



**GENERAL GOVERNMENT COMMITTEE
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Conference
Room, 555 Israel Rd. SW, Tumwater, WA
98501**

**Wednesday, April 12, 2023
8:00 AM**

1. Call to Order
2. Roll Call
- [3.](#) Approval of Minutes: General Government Committee, March 8, 2023
- [4.](#) Ordinance No. O2023-008, Amending Title 2 of the Tumwater Municipal Code, Adding Chapter 2.54, General Guidelines for Advisory Boards and Commissions (John Doan)
- [5.](#) Community Center Update (Chuck Denney)
6. Additional Items
7. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/83247524754?pwd=a09EY0xGaS8zTIJkc2l3WmpldTJFZz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 832 4752 4754 and Passcode 050535.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please

contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
March 8, 2023 Page 1**

CONVENE: 8:00 a.m.

PRESENT: Chair Michael Althausser and Councilmembers Joan Cathey and Leatta Dahlhoff.

Staff: Finance Director Troy Niemeyer, Planning Manager Brad Medrud, and Associate Planner Erika Smith-Erickson.

**APPROVAL OF MINUTES:
GENERAL GOVERNMENT
COMMITTEE, FEBRUARY 8,
2023:**

MOTION: **Councilmember Cathey moved, seconded by Councilmember Dahlhoff, to approve the minutes of February 8, 2023 as published. A voice vote approved the motion unanimously.**

**CAPITAL AGREEMENT
WITH THE WASHINGTON
STATE DEPARTMENT OF
COMMERCE FOR THE
PUGET SOUND HABITAT FOR
HUMANITY TÂLÍCN
TOWNHOMES – CONNECTING
HOUSING TO
INFRASTRUCTURE
PROGRAM (CHIP)**

&

**ASSIGNMENT OF
AGREEMENT WITH SOUTH
PUGET SOUND HABITAT FOR
THE HUMANITY TÂLÍCN
TOWNHOMES – CONNECTING
HOUSING TO
INFRASTRUCTURE
PROGRAM (CHIP)**

Manager Medrud reported the two proposals are related with the first proposal a Capital Agreement with the Washington Department of Commerce for the Puget Sound Habitat for Humanity Tâlicn Townhomes project. The agreement is a contract with the Department of Commerce for the Connecting Housing with Infrastructure Program (CHIP). The City was able to collaborate with South Sound Habitat for Humanity to receive a grant to offset the cost of utility improvements required for the project. The grant award is \$726,000. The second proposal is an assignment transferring the grant from the City of Tumwater to South Puget Sound Habitat for Humanity to pay for those infrastructure improvements. The City is responsible for managing the grant and satisfying reporting requirements.

The committee is requested to schedule both agreements for the March 21, 2023 City Council consent calendar with a recommendation of approval.

Director Niemeyer reported the funds were awarded from ARPA funding the state received. The City and Habitat for Humanity were required to apply jointly as the City serves as the pass through entity for Habitat for Humanity. The City is responsible for managing the grant, documenting information, and auditing the process. Habitat for Humanity applied for the grant with the Department of Commerce preparing the application. The City worked with Habitat for Humanity to prepare information for the grant application.

MOTION: **Councilmember Dahlhoff moved, seconded by Chair Althausser, to schedule the Capital Agreement with the**

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
March 8, 2023 Page 2**

Washington State Department Of Commerce for the Puget Sound Habitat For Humanity Tâlicn Townhomes – Connecting Housing to Infrastructure Program (Chip) for the March 21, 2023 City Council consent calendar with a recommendation of approval. A voice vote approved the motion unanimously.

MOTION:

Councilmember Cathey moved, seconded by Chair Althausser, to schedule Assignment of Agreement With South Puget Sound Habitat For The Humanity Tâlicn Townhomes – Connecting Housing To Infrastructure Program (Chip) for the March 21, 2023 City Council consent calendar with a re3commendatin of approval. A voice vote approved the motion unanimously.

**STREET TREE PLAN AND
TMC 12.24 STREET TREES
UPDATE:**

Manager Medrud reported the update on the Street Tree Plan will include a review of some topics generated from discussions with the Tree Board, Planning Commission, and the public.

The update of the Street Tree Plan was identified as an action in the Urban Forestry Management Plan in addition to other updates to codes to support the plan.

The consultant completed a gap analysis of City codes and documentation and recommended some updates. The consultant also assisted in developing the Public Participation Plan for the three updates.

The 2002 Street Tree Plan was intended to address in detail street trees within the City. Additional documents in the new plan will assist property owners in how to maintain street trees, as well as more details for larger organizations, such as Puget Sound Energy for line maintenance. The plan covers tree care and preservation, includes a list of acceptable street tree species, and includes details on proper planting and initial care.

Discussions were initiated with the Tree Board and the Planning Commission beginning in January. One priority topic is the definition of a street tree as street tree locations vary throughout the City creating different sets of circumstances. The update evaluates how to address different issues for maintenance of all street trees. Another topic is maintenance responsibility of street trees. Under the current code, adjacent property owners are responsible for the upkeep and maintenance of street trees in the right-of-way in front of a house or business. In some cases, maintenance can be a burden for property owners as some may lack the resources to ensure trees are adequately maintained. As

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
March 8, 2023 Page 3**

part of the Council discussion, potential programs to provide support to those who may need additional assistance and the threshold for providing assistance will be reviewed.

During the 2018 street tree inventory, over half of all street trees in the public right-of-way are affected by infrastructure, such as raised sidewalks or damaged curbs.

Councilmember Cathey asked whether existing trees in public right-of-ways abutting private property would be removed and replanted with appropriate trees species. Manager Medrud explained that the intent of the plan is to guide the planting of new street trees in new development and address issues of existing trees and ongoing pruning and maintenance of existing trees. The plan does speak to removal of existing problem trees. Street trees that have caused infrastructure damage would be handled on a case-by-case basis. The Tree Board and the Planning Commission visited several sites throughout the City. In some areas, it is likely the trees would need to be removed because the location is not conducive to either the tree or infrastructure. In some areas, it might not be necessary to remove the tree but resolve the issue through other options. Following the removal of trees, the disposition of a tree or trees would be evaluated to determine whether the trees could be replanted in another area.

Street trees are defined as a tree planted along the edge of a right-of-way or easement or just inside a lot or a parcel from the right-of-way easement of a variety approved by such placement. Another consideration is trees located in unimproved right-of-ways. Trees located outside right-of-ways are not addressed in the plan but are addressed in other City codes.

Councilmember Dahlhoff asked whether specific species of trees are creating infrastructure damage. She questioned the practice of planting trees in areas that might result in damage in the future. Manager Medrud advised that in some circumstances, small spaces allocated for a tree are not sufficient to support the tree over the long term. The issue may also pertain to the selection of the tree species. Smaller trees in the right-of-way are often more appropriate than larger species of trees. Staff is exploring the definition of a tree well along a boulevard. In some older developments, grass encroaches trees potentially damaging trees by mowing too close. During the tour, many locations were planted with the appropriate species of tree but the planting method was not appropriate. Additionally, another issue of discussion is the need to provide some level of irrigation to

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
March 8, 2023 Page 4**

establish trees in some locations. Staff is identifying species that can thrive without the need for irrigation to the extent possible.

Other proposed updates include jurisdiction and authority established by the ordinance, prohibited tree species, nuisance trees, removal of stumps and roots, and enforcement. Issues of particular discussion by the Council include responsibilities and assistance to property owners and enforcement of the code.

Councilmember Cathey commented on the importance of multiple tree plantings as trees communicate and share resources through underground root networks.

Manager Medrud reported the update also includes potential changes for permits for tree removal, ongoing management standards, consistency with other codes, and code violation updates.

The first of three community conversations was held last week with the second scheduled on March 20, 2023 at 7 p.m. at the Tumwater Fire Station Training Room both virtually and in-person. The last meeting is scheduled on April 17, 2023 at 7:00 p.m. at the same location. Additionally, several stakeholder meetings were convened internally with maintenance staff to review the update. A second meeting is scheduled later in the day. The intent is completing the draft plan and ordinance for review by the Planning Commission in June to meet the requirements of the grant awarded to the City by the Department of Natural Resources.

LANDSCAPE CODE UPDATE:

Manager Medrud briefed members on the status of the update to the landscape code. The landscape code addresses new or redevelopment of property for industrial, commercial, multifamily projects, or large public projects. The code does not apply to single-family dwellings except for common areas within a new housing development.

The gap analysis reflects some changes in practices and other factors that would benefit the landscape code. It is also important to ensure the code is practical and feasible for both staff and the development community.

The update draws from a number of sources such as the Urban Forestry Management Plan, City policies, Tumwater Comprehensive Plan, and Subarea Plans. Each has a varying degree of requirements and expectations. Landscaping plays a

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
March 8, 2023 Page 5**

number of roles from aesthetics, buffering different land uses, stormwater retention, and the planting of new trees.

Councilmember Cathey offered the suggestion of adding preservation to the code. Manager Medrud explained that the three-code update process includes tree preservation and the retention of existing trees within new development projects as well as incorporating existing trees within landscaping requirements. The City also requires open space requirements for all projects with a specific percentage of a site set-aside for active and passive open space. The landscaping code oversees landscaping within open space areas.

Manager Medrud added that in addition to the updates, staff is exploring ways to improve the interaction with the City's stormwater code with the landscaping code. Areas required for landscaping should function to support the stormwater system while stormwater facilities are landscaped to produce useable space or planted to improve the aesthetics of the facility or provide other benefits. Other aspects of the code update are landscaping and other site design elements and how they work together.

In addition to code updates, staff is reviewing the Development Guide and potential updates of the guide to support changes in codes. For example, staff is exploring ways to encourage and support the City's Tree City designation, habitat efforts, possible changes to illumination in landscaped areas, interaction with street trees, requirements for irrigation to support water conservation efforts, alternative landscaping methods, prioritization of native and Northwest adapted plants requiring reduced irrigation, composting, plants that attract bees and pollinators in appropriate areas, and balancing ecological needs with environmental design. Other programs are under review from the Department of Fish and Wildlife and the Department of Natural Resources for consideration within the update process.

Key issues from the gap analysis include exploring multipurpose landscape opportunities (stormwater, buffering, tree preservation), innovative and flexibility in standards while achieving goals, sustainable reuse (topsoil, water, etc.), design flexibility involving native plants, water conservation, habitat preservation, and crime prevention through environmental design.

Community conversations for the landscape code update are scheduled with a focus on water conservation, minimizing impervious surfaces, ways to reduce turf and grass to the extent

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
March 8, 2023 Page 6**

possible, and landscaping development regulations for single-family housing.

Councilmember Cathey recommended including consideration of rain gardens. Manager Medrud said staff is promoting more discussion with engineers designing stormwater facilities to include more features, as well as with landscape designers who select the plants. It is also important to ensure rain gardens are maintained to serve both the stormwater function and remain aesthetically pleasing.

Dates for the community conversations include March 13, 2023 at 7 p.m. at the Fire Station Training Room with a virtual attendance option. The second meeting is scheduled for April 3, 2023 at 7 p.m. at the same location. Staff plans to present a draft of the landscaping code in July/August. The Tumwater Tree City website at www.tumwatertreecity.com includes information on the three updates for tree preservation, street trees, and landscaping.

Councilmember Dahlhoff recommended scheduling a joint meeting with the City Council, Tree Board, and the Planning Commission. Manager Medrud affirmed joint meetings would be scheduled for the updates on the tree preservation and street tree codes but not the landscaping code at this time.

Councilmember Cathey mentioned community comments and questions about the City's efforts on water conservation and encouraging the community to conserve water despite the City's approval of a development proposal that will use a substantial amount of water and is known to cause pollution. Manager Medrud affirmed that staff is aware of community comments related to the project as well as other comments not related to the project.

**CONTRACT AWARD FOR
PHASE 3 GRANT WITH WDFW
FOR BUSH PRAIRIE HCP AND
HCP UPDATE:**

Manager Medrud reported the contract with the Department of Fish and Wildlife (WDFW) for Phase 3 of the Habitat Conservation Plan (HCP) has been drafted. Phase 2 of the project is winding down. The grant for Phase 2 was awarded in 2018. Staff is considering a possible extension as funding is available within the grant to cover environmental review of the HCP.

The Phase 3 grant is intended to fund the completion of the plan and many activities necessary over the next year to prepare for implementation actions in the HCP. The scope of the contract identifies those actions. The grant is for \$225,000 from U.S. Fish and Wildlife Service and is managed by WDFW. A match is

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
March 8, 2023 Page 7**

required by the City and the Port to be split evenly consisting of cash and staff support. A portion of the grant will fund technical assistance provided by WDFW. WDFW will provide a match for those funds.

Staff recommends the committee forward the proposal to the City Council consent calendar at the March 21, 2023 meeting.

Manager Medrud added that a working draft of the HCP received comments from WDFW and U.S. Fish and Wildlife Service. Staff responded to those comments. A stakeholder process is restarting with the first meeting scheduled in March followed by another meeting in April. Stakeholder members represent approximately 35 organizations in the community and all members received a copy of the draft HCP. Staff anticipates scheduling a community meeting to afford an opportunity for the greater community to receive and discuss the draft HCP.

MOTION:

Councilmember Dahlhoff moved, seconded by Councilmember Cathey, to recommend approval and schedule Contract Award For Phase 3 Grant with WDFW For Bush Prairie HCP and HCP Update on the consent calendar at the March 21, 2023 Council meeting for Council consideration. A voice vote approved the motion unanimously.

ADJOURNMENT:

With there being no further business, Chair Althausen adjourned the meeting at 9:02 a.m.

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

TO: General Government Committee
FROM: John Doan, City Administrator
DATE: April 12, 2023
SUBJECT: Ordinance No. O2023-008, Amending Title 2 of the Tumwater Municipal Code, Adding Chapter 2.54, General Guidelines for Advisory Boards and Commissions

1) Recommended Action:

Review the proposed ordinance, provide input to staff, and make a recommendation to the full Council for adoption.

2) Background:

Current provisions for most of the City's boards and commissions do not provide authority or a process for removal of any member for failure to perform. The exception being the Planning Commission which is dictated by statute. The attached ordinance establishes a uniform process for removal of members of any advisory board, commission, task force, and other multi-member body created by the City Council. The action by the Mayor requires approval of the City Council.

This ordinance also clarifies that members are subject to applicable state and local laws, rules and regulations, including ethics provisions. This is important because City board and commission members are increasingly involved in activities (spending decisions, certificates of approval, budgets, artist commissions, etc.) which could create opportunities for conflicts of interest.

3) Policy Support:

Strategic Priority: Refine and Sustain a Great Organization

4) Alternatives:

- ☐ Do not recommend approval
 - ☐ Modify the ordinance
-

5) Fiscal Notes:

There is minimal cost to this ordinance and it avoids potential pitfalls at a later time.

6) Attachments:

- A. Draft Ordinance No. O2023-008, Amending Title 2 of the Tumwater Municipal Code, Adding Chapter 2.54, General Guidelines for Advisory Boards and Commissions

ORDINANCE NO. O2023-008

AN ORDINANCE of the City Council of the City of Tumwater, Washington, amending Title 2, Administration and Personnel, of the Tumwater Municipal Code, adding a new Chapter 2.54, General Guidelines for Advisory Boards and Commissions, to provide general guidelines governing City advisory boards and commissions and creating a uniform process for removal of members as more particularly described herein.

WHEREAS, the City has authority to create boards and commissions; and

WHEREAS, the City has established the following Boards and Commissions: Planning Commission, Historic Preservation Commission, Tree Board, Civil Service Commission, Board of Park Commissioners, LEOFF Plan I Disability Board, and Lodging Tax Advisory Committee; and

WHEREAS, the City wishes to ensure boards and commissions have rules to govern their proceedings and to create a uniform process to govern the removal of members of advisory boards and commissions;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUMWATER, STATE OF WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.54, General Guidelines for Advisory Boards and Commissions, is hereby added to the Tumwater Municipal Code to read as follows:

Chapter 2.54

GENERAL GUIDELINES FOR ADVISORY BOARDS AND COMMISSIONS

Sections:

- 2.54.010 Applicability of Chapter.
- 2.54.020 Creation of Rules
- 2.54.030 Removal of Members.

2.54.010 Applicability of Chapter.

The provisions of this chapter shall apply to each advisory board, commission, committee, task force, or other multi-member body created by the city council, except as otherwise provided by city code or where in conflict with state law.

Each member of a board, commission, committee, task force or other multi-member body appointed by the city council shall comply with applicable state and local laws, rules, and regulations including the City of Tumwater Employee Code of Ethics.

2.54.020 Creation of Rules.

Each advisory board, commission, committee, task force, or other multi-member body shall establish, adopt and comply with its own rules of procedure.

2.54.030 Removal of Members.

- A. The mayor may remove a member of a board, commission, committee, task force, or other multi-member body at any time with approval of a majority of the city council.
- B. Vacancies for the remainder of an unexpired term shall be filled in the same manner in which the original appointment was made.

Section 2. Section 2.72.030, Terms of commissioners – Filling vacancies, of the Tumwater Municipal Code shall be amended as follows:

2.72.030 Terms of commissioners – Filling vacancies.

The first commissioners appointed and those appointed to newly created positions shall determine by lot whose term shall expire in one, two and three years respectively, and their terms shall begin after their appointment has been approved by the city council, and upon taking the usual oath of qualification. The terms of office, except the first, shall begin on the first Monday in June, and, at the expiration of each commissioner's term, the mayor shall appoint, with the consent of the city council, one member for a three-year term. ~~Members of the board may be removed at any time by the mayor, with the approval of five members of the council, and vacancies for the remainder of unexpired terms shall be filled in the same manner in which the original appointments are made.~~

(Ord. O2007-011, Amended, 07/17/2007; Ord. 636, Added, 02/06/1973)

Section 3. Corrections. The City Clerk and codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not

limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 5. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 6. Effective Date. This ordinance shall become effective thirty (30) days after passage, approval and publication as provided by law.

ADOPTED this _____ day of _____, 2023.

CITY OF TUMWATER

Debbie Sullivan, Mayor

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

Published:_____

Effective Date:_____

Ordinance No. O2023-008 - Page 3 of 3

TO: General Government Committee
FROM: Chuck Denney, Parks and Recreation Director
DATE: Wednesday, April 12, 2023
SUBJECT: Community Center Update

1) Recommended Action:

Information Item

2) Background:

The City of Tumwater has received Statements of Qualifications (SOQs) from six qualified firms interested in providing professional services for the preliminary design of a new community center. The City has an adopted budget of 12 million dollars for the construction of the community center. This planning and design project will define what elements are included in the facility. Working with City staff and the community, there will be an evaluation of needs and building designs. It is anticipated that the facility will contain spaces that are multi-use/multi-functional and could support sports, dance, performance, child care, senior services, arts, classes/meetings, and special events. The space must provide for community center and support staff, concession area, reception area, and adequate storage areas. Design must meet goals of equity, inclusion, accessibility, flexibility, sustainability, affordability, and climate resiliency. The space should also be evaluated for acting as an emergency shelter or support facility during local disasters. The SOQ was issued in the fall of 2022 and delayed until spring of 2023.

3) Policy Support:

Council Goal: Plan and site new Community Center.

4) Alternatives:

☐ Discussion Item

5) Fiscal Notes:

Tumwater Metropolitan Park District: \$12 million

6) Attachments:

A. Request for Qualifications

**CITY OF TUMWATER
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES**

COMMUNITY CENTER PLANNING AND DESIGN

I. PURPOSE OF REQUEST

The City of Tumwater ("City") is soliciting statements of qualifications and performance data from architects and engineers in connection with performing services for the City pursuant to Chapter 39.80 RCW. The City's needs are outlined in the following Request for Qualifications ("RFQ").

II. BACKGROUND

The City of Tumwater recognizes that there is a lack of indoor recreation facilities in the community. The City currently operates a part-time senior center and senior food program in an existing facility. Various outdoor recreational opportunities are available in the City of Tumwater, but indoor community facilities are very limited. A community center is a much needed facility and the City of Tumwater voters approved a Metropolitan Park District (MPD) in 2018 and it began collecting revenue in 2020. The MPD was authorized to collect \$0.75/\$1,000; with the first \$0.45 being imposed in 2020 to fund park maintenance, new park facilities, arts and recreation programs, trails, and land acquisition for a community center. The MPD was authorized to impose the remaining \$0.30/\$1,000 in 2025 for community center construction. At the time, the estimated budget for the community center was \$12 million, which includes the design fees.

The City recognized there are many different elements that could be included in a community center and a range of scales for a facility. Beyond committing that the facility would not initially include an aquatic component, but would provide expansion space for possible future inclusion of aquatic facilities, no other priorities were established. It is expected that the existing senior center program will be moved to the new facility. Depending on the design and scope, it is anticipated that the new center will allow for future phases to be added. The City anticipates that some use of the center could be revenue generating in order to help cover costs of construction and/or operations.

Following selection of a design firm and subject matter experts, the City anticipates working with the firm to develop conceptual design criteria with the public and elected officials that can be used to drive property acquisition. When property is

acquired, the City and design firm would work with the community to create conceptual designs that work for that site and address unique site-specific conditions. Following the selection of that conceptual site-specific design, the City would contract for detailed project-specific architecture, engineering, and contract specifications.

III. TIME SCHEDULE

The City will follow the following timetable:

Issue RFQ	9/29/2022
Deadline for Submittal of Responses to RFQ	10/21/2022
Selection of Firms to Interview	4/11/2023
Interview Firms	4/20/2023
Notify Firm Selected	4/21/2023

IV. INSTRUCTIONS TO PROPOSERS

- A. All responses to RFQs will be accepted electronically and shall be sent to:

Chuck Denney, Parks and Recreation Director:
cdenney@ci.tumwater.wa.us

- B. Closing date for questions is 4:00 p.m. Pacific time on October 19, 2022. Emailed proposals must be received on or before 4:00 p.m. Pacific time on October 21, 2022. All proposals should indicate "Tumwater Community Center RFQ" in the email subject line.
- C. Statement of Qualifications (SOQ)s should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Submittals should not exceed 20 one-sided pages.
- D. Chuck Denney, Parks and Recreation Director or representative will notify the firm selected by [date].
- E. Any questions concerning the City's specifications or RFQ process shall be directed to Chuck Denney, Parks and Recreation Director.
- F. All SOQs must include the following information:

- Qualifications of key personnel who will be actively working on the project
- Relevant experience with community center planning/design (three relevant projects completed in the last 5 years)
- Suggested project approach
- Three client references from municipal agencies for which the firm has completed similar services led by the proposed project manager.
- Experience in assessing community needs and conducting surveys with various tools for community engagement
- Innovative and sustainable ideas and design that meet the community objectives
- Demonstrated ability to meet project schedule and estimate budget from similar projects (provide information from previous projects showing estimated cost and final project cost)
- Experience in benchmarking against other successful, financially sustainable recreation facilities
- Demonstrated expertise in producing compelling visual graphics/video of the design
- Experience with “green” and sustainable design
- Limit submittals to no more than 20 pages

Other factors important to Tumwater include:

- Environmental sustainability and energy usage – it is anticipated that this will be an all-electric facility
- Operating cost and revenue potential
- Ability to manage the project budget during the design process and develop a project that fits within the projected budget.
- Experience in community planning meetings both in-person and virtually

V. SELECTION CRITERIA

SOQs will be evaluated as follows:

<u>Factor Given</u>	<u>Weight</u>
a. Responsiveness of the SOQ to the purpose and scope of services.	40%

b. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	50%
c. References, key personnel.	<u>10%</u>
Total Criteria Weight	100%

Each SOQ will be independently evaluated on factors a through c.

VI. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all SOQs, and to waive minor irregularities in any SOQ.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.
- D. Any SOQ may be withdrawn up until the date and time set above for opening of the SOQs. Any SOQ not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the City the services described in the attached specifications, or until one or more of the SOQs have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a SOQ by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- G. The City reserves the right to retain the services of the successful Consultant for any subsequent phases associated with this project including preliminary and final design.

VII. SCOPE OF SERVICES

The City of Tumwater is requesting SOQs from qualified firms interested in providing professional services for the preliminary design of a new community center. The City has an adopted budget of \$12 million dollars for the construction of the community center. This planning and design project will define what elements are included in the facility. Working with City staff and the community, there will be an evaluation of needs and building designs. It is anticipated that the facility will contain spaces that are multi-use/multi-functional and could support sports, dance, performance, child care, senior services, arts, classes/meetings and special events. The space must provide for community center and support staff, concession area, reception area and adequate storage areas. Design must meet goals of equity, inclusion, accessibility, flexibility, sustainability, affordability and climate resiliency. The space should also be evaluated for acting as an emergency shelter or support facility during local disasters.

The successful candidate shall be able to demonstrate experience and skills to complete the following tasks:

1. The consultant team must have demonstrated experience in the architectural design of community centers.
2. Demonstrated experience leading a public involvement process.
It is anticipated that there will be up to three public work sessions and a community survey.
3. Demonstrated ability to guide the development of a preliminary financial plan for construction and operation.
4. Demonstrated ability to develop conceptual drawings and video with a sufficient level of detail to support public information efforts.
5. Develop criteria for building site selection
6. Demonstrated ability to work with City staff, elected officials and the public.
7. Ability to prepare drawings, permit documents, and specifications sufficient for applicable permit applications and bidding consistent with City standards and requirements.

VIII. COMPENSATION

- A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with

the firm selected, negotiations with that firm will terminate and the City may select another firm.

- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION

This RFQ shall be published as follows:

Name of Publication:

Dates:

The Olympian

October 4 and 11, 2022