

**Capital Improvement Committee Meeting (CIC)  
Agenda & Meeting Materials  
March 13, 2024 - 5:00 PM**

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



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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: March 13, 2024 5:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting Online by clicking the link below:**

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

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

**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, March 13, 2024  
5:00 PM**

**MINUTES FROM FEBRUARY 28, 2024**

**PROJECT STATUS REPORT**

**DISCUSSION ITEMS**

- N/A

**ACTION ITEMS**

- Accepting and Appropriating Funds from the Point Defiance Zoo Society for the PDZA Penguin Exhibit Project at the Point Defiance Zoo & Aquarium.
- Northwest Trek Animal Operations Area Improvements Construction Contract Award to Kassel & Associates, Inc

**FUTURE AGENDA TOPICS**

**ADJOURNMENT**



## BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

February 28, 2024  
5:00 PM  
MINUTES

**Attendees:** Commissioner Pointer, Commissioner Reid

**Staff Support:** **Marty Stump**, Chief Planning Officer - Planning and Development; **Kristi Evans**, Capital Program Manager, Community and Neighborhood Parks; **Mary Kay Henley**, Planning Administration

**Acceptance of Minutes:** Minutes from the February 14, 2024, meeting were approved as written.

### Discussion Item

#### **Verlo Playfield Floorball & Multi-purpose Court Design Development**

- Kristi provided the Commissioners with an update on the Verlo Playfield project. She reminded Commissioners of the previously presented Board memo, funding donation by the Seattle Kraken and the recent groundbreaking ceremony.
- She explained the project is currently in the design development stage. She showed the Commissioners a preliminary sketch that featured two hockey and four basketball areas, Striping will be for both hockey and basketball and include an overlay of new asphalt paving, The Seattle Kraken logo is being suggested for center court. The existing pathway from the playground to the parking lot will now include concrete for ADA accessibility.
- Marty reminded the Commissioners that Metro Parks is managing the project's bidding and construction, with the Seattle Kraken funding the project. It was noted the project is currently estimated to be slightly over budget, however the Kraken team is exploring ways to adjust it, including conversations with the goal post vendor on lowering costs.
- Kristi reported this project will include artwork, mentioning graphic art for the hoop backs and partition walls, with artwork provided by local students.
- Commissioner Reid asked if this has been reviewed by the Seattle Kraken team. Staff reported yes, design work has been very collaborative. Next steps: finish design development, finalize budget then out for bid. Construction is set to start June or July with an opening anticipated this fall.
- Both Commissioners were pleased with this project's progress.

### Action Items

#### **Purchasing Resolution Ferry Park Play Equipment**

- Kristi reported this resolution is for the purchase of two play structures (ages 2-5 and 5-12), rubber tile and engineered wood surfacing from Landscape Structures in the amount not to

exceed \$141,862.52 for Ferry Park. She explained safety concerns were identified during a recent inspection involving a non-repairable part that had outlasted its life expectancy. This part has since been removed. She pointed out a separate construction bid for installation of this play equipment and new surfaces will be issued at a later date.

- Staff explained the equipment's lengthy manufacturing timeline prompted them to move forward with purchasing the structures ahead of securing the contractor. It was pointed out that this purchase is being made through a state contract that includes a price discount. Delivery is expected in June or July to either one of our maintenance facilities or, if in place, the on-site contractor.
- Commissioner Pointer asked where Landscape Structures is located. Kristi reported they are located throughout the country which is typical of playground supply companies. Our order will be coming from their east coast location.
- Commissioner Reid asked if this project is to just replace the playground equipment or an overall upgrade. Kristi reported it's to replacement of the unsafe play equipment. She added they worked with the community on the selection of this equipment.
- Commissioner Reid suggested adding an installation estimate to the resolution. Staff agreed to add a cost range for installation. Marty reminded everyone the installation portion will be covered in a separate contract and will be supported by 2014 Bond funds.
- Commissioner Reid asked if we have worked with them before. Marty said yes, Landscape Structure converted recent playground projects to synthetic turfs, including at SERA playground. Marty agreed to add this previous work history to the resolution.
- Commissioners both asked if the contractor is a MWBE firm. Marty reported they weren't but noted they do encourage MWBE sub-contractors.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

#### **Additional Comments/Question**

- Commissioner Reid asked about any Sheridan Park updates, noting community members concerns including tree sap on playground structure. Marty hasn't heard anything yet but will check and update Commissioners at the next meeting.
- Commissioner Pointer asked status of \$400,000 legislative ask for People Community Center. Marty said, if awarded, these funds would go towards conducting a feasibility study on a collective vision of what would fit at that site. This would be followed by determining a funding source for construction, possibly a future bond project.

**Meeting Adjourned**



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Accepting and Appropriating Funds from the Point Defiance Zoo Society for the PDZA Penguin Exhibit Project at the Point Defiance Zoo & Aquarium.**

DATE: March 20, 2024

**EXECUTIVE SUMMARY:** This resolution accepts and appropriates \$325,000 to support the planning and design phase for a new penguin exhibit at the Point Defiance Zoo & Aquarium in alignment with the Capital Facilities Plan completed in 2023.

**BACKGROUND:** The Point Defiance Zoo & Aquarium would like to advertise for design services for a new penguin exhibit which would include:

- Demolition of the roughly 60-year-old North Pacific Aquarium
- New restroom facilities for visitors
- State of the art penguin exhibit with both above and below water viewing opportunities
- Off exhibit animal care facilities

This project is the first step in replacing facilities scheduled to be replaced as identified in the 2023 PDZA Capital Facilities Plan. The existing penguin exhibit was built in the 1980's with the intent that it be a "temporary" exhibit and as such, is nearing end of useful life.

**FISCAL IMPACT:** The total estimated costs for planning, design, and construction of the PDZA Penguin Exhibit at Point Defiance Zoo & Aquarium is not fully known at this time. The Point Defiance Zoo Society will provide Metro Parks Tacoma Three Hundred and Twenty-Five Thousand DOLLARS (\$325,000.00) at this time, to be used for design services allowing for additional fund-raising opportunities in the future for subsequent phases of the project. This resolution accepts and appropriates this funding.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO.**

**ACCEPTING AND APPROPRIATING \$325,000 FROM THE POINT DEFIANCE ZOO SOCIETY FOR THE PDZA PENGUIN EXHIBIT PROJECT**

WHEREAS, Metro Parks Tacoma (MPT) manages over 2,700 acres of land and operates numerous parks, attractions, and recreation programs on behalf of the citizens of the city; and

WHEREAS, the Point Defiance Zoo & Aquarium offers opportunities to connect people with nature and inspire visitors throughout the region; and

WHEREAS, the Point Defiance Zoo & Aquarium will be able to continue providing high quality care for the animals in its collection through the completion of this project; and

WHEREAS, the replacement of the Penguin Exhibit at Point Defiance Zoo & Aquarium was identified as a high priority project in the 2023 PDZA Capital Facilities Plan; and

WHEREAS, the Point Defiance Zoo Society continues to show its support for the Point Defiance Zoo's mission and vision; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board of Park Commissioners accept and appropriate \$325,000 from the Point Defiance Zoo Society for design services related to a new Penguin Exhibit; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$325,000 contribution from the Point Defiance Zoo Society for design services related to a new Penguin Exhibit at the Point Defiance Zoo & Aquarium.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2024.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Northwest Trek Animal Operations Area Improvements  
Construction Contract Award to Kassel & Associates, Inc**

DATE: March 20, 2024

**EXECUTIVE SUMMARY:** This resolution authorizes a Construction Contract award to Kassel & Associates, Inc at Northwest Trek’s Animal Operations Area in the amount of \$2,021,470 (including Washington State Sales Tax).

**BACKGROUND:**

The Animal Operations Area Improvements project at Northwest Trek Wildlife Park includes the demolition of the existing haybarn structure, and construction of a new commissary facility with a walk-in freezer/cooler to support food preparations for animals located throughout the park, a new haybarn, well house, and pumps.

This resolution authorizes a construction contract with Kassel & Associates for all work bid under this project.

Kassel & Associates is headquartered in Redmond, WA. They are not an MWBE registered General Contractor but have communicated an intent to utilize one or more MWBE registered Sub-Contractors for this project.

“Other Projects Costs” noted in the funding table below include indirect expenses related to project implementation such as permitting, advertisement, printing, copying, etc.

**FISCAL IMPACT:** A construction contract is being recommended for award to Kassel & Associates, Inc in the amount of \$2,021,470 (includes 8.1% sales tax). The total funds allocated to this project, in the amount of \$2,021,470, are from a combination of Northwest Trek Operating Budget and donated funds from the Northwest Trek Foundation budget.

<b><u>Current Project Funding Plan</u></b>	
NW Trek Operating Funds	\$2,542,250
Donated Funds: NW Trek Foundation	\$305,000
Art Funds used in project	-\$19,814

**Total** **\$2,827,436**

**Project Budget**

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Planning and Design	\$334,421
Construction (including tax)	\$2,021,470
Other Project Costs	\$154,759
Construction and Design Contingency	\$336,600
1% for Art	-\$19,814
<b>Total</b>	<b>\$2,827,436</b>

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



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PWXX-XX**

**NORTHWEST TREK ANIMAL OPERATIONS AREA IMPROVEMENTS  
CNSTRUCTION CONTRACT AWARD TO KASSEL & ASSOCIATES, INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to the Northwest Trek Wildlife Park’s Animal Operations Area; and

WHEREAS, it was determined that construction services for the Northwest Trek Wildlife Park’s Animal Operations Area were needed, resulting in the project being issued for competitive bidding; and

WHEREAS, Kassel & Associates, Inc. was selected as the lowest responsive bidder from a review of seven (7) bids that were obtained through a Formal Bidding process in response to Metro Parks’ public solicitation; and

WHEREAS, funds for the project are provided from a combination of the Metro Parks Tacoma Northwest Trek Wildlife Park Operating Budget and the Northwest Trek Foundation; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to execute a contract with Kassel & Associates, Inc. for the Northwest Trek Wildlife Park Animal Operations Area Improvements Project in the amount of \$2,021,470 (including Washington State Sales Tax).

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk