

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**MARCH 11, 2019  
6:00 P.M.  
METRO PARKS HEADQUARTERS  
4702 S 19<sup>TH</sup> ST.  
TACOMA, WA 98405**

**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE  
PARK DISTRICT OFFICES UPON REQUEST**

**COMMISSIONERS**

**AARON POINTER, PRESIDENT  
TIM REID, CLERK  
ANDREA SMITH  
ERIK HANBERG  
JESSIE BAINES, JR.**

5:30 P.M. **STUDY SESSION** TACOMA LIBRARIES UPDATE

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

**REGULAR MEETING**

**CITIZEN COMMENTS**

**MINUTES**

(5-8) MINUTES OF THE FEBRUARY 25, 2019 REGULAR BOARD MEETING

---

"Park District meeting sites are accessible to people who require  
special accommodations, please contact 305-1091  
48 hours prior to the meeting time."



**CONSENT AGENDA**

- (9-10)        **RESOLUTION NO. C22-19:** APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2019  
(Contact: Erwin Vidallon, Chief Financial Officer)
- (11-14)      **RESOLUTION NO. C23-19:** APPOINTING MEMBERS TO THE BUSINESS AND RESPONSIVE AGENCY ADVISORY COUNCIL  
(Contact: Erwin Vidallon, Chief Financial Officer)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (15-18)      **RESOLUTION NO. P24-19:** AUTHORIZING PURCHASE OF GOODS AND SERVICE FOR METRO PARKS TACOMA
1. DURHAM SCHOOL SERVICES FOR SHUTTLE BUS SERVICE IN THE AMOUNT OF \$190,000 FOR 2019 & 2020  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
  2. ALLIED UNIVERSAL FOR SECURITY SERVICES IN THE AMOUNT OF \$148,000 FOR 2019 & 2020  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (19-20)      **RESOLUTION NO. PW25-19:** POINT DEFIANCE VIEW POINTS INFRASTRUCTURE IMPROVEMENTS/LOOP TRAIL PROJECT A/E CONTRACT AWARD TO BCRA INC.  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**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**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

March 13, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
March 18, 2019	Committee of the Whole	5:30 PM	Park Headquarters
March 25, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters

\* Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
FEBRUARY 25, 2019**

PRESENT: Aaron Pointer, President  
Tim Reid, clerk  
Andrea Smith  
Erik Hanberg  
Jessie Baines

IN THE CHAIR: Aaron Pointer

PLACE: Center at Norpoint

FLAG SALUTE: Commissioner Hanberg

**REGULAR MEETING**

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Pointer at 6:15p.m.

**SPECIAL PRESENTATIONS**

**SEATTLE SEAHAWKS**

Paul Johnson representing the Seattle Seahawks organization presented the Park Board with \$2,500 for youth flag football programming.

Board members thanked Mr. Johnson and the Seattle Seahawks.

**PRESIDENTS REPORT**

President Pointer commented that he attend the January 30<sup>th</sup> Press Conference regarding the Seattle Reign's relocation to Tacoma. President Pointer also commented that he attend Council Member Blocker's listening session for citizens of the Hilltop held last week. Additionally, President Pointer thanked staff for their role in assisting the People's Steering Committee in organizing the first Black History Celebration held at the center.

**STANDING COMMITTEE AND COUNCIL REPORTS**

**Joint Municipal Action Committee**

Commissioner Smith commented that at the last meeting she was elected as Vice Chair. The agenda included an update on the land study being conducted by Forterra. In addition Superintendent Santoro gave an update on the Tacoma Public Schools Budget shortfall. The Port of Tacoma reported that their search for a CEO is underway.

Commissioner Hanberg commented that he recently attend the Port Commission meeting to thank them for their contribution to the new Aquarium.

Commissioner Smith stated she recently accepted the 2018 Health Communities Award for the Eastside Community Center on behalf of the Board.

Commissioner Reid stated he attended the Zoo Volunteer appreciation event; he noted that there were over 38,000 volunteer hours in 2018.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Swan Creek Public Meeting will be held February 28<sup>th</sup> at the Salishan Family Investment Center

**CITIZEN COMMENTS** NONE

**MINUTES OF THE JANUARY 28, 2019 REGULAR BOARD MEETING**

Commissioner Hanberg moved to adopt the minutes as presented; seconded by Commissioner Reid and passed on a vote of 5-0.

**CONSENT AGENDA**

**RESOLUTION NO. C15-19:** APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 2019

**RESOLUTION NO. C16- 19:** PDZA SEAWATER SUPPLY IMPROVEMENTS FINAL ACCEPTANCE OF MCCLURE & SONS, INC. CONTRACT#2017146Z BID#J2017-15

**RESOLUTION NO. C17-19:** REAPPOINTING MEMBERS TO THE ACTIVE LIVING & COMMUNITY WELLNESS ADVISORY COUNCIL

**RESOLUTION NO. C18-19:** APPOINTING MEMBERS TO THE ACTIVE LIVING & COMMUNITY WELLNESS ADVISORY COUNCIL

Commissioner Hanberg moved to adopt the consent agenda as presented; seconded by Commissioner Reid and passed on a vote of 5-0.

Commissioner Reid thanked advisory council appointees for their volunteer time.

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P19-19:** AUTHORIZING PURCHASE OF GOODS AND SERVICE FOR METRO PARKS TACOMA

1. ASSOCIATED PETROLEUM FOR BULK FUEL IN AN AMOUNT NOT TO EXCEED \$255,000
2. PETRO CARD FOR FUEL, UNLEADED AND DIESEL IN AN AMOUNT NOT TO EXCEED \$100,000
3. WALKERSKIP LLC, BRICKS FOR KIDS FOR LEGO CAMPS AND CLASSES IN AN AMOUNT NOT TO EXCEED \$80,000
4. CONSOLIDATED ELECTRIC DISTRIBUTION INC. FOR ELECTRICAL SUPPLIES AND EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$60,000

5. STATE OF WASHINGTON/ CORRECTIONAL INDUSTRIES FOR EMPLOYEE UNIFORMS/ YOUTH SPORTS AND CAMP TEE SHIRTS IN AN AMOUNT NOT TO EXCEED \$100,000
6. SMS CLEANING FOR JANITORIAL SERVICES IN AN AMOUNT NO TO EXCEED \$65,000
7. BERRY DUNN INC. FOR IT AND GIS STRATEGIC PLAN IN AN AMOUNT NOT TO EXCEED \$75,000
8. COLEMON & ASSOCIATES FOR DIVERSITY, EQUITY & INCLUSION CONSULTING WORK ACROSS METRO PARKS TACOMA

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Marina Becker commented items 1 and 2 are for bulk fuel purchases for the district. She further noted that item 3 is for Lego camps and classes. Ms. Becker stated that item 4 is for staff electrical supplies.

Item 5 was discussed by the Board and staff. Commissioners Hanberg and Baines noted concern over having youth t-shirts produced by correctional inmates.

Staff commented that item 6 is used for special events and post rental cleaning.

Erwin Vidallon commented that item 7, BerryDunn is for a District-wide IT and GIS plan. Staff and Board discussed the benefits having a plan in place. Staff suggested a future COW to involve the Board on the particulars of the plan.

Paul Weed commented that item8, Colemon and Associates, is the continuation of DEI work. He commented that the District has been working with this group since June 2018.

Commissioner Hanberg shared his concerns about item 5 and requested board members remove this item from the agenda for additional discussion.

Commissioner Hanberg moved to amend the purchasing resolution to exclude item 5 and only include items 1,2,3,4,6,7&8;seconded and passed unanimously.

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

### **PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW20-19:** NORTHWEST TREK COMMISSARY AND HAY BARN PROJECT CONTRACT AMENDMENT NO. 1 TO BCRA

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Ms. Terwilleger commented that this resolution was reviewed by the CIC on January 20<sup>th</sup>. The resolution allows for additional work and evaluation for the current water rights at NW Trek.

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

**RESOLUTION NO. PW21-19:** MASTER AGREEMENT FOR GEOTECHNICAL ENGINEERING SERVICES CONTRACT AWARD TO GEOENGINEERS, INC.

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Debbie Terwilleger commented that this resolution was reviewed by the CIC on January 20<sup>th</sup>

Staff commented that as part of the development process for many of the district's capital projects it is necessary to have professional geotechnical engineering investigations conducted in order to assist in the design process and to ensure compliance with City, State and Federal regulations. In order to more efficiently provide this information and because this service is relatively standard in nature, a professional service agreement is being proposed.

An official RFQ was advertised on December 14, 2018. Eleven (11) firms responded to this RFQ. A staff panel reviewed the Statements of Qualifications (SOQs) and interviewed four (4) firms. GeoEngineers, Inc. was awarded the selection.

Staff explained that the MWBE is not required as this is an A&E contract. The District does have a goal set for MWBE relative to construction contracts.

Being no additional comments the question was called and the resolution passed on a vote of 4-1.

**SINGLE READING RESOLUTIONS**    None

**SECOND READINGS RESOLUTIONS**    None

**FIRST READING RESOLUTIONS**    None

**UNFINISHED BUSINESS**    None

**NEW BUSINESS**    None

**BOARD COMMENTS**

Commissioner Hanberg request additional discussion about enhancing polar bear efforts on the legislative agenda.

Commissioner Pointer commented that he would like some additional information about the district's water testing procedures.

**EXECUTIVE SESSION**

The Board recessed into an executive session for 30 minutes to discuss a personnel matter. (RCW 42-30-110 with no further action to be taken.)

**ADJOURN:**

Being no further business, the meeting was adjourned at 8:00p.m.

**APPROVED:**

\_\_\_\_\_

President

\_\_\_\_\_

Clerk

Submitted by: Jennifer Bowman, Board Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C22-19**

**APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2019**

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2019-2020 Biennial Budget in Resolution No. RR92-18, dated December 10, 2018 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2020; 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 \_\_\_\_\_, 2019.

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 FEBRUARY 1, 2019 AND ENDING FEBRUARY 28, 2019.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>326623</u> to <u>326921</u>	AMOUNT:	<u>\$6,703,956.44</u>
---	---------	-----------------------

PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>049018</u> to <u>049244</u>	AMOUNT:	<u>\$68,818.87</u>
---	---------	--------------------

(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$6,772,775.31</u>
-------	-----------------------

---

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: Jessie Baines, Jr., Park Board Commissioner

FROM: Donald Golden, BRAAC Advisory Council Chair

SUBJECT: **Appointing New Member to the Business & Responsive Agency Advisory Council**

DATE: March 4, 2019

**EXECUTIVE SUMMARY:** The application for membership of the Business & Responsive Agency Advisory Council have been reviewed by the board liaison, staff and the council. It is the recommendation of the entire council that the Board of Park Commissioners appoint the candidates for a three-year term to conclude in 2022. A copy of the candidate's application is attached.

**BACKGROUND:** The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District's four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implantation of the Distirct's participation policy and are aligned with best practices in the industry.

The Business & Responsive Agency Advisory Council has reviewed the application submitted by Doug Andreassen and interviewed and candidate. We have determined that the candidates:

Derrick Nunnally, has shown:

1. Has knowledge, interest and skills related to the Advisory Council Charter.
2. Has interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Would make a good addition to the existing composition of the Council.
4. Is willing and able to commit to the Charter, goals of the Council.

After this appointment is made, the total number of council will be ten members.

**FISCAL IMPACT:** None.

**ADDITIONAL INFORMATION:** For additional information, contact Erwin Vidallon, Chief Financial Officer at (253) 305-1081.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C23-19**

**APPOINTING MEMBER TO THE  
BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL**

WHEREAS, Metro Park Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, there are current vacancies on the advisory council;

WHEREAS, the application were reviewed by the chair of the council, staff and board liaison and the appointment is recommended by the entire membership in order to sustain functional councils; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizen to serve on the Business & Responsive Agency Advisory Council.

**Derrick Nunnally**, Term Expires on March 31, 2022

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a meeting held on \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

Hide / Show All Sections

Dashboard

Contact Information

**Name** Derrick Nunnally  
**Username** DNUNN19  
**Email Address** [nunnally@gmail.com](mailto:nunnally@gmail.com)  
**Home Phone** (253) 219-4936   
**Phone Preference** Not Specified  
**LinkedIn Profile URL** <http://linkedin.com/in/dcnunnally/>  
**Region** English (USA)  
**Address** 2902 N. Cedar St  
 Tacoma WA 98405  
 USA



General Availability

Custom Fields

Custom Field	Value
<b>Agreements and Acknowledgements</b>	
I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field	1. I agree
<b>Additional Questions</b>	
I wish to serve on the following Advisory Council	Business & Responsive Agency
Occupation (If retired, please indicate former occupation)	Media Relations Coordinator
Current Employer (or state Retired)	Office of the Secretary of State
Education (Name of high school; college/university; year graduated/degree)	Itawamba Agricultural High School, 1994 Columbia University, 1998, Bachelor of Arts in Political Science Columbia University, 1999, Master of Science in Journalism
Please describe your interests and qualifications as related to this position	My most important qualification for this job is my love for Tacoma, and my desire to make the city even better than I found it. I moved to Tacoma three years ago, and my wife and I are proud to be raising two children here, especially with a world-class parks system within easy reach.  I have extensive experience with every level of government as an investigative reporter for 15 years at newspapers across America, including with The News Tribune. In this role, I scrutinized agency budgets and public-private partnerships in municipalities in six states. I now work in state government, which has given me a deeper understanding of how public agencies can serve Washingtonians efficiently and conscientiously.  I'm looking for a way I can contribute to civic life in the city I've chosen to make my home. Metro Parks has a mission and a record of accomplishment deserving of great admiration. I hope my experience in analyzing how public entities function can help Metro Parks perform its crucial function.
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	Member of Society of Professional Journalists, and Investigative Reporters and Editors Volunteer college applicant interviewer, Columbia University
References (Name/Address/Phone)	Erik Hanberg, Metro Parks commissioner, erikemery@gmail.com, 253-312-9940 Kim Bradford, former city editor of The News Tribune, kbradford@harbornet.com, 253-961-6321 Chris Grygiel, northwest news editor of the Associated Press, cgrygiel@ap.org, 206-588-9875
Resume (Please upload your resume if available)	<a href="#">Derrick_Nunnally Resume 7-17-2018.pdf</a>





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

**SUBJECT: Purchasing Resolution**

DATE: March 4, 2019

**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:

**Item No. 1**

- **VENDOR** Durham School Services
- **GOODS OR SERVICE** Shuttle Bus Services
- **PRICE** \$190,000.00 for 2019 and 2020
- **SOURCE OF FUNDING** PDZA Admissions Budget
- **CONTACT** Alan Varsik, (253) 404-3634

Point Defiance Zoo & Aquarium has limited parking to accommodate all our visitors on high volume weekends during the peak summer season and Zoolights. When visitors are required to park in remote locations, away from the main Zoo parking lots, it requires them to walk on roadways for long distances and through dark forested areas to get to and from their cars. During these times the Zoo provides free shuttle service from these remote parking areas to the front entry.

In April of 2018 staff advertised for bids for shuttle services. We received bids from three companies (see score sheet), Durham School Services scored highest on price, capacity and availability. RFP allowed for an extension of two years, through January 31, 2021. Due to anticipated higher utilization with the addition of the Pacific Seas Aquarium and additional shuttle services for Zoolights, staff is requesting \$190,000 for 2019 and 2020.

**FISCAL IMPACT:** These expenses are budgeted in the PDZA departmental budgets.

**ADDITIONAL INFORMATION:** for additional information contact Alan Varsik at 253-404-3634

**Item No. 2**

- **VENDOR** Allied Universal
- **GOODS OR SERVICE** Security Services
- **PRICE** \$148,000 for 2019 & 2020
- **SOURCE OF FUNDING** PDZA Operations Budget
- **CONTACT** Alan Varsik (360) 832-7154

A request for bids was advertised on November 21, 2016 and we received a response from ten local companies. Allied Universal was selected after a panel of four, independently reviewed the proposals and ranked all ten that were received. Allied Universal was ranked as number one by all four reviewers based on their experience here at the Zoo, experience in similar facilities of size and type, their pricing, electronic monitoring technology, and the resumes of their key employees.

On January 9, 2017, the Board of Park Commissioners approved resolution P3-17 for the 2017/18 biennium, the contract allows for two additional years. Staff has been very happy with the services provided by Allied Universal and is recommending extending the contract for an additional two-year period for the 2019/20 biennium.

**FISCAL IMPACT:** These expenses are budgeted in the PDZA departmental budgets.

**ADDITIONAL INFORMATION:** for additional information contact Alan Varsik at 253-404-3634.



**PURCHASING RESOLUTION NO. P24-19**

**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 March \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A  
To  
Purchasing Resolution No. P24 -19**

**Item No. 1**

- **VENDOR** Durham School Services
- **GOODS OR SERVICE** Shuttle Bus Services
- **PRICE** \$190,000.00 for 2019 & 2020
- **SOURCE OF FUNDING** PDZA Admissions Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No. 2**

- **VENDOR** Allied Universal
- **GOODS OR SERVICE** Security Services
- **PRICE** \$148,000 for 2019 & 2020
- **SOURCE OF FUNDING** PDZA Operations Budget
- **CONTACT** Alan Varsik (360) 832-7154



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Point Defiance View Points Infrastructure Upgrades/Loop Trail Project A/E Contract Award to BCRA, Inc.**

DATE: March 4, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes an A&E Contract with BCRA, Inc. to provide Design Development plans through Construction Administration for the infrastructure upgrades to the Point Defiance View Points Infrastructure Upgrades/Loop Trail Project in the amount of \$799,200.00.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** The Capital Improvement Committee reviewed this resolution at their meeting on February 27, 2019 and recommended forwarding this item on to the full Board for approval.

**BACKGROUND:** During the 2015 Point Defiance Master Plan Update process, one of the key improvements to the Park that the public identified was the need for increased pedestrian and bicyclist safety. Through the planning and with grant funding from the Washington State Recreation Conservation Office (RCO), the Loop Trail and Viewpoints project was developed. This Loop Trail is to be a “shared-use” trail for pedestrians and bicyclists, and will be separated from the vehicular road network. This shared-use trail will connect to the new roundabout at the Pearl Street entrance, the Wilson Way bridge landing within the Park, and the neighborhood.

Work was done in 2016 and 2017 under the “Parking & Circulation Study” to develop the 30% design and a preferred location of the new Loop Trail. Public meetings, design options, workshops, and surveys were conducted to arrive at the most desired alignment. Tree protection, safety, reuse of existing pavement, accessibility, and user experiences were all taken into consideration.

This project involves advancing the 30% design preferred route of the Loop Trail and developing Design Development, Permit, and Construction Documents. BCRA’s consultant team will take the project through completion of construction.

**FISCAL IMPACT:** A scope of services has been negotiated with BCRA in the amount of \$ 799,200.00. The total funds allocated to this project in the amount of \$ 6,500,000 are from the Metro Parks Tacoma 2014 UTGO Bond Funds, RCO LWCF Grant and RCO WWRP Grant.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Planning & Development, at 253 305-1086.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW25-19**

**POINT DEFIANCE VIEW POINTS INFRASTRUCTURE IMPROVMENTS/LOOP TRAIL PROJECT A/E CONTRACT AWARD TO BCRA INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make infrastructure upgrades to the Point Defiance View Points and to add a Loop Trail; and

WHEREAS, it was determined that architecture and engineering services for the Point Defiance View Points Infrastructure Upgrades/Loop Trail Project was needed, resulting in request for qualifications; and

WHEREAS, BCRA Inc. was selected from a review of nine (9) Statements of Qualifications (SOQ's) that were obtained from qualified architect / engineer / landscape architect teams in response to Metro Parks public solicitation, with four (4) teams being interviewed; and

WHEREAS, BCRA Inc. was selected to provide full design, permitting, construction documents and construction administration services for the Point Defiance View Points Infrastructure Upgrades/Loop Trail Project; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond Funds and two RCO Grants; 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 BCRA Inc. for the Point Defiance View Points Infrastructure Upgrades/Loop Trail project in the amount of \$799,200.00.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk