



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

SPECIAL MEETING AGENDA: Monday, March 4, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order ___:___

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three minute time limit)

ITEM 3 Presentations

3.a Staff Report (pages 3-4)

3.b President's Report

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

2-20-19 Regular (pages 5-6) and 2-26-19 Special (page 7)

4.b Approval of Vouchers

▪ \$119,468.65 ♦ Reference numbers: V2019032-V2019043 (pages 8-9)

▪ \$70,402.32 ♦ Reference numbers: V2019045-V2019073 (pages 10-11)

4.c Approval of Consent Agenda

ITEM 5 Old Business

5.a PEG Grant: Gig Harbor Volleyball (pages 12-17)

5.b R2019-01 Authorizing Executive Director to sign Architectural & Engineering Contract (pages 18-28)

ITEM 6 New Business

6.a Community Recreation Center Project Sub-Committee Discussion

6.a.1 CRC Board Project Committee Updates (Nixon/Babich)

6.b Monthly Study Sessions

ITEM 7 Comments by Board

ITEM 8 Next Board Meeting: Monday, March 18, 2019 (Regular)

ITEM 9 Executive Session:

Subject(s): To discuss the performance of a public employee per RCW 42.30.110(1)(g)

ITEM 10 Adjournment ___:___

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
- Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Tuesday preceding the Monday meeting date.
- Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.



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DEPARTMENT STAFF REPORT: 2/15-2/26, 2019

EXECUTIVE

- Employee training schedule planned for the year:★March: Recordkeeping with Jess ★April: Sexual Harassment ★May: Workplace Harassment ★June: Sales Channels / Customer Service ★July: Safety Training ★August/September: OSHA for Employers ★October: HR Recordkeeping (Elaine, Sandra and Jess) ★November/December: 7 Practices of good business
- Set time to have CRC site plan and landscaping ready for Hearing Examiner: 3/15/2019
- Staff hosted a Community Recreation Center public planning session. 65 participants, excellent feedback received, many positive comments. Lunch and Learn was very informative for the recreation department to learn more of what a variety of people in the community would like to see along with meeting many new faces and starting off new positive relationships with many groups in the area.
- Richard met with reporter from the Gateway to discuss Community Recreation Center project.
- Richard had Skype meeting with Julie Gustanski (GGHF) to discuss MOU Partnership consultant
- Community Recreation Center Project Management team met with Pierce County PALS group to review fire prevention, Cushman Trail, and other planning topics
- Richard and Eric met with Commissioner Hill to review PEG Grant policy

MAINTENANCE & FACILITIES

- Field preparation at Sehmel for baseball season
- Snow event trail clean up at Harbor Family, McCormick, Rotary and Sehmel
- Tree maintenance for neighbors near Sehmel

RECREATION

- Spring Football deadline has come and gone and we have 200 kids signed up and offering a new Jr Football program.
- Baseball registration is currently happening and players and coaches are excited for the upcoming season
- Michael met with Roger Sargent to discuss planning of the New Recreation Facility
- Recreation is currently searching for a Recreation Specialist- Sports which is currently not filled
- Over 500 people attended our annual Father Daughter Dance held at the Boys and Girls Club on Saturday, February 23. It was a success and everyone had a fun time. Participants enjoyed music, glowsticks, raffle prizes, and tasty treats! We also added a disco ball this year which the girls loved.
- Kelly met with Kiwanis Club of Gig Harbor to finalize partnership of Adult Egg Hunt.
- Kelly and Joe Loya, Kiwanis Club of Gig Harbor, met with Heritage Distilling Co. about partnering on Adult Egg Hunt. HDC will have a signature cocktail bar at the event, donate prizes and assist with marketing.
- Kelly had a meeting via conference call with Crista Camps in regards to them coming out to our Spring Egg Hunt, new Summer event and hosting our Teen Adventure Camp.
- Over Mid-Winter Break, the Teen Advisory Committee kicked off their monthly service projects with litter pick up. They helped clean up Cushman Trail and the waterfront. Kelly posted a picture of the group on the Positive Town Talk Facebook page and received 218 likes. The TAC also welcomed 5 new members at their last meeting.
- Adult Egg Hunt was published as a Facebook event and in four days it has 903 people interested, 89 shares, and 20 people signed up!
- LynnFit (formerly Gig Harbor Jazzercise) is our new adult/senior fitness program. It begins March 1 at Rosedale Hall.

- We have a new event this year (revived from 2015) Tea with the Easter Bunny. It takes place right before the Spring Easter Egg Hunt on April 20 from 11-12pm and has limited spots. Half the tickets are already sold!
- Some camps have sign ups and several residents have called asking when the summer camp guide is being published.
- Our first two Kids Art Canvas Classes with Harbor Kids Canvas took place over Mid-Winter Break and were full with 10 kids in each class.
- Our Mid-Winter Breaks went great with the art camp creating numerous take home projects and the theater camp performing Alice in Wonderland to a large crowd of family and friends.
- Kelly met with Gig Harbor High School's Video Game Club to discuss a partnered Teen Video Game Tournament with the Teen Advisory Committee.
- Kelly is now the Chair of WRPA's Membership Committee.

SPECIAL PROJECTS

- Discussing inquiry regarding memorial for Al Weaver who passed January 26, 2019 at age 80 following complications resulting from a fall while playing pickleball.
- Approved Great Peninsula Conservancy modification to Conservation Easement on Sehmel Homestead Park documenting the adjustments for the larger maintenance area in exchange for some forest area up by the turf.



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REGULAR MEETING MINUTES

Wednesday, February 20, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Nixon at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Todd Iverson (excused)
Kurt Grimmer

Staff:

Richard Fink II
Elaine Sorensen
Ed Lewis
Eric Guenther
Jessica Smiley

Citizens:

Mark Roddy
Taya Roddy
Bennett Roddy
Owen Roddy
Gregg Vermillion
Scott Cannaday
Chris Nelson
Johanna Kipperberg

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda; Commissioner Babich seconded the motion. Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments: tabled to after 5.a.

ITEM 3 Presentations

3.a Staff Report

Richard Fink II brought attention to the staff reports submitted in the agenda. Items discussed included announcement to public about new recreation center, public planning session upcoming, Legislative Day, snow event response, kudos to Jessica Smiley newly certified CPRP, and grant submitted to US Soccer Federation for field lighting.

Commissioner Grimmer made a motion to approve the grant application, Commissioner Nixon seconded the motion. After a brief discussion, the motion passed 4-0.

Commissioners discussed items in the staff report including TCC collaborations, PSD field use, and Library programs.

3.b Financial Report: tabled to 5.c.

3.c President's Report: none

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 1-23-19 Regular and 2-5-19 Special

4.b Approval of Vouchers: ■ \$63,395.93 ♦ Reference numbers: V2019013-V2019031

4.c Approval of Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Nixon seconded the motion. After no discussion, the motion passed 4-0.

ITEM 5 New Business

5.a PEG Grant: Gig Harbor Volleyball

Community member Chris Nelson from PAA gave a presentation for the PEG request for 2 additional sand volleyball courts at Crescent Creek Park, a park owned by the City of Gig Harbor. The presentation highlighted the success of the original courts and the details of the plans and support to build more. Commissioners asked questions of the volunteers present. Commissioners gave remarks about their level of support for this project. Commissioner Hill thanked the volunteers for a thorough and detailed presentation and their energy.

Public comment was received from Gregg Vermillion, Gig Harbor Parks Commissioner, who asked for consideration of the timing challenges presented to this project.

Public comment was also received from Mark Roddy, who is in support of the project, and his son Owen Roddy, who is also in support of the project.

5.b R2019-001 Authorizing Executive Director to sign Architectural & Engineering Contract

Ed Lewis gave an overview of the RFQ process that occurred in Nov-Dec of 2018 to select an Architectural & Engineering Firm for the new recreation center. Commissioners asked questions and discussed the contract. Due to an error, the contract was unavailable for review so the item was tabled to the next meeting and the contract will be emailed to Commissioners for review.

5.c Final 2018 Year-End Financial Review

Elaine Sorensen presented the year-end financial report, outlined options for funding the recreation center, and requested a Commissioner role of Treasurer to assist her for 2019.

ITEM 6 Comments by Board: none

ITEM 7 Next Board Meeting: Monday, March 4, 2019, with possible special meeting before for a work/study session TBD by schedules of board members.

ITEM 8 Adjournment

Commissioner Babich made a motion to adjourn the meeting. Commissioner Grimmer seconded the motion. After no discussion, Commissioner Hill called for the vote and the meeting was adjourned at 7:45pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk



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SPECIAL MEETING MINUTES

Tuesday, February 26, 2019, 7:00pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Nixon at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon (arrived 7:05pm)
Todd Iverson (arrived 7:08pm)
Kurt Grimmer

Staff:

Richard Fink II
Ed Lewis
Jessica Smiley
Citizens: none

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda; Commissioner Babich seconded the motion. Agenda was approved with a 3-0 vote.

ITEM 2 Commissioner Study Session

2.a PEG Grant Review

Commissioners discussed the PEG Grant program and the recent application to the PEG Grant, volleyball courts at Crescent Creek Park. The PEG Grant information sheet was reviewed and changes discussed, all action tabled to next regular meeting on 3/4/19.

2.b Architectural and Engineering Contract Review

Commissioners discussed Resolution R2019-01 to authorize the Executive Director to sign the A&E contract, and the RFQ/RFP process and how it relates to the current recreation center project.

2.c Community Recreation Center Planning

Commissioners discussed aspects of the recreation center planning, including structure type, Cushman trail access, Board sub-committees, permitting timeline, and consultants needed.

ITEM 3 Adjournment: 10:00pm

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula



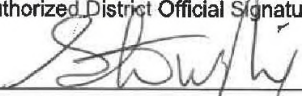
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
2/1/19	V2019-032	HEALTH CARE AUTHORITY	\$21,293.63
2/1/19	V2019-033	U.S. Bank Corporate Payment System	\$18,863.14
2/1/19	V2019-034	GIG HARBOR CHAMBER OF COMMERCE	\$500.00
2/1/19	V2019-035	Cedar River Group	\$4,629.94
2/1/19	V2019-036	PENINSULA SCHOOL DISTRICT	\$168.00
2/4/19	V2019-037	DPI Print	\$96.84
2/4/19	V2019-038	Peninsula Metropolitan Park District	\$52,393.80
2/4/19	V2019-039	Harbor Christian Center	\$100.00
2/4/19	V2019-040	Kelly Darling	\$208.80
2/4/19	V2019-041	Tacoma Amateur Sports Officials	\$3,723.00
2/4/19	V2019-042	ZUMAR INDUSTRIES INC	\$268.82
2/4/19	V2019-043	Department of Retirement Services	\$17,222.68
Payment Count: 12		Total Amount:	<u>\$119,468.65</u>

Payment Count: 12
Payment Total: \$119,468.65

CERTIFICATION

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

 _____ Authorized District Official Signature	<u>2/4/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>2/4/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>2/5/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
Authorization Received on _____
Batch Verified by _____



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Pavee Printed Name	Amount
2/15/19	V2019-045	Pilates Gig	\$420.00
2/15/19	V2019-046	Nadine Hamil	\$240.00
2/15/19	V2019-047	Madeline Hunter	\$2,303.00
2/15/19	V2019-048	Harbor Gymnastics	\$6,428.25
2/15/19	V2019-049	Washington Tractor	\$1,206.54
2/15/19	V2019-050	WESTBAY AUTO PARTS	\$184.31
2/15/19	V2019-051	SUPERIOR SAW & SUPPLY INC	\$218.00
2/15/19	V2019-053	Chuck West Construction & Contracting LLC	\$1,143.74
2/15/19	V2019-054	WILCO	\$73.07
2/15/19	V2019-055	Hemleys septic tank cleaning	\$815.00
2/15/19	V2019-056	GRAINGER	\$205.47
2/15/19	V2019-057	PURDY TOPSOIL & GRAVEL	\$1,385.16
2/15/19	V2019-052	Sarco Supply	\$334.82
2/15/19	V2019-058	Custom Shirt Shop	\$769.00
2/15/19	V2019-059	CONAN FUEL	\$1,099.70
2/15/19	V2019-060	Zee Medical Service Co.	\$111.72
2/15/19	V2019-061	PCRCD, LLC	\$37.50
2/15/19	V2019-062	HOME DEPOT	\$2,870.37
2/15/19	V2019-063	Sharp Business Systems	\$84.63
2/15/19	V2019-064	Pacific Office Automation Headquarters	\$1,991.22
2/15/19	V2019-065	PACIFIC OFFICE AUTOMATION	\$429.93
2/15/19	V2019-066	Nicholas Huff, CNE	\$194.22
2/15/19	V2019-067*	Wells Fargo Vendor Fin Serv	\$358.41
2/19/19	V2019-068	Harbor Kids Canvas	\$630.00
2/19/19	V2019-069	Fischer Fitness LLC	\$487.60
2/19/19	V2019-070	ENDURIS	\$564.00
2/19/19	V2019-071	BASIC FIRE & SAFETY	\$1,394.50
2/19/19	V2019-072	Peninsula Metropolitan Park District	\$44,045.16
2/19/19	V2019-073	Rybin Earth Works	\$397.00
Payment Count: 29		Total Amount:	<u>\$70,402.32</u>

Payment Count: 29
Payment Total: \$70,402.32

CERTIFICATION

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

Molles

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Arnett

Authorized District Official Signature

Date

2/20/19

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX:
253-798-6699

EMAIL:
PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only

Authorization Received on _____

Batch Verified by _____



Park Enhancement Grant Program



INFORMATION SHEET

IMPORTANT DATES

Applications Available:	January 1
Applications Accepted Starting:	February 1
Awards Announced:	Within 60 Days from Receipt
Projects Commence (notify PMP):	After Award
Awards Distributed:	At 50% and 100% of Completion
Projects End:	Within 24 months
Final Project Reports Due:	Required for final reimbursement

WHAT ARE PARK ENHANCEMENT GRANTS?

The Park Enhancement Grant Program was established in 2007 to help community groups improve park and recreation opportunities through smaller capital improvement projects.

Annually, there is approximately \$65,000 available in two pools, with \$10,000 available in \$1,000 grants, and the remaining \$55,000 available for one or more, larger grant projects.

The types of projects supported by Park Enhancement Grants are:

- physical improvement projects,
- park maintenance, but not to include payment for labor,
- creating and maintaining a database for park maintenance jobs and park volunteers,
- startup funding for on-going recreation activities.

In order to qualify, community groups must match the District's contribution with volunteer time, in-kind donations of goods and services, and/or financial contributions.

Applications will be evaluated on:

- the quality and scope of the proposed project,
- the level of community participation in the project,
- the demonstrated need for the project,
- the nature of the 50% matching contribution, and
- the proposed maintenance program, if applicable.

The Park Enhancement Grants are awarded on the basis of merit.

Partnerships with local businesses, religious institutions, social service agencies and other community resources are encouraged. These partnerships allow the community access to a wider range of goods, services, and financial resources.

WHO MAY APPLY?

Individuals, single businesses, non-profit organizations, social services, school groups, fraternal and religious groups, political groups and public agencies are eligible as applicants. Organizations are encouraged to form partnerships to plan and implement projects. One organization must be the lead applicant and have the primary role in the partnership.

WHAT KIND OF PROJECTS ARE ELIGIBLE?

To be eligible, projects must:

- take place within the boundaries of the Gig Harbor Peninsula,
- have approval of property owner,
- provide a general public benefit to the community,
- be accessible to the general public,
- have goals which can be accomplished in 24 months or less, unless arranged with PenMet Parks,
- not be planning projects.

Some examples of possible projects are:

Physical Improvement Projects: Playground, playground equipment, minor park improvements; landscaping or plantings, educational brochures; all of which must meet the specifications of the District

Park Maintenance Projects: Trail maintenance, trash pickup, invasive plant control, etc. but not to include payment for labor.

Recreation Projects: Funding to help start a recreation program or event which will be self-sustaining and on-going.

Misc Projects: Creating and/or maintaining park job list, or volunteer data base.

Commission reserves final decision.

WHAT IS THE TYPICAL GRANT PROCESS?

- Applications available
- Pre-Application conference (optional, but recommended)
- Submit application
- Applications reviewed and grants awarded
- Grant project contract signed
- Project begins (notify PMP of schedule prior to activity)
- 50% reimbursement requested, reviewed, distributed
- Project completes
- Final report submitted
- Final reimbursement distributed after final report accepted

THE COMMUNITY MATCH

For every dollar requested from the Matching Grant Program, the applicant must identify match items that add up to equal (or exceeding) the value of the amount requested. So, if \$1,000 is requested, then at least \$1,000 of match must be proposed (and provided for reimbursement to be made).

Match items can be donated professional services, donated materials or supplies, volunteer labor, or cash. Following are some basic requirements for developing a match package:

- The value of the match must equal or exceed the amount requested from the Grant Program.
- The amount and type of match must be appropriate to the needs of the project.
- Proposed match must be expended during the life of the grant—neither prior to an award nor after the project's contract has ended.
- Assistance from District staff or funds from elsewhere in the District budget cannot be counted as match.
- Time spent preparing the grant application or fundraising cannot be counted as match.
- All volunteer labor is valued at the most recent Washington State hourly rate specified at: www.independentsector.org/volunteer_time
- Note: Reimbursement for paid labor is not permitted. Payment for labor can be counted as part of the match, however.
- Professional services, if needed for the project, are valued at the "reasonable and customary rate."
- Cash contributions to the District maintenance endowment can be used as a match item.
- The match must be not only pledged, but also *secured*. *Secured* means that the contribution has specifically been described and the project coordinator has signed the Match Pledged/Secured Form (attached to the application) to confirm the match commitment.
- Reimbursements will be available at 50% and 100% of project completion.

CONTACTS AT PenMet Parks

Richard Fink II, Executive Director (253) 858-3408
Eric Guenther, PEG Program Coordinator (253) 858-3400 x1222

Remember to notify PenMet Parks of construction schedule prior to commencement of construction activity.

HOW TO APPLY

Community groups interested in participating in the Park Enhancement Grant program must fill out and submit an application to PenMet Parks, 10123 – 78th Ave NW, Gig Harbor, WA 98332. Applications can be emailed to Info@PenMetParks.org but the original with the signatures must be mailed or delivered.

Application forms can be obtained at the PenMet Parks office, via the web at www.PenMetParks.org, or requested by email from Info@PenMetParks.org

Pre-Application Conferences:

- May be requested (recommended) at any time during the application period, pending availability of staff.

Applications are due:

- According to the table on page 1.

Number of Copies Required:

- One original signed application & at least one electronic copy.

Attachments Required:

- As identified in application forms and questions.

Applications will be reviewed promptly and award notices will be announced at the following PenMet Commission meeting. Applicants should be prepared to start their projects immediately upon receiving notification of the award.

REIMBURSEMENT PROCEDURES

Upon awarding of the grant, PenMet Parks and the applicant organization will enter into an agreement for services described in the application. Matching grant funds will be released to the applicant organization on a reimbursement basis at 50% and 100% of project completion. Funds are typically dispersed within two weeks of invoice receipt. These funds may only be used to support the activities described in your proposed work plan and budget. Significant changes in your program or budget must be approved by the District before funds are expended.

Under special, pre-approved circumstances, applicants may request that the District utilize its purchasing capabilities to order certain equipment or materials as part of the project. The District could fund the purchase up front with its share of the PEG Grant, and all other aspects of the project would follow according to these policies.

IMPORTANT NOTES:

The project must be achievable within 24 months of award.

Applicant should notify the District with construction schedule.

A final project report must be submitted to the District to receive the final 100% reimbursement. The final report must include verification of your match and volunteer labor verification as well as the accounting for each project on the proposed work plan. Organizations that fail to submit a final report will be ineligible for future grants until a final report is submitted and accepted.

Grant recipients are responsible for any taxes which may be owed on grant awards.

Park Enhancement Grant Program — INFORMATION SHEET

PROCESSING THE CONTRACT

Each grant recipient will receive two original copies of their contract from PenMet Parks outlining the scope of work, funding, and reporting requirements under this grant program. The contract will be drafted to reflect the recipient's proposed work plan and budget included in their grant application. The contract should be reviewed by your organization and signed by an official representative of the organization. Each original should then be returned to the District for signature by the Executive Director. The District will send one original back to the grant recipient.

COMPLETING THE FINAL REPORT

The Purpose of the Final Report: The final report has several purposes. First, the report should document that all elements of the contract between the District and the grant recipient have been fulfilled. This documentation should include proof that District funds were used responsibly and as intended. Another purpose of the final report is to highlight the achievements realized through the grant. The District will use the information included in the final report to inform the Board of Park Commissioners, the media, and interested citizens about the grant program. This is also an opportunity for grant recipients to let the District know how the program might be improved.

Final Report Due Date: See dates on page 1

Number of Copies Required: One original, plus one electronic: Word doc plus spreadsheet budget

Send Final Reports to: PEG Program Coordinator
10123 78th Ave NW
Gig Harbor, WA 98332

Final Report Elements Required:

1. A narrative of the project (from question #1a) and pictures to tell the story (Power Point encouraged).
 2. An updated copy of the Application with final answers and numbers for project, including:
 - Question 4, Workplan
 - Question 5, Project Budget
 - Question 6, Donation-Volunteer Form, documenting donated materials and labor.
- Receipts, including those documenting matching funds.
 - Signed Owner Project Acceptance form
 - Payee information for grant check (application page 1).
 - Photographs illustrating the work achieved under the grant.
 - As Built drawings.
 - Photographs documenting acknowledging signage for the project (may be documented for later completion).
 - Any promotional materials created during the project.
 - Copies of any media coverage.
 - Any other materials that expresses the activities and success of the project.

ADDITIONAL QUESTIONS

What happens if we fail to submit this report?

Failure to submit the final report delays approval of final 100% reimbursement, and disqualifies your organization from receiving grant funds from the District until the report has been received and accepted by the District.

What happens if the District does not accept our final report?

Reports may not be accepted if documents are outstanding or questions are unresolved. Until documentation or acceptable responses are received and the report is accepted, your organization will be ineligible for final reimbursement or future grant funds.

What happens if we get less than a 50/50 match with District funds?

Grant funds should be matched, dollar for dollar, with donated professional services, materials, volunteer labor, and/or cash. Any grant funds awarded that do not have a documented match will not be reimbursed. The final report will not be accepted until documentation of a full match is received.

What documentation is needed to verify that we have fulfilled the match requirement?

The match should be documented using the attached Secured Match Log. The log may be used throughout the grant period to document services rendered or materials and cash donated. The project coordinator should sign the log, and all receipts should be attached when the final report is submitted.

What happens if the project takes longer than 24 months?

A grant applicant may request an extension from the District by communicating in writing the reasons and expected duration for the extension. Final reimbursement is still dependent on acceptance of the final report.

What acknowledging signage is required for the project completion?

All projects must include approved signage or labeling with references to PenMet Parks acknowledging the PEG Grant Program and receive prior approval from PenMet Parks.

What if the project includes promotional materials?

All promotional materials related to the project must include appropriate references to PenMet Parks acknowledging the PEG Grant Program and receive prior approval from PenMet Parks.



Park Enhancement Grant History

Within City		Grant Request	Project Total	Donated	Purchased
\$ 80,436.87	Cumulative	\$ 287,493.61	\$ 1,389,327.30	\$ 758,129.32	\$ 423,233.93
			\$ 1,101,833.69	<= Community Contribution	
			3.83		
	2007 Rotary-Rosedale	\$ 15,600.00	\$ 31,200.00	\$ 5,600.00	\$ 10,000.00
	2008	\$ 47,804.00	\$ 298,367.00		
\$ 19,450.00	GH Sand Volleyball Courts	\$ 19,450.00	\$ 38,937.00	\$ 19,450.00	\$ 19,487.00
\$ 5,854.00	GHHS Tennis Bleachers Wall	\$ 5,854.00	\$ 4,430.00	\$ 1,854.00	\$ 2,576.00
	Boundless Playground	\$ 20,000.00	\$ 250,000.00	\$ 200,000.00	\$ 50,000.00
	Master Gardeners (delayed)				
	HH Running Track	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
	2009	\$ 10,601.71	\$ 23,161.94		
\$ 7,708.97	GH Sand Volleyball Courts	\$ 7,708.97	\$ 16,866.00	\$ 7,712.00	\$ 9,154.00
\$ 2,892.74	GH Sand Volleyball Courts	\$ 2,892.74	\$ 6,295.94	\$ 3,158.20	\$ 3,137.74
	2010	\$ 47,184.00	\$ 117,245.83		
	Master Gardeners Demonstration Gard	\$ 26,674.00	\$ 63,999.00	\$ 27,325.00	\$ 36,674.00
	Healthy Communities of PC	\$ 3,510.00	\$ 18,313.00	\$ 3,940.00	\$ 7,450.00
	EnviroCorps	\$ 1,000.00	\$ 2,933.83	\$ 1,000.00	\$ 1,933.83
	Kopachuck Sport Court	\$ 16,000.00	\$ 32,000.00	\$ 16,000.00	\$ 32,000.00
	2011	\$ 67,888.68	\$ 406,474.16		
	Master Gardeners Amended*	\$ 11,352.56	\$ 63,999.00	\$ 27,325.00	\$ 36,674.00
	FICRA Playground	\$ 1,200.00	\$ 2,832.96	\$ 1,200.00	\$ 1,632.96
\$ 1,554.96	BSA Wilkinson Bridge	\$ 1,554.96	\$ 3,016.00	\$ 1,580.00	\$ 1,436.00 Eagle
	Stingray Mounds	\$ 720.82	\$ 1,441.64	\$ 720.82	\$ 720.82
	2012 (Year 6)	\$ 53,060.34	\$ 335,184.56		
\$ 1,000.00	Rotary Greenhouse	\$ 1,000.00	\$ 63,999.00	\$ 27,325.00	\$ 36,674.00
	KGHP Equipment	\$ 2,500.00	\$ 2,832.96	\$ 1,200.00	\$ 1,632.96
	The Herd at SHP	\$ 1,840.00	\$ 11,840.00	\$ 10,000.00	\$ 1,840.00
	Greenhouse Tables	\$ 480.00	\$ 1,682.68	\$ 1,202.68	\$ 480.00 Eagle
\$ 20,000.00	Maritime Playzone	\$ 20,000.00	\$ 200,000.00	\$ 100,000.00	
	Rotary Picnic Shelter	\$ 18,971.74	\$ 38,129.06	\$ 19,157.32	\$ 18,971.74
	Rotary Toilet Sheds	\$ 8,018.60	\$ 16,062.86	\$ 8,044.26	\$ 8,018.60
\$ 250.00	Crescent Creek Tree Fence	\$ 250.00	\$ 638.00	\$ 388.00	\$ 350.00 Eagle
	2013 (Year 7)	\$ 4,784.56	\$ 15,369.36		
	Master Gardeners Kiosks	\$ 4,030.00	\$ 11,840.00	\$ 10,000.00	\$ 1,840.00
	EnviroCorps Hedge Trimmer	\$ 529.36	\$ 2,691.36	\$ 2,162.00	\$ 529.36
\$ 225.20	Crescent Creek Fence - Eagle	\$ 225.20	\$ 838.00	\$ 488.00	\$ 350.00 Eagle
	Picnic Tables (Thomas I.)			Completely	Eagle
	2014 (Year 8)	\$ 22,431.19	\$ 162,567.15		
	Heritage Garden Benches - S. Smidt	\$ 554.80	\$ 1,152.06	\$ 597.26	\$ 554.80 Eagle
	BPG Trees - Ben Long	\$ 1,510.00	\$ 3,130.00	\$ 1,620.00	\$ 1,510.00 Eagle
	WA Water Trails Kayak Rack	\$ 366.39	\$ 1,123.09	\$ 756.70	\$ 366.39
\$ 20,000.00	GHLL Restroom	\$ 20,000.00	\$ 157,162.00	\$ 109,162.00	\$ 48,000.00
	2015 (Year 9)	\$ 5,129.21	\$ 16,395.81		
	RBP Kiosk - Brabham	\$ 1,265.15	\$ 2,800.15	\$ 1,535.00	\$ 1,265.15 GScout
	RBP Shelter - Thompson	\$ 2,768.66	\$ 7,134.06	\$ 4,365.40	\$ 2,768.66 Eagle
	McCormick Bridge-Langhelm	\$ 514.98	\$ 3,198.08	\$ 2,683.10	\$ 514.98 Eagle
	McCormick Bridge-Batanian	\$ 580.42	\$ 3,263.52	\$ 2,683.10	\$ 580.42 Eagle
	2016 (Year 10)	\$ 23,674.63	\$ 115,953.27		
	Artondale Playground	\$ 10,000.00	\$ 59,319.27	\$ 49,319.27	\$ 10,000.00
	Rotary Fitness Equipment	\$ 10,000.00	\$ 53,632.00	\$ 10,000.00	\$ 43,632.00
\$ 1,501.00	PAA BGC Floor Refinish & Motor	\$ 1,501.00	\$ 3,002.00	\$ 1,501.00	\$ 1,501.00
	Lind Table	\$ 497.24	\$ 1,130.66	\$ 633.42	\$ 497.24 Eagle
	Waltz Table	\$ 505.82	\$ 1,056.62	\$ 550.80	\$ 505.82 Eagle
	Serock Dragon Boat Float	\$ 600.00	\$ 1,876.86	\$ 638.43	\$ 1,238.43
	Tubby's Bridge - Pederson	\$ 227.47	\$ 948.91	\$ 721.44	\$ 227.47 Eagle
	Fishing Line Recycling - Smidt	\$ 343.10	\$ 1,428.67	\$ 1,085.57	\$ 343.10 Eagle
	2017 (Year 11)	\$ 15,692.20	\$ -		
	Rain Garden	\$ 1,687.94	\$ 25,474.36	\$ 23,786.42	\$ 1,687.94
	Trail Culverts - Gough	\$ 1,516.40	\$ 6,718.32	\$ 5,201.92	\$ 1,516.40 Eagle
	Wolochet Carport	\$ 8,807.58	\$ 17,699.42	\$ 8,891.84	\$ 8,807.58
	Tubby's Trail Fence	\$ 2,254.68	\$ 15,456.68	\$ 13,202.00	\$ 2,254.68
	RBP Trail Markers - Tylosky	\$ 474.50	\$ 2,807.41	\$ 2,332.91	\$ 474.50 Eagle
	Tubby's Trail Selter - Dooley	\$ 951.10	\$ 6,758.50	\$ 5,807.40	\$ 951.10 Eagle
	2018 (Year 12)	\$ 7,973.26	\$ -		
	SHP Portable Pitching Mound	\$ 4,483.28	\$ 9,596.56	\$ 5,113.28	\$ 4,483.28
	Tennis Benches & Trails RP	\$ 1,063.28	\$ 2,251.22	\$ 1,187.94	\$ 1,063.28 Eagle
	Tennis Benches & Trails HPP	\$ 1,063.28	\$ 2,342.60	\$ 1,279.32	\$ 1,063.28 Eagle
	DeMolay Trail	\$ 1,127.43	\$ 2,925.83	\$ 1,798.40	\$ 1,127.43 Eagle
	Trail Culverts Fencing	\$ 108.21	\$ 1,550.13	\$ 1,441.92	\$ 108.21 Eagle
	RBP Trail Bridge	\$ 127.78	\$ 1,178.25	\$ 901.20	\$ 127.78 Eagle

PenMet Parks Maintenance or Volunteer Projects

(working document)

Park	Priority	Project	Notes	Completed		
				Date	People/Hrs	Who
McCormick Forest Park						
	1	Stair-Steps along H-16	U-stair boxes filled with gravel Drainage ditch along fence? Gravel pad to west for horses and gator Harbor-Covenant start Aug-30 Chapel Hill finish Sep-6			*
	2	J-K Alternative to steep	Switchback as alternate route to steep			Eagle Jonathon
	2	Cross valley trail from I-J to R-V	Primitive trail extension tying two trails together. Suggested idea. Really? Similar in construction to all previous trail. Really?			
Joel:		I-U shoring I-U Trim O-Q	Trail getting too narrow and roots uphill prevent more cut. Need to pound posts and wall Trim to widen, closer to U Trim to widen Near V, tree across trail Trim wider near R	2013		Eagle Josh
Jan		R-V				
Jan		H	Muddy spot, dig out low edge, fill to high, gravel*			
Jan		E	Muddy spot, dig out low edge, fill to high, gravel*			
Jan		L	Muddy spot, dig out low edge, fill to high, gravel*			
Jan		O-Q	Muddy spot, dig out low edge, fill to high, gravel*			
Alexa		O-P P-T	Drainage issues Trees across trail somewhere?			
Alexa		U-T	McC Bridge	2015		Done Devri-Eagle
		U-T	Drainage Bridge	2015		Max-Eagle
		X1-X2	Bypass Steep at bridges (Max's) Blocks on steep Repair/Repair Trail Markers Install trail map on sign posts	2017		Eagle Tony Schmidt
						Eagle
						Eagle
Wollochet Estuary Park						
	1	continued Ivy pulling	Continue to remove ivy from: Prop#1, Prop#2, Prop#4, H2-by shop (and maintain as necessary)			
	2	Carport	Rebuild with pitched roof			Rotary
Sehmel Homestead Park						
	1	Brush clearing around pond area #3	Basic invasive blackberry removal near pond area			
	2	RE-plant pond area #3	re-plant pond area with native plant material supplied by district			
	3	Brush clearing at Heritage Garden area	black berry removal at lower house area maintained by Master Gardeners			
	4	Continued trail work	Continue to expand trail system as needed Continued trail clean-up as needed			
	5	D-Q Trail		2014		Jonathan Nilsen
	6	Cross wetland bridges	North, South, East crossings ~1000' and \$50K			
	6.5	Trail rock	Beyond SE bridge, 1.5 minus rock then 1/4 minus			Staff
	7	Replant around Sehmel pond				
	8	Entry landscaping	clean up, move nandina (purple)			
	9	Picnic Shelter	Construct picnic shelter @ Meadow			Rotary
	10	Water crossings	Construct water crossing ramps			
	11	Weeding	Fields, beds			
	12	Perk Holes	Fill them as found (mark them)			
	13	Pond overflow drainage		2017		Eagle, Ian
	14	Holly removal	Cut and paint stump			
	15	Fence around Maple		2016		Eagle Anders Carlson
	16	Fitness Equipment		2016 10/20		Rotary
	17	Large Picnic Shelter (Area #5)	Need water and electricity? Elec after parking lights			Rotary
	18	Renovate Rain Garden	Remove inappropriate plants, replace appropriately			Master Gardeners
	19	Fence at culverts				Eagle Bryce
	20	Heritage Garden Signs for MG				Eagle Bryce
	21	Large Picnic Shelter (Meadow)	Need water and electricity? Conduit there			Rotary
Rotary Bark Park						
	1	Continued trail work	Continue to groom trail system as needed Continued trail clean-up as needed			
		Fix water spots	as needed			

	Gravel inside	could use more in spots		
	New gate latches	Try them		
	Trail Markers	Similar to McC or ?		
	Picnic Shelter	Construct picnic shelter	2015	Eagle Daniel Tylosky Eagle Joel Thompson Eagle Jonathon Eagle
	Bridge on J-K	Plus trail repair/trim		
	Trail Map	For A-Z sign posts		
Harbor Family Park				
1	Continued trail work	Continue to groom trail system as needed		Jim Dumont
2	Trash pickup & fill hole	Continued trail clean-up as needed Campsite area beyond big tree		Scouts
3	Demolish Shack New Rules Sign Kiosk	Load into truck (coordinate) Slicker over SHP Sign board		Done? Eagle
DeMolay Sandspit Park				
1	Brush removal	Invasive weed removal		
2	Tables at Picnic	Construct picnic tables	2012	Eagle Godfrey?
3	Benches at grass	Construct benches	2012	Eagle Will Degennaro
4	Trails	Construct trail to WWT Campsite	2014	Eagle Matthew
5	Tables at WWT	Construct picnic tables (and clear)	2014	Eagle Jarret
6	Trails	Construct trail from Parking	2014	Eagle Ian DeMolay
7	Remove shack	Load into truck for dump		Rotary
8	Picnic Shelter	Construct picnic shelter		Rotary
9	Deck	Construct house desk		Staff
	Tree and signs Priv Park			Eagle
	Bridge @ picnic drainage	Down by bulkheads		Eagle DJ
	Bridge across ditch	Inside fence, bottom of switchback	2018	
Cushman Trail				
1	Trail Markings/Map	Ben Haffly, Eagle Scout? City to stripe and markers		
	Continued dumping cleanup			
	Who's trimming edge?			TPU
Rosedale				
1	Paint Inside			PMP
2	Paint Outside			Rotary
	Sanican 4x4's			PMP
Hales Pass				
1	Trail Development	Perimeter trail and across forest quarter. Cub Scout Pack #282?	2016	Daniel Cole, Eagle
2	Paint Outside			Rotary
	Ceiling			
	Trim			
	Roof	Building & Shelter - Grants		
Narrows				
1	Remove invasives	Berries, etc. inside rails and hillside		Bob
	Table @ Narrows?		2016 10/36	Eagle Nate Waltz
	Table @ Narrows?		2015	Eagle Jost
	Concrete Pads for tables		2016	Eagle Morgan Clarkson
	Paint Humps, etc			
	Fencing at Parking			
Sunrise				
1	Picnic Shelter	Construct picnic shelter		Rotary
	Pads for Tables?			
	Trim Trees above			
	Trim Trees below			
	Water for public			
Tubby's				
1	Table at Tubbys		2016	Eagle Lind
2	Bridge over rip rap		2016	Eagle Joey Pederson
3	Picnic Shelter	Construct picnic shelter	2017	Eagle Kelson Dooley
	Small Dog Shelter?			
	Steps at Upper?			
FIFP				
	Stairs at FIFP			Rotary/Eagle?
	Concrete Pads for Picnic Tables			Eagle?
HP & RP				
	Benches w/ back at tennis courts		2018	Eagle Timothy Rochette
	Benches w/ back at tennis courts		2018	Eagle David Talmadge
	Table			Eagle?
DeM, FIFP, FILaunch, Narrows, Sunrise				
	Fishing Line Receptacles		2016	Eagle Solomon "Sollie" Smidt



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

To: Peninsula Metropolitan Park District Board of Commissioners
From: Ed Lewis, Construction Project Manager
CC: Richard Fink II, Executive Director
Date: February 7, 2019
Subject: **A&E Agreement (Community Recreation Center)**

In consideration of the new Community Recreation Center, an RFQ was issued for an Architectural and Engineering Firm. A timeline for the RFQ process is listed below:

- 11/20/2018 Date Issued
- 12/03/2018 Deadline for Clarifications
- 12/07/2018 Proposals Accepted Until 4pm
- 12/07/2018 7 Proposal Received
- 12/8-12/12/2018 Selecting Period

The following firms responded to the RFQ:

- Casey & DeChant
- Helix Design Group
- Snodgrass Freeman Architect
- James Guerrero Architect
- Innova Architect
- ARC Architect
- SHKS Architect

Proposals were evaluated using a factored scoring methodology. Items considered included: Project Approach/Methodology, Project Management, Proposer Experience Level, Outcomes and Performance Measurements, and Office Location. Scoring was issued as 1 through 5, with 1 being the least and 5 being the highest.

All respondents who submitted a proposal and were not selected for the contract award were offered an opportunity to request a debriefing. None did.

The firm of Snodgrass Freeman Architects were selected due to scoring the highest, a diverse background in in development and design, a past relationship with PenMet Parks, a local office, and they were the only firm with a background in large recreation projects.

The scoring sheet is attached with this memo.

A resolution in support of the A&E Agreement is attached.

PenMet Parks Board of Commissioners

Maryellen "Missy" Hill
President

Amanda Babich
Clerk of the Board

Todd Iverson
Commissioner

Kurt Grimmer
Commissioner

Steve Nixon
Commissioner



Peninsula Metropolitan Park District

10123 – 78th Ave NW, 98332, PO Box 425, Gig Harbor, WA 98335
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

Request for Qualifications- Community Recreation Center

PROPOSAL INFORMATION

RFQ No. 2018.01

Proposal Name: Community Recreation Center

Date Issued: 11/20/2018

Contact Person: Ed Lewis

E-Mail Address: Elewis@PenMetParks.org

Telephone Number: 253-722-6045

Deadline for Clarifications: December 3, 2018

Proposals Accepted Until: December 7, 2018 at 4:00 P.M.

SUBMIT PROPOSALS TO:

Ed Lewis

PenMet Parks

10123 – 78th Ave NW

Gig Harbor, WA 98332

If using UPS or FEDX

Date of notice: November 20, 2018

The Peninsula Metropolitan Park District (PenMet Parks) anticipates reviewing all submittals and selecting a respondent for Design Firm by 12/12/18. The respondent selected is expected to begin providing services not later than 12/17/18 and a targeted completion date of 12/31/2020.

PenMet Parks seeks a designer to design a Community Recreation Center using an existing building and adding a new Clear Span building consisting of 156,000 sf. This project will require the utilization of the existing utilities. There will be an increase to existing impervious and pervious surface coverage for the new construction, and additional parking lot. Project will include bidding, all necessary permits, and construction management.

Site visits by appointment only. Contact Ed Lewis. (253-722-6045)

PenMet Parks will require all documents required for PenMet to go out to bid for the construction.

PROJECT SCOPE:

The selected respondent (Design Firm) will undertake project tasks including, but not limited to:

- **Design Maintenance Building**
 - The Design Firm will coordinate with PenMet Parks staff on a design for a Community Recreation Center at 2416 14th Ave. NW, Gig Harbor, WA 98335.
 - Assemble team of professional consultants as needed for project completion.
 - Prepare for and attend pre-development conference with PenMet Staff and Pierce County Planning Staff.

- Prepare all documents necessary for putting project out to bid.
- Assist as required with bidding process.
- **Oversee Building Construction**
 - Oversee and manage the construction of building.
- **Meet with Elected Officials and PenMet Parks Staff:** The Design Firm may meet with PenMet Parks staff, Board members to discuss the project.

PROPOSAL PACKAGES

Letters of Interest and complete proposal packages must be received no later than 4:00 PM, Friday, December 7, 2018 at the following address:

PenMet Parks
 Attn: Ed Lewis, Construction Project Manager
 10123 – 78th Ave NW
 Gig Harbor, WA 98332
 If using USPS: PO Box 425, Gig Harbor, WA 98335

Proposal Name: PenMet Parks Community Recreation Center

This is a Request for Qualifications. Your submittal should not exceed ten (10) pages in length. Included in your submittal should be the following:

- 1) A letter of interest with your firm’s background and past experience relevant to this type of project.

Please provide us with **3 hard copies and one electronic copy** of the above information for use by members of our selection committee. Following an evaluation of the proposals received, the respondents considered to have submitted the best proposal(s) may be requested to participate in an interview and final selection process. No further action beyond submission of the above information is required at this time.

The Design Firm will be selected based on the following criteria:

- A successful track record for working on similar projects for other governmental agencies;
- The ability to meet the timeline as stated above.

QUESTIONS: Questions regarding this Request for Qualifications may be directed to Elewis@PenMetParks.org cell 253-722-6045.

- **REJECTION OF PROPOSALS:** PenMet Parks reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposal does not obligate PenMet Parks to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate PenMet Parks to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** PenMet Parks reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted in the most favorable light. PenMet Parks shall not be bound or in any way obligated until both parties have executed a written vendor contract. The respondent selected will be expected to enter into a contract with PenMet Parks.
- **PAYMENT:** All invoices related to the contract shall be paid by a PenMet Parks warrant usually within 30 days of PenMet Parks' receipt of a proper invoice and PenMet Parks approval of the respondent's completed tasks/deliverables to the date of the invoice or monthly report, as appropriate.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful respondent must comply with PenMet Parks equal opportunity requirements. PenMet Parks is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **BACKGROUND CHECK:** The successful respondent may be required to submit to a criminal background check. If a background check is required, the contract award shall be contingent upon PenMet Parks receipt of an acceptable background check report for any persons providing services or work under the agreement.
- **INSURANCE REQUIREMENTS:** The successful respondent shall maintain insurance that is sufficient to protect the respondent and PenMet Parks against all applicable risks.
- **NON-ENDORSEMENT:** As a result of the selection of a respondent to supply products and/or services to PenMet Parks, the successful respondent agrees to make no reference to PenMet Parks in any literature, promotional material, brochures, sales presentation or the like without the express prior written consent of PenMet Parks.
- **NON-COLLUSION:** Submittal and signature of this Proposal swears that the Proposal is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to the nondiscrimination requirements previously listed, the successful respondent shall comply with all applicable federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- **PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to PenMet Parks, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If PenMet Parks receives a request for inspection or copying of any such documents it will endeavor to notify the person submitting the documents to PenMet Parks (by U.S. mail or by e-mail if the person has provided an e-mail address, or by fax if the person has provided a fax number) and upon the written request of such person, received by PenMet Parks within five (5) calendar days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. PenMet Parks assumes no contractual obligation to enforce any exemption nor any contractual obligation to provide such notice.

Peninsula Metropolitan Park District



PROFESSIONAL SERVICES AGREEMENT For New CRC and Building Renovation Project

THIS AGREEMENT is made and entered into this 31st day of January 2019, by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and Snodgrass Freeman Associates, Architect, whose address is 7195 Wagner Way NW, Gig Harbor, WA, 98335, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the Consultant represents it is qualified to perform services described in paragraph 2 herein and holds all necessary licenses and government permits therefore;

WHEREAS, the District desires to meet more fully the needs of citizens residing within its district for participation in and enjoyment of recreational and cultural programs which beneficially contribute to the well-being of its citizens;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

1. Independent Consultant Status. The Consultant is considered an independent Consultant who shall at all times perform its duties and responsibilities and carry out all services as an independent Consultant and shall never represent or construe its status to be that of an agent or employee of the District, nor shall it be eligible for any employee benefits.
 - A. The Consultant represents and warrants that any and all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Consultant are current. The Consultant acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the Consultant. If the District is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Consultant agrees to indemnify and hold the District harmless from those costs, including attorney's fees.
 - B. The Consultant shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and services under this Agreement, unless otherwise specified in writing.
 - C. The Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations, and shall assist the District in complying will all conditions concerning grants and other federal assistance under the laws of the County of Pierce, the State of Washington, the United States of America, or such other laws as are applicable.

2. Compensation and Method of Payment.

- A. In consideration of the services to be provided by SFA & all Consultant Services, the District will pay a not to exceed: \$1,267,551.36 unless increases or decreases to the contract amount should occur, due to final project construction costs. In the event that the Consultant fails to pay any assessed mandatory deductions including, but not limited to, industrial insurance, FICA, Employment Security, and federal withholding the Consultant authorizes the District to deduct and withhold or pay over to the appropriate governmental agencies those unpaid amounts upon request and direction by the appropriate governmental agency. Any such payment will be deducted from the Consultant's total compensation. If the Consultant fails to provide copies of the licenses or tax certificates specified in Section 1.C or insurance certificate specified in Paragraph 7, the District shall not be required to make any payment for the work performed until such time as the Consultant provides copies of such licenses or certificates.
- B. Payment to the Consultant will be made only upon receipt of the Consultant's original written invoice following performance of the services provided herein (or for the percentage completed) and during the District's ordinary billing cycle. The District's ordinary billing cycle is once per month.
- C. Final payment will not be made until all services and work have been completed to the full satisfaction of and accepted by the District, which may include acceptance by the Board of Park Commissioners.
- D. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced. In no event shall the total of the District's payment pursuant hereto exceed the contract price set forth in Paragraph 2A above. Any request for payment in excess of the contract amount shall automatically be rejected unless, prior to performing the work or service, the Consultant has obtained express written approval from the District for such work or services and written approval of the additional cost.

3. Publications. The Consultant shall obtain the District's approval prior to the publication of any of the results of services performed or to be performed pursuant hereto. Any publications that may be authorized shall acknowledge that the District provided financial support pursuant to this agreement as follows:

"FUNDED BY THE PENINSULA METROPOLITAN PARK DISTRICT "

4. Reporting. The Consultant, at such time and in such form as the District may require, shall furnish the District with periodic reports pertaining to the work and services undertaken pursuant to this Agreement. The Consultant will make available to the District all work-related accounts and records for auditing, monitoring, or evaluation during normal business hours.

5. Ownership of Work Product.

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the District. Any reuse of these materials by the District for projects or purposes other than those which fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the District.

- B. The District acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the District upon completion of the work. The District agrees to hold harmless and indemnify the Consultant against all claims made against the Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by the District without the written authorization of the Consultant.
 - C. Methodology, materials, software, logic, and systems developed under this contract are the joint property of the Consultant and the District and may be used as either the Consultant or the District see fit, including the right to revise or publish the same without limitation.
6. Termination.
- A. The District may terminate the performance of services under this Agreement through written notice to the Consultant, in whole, or from time to time in part, whenever the Consultant fails to perform in a timely manner and fully, faithfully, and in a safe and responsible manner, the services required herein, or whenever the fulfillment or accomplishment of the purpose of this Agreement has in the judgment of the District become impossible or impractical for whatever reason.
 - (1) If the cause of termination is by reason of the breach of this Agreement by the Consultant, then termination shall not relieve the Consultant of liability to the District for damages sustained by the District, and the District may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount owing the Consultant is determined.
 - (2) If the cause of termination is not by reason of the breach of this Agreement by the Consultant, then the District shall be liable only for payment of work performed or furnished prior to the effective date of termination. The Consultant will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Consultant covered by this Agreement, less payments of compensation previously made.
 - (3) Any and all notices affecting or relative to this Agreement shall be effective if in writing and delivered or mailed, postage and fees prepaid, to the respective party being notified at the address listed with the signature of this Agreement. The parties' addresses may be changed by the same method of notice.
7. Indemnification and Insurance. The Consultant shall indemnify and hold harmless the District, its officials, officers, agents, employees, volunteers, and representatives, from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs to the extent arising out of or occasioned by the negligent and / or wrongful performance, acts, and/or omissions by the Consultant, its employees, agents, representatives or volunteers relative to any activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, the Contractor shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.
8. Non-Discrimination. Except to the extent permitted by bona fide occupation qualification, the Consultant agrees as follows:

- A. The Consultant shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to, the following: Recruitment, employment, upgrading, demotion or transfer, advertising, lay-off or termination, establishing rates of pay or other forms of compensation and selection for training.
 - B. The Consultant shall in all solicitation from employees or job orders for employees placed with any employment agency, union, or other firm or agency, state that all qualified applicants shall receive consideration for employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The words: "Equal Opportunity Employer" shall appear in all advertisements.
 - C. The Consultant shall include the intent of the foregoing provisions of the foregoing paragraphs (a) and (b) in every subcontract or purchase order for the goods or services which are subject matter of this Agreement.
 - D. In the event of noncompliance by the Consultant with any of the non-discrimination provisions of the Agreement, the District will have the right, at its option, to cancel the Agreement in whole or in part by written notice. If the Agreement is canceled after partial performance, the District will be obligated to pay only for that portion of the total work authorized under this Agreement that is satisfactorily completed.
9. Assignment and Subcontract. The independent Consultant shall not assign, subcontract, delegate, or transfer any interest or claim to or under this Agreement or for any of the compensation due it hereunder, in whole or in part, except as authorized in writing by the District.
10. Conflict of Interest. No officer, employee or agent of the District who exercises any function or responsibilities in connection with the planning and carrying out of the program to which this Agreement pertains shall have any personal financial interest, direct or indirect, in this Agreement. The Consultant shall comply with all federal, state and local conflict of interest laws, statutes and regulations as they shall apply to all parties and beneficiaries under this Agreement, as well as to officers, employees or agents of the District. The Consultant represents that the Consultant presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Agreement pertains which would conflict in any manner or degree with the performance of the Consultant's services and obligations hereunder. The Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed.
11. Enforcement. If by reason of the default on the part of either party in the performance of any of the provisions of this Agreement and becomes necessary for the non-defaulting party to employ an attorney, the defaulting party agrees to pay all costs and legal expenses expended and/or incurred by the non-defaulting party.
12. Interpretation and Venue. Washington law will govern the interpretation of this Agreement. Any dispute as to the enforcement or interpretation of this Agreement shall be determined by arbitration in accordance with the arbitration laws of the State of Washington. The prevailing party in any arbitration arising under this contract shall be

entitled to reasonable attorney's and expert witness fees. Pierce County shall be the venue of any arbitration.

13. Unenforceable Clauses. If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.
14. Entire Agreement. This Agreement constitutes the complete and final agreement of the parties, replaces and supersedes all oral and written proposals and agreements heretofore made on the subject matter, and may be modified only by a writing signed by both parties. Each party hereby acknowledges receipt of a copy of this Agreement executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year first above written.

PENINSULA METROPOLITAN PARK
DISTRICT, a municipal corporation

CONSULTANT

Richard Fink II, Executive Director

(Signature)

(Name, Printed)

(Title)

(Address)

(City, State, Zip)

(Phone):

SSN:

(If self-employed)

Fed
No.:

Tax

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No.:

&

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Acct.

UBI No.:

Copy 1: Consultant

(Original)

Page 5 of 5

RFQ for Architecture/ Engineering Services, RFQ # 2018.01

7 RFQ's Received 12/7/2018:

PenMet Parks Community Recreation Center

Architects Companies	Project Approach	Project Management	Proposer Experience	Performance Measurement	Office Location	Totals
Casey + DeChant:	3	3	4	4	3	17
Helix Design Group:	4	4	3	4	4	19
Snodgrass Freeman:	4	5	5	4	5	23
James Guerrero Architect:	3	4	3	3	4	20
Innova Architect:	4	3	5	4	3	19
ARC Architect:	4	3	4	3	3	17
SHKS Architect:	4	3	5	4	3	19

Scoring: 25 Maximun

Scoring and Reviews done 12/12/2018



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-001

A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN A CONTRACT FOR ARCHITECTURAL & ENGINEERING AGREEMENT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in May 2004 by a vote of the people; and

WHEREAS, RCW 35.61 authorizes and establishes the powers of a metropolitan park district including delivery of parks and recreation services; and

WHEREAS, PenMet Parks selected Snodgrass Freeman Architects for the design and development of a Community Recreation Center (CRC) at 2416 14th Ave NW, Gig Harbor, WA 98335 (location); and

WHEREAS, the PenMet Parks Board of Commissioners has determined that the location is suited for the CRC along with other park and recreation elements needed for the community; and

WHEREAS, PenMet Parks needs a site plan, landscaping plan, as well as support services related to the site; and NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to sign an agreement with Snodgrass Freeman Architects to provide design and support services to the District.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 4, 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2019-001