

**Capital Improvement Committee Meeting (CIC)
Agenda & Meeting Materials
May 10, 2023 - 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: **May 10, 2023 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**

**Wednesday, May 10, 2023
5:00 PM**

MINUTES FROM APRIL 26, 2023

PROJECT STATUS REPORT

DISCUSSION ITEMS

ACTION ITEMS

- Portland Avenue Park Master Plan -Final Acceptance
- Revised EAM Software Purchasing Resolution – Cartegraph Systems

FUTURE AGENDA TOPICS

ADJOURNMENT



BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

**April 26, 2023
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Reid

Staff Support: **Marty Stump**, Deputy Director - Planning and Development; **Kristi Evans**, Capital Program Manager, Community and Neighborhood Parks; **Hunter George**, Policy & Government Relations Officer; **Jennifer Bowman**, Executive Administration

Acceptance of Minutes: Minutes from the March 15, 2023, meeting were approved as written.

Discussion Items

Titlow Park Project Updates

- Marty reported on the Titlow Park project and stated we are at a decision point regarding restoration of the lagoon, replacement of North Hidden Beach bridge and future shoreline improvements. He explained that consultants have done a preliminary evaluation for the trestle replacement and have provided two alternatives for the lagoon restoration. Before any further steps are taken staff want commissioners to have an awareness of the range of alternatives. It was noted that public meetings are also being planned with the City of Tacoma (COT) to give the community a chance to weigh in on the options.
- The Titlow Park Master Plan of 2010 was discussed, and a map of the area involved was presented. Marty explained that water on the park's side is moved through a culvert pipe and the desire is to re-naturalize the lagoon and surrounding area. Project goals: improve flow at mouth of lagoon by replacing culvert with large span rail bridge, removal of bulkhead and house from shoreline to north of lagoon to enhance beach structure and sediment transport, improve water and stormwater treatment through creation/restoration of freshwater wetlands and improve pedestrian access and flow while providing public educational opportunities and engagement.
- A 1931 picture showing the old trestle bridge was shown. It is thought the trestle was buried when the culvert pipe was installed. Marty also noted the lagoon's different shape.
 - Commissioner Reid asked if the elevation of railroad tracks was changed or was the trestle cut out and sunk.
 - Marty stated it might have been partially disassembled, noting the consultant has found what looks like buried remnants of the old trestle. He continued that we are looking at a couple trestle variations – either rebuild in the old location or shift the location so excavation of the old trestle isn't required.
 - Kristi added the location might also depend on the scheduled Cultural Resource Study.

- In addition, a construction sequence needs to be developed that doesn't disturb rail traffic.
- Regarding lagoon restoration there are 2 options: Alternative 1 – Minimizes Park impact so not to displace existing park features. The trestle will be in the old location and feature loop trails around upper and lower lagoons to help contain tidal fluctuations. Alternative 2 – Maximize restoration that is more expensive, grows size and connectivity of upper and lower lagoons. Includes rebuilding courts in a new location that allows lagoon reconfiguration. This might ease certain permitting requirements should MPT seek to reconstruct the courts in their current location. The trestle would be shifted south and closer to the lodge making construction easier.
 - Commissioner Reid reported moving the tennis courts is problematic because the water table is so high. Marty reported that COT is interested in managing the stormwater flow. One idea is below ground vaults that control water flow to the lagoon with the courts built on top.
 - Commissioner Reid likes a combination of the alternatives: Alternative 2 that moves the trestle south and Alternative 1 for the lagoon. He summarized the project's goal: get rid of culverts and make opening wider to increase water inflow.
 - Marty concluded that trestle relocation is currently the preferred option and staff are considering options for moving the courts.
- A parallel project that Metro Parks is working on with COT and Department of Environmental Services to improve lagoon storm water treatment was discussed. It was noted that agreements will need to be in place because this COT managed storm water treatment project will be partially on park property.
 - Commissioner Reid noted all sides will benefit from this partnership, noting increased recreational and ecological value.
 - Commissioner Pointer asked if COT's engineers have any recommendations. Marty noted the images being presented are from COT, adding we need to be comfortable with their plans.
- Next steps: Internal review and workflow refinement, Park Board presentation (CIC brief upcoming), community outreach, partnership agreement (COT, BNST, SPSSEG, others) and advance project design and funding. Staff will be looking for both state and federal funding since it is a critical infrastructure improvement.
- Commissioner Reid asked if this has been presented to our Nature & Environment Advisory Council. Marty reported yes, early on in the process, and that we'd plan another presentation to this advisory council in the future.
- Marty updated commissioners with the complimentary, but separate, North Hidden Beach Bridge project. He reported that staff are looking at a couple of options including concrete beams like Wilson Way and a pre-cast steel bridge as was the approach to the Wright Park bridge at the duck pond. The bridge will be a bike/pedestrian/service bridge that doesn't encourage private vehicles.
 - Commissioner Pointer asked if there will be emergency vehicle access. Marty reported ambulances yes, but likely not fire trucks. Although, because the project includes new water service staff are considering bringing a fire line up to the bridge with a hydrant set there for fire response.

Dash Point Pier and Park Planning Update

- Kristi provided the commissioners with an overview of the first public meeting for the Dash Point Pier and Park project. Held March 14th the meeting's goal was to introduce the project, share information and gather community input. The site's history, project goals & timelines and existing conditions were discussed. To gain public insight, attendees broke into small groups to answer specific questions about their park experience. These same questions are being asked through an online survey.
- Kristi showed pictures of the existing site and pier condition. She reported the project's scope includes reconstruct/replace fishing pier, assess entire park property, future improvements, critical facilities re-investment, and extend the service life of the site. The goal: restore local fishing, consistent park theme, safety and accessibility, high-quality feature, protect habitat, consider sea-level rise impacts and be in harmony with neighborhood.
- The project's timeline was presented: **Spring thru Summer 2023** – Park & Pier Schematic Design – Public meetings to determine preferred concepts; **Summer thru Winter 2023** – Pier Design Development – Refine design, cost estimates and a public meeting to present full pier design, along with full park schematic design; and **Winter 2024** – Environmental Permitting – Aquatic, shoreline, cultural permitting.
- Kristi reported we are currently looking at a couple pier options i.e., shorter pier, same length with bump outs, new pier location. She noted the site's protected eel grass and its mitigation requirement. She concluded that the next public meeting would bring forward 2-3 viable pier options.
- Commissioner Pointer asked if the first public meeting was well attended. Kristi said yes.
- Commissioner Reid asked if the residents feel this is their neighborhood park. Kristi reported yes. Commissioner Reid added he heard complaints about non-residents fishing from the pier. Kristi report the community is ok with outsiders fishing from the pier, however driveway parking is a problem that is currently being addressed.
- Marty noted an equity issue, explaining this is a high-value fishing location for non-boat owners. It will always be a small park with a large draw. The question is how to balance this need. Most agree on a pier replacement, but where do we want to land...small, the same or additional capacity.
- Commissioner Reid addressed the parking issue. He suggested a "Lot Full" sign. Kristi said we have talked about road signs, but asked who will manage. Commissioner Reid suggested since it's not required year-round, I could be alternative employment for students.
- Commissioner Pointer recommended using the pier's same location and size but addressing the parking issue. Commissioner Reid agreed stating the community would like to see the same pier, just new version.
- Commissioner Reid asked about tribal input and how they feel about our plan. Kristi said we have a meeting with them in 2 weeks and are working on a Cultural Resource study right now.
- Commissioner Reid asked when these two infrastructure projects will be presented to the full Board. Marty reported Titlow Park will be presented in the coming 2 months and Dash Point Pier & Park possibly by the middle of this summer.
- Commissioner Pointer said the Hunter George/ Policy & Government Relations Officer should be included in all discussions so he can go after state and RCO grant funding. Kristi pointed out that the design phase of the Dash Point project is being funded by an RCO

grant. Marty added that there is funding interested in the work at Titlow once we get closer to construction.

Other Topics

- Commissioner Reid asked if there were any ramp updates at the Tacoma Yacht Club. Marty reported no. He added that the yacht club has been working with engineers on the project, however we haven't heard any updates.

Action Items

N/A

Meeting Adjourned



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and

SUBJECT: Portland Avenue Park Master Plan -Final Acceptance

DATE: May 10, 2023

EXECUTIVE SUMMARY: This resolution authorizes acceptance of the Portland Avenue Park Master Plan.

BACKGROUND: Portland Avenue Park has seen a modest level of facility re-investment over the past decades there does remain aging and obsolete infrastructures on site. A formal planning effort was provided to explore opportunities for future investment to further diversify and enhance the park’s recreational, open space, public health and cultural value to the community Portland Ave Park.

Portland Avenue Park has served as a key role in recreation for Tacoma’s Eastside residents. The park opened in the 1930s, and from the beginning it was the passionate neighborhood involvement which drove park improvements. Literally, in some cases, as the Portland Avenue Improvement Club rented a bulldozer from the Park District in 1939 to level the ground themselves. The installment of the wading pool in 1949 was made possible by Kiwanis fundraising as was the playground added the following year. The Community Center, opened in 1989, was the result of a Development Block Grant from the City combined with Metro Parks funds. For years this 7528 s.f facility provided office space, meeting facilities, and programming space for various partners and community groups.

This master plan begins to set a framework for how various phases of development are intended to relate to each other over time. This design framework will help all the elements work together to create more powerful experiences of the park and a unique place in the region. It is understood that community and regional needs change over time, therefore flexibility for change in uses within the framework is built in.

FISCAL IMPACT: The construction cost estimate for full implementation of the master plan is estimated at \$10-11 million dollars. The implementation of the plan can be divided into phases to facilitate as funds are made available. The Master Plan funding is allocated from the 2014 Bond in the amount of \$200,000.

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. R-

ACCEPTING THE PORTLAND AVENUE PARK MASTER PLAN

WHEREAS, the Metropolitan Park District of Tacoma owns and operates Portland Avenue Park located at 3513 Portland Ave. E., Tacoma; and

WHEREAS, an in-house staff team in conjunction with the landscape architectural consulting firm Bruce Dees and Associates, led an effort to develop a Master Plan for Portland Avenue Park; and

WHEREAS; Metro Parks Tacoma worked with our partner organizations; a Citizen Steering Committee; and conducted public outreach to gather input, develop design criteria, review development options, and identify a preferred development concept for Portland Avenue Park; and

WHEREAS, the Master Plan for the Portland Avenue Park includes provisions for development of improvements including a spray ground, skatepark, restrooms, shaded cover, an event space, sport courts, improved rugby fields, improved entries and connections, paved trails, interpretive signage, parking and drainage upgrades and landscaping;

WHEREAS, The Master Plan supports a wide variety of outdoor amenities, sports, natural landscape, and gathering spaces; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Portland Avenue Master Plan.

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

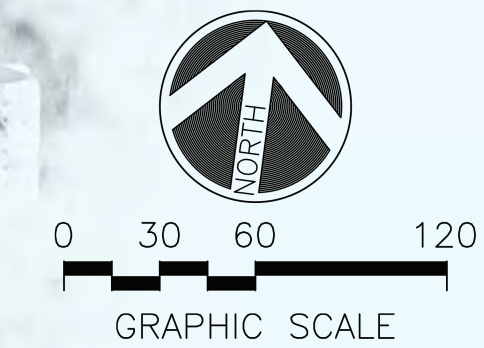
ATTEST:

Secretary

Clerk

LEGEND

- ① ACTIVITY NODE: INTERPRETIVE SIGNAGE, SEATING, AND/OR EXERCISE EQUIPMENT
- ② BLEACHERS
- ③ COMMUNITY ART WALL
- ④ ENHANCED PARK ACCESS
- ⑤ EVENT / GATHERING LAWN
- ⑥ EXPANDED PARKING LOT (103 SPACES)
- ⑦ FIRST CREEK
- ⑧ FUTURE ACCESS TO FIRST CREEK
- ⑨ GRASS LAWN AREA
- ⑩ HARD COURT IMPROVEMENTS: BASKETBALL, TENNIS, FUTSAL, AND/OR LIMITED PARKING
- ⑪ INCLUSIVE PLAYGROUND
- ⑫ NATIVE REVEGETATION AREA
- ⑬ OVERLOOK PLAZA: PUBLIC ART, INTERPRETIVE SIGNAGE, SEATING
- ⑭ PEDESTRIAN PATHWAY
- ⑮ PROPERTY LINE
- ⑯ RAIN GARDEN
- ⑰ RESTROOM W/ STORAGE & MECHANICAL ROOM
- ⑱ RUGBY FIELD
- ⑲ SEATING TERRACE
- ⑳ SECONDARY PARK ENTRANCE
- ㉑ SHADE PAVILION
- ㉒ SKATEPARK
- ㉓ SPORTS LIGHTING
- ㉔ SPRAYGROUND
- ㉕ WETLAND
- ㉖ WETLAND BUFFER



**PORTLAND AVENUE PARK
MASTER PLAN
03.09.2023**





MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Debbie Russell, Director of Business Administration & Planning
SUBJECT: **Purchasing Resolution (Substitute Resolution)**
DATE: May 22, 2023

EXECUTIVE SUMMARY: This substitute 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 /(OpenGov.) | EAM Software Procurement, Implementation, and Support Services | Not to exceed \$375,000.00 |

ITEM No. 1

- **VENDOR** Cartegraph Systems /(OpenGov.)
- **GOODS OR SERVICE** EAM Software Procurement, Implementation, and Support Services
- **PRICE** Not to exceed \$375,000.00
- **SOURCE OF FUNDING** 2014 Bond (Fund 342, 14UTGO)
Operating Funds (06110135.541130)
- **CONTACT** Debbie Russell (253) 305-1086

BACKGROUND:

The Metropolitan Park District of Tacoma Board passed this Purchasing Resolution No. P2-23 on January 9, 2023, for the purchase of the new EAM software which includes professional services for implementation and only the first year of the software subscription. The original

resolution had a price not to exceed \$250,000 and did not account for Washington State sales tax. MPT has determined that it is in its best interest to set the initial software term for 3 years. The revised amount accounts for this increase in the software subscription term and factors for Washington State sales tax, for a total not-to-exceed cost of \$375,000.

Background from the Original Resolution:

Early in 2022, 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 fees (for an initial term of 3 years), 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.

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 the 2014 technology improvement bond (Fund 342, 14UTGO) and Operating Funds (06110135.541130)

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

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; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter into the necessary agreements to purchase or acquire the following goods and services as detailed in Exhibit A to this resolution.

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

ATTEST:

President

Secretary

Clerk

**Exhibit A
to
Purchasing Resolution No. P2 -23**

ITEM NO. 1

- **VENDOR** Cartegraph Systems/(OpenGov.)
- **GOODS OR SERVICE** EAM Software Procurement, Implementation, and Support Services
- **PRICE** Not to exceed \$ 375,000.00
- **SOURCE OF FUNDING** 2014 Bond (Fund 342, 14UTGO)
Operating Funds (06110135.541130)
- **CONTACT** Debbie Russell, Director of Business,
Administration & Planning, (253) 305-1086

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

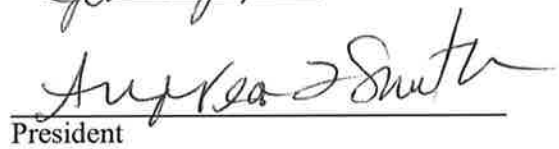
WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services detailed below; Therefore, be it

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 January 9, 2023.

ATTEST:


Secretary


President


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