



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

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## REGULAR MEETING Agenda

July 07, 2020, 6:00 PM

CRC (Community Recreation Center) 2416 14th Ave NW, Gig Harbor, WA 98335

The July 7<sup>th</sup> Park Board Meeting will be conducted in-person. Due to recent health concerns with the novel coronavirus, an alternative Zoom or call-in option will be provided. Attendees are encouraged to bring their own mask and hand sanitizer. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 883 8818 6797 Password: 819170. Via Zoom: Meeting ID: 883 8818 6797 Password: PenMet0706.

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### Call to Order

#### Commissioner Roll Call:

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

#### ITEM 1 Approval of Agenda

#### ITEM 2 Citizen Comments

Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM July 6, 2020. Comments will be read and recorded in the meeting

#### ITEM 3 Presentations

3a. [Director's Report](#) (Pgs. 3-10)

3b. **President's Report**

#### ITEM 4 Consent Agenda

4a. [Approval of Minutes](#) (Pgs. 11-16)

[6-16-20 Study Session and Regular Minutes](#)

4b. [Approval of Vouchers](#) (Pgs. 17-18)

[\\$129,336.22 Reference Number: V2020-313-338](#)

4c. [Notices of Completion](#) (Pgs. 19-25)

[1. KCDA - MUSCO Lighting](#)

[2. KCDA - Daktronics Scoreboard](#)



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## [3. KCDA - Trimco Hale Pass Roof](#)

- ITEM 5**      **Unfinished Business (Pg. 26)**
  - 5a.      [Covid-19 Fiscal Update](#)
- ITEM 6**      **New Business (Pgs. 27-47)**
  - 6a.      [Hale Pass Update](#)
- ITEM 7**      **Committee Reports**
  - 7a.      **CRC Finance**
  - 7b.      **CRC Marketing**
  - 7c.      **CRC Operations**
- ITEM 8**      **Comments by Board**
- ITEM 9**      **Next Board Meetings** Tues. July 21, 2020 (Study and Regular) at the CRC (2416  
14th Ave NW Gig Harbor, WA 98335)
- ITEM 10**     **Executive Session: N/A**
- ITEM 11**     **Adjournment**

## **AGENDA POLICY**

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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](mailto: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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## EXECUTIVE DIRECTOR REPORT: July 7, 2020

- Update on CRC Project Fundraising Campaign Consultant
- Update on 2021 Budget Preparations
- Summary of Sehmel Homestead Park Lighting
  - Special Meeting – Open House on June 24<sup>th</sup>, 2020
- Update on PenMet Parks Policy review process
- Highlights from Staff Report



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## DEPARTMENT STAFF REPORT: June 17 – July 7, 2020

### Marketing/Communications

- The community survey was issued via email and social media with 46 respondents providing feedback, data is being compiled
- Staff is engaged in weekly Parks & Recreation Professional meetings for agencies to discuss and gain information regarding the COVID response
- Signage and messaging are being updated to reflect the Districts current reopening framework
- Two virtual story walks have been completed and will be shared with the community
- Online Summer Parks and Recreation Guide currently at 2,267 online views, physical guides have been placed at various businesses and health facilities
- Social media campaigns are being issued for summer activities
- Staff are working together to plan for national Parks and Recreation Month 2020 (July): We Are Parks and Recreation
- Peninsula Gateway article has been issued with interview of Executive Director Doug Nelson regarding PenMet Parks current COVID response
- An open house was held at Sehmel Homestead Park regarding newly installed lighting and scoreboard. Four community members attended asking questions and providing positive feedback

### Capital

- CRC Architect/Designer selected: BLRB with BRS as consultant
- GCCM application approved by the Project Review Committee on 5/28/20
- GC/CM RFP (RFQ) received 7 submittals; 4 invited to interview
- CRC WIFI Wiring installed 5/27/20
- WIFI hardware arrived and installed 6/2/20
- Turf Field lights installed and operational. Scheduling started 2/26/20
- MUSCO Lighting aiming adjustment on June 18.
- Permits approved for SHP Lighting project and final
- Finalizing adjustments to the Conservation Easement (CE) with GPC over amphitheater parking lights after reaching tentative agreement; adjusting Meadow CE boundaries to match grass area
- Scoreboard installed; training completed
- Lighting project (MUSCO) with Scoreboard (Daktronics) completed.
- RCO Grant reimbursement in process
- Hale Pass renovation design underway and under review; cost estimate received, reviewed, and undergoing revisions. Shared design progress with public at Arletta Store, on website, and e-mail to meeting attendees
- Talking with Pierce County about the issues surrounding the Fox Island Boat Launch; including ramp disrepair and crowd gathering issues.



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## Finance Report

- Working with staff to help them prepare their Draft 1 - 2021 General Fund and Recreation Revolving Fund budgets
- We are starting the installation and setup of the BIAS – Capital Asset Management software
- Beginning CRC bond paperwork for DA Davidson – Jim Nelson

## Human Resources

- Working on the final staff meetings to review the updated HR Manual. The Manual will then be updated again and will go to Doug and the District Attorney for review
- The background check policy has been updated and is currently in process to be reviewed by Doug and the District Attorney
- Six staff members completed a WRPA training on self-care and collaboration
- Staff is finalizing the District re-open plan and are purchasing supplies for the re-opening

PEG Grants in progress under consideration: (Currently on hold due to COVID-19 Restrictions)

- Voyager PTA Playground (approved, in progress, presenting for reimbursement soon)

## Grants

- The RCO grant applications being considered for funding during this cycle are from the:
  - Youth Athletic Facilities (YAF) category for SHP Turf Replacement for \$350,000 project estimate \$750,000)
  - Washington Wildlife and Recreation Program – Local Parks (WWRP-LP) for the Narrows Park West Acquisition for \$1,000,000
  - Land and Water Conservation Fund (LWCF) for the Narrows Park West Acquisition for \$500,000 (LWCF Federal funding as was used to acquire Narrows Park by Pierce County Parks)
  - Washington Wildlife and Recreation Program – Trails (WWRP-TR) for the Cushman Trail 14th Ave to 24th St for \$200,000
- Additionally, Pierce Conservation District submitted an RCO grant in the Estuary and Salmon Restoration Program (ESRP) related to the failed bulkhead at the Tacoma DeMolay Sandspit Nature Preserve. The grant will produce a study on the bulkhead, addressing the failed condition, the effects of that condition, potential remedies, and a plan for addressing the issues identified. PenMet's commitment is to support the grant process with information, and support the public process related to the study
- Technical Review has been completed and application adjustment in process

## Volunteers

- No new updates, but discussing further at July 8 Leadership meeting
- Parks Appreciation Day April 25 Postponed, working on non-structured version for now. Also considering live event in late Summer or early Fall
- Considering National Trails Day event in June following non-structured template from PAD. Also considering live event in late Summer or early Fall



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- Considering Pierce County Trails Day event in July following non-structured template from PAD. Also considering live event in late Summer or early Fall

## Maintenance & Facilities

- Working on CRC Interim Use Plan
- Checked out a concern with bees in McCormick Forest
- Found a small fire burning, started with fireworks (Sparklers) down at Narrows called 911 Gig Harbor Fire responded
- 1<sup>st</sup> summer fertilizer application at SHP and Rosedale Park (Marking sprinkler heads and aerating) completed
- Continuing Field work at SHP ball fields (adding more rubber, sweeping, pitching mound repairs, etc.)
- Met with Brycen from the Rec Dept about cleaning supplies for summer camps

## Facility Use

- Field rentals of 50 or less are in effect Monday, June 29, 2020 for all fields
- CRC and mini-golf course preparations are underway for July opening
- Working on ActiveNet updates and schedule changes
- Updating cleaning and safety guidelines for facilities and other areas
- Indoor facility rentals and outdoor rentals for groups of 50 people are tentatively scheduled for phase 3 (date TBD)
- Lighting Open House was held on Wednesday, June 24th

## Recreation

- 15 kids joined Disney Bingo! We plan on doing more throughout the Summer
- Virtual Backyard Campout is planned for June 29-30 on Facebook
- Bryce held a summer camp staff training
- Summer camp enrollments are still rolling in, not far behind from last year's numbers
- I'm currently getting geared up for baseball camp next week! We also have 3 Skyhawks camps set for next week: Flag Football, Lacrosse, and Mini Hawk Camp
- Tennis camp will also be set to go for its second session, last week's session went off without a hitch
- Currently working diligently on getting softball teams gathered for our league. We will try to get games together as soon as we reach phase 3
- Working on getting 2021 budget predictions together
- Camps are still projected to open July 6<sup>th</sup>
- 827 participants registered for summer camps
- Indoor facility rentals and outdoor rentals for groups of 50 people are tentatively scheduled for phase 3 (date TBD)

## Events

- No Events Currently



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## Staff Anniversaries:

Chuck Cuzzetto five-year anniversary  
Stardio Wilson two-year anniversary

<b>June 2020</b>				
<b>Tues 6/02</b>	5/29	5:00p	Study Session	Discussion: 2a. Review of Comprehensive Financial Policy 2b.CRC Bond Update
<b>Tues 6/02</b>	5/29	6:00p	Regular Meeting	Presentation: Discussion: Director's Report, Finance Report, President's Report Approval: Review of Comprehensive Financial Management Policy  <u>Consent:</u> Minutes: 5-19-20 Study Session and Regular Minute Vouchers: \$190,257.80 Reference Number: V2020-262-263 \$66,186.52 Reference Number V2020-264-284 Executive Session:
<b>Tues 6/16</b>	6/12	5:00p	Study Session	Discussion: Action Item Update
<b>Tues 6/16</b>	6/12	6:00p	Regular Meeting	Presentation Director's Report, Finance Report, President's Report Discussion: Approval: Comprehensive Financial Management Policy Turf Field Lighting Change Order Turf Field Lighting Acceptance of Work CRC Cushman Trail RCO Grant  <u>Consent:</u> Minutes: 6-02-20 Study Session and Regular Minutes Vouchers: \$134,675.43 Reference Number: V2020-285-312 Executive Session: N/A
<b>BUDGET</b>	Executive Director reviews staff budget requests and revenue projections			
<b>July 2020</b>				
<b>Tues 7/7</b>	7/3	5:00p	Study Session	Discussion: CRC Project Steering Committee



<b>Tues 7/7</b>	7/3	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: 6-16-20 Study Session and Regular Minutes Vouchers: \$129,336.22 Reference Number: V2020 313-338 Notices of Completion: R2020-015 Turf Lighting System Acceptance R2020-016 SHP Baseball Scoreboard Acceptance R2020-017 Hale Pass Roof Acceptance Executive Session: N/A
<b>Tues 7/21</b>	7/3	5:00p	Study Session	Discussion: Recreation Budget
<b>Tues 7/21</b>	7/3	6:00p	Regular Meeting	Presentation: Voyager Playground Peg Grant Report Unfinished Business: Steering Committee Selection Process Hale Pass  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Aug 2020</b>				
<b>Tues 8/4</b>	7/31	5:00p	Study Session	Discussion: CRC Project Update
<b>Tues 8/4</b>	7/31	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 8/18</b>	8/14	5:00p	Study Session	Discussion: Strategic Plan Update - Board Logistics and Recreational Sports

<b>Tues 8/18</b>	8/14	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Sept 2020</b>				



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## STUDY SESSION MINUTES

June 16, 2020, 5:00 PM

ATTENTION: Protecting the public, our partners, and our staff is of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 848 1337 0561 Password: 481050. Via Zoom: Meeting ID: 848 1337 0561 Password: PenMet0616

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**Call to Order:** The meeting was called to order by Commissioner Hill at 5:02 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto  
Kelly Darling  
Brycen Toney

### 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. Strategic Plan Update

- **Review of Topics, Discussion of Action Items, and Prioritization**

Executive Director, Doug Nelson, opened items for discussion. He gave a brief overview and update of the PenMet Parks Strategic Planning Session Summary topics. President Hill gave a brief history of the planning document and discussed that any topics that weren't addressed in the current meeting, would be discussed in future Study Sessions. Special Event Coordinator, Kelly Darling, gave a presentation for a dashboard software program she researched that could track important data for PenMet Events. Kelly Darling and the Board discussed what data the dashboard software would be able to track and some of the data the Board would like to be included. Commissioners and Darling also discussed looking at the data from events in a report form first to determine if the dashboard software would be necessary. Executive Director, Nelson gave



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an overview of the PenMet's Event Calendar for 2021 and what the calendar might look like in the future. Kelly Darling discussed some of the types of events she would like to add to the event Calendar going forward. She gave an overview of the events that are on the current Event Calendar and discussed some of those events with the Board. President Hill and Kelly Darling discussed some ways that PenMet could engage with the community and get citizens to help highlight PenMet Parks. Staff and Commissioners discussed a Storybook Walk that Commissioner Nixon participated in. President Hill read the key strategic outcomes from topic 2, Major Events, in the Strategic Plan. Commissioner Babich discussed the Teen Advisory Committee Events and finding ways to support their work and connect more with the Board. Commissioner Babich reported that topic 3, Recreation Program, in the Strategic Plan would need its own study session. President Hill read the discussion the Board and Staff had on topic 5, Board Logistics, in the Strategic Plan document, and touched base on it and its importance. President Hill and Commissioner Kingsbury discussed improving the Commissioner Orientation Process. Commissioner Babich gave examples of items that could be implemented and would help make the process more efficient and polished. Executive Director Nelson discussed that PenMet will work on refining the orientation process to make it easier for onboarding new Commissioners in the future.

**ITEM 3     Adjournment** Commissioner Hill adjourned the meeting at 6:00 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**



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## REGULAR MEETING MINUTES

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**Call to Order:** The meeting was called to order by Commissioner Hill at 6:02 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto

### 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 Citizens Comments: None

### ITEM 3 Presentations

#### 3a. Director's Report

Executive Director, Doug Nelson gave a few updates from his Executive Director's report and highlighted some items from the Staff Report. Nelson gave a reminder that PenMet will be having an open house on June 24<sup>th</sup> at 5 PM at Sehmel Homestead Park to share updates on the lighting project. Nelson reported that Interim Sr. Operations Manager, Glenn Akramoff, himself, and staff recommend a discussion regarding the CRC Steering Committee for the July 7<sup>th</sup> Study Session. Nelson also reported on an RCO Grant related to the failed bulkhead at the Tacoma DeMolay Sandspit Nature Preserve and Planning & Special Projects Manager, Eric Guenther, gave further information on the subject. Nelson went on to report some of the things that the Recreation Staff has been working on due to Covid-19. Nelson gave recognition to Bob Swenson for working for PenMet for 9 years and that he just became a 1<sup>st</sup>-time grandpa. Commissioner Grimmer inquired about a bullet point in the Facilities section in the Staff Report on the Fox Island Boat Launch. President Hill reported that she, Nelson, and



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Guenther had a Zoom meeting with Pierce County Councilmember Derek Young and aide John Jolibois. One of the topics they spoke about was some possible stewardship by PenMet Parks. Guenther presented a brief history on the Fox Island Boat Launch, the Pros and Cons of taking it over, and conditions for consideration. Commissioners discussed their views on PenMet's potential involvement and agreed to being open to having additional conversations in the future. President Hill asked Doug to reconnect with Pierce County Council Member Derek Young and aide John Jolibois to share highlights of our conversation. Commissioner Kingsbury asked for clarification on one of the recreation items on the Staff Report.

## **3b. Finance Report**

Finance & HR Manager, Elaine Sorensen, reported on the General Fund Income Statement, the Capital Projects Fund, and the Recreation Revolving Fund. Sorensen reported that PenMet is going to hire a couple of part-time recreation leaders to help the recreation staff and that she and staff will be reviewing some updates in the current HR Policy Manual. The manual will be presented to PenMet's Attorney and then presented to the Board for review.

## **3c. President's Report**

President Hill shared that PenMet is having a Public Meeting for the lighting project at Sehmel Homestead Park's multi-use field on June 24<sup>th</sup> at 5:00 PM to mitigate any questions/concerns. President Hill inquired if the other Commissioners had a chance to review the educational video for Municode Software. She briefly touched on components of the video and had some additional questions regarding how district material will be organized moving forward. Administrative Assistant Stacie Snuffin will ensure that all meeting material (past and present) will be stored in SharePoint.

## **ITEM 4**

### **Consent Agenda**

Commissioner Babich made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 5-0 vote with discussed amendments to be made to the minutes.

#### **4a. Approval of Minutes**

6-02-20 Study Session and Regular Minutes

#### **4b. Approval of Vouchers**

\$134,675.43 Reference Number: V2020-285-312

## **ITEM 5**

### **Unfinished Business**

#### **5a. Approval of Comprehensive Financial Policy**

Finance & HR Manager, Elaine Sorensen, gave the background analysis and recommended that the Commission approve the attached revised Comprehensive Financial Management Policy. Commissioner Babich made the motion to approve Resolution R2020-010 to approve the



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attached revised Comprehensive Financial Management Policy. Seconded by Commissioner Nixon. The motion passed 5-0.

## **5b. Covid-19 Fiscal Update**

Executive Director, Doug Nelson, gave an update regarding Covid-19 with PenMet's budget and finance considerations. He reported the re-opening of PenMet's offices going into Phase 3 which is anticipated to be on June 26<sup>th</sup> along with some other anticipated changes for recreation, social gatherings, and group activities. He reported that Facilities Coordinator, Aiden Krug, is now accepting reservations for small groups at PenMet's Sehmel Homestead Park and Rosedale Ballfields. Nelson presented a complete list of expense freezes for the 2020 budget. Commissioner Nixon inquired on putting items back on the table if the budget allows. Nelson reported that PenMet staff would review priority budget items and recommended future Committee review and consideration.

## **ITEM 6 New Business**

### **6a. Turf Field Lighting Change Order**

Eric Guenther gave the background on the topic. Guenther requested that the Commission review and move to approve Resolution R2020-014. Commissioner Grimmer made the motion to approve Resolution R2020-014 authorizing the Executive Director to sign Change Order Numbers 1 & 2 for improvements on Sehmel Homestead Turf & Parking Lighting Project. Seconded by Commissioner Nixon. The motion passed 5-0 authorizing the Executive Director to sign Change Order Numbers 1 & 2 for improvements on Sehmel Homestead Turf & Parking Lighting

### **6b. Turf Field Lighting Acceptance of Work**

Eric Guenther gave the background on the Sehmel Homestead Turf & Parking Lighting Project. Guenther requested that the Commission review and move to approve Resolution R2020-011. Commissioner Nixon made the motion to approve accepting the construction contract with MB Electric LLC for the Sehmel Homestead Park Turf Field and Parking Lighting Project as completed. seconded by Commissioner Grimmer. The motion passed 5-0.

### **6c. CRC (Community Recreation Center) Cushman Trail RCO Grant**

Eric Guenther gave the background on the CRC Cushman Trail RCO Grant. Guenther requested that the Commission approve Resolution.R2020-013 Commissioner Nixon made the motion authorizing a grant assistance application to the Washington State Recreation and Conservation Office (RCO) for the Cushman Trail 14th Ave to 24th St NW extension including review of the Sample Project Agreement. Seconded by Commissioner Grimmer. The motion passed 5-0.

## **ITEM 7 Committee Reports**





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## 7a. CRC Finance

Commissioner Nixon reported that the Finance Committee reviewed the final details of the Comprehensive Financial Policy. Commissioner Kingsbury shared her appreciation for the spreadsheets that were provided as a tool to evaluate the different funding options for the CRC. Commissioner Nixon also reported the committee looked at some concepts for financial tolerances.

## 7b. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee reviewed the scoring sheets for the interview process for the Fundraising Consultant and the dates that the proposals are due. President Hill reported that two proposals have been submitted and are waiting on two more that will be submitted. Nelson reported that they had considered extending the deadline but at this point, it was still June 19, 2020.

## 7c. CRC Operations

Commissioner Babich reported the CRC Operations Committee discussed contract negotiations with BLRB and BRS and stated that BRS will take the lead on the public outreach and pre-design work. Commissioner Babich reported that the CRC Project would have a Steering Committee and how the Committee positions would be populated. She reported on the GC/CM selection process, and then listed the items that are being worked on at the CRC building, enabling Staff and Board to hold future public meetings at the site. Staff and Board had some additional conversation regarding the Steering Committee for clarification on the steps for building the committee, the public process, and what the roles for the scope of each element are clearly understood by each committee member.

## ITEM 8 Comments by Board

Commissioner Nixon commented on the Story Walk project he participated in for PenMet Parks. Commissioner Kingsbury commented on her appreciation for PenMet's efforts to develop their Diversity, Inclusion, and Accessibility Policy.

## ITEM 9 Next Board Meeting Tues. July 07, 2020 (Study and Regular)

## ITEM 10 Executive Session: N/A

## ITEM 11 Adjournment Commissioner Hill adjourned the meeting at 7:28 pm

APPROVED BY THE BOARD ON: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk





Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula



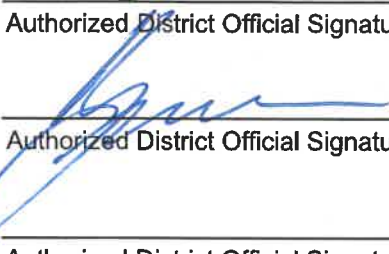
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
6/16/20	V2020-313	HealthEquity	\$100.00
6/16/20	V2020-314	Department of Retirement Services	\$100.00
6/16/20	V2020-315	Demarche Consulting Group, Inc	\$16,800.00
6/16/20	V2020-316	DON SMALL & SONS OIL	\$461.56
6/16/20	V2020-317	KITSAP SUN	\$7,857.17
6/16/20	V2020-318	WILCO	\$402.69
6/16/20	V2020-319	WESTBAY AUTO PARTS	\$116.30
6/16/20	V2020-320	Express Septic Tank Cleaning	\$361.47
6/16/20	V2020-321	ZUMAR INDUSTRIES INC	\$2,414.07
6/16/20	V2020-322	ACE HARDWARE	\$36.94
6/16/20	V2020-323	HOME DEPOT	\$309.44
6/16/20	V2020--324	POA Leasing - PA	\$523.91
6/16/20	V2020-325	Pacific Office Automation Headquarters	\$1,492.00
6/16/20	V2020-326	The Driftmier Architects, P.S.	\$4,616.32
6/16/20	V2020-327	Asbestos Northwest, LLC	\$680.00
6/16/20	V2020-328	Robert Droll Landscape Architect, P.S.	\$7,262.50
6/16/20	V2020-329	MB Electric	\$5,756.94
6/16/20	V2020-330	CIT	\$101.09
6/16/20	V2020-331	Voyager PTA	\$15,000.00
6/16/20	V2020-332	Legal Shield	\$139.60
6/16/20	V2020-333	KCDA	\$1,350.32
6/16/20	V2020-334	Halsan EF & P	\$250.00
6/16/20	V2020-335	Synthetic Surfaces Inc.	\$1,265.90
6/16/20	V2020-336	Peninsula Metropolitan Park District	\$61,740.77
6/16/20	V2020-337	Edward Lewis	\$99.79
6/16/20	V2020-338	Sandra Kern	\$97.44
Payment Count: 26			Total Amount: \$129,336.22

Payment Count: 26  
Payment Total: \$129,336.22

**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>6/16/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>6/19/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>6/19/20</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 \_\_\_\_\_



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** District Commission

**From:** Eric Guenther, Planning & Special Projects Manager

**Date:** July 7, 2020

**Subject:** Resolution R2020-015 Accepting the Sehmel Homestead Park Turf Lighting System, and Resolution R2020-016 Accepting the Baseball Scoreboard as Complete

### Background / Analysis

PenMet Parks conducted and approved comprehensive planning in 2017-18, which included recommendations for adding lighting to the Sehmel Homestead Park (SHP) turf field, and discussions for scoreboards.

PenMet applied to the Washington State Recreation and Conservation Office (RCO) and was approved for grant funding assistance for the SHP Field Lighting Project on June 27, 2019.

The contract for the Musco Lighting System was approved by Resolution R2019-026, a contract through the King County Director's Association (KCDA) that meets all of the requirements for public works contracting.

The contracting for the Daktronics scoreboard was approved by the Board, a contract through the KCDA, that meets all of the requirements for public works contracting.

Work commenced following a Notice to Proceed issued on November 7, 2019.

Substantial completion was met on February 21, 2020. The field lighting was initially used for recreation on February 26, 2020, and continued until March 13, when COVID-19 restrictions curtailed use.

The scoreboard installation was completed and training conducted on May 7, 2020.

Physical completion for the project was met on May 13, 2020, and permitting wrap-up was completed on June 11, 2020.

Musco Lighting has returned to inspect the lighting system as part of their final review and warranty, and adjusted the light aiming on June 18<sup>th</sup>.

### **Policy Implications/Support**

1. At their regular meeting on November 19, 2019 the Board of Park Commissioners approved Resolution R2019-026 approving a KCDA contract for a Musco Lighting System in the amount of \$251,161.00 plus Washington State sales tax.
2. At their regular meeting on November 5, 2019 the Board of Park Commissioners approved Resolution R2019-021 awarding MB Electric a contract to construct improvements to Sehmel Homestead Park for Turf Field and Parking Lighting in the amount of \$207,168 which includes Washington State sales tax.
3. At the regular meeting of the Commission held on August 6, 2019, the Board approved a motion to negotiate a contract with Cross Engineers, Inc for design of the Lighting Project at Sehmel Homestead Park and preparation of the bid documents for the related work.
4. The Board approved the 2019 PenMet Parks Budget which included \$605,000 levied through the General Fund for the Lighting Project at Sehmel Homestead Park.
5. At the regular meeting of the Commission held on May 21, 2018, the Board approved Resolutions R2018-009 Authorizing Applications to the Washington State Recreation and Conservation Office for Grant Funding Assistance for SHP Field Lighting.

### **Recommendation**

Staff requests that the Commission approve the Consent Agenda including Resolution R2020-015 accepting the Sehmel Homestead Park Turf Musco Lighting System and Resolution R2020-016 accepting the Daktronics Baseball Scoreboard contracts as completed.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-313-5086 or via e-mail at [EGuenther@PenMetParks.org](mailto:EGuenther@PenMetParks.org)



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-016

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### **A RESOLUTION OF PENMET PARKS BOARD OF PARKS COMMISSIONERS TO ACCEPT THE DAKTRONICS SCOREBOARD CONTRACT**

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

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

WHEREAS, the PenMet Parks Board of Park Commissioners has identified the need for a scoreboard through comprehensive planning; and

WHEREAS, the addition of a scoreboard on the baseball field at Sehmel Homestead Park provides a significant public benefit by improving the District's ability to provide high caliber recreational opportunities for the Gig Harbor Peninsula residents; and

WHEREAS, \$605,000 was appropriated for this project in the 2019 Capital Funds Budget; and

WHEREAS, the Daktronics scoreboard was purchased through a King County Director's Association (KCDA) contract approved by the Board that meets all of the requirements for public works contracting; and

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners shall by resolution accept the scoreboard; and

WHEREAS, the PenMet Capital Department has determined that the installation of the Daktronics scoreboard is complete and ready for final acceptance; NOW THEREFORE BE IT

RESOLVED, that the Board of Commissioners of PenMet Parks approves and accepts the KCDA contract for a Daktronics scoreboard for Sehmel Homestead Park baseball field as completed.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 7, 2020.

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President

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Clerk  
Peninsula Metropolitan Park District Commission

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Attest



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-015

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### **A RESOLUTION OF PENMET PARKS BOARD OF PARKS COMMISSIONERS TO ACCEPT THE MUSCO FIELD LIGHTING SYSTEM**

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

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

WHEREAS, the PenMet Parks Board of Park Commissioners has identified the need for field lighting through comprehensive planning; and

WHEREAS, the addition of lights on the multi-purpose soccer/football/lacrosse field at Sehmel Homestead Park provides a significant public benefit by improving the District's ability to provide recreational opportunities during the darker, winter months for the Gig Harbor Peninsula residents; and

WHEREAS, \$605,000 was appropriated for this project in the 2019 Capital Funds Budget; and

WHEREAS, the Musco Lighting system was purchased through a King County Director's Association (KCDA) contract, approved by Resolution R2019-026, that meets all of the requirements for public works contracting; and

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners shall by resolution accept the Turf Field Lighting System; and

WHEREAS, the PenMet Capital Department has determined that the installation of the Musco Lighting system is complete and ready for final acceptance; NOW THEREFORE BE IT

RESOLVED, that the Board of Commissioners of PenMet Parks accepts the KCDA contract for a Musco Lighting system for Sehmel Homestead Park Turf as completed.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 7, 2020.

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President

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Clerk  
Peninsula Metropolitan Park District Commission

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Attest



# Peninsula Metropolitan Park District

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[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** July 7, 2020  
**Subject:** Resolution R2020-017 Accepting the Hale Pass Roof Replacement Contract with KCDA & Tremco International as Complete

### Background / Analysis

PenMet Parks identified the need to replace the roof on the Arletta Schoolhouse at Hale Pass Park in 2019.

Staff worked with King County Director's Association (KCDA) staff to have Tremco arrange for two contractors to evaluate the project to provide KCDA-contracted pricing. Resultant numbers were very competitive with prices quoted during a 2018 bidding process.

The contract for the Hale Pass Roof Replacement was approved by Resolution R2019-019, a contract through the KCDA and Tremco International that meets all of the requirements for public works contracting.

Work commenced following a Notice to Proceed issued on February 20, 2020.

Substantial completion was met on March 13, 2020.

Physical completion for the project was met on March 13, 2020, after a walk-through.

### Policy Implications/Support

1. At their regular meeting on November 5, 2019 the Board of Park Commissioners approved Resolution R2019-019 approving a KCDA contract for a Roof Replacement in the amount of \$62,837.04 which includes Washington State sales tax.
2. At their regular meeting on March 17, 2020 the Board of Park Commissioners approved Purchase Order R-00848 for Roof Replacement payment including Change Orders for removing the chimney and a credit for unused low-profile vents in the amount of \$76,683.76 which includes Washington State sales tax.

### Recommendation

Staff requests that the Commission approve the Consent Agenda including Resolution R2020-017 accepting the Hale Pass Roof Replacement contract with KCDA and Tremco International as completed.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-313-5086 or via e-mail at [EGuenther@PenMetParks.org](mailto:EGuenther@PenMetParks.org)





# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-017

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### **A RESOLUTION OF PENMET PARKS BOARD OF PARKS COMMISSIONERS TO ACCEPT THE HALE PASS ROOF CONTRACT**

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

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

WHEREAS, the PenMet Parks Board of Park Commissioners identified the need for a new roof on the Arletta Schoolhouse at Hale Pass Park; and

WHEREAS, \$500,000 was transferred to the Hale Pass Park Fund as approved by Resolution 2019-022 to augment the then balance of \$31,986.25; and

WHEREAS, the Hale Pass Roof Replacement was purchased through a King County Director's Association (KCDA) contract, approved by Resolution R2019-019, that meets all of the requirements for public works contracting; and

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners shall by resolution accept the Hale Pass Roof work; and

WHEREAS, the PenMet Capital Department has determined that the installation of the roof at Hale Pass is complete and ready for final acceptance; NOW THEREFORE BE IT

RESOLVED, that the Board of Commissioners of PenMet Parks accepts the KCDA contract for a roof replacement on the Arletta schoolhouse at Hale Pass Park as completed.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 7, 2020.

---

President

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Clerk  
Peninsula Metropolitan Park District Commission

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Attest



# Peninsula Metropolitan Park District

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## COVID-19 FISCAL UPDATE: July 7, 2020

- Recreation Revolving Fund Update
  - Operations
    - Summer camps up and running, effective July 6th
  - Registrations
    - Nearly 850 total registrations for camps
  - Revenues
    - \$71K in new revenues since opening registration for camp and other summer programs
  - 2021 Budget Preparations
    - Early stages of the budget process with budget criteria set; to include estimated 10% reduction in recreation fee collection in 2021
    - Establishing a baseline for expenses
    - Developing/refining program scope
    - Will be requesting feedback from the Commissioners regarding the integration of the Recreation Division into the General Fund
- Park operations update
  - Re-opening
    - Playgrounds and restrooms re-opened on Monday, June 29<sup>th</sup>
    - New safety guideline signage posted
    - Hand-sanitizing units installed
    - Diligent cleaning and sanitization efforts
  - Expenses
    - COVID-related expenses being tracked for reimbursement
    - To date approximately \$2,500
- Facilities
  - Parks
    - Private rentals at outdoor facilities okay for groups of 5 to 50, with physical distancing and other safety measures in place
    - \$12K in Rental Revenues collected
    - Administrative/Recreation Office to open when Pierce County moves to Phase 3
  - Board Meetings
    - Begin at CRC site on Tuesday, July 6<sup>th</sup> with Zoom or call-in option available

- Public comment still be handled via email until further notice

Please contact Executive Director Doug Nelson at [dnelson@penmetparks.org](mailto:dnelson@penmetparks.org) or 253-858-3408 if you have any questions.



# Peninsula Metropolitan Park District

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## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** July 7, 2020  
**Subject:** Hale Pass – Arletta Schoolhouse Renovation Cost Estimate

### Background / Analysis

Since November 19, 2019, Driftmier Architects have performed site visits and assessment work on the Arletta Schoolhouse at Hales Pass Park. A Hale Pass Renovation Update was shared with the Board on March 26, 2020. The assessment documents are available on the PenMet website.

Following several reviews of the assessment, the team worked with Driftmier to develop a renovation plan including schematic design drawings and a cost estimate. The plans, cost estimate, and draft schedule are attached.

The renovation plan addresses issues such as ADA access for the building and restrooms, ingress and egress issues, as well as upgrades to plumbing and electrical systems, and building structural improvements.

The revised building layout includes access to both the north and south porticos via a cross-building hallway, eliminating the need to exit through a classroom (to the south) or restroom (to the north). The new restroom configuration involves two uni-sex restrooms off the main hallway which addresses several restroom issues.

Other renovation elements can be reviewed in the documents, and questions are welcome.

The initial estimate for the project was around \$1,000,000. A little over \$500,000 has been allocated to the project at this time. A budget summary is included below. To meet the estimated project budget, an additional \$650,000 is requested.

The CRC funding plan has expectations and tolerance for this transfer.

### Policy Implications/Support

1. At their regular meeting on December 3, 2019 the Board of Park Commissioners approved Resolution R2019-023 authorizing the Professional Services Agreement with Driftmier Architects PS to perform an assessment and design renovations for the Arletta School House at Hales Pass Park.

2. At their regular meeting on November 19, 2019, the Board of Park Commissioners approved Resolution 2019-022 transferring up to \$700,000 to the Hale Pass Park Fund to augment the then balance of \$31,986.25. Ultimately, \$500,000 was transferred.

**Recommendation**

Review the information presented here and attached, and provide direction for staff to prepare resolutions for approving funding at the next meeting.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-313-5086 or via e-mail at [EGuenther@PenMetParks.org](mailto:EGuenther@PenMetParks.org)

**Arletta Schoolhouse Renovation - Hales Pass**

(Approximately 3000 sq ft)

Driftmier Base Estimate	\$700,010.00
(Tax and Contingency Included)	

Added Alternates:

Asphalt Driveway	\$61,638.00
Downspouts to Drywells	\$33,264.00
Freeze-proof hydrants	\$7,945.00
Sheathing at Bulk Walls	\$47,455.00
Entry Columns (CWest)	\$40,000.00
New Well	\$40,000.00

(above include tax and contingency)

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\$930,312.00

A&E	15%	\$139,546.80
Total:		\$1,069,858.80

Hale Pass Fund Balance	\$428,114.16
Required Funds	\$641,744.64

# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost



DATE: May 14, 2020  
 A/E: The Driftmier Architects, P.S.  
 ESTIMATE: Schematic Design Estimate  
 SPECIFICS: Renovations to Approx. 3,600 SF of Existing School House

CSI Div.	DIVISION TITLE	TOTAL
<b>FACILITY CONSTRUCTION SUBGROUP</b>		
2	EXISTING CONDITIONS	\$31,770
3	CONCRETE	\$2,668
6	WOODS, PLASTICS & COMPOSITES	\$3,628
7	THERMAL & MOISTURE PROTECTION	\$10,021
8	OPENINGS	\$27,340
9	FINISHES	\$92,831
11	EQUIPMENT	\$3,175
<b>FACILITY SERVICES SUBGROUP</b>		
22	PLUMBING	\$57,975
23	HVAC	\$25,335
26	ELECTRICAL	\$90,540
<b>SITE AND INFRASTRUCTURE SUBGROUP</b>		
31	EARTHWORK	\$7,810
32	EXTERIOR IMPROVEMENTS	\$26,145
33	UTILITIES	\$1,500
<b>PROJECT TOTAL Bare Costs</b>		<b>\$380,738</b>
Estimate Contingency	15%	\$57,111
<b>PROJECT SUBTOTAL</b>		<b>\$437,848</b>
General Requirements	25%	\$109,462
<b>PROJECT SUBTOTAL</b>		<b>\$547,310</b>
GC Overhead & Profit	20%	\$109,462
State & Local Taxes	7.9%	\$43,238
<b>PROJECT TOTAL</b>		<b>\$700,010</b>

## Additive Alternates (Including Mark-Ups)

1	Install Site Ramp In Place of Stairs	\$62,660
2	Install Asphalt Drive	\$61,638
3	Replace Tightline & DS, Install Drywells	\$33,264
4	New Freeze-proof Yard Hydrants	\$7,945
5	Install Sheathing at Bulk Walls	\$47,455
6	New Entry Columns	\$63,365
7	Aluminum Ramp In Lieu of Concrete	\$17,775

## Exclusions and Assumptions:

- Excludes A/E Fees

# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>2</b>	<b>EXISTING CONDITIONS</b>				
1	Demo all existing sheet flooring	1,100	SF	1.15	\$1,265
2	Demo select wall finishes	2,000	SF	0.90	\$1,800
3	Demo select wood wainscot, throughout, assume 25%	250	SF	1.25	\$313
4	Demo select interior partition walls	600	SF	1.50	\$900
5	Demo select ceiling finishes	750	SF	1.10	\$825
6	Demo select caseworks & counters	30	LF	25.00	\$750
7	Demo restroom partitions	4	EA	175.00	\$700
8	Demo select door slab	6	EA	50.00	\$300
9	Demo select existing doors & frames	2	EA	125.00	\$250
10	Demo select existing slabs on grade	150	SF	5.50	\$825
11	Demo floor insulation at floor framing	1,475	SF	0.30	\$443
12	Demo other minor structural items	1	Allow	750.00	\$750
13	Demo handrails, shelving & other wall hung fittings	1	Allow	350.00	\$350
14	Demo flashings & sealings, at envelope	4,000	SF	0.30	\$1,200
15	Other minor demolitions	1	Allow	500.00	\$500
16	Demo bulk plumbing fixtures & all related piping	8	EA	250.00	\$2,000
17	Demo select existing equipment's	4	EA	85.00	\$340
18	Demo all lighting, select devices, controls & materials	3,600	SF	1.50	\$5,400
19	Demo select HVAC equipment, distribution & controls	3,600	SF	0.95	\$3,420
20	Demo existing chimney assembly, with care	20	VLF	80.00	\$1,600
21	Demo asphalt & concrete at site, at select	1,500	SF	1.35	\$2,025
22	Demo select handrails, at site	80	LF	9.00	\$720
23	Demo landscaping & groundcover, at select	1,000	SF	0.75	\$750
24	Other minor site demolitions	1	Allow	300.00	\$300
25	Load/haul demo'd material	135	CY	18.00	\$2,430
26	Disposal charges	17	TON	95.00	\$1,615
<b>EXISTING CONDITIONS</b>					<b>\$31,770</b>

# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>3</b>	<b>CONCRETE</b>				
1	6" concrete walls, at new sump	1	CY	675.00	\$675
2	Patch slab on grade at plumbing work	100	SF	5.75	\$575
3	Base aggregate & fill, at patched slabs	3	CY	60.00	\$180
4	Vapor barrier, at patched slabs	150	SF	0.75	\$113
5	Patch & level slab on grade, at Basement	1,050	SF	0.60	\$630
6	Gypcrete or equip floor leveling, at new flooring areas	1,100	SF	0.45	\$495
7	Assumes no foundations or concrete wall work required	1	Allow	0.00	\$0
	<b>CONCRETE</b>				<b>\$2,668</b>

<b>6</b>	<b>WOODS, PLASTICS &amp; COMPOSITES</b>				
1	Retrofitted holdowns	25	EA	55.00	\$1,375
2	2X4 wood stud framing, at select	400	SF	2.35	\$940
3	2X4 wood stud infill or furring, at select	150	SF	2.65	\$398
4	2X6 wood stud framing, at select	200	SF	3.50	\$700
5	Sheathing, at select new & existing shear walls	100	SF	2.15	\$215
6	No work at exterior wall framing, assumed	1	Allow	0.00	\$0
	<b>WOODS, PLASTICS &amp; COMPOSITES</b>				<b>\$3,628</b>

<b>7</b>	<b>THERMAL &amp; MOISTURE PROTECTION</b>				
1	Clean & prep all existing masonry	3,000	SF	0.15	\$450
2	Clean & prep all existing stucco	1,000	SF	0.20	\$200
3	New flashing & sealing, at all cladding	4,000	SF	0.60	\$2,400
4	Seal masonry, throughout	3,000	SF	0.35	\$1,050



# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
5	Prime & paint stucco & trim, throughout	1,000	SF	1.75	\$1,750
6	Other adjustments & renovations, at cladding assembly	1	Allow	800.00	\$800
7	R21 batt insulation, at select walls	1,000	SF	1.25	\$1,250
8	Floor batt insulation, at floor framing over fill	1,475	SF	1.15	\$1,696
9	4" sound batt insulation	550	SF	0.50	\$275
10	6" sound batt insulation	200	SF	0.75	\$150
11	No cladding replacements, assumed	1	Allow	0.00	\$0

## THERMAL & MOISTURE PROTECTION

\$10,021

## 8 OPENINGS

1	New door slab, solid core, at existing frame, flush	6	EA	1,250.00	\$7,500
2	New solid core slab & frame, at select openings	5	EA	1,875.00	\$9,375
3	New wood frame sidelight, at select opening	1	EA	650.00	\$650
4	Door casing trim, throughout new & select existing	650	LF	4.50	\$2,925
5	New door hardware, per slab, at new & select existing	15	EA	425.00	\$6,375
6	ADA operator, at door #4	1	EA	515.00	\$515
7	No other door or windows work, assumed	1	Allow	0.00	\$0

## OPENINGS

\$27,340

## 9 FINISHES

### WALL FINISHES

1	5/8" GWB taped & finished, level 4	3,500	SF	2.65	\$9,275
2	Prime all new & select existing GWB, throughout	10,000	SF	0.55	\$5,500
3	Paint all new & existing GWB, throughout	10,000	SF	1.50	\$15,000
4	Replace select wood wainscot, throughout, assume 25%	250	SF	14.50	\$3,625
5	Plam wainscot, at restrooms, to 4'H	350	SF	12.25	\$4,288

## HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>FLOOR FINISHES</b>					
1	Sand down wood floor assembly, to grade, at select	300	SF	1.15	\$345
2	Sand, clean & prep all wood floor assembly	1,375	SF	0.60	\$825
3	Seal or finish wood floor assembly, throughout	1,375	SF	3.25	\$4,469
4	Replace hardwood boards, 5% assumed	75	SF	22.50	\$1,688
5	Replace threshold, at select	2	EA	150.00	\$300
6	Seal concrete, at Basement slabs	1,050	SF	0.25	\$263
7	Laminate flooring, at select areas	1,100	SF	4.25	\$4,675
8	Wood base trim, at select new & existing replace	400	LF	4.25	\$1,700
9	Laminate cove base, at restrooms	85	LF	4.00	\$340

### **CEILING FINISHES**

1	5/8" GWB taped & finished, level 4	1,000	SF	2.65	\$2,650
2	Prime all new & select existing GWB, throughout	1,000	SF	0.55	\$550
3	Paint all new & existing GWB, throughout	1,000	SF	1.50	\$1,500
4	Clean & prep exposed structure, throughout	2,600	SF	0.35	\$910
5	Seal or treat exposed ceiling structure, throughout	2,600	SF	1.75	\$4,550

# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>FITTINGS</b>					
1	Base casework, with countertop	28	LF	475.00	\$13,300
2	Upper casework	28	LF	315.00	\$8,820
3	Wall hung countertop	8	LF	55.00	\$440
4	Fire extinguisher cabinets	3	EA	550.00	\$1,650
5	Changing tables	2	EA	825.00	\$1,650
6	Restroom accessories packages, per room	2	EA	450.00	\$900
7	Kitchen accessories package	1	EA	575.00	\$575
8	Handrails, at stairs	60	LF	12.00	\$720
9	Access hatch	1	EA	325.00	\$325
9	Room signage, throughout	12	EA	125.00	\$1,500
10	Other minor fittings & accessories, allowance	1	Allow	500.00	\$500
<b>FINISHES</b>					<b>\$92,831</b>
<b>11 EQUIPMENT</b>					
1	Refrigerator unit, commercial quality	1	EA	1,050.00	\$1,050
2	Oven unit, recessed mount	1	EA	600.00	\$600
3	Microwave unit, recessed mount	1	EA	125.00	\$125
4	Exhaust fan unit, recessed mount, ducted to exterior	2	EA	450.00	\$900
5	Other minor equipment's, allowance	1	Allow	500.00	\$500
<b>EQUIPMENT</b>					<b>\$3,175</b>
<b>21 FIRE SPRINKLING</b>					
1	No fire sprinkling, assumed	1	Allow	0.00	\$0
<b>FIRE SPRINKLING</b>					<b>\$0</b>

## HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>22</b>	<b>PLUMBING</b>				
1	Water closet, rough & finish to 10'	2	EA	1,650.00	\$3,300
2	Urinal, rough & finish to 10'	2	EA	1,475.00	\$2,950
3	Lav sink, rough & finish to 10'	2	EA	1,400.00	\$2,800
4	Kitchen type sink, rough & finish to 10'	1	EA	1,625.00	\$1,625
5	Floor sink, rough & finish to 10'	1	EA	1,250.00	\$1,250
6	Water tank, rough & finish to 10'	1	EA	2,500.00	\$2,500
7	Drinking fountain, rough & finish to 10'	1	EA	2,150.00	\$2,150
8	Sump pump, full assembly with controls	1	Allow	17,500.00	\$17,500
9	New water, waste & vent piping, throughout	700	LF	32.00	\$22,400
10	Other connections, controls, fittings, etc.	1	LS	1,500.00	\$1,500
	<b>PLUMBING</b>				<b>\$57,975</b>
<b>23</b>	<b>HVAC</b>				
1	Minor adjustments to existing HVAC equipment's	1	Allow	3,500.00	\$3,500
2	HVAC distribution adjustments & repairs, at bulk	2,500	SF	0.50	\$1,250
3	New HVAC distribution, at major rework areas	1,100	SF	10.25	\$11,275
4	New HVAC controls, throughout	3,600	SF	1.85	\$6,660
5	TAB	1	LS	1,200.00	\$1,200
6	Restroom exhaust fan, with ducting to exterior	2	EA	725.00	\$1,450
	<b>HVAC</b>				<b>\$25,335</b>

# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>26</b>	<b>ELECTRICAL</b>				
1	Service & distribution, replace panel, other adjustments	3,600	SF	3.25	\$11,700
2	Lighting, new throughout	3,600	SF	15.75	\$56,700
3	Emergency lighting, new throughout	3,600	SF	0.50	\$1,800
4	Devices, new & adjust	3,600	SF	1.15	\$4,140
5	Basic materials, new & adjust	3,600	SF	3.25	\$11,700
6	Equipment connections, new & adjust	3,600	SF	0.30	\$1,080
7	Communications & security, new & adjust	3,600	SF	0.45	\$1,620
8	Fire alarm system, new & adjust	3,600	SF	0.50	\$1,800
	<b>ELECTRICAL</b>				<b>\$90,540</b>
<b>31</b>	<b>EARTHWORK</b>				
1	Excavations, at all site work	60	CY	22.00	\$1,320
2	Trench excavations, at select	10	CY	35.00	\$350
3	Haul spoiled soils	70	CY	12.00	\$840
4	Rough grading, at site	4,000	CY	0.20	\$800
5	Base aggregate, at all site work	20	CY	60.00	\$1,200
6	Backfill, new, at all site work	50	CY	18.00	\$900
7	Fine grading, at site	4,000	CY	0.40	\$1,600
8	Other earthworks, as required, allowance	1	Allow	800.00	\$800
	<b>EARTHWORK</b>				<b>\$7,810</b>

## HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>32</b>	<b>EXTERIOR IMPROVEMENTS</b>				
1	Concrete walks, new throughout site	1,000	SF	6.25	\$6,250
2	Smooth & slope concrete walks, at select	375	SF	2.00	\$750
3	New asphalt, at parking	1,100	SF	3.85	\$4,235
4	Striping & sealing, at new parking	1,100	SF	0.35	\$385
5	Parking bumpers	6	EA	125.00	\$750
6	Accessible signage	3	EA	225.00	\$675
7	Soil at restoration	75	CY	35.00	\$2,625
8	Seeding at restoration	1,500	SF	0.20	\$300
9	Landscaping shrubs & plantings at restoration	500	SF	2.65	\$1,325
10	New handrails, at site	80	LF	95.00	\$7,600
11	Other minor site fittings	1	Allow	1,250.00	\$1,250
<b>EXTERIOR IMPROVEMENTS</b>					<b>\$26,145</b>
<b>33</b>	<b>UTILITIES</b>				
1	Minor adjustments to existing utilities, allowance	1	Allow	1,500.00	\$1,500
<b>UTILITIES</b>					<b>\$1,500</b>

# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>ADDITIVE ALTERNATES (INCLUDING MARK-UPS)</b>					
<b>1</b>	<b>Install Site Ramp In Place of Stairs</b>				
1	Demo select site stairs	40	LF Nose	25.00	\$1,000
2	Demo select site walks & landings	330	SF	1.75	\$578
3	Other minor demolitions	1	Allow	500.00	\$500
4	Load/haul demo'd material	8	CY	22.00	\$176
5	Disposal charges	2	Tons	90.00	\$180
6	Excavations	30	CY	24.00	\$720
7	Hauling	30	CY	18.00	\$540
8	Rough grading	1,000	SF	0.25	\$250
9	Base aggregate	15	CY	60.00	\$900
10	Fill	25	CY	19.50	\$488
11	Fine grading	1,000	SF	0.40	\$400
12	Retaining walls, as required, at new ramp	3	CY	625.00	\$1,875
13	Concrete curbs, at new ramps	250	LF Nose	28.00	\$7,000
14	Concrete ramps, on grade	500	SF	7.25	\$3,625
15	Site guardrails	120	LF	125.00	\$15,000
16	Other site adjustments for ramp install	1	Allow	850.00	\$850
17	Mark-ups	1	LS	28,579.05	\$28,579
<b>Install Site Ramp In Place of Stairs</b>					<b>\$62,660</b>

# HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>2</b>	<b>Install Asphalt Drive</b>				
1	Demo existing broken asphalt	3,000	SF	1.15	\$3,450
2	Other minor demolitions	1	Allow	250.00	\$250
3	Load/haul demo'd material	15	CY	18.00	\$270
4	Disposal charges	3	Tons	85.00	\$255
5	Asphalt paving	3,000	SF	5.75	\$17,250
6	Concrete curbs	375	LF	28.00	\$10,500
7	Sealing & striping at new asphalt	3,000	SF	0.35	\$1,050
8	Other minor constructions	1	Allow	500.00	\$500
9	Mark-ups	1	LS	28,112.81	\$28,113
<b>Install Asphalt Drive</b>					<b>\$61,638</b>

<b>3</b>	<b>Replace Tightline &amp; DS, Install Drywells</b>				
1	Excavations	40	CY	24.00	\$960
2	Hauling	40	CY	18.00	\$720
3	Rough grading	2,000	SF	0.25	\$500
4	Base aggregate	15	CY	60.00	\$900
5	Fill	25	CY	19.50	\$488
6	Fine grading	2,000	SF	0.40	\$800
7	Demo tightlines	250	LF	8.00	\$2,000
8	Demo downspouts	150	LF	4.50	\$675
9	Other demolitions	1	Allow	500.00	\$500
10	Drywell unit	3	EA	850.00	\$2,550
11	Tightline piping	300	LF	16.00	\$4,800
12	Downspouts	150	LF	19.00	\$2,850
13	Connections & fittings	1	LS	350.00	\$350
14	Mark-ups	1	LS	15,171.69	\$15,172
<b>Replace Tightline &amp; DS, Install Drywells</b>					<b>\$33,264</b>



## HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>4 New Freeze-proof Yard Hydrants</b>					
1	Excavations	10	CY	24.00	\$240
2	Hauling	10	CY	18.00	\$180
3	Rough grading	500	SF	0.25	\$125
4	Base aggregate	3	CY	60.00	\$180
5	Fill	7	CY	19.50	\$137
6	Fine grading	500	SF	0.40	\$200
7	Piping to yard hydrants	30	LF	32.00	\$960
8	Yard hydrant units	2	EA	900.00	\$1,800
9	Connections & fittings	1	Allow	500.00	\$500
10	Mark-ups	1	LS	3,623.85	\$3,624
<b>New Freeze-proof Yard Hydrants</b>					<b>\$7,945</b>
<b>5 Install Sheathing at Bulk Walls</b>					
1	Demo wall finish, at bulk	4,000	SF	0.95	\$3,800
2	Load/haul demo'd	12	CY	18.00	\$216
3	Disposal charges	3	Tons	90.00	\$270
4	Install sheathing	4,000	SF	2.25	\$9,000
5	5/8" GWB taped & finished, level 4	4,000	SF	2.65	\$10,600
6	Base trim, at replaced GWB	150	LF	4.50	\$675
7	Other finishes, as required, allowance	1	Allow	1,250.00	\$1,250
8	Mark-ups	1	LS	21,644.14	\$21,644
<b>Install Sheathing at Bulk Walls</b>					<b>\$47,455</b>

## HALES PASS PARK, SCHOOL HOUSE RENOVATIONS

This is an Opinion of Probable Cost

CSI #	Description	Quantity	Units	Unit Cost	Extended
<b>6 New Entry Columns</b>					
1	Demo all existing log columns, with care & shoring	10	EA	425.00	\$4,250
2	Other minor site demolitions	1	Allow	250.00	\$250
3	Load/haul demo'd material	15	CY	18.00	\$270
4	Disposal charges	3	TON	95.00	\$285
5	Replace existing log columns, in kind	10	EA	1,750.00	\$17,500
6	Connections to existing foundations & roof, at columns	20	EA	125.00	\$2,500
7	Mark-ups	1	LS	38,310.12	\$38,310
<b>New Entry Columns</b>					<b>\$63,365</b>
<b>7 Aluminum Ramp In Lieu of Concrete</b>					
1	Deduct concrete ramp scope	1	Allow	(5,500.00)	(\$5,500)
2	Aluminum ramp system, with landings	175	SF	78.00	\$13,650
3	Foundation system	3	CY	425.00	\$1,275
4	Other required items	1	Allow	350.00	\$350
5	Mark-ups	1	LS	8,000.00	\$8,000
<b>Aluminum Ramp In Lieu of Concrete</b>					<b>\$17,775</b>



# HALES PASS PARK SCHOOL HOUSE RENOVATION COST ESTIMATE PLANS

## PROJECT ADDRESS

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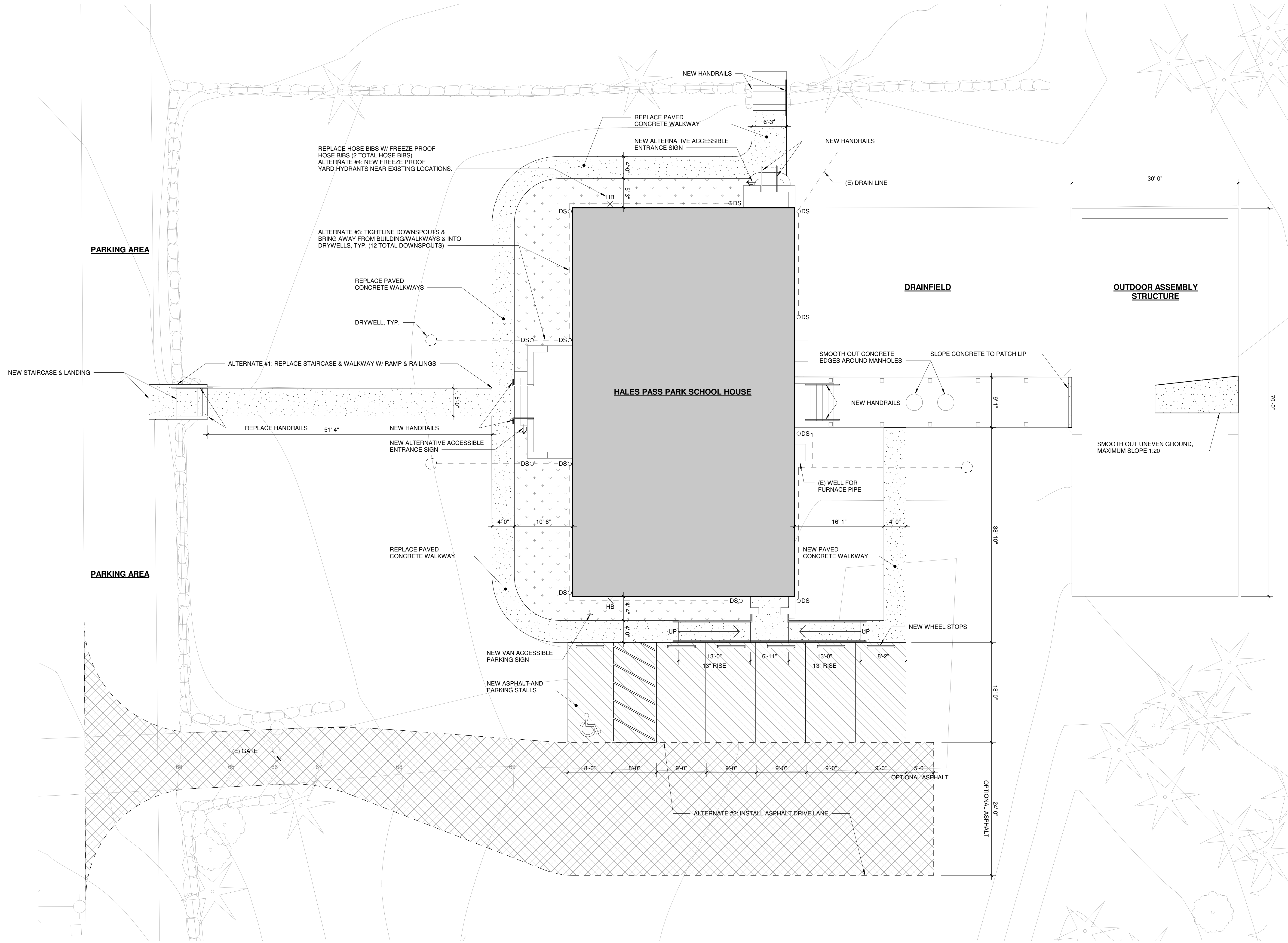
ISSUE:	COST ESTIMATE
ISSUE DATE:	3/2020
DRAWN BY:	FP
PROJECT MANAGER:	LRD
PROJECT NUMBER:	21938

SHEET NAME:

**SITE PLAN -  
OPTION 2**

SHEET NUMBER:

**SD1**





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HALES PASS PARK SCHOOL HOUSE  
RENOVATION COST ESTIMATE PLANS

PROJECT ADDRESS

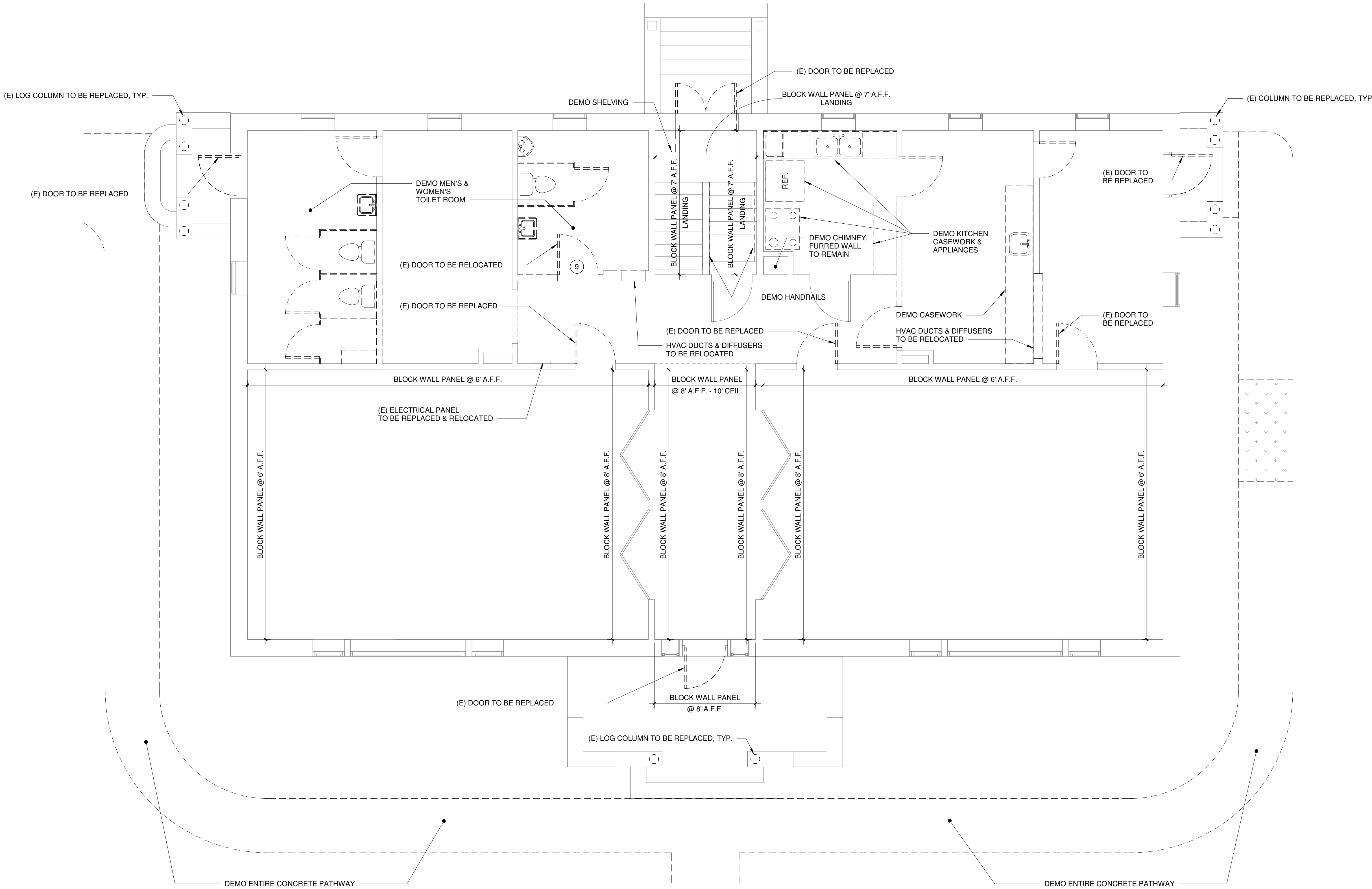
REVISION SCHEDULE		
NO.	TYPE REVISION	DATE

ISSUE:	COST ESTIMATE
ISSUE DATE:	3/2020
DRAWN BY:	FP
PROJECT MANAGER:	LRD
PROJECT NUMBER:	21938

SHEET NAME:  
DEMO FLOOR  
PLAN - MAIN  
FLOOR OPTION 2

SHEET NUMBER:  
SD2

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COST ESTIMATE MAIN FLOOR DEMO PLAN - OPTION 2



SCALE  
1/4" = 1'-0"

1

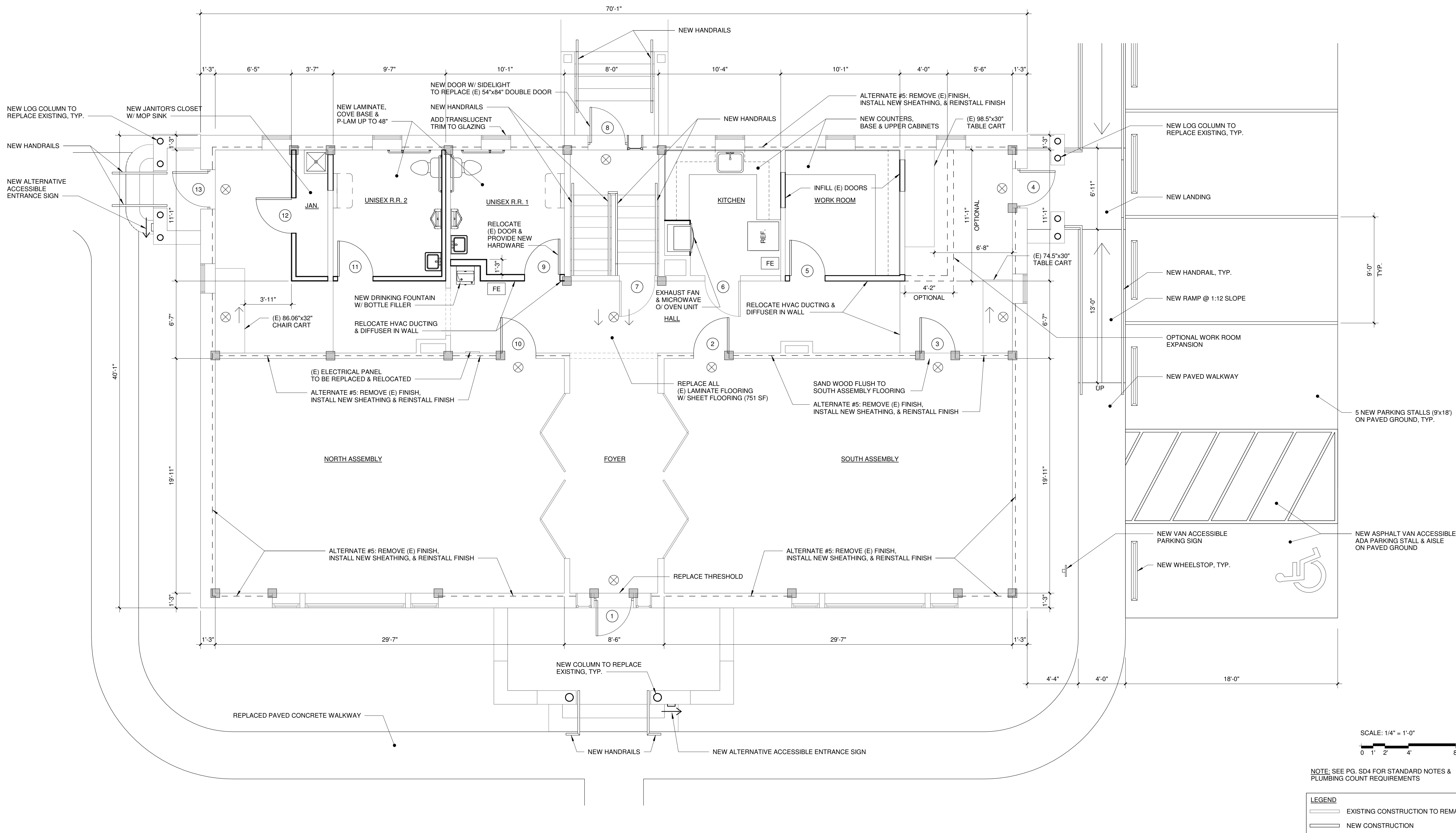


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HALES PASS PARK SCHOOL HOUSE  
RENOVATION COST ESTIMATE PLANS

PROJECT ADDRESS

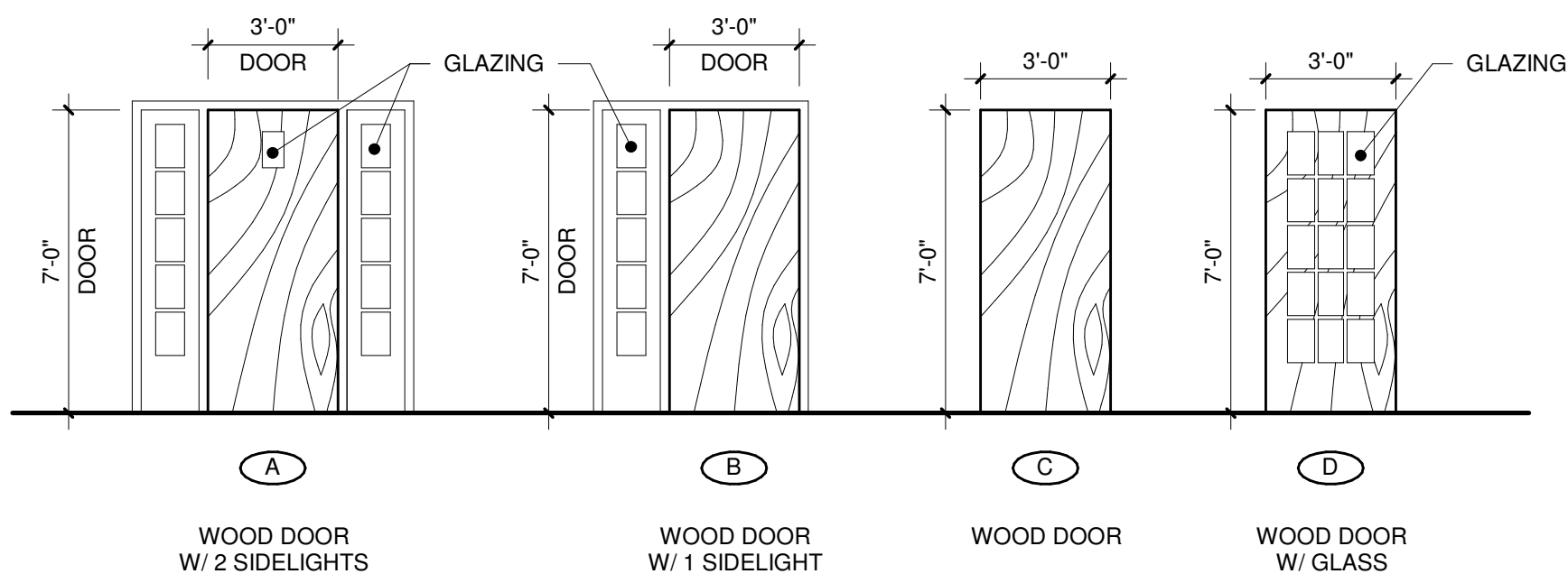


COST ESTIMATE MAIN FLOOR PLAN - OPTION 2



SCALE  
1/4" = 1'-0"

1



DOOR TYPES

SCALE  
1/4" = 1'-0"

16

DOOR SCHEDULE										
NUMBER	LOCATION	TYPE	DOOR	FRAME	SIDELITE	DOOR MATERIAL	DOOR FINISH	FRAME MATERIAL	FRAME FINISH	HARDWARE
1	FOYER	A	NEW (REPLACE)	EXISTING	(2) EXISTING	WOOD, GLASS	STAINED	EXISTING	EXISTING	PANIC HARDWARE
2	HALL	C	NEW (REPLACE)	EXISTING		WOOD	STAINED	EXISTING	EXISTING	PANIC HARDWARE
3	HALL	C	NEW (REPLACE)	EXISTING		WOOD	STAINED	EXISTING	EXISTING	PANIC HARDWARE
4	HALL	C	NEW (REPLACE)	EXISTING		WOOD	STAINED	EXISTING	EXISTING	PANIC HARDWARE
5	WORK ROOM	C	NEW	NEW		WOOD	STAINED	MATCH EXISTING	EXISTING	LEVER HARDWARE
6	KITCHEN	C	EXISTING	EXISTING		WOOD	EXISTING	EXISTING	EXISTING	REPLACE W/ LEVER HARDWARE
7	HALL	D	EXISTING	EXISTING		WOOD, GLASS	EXISTING	EXISTING	EXISTING	REPLACE W/ LEVER HARDWARE
8	STAIRWELL	B	NEW (REPLACE)	NEW	(1) NEW	WOOD, GLASS	STAINED	MATCH EXISTING	MATCH EXISTING	PANIC HARDWARE
9	UNISEX R.R. 1	C	RELOCATED	NEW		WOOD	EXISTING	MATCH EXISTING	EXISTING	REPLACE W/ LEVER HARDWARE
10	HALL	C	NEW (REPLACE)	EXISTING		WOOD	STAINED	EXISTING	EXISTING	PANIC HARDWARE
11	UNISEX R.R. 2	C	NEW	NEW		WOOD	STAINED	MATCH EXISTING	MATCH EXISTING	LEVER HARDWARE
12	JAN.	C	NEW	NEW		WOOD	STAINED	MATCH EXISTING	MATCH EXISTING	LEVER HARDWARE
13	HALL	C	NEW (REPLACE)	EXISTING		WOOD	STAINED	EXISTING	EXISTING	PANIC HARDWARE

DOOR SCHEDULE

SCALE  
N/A

8

BUILDING - SYMBOLS

- NEW ILLUMINATED EXIT SIGN W/ EMERGENCY LIGHTING - 10 TOTAL
- NEW SEMI RECESSED FIRE EXTINGUISHER - 2 TOTAL
- NEW HOLDOWN PER STRUCT. - 25 TOTAL
- NEW ALTERNATIVE ACCESSIBLE ENTRANCE SIGN - 2 TOTAL
- NEW VAN ACCESSIBLE PARKING SIGN - 1 TOTAL
- NEW WHEELSTOPS - 6 TOTAL
- INDICATES EXISTING ITEM

PLAN SYMBOLS

SCALE  
N/A

4

REVISION SCHEDULE		
NO.	TYPE REVISION	DATE

ISSUE:	COST ESTIMATE
ISSUE DATE:	3/2020
DRAWN BY:	FP
PROJECT MANAGER:	LRD
PROJECT NUMBER:	21938

SHEET NAME:  
**FLOOR PLAN -  
MAIN FLOOR  
OPTION 2**

SHEET NUMBER:  
**SD3**

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45



# HALES PASS PARK SCHOOL HOUSE RENOVATION COST ESTIMATE PLANS

## PROJECT ADDRESS



13



14



☐ EXISTING CONSTRUCTION TO REMAIN

☐ NEW CONSTRUCTION

## COST ESTIMATE BASEMENT - OPTION 2

1

**TOTAL PLUMBING FIXTURES PROVIDED PER SD3**

WATER CLOSETS: 2  
LAVATORIES: 2  
DRINKING FOUNTAINS: 1

## PLUMBING COUNTS

SCALE
N/A

12

1. NEW EXHAUST FANS FOR UNISEX R.R. 1 & UNISEX R.R. 2.
2. NEW EXHAUST/HEAT FOR KITCHEN.
3. NEW FURNACE FLUES AND INTAKE PIPES THROUGH ROOF W/ OUTSIDE AIR.
4. INSTALL AT MINIMUM 2 GROUND RODS AND A WATER BOND TO THE MAIN INCOMING METALLIC WATER PIPE.
5. PROVIDE AIR SUPPLY TO UNISEX R.R. 2.
6. PROVIDE FAN IN JANITOR'S CLOSET.
7. RELOCATE THERMOSTAT.

1. REPLACE ALL PIPING THROUGHOUT BUILDING.
2. REPLACE HOT WATER TANK.

1. FULL DEMOLISH OF CHIMNEY.
2. PROVIDE HOLDDOWNS PER COST ESTIMATE MAIN FLOOR PLAN - OPTION 2  
IF REQUIRED BY STRUCT. FOR INSTALLATION PURPOSES. FLOORING  
NEAR HOLDDOWN AREAS WILL HAVE TO BE TORN AND REPLACED.
3. ALTERNATE #5: REPLACE SHEATHING PER PLANS.
4. REPLACEMENT OF FRAMING MEMBERS DUE TO ROTTING ARE NOT  
INCLUDED IN COST ESTIMATE.

## STANDARD NOTES

SCALE
N/A

4

SHEET NUMBER: **SD4**





PenMet,

Attached is the revised estimate and some additional information below. It appears the aluminum ramp system would be more money than the concrete ramp. This is part due to the fact that other similar work is already being done. The aluminum would be a new system coming on site. However, we can still pursue that option as it may become more clear once additional details are provided to him as design continues.

1. Ceiling demo is assumed for installing/re-working/adjusting existing MEP systems, as well as at areas where Arch requires demo/patching. It is not an exact take-off but a product of taking the overall area and applying a best estimate of "area disturbed" - this will answer further questions regarding installation of new & painting of existing ceilings, acts, etc. All quantities are derived from a best estimate, using logic and experience, on the probable total quantity. I suppose that could be a note throughout any undefined scope questions/assumptions.

2. Masonry sealing/cladding painting is assumed at all cladding area. So all Masonry gets cleaned and sealed, all cladding gets primed & painted - before that, Line #3 assumes that all caulking and flashing is gone through and adjusted, repaired or replaced. Basically a very light cladding renovation.

3. Wall GWB was partially calculated off of known quantities - the new framed walls. And partially calculated off of estimations - assumptions on quantity of GWB required for MEP/Arch work. Sim to answer #1.

Attached is the schematic design cost estimate for your review. I think the estimator did a good job incorporating the work into the estimate and he certainly went on the conservative side to be safe. He included items like redoing a percentage of the chair rail, refinishing the wood floors, etc, which were not specifically called out but could end up needing to be done.

One big item to note are the markups that are included. Since the virus hit and with all the unknowns of how the industry will react, he has increased these markups from adding 45% to now 77%. If back at the 45% markup, the base number is under \$600k.

Please also note that this does not include sales tax. It also does not include design and permitting fees which can be between 10 & 20%.

Please review and let us know if you would like to see any changes made.



**Lee Driftmier, AIA** | Principal Architect

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