



# Peninsula Metropolitan Park District

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

## **REGULAR MEETING AGENDA: Tuesday, February 18, 2020, 7:00 pm**

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

**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** (three-minute time limit)

**ITEM 3 Presentations**

**3.a Advisor for the 9<sup>th</sup> grade students “Big Picture” program (Henderson Bay)**

**3.b PenMet Parks Adaptive Recreation Program**

**3.c Executive Director’s Report**

**3.d President’s Report**

**ITEM 4 Consent Agenda**

**4.a Approval of Meeting Minutes**

2-4-20 Study Session and Regular minutes

**4.b Approval of Vouchers**

\$223,350.66 Reference Number: V2020-042-080

**ITEM 5 Unfinished Business: None**

**ITEM 6 New Business**

**6.a Fundraising Consultant for CRC project**

**6.b Contracted Consultant to serve on Design Firm Selection Panel**

- ITEM 7**      **Comments by Board**
- ITEM 8**      **Next Board Meetings:** Tues. March 3, 2020 (Study and Regular) at City Hall location
- ITEM 9**      **Executive Session:** None
- ITEM 10**     **Adjournment** \_\_\_\_: \_\_\_\_

### **AGENDA POLICY**

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



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## EXECUTIVE DIRECTOR REPORT: February 18, 2020

- 10 Year Service Award – Ron Martinez, Parks & Facilities Manager
- New employee introduction – Brycen Toney, Recreation Specialist
- Beginning in March of 2020, it has been proposed that we structure an on-going Study Session cycle that allows Park Board Commissioners and PenMet Staff to focus on current affairs of the District and the Community Recreation Center (CRC) project. The first study session of each month will focus on district-wide discussion and the second will focus on the Community Recreation Center project; with special emphasis on CRC Committee reports. The Study Session agenda and schedule may vary, if needed.
- PenMet Parks continued its work with the City of Gig Harbor's Parks and Recreation Division to complete the installation of emergency locator markers on the Cushman Trail; the project entails the completion of PenMet's portion of trail in 1/8<sup>th</sup> mile intervals.
- To improve PenMet Parks public meeting efficiencies and ultimately cut down on the use of paper and other office products, PenMet staff is looking into tablet options for the Park Board Meetings. Cloud-based file storage options and other applications are also being reviewed.
- PenMet staffers Ed Lewis, Eric Guenther, and Doug Nelson met with Commissioners Steve Nixon and Amanda Babich at CRC site to discuss Board Meeting set-up options.
- I am currently reviewing a draft of our PenMet Annual Training calendar. Special thanks to Administrative Services Manager, Elaine Sorenson, for developing the calendar and coordinating with prospective trainers.
- The Peninsula Metropolitan Park District is excited to announce the Request for Qualifications (RFQ) for Architectural Design for the Community Recreation Center will go out for formal solicitation on Thursday, February 20<sup>th</sup>, 2020. PenMet staff worked extensively to develop the RFQ through collective internal and external resources. A thorough review process moved the RFQ from DRAFT to FINAL form. This step marks a new era for PenMet Parks as the District grow and enrich the parks and recreation service mix. A project of this nature will surely attract highly qualified firms for both design and construction. Mark this as the beginning of a new chapter for PenMet Parks; a real-life story that follows our agency on a journey to becoming a regional force in the industry. The PenMet Community Recreation Center is certain to add lifeblood to an already vibrant and active area and supports the District's mission to enrich the quality of life in our community.



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## DEPARTMENT STAFF REPORT: February 5-February 18, 2020

### Marketing/Communications

Marketing is working with Recreation on the following:

- Providing a schedule for communications to coaches, participants and staff for frequent “check-ins” and updates before and after holiday breaks, upcoming key dates to watch for and reminders of PenMet Youth Sports values.
- Signage has been placed at parks and facilities to increase enrollment in Spring Flag Football and Youth Baseball
- Posters are in the design process for Youth Baseball to be placed at local businesses and organizations.
- Social media campaigns are currently running for Youth Football and Schools Out Camps.
- Adaptive Recreation: Valentine’s Day Party has been promoted.
- Staff has held two meetings to coordinate and develop strategies and messaging to promote the unique value of PenMet Youth Sports programs. These efforts will continue with frequent updates. Messaging is being included in mass emails, advertisements and in communication with participants, coaches, and staff.
- New recreation staff overseeing community recreation is working with marketing to develop/implement a “Count Down to Summer Camps” Campaign (summer camp registration opens Feb 21<sup>st</sup>)

Marketing is working with Maintenance on the following:

- Graphics and design features for the new trailer that will be used for various events and activities.
- Working in association with “The Ripple” to develop and research how the District can incorporate a recycling plan and support recycling events at parks to be presented to the Executive Director and Board of Commissioners for direction at a future date TBD.
- Placed public notices at the Hale Pass Arletta School House to notify the public on the replacement of the roof and work being done

Marketing is working with Administrative Staff on the following:

- Finalizing details for the District Budget Book related to Recreation and Capital Improvement projects

Other updates and data:

- Website:

- New page created and launched for Capital Improvement Projects for updates and information on current Capital Projects. This page also clarifies the District's Capital Facilities Plan and Capital Improvement Plan. Staff is reviewing and monitoring feedback on this page.
- New page created and launched for the mission and vision to include the eight goals described in the Parks, Recreation & Open Space Plan (PROS). To include the added vision goal from the PROS plan: Trail Planning and Connections
  - Staff is researching an improved plugin for the Calendar feature on the website.
  - The History of the District page will be the next page to be reconstructed.
- Staff is working with the Master Gardeners to have events promoted on social media and other media outlets
- Staff is working with the indoor farmers market to provide advertising space in the parks and recreation guide
- Staff has received the information from the Senior Center of Gig Harbor and will be coordinating placement in the parks and recreation guide.
- Staff will be hosting a Core Information Team meeting with representatives from all departments to coordinate communication efforts to include the development of a master events calendar.
- Email report: Email sent on Feb 11 to full database included a reminder on Baseball/Flag Football, thank you to Father-Daughter Dance attendees, highlighted district staff and included a service spotlight for the Maintenance and Facilities Team. Open rate of 24.5% (2,200) and click through rate of 10% (200). Please email Chuck Cuzzetto at [ccuzzetto@penmetparks.org](mailto:ccuzzetto@penmetparks.org) for explanation of terms or further details.
- Staff is meeting with the Capital Projects team frequently to provide updates to the public and media.
- A podcast was recorded with Executive Director Doug Nelson in late January and released Mid-February to promote PenMet Parks health and wellness, introduce himself and provide updates.
- Executive Director Doug Nelson was featured in February edition of the Gig Harbor Living Local as a 2-page spread to introduce himself and provide District updates.
- Staff will be taking on two (2) one-day job shadow students for marketing from Henderson Bay High School. This is the second opportunity to provide this partnership service. Staff has requested an update to be presented to the Board from the Student Rep.
- Staff will host a booth at the 2020 Paddlers Cup.

### Capital

- RFQ developed and reviewed. Expected publication 2/20/20. Responses due 4/3/20. Selection expected 4/21/20. Board approval of contract anticipated for 5/5/20.
- GCCM process under review.
- Community Recreation Center (CRC) WiFi planning 2/17/20
- Sehmel Homestead Park (SHP) Lighting: See Memo 200115
- Field lights installed and operational.
- Permits in progress for SHP Lighting project.

- Negotiating with Greater Peninsula Conservatory over amphitheater parking lights.
- Parking light poles due on site 2/17/20
- Hales Pass Projects: See Memo 200115
- Processing permits for Hales Pass roof replacement.
- Approved contract for Hales Pass renovation design.
- Consultants site visit 1/20/20.
- Coordinating outside trim project team with roofing contractor
- Reviewing Hales Pass / Arletta Schoolhouse project.

### **Finance Report**

- The audit is wrapping up and an exit interview invitation will be sent out to the Board soon.
- Pierce County sent us final 2019-year end numbers on Monday and the draft of the final budget book will be completed next week.

### **Human Resources**

- The next staff training is on February 26<sup>th</sup> with Jeanne Hampl on dog bite prevention, the Chew organization and the dog parks.

### **PEG Grants in progress**

- Tubby's small dog area shelter (finalizing application)
- Narrows fencing (preparing application)
- McCormick trail map and signs (preparing application)
- Voyager PTA Playground (approved, in progress)
- HFP Trail mapping and signage (preparing 2 applications)
- Two other scouts currently discussing projects

### **Volunteers**

- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.
- Considering National Trails Day event in June.
- Discussing GPC tree planting project at Sehmel Homestead Park.

### **Maintenance & Facilities**

- Removed dumped boat trailer at Harbor Family Park
- Spreading gravel in parking lots at Tubby's and Harbor Family Park
- Had Star Tree Service remove a dangerous tree at Narrows Park the tree was hanging over Lucille Park Way
- Cleared trails of fallen trees at SHP and McCormick Parks
- Received an estimate to repair front window at Hales Pass
- Finished up all backflow testing, fire sprinkler, fire extinguishers recertifications
- Snowplow and Deicer tank have been installed on truck # 105
- Light pole pads have been poured at SHP, waiting for the poles to be shipped

## Recreation

- Spring Passing League deadline is Monday February 17<sup>th</sup> and has over 150 kids currently enrolled. Basketball will have a pause in the schedule next week for Mid-Winter Break. No teams will practice or play games over the break.
- Basketball Coach Email:  
Gentlemen, A few quick things, I continue to be impressed with your officials this year. They are not afraid to blow the whistle and have done a great job of keeping the games under control. We played 2 physical teams last week and the refs did a great job. Please thank them for me and our parents. For more sports questions feel free to reach out to Spencer Manjarrez at 253-649-0351 or [smanjarez@penmetpark.org](mailto:smanjarez@penmetpark.org)
- The Father/Daughter Dance was a huge success for the first year at a new venue. Had over 550 people attend and heard nothing but great things.  
From Parent: Hi Kelly, I wanted to let you know our daughter and my husband (aka dad) had an AMAZING time at the father daughter dance. I just looked on your website as my son and I have attended the mother son dance the last few years and was wondering when you will have that up on your website so we can purchase tickets? Thank you again for putting on a phenomenal event! Kristen Borquist  
“You did a great job and we had a wonderful night” – via email from Matt Kusche about Father Daughter Dance
- Schools out Mid-Winter Break camp is at 9 enrolled kids currently and will be held at Hales Pass. Kids will play various games and enjoy crafts.
- Our Kids Night Out for February is being held on Saturday February 29<sup>th</sup> and currently has 14 kids enrolled. For more Special Events Info reach out to Kelly at 253-649-0350 or [kdarling@penmetparks.org](mailto:kdarling@penmetparks.org) or Brycen Toney at 253-649-0351 or [btoney@penmetparks.org](mailto:btoney@penmetparks.org)
- Aiden has sent out all Spring/Summer field requests and is filling in any open spots.
- All fields will be used at a very high rate this Spring/Summer season. He is working with many community user groups as well as GH Athletic Director to accommodate the loss of fields during construction at the new elementary school site.
- For info about fields and facilities contact Aiden at 253-313-5090 or [akrug@penmetparks.org](mailto:akrug@penmetparks.org)

## Events

- Kids Night Out “Ice Cream Social” – February 29, 2020
- Spring Easter Egg Hunt - April 11, 2020
- Park Appreciation Day - April 25, 2020

## February Staff Anniversaries

- Ron Martinez 10 Years
- Matt Rosenthal 2 Year





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### STUDY SESSION MINUTES

Tuesday, February 4, 2020, 6:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St. Gig Harbor, WA 98332)

**Call to Order:** The meeting was called to order by Commissioner Hill at 6:00 pm

**Commissioners Present:**

Maryellen (Missy) Hill  
Kurt Grimmer  
Steve Nixon  
Amanda Babich (Arrived at ~ 6:20pm)  
Laurel Kingsbury

**Staff:**

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Ed Lewis  
Stacie Snuffin  
Aiden Krug

### STUDY SESSION AGENDA:

**ITEM 1 Approval of Agenda**

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 4-0 vote.

**ITEM 2 Board Discussion**

**2.a PenMet Parks Community Recreation Center Project Board Discussion**

**2.a PenMet Parks Community Recreation Center (CRC) Project**

Executive Director Doug Nelson invited the Commissioners to come to the bond consulting meeting at PenMet Parks office at 1:00 PM on February 5, 2020. He stated that the meeting will be the number one topic for the first meeting for the Finance sub-committee. Commissioner Kingsbury was wanting a better understanding of the budget process for the new CRC. Ed Lewis, Construction Project Manager, gave her an explanation of this process; which included a project cost estimate based on extensive preliminary research, design and construction elements, and stated that final project budget will be determined through the next phase of design/public process. Mr. Lewis also provided more detail about the design firm selection process. There was discussion about the design and size of the PenMet Parks Community Recreation Center and what other considerations will be made as far as the need for indoor and outdoor space. The Board and staff discussed the projected recreation program and service mix for the CRC and the various user groups in the PenMet District and surrounding areas. Additional details on the Request for Qualifications (RFQ) were provided, as well as future PenMet hiring considerations and long-term staffing needs.



**ITEM 3      Adjournment** Commissioner Hill adjourned the meeting at 7:05 pm

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

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

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

Submitted by: *Stacie Snuffin*



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## **REGULAR MEETING MINUTES: Tuesday, February 04, 2020, 7:00 pm**

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

**Call to Order:** The meeting of the Peninsula Metropolitan Park District was called to order by President Hill at 7:10 pm

### **Commissioners Present:**

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

### **Staff:**

Doug Nelson  
Eric Guenther  
Elaine Sorensen  
Stacie Snuffin  
Aiden Krug

### **ITEM 1 Approval of Agenda**

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

### **ITEM 2 Citizen Comments: None**

### **ITEM 3 Presentations**

#### **3.a Executive Director's Report**

Executive Director Doug Nelson reported that the subjects for the 3 Sub-Committees for the PenMet Parks Community Recreation Center had been finalized. He recommended that the next step would be a kick-off meeting for each sub-committee.

He mentioned some points from the PenMet Staff Report. PenMet had two open houses, one at Hales Pass and other at the site of PenMet Parks Community Recreation Center. President Hill discussed speaking to a member of our community, Greg May, that he would like to see more care of the grounds taken at the Hales Pass location. Nelson stated the message was received and passed on to the staff that is responsible for the maintenance of the property and that feedback will be used to provide better service at Hales Pass. Nelson mentioned the start date for the contractor for the new roof at Hales Pass will be February 10<sup>th</sup>, 2020. He noted the Father Daughter Dance is sold out with over 500 attendees and we have a new Recreation

Specialist (Brycen Toney) starting at the office on February 10<sup>th</sup>, 2020. Commissioner Kingsbury thanked the PenMet Parks staff who helped clean and prepare the PenMet Parks Community Recreation Center. Commissioner Nixon asked about the Learning Jamboree. He commented on the PenMet website improvements and that he wants PenMet to move away from email marketing. Nixon asked if there were any updates on the audit. Elaine Sorensen reported there were no issues with the audit and just a couple topics to talk about and that there will be an exit interview soon.

**3.b President's Report**

President Hill reported that PenMet Parks Staff and Board will be moving on to discussing the Strategic Plan for the next Study Session on February 18, 2020. She also reported that the Board was looking forward to the purchase of new tablets for the meetings and picking a team collaboration software such as Drobox or SharePoint for uploading documents for the Board.

**ITEM 4 Consent Agenda**

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

**4.a Approval of Meeting Minutes**

1-21-20 SS Minutes and Regular minutes

**4.b Approval of Vouchers**

\$346,509.60 Reference Number: V2020-021-041

**ITEM 5 New Business**

**5.a Park Board Meeting Study Session Time & Location Change**

Commissioner Grimmer made a motion to approve PenMet Parks proposed venue change and Study Session start time, seconded by Commissioner Babich. The motion was approved with a 4-1 vote. Soon, Board meetings will move to the PenMet Community Recreation Center. Study Sessions will start at 5:00 PM when the site is ready.

**5.b Recreation Facilities Update**

Aiden Krug, Facility Coordinator, gave a facility report to the Board. He explained the process for reservations and field scheduling. He reported he and Eric Guenther met with Peninsula School District (PSD) about user groups renting fields. Elaine Sorensen explained that it was recommended by the auditor to do MOU's for certain large groups who want to use a whole park for the day. Aiden also gave an update that the field lighting at SHP Turf has been installed, but still

waiting on parking lot lights. They should be installed by the first part of March. The Board recommended that we do a ribbon cutting ceremony after completion. Aiden reported on the intended lighting schedule, project costs, and the new scoreboard for Field #1. He next reported the new updates to SHP Pavilion's kitchen and tables. Aiden provided updates on Rosedale Hall usage, Hales Pass Construction, PenMet CRC location classrooms and pricing, along with Harbor Wild Watch beach monitoring at DeMolay, Sunrise, and Narrows Park.

**ITEM 6**      **Comments by Board: None**

**ITEM 7**      **Next Board Meetings:** Tues. February 18, 2020 (Study and Regular) 6:00pm at City Hall location

**ITEM 8**      **Executive Session:** None

**ITEM 9**      **Adjournment**

Commissioner Hill adjourned the meeting at 7:55 pm

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

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

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

Submitted by: *Stacie Snuffin*



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**



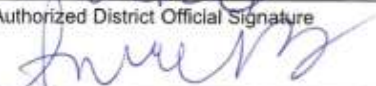
Trans Date	District Ref #	Payee Printed Name	Amount
2/3/20	V2020-042	Fireshield	\$604.24
2/3/20	V2020-043	TACOMA PIERCE COUNTY HEALTH DEPT	\$130.00
2/3/20	V2020-044	Heather Lantz	\$140.00
2/3/20	V2020-045	Star Tree Service	\$10,250.50
2/3/20	V2020-046	Strohs Water Company Inc.	\$186.38
2/3/20	V2020-047	Knight Safe & Lock	\$577.22
2/3/20	V2020-048	Zee Medical Service Co.	\$235.44
2/3/20	V2020-049	Olympic Landscape LLC	\$124.00
2/3/20	V2020-050	DON SMALL & SONS OIL	\$688.50
2/3/20	V2020-051	BASIC FIRE & SAFETY	\$702.75
2/3/20	V2020-052	HEMLEYS HANDY KANS	\$815.00
2/3/20	V2020-053	UNITED LAMP SUPPLY INC	\$98.74
2/3/20	V2020-054	Washington Tractor	\$841.98
2/3/20	V2020-055	Doggie Walk Bags	\$1,000.00
2/3/20	V2020-056	LynnFit	\$976.50
2/3/20	V2020-057	Royann Gurley	\$800.00
2/3/20	V2020-058	Woodland Sunrise	\$1,160.95
2/3/20	V2020-059	Brown Dog Realty LLC	\$9,152.74
2/3/20	V2020-060	Legal Shield	\$105.70
2/3/20	V2020-061	Rob Hand	\$482.43
2/3/20	V2020-062	Bud Clary Chevrolet, Inc.	\$37,195.29
2/3/20	V2020-063	U.S. Bank Corporate Payment System	\$22,926.37
2/3/20	V2020-064	Kim Moureen Arnold	\$790.00
2/3/20	V2020-065	HealthEquity	\$100.00
2/3/20	V2020-066	Department of Retirement Services	\$21,518.00
2/3/20	V2020-067	Peninsula Metropolitan Park District	\$68,878.59
2/3/20	V2020-068	HEALTH CARE AUTHORITY	\$30,467.56
2/3/20	V2020-069	Washington State Auditor	\$6,159.27
2/3/20	V2020-070	Pacific Office Automation Headquarters	\$1,567.84
2/3/20	V2020-071	ENDURIS	\$488.00
2/3/20	V2020-072	POA Leasing - PA	\$734.52
2/3/20	V2020-073	Matt Rosenthal	\$36.36
2/3/20	V2020-075	HOME DEPOT	\$1,026.33
2/3/20	V2020-074	Olympic Landscape LLC	\$64.46
2/3/20	V2020-076	Anthony Voves	\$300.00
2/3/20	V2020-077	Jak McLellan	\$225.00
2/3/20	V2020-078	Cole Rushforth	\$345.00
2/3/20	V2020-079	Jude Endsley	\$750.00



Payment Count: 39  
Payment Total: \$223,350.66

**CERTIFICATION**

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

 _____ Authorized District Official Signature	<u>2/4/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>2/4/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>2/4/2020</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 Recieved on \_\_\_\_\_  
Batch Verified by \_\_\_\_\_





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## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Doug Nelson, Executive Director  
**Date:** February 18, 2020  
**Subject:** **Sponsorship Consultant for Community Recreation Center Project**

### **Background/Analysis:**

Over the years PenMet Parks has developed various partnerships and relationships to garner sponsorship support for various programs, events, services, and amenities. While these efforts have served the district well, the Community Recreation Center project and other future endeavors warrant consideration for a higher level of sponsorship support. PenMet Parks will also benefit greatly by installing and implementing best practices for an on-going sponsorship program.

### **Recommendation**

Staff recommends the Board of Commissioners approve going forward with an RFQ and search for a Sponsorship Consultant for the Community Recreation Center Project.

### **Policy Implications/Support**

PenMet Staff and Commissioners alike have expressed the need for a more robust and professionally designed sponsorship program for the Community Recreation Center project.

### **Motion**

I move to approve going forward with an RFQ and search for a Sponsorship Consultant for the Community Recreation Center Project.

### **Staff Contact**

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: 253-858-3408 or via e-mail at [dnelson@PenMetParks.org](mailto:dnelson@PenMetParks.org)



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## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Doug Nelson, Executive Director  
**Date:** February 18, 2020  
**Subject:** **Contracted Consultant to serve on the Design Firm Selection Panel**

### **Background/Analysis:**

PenMet Parks completed the purchase of the Performance Golf property on December 13<sup>th</sup>, 2019. Based on prior research and a preliminary design process, the District then went to work on the Request for Qualifications (RFQ) for the next phase of architectural design. The design selection process will result in the selection of a highly qualified firm, and then ultimately lead to bid-ready documents for construction. PenMet Parks staff members have used internal and external expertise and resources to complete the RFQ and will continue to be thorough and diligent as the project moves forward. The design firm selection process will include a panel of internal and external personnel. It is PenMet's desire to procure a qualified consultant to serve on the selection panel and monitor such details as; communication records, design firm Q & A, documentation, and scoring matrix.

### **Recommendation**

Staff recommends the Board of Commissioners approve going forward with the selection of a contracted consultant to serve on the Design Firm Selection Panel.

### **Policy Implication/Support**

At the Park Board Study Session on February 4<sup>th</sup>, Commissioners voiced support of qualified resources to be used to craft the RFQ and agreed that similar resource options should be considered for the design firm selection panel.

### **Motion**

I move to approve going forward with the selection of a contracted consultant to serve on the Design Firm Selection Panel.

### **Staff Contact**

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: 253-858-3408 or via e-mail at [dnelson@PenMetParks.org](mailto:dnelson@PenMetParks.org)