Schools (TPS) and the City of Tacoma (COT) staff agree that a Joint Operations and Skills Center Campus developed under this model would increase efficiency and cost-effectiveness of program delivery; and

WHEREAS, the proposed Joint Operations and Skills Center Campus supports local workforce development and provides educational opportunities to youth through collaborative and innovative vocational training; and

WHEREAS, the services of a multi-disciplinary architecture and engineering firm would provide critical project support through the compilation of an overall program and needs assessment, site analysis and series of concept studies to assess the program fit with the proposed project location; and

WHEREAS, BCRA was selected as the most qualified of the Four (4) multi-disciplinary firms evaluated through a ranking of firms listed under MPT’s A&E consultant roster; and

WHEREAS, funds for the project are provided from the MPT Operating Budget; Therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the Joint Operations and Skills Center Campus design contract to BCRA in the amount of \$89,995.00 (not including Washington State Sales Tax).

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____2023.

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 Apex Mechanical, LLC for Stewart Heights Pool Improvements Boiler Replacement & Solar Loop Project J2022-29

DATE: 1/4/2022

EXECUTIVE SUMMARY: This resolution authorizes the contract award to Apex Mechanical, LLC for the construction of Stewart Heights Pool Improvements Boiler Replacement & Solar Loop in the amount not to exceed **\$373,326.90** including Washington State Sales Tax.

BACKGROUND:

The bid opening was held on December 6, 2022. Three (3) bids were received and all three (3) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and base bid amounts. Apex Mechanical, LLC submitted low Base Bid in the amount of \$338,465.00 (not including WSST). Reference checks by staff have confirmed that Apex Mechanical, LLC is a responsible contractor and performs quality work. Apex Mechanical LLC, has not done work for Metro Parks in the past.

Staff is recommending award of the Base Bid for a total amount of \$338,465.00, not including Washington State Sales Tax.

This Scope is intended to provide for the renovation of Aquatics Facilities at Stewart Heights Pool. Work is generally intended to upgrade failing or sub-performing operational infrastructure for public safety and operational efficiencies.

Below is the overall project scope:

1. Separate the solar heating system from the pool filtration loop and plumb an independent system with its own circulation pump.
2. Upgrade the original boiler that is now used as a secondary boiler to a high efficiency boiler.

The construction of this phase of work is anticipated to take 120 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.

Funding:

| | |
|----------------------------------|---------------------|
| 2014 UTGO Bond (Community Parks) | \$500,000 |
| Art | -(<u>\$3,450</u>) |
| TOTAL | \$496,550 |

Budget:

| | |
|-----------------------------|------------------|
| Planning and Design | \$68,371 |
| Construction (includes tax) | \$373,327 |
| Other Project Costs | \$2,016 |
| Contingency | <u>\$52,836</u> |
| TOTAL | \$496,550 |

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PWXX-XX

**STEWART HEIGHTS POOL IMPROVEMENTS BOILER REPLACEMENT & SOLAR
LOOP PROJECT J2022-29
CONTRACT AWARD TO APEX MECHANICAL, LLC**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to improve Stewart Heights Pool mechanical system; and;

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

WHEREAS; three (3) bids (Bid#: J2022-29) were received with all three (3) being considered responsive; and

WHEREAS, the low Base Bid 3 was submitted by Apex Mechanical, LLC., in the amount of \$373,326.90 (including WSST), reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Apex Mechanical, LLC and find them to be responsible; Therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award and execute the contract with Apex Mechanical, LLC., in the amount of \$373,326.90 (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 _____2023.

President

ATTEST:

Secretary

Clerk



PRELIMINARY REVIEW

BID RESULTS BID# J2022-29

DEPARTMENT OF BUSINESS ADMINISTRATION & PLANNING
Stewart Heights Pool Improvements Boiler Replacement & Solar Loop Project

Base Bid Range: \$300,000 - \$350,000
BIDS OPENED: 12/6/2022 @ 11:00 AM

| BIDDER NAME: | APEX MECHANICAL LLC | HAWK MECHANICAL CONTRACTORS, INC. | PEASE & SONS, INC | | |
|-----------------|-------------------------|-----------------------------------|-----------------------|--|--|
| Address | 1507 SE Eaton Blvd | 17220 W MAIN ST. POB 547 | PO BOX 44100 | | |
| City, State Zip | Battle Ground, WA 98604 | MONROE, WA 98272 | TACOMA, WA 98448 | | |
| Contact | John Muonio | DON HEINO | BRYAN HILLEMANN | | |
| Telephone | 360-667-8735 | 360-794-8783 | 253-531-7700 | | |
| 7 | 360-667-5065 | 360-805-9321 | 253-537-8113 | | |
| Email | john@apexmechanical.org | office@hawkmechanical.com | Bids@Peaseandsons.com | | |

| BID COMPLIANCE: | | | | | |
|---------------------------------|---------------------|-----------------------------------|-------------------|--|--|
| Contractor Name: | APEX MECHANICAL LLC | HAWK MECHANICAL CONTRACTORS, INC. | PEASE & SONS, INC | | |
| Bidder's Proposal: | X | X | X | | |
| Cert of Compliance w/wage Pymt: | X | X | X | | |
| Non-Collusion Affidavit: | X | X | X | | |
| Bid Bond/Money Order: | X | X | X | | |
| MWBE Utilization Form: | X | X | X | | |
| Receipt of Addendum #01: | X | X | X | | |

| | | | | | |
|--|---------------|---------------|---------------|------|------|
| BID AMOUNTS: | \$ 338,465.00 | \$ 456,175.00 | \$ 339,352.00 | | |
| <i>All bid amounts listed below do not include WSST.</i> | \$ 34,861.90 | \$ 46,986.03 | \$ 34,953.26 | \$ - | \$ - |
| Base Bid Amount with WSST: | \$ 373,326.90 | \$ 503,161.03 | \$ 374,305.26 | \$ - | \$ - |

| | | | | | |
|------------------|--|--|--|--|--|
| Bid + Alternates | | | | | |
|------------------|--|--|--|--|--|

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: PDZA SPA Exhibit Improvements – Contract Amendment to Schemata Workshop

DATE: January 4, 2023

EXECUTIVE SUMMARY: This resolution authorizes contract award of PDZA SPA Exhibit Improvements – Contract Amendment to Schemata Workshop for design phase services in the amount of \$97,715.00.

BACKGROUND:

In January 2021 the PDZA issued an RFQ for design services on the South Pacific Aquarium (SPA) which was a 32-year-old aquarium. Schemata Workshop was selected from this process and provided design phase services for exhibit repairs involving new seals, repairs to concrete, new exhibits, a new exhibit waterproofing system, epoxy floors, new skylight in the atrium, and the construction of a new coral exhibit expansion over an existing deck.

This resolution authorizes contract amendment number four (4) to Schemata Workshop in the amount of \$97,715 for design and construction phase services of a second bid package which would include a new elevator, new flooring in the visitor area, exhibit improvements, a kitchen/food prep area remodel, lighting improvements, new carpet in the staff office area, digital signage, painting, and other minor improvements.

The original contract was awarded to Schemata Workshop for the amount of \$509,446.00 and was approved by the Board of Commissioners (PW36-21).

Amendment number one (1) increased the scope of design to include work in the lagoon area of the SPA for an additional \$129,327.00 and was approved by the Metro Parks Tacoma Executive Director.

Amendment number two (2) increased the scope of the design to include a new coral tank exhibit for the amount of \$52,285.00 and was approved by the Board of Commissioners for the amount of \$52,285.00 (PW3-22).

Amendment number three (3) increased the contract for design by \$31,562.00 and was approved by the Director of Business Administration and Planning and the Chief Financial Officer. This amendment covered additional construction administration costs.

Amendment four (4) will bring the total contract amount with Schemata Workshop to \$820,335.

PDZA is amending our 2 and 6 Year Capital Improvement Plan (CIP) to account for and document the increase in funding for this second phase of the project.

FISCAL IMPACT: The funds for the PDZA SPA Exhibit Improvements – Contract Amendment to Schemata Workshop are derived from PDZA Operating funds. The following is a breakdown of the funding sources and project budgets.

PDZA SPA Exhibit Repairs & Improvements:

| | |
|---|--------------------|
| 2014 UTGO Bond, Point Defiance Zoo & Aquarium | \$3,522,034 |
| PDZA Operating Funds | \$2,755,000 |
| Total | \$6,277,034 |

Project Budget:

| | |
|--------------------------------------|--------------------|
| Planning & Design | \$1,113,138 |
| Building Construction (includes tax) | \$4,174,000 |
| Owner Cost Commitments | \$473,743 |
| Contingency | \$516,153 |
| Total | \$6,277,034 |

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. _____

PDZA SPA EXHIBIT IMPROVEMENTS – CONTRACT AMENDMENT TO SCHEMATA WORKSHOP

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to renovate the South Pacific Aquarium; and

WHEREAS, Schemata Workshop was selected to provide design, permitting and construction services from a review of one (1) Statement of Qualifications (SOQs) that were obtained from qualified architect / engineer / landscape architect teams in response to Metro Parks public solicitation, with one (1) team being reviewed and accepted; and

WHEREAS; a scope of services was developed with Schemata Workshop to provide design services, permitting, construction documents and construction review for PDZA SPA Exhibit Improvements; and

WHEREAS, the original project budget in the 2023/2024 Capital Improvement Plan (CIP) was \$3,352,782 and is being increased for this project to \$6,277,034; and

WHEREAS, funds for the project are provided from UTGO Bond Funds, Point Defiance Zoo & Aquarium, and PDZA Operating Funds; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve Contract Amendment Four (4) to Schemata Workshop for design phase services in the amount of \$97,715.00 for the PDZA SPA Exhibit Improvements project (not including Washington State Sales Tax).

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____2023.

President

ATTEST:

Secretary

Clerk