



PARKS AND RECREATION COMMISSION MEETING AGENDA

**Online via Zoom and In Person at
Tumwater Fire Department
Headquarters, Training Room, 311 Israel
Rd. SW, Tumwater, WA 98501**

**Wednesday, October 19, 2022
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) 06/15/2022 Meeting
5. Public Comment
- [6.](#) Community Center Design
- [7.](#) 2022 Parks and Recreation Commission Budget
- [8.](#) Tumwater Arts and Programs
9. Next Meeting Date - 11/16/2022
10. Adjourn

Meeting Information

The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/81488706717?pwd=WXhPZWZF1NWdaRkw3ajBqaGFVdIFZdz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 814 8870 6717 and Passcode 398125.

Public Comment

The public may submit comments by sending an email to sklein@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission 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.

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CONVENE: 7:00 p.m.

PRESENT: Chair Erin Carrier and Commissioners Mike Culley, Amy Hargrove, and Kelly Von Holtz.

Excused Absence: Commissioners Bill Kallappa II, Shane Harrington, and Stacy Brown.

Staff: Parks and Recreation Director Chuck Denney, Parks and Facilities Manager Stan Osborn, Recreation Manager Todd Anderson, and Arts Specialist Brittany Bowman.

CHANGES TO AGENDA: Chair Carrier added a discussion on the PARC Foundation.

**APPROVAL OF MINUTES:
NOVEMBER 17, 2021**

MOTION: Commissioner Hargrove moved, seconded by Commissioner Von Holtz, to approve the minutes of November 17, 2021 as published. A voice vote approved the motion unanimously.

APPROVAL OF MINUTES: APRIL 20, 2022: Commissioner Hargrove moved, seconded by Commissioner Von Holtz, to approve the minutes of April 20, 2022 as published. A voice vote approved the motion unanimously.

PUBLIC COMMENT: There were no public comments.

REGIONAL AQUATICS FACILITY STUDY: Director Denney reported the City of Olympia contributed \$100,000 to complete a feasibility study on an aquatic center for the region. The effort involved regional stakeholders to discuss the need for aquatics in Thurston County and the type of facility to meet the needs. Regional stakeholders included the cities of Lacey, Olympia, and Tumwater, local school districts, Thurston Economic Development Council, Experience Olympia and Beyond (VCB), Olympia Parks and Recreation Advisory Committee, The Evergreen State College, The Evergreen Swim Club, PARC Foundation of Thurston County, South Sound YMCA, and citizens at large from the region representing exercise, competition, and play interests.

A Request for Qualifications (RFQ) was released for the study consultant. Barker Rinker Seacat Architecture, specializing in municipal recreational and community centers, was selected to complete the feasibility study. The feasibility study documented the need and the type of aquatic center in Thurston County. The immediate service area was determined to be Olympia and Tumwater with the primary service areas serving Olympia,

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Tumwater, Lacey, and North Thurston School District, with the second service area serving Thurston County. A market assessment identified the median age, median income, number of households, and existing aquatic facilities in the region.

Two regional surveys were conducted as well as multiple meetings with stakeholders from local school districts/colleges/universities, user groups, non-profits, and interested citizens. Because of COVID-19 and closures, the study was extended past the original completion date with final documents submitted late in 2021.

Director Denney identified existing aquatic facilities within the region.

Director Denney reviewed the survey results:

- When you heard about the Regional Aquatics Feasibility Study, your first reaction was:
 - Enthusiastically Support – 90.3%
 - Moderately Support – 7%
 - Not Supportive – .7%
 - Enthusiastically Non Support – .8%
 - Undecided – 1.10%
- Do you or members of your household use local pools or participate in aquatic programs?
 - Yes – 71.20%
 - No – 28.80%
- What about the current local public aquatic facility offerings are most appealing to you?
 - Proximity to work – 18.70%
 - Competitive Fee – 8.90%
 - Space & Equipment desired – 17.50%
 - Programs and Services – 22.4%
 - Only Facility – 32.5%
- Which statement best represents how existing pools that you are currently using meet your household needs?
 - All needs – 4.8%
 - Some needs – 55.2%
 - Very few needs – 40%
- Why do you or members of your household not use local pools or participate in aquatic programs? Top 3 results:
 - Not convenient
 - Cost

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- Too crowded

- Please choose your two most desired types of aquatic features:
 - Indoor leisure
 - Indoor (lap or competitive)

The survey participant's most popular aquatic components within an aquatics center included warm leisure water, therapy pool, spa/hot tub, play structure, waterslide, lazy river, and sauna. The top three amenities by survey participants were an area or fitness program, lazy river, and water playground. The top three program offerings selected by survey participants were recreational swimming, group/private lessons, and lap swim.

- If a new facility had the components that were most important to you and your household how frequently would you use the facility?
 - Several times/week – 50.1%
 - Once/week – 27.4%
 - Few times/month – 19%
 - Less than once/month – 3.2%
 - Never - .6%
- In your opinion, how important is it for the City of Olympia and their partners to develop a new aquatic facility?
 - 4-6 years – 89.1%
 - 7-10 years – 7.7%
 - 11+ years – .8%
 - Not a priority – 1/4%
 - No opinion – 1%

Director Denney reported that building an aquatics center is expensive but ongoing operations and maintenance also incur ongoing costs. In terms of balancing the ongoing costs of operations and maintenance, the study evaluated high revenue generators of leisure pools, weight/cardiovascular/aerobics/dance areas, gym, and track with lower revenue generators of senior areas, administrative/support areas, youth rooms, locker rooms, kitchen, meeting rooms, and competitive pools. Based on a balance of both high and low revenue generators, the following facility scenario was forwarded to survey participants and interested survey participants of a 5,000 square-foot leisure pool with an additional indoor 6-lane lap pool, LEED Silver construction, a party room, a 25-person multi-purpose classroom, lobby and reception areas, and locker rooms and restrooms.

Director Denney shared photographs of entry areas, pool areas, locker rooms, and community areas (indoor/outdoor) of an aquatic facility in Colorado.

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The consultant developed two project scenarios of either a single building at a cost of \$35 million or two buildings at \$15 to \$20 million for each building. The partners agreed to pursue a single building scenario and developed two options. Director Denney described the components of each option. The advisory committee selected Option 1 with total projected expenses of \$2.3 million and projected revenues of \$1.2 million, leaving an operational deficit of approximately \$1.1 million, which is typical for an aquatic facility. A three-city partnership would be more affordable for each jurisdiction at a cost of \$320,000 annually to operate the facility.

Director Denney shared numerous photographs of competitive pools, waterslides, play structures, and other facility amenities. Several facility design scenarios were shared with the Commission. The Olympia Parks and Recreation Department presented the information to the Olympia City Council. The Olympia City Council supported the proposal and the City of Olympia continues efforts with the City of Tumwater on a holding pattern as it works on the next biennium budget.

Commissioner Culley asked about the locations considered in Tumwater. Director Denney said no locations have been disclosed because of the potential for property acquisition.

Director Denney advised that staff is releasing a RFQ in the next several weeks for a community center design, which is funded through the Metropolitan Park District. The design process would be similar to the aquatics center process with community meetings and an advisory committee to determine programming and building components of a community center. Construction of a community center is forecasted in 2025.

**ARTS SPECIALIST
UPDATE:**

Manager Anderson reported that prior to the pandemic the City had formed an Arts Task Force of approximately 30 individuals comprised of artists, business owners, students, Councilmembers, school representatives, and other community members. The task force met to discuss adding art in the community. The City hired an art intern to assist the effort. The task force met monthly until the pandemic closed the City. The goal of the task force was the creation of an arts survey to assist the City in developing an art program. The arts survey was completed and released during the pandemic generating a good response. The City supported the hiring of an arts specialist position to assist in launching the City's art program. The City recently hired Brittany Bowman as the City's first Arts Specialist in the Parks and Recreation Department.

Arts Specialist Bowman shared information on her experience and background. She was raised in Texas and attended the University of North

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Texas in Denton, Texas. The City of Denton has an active arts community and conducts an annual arts and jazz festival at the art school. She received a degree in Arts History with a minor in English. Over the next decade, she worked with youth as a fourth grade teacher. During the pandemic, she moved to Washington and applied for the position to enable her to focus on art. Her main focus is developing a master arts plan for the City to include establishment of an Arts Commission. The Commission will direct most of her duties. In the interim she is working with Parks and Recreation staff on ways to add art into different City events, as well as and supporting local artists.

The City is sponsoring its first Fall Festival on October 1, 2022 from 10 a.m. to 5 p.m. The City is partnering with the Olympia Tumwater Foundation to host the event at the Brewery Park at Tumwater Falls. The festival will feature an art fair, music, salmon demonstration, and food.

Director Denney reported the City recently completed interviews for the new Recreation Coordinator position funded by the Tumwater Metropolitan Park District. The hiring was delayed because of COVID and the reduction in programming. Many good candidates from many different areas applied for the position. The position was offered to a candidate from California.

**PARKS AND
RECREATION
COMMISSION
BUDGET:**

Director Denney presented information for a proposed funding request. The proposed budget has not been finalized at this time. The Commission's budget is approximately \$40,000 to expend prior to the end of 2022. The proposed trail project would likely require \$15,000 to \$18,000 leaving the Commission with approximately more than \$20,000. Between Facilities and Recreation, a number of proposals will be forthcoming. The proposed trail project will have a substantial impact on Tumwater and the parks system.

The project involves Tumwater Hill Neighborhood Park, a 35-acre park with the largest stand of trees within the City limits. The park is scheduled to have a restroom installed in the summer. The park is surrounded by four different trail segments with five trailheads at different locations. The trail loops around the park. Several years ago, staff worked with the Somerset neighborhood on a piece of property owned by the homeowners association. The association eventually donated the property to Tumwater. The plan adds a trail from Crosby Boulevard to the Somerset neighborhood to provide access to the park on Tumwater Hill enabling access to the trail system around the entire hill to the park. The trail is targeted for construction in August.

Today, none of the trailheads have signage and some have dog waste stations at the entrance of trailheads. The trailheads are mainly designated by the trail path. The plan is to develop a City of Tumwater parks trailhead

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design. Director Denney presented an illustration of the proposed design comprised of a trailhead sign, large boulders, and an entry split-rail fence with some form of landscaping. The City is currently revamping its logo. He is working with a company at Mottman Industrial Park to develop signs for each trail. The six designs will include a star designating the location of the trail used for orientation within the entire hill trail system. A local landscape architect assisted staff in preparing the design.

Manager Anderson noted that one of the Screen on the Green movie nights will be held at Tumwater Hill Neighborhood Park on the last Friday in July. The City plans to begin rotating the location of the movies at different park venues throughout the City.

Director Denney advised of the delay in presenting the Preserve Park design plan until the next meeting. The schedule calls for releasing the construction bid by mid-July. The park should be completed by the end of the summer. The shelter and the playground have been ordered. The City will be installing a 17,000 pound concrete in-ground slide. The park will feature a picnic shelter, zip line, and play area.

PARC FOUNDATION: Chair Carrier reported the PARC Foundation supports local parks and recreation departments in the region by raising funds and awarding grants. The organization signed a contract with the cities and plans to meet with each city to discuss priorities and ways to assist cities.

Director Denney explained that the Foundation has a lobbyist and the City is contributing \$7,000 each year for the Foundation to produce revenue to assist the City with projects/programs. Previously, the Foundation was involved in many efforts and was ineffective because of too many activities. Staff from the cities of Lacey, Olympia, and Tumwater met with the PARC Foundation Board and recommended restructuring the organization whereby the cities compensate the Foundation to focus on efforts to benefit the programs and projects of each city. Thurston County and the City of Tenino are also considering entering the partnership. The City's main focus at this time is completing the Deschutes Valley Trail. Other projects could include a skate park, which could also be an element of the community center or located next to the new community center. He recently met with representatives from Tumwater HOPES who are advocating for a skate park in the City. During his recent trip to Colorado, he took some time to visit some parks and skate parks. Previous speakers during meetings have advocated for a covered skate park. The City of Denver is building a large covered skate park.

**NEXT MEETING
DATE:**

The next meeting is on Wednesday, July 20, 2022 at 7 p.m.

Director Denney advised that the City is lifting the restriction on vaccinations at the end of June. Commissioners can attend the next

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meeting at the City or continue participating virtually.

ADJOURNMENT: **With there being no further business, Chair Carrier adjourned the meeting at 8:01 p.m.**

Prepared by Valerie Gow, President, Puget Sound Meeting Services, psmsoly@earthlink.net

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: October 19, 2022
SUBJECT: Community Center Design

1) Recommended Action:

Information Item

2) Background:

The development of a community center was approved through the creation of the Tumwater Metropolitan Parks District. The facility is scheduled to be constructed in 2025. The initial phase of this project is to define what elements are needed and should be included in a community center. This will help define construction costs and assist in site selection.

The City issued a request for qualification (RFQ) for firms specializing in architectural and engineering services on September 29, 2022. Submittals of response are due on October 21, 2022 and final selection of a consultant will be made by November 10, 2022.

3) Alternatives:

- ☐ Staff will provide the commission with information about the RFQ and the process for selecting a firm to work with the City. A public process for community center design will begin early in 2023.
-

4) Attachments:

A. Statement of 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	10/26/2022
Interview Firms	11/9/2022
Notify Firm Selected	11/10/2022

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

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: October 19, 2022
SUBJECT: 2022 Parks and Recreation Commission Budget

1) Recommended Action:

Staff is requesting consideration of funding for Tumwater Hill Trailhead signage and special event equipment.

2) Background:

The Parks and Recreation Commission budget is provided by the Mayor and City Council in the City's Capital Facilities Plan. This budget is intended to give the Commission the ability to address department needs not typically funded in the overall City budget process. Past purchases have included park amenities like tables/benches/garbage cans, brick paver replacement, drainage work, TYP support, event equipment and play structure elements. These funds cannot be used for staffing.

3) Alternatives:

- ☐ Staff will be providing the commission with options for funding consideration and discussion may include specific details about parks, programs or other items the commission may want to consider.
-

4) Attachments:

A. Park Trail Map

Item 7.



TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: October 19, 2022
SUBJECT: Tumwater Arts and Programs

1) Recommended Action:

Information Item

2) Background:

Through funding allocated from the Tumwater Metropolitan Parks District, the Parks and Recreation Department has added a new Recreation Coordinator position and a new half-time Arts Coordinator position in 2022.

The Recreation Coordinator will be working on new community events, programming for adults, sponsorships and new activities. The Arts Coordinator will be completing the City's first Arts Plan and working with the community on arts across the City.

3) Alternatives:

- ☐ Staff will be providing the commission with information about the arts program and new events, programs and activities in the Recreation Division.
-

4) Attachments:

A. None