

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

January 9, 2023

6:00 P.M.

Metro Parks Headquarters

4702 S 19th St.

Tacoma, WA 98405

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 867 0567 2484

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/86705672484>

MEETINGS ARE RECORDED

AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

AARON POINTER, CLERK

TIM REID

ROSIE AYALA

MICHAEL LIANG

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

ROLL CALL

FLAG SALUTE

FINAL NOMINATIONS & VOTING FOR 2023 BOARD OFFICERS

SPECIAL PRESENTATIONS WHOLE CHILD MONTH PROCLAMATION

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

2023 BOARD COMMITTEE APPOINTMENTS

EXECUTIVE DIRECTOR'S REPORT

"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 January 9, 2023 by e-mailing them to Jennifer Bowman at 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 January 9, 2023. 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

- (5-10) MINUTES OF THE DECEMBER 12, 2022 REGULAR BOARD MEETING

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C1-23:** APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2022
(Contact: Debbie Russell, Director of Business Administration & Planning)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (13-18) **RESOLUTION NO. P2-23:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. CARTEGRAPH SYSTEMS FOR ENTERPRISE ASSET MANAGEMENT SOFTWARE PROCUREMENT, IMPLEMENTATION, AND SUPPORT SERVICES IN AN AMOUNT NOT TO EXCEED \$250,000.00
(Contact: Debbie Russell, Director of Business, Administration & Planning)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (19-22) **RESOLUTION NO. PW3-23:** POINT DEFIANCE ZOO AND AQUARIUM- SOUTH PACIFIC AQUARIUM EXHIBIT IMPROVEMENTS – CONTRACT AMENDMENT TO SCHEMATA WORKSHOP
(Contact: Debbie Russell, Director of Business, Administration & Planning)
- (23-26) **RESOLUTION NO. PW4-23:** JOINT OPERATIONS CAMPUS – CONCEPTUAL PLANNING AND DESIGN PHASE CONTRACT AWARD TO BCRA
(Contact: Debbie Russell, Director of Business, Administration & Planning)
- (27-30) **RESOLUTION NO. PW5-23:** POINT DEFIANCE ZOO & AQUARIUM- PACIFIC SEAS AQUARIUM BAJA BAY EXHIBIT IMPROVEMENTS
BID#: J2022-36 CONTRACT AWARD TO PEASE CONSTRUCTION INC.
(Contact: Debbie Russell, Director of Business, Administration & Planning)

(31-34) **RESOLUTION NO. PW6-23: STEWART HEIGHTS POOL IMPROVEMENTS
BOILER REPLACEMENT & SOLAR LOOP PROJECT J2022-29
CONTRACT AWARD TO APEX MECHANICAL, LLC**
(Contact: Debbie Russell, Director of Business, Administration & Planning)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

January 11, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
January 23, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters
January 25, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
February 3, 2023	Park Board Annual Retreat	8:30 AM	Point Defiance Zoo

*Remote Option meeting details can be found on the Metro Parks Website www.metroparkstacoma.org

*Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
DECEMBER 12, 2022**

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

IN THE CHAIR: Andrea Smith

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

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. President Smith read a land acknowledgement.

SPECIAL PRESENTATIONS None

PRESIDENT'S REPORT

President Smith wished staff happy holidays.

NOMINATIONS FOR 2023 BOARD OFFICERS

Commissioner Reid nominated Commissioner Smith for the position of Board President, seconded by Commissioner Pointer.

Commissioner Reid nominated Commissioner Pointer for the position of Board Clerk, seconded by Commissioner Smith.

Final nominations and voting will occur at the January 9, 2023 Regular Board Meeting.

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

President Smith commented that the committee met in person at the STAR Center on December 9th. Commissioners Reid, Ayala and Liang also attended. It was noted that this expanded JMAC meeting included electeds from all agencies as well as participants from the Summit of 60. The presentation at the meeting was year-end report out on JMAC work done in 2022.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Shon Sylvia commented on the following:

- Portland Avenue Public Meeting, December 15th 6pm at Eastside Community Center
- Senior Holiday Ball, STAR Ctr. 1-4:30pm, December 16th , Free event
- Holiday Blast, Eastside Community Center, December 17th 11am-3pm, Free event
- Holiday Ornament Decorating Party at the ESCC Center, December 20th 3-6pm, and STAR on December 21st , 3-6pm Free event
- The December 26, 2022 Regular Park Board Meeting is canceled
- Debbie Russell introduced new employees Jenny Simms and Steve Dorr
- District policies are now posted on the District’s website

COMMUNITY COMMENTS None

MINUTES OF THE NOVEMBER 28, 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. C106-22: APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 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. P107-22: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. UNITED SITE SERVICES OF NEVADA, INC. FOR PORTABLE TOILETS AND HAND WASHING STATIONS IN THE AMOUNT OF \$90,000.00 INCLUDING WSST
2. ASSOCIATED PETROLEUM PRODUCT INC. FOR BULK FUEL (RESALE AND OPERATING) IN THE AMOUNT OF \$250,000.00 INCLUDING WSST
3. PETRO CARD FOR BULK FUEL (OPERATING) IN THE AMOUNT OF \$135,000.00 INCLUDING WSST
4. WEX FUEL FOR BULK FUEL (OPERATING) IN THE AMOUNT OF \$80,000.00 INCLUDING WSST
5. DELL MARKETING LP FOR LAPTOPS AND DESKTOP COMPUTERS IN THE AMOUNT OF 105,000.00 INCLUDING WSST
6. GREEN EARTHWORKS CONSTRUCTION FOR TRANSIENT CAMP REMEDIATION CLEANUP IN THE AMOUNT OF \$120,000.00 INCLUDING WSST

7. MACDONALD-MILLER FACILITY SOLUTIONS INC. FOR REPAIR AND MAINTENANCE ON BOILERS AND HVAC UNITS IN THE AMOUNT OF \$600,000.00 INCLUDING WSST
8. CENTRAL NEBRASKA PACKING FOR ANIMAL FOOD IN THE AMOUNT OF \$145,000.00 INCLUDING WSST
9. MILLIKEN MEAT FOR CARNIVORE DIET IN THE AMOUNT OF \$170,000 INCLUDING WSST
10. LAND O'LAKES PURINA FOR ANIMAL FEED IN THE AMOUNT OF \$400,000 INCLUDING WSST
11. GATEWAY TICKETING SYSTEMS FOR POINT OF SALE MAINTENANCE, SUPPORT AND ENHANCEMENTS IN THE AMOUNT OF \$195,000.00 INCLUDING WSST

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

Joe Brady stated that item 1 is for portable toilets and hand washing stations supporting general operations and special events. Mr. Brady commented that the three fuel vendors (items 2, 3 & 4) are for both resale and operating noting that having several vendors throughout the city helps with staff efficiency. Commissioner Liang encouraged the switch to electric vehicles when possible.

The Board was informed that item 5 is for laptops and desktops for replacement of existing workstations that are nearing their lifecycle or to purchase workstations for new positions. Commissioner Ayala inquired about software subscriptions. Mr. Brady noted this purchase is for hardware but there could be future software purchases that may come to the Board if they reach the spending approval threshold.

Mr. Brady noted that item 6 provides resources for trainset camp remediation and clean up. Mr. Brady then commented that item 7, MacDonald Miller is for contracted boiler and HVAC system inspection, maintenance & repair. Commissioner Liang asked if this would be a component to be managed by the new asset management system. Staff noted it would be managed in the system.

Alan Varsik commented that items 8, 9 & 10 are for vendors that provide animal food for Point Defiance Zoo and NW Trek. Mr. Varsik then commented that item 11 for Gateway Ticketing is need for the POS system maintenance, support and enhancements at the Zoo & NW Trek.

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

SINGLE READING RESOLUTIONS

RESOLUTION NO. R108-22: ADOPTING THE 2023 STATE & FEDERAL LEGISLATIVE AGENDAS FOR THE METROPOLITAN PARK DISTRICT OF TACOMA

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

Hunter George reminded the Board that he brought forward the draft legislative agenda for their review earlier in the fall. Mr. George then introduced the District’s state legislative lobbying staff Tony Sermonti and Adan Espino, noting that TK Bentler is transitioning to retirement.

Mr. George then highlighted some of the major initiatives for 2023 including:

Capital Budget Requests -

- Portland Avenue Park sprayground
- Swan Creek Park pedestrian bridge
- Dash Point Pier
- Titlow Park Bridge

Funding Restrictions-

- 1% property tax cap
- Simple majority for construction bonds

Parks Rx

Childcare licensing

Environmental Protection -

- Derelict Vessels
- Derelict Structures
- Habitat Conservation and Education
- Urban Wildfire Protection

Community Partner Alignment – Support JMAC initiatives and partners

Supporting Washington Recreation and Park Association (WRPA) requests

Mr. George reminded the Board that the 117th Congress (2021-22) approved historic levels of investment in communities in a manner that will create benefits for years to come. He noted that as Congress expects more gridlock between the GOP-controlled House and Democrat-controlled Senate, much of Metro Parks’ attention will be on the federal agencies implementing dozens of grant programs authorized by the following legislation. Mr. George stated that the Park District will maintain a list of priority infrastructure projects for federal grants and work with our local congressional delegation, contract lobbying firm, and regional partners to maximize the benefit to the Tacoma area.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SECOND READINGS RESOLUTIONS

RESOLUTION NO. RR103-22: ADOPTING A DISTRICT ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) POLICY

This resolution was moved and seconded at the November 28, 2022 Regular Board Meeting.

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

RESOLUTION NO. RR104-22: ADOPTING REVISIONS TO THE COMPREHENSIVE FINANCIAL MANAGEMENT POLICY 100.011

This resolution was moved and seconded at the November 28, 2022 Regular Board Meeting.

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

RESOLUTION NO. RR105-22: ADOPTING THE 2023-2024 BIENNIAL BUDGET

This resolution was moved and seconded at the November 28, 2022 Regular Board Meeting.

Board members thanked staff and the public for the work and input in developing the 23/24 budget.

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

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Reid wished staff happy holidays.

Commissioner Liang commented on the wildlife benefits that are provided by MPT facilities.

President Smith stated there will not be a COW meeting in December, the next regular Board meeting will be January 9, 2023.

ADJOURN

Being no further business, the meeting was adjourned at 6:55 p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C1-23

APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2022

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

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

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

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2023.

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

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

FOR THE PERIOD STARTING DECEMBER 1, 2022 AND ENDING DECEMBER 31, 2022.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>338747</u> to <u>339134</u>	AMOUNT:	<u>\$8,782,490.56</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>056184</u> to <u>056332</u>	AMOUNT:	<u>\$92,521.91</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$8,875,012.47</u>
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Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

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



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: Purchasing Resolution

DATE: January 4, 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	Enterprise Asset Management Software Procurement, Implementation, and Support Services	Not to exceed \$250,000.00

ITEM No. 1

- **VENDOR** Cartegraph Systems
- **GOODS OR SERVICE** Enterprise Asset Management 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

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at a special session meeting on Tuesday, December 20, 2022, and forwarded on to the full Board with a recommendation for approval.

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 to needs identified during the BPR. Then, COVID-19 further 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 commenced 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. Ten prospective vendors responded 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 in the Daily Journal of Commerce and Tacoma Daily Index. It was also posted on Metro Park's website.

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.

MPT received seven proposals to the RFP, five being considered 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 was the lowest bidder.

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 are not reflected in these budget numbers.

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. P2-23

**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 _____, 2023.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P2-23

ITEM No. 1

- **VENDOR** Cartegraph Systems
- **GOODS OR SERVICE** Enterprise Asset Management 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





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 Four (4) to Schemata Workshop for design phase services in the amount of \$97,715.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at a special session meeting on Tuesday, December 20, 2022, and forwarded on to the full Board with a recommendation for approval.

BACKGROUND: In January 2021, the PDZA issued an RFQ for design services for the renovation of the South Pacific Aquarium (SPA), a 32-year-old facility. 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, a new skylight in the atrium, and the construction of a new coral exhibit expansion over an existing deck.

These improvements were designed and incorporated into a construction bid awarded to Pease Construction by the Park Board of Commissioners under resolution PW 31-22 on May 9, 2022. The first three design contract amendments to the Schemata design contract related to the construction currently underway.

The Board approved the original contract to Schemata Workshop in the amount of \$561,409.49 (PW36-21).

Amendment number one (1) increased the scope of design to include work in the lagoon area of the SPA for an additional \$77,363.51 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 and provided for additional construction administration costs.

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 second package will be put out to bid separately, and will not be part of the current construction contract with Pease Construction.

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

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 or Debbie.russell@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW3-22

**PDZA SOUTH PACIFIC AQUARIUM
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 (SPA); 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, 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 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





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

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

DATE: January 4, 2023

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

BACKGROUND: Metro Parks (MPT) and Tacoma Public Schools (TPS) desire to co-locate a joint operations 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 central campus, 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 potential trades:

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

Driven by the interlocal agreement, MPT and TPS desire to reduce duplication and leverage public resources by investigating an opportunity to: 1) create a state-of-the-art commercial kitchen, greenhouse/nursery, maintenance facilities with appropriate tools and equipment; 2) develop 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) establish a pipeline program for students (i.e. Jobs253) to be introduced to one of our local municipalities/jurisdictions for potential employment within their field of study during and directly out of high school.

MPT and TPS is evaluating the potential of teaching spaces at multiple locations around the city to provide high school students with innovative opportunities to experience advanced Career and Technical Education (CTE). Additional sites are currently in development and/or under consideration: the Port of Tacoma for Maritime Industries, Meadow Park Golf Course for golf and turf management, and Point Defiance Park to explore the potential of urban forestry and wildfire prevention & management. Courses offer high school credit, industry recognized certification, and advanced technical learning.

One potential location, 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 campus would serve their operational needs for Public Works and Environmental Services city departments.

An added benefit to MPT made possible by this campus 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 in this regional park.

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, Interim 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: Funding for the Joint Operations Campus - Conceptual Planning & Design Phase project is derived from MPT Operating funds. The following is a breakdown of the funding sources and project budgets:

Funding:	
MPT Operating Budget - Planning	\$89,995
Total	\$89,995
Budget:	
MPT Operating Budget - Planning	\$89,995
Total	\$89,995

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

RESOLUTION NO. PW4-23

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

WHEREAS, the proposed Joint Operations 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, funding for the project is 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 Campus design contract to BCRA in the amount of \$89,995.00 (not including Washington State Sales Tax).

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____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: **PDZA Baja Bay Exhibit Repairs - Contract Award to Pease Construction Inc. J2022-36**

DATE: January 4, 2023

EXECUTIVE SUMMARY: This resolution authorizes the contract award to Pease Construction Inc. for PDZA PSA Baja Bay Exhibit Repairs in the amount not to exceed \$392,792.00, including Washington State Sales Tax.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday December 14, 2022, and forwarded on to the full Board with a recommendation for approval.

BACKGROUND: The Pacific Seas Aquarium (PSA) requires maintenance work on the seals around the exhibit viewing glass, as well as repairs to the exhibit liner and coating, and concrete. Because the exhibit cannot be drained, all work must be performed with water in the exhibit 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.

The bid opening was held on November 28, 2022. One (1) bid was received and one (1) was considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Pease Construction Inc. submitted the low Base Bid in the amount of \$392,792.00 (including Washington State Sales Tax). Reference checks by staff have confirmed that Pease Construction Inc. is a responsible contractor and performs quality work. They have completed similar projects and are currently under contract for the PDZA South Pacific Aquarium Exhibit Improvements.

Staff is recommending award of the Base Bid for a total amount of \$392,792.00 (including WSST).

FISCAL IMPACT: Funding for this project are derived from Point Defiance Zoo & Aquarium Operating Funds.

Funding	
Point Defiance Zoo & Aquarium Operating Funds	\$ 538,200
Total	\$ 538,200

Project Budget	
Planning and Design	\$ 40,000
Construction (including tax)	\$ 392,792
Other Project Costs	\$ 61,408
Construction Contingency	\$ 40,000
1% for Art	\$ 4,000
Total	\$ 538,200

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. PW5-23

**POINT DEFIANCE ZOO & AQUARIUM
PACIFIC SEAS AQUARIUM BAJA BAY EXHIBIT IMPROVEMENTS
BID#: J2022-36
CONTRACT AWARD TO PEASE CONSTRUCTION INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make infrastructure improvements to facilities at Point Defiance Zoo & Aquarium; and

WHEREAS, funds for the project consist of Point Defiance Zoo & Aquarium Operating Funds; and

WHEREAS; One (1) bid (Bid#: J2022-36) was received with One (1) being considered responsive; and

WHEREAS, the low Base Bid submitted by Pease Construction Inc., in the amount of \$392,792.00 (including WSST) has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Pease Construction Inc. 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 Pease Construction Inc., in the amount of \$392,792.00 (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



DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT
 PROJECT: PDZA PSA Baja Bay Exhibit Repairs
 Bid # J2022-36

BID RESULTS

BID OPENING: November 28, 2022, 11:00 P.M.



BIDDER NAME:	Pease Construction Inc.					
Address	3815 100th ST SW #3A					
City, State Zip	Lakewood WA 98499					
Contact	Loran Pease					
Telephone	253.584.6606					
Fax	253.581.7855					
Email	loran@peaseinc.com					

BID COMPLIANCE:						
Contractor Name:	Pease Construction Inc.					
Bidder's Proposal:	X					
Cert of Compliance w/wage Pymt:	X					
Non-Collusion Affidavit:	X					
Bid Bond/Money Order:	X					
MWBE Utilization Form:	X					
Subcontractor Listing Form	N/A					
Receipt of Addendum:						
#1	X					
#2	X					

BID AMOUNTS:	\$392,792.00					
<i>All bid alternate amounts listed below do not included WSST.</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Base Bid Amount w/Tax:	\$392,792.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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BIDS OPENED BY: Tresa Edmonds **BIDS VERIFIED BY:** Julie Wilfong

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

DATE: January 4, 2023

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.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at a special session meeting on Tuesday, December 20, 2022, and forwarded on to the full Board with a recommendation for approval.

BACKGROUND: The scope of work will 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 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.

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	-\$3,450
TOTAL	\$496,550

Budget:

Planning and Design	\$68,371
Construction (includes tax)	\$373,327
Other Project Costs	\$2,016
Contingency	\$52,836
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. PW6-23

**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 systems for greater operational efficiencies; 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 found 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		
All bid amounts listed below do not include WSST.	\$ 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					
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BIDS OPENED & READ BY: Julie Wilfong

BIDS VERIFIED BY: Sheila Jorstad

SIGNED BY: 

SIGNED BY: 