



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

April 20, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 885 6435 8715 Password: PenMet0420, or call in at +1 253-215-8782 Password: 6995603234. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on April 19, 2021.

Call to Order

Commissioner Roll Call:

	Present	Excused	Comment
Amanda Babich			
Kurt Grimmer			
Maryellen (Missy) Hill			
Steve Nixon			
Laurel Kingsbury			

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at admin@penmetparks.org up until 5:00 PM on April 19, 2021. Comments will be read and recorded in the meeting.

ITEM 3 Presentations

- 3a. Executive Director's Report
- 3b. Bond Pricing Update
- 3c. Upcoming Recreation Events and Programs for Spring/Summer
- 3d. Tacoma Demolay Sandspit Nature Preserve shoreline restoration update
- 3e. President's Report

ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)
[04/06/2021 Study Session and Regular Minutes](#)
- 4b. [Approval of Vouchers](#)
[\\$75,799.78 Reference Number 210101001 - 210401028](#)

ITEM 5 Unfinished Business



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ITEM 6 New Business

- 6a. [Community Recreation Center Absher Project Management Contract Amendment #3 Resolution R2021-010](#)

ITEM 7 Project Manager Update

- 7a. Community Recreation Center
7b. Hale Pass Update

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Wednesday, April 21, 2021, Public Meeting at 6:00 pm. Tacoma DeMolay
Sandspit Nature Preserve Shoreline Restoration

Tuesday, May 4, 2021 (Study and Regular) Via Zoom or Teleconference Study
Session at 5:00 and Regular Meeting at 6:00 pm

ITEM 10 Executive Session: None

ITEM 11 Adjournment

AGENDA POLICY

No comments or discussion will be allowed on consent items.

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 Monday preceding the Tuesday 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.

***Special Note: Due to current circumstances, we will be accepting citizen comments via email at ssnuffin@penmetparks.org up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.**



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STUDY SESSION MINUTES

April 06, 2021, 4:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 820 8085 0479 Password: PenMet0406 or call in at +1 253-215-8782 Password: 4141223240. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on April 5, 2021.

Call to Order: The meeting was called to order by President Babich at 4:02 pm

Commissioners Present:

Amanda Babich
 Kurt Grimmer
 Maryellen (Missy) Hill
 Laurel Kingsbury
 Steve Nixon

Staff:

Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich/Absher
 Lee Driftmier/The Driftmier Architects, PS
 Linda Kaye Briggs/The Briggs Group

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 5-0 vote.

ITEM 2 Board Discussion

2a. Hale Pass Renovation Scope and Budget

Project Manager Ally Bujacich gave a project update on the Hale Pass/Arletta Schoolhouse renovation. Bujacich briefly went over the conceptual plan document completed in 2007 and referenced in the 2018 PROS Plan. Bujacich gave an overview of design opportunities, management considerations, and a needs assessment. Bujacich presented a facility condition assessment document which included recreation and site amenities, park structures, vegetation, and ADA compliance conditions. Bujacich reported that Driftmier Architects, as part of their scope of work, assessed the Arletta Schoolhouse. Architect Lee Driftmier gave a high-level overview of their study.

Bujacich gave an overview of key project recommendations identified in the PROS plan, including sports courts, field expansion and enhancements,



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recreation programming, ADA and access enhancements, and wayfinding and signage.

Bujacich showed the 2021 long-range capital planning and 6-year CIP document and commented that the plan identifies 1.2 million dollars for the Arletta Schoolhouse renovation, 50 thousand dollars envisioned for master planning in 2023, and 3 million dollars envisioned to implement the master plan in 2026.

Bujacich presented photos of the exterior and interior of the Arletta Schoolhouse, the picnic shelter, and baseball field at Hale Pass Park. Bujacich gave an overview of the existing conditions and opportunities for site updates and improvements. Bujacich went through the Hale Pass Park project timeline and stated the scope of work for the well on the property has been revisited. Bujacich and staff are working on an updated scope of work, and when that is complete, they will prepare an updated RFP and obtain three bids for the well, and anticipate bringing a new contract to the Board for approval.

Lee Driftmier gave an overview of the Hale Pass Park project scope in its current form. Driftmier discussed parking, ADA requirements, the picnic shelter, the main floor, and the basement proposed scope of work. Bujacich and Driftmier gave an overview of the replacement of the mechanical system, less the furnaces, the plumbing system, and the electrical system.

Bujacich and Driftmier gave a brief overview regarding the sample interior finishes to get early feedback from the Board. Commissioners gave expressed that they would like to maintain the original character of the building.

Bujacich gave a Hale Pass/Arletta Schoolhouse project funding summary update. President Babich and Bujacich discussed resolution R2019-022 authorizing up to 700 thousand dollars from the General Fund to the Hales Pass Park Fund.

Bujacich gave an overview of the Hale Pass/Arletta Schoolhouse project budget. Bujacich and Commissioners had a discussion. Commissioner Kingsbury requested that Planning & Special Projects Manager Eric Guenther provide a side-by-side line-item report showing the differences in the budget that presented in November 2020 to the current project budget that was introduced in this evening's study session. Commissioners, Guenther and Bujacich had a further discussion on the project budget. Bujacich stated that they would put together a variance report showing the delta between the current and last budget report at a future meeting. Bujacich presented a cash flow analysis and chart to the Board for the Hale Pass Park project. Bujacich informed the Board that she had some conversations with PenMet staff to get an understanding of the intended usage and vision for Hale Pass/Arletta Schoolhouse. Bujacich shared a



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diagram and gave some examples of some of the work that will be taking place on the main floor of the building.

Bujacich discussed budget impacts and the scope of work. Bujacich and Commissioners discussed adding to the project scope to make the Arletta Schoolhouse more appealing as a rental space. Bujacich spoke about coming back to the Board with recommendations to give the Arletta Schoolhouse a more refreshed look, prioritizing what she observed during the meeting and confirming with the County whether or not the driveway on the property needs to increase in width. Bujacich reported that she would come back at a later Study Session with recommendations for some additions to the project scope. Commissioner Kingsbury asked that the Hale Pass Project information posted on the website be updated and corrected. Commissioner Hill thanked Bujacich for her presentation on the project and expressed that she agreed with the other Commissioners regarding coming back with additional information and recommendations.

2b. CRC Fundraising

Fundraising Consultant Linda Kaye Briggs walked the Board and staff through the draft campaign high-level timeline phases. Commissioner Nixon inquired about the campaign action plan. Briggs noted that she would be developing a recognition program and communication plan. Briggs gave a brief overview of the working draft campaign action plan. Briggs further discussed the six phases for the high-level timeline. Briggs asked if there were any comments or questions. President Babich and Briggs discussed the silent phase of the timeline. Commissioner Nixon inquired about how the Commissioners fit in or engage with the campaign cabinet. Briggs and Nixon discussed the campaign cabinet. Nixon thanked Briggs, Commissioner Hill, and Commissioner Grimmer for all their work on the CRC fundraising process. Briggs thanked Commissioner Grimmer and Marketing Specialist Chuck Cuzzetto for their work on it as well. Briggs reported that she has already started working on some dates for the next phase for CRC Fundraising project. Commissioner Grimmer inquired about the results of the completion of the Feasibility Study. Briggs reported that she had created a letter for Bujacich to review and send out to all the study participants as a thank you for their participation. President Babich thanked Briggs and stated that she looked forward to hearing about the next steps from Briggs and the Marketing Committee.

ITEM 3 Adjournment President Babich adjourned the meeting at 5:49 pm

APPROVED BY THE BOARD ON: _____



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President

Clerk

Submitted By: Stacie Snuffin



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REGULAR MEETING MINUTES

April 06, 2021, 6:00 PM

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Call to Order: The meeting was called to order by President Babich at 6:02 pm

Commissioners Present:

Amanda Babich
 Kurt Grimmer
 Maryellen (Missy) Hill
 Laurel Kingsbury
 Steve Nixon

Staff:

Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich/Absher
 Jim Nelson/ D.A. Davidson

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 5-0 vote.

ITEM 2 Citizen Comments: Todd Iverson submitted a written comment via email and was read aloud by Administrative Assistant Stacie Snuffin with a 3-minute time limit. Iverson commented on the hiring of new Executive Director Ally Bujacich and some departures from PenMet. (Full written comment kept in meeting file)

ITEM 3 Presentations

3a. Rates and Bond Conditions Update

HR and Finance Manager Elaine Sorensen reported that a rating conference call had taken place, and PenMet's bond rating went from a AA- to an AA bond rating which will give PenMet a \$3,132 savings per year on the \$16 million bond to fund a portion of the development of the CRC. Bond Consultant Jim Nelson reported that Commissioner Babich, Commissioner Grimmer, Project Manager Ally Bujacich and Sorensen gave a ninety-minute presentation to the bond rating company. He recognized them for their well-done presentation. Nelson discussed the savings that Sorensen had referred to earlier in the meeting. Nelson reported that they checked the option to go with a two series loan, a bank-qualified tax-exempt bond, and a part taxable bond that would produce an estimated



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savings of thirty thousand dollars a year over the life of those bonds. Nelson went over the pre-pricing document that included scheduling, district staff, the bond trader, bond sale information, and a glossary of terms. Nelson continued the presentation with a look at historical and current market conditions and visible supply as well as comparable transactions for taxable and tax-exempt bonds. Nelson spoke about the estimated bond pricing for both bond types, early call dates, the premium, and estimated sources and uses of the funds. Nelson went over the estimated bond costs for both types of bonds and what the payments would look like with both combined. Nelson went over how the Board and staff could monitor the bond orders, the pricing schedule, and the contributing factors for the increased bond rating. Nelson made suggestions for future bond requests. Nelson and the Board discussed recommendations for improving future bond ratings and the bond rating process presentation. Commissioners thanked Nelson for all of his work on the bond process.

3b. President's Report: None

ITEM 4 Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda, seconded by Commissioner Kingsbury. The consent agenda was approved with a 5-0 vote.

4a. Approval of Minutes

03/16/21 Study Session and Regular Meeting

4b. Approval of Vouchers

\$62,606.09 Reference Number: V2021-118-141

ITEM 5 Unfinished Business

5a. Pierce County Comprehensive Plan Amendment – PenMet Property Rezoning Update

Planning and Special Projects Manager Eric Guenther gave an update on the comprehensive plan to rezone three of the district's properties to parks and recreation. Commissioner Kingsbury discussed the current zoning of those properties, zoning of other district properties, and the cost. President Babich and Guenther discussed conditional use permits, zoning, and the zoning of Rotary Bark Park. Guenther gave an overview of the comprehensive plan amendment procedures and schedule. Guenther and Babich discussed signage for the application period whether there has been any community feedback. Commissioner Nixon and Guenther discussed Board member involvement in the rezoning process.

ITEM 6 New Business

6a. Resolution R2021-009 Appointment of Ally Bujacich as PenMet Parks Executive Director



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Commissioner Kingsbury made a motion to adopt Resolution R2021-009 appointing Ally Bujacich as PenMet Park's Executive Director. Seconded by Commissioner Nixon. Commissioner Nixon discussed Bujacich's qualifications and his experience and appreciation for working with her on the CRC Project. Commissioner Kingsbury echoed Commissioner Nixon's opinion and that she is looking forward to continuing to work with her. The resolution passed with a 5-0 vote.

ITEM 7 Project Manager Update

7a. Community Recreation Center

Bujacich gave an update on the CRC project. Bujacich reported that the schematic design is in progress, and the project team is currently completing the estimate reconciliation and that the GC/CM Korsmo Construction and Architect Firm BLRB estimates exceed the project's budget. Bujacich reported that the value engineering (VE) process is in full swing and that she has made it clear that the design needs to stay within the current budget. Bujacich noted that they would be prioritizing programming over aesthetics and sustainability and come back with recommendations. Bujacich also noted that BLRB had requested an extension to complete the schematic design but did not see it impacting the project schedule at this time. Bujacich informed the Board that she is working to mitigate the schedule, so the construction will still begin in Q3 or Q4 of this year and be completed in Q3 or Q4 of 2022. Commissioners and Bujacich discussed the schematic design delay and the estimates being over budget.

7b. Hale Pass Park: None(Was discussed in the Study Session)

ITEM 8 Comments by Board

Commissioner Nixon commented that the Operations Committee had met and that Bujacich and covered their discussion in that meeting in her updates.

President Babich requested to utilize one thousand dollars of legislative funds to purchase baseball hats for the PenMet spring youth baseball league.

ITEM 9 Next Board Meetings

Tuesday, April 20, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 6:00 pm

ITEM 10 Executive Session: None

ITEM 11 Adjournment: President Babich adjourned the meeting at 6:53 pm



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APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin

VOUCHER APPROVALS

Peninsula Metropolitan Park District

Time: 12:15:36 Date: 04/05/2021

04/05/2021 To: 04/05/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210401001 Bricks 4 Kidz	193	04/05/2021	Claims	1	504.00	V2021-163 Winter Robotics Contractor Commission
210401002 Brown Dog Realty LLC	194	04/05/2021	Claims	1	18,717.50	V2021-169 Brown Dog Realty - Rent March & April
210401003 CIT Bank. N. A.	195	04/05/2021	Claims	1	188.61	V2021-158 Copier Lease
210401004 CW Janitorial Service, LLC	196	04/05/2021	Claims	1	1,414.50	V2021-156 Janitorial Service
210401005 Clean ServiceMaster	197	04/05/2021	Claims	1	1,967.21	V2021-143 Service Master Clean of Tacoma (Emergency rental equipment for Hale Pass)
210401006 Department of Retirement Systems	198	04/05/2021	Claims	1	25.00	V2021-161 DRS Social Security Fee
210401007 Department of Revenue	199	04/05/2021	Claims	1	1,714.96	V2021-172 Sales Tax Recreation
210401008 Digital Packaging, Inc.	200	04/05/2021	Claims	1	1,067.29	V2021-171 DPI Bunny Express & Biz Cards
210401009 Don Small & Sons Oil Distributor Co.	201	04/05/2021	Claims	1	186.72	V2021-142 Don Small & Sons Oil Distributor Co. (Gasoline)
210401010 Express Septic Tank Cleaning	202	04/05/2021	Claims	1	2,114.84	V2021-146 Express Septic Tank Cleaning (Pumping and Repairs at Sehmel Homestead Park)
210401011 Express Septic Tank Cleaning	203	04/05/2021	Claims	1	913.91	V2021-167 Express Septic Tank Cleaning (DeMolay)
210401012 Fun Express	204	04/05/2021	Claims	1	329.87	V2021-148 Bunny Express Supplies
210401013 Fun Express	205	04/05/2021	Claims	1	1,006.29	V2021-149 Bunny Express Goodie Bag Supplies
210401014 Fun Express	206	04/05/2021	Claims	1	143.70	V2021-154 Kids Night Out and Camp Supplies
210401015 Halsan EF & P	207	04/05/2021	Claims	1	578.70	V2021-160 Consulting Re Zoning 4 Properties
210401016 Hemley's Handy Kans	208	04/05/2021	Claims	1	815.00	V2021-151 Hemley's Septic Tank Cleaning (Rosedale, McCormick, Sehmel Homestead Park, DeMolay, Narrows, Hale Pass, Rotary Bark Park, Sunrise, Tubby's Trail Dog Park)
210401017 Kitsap Sun	209	04/05/2021	Claims	1	5,997.00	V2021-162 Spring Parks & Rec Guide
210401018 Linda Kaye Brigg	210	04/05/2021	Claims	1	10,636.25	V2021-170 Fundraising Consultants
210401019 LynnFit	211	04/05/2021	Claims	1	637.00	V2021-147 March LynnFit Contractor Commission
210401020 Pacific Office Automation	212	04/05/2021	Claims	1	516.41	V2021-157 WAtch Guard Copier Leases
210401021 Pacific Office Automation Headquarters	213	04/05/2021	Claims	1	1,707.20	V2021-159 - IT Support Datto Mgt Office Project
210401022 Purdy Topsoil & Gravel LLC	214	04/05/2021	Claims	1	135.63	V2021-164 Purdy Topsoil & Gravel (Gravel)
210401023 Sarco Supply	215	04/05/2021	Claims	1	926.50	V2021-166 Sarco Supply (Bath Tissue, Gloves, Glass cleaner, Towels, Trash bags, air freshener)
210401024 Simplot Partners	216	04/05/2021	Claims	1	1,510.60	V2021-145 Simplot Partners (Fertilizer)
210401025 Snapology	217	04/05/2021	Claims	1	1,139.60	V2021-150 Snapology Winter STEM Contractor Commission
210401026 Tacoma Screw Products	218	04/05/2021	Claims	1	78.25	V2021-144 Tacoma Screw Products Inc. (Rakes)
210401027 U.S. Bank	219	04/05/2021	Claims	1	20,671.90	V2021-168 VISA March 2021
210401028 Wilco	220	04/05/2021	Claims	1	155.34	V2021-165 Wilco (Filters, Diesel Cans, Caps, Plugs, Drawer Bin System)
Total Vouchers:					75,799.78	

VOUCHER APPROVALS

Peninsula Metropolitan Park District

Time:

12:15:36

Date: 04/05/2021

04/05/2021 To: 04/05/2021

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
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We, 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 claims are a just, due and unpaid obligation against and that we are authorized to authenticate and certify to said claims, and that Warrants and/or EFTs:

4/1/2021 through 4/5/2021 totaling \$ 75,799.78 as itemized above are

approved for payment this 5th day of April, 2021.

DocuSigned by:

Amanda Babich 4/5/2021

Authorized District Official Signature

[Signature] 4/5/21
Authorized District Official Signature

Authorized District Official Signature



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners
From: Ally Bujacich, Executive Director
Date: April 20, 2021
Subject: Approve Third Amendment to Agreement for CRC Project Management

Background/Analysis

PenMet Parks entered into a short-term contract with Absher Construction Company in October 2020 to provide initial project management services for the Community Recreation Center (CRC) at 2416 14th Ave. NW. The Board has adopted resolutions to amend the scope of work and the price as follows:

	Date	Resolution	Amount of Increase
Original Agreement	October 6, 2020	Original Agreement	\$25,000
First Amendment	December 15, 2020	R2020-027	\$20,500
Second Amendment	January 19, 2021	R2021-002	\$47,236
Third Amendment	Proposed		

As schematic design concludes, and the next phase of design begins, additional funds are needed to extend and amend the Professional Services Agreement to provide project management services through the design development phase. The proposed Third Amendment increases the contract amount by not more than \$36,987 to fund the additional services necessary provide project management services through the anticipated 10-week design development phase. The project architect has requested additional time to complete the schematic design phase, which is nearing completion. Although the timeframe for the schematic design phase is extended, the amount of the proposed Third Amendment is not changed.

The proposed Third Amendment increases the contract total to not more than \$129,723, inclusive of Washington State Sales Tax.

The Absher agreement has been authorized on a phase-by-phase basis, and subsequent fourth and fifth amendments to provide project management services for the construction documents and construction administration phases, respectively, will be provided to the Board for consideration.

Recommendation

Staff requests that the Board approve Resolution R2021-010, authorizing the Executive Director to sign the Third Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction to continue providing project management services for the CRC project.

Policy Implications/Support

1. The District has adopted goals including:
 - Developing and Maintaining High Quality Facilities: To build and maintain high quality facilities consistent with community planning.
 - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.
2. The cost of this contract amendment is within the allocated budget to date for the Community Recreation Center project.

Motion

I move to approve Resolution R2021-010, authorizing the Executive Director to sign the Third Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction Company to continue providing project management services for the Community Recreation Center project.

Should you have any questions or comments please contact me at (253) 858-3408 or via email at abujacich@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-010

A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE THIRD AMENDMENT TO THE AGREEMENT FOR PROJECT MANAGEMENT SERVICES FOR THE COMMUNITY RECREATION CENTER

WHEREAS, PenMet Parks signed a Professional Services Agreement with Absher Construction Company (Absher) on October 6, 2020 to provide project management services related to the Community Recreation Center (CRC); and

WHEREAS, PenMet Parks approved two amendments to the original to expand the scope of work and complete the identified work; and

WHEREAS, PenMet Parks and Absher wish to expand the scope of services to include project management services during the design development phase, and thereby increase the amount of total compensation; and

WHEREAS, staff negotiated with Absher to develop the attached Third Amendment to Personal Services Agreement to amend the scope of work and increase the compensation available by THIRTY-SIX THOUSAND NINE HUNDRED EIGHTY-SEVEN DOLLARS (\$36,987.00) so that the total compensation will not exceed ONE HUNDRED TWENTY-NINE THOUSAND SEVEN HUNDRED TWENTY-THREE DOLLARS (\$129,723.00).

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director is authorized to execute the Third Amendment to Personal Services Agreement with Absher to provide additional project management services to PenMet Parks for the Community Recreation Center and to increase the compensation available by THIRTY-SIX THOUSAND NINE HUNDRED EIGHTY-SEVEN DOLLARS (\$36,987.00) so that the total compensation will not exceed ONE HUNDRED TWENTY-NINE THOUSAND SEVEN HUNDRED TWENTY-THREE DOLLARS (\$129,723.00). in substantially the form attached as Exhibit "A".

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 20, 2021.

President

Clerk

Attest

Peninsula Metropolitan Park District



THIRD AMENDMENT TO PERSONAL SERVICES AGREEMENT

THIS THIRD AMENDMENT to the PERSONAL SERVICES AGREEMENT is made and entered into this _____ day of April, 2021 by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and ABSHER CONSTRUCTION COMPANY, Washington corporation, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the District and Consultant entered into a Personal Services Agreement dated October ____, 2020 (the "Agreement");

WHEREAS, the District and Consultant entered into the First Amendment to Personal Services Agreement on December ____, 2020 (the "First Amendment");

WHEREAS, the District and Consultant entered into the Second Amendment to Personal Services Agreement on January ____, 2021 (the "Second Amendment");

WHEREAS, the Consultant has completed most if not all of the services specified in the earlier scope of work and the District and Consultant wish to again add to the scope of services and increase the amount of total compensation available as provided herein;

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

1. Scope of Services. The Consultant agrees to provide the scope of services as amended in Exhibit A of this Third Amendment. The parties acknowledge that the Consultant has been providing services since October ____, 2020 and that many of the services specified on the earlier scope of work have been completed. This Third Amendment is intended to provide for Consultant's continued services through the design development phase.
2. Compensation and Method of Payment.
 - A. In consideration of the services to be provided by the Consultant, including the additional services, the District hereby increases the compensation available by THIRTY-SIX THOUSAND NINE HUNDRED EIGHTY-SEVEN DOLLARS (\$36,987.00) so that the total compensation will not exceed ONE HUNDRED TWENTY-NINE THOUSAND SEVEN HUNDRED TWENTY-THREE DOLLARS (\$129,723.00).
3. Entire Agreement. Except as amended herein, all of the other terms in the Agreement remain in full force and effect.

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

Signature Page and Amended Exhibit A Follows

PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation

ABSHER CONSTRUCTION COMPANY, a Washington corporation

Ally Bujacich, Executive Director
P.O. Box 425
Gig Harbor, WA 98335
Phone: 253.858.3408
E-Mail: abujacich@penmetparks.org

(Signature)

(Name, Printed)

(Title)

Amanda Babich, Board President
P.O. Box 425
Gig Harbor, WA 98335
Phone: 253.230.3631
E-Mail: ababich@penmetparks.org

APPROVED AS TO FORM

Attorney For the Peninsula Metropolitan Park District

Copy 1: Consultant (Original)
Copy 2: Contract Compliance (Original)

EXHIBIT A
Third Amended Scope of Services

The Consultant shall provide project management services related to the proposed PenMet Parks Community Recreation Center (CRC) Project to be located at 2416-14th Avenue N.W. (the site is at intersection of State Route 16, 14th Avenue NW, and 24th Street NW), in Gig Harbor, Washington. The Consultant's responsibility will be to assist PenMet Parks in the daily coordination and administration of the Project, and by using the Consultant's skill, knowledge, and experience, comply with PenMet Parks' agenda for the successful completion of the design development phase of the project.

Consultant's services will principally be provided through Curt Gimmestad, who will serve as PenMet Parks' Project Manager and Consultant's primary point of contact. Mr. Gimmestad shall report to and take direction from the PenMet Parks' Executive Director or designee.

Consultant's services will be provided on a time and materials basis to provide maximum flexibility and efficiency and presently assumes a baseline of 24 hours/week of work. However, the Consultant has the ability and resources to ramp up or down in response to the project's needs. The Consultant shall report his/her hours worked to the Executive Director or designee on a weekly or other agreed upon periodic basis. Consultant will advise PenMet Parks when Consultant has been paid 80% of the not to exceed dollar amount set forth in Paragraph 2(A) of this Third Amendment. If it appears that Consultant's continued services might reasonably cause the limit to be exceeded, then the parties may negotiate another amendment reflecting a new compensation limit.

Services During All phases: Consultant will provide and perform the following general tasks for all phases of the work:

1. Ensure smooth and accurate communication among project stakeholders.
2. Ensure PenMet Parks' expectations are clearly communicated, and that consultants and contractors providing services during each phase, and community talents and resources, are leveraged to the maximum benefit of the project.
3. Assist with project-related communications with the public and/or guide the Executive Director in communication to promote stakeholder engagement. Assist in the development and implementation of a project communication plan.
4. Analyze information and make strategic recommendations in the best interest of the project and PenMet Parks.
5. Prepare and deliver Board and Committee reports as needed.
6. Attend Park Board meetings as directed.
7. Attend project team meetings as needed.
8. Review and maintain the project budget (including construction and soft costs) and the cash flow analysis.
9. Review and maintain the project schedule.
10. Participate in project related committee meetings as needed.
11. Manage PenMet Parks' project consultants.
12. Procure and manage additional consultants as needed (for example: FF&E procurement, signage design, special testing and inspections, acoustician, commissioning agent, security consultant, LEED consultant, etc.).
13. Procure and manage additional contractors/vendors as needed (for example: FF&E supply and installation, specialized sports equipment provider, signage/donor signage fabricator, movers,

etc.).

- 14. Review and approve project expenditures.
- 15. Ensure existing conditions at the project site are appropriately addressed, either in the primary GCCM project scope or by other PenMet Parks obtained consultants and/or contractors (for example, addressing deficiencies at the existing septic system).
- 16. Fulfill reporting requirements for the GCCM procurement method.
- 17. Develop and maintain the PenMet Parks' project risk log.
- 18. Serve as PenMet Parks' advocate, and perform project management duties not specifically listed elsewhere as required for project success.

Services for Design phases (in addition to the scope of work for "all phases" listed above):

- 1. Establish target focus groups designed to seek specific feedback from key project stakeholders in order to ensure the finished space meets end user needs.
- 2. Manage, leverage, and participate in preconstruction services to obtain maximum project benefit.
- 3. Review cost estimates and constructibility recommendations.
- 4. Evaluate project phasing and make recommendations.
- 5. Identify program elements that are noted in the program as "future" and define their estimated costs.
- 6. Review design documents to ensure alignment with PenMet Parks' vision and requirements.

Services for Permitting phase (in addition to the scope of work for "all phases" listed above):

- 1. Track permit statuses and timelines needed to support the project schedule.
- 2. Manage permitting specialist (PenMet Parks' consultant) and oversee permitting work.
- 3. Coordinate with authorities having jurisdiction and agencies (Pierce County, Tacoma Pierce County Health Department, WSDOT, RCO, etc.) to secure permits and approvals. Strategically enlist individuals to assist as District ambassadors as needed to promote a smooth and expedient permit process.

Hourly Rates:

The following is a rate schedule for Consultant's key staff who would be provided along with their respective estimated time commitment for this project. As noted above, actual billed hours will depend on the project needs and scope of services requested by PenMet Parks.

Name	Role	Hourly Rate	Est. Hrs/Wk
James Christianson	Principal In Charge	\$190.55	1
Curt Gimmestad	Project Manager	\$152.44	22
Adam Buckley	Chief Estimator	\$154.50	1
Clint Absher	Project Engineer Support	\$101.97	0

Additional support staff may be added as dictated by the project and the rates for those staff will be submitted in advance for PenMet Parks' approval. Rates are effective through March 31, 2022 and are thereafter subject to a 3% annual increase.