



**BOARD OF PARK COMMISSIONERS
CAPITAL IMPROVEMENT COMMITTEE
SPECIAL SESSION**

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

Attendees: Commissioner Pointer, Commissioner Reid

Staff Support: **Marty Stump**, Deputy Director - Planning and Development; **Kristi Evans**, Capital Program Manager, Community & Neighborhood Parks; **Fred Ramey**, ZEED Asset and Facilities Services Manager; **Erich Sachs**, Asset Management and Sustainability Manager; Mike Yaden, Parks & Recreation Building Facilities Supervisor; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the December 14, 2022, meeting were approved as written.

Discussion Item

- Marty explained that this special CIC session was necessary to cue up several project resolutions for the first Board meeting of 2023.

Action Items

Enterprise Asset Management (EAM) Software Purchase – Cartegraph Systems

- This resolution authorizes the purchase of EAM software from Cartegraph Systems that will proactively manage the lifecycle of Metro Park's assets.
- Eric explained the project's scope was originally started back in 2017 but was put on hold due to COVID. Since it's reactivation this year there has been additional research and stakeholder sessions. In June of this year, a Request for Proposal (RFP) was advertised. We received 5 responsive proposals, with Cartegraph Systems coming in as the lowest bidder. Erich added that all their references came back positive, especially in customer service.
- It was noted that their system is web based, easy to use, customizable and integrates with our financial software and GIS. Implementation should take between 9 -12 months and will start early 2023.
- Commissioner Pointer asked if we have used them before. Erich reported this is the first time Metro Parks has done business with them.
- Commissioner Reid asked where they are located and if they are a minority-owned firm. Erich stated they are out of the mid-west (Iowa) and not a minority-owned firm.

- Commissioner Reid asked if the system will be up and running in one year. Erich reported yes for the system's design and configuration. After that the system will go into a test environment, then live. He pointed that there will be on-site training provided by the implementation team. The challenging component will be the accurate data transfer from our GIS and financial system. He pointed out this process will be ongoing, lasting longer than the 9 – 12 months installation period.
- Marty added this vendor offers the best system value for the agency. It will help us manage our assets moving forward, allowing us to methodically schedule replacement, repair, and maintenance.
- Commissioner Reid asked if the system accepts videos. Yes, the system has the ability to upload attachments, including video files.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

**Joint Operations & Skills Center Campus – Conceptual Planning & Design Phase
Contract Award to BCRA**

- This resolution authorizes a contract award for the Joint Operations & Skills Center Campus - Conceptual Planning & Design Phase to BCRA in the amount not to exceed \$89,995.
- Marty explained that Metro Parks has been in conversations over the past couple years with both the City of Tacoma (COT) and Tacoma Public Schools (TPS) on 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.
- He added that this facility, while serving the business and program needs of both Metro Parks 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
- It was decided by all three partners that a consultant should be brought on board to facilitate conceptual design, program development and site selection. One site being considered is the "Firs Site". This COT owned property is located at 4504 S. Tyler Street adjacent to the City of Tacoma Landfill.
- Commissioner Pointer asked how long this phase will take. It will get underway right after the first of the year 2023 and should be completed in 6 – 8 months. Marty added staff are anxious to complete conceptual designs so grant opportunities can be pursued.
- Commissioner Reid asked if these costs will be split between the three partners. Marty reported as a means of efficiency, Metro Parks has agreed to pay for this first round of design costs. The other partners will likely contribute funding for future project phases.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Contract Award to Apex Mechanical for Stewart Heights Pool Improvements Boiler Replacement and Solar Loop Project

- This resolution authorizes the contract award to Apex Mechanical for the construction of Stewart Heights Pool Improvements Boiler Replacement & Solar Loop in the amount not to exceed \$373,326.90. Staff reported this will upgrade failing or sub-performing operational infrastructure for public safety and operational efficiencies. Below is the overall project scope:
 - Separate the solar heating system from the pool filtration loop and plumb an independent system with its own circulation pump.
 - Upgrade the original boiler that is now used as a secondary boiler to a high efficiency boiler.
- Kristi explained this is the second time this project has been bid. The first-time, bids came back too high. The project was repackaged, excluding the pool coping, and rebid. Three responsive bids were received, and Apex was the lowest. Kristi reported we haven't work with Apex before and are currently running a background check. Mike added that Apex has a lot of experience and a positive reputation.
- Marty added this project was identified in the 2014UTGO bond capital program list.
- Commissioner Reid asked if there could be any supply-chain delays for the new boiler. Staff reported it's not likely, they are using a readily available, standard boiler.
- Commissioner Reid asked how old the current boiler is. Mike said the original boiler was purchased in 2003. A smaller axillary boiler was added a few years later, with solar sometime between 2010-2015.
- Commissioner Reid asked why the axillary boiler was needed. Mike said to help maintain temperatures overnight. He added that newer boilers have a higher efficiency.
- Commissioner Reid asked if we purchased a cover for the pool. Staff reported no but suggested that Erich might investigate this as part of the new asset management program.
- Commissioner Pointer asked if work will be completed by the summer swim season. Staff reported the mechanical work is intended to be wrapped up by the 2023 swim season.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

PDZA South Pacific Aquarium (SPA) Exhibit Improvements – Contract Amendment to Schemata Workshop

- This resolution authorizes a contract amendment to Schemata Workshop for the PDZA SPA Exhibit Improvements for additional design phase services in the amount of \$97,715.
- Fred explained that Schemata Workshop is currently providing design phase services for repairs to the 32-year-old SPA aquarium exhibit. This amendment would cover design services for a second bid package which would include a new elevator (SPA elevator is Metro Park's oldest operating 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.
- Fred explained that when the aquarium's renovations originally started, the scope of work was limited to renovations, repairs and extending the life of aquarium. During 2022 it was determined financial resources are now available to add aesthetic exhibit improvements.

Items not included, like flooring, signage, tiles, interactive displays, can now be added to a second bid package. He added it will only delay the aquariums opening by a couple months and staff believe the wait will be worth it – the public will be impressed with the improvements.

- Commissioner Reid asked how much we have spent on the total project. Fred report under \$5M, noting that the additional funds are coming from PDZA's Operating funds.
- Commissioner Pointer asked if this adds funds to Schemata's contract. Staff reported yes, this is a contract amendment to cover additional design for a second bid package targeted for spring or early summer.
- Commissioner Reid asked if PDZA has the income to cover the additional funds. Fred answered Yes.
- Commissioner Reid ask about the project's percentage completion. Fred reported overall it's 75 – 80% complete. The concrete and tank liner work is 90% complete, however they are behind on controls and automation due to long product lead times.
- Commissioner Reid asked if we anticipate any additional funding needs. Fred reported hopefully this will be the last request.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Meeting Adjourned