



Board Meeting Agenda

June 16 2021, 6:30 PM

*** VIRTUAL MEETING ***

Public Notice: Pursuant to Governor Inslee’s Stay Home, Stay Healthy Proclamation 20-25 and in effort to curtail the spread of the COVID-19 virus, this Board Meeting will be conducted remotely. Members of the public are encouraged to attend and participate in the meeting remotely, as described in more detail below.

To attend the Board Meeting:

(1) Online: Click the link <https://us02web.zoom.us/j/81737656999> (or copy the URL and paste into a web browser)

(2) By Telephone: Call in to the meeting by dialing +1 253-215-8782 ID: 837 3765 6999

To provide Public Comment:

Submit your written Public Comment before 3:00PM (day of meeting), to the Clerk of the Board at barbara.glass@bothellwa.gov.

1. Call to Order – 6:30 PM
2. Public Comment – *Read Public Comments submitted. Allow up to 3 minutes/comment.*
3. Consideration of Resolutions # R-21-03 Appointing an Executive Director, # R-21-04 Appointing an Auditing Officer, and # R-21-05 Appointing an Agent to Receive Claims for Damages
4. Consent Agenda (5 min)
 - A. Minutes from May 19, 2021
 - B. Review and approve vouchers signed by the Auditing Officer for invoices received from May 11, 2021 – June 8, 2021 in the amount of \$234,440.91
 - C. Executive Director Action Report
5. Reports (5 min)
 - A. Northshore Senior Center Brief, Brooke Knight NSSC
6. Discussion Items (30 min)
 - A. Consideration of Minute Order # MO-21-09, Updating the Capital Repairs Plan



- B. Consideration of Minute Order # MO-21-10, Facility Modification Request for Water Bottle Fill Stations
- C. Consideration of Minute Order # MO-21-11, Authorizing Staff to Consider Tenant Facility Modification Requests

7. Future Meetings

8. Adjourn

PRELIMINARY AGENDA: The preceding is a preliminary agenda of the Northshore Park and Recreation Service Area Board. Other items may be added and action taken on matters which do not appear above. For additional information, please contact: Barbara Glass at barbara.glass@bothellwa.gov.

SPECIAL ACCOMMODATIONS: The Northshore Parks and Recreation Service Area strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact Barbara Glass at (412) 296-2482 at least three days prior to the meeting.



TO: Chair Agnew and Members of the NPRSA Board

FROM: Carly Joerger, Levy Program Manager (Presenter)

DATE: June 16, 2021

SUBJECT: Consideration of Resolutions # R-21-03, Appointing an Executive Director; # R-21-04, Appointing the Executive Director as an Auditing Officer; and # R-21-05, Appointing an Agent to Receive Claims for Damages.

POLICY CONSIDERATION: This item asks the Board to consider two resolutions in support of a smooth transition of Administering Agency staff. The first is a Resolution ending the term of the current Executive Director, Kellye Mazzoli, and appointing a new Executive Director, Becky Range, City of Bothell Interim Assistant City Manager. The second is a Resolution appointing the new Executive Director as an Auditing Officer, authorizing her to sign vouchers on behalf of the Board. If approved, it will formally transition Executive Director duties and allow for continued operations and administration of the NPRSA.

HISTORY:

DATE	ACTION
NOVEMBER 19, 2019	NPRSA Board appoints Wes Phillips as Interim Executive Director
JUNE 17, 2020	NPRSA Board enters into Interlocal Agreement with City of Bothell for Administrative Services
AUGUST 19, 2020	NPRSA Board appoints Kellye Mazzoli as Executive Director
FEBRUARY 17, 2021	NPRSA Board appoints the Executive Director to receive claims for damages
APRIL 21, 2021	NPRSA Board joins the Washington Cities Insurance Authority Pool and receives Board and Crime insurance
MAY 19, 2021	NPRSA Board appoints the Executive Director as an Auditing Officer

At the November 2019 meeting, the Board appointed Wes Phillips as its Interim Executive Director. On June 17, 2020 the NPRSA entered into an interlocal

agreement with the City of Bothell for administrative and professional services. After executing the agreement, the Board appointed the City of Bothell's Assistant City Manager, Kellye Mazzoli, as Executive Director on August 19, 2020. On February 17, 2021, the Board appointed the Executive Director, Kellye Mazzoli, to receive claims for damages against the NPRSA pursuant to RCW 4.96.020. On April 21, 2021 the Board authorized staff to obtain Board and Government Crime insurance through the Washington Cities Insurance Authority Pool. Obtaining Crime coverage brought the NPRSA into compliance with state law allowing the NPRSA to appoint an Auditing Officer to sign checks on behalf of the Board. On the May 19, 2021 meeting, the Board appointed the Executive Director, Kellye Mazzoli, as an Auditing Officer.

DISCUSSION: As part of the terms of the NPRSA's Interlocal Agreement with City of Bothell for Administrative Services, the City has the responsibility and authority to determine which staff members will provide service on behalf of the NPRSA. As current Executive Director, Kellye Mazzoli, departs the City of Bothell, the City has identified Assistant to the City Manager, Becky Range, to step in as Interim Assistant City Manager. In accepting this position, she will also serve the NPRSA as Executive Director. In the interest of continuity of operations, staff have prepared three Resolutions for the Board to consider. The first resolution appoints the new Executive Director, the second appoints the new Executive Director as an Auditing Officer, and the final appoints the Executive Director to receive claims for damages on behalf of the Board.

FISCAL IMPACTS: This item has no financial impact.

ATTACHMENTS:

- Att-1. Resolution # R-21-03, Appointing an Executive Director
- Att-2. Resolution # R-21-04, Appointing the Executive Director as an Auditing Officer
- Att-3. Resolution # R-21-05, Appointing an Agent to Receive Claims for Damages
- Att-4. King County Authorized Signature Form

RECOMMENDED ACTION: Move to approve Resolutions # R-21-03, appointing Becky Range as Executive Director of the NPRSA; Resolution # R-21-04, appointing Becky Range as an Auditing Officer; and Resolution # R-21-05, appointing Becky Range to receive claims for damages.

RESOLUTION # R-21-03
A RESOLUTION NAMING BECKY RANGE AS THE EXECUTIVE DIRECTOR

WHEREAS, Kellye Mazzoli has served as the Executive Director of the NPRSA since her appointment to the position in August 2020; and

WHEREAS, Kellye Mazzoli will no longer be employed by the Administering Agency to the NPRSA after June 15, 2021; and

WHEREAS, the Administering Agency to the NPRSA has appointed Becky Range to perform the NPRSA Executive Director duties; and

WHEREAS, the Board deems it appropriate and in the best interest of the NPRSA to officially appoint Becky Range as its Executive Director;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board appoints Becky Range to the office of Executive Director of the NPRSA for as long as she is employed by the Administering Agency to the NPRSA in such role, commencing on June 16, 2021.

Section 2. The Board Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers, and any references thereto.

ADOPTED AT A MEETING OF THE NPRSA BOARD THIS 16th DAY OF JUNE 2021.

Tom Agnew
NPRSA Board Chair

Submitted by Barbara Glass
NPRSA Board Clerk

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RESOLUTION # R-21-04
A RESOLUTION APPOINTING AN AUDITING OFFICER FOR THE
PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND
ELECTRONIC TRANSACTIONS PRIOR TO BOARD APPROVAL

WHEREAS, there may be circumstances when the Board of the Northshore Parks and Recreation Service Area does not meet prior to a day in which they would need to approve vouchers for the Service Area's warrants and claims; and

WHEREAS, there is a need by the Service Area to process warrants and electronic payments in a timely and consistent manner;

WHEREAS, it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Board meeting to authorize specific payments; and

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board in order to expedite the payment of claims;

WHEREAS, the NPRSA shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. Routine operating claims against the NPRSA may be pre-audited and signed by the Auditing Officer
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties
3. The NPRSA Policies and Procedures Manual, including the NPRSA Purchasing Policy, establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims
4. The Board shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board disapproves some claims, the Auditing Officer will recognize these claims as receivables of the Service Area and will pursue collection diligently until the amounts are either collected or the Board approves the claims

THEREFORE BE IT RESOLVED, that the Board of the Northshore Parks and Recreation Service Area does hereby authorize the Auditing Officer, Becky Range, to submit vouchers for payment and disbursement in accordance with the NPRSA's Standard Operating Procedure for Paying Bills prior to the Board taking action to approve said claims.



10201 E. RIVERSIDE DRIVE
BOTHELL, WASHINGTON 98011-3708

ADOPTED AT A MEETING OF THE NPRSA BOARD THIS 16th DAY OF JUNE 2021.

Tom Agnew
NPRSA Board Chair

Submitted by Barbara Glass
NPRSA Board Clerk



10201 E. RIVERSIDE DRIVE
BOTHELL, WASHINGTON 98011-3708

RESOLUTION # R-21-05
A RESOLUTION APPOINTING AN AGENT TO RECEIVE CLAIMS FOR
DAMAGES

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where they may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

NOW THEREFORE, BE IT RESOLVED, that the Board of the Northshore Parks and Recreation Service Area appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: Becky Range, Executive Director
Office Address: 18415 101st Ave. NE, Bothell, WA 98011
Business Hours: 8 am – 5 pm, Monday – Friday

ADOPTED AT A MEETING OF THE NPRSA BOARD THIS 16th DAY OF JUNE 2021.

Tom Agnew
NPRSA Board Chair

Submitted by Barbara Glass
NPRSA Board Clerk

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Accounts Payable Authorized Signature Form
 (For Districts for which King County, as Treasurer, Issues Payments)

SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Northshore Parks and Recreation Service Area Number: 25101
 Street Address: 10201 E. Riverside Dr.
 City/ State/ Zip: Bothell, WA 98011
 General Telephone #: 425-471-8949 Fax #: _____

Primary Contacts

Name: Carly Joerger Title: Program Manager
 Telephone #: 425-471-8949 Email: carly.joerger@bothellwa.gov
 Name: Becky Range Title: Executive Director
 Telephone #: 425-471-9619 Email: becky.range@bothellwa.gov

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 1

Auditing Officer Signatures

	Name	Telephone	Email
Sign:	_____		
Print:	<u>Becky Range</u>	<u>425-471-9619</u>	<u>becky.range@bothellwa.gov</u>
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: _____

Board Member Signatures

	Name	Telephone	Email
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature: _____ **Date:** _____
Print Name: Tom Agnew **Title:** NPRSA Chair
Chairperson/ President

District/Organization Name: Northshore Parks and Recreation Service Area

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:

King County Accounts Payable
 Attn: Special Districts
 401 5th Avenue, Room 323
 Seattle, WA 98104

If you require assistance completing this form, please contact (206) 263-9284 or SpecialDist.AP@kingcounty.gov.

Sample Auditing Officer Delegation Resolution

(Resolution is required if delegating an Auditing Officer to expedite payment of claims)

(District Name and Number)

Resolution Number _____

APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL

WHEREAS there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District’s warrants and claims;

WHEREAS there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

WHEREAS it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS this Agency shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against *(district name)* will be pre-audited and signed by the Auditing Officer
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties
3. *(Your policy name/number)* establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officer will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims

THEREFORE BE IT RESOLVED, that the Board of Commissioners of *(district name and number)* does hereby authorize the Auditing Officer(s), *(includes name(s))*, to submit vouchers for payment and disbursement in accordance with *(policy name/number from above)* prior to the Board taking action to approve said claims;

ADOPTED by the Board of Commissioners of *(district name and number)* at a regular meeting held on this _____ day of _____, *(year)*.

ATTEST:

By: Board Secretary

By: Commissioner

By: Chairperson/ President

By: Commissioner

By: Commissioner

By: Commissioner

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TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
Barbara Glass, NPRSA Board Clerk

DATE: June 16, 2021

SUBJECT: Minutes from May 19, 2020

ITEM CONSIDERATION: This item asks the Board to approve minutes from NPRSA Board meetings held on May 19, 2020.

FISCAL IMPACTS: This item does not have any direct fiscal impact.

ATTACHMENTS: Att-1. Minutes from May 19, 2020

RECOMMENDED ACTION: Move to approve the NPRSA Board Minutes from May 19, 2020.

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May 19, 2021 Board Meeting Minutes

*** VIRTUAL MEETING ***

Public Notice: Pursuant to Governor Inslee's Stay Home, Stay Healthy Proclamation 20-25 and in effort to curtail the spread of the COVID-19 virus, this Board Meeting will be conducted remotely. Members of the public are encouraged to attend and participate in the meeting remotely, as described in more detail below.

To attend the Board Meeting:

(1) Online: Click the link <https://us02web.zoom.us/j/83771351114> (or copy the URL and paste into a web browser)

(2) By Telephone: Call in to the meeting by dialing +1 253-215-8782 ID: 823 5357 1480

To provide Public Comment:

Submit your written Public Comment before 3:00PM (day of meeting) to the Clerk of the Board at barbara.glass@bothellwa.gov.

1. Call to Order

Chair Tom Agnew called the virtual meeting to order at 6:31 PM

Meeting Attendees

Present

NPRSA Chair Tom Agnew

NPRSA Vice-Chair Rachel Best-Campbell

NPRSA Board Member Jared Mead

NPRSA Board Members Kathy Lambert and Rod Dembowski (arrived at 6:42 PM)

NPRSA Alternate Board Member Rosemary McAuliffe

Kellye Mazzoli, NPRSA Executive Director, City of Bothell

Carly Joerger, Levy Program Manager, City of Bothell

Barbara Glass, Board Clerk, City of Bothell

Robin Schaefer, Deputy City Clerk, City of Bothell

Brooke Knight, Northshore Senior Center, Executive Director

Zorna Kimball, Northshore Senior Center, Operations

John Dolin, Northshore Senior Center Board, President

Corey Lowell, Northshore Senior Center Board, Operations

Absent

NPRSA Board Member Joe Marshall



2. Public Comment

Board Clerk Barbara Glass reported she did not receive any public comment by the deadline for the meeting. She invited those in attendance to raise their hands if they wished to speak. There were no requests.

3. Consent Agenda

- A. Minutes from April 21, 2021
- B. Vouchers for invoices received from April 8, 2021 – May 10, 2021 in the amount of \$163,808.51

Rachel Best-Campbell moved approval of the Consent Agenda. Rosemary McAuliffe second. The motion passed 4-0 with Joe Marshall, Kathy Lambert, and Rod Dembowski absent.

4. Reports

- A. Capital Repairs Update

Carly Joerger presented the update and entertained Board comments and questions. No action was taken.

- B. Northshore Senior Center Brief

Brooke Knight updated the Board on the Center's continued work on a re-opening plan and expansion of services under the new guidance from the CDC. She entertained comments and questions. No action was taken.

5. Discussion Items

- A. Consideration of Resolution # R-21-02, Appointing the Executive Director as an Auditing Officer

Carly Joerger presented the item and entertained Board comments and questions.

Rosemary McAuliffe moved approval of # R-21-02 as presented. Rachel Best-Campbell second. The motion passed 6-0 with Joe Marshall absent.

6. Future Meetings

Upcoming meetings will be June 16, July 21, August 18, and September 15 2021.



7. Adjourn

Prior to the adjournment, Rachel Best-Campbell asked about the Board's plans to return to in-person meetings. Kathy Lambert and Rod Dembowski mentioned that money may be available to the NPRSA and the Northshore Senior Center from King County under the American Rescue Plan Act.

Chair Tom Agnew adjourned the meeting at 7:06 PM.

Submitted for approval June 16, 2021
Barbara Glass, Board Clerk

Approved as submitted June 16, 2021

Tom Agnew, Board Chair

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TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
Carly Joerger, Levy Program Manager

DATE: June 16, 2021

SUBJECT: Review and approve vouchers signed by the Auditing Officer for invoices received from May 11, 2021 – June 8, 2021 in the amount of \$234,440.91

ITEM CONSIDERATION: This item asks the Board to review and approve vouchers signed by the Auditing Officer for invoices received from May 11, 2021 – June 8, 2021 in the amount of \$234,440.91.

Vouchers in Att-2 were approved by the Board at the May 19, 2021 meeting but due to a transposition error, staff needed to re-submit to King County and therefore, requested the Executive Director’s signature.

FISCAL IMPACTS: These items are budgeted in the 2021 adopted budget.

ATTACHMENTS: Att-1. Signed Voucher Packet 1
Att-2. Signed Voucher Packet 2

RECOMMENDED ACTION: Move to approve vouchers signed by the Auditing Officer for invoices received from May 11, 2021 – June 8, 2021 in the amount of \$234,440.91.

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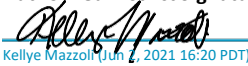


Special District Voucher Approval Document

Scheduled Payment Date: 06/09/2021
Total Amount: \$70,632.40
Control Total: 2
Payment Method: WARRANT

District Name: Northshore Parks and Recreation
File Name: AP_NOSHRPRK_APSUPINV_20210601132315.csv
Fund #: 251010010

CONTACT INFORMATION	
Preparer's Name: <u>Carly Joerger</u>	Email Address: <u>carly.joerger@bothellwa.gov</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
 <small>Kellye Mazzoli (Jun 1, 2021 16:20 PDT)</small>	Jun 2, 2021	
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation

File Name: AP_NOSHRPRK_APSUPINV_20210601132315.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ACCO ENGINEERED SYSTEMS			42704	05/25/2021	\$70,191.40	90% (10% RETAINAGE) FOR # P-20-01
WASHINGTON CITIES INSURANCE AUTHORITY			15112	05/20/2021	\$441.00	CRIME/FIDELITY COVERAGE 4/26/21 - 12/31/21



INVOICE

42704

ACCO Job #

70870135

888 E. Walnut Street, Pasadena, CA 91101-1897
 Phone: 818.244.6571

CA License #120696 | WA License #ACCOES1971DU
 Established 1934 www.accoes.com

Job: City of Bothell
 18415 101st Ave NE
 Bothell, WA 98011
 Job #P-20-01

Principal Offices

Pasadena | San Leandro | San Diego | Orange County | Sacramento |
 Seattle | Santa Cruz | Commerce | Vacaville | Bakersfield | Boise | Fresno

ACCO REPRESENTATIVE

Ristow, Brian D

B 1011098
 I North Creek Parks and Rec
 L 18415 101st Ave NE
 L Bothell, WA 98011
 E
 D

T
 O

Invoice	05/25/2021
Date:	

ORIGINAL CONTRACT PRICE	\$64,860.00
CHANGE ORDERS TO DATE	\$5,976.00
TOTAL CONTRACT SUM TO DATE	\$70,836.00
WORK COMPLETED TO DATE	\$70,836.00
PLUS SALES TAX TO DATE	\$7,154.44
TOTAL EARNED PLUS SALES TAX	\$77,990.44
LESS PREVIOUS BILLINGS	\$0.00
NET AMOUNT DUE THIS BILLING	\$77,990.44

Construction progress this period as detailed on the attached.

NOTE: This billing is for the current period only. Previous billings which have not been paid are due, in addition to the above amount.

Please send check and correspondence to the address shown above, referencing ACCO's Job & Invoice numbers.

APPLICATION AND CERTIFICATION FOR PAYMENT

TO:	PROJECT:	INVOICE NO: 42704	DISTRIBUTION TO:
Client ID # - 1011098	City of Bothell	APPLICATION NO: 1	<input type="checkbox"/> OWNER
North Creek Parks and Rec	18415 101st Ave NE		<input type="checkbox"/> ARCHITECT
18415 101st Ave NE	Bothell, WA 98011	PERIOD TO: 05/31/2021	<input checked="" type="checkbox"/> CONTRACTOR
Bothell, WA 98011	Job #P-20-01		<input type="checkbox"/>
FROM CONTRACTOR:	VIA ARCHITECT:	SUBCONTRACTOR JOB NO: 70870135	<input type="checkbox"/>
ACCO		PROJECT NOs: Job #P-20-01	<input type="checkbox"/>
888 E. WALNUT STREET		CONTRACT FOR: City of Bothell	
PASADENA, CA 91101-1897			
CONTRACTOR FOR: HVAC			

CONTRACTOR'S APPLICATION PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$64,860.00
2. NET CHANGE BY CHANGE ORDERS	\$5,976.00
3. CONTRACT SUM TO DATE <i>(Line 1+ 2)</i>	\$70,836.00
4. TOTAL COMPLETED & STORED TO DATE <i>Column G on G703</i>	\$70,836.00
5. SALES TAX	\$7,154.44

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: ACCO

By:

Date: 05/25/2021

Jodi L. Drewery, Billing Manager,
Assistant Secretary

6. TOTAL EARNED PLUS SALES TAX	\$77,990.44
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT <i>(Line 6 from prior Certificate)</i>	\$0.00
8. CURRENT PAYMENT DUE	\$77,990.44
9. BALANCE TO FINISH, INCLUDING RETAINAGE <i>(Line 3 minus Line 6)</i>	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS		
NET CHANGES BY Change Order		

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT
(CALIFORNIA CIVIL CODE SECTION 8132)

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: ACCO
Name of Customer: North Creek Parks and Rec
Job Location: 18415 101st Ave NE, Bothell, WA 98011
Owner: City of Bothell
Through Date: 05/31/2021

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: North Creek Parks and Rec
Amount of Check: \$77,990.44
Check Payable to: ACCO

Exceptions

This document does not affect any of the following:

- (1) Retentions
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment

Invoice No.

Date(s) of waiver and release

Amount(s) of unpaid progress payment(s)

- (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Signature



Claimant's Signature

05/25/2021

Date of Signature

Jodi L. Drewery, Billing Manager, Assistant Secretary

Claimant's Name - Title



Washington Cities Insurance Authority
 Tukwila, WA 98138

Invoice

Date	Invoice #
5/20/2021	15112

Bill To

Northshore Park & Recreation Service Area
 c/o City of Bothell
 18415 101st Ave NE
 Bothell, WA 98011

Due Date
5/20/2021

Liability and/or Program Assessment(s) for 2021

Coverage/Program	Assessment
Crime/Fidelity Coverage 4/26/2021 - 12/31/2021	441.00

Total	\$441.00
Payments/Credits	\$0.00
Balance Due	\$441.00

Phone #	Fax #
206-575-6046	206-575-7426




Special District Voucher Approval Document

Scheduled Payment Date: 06/08/2021
Total Amount: \$163,808.51
Control Total: 3
Payment Method: WARRANT

District Name: Northshore Parks and Recreation
File Name: AP_NOSHRPRK_APSUPINV_20210608143716.csv
Fund #: 251010010

CONTACT INFORMATION	
Preparer's Name: _____	Email Address: <u>carly.joerger@bothellwa.gov</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
 <small>Kellye Mazzoli (Jun 8, 2021 17:52 PDT)</small>	Jun 8, 2021	
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation

File Name: AP_NOSHRPRK_APSUPINV_20210608143716.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF BOTHELL			EXEC2021-002	05/06/2021	\$147,500.00	ADMIN SERVICES, JAN-JULY 2021
JOHNSON CONTROLS			44376451	04/30/2021	\$12,883.85	HVAC AND BAS UPGRADES #3
WASHINGTON CITIES INSURANCE AUTHORITY			15087	05/20/2021	\$3,424.66	LIABILITY COVERAGE 4/26/21-12/31/2021

City of Bothell

Invoice



City of Bothell™

Bill To:

Northshore Parks and Recreation Service Area
10201 E Riverside Drive
Bothell, WA 98011

Invoice #: EXEC2021-002
Invoice Date: 5/6/2021

Quantity	Description	Unit Price	Total
1	January – June 2021 Administrative Services	147,500	147,500
		Subtotal	147,500
		Shipping	0.00
		Balance Due	147,500

City of Bothell is the appointed Administrative Agency per an Interlocal Agreement between the NPRSA and City of Bothell approved 7/7/20. The invoiced amount is the first half of the 2021 total amount that was approved by the NPRSA Board at the 4/19/2021 meeting. July-December 2021 services will be billed later in the year.

Remit payment to:
City of Bothell
18415 101st Ave NE
Bothell, WA 98011

For questions contact:
Kellye Mazzoli
Kellye.Mazzoli@bothellwa.gov
Phone: 425-806-6142 Cell: 425-471-8464
Website: <http://www.bothellwa.gov>



**ORIGINAL
INVOICE**

Direct Inquires To: Johnson Controls Inc.
22745 29TH DR SE STE 100
0N59 Seattle, WA Common Branch
BOTHELL, WA 98021

Federal ID#: 39-0380010

Bill To: NORTHSHORE PARKS & RECREATION SERVICE AREA
CITY OF BOTHELL
ATTN NPRSA
18415 101ST AVE NE
BOTHELL, WA, 98011

Phone: 425-398-6900
Fax: 425-398-6955

Mail Check To: Johnson Controls
PO Box 730068
Dallas, TX 75373

Project Name / Project Site / Tax Loc	Purchase Order / Date / Authorized By	JCI Project / CO	JCI Project Manager
Northshore Parks&Rec-Senior Ctr-NAE WA9801100	Signed Agreement 12/01/20	1N590044 000	BARNDT, DOUGLAS A

Period Covered	Application #	Invoice Number	Invoice Date	Terms
04/01/21 - 04/30/21	3	00044376451	04/30/21	NET 30

Original Contract Amount: \$56,386.00
Approved Change Orders: \$0.00
New Contract Amount: \$56,386.00

Work Completed To Date: \$56,386.00
Less Retention: \$0.00
Total Less Retention: \$56,386.00
Less Invoiced To Date: \$44,684.05

Net Billed This Invoice: \$11,701.95
Tax at 10.10%: \$1,181.90
Total Amount Due This Invoice: \$12,883.85

The Project Manager named above submits this application with knowledge, information, and belief that the work covered by this application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous applications for payment were issued and for which payments were received from the Owner and that current payment shown herein is now due.

Item A	Work Description B	Scheduled Value C	Previous Application D	Work In Place E	Stored Material F	Total Complete and Stored G (D+E+F)	Percent H (G/C)	Balance To Finish I (C-G)	Retention J
	Base Contract								
1	Job Progress	\$36,259.83	\$34,446.84	\$1,812.99	\$0.00	\$36,259.83	100%	\$0.00	\$0.00
2	Add Repairs	\$3,912.17	\$3,716.56	\$195.61	\$0.00	\$3,912.17	100%	\$0.00	\$0.00
3	CO2 Sensor-Replacement	\$3,011.73	\$2,559.97	\$451.76	\$0.00	\$3,011.73	100%	\$0.00	\$0.00
4	Rpl EX Fans	\$13,202.27	\$3,960.68	\$9,241.59	\$0.00	\$13,202.27	100%	\$0.00	\$0.00
Totals		\$56,386.00	\$44,684.05	\$11,701.95	\$0.00	\$56,386.00	100%	\$0.00	\$0.00



Washington Cities Insurance Authority
 Tukwila, WA 98138

Invoice

Date	Invoice #
5/3/2021	15087

Bill To

Northshore Park & Recreation Service Area
 c/o City of Bothell
 18415 101st Ave NE
 Bothell, WA 98011

Due Date
5/3/2021

Liability and/or Program Assessment(s) for 2021

Coverage/Program	Assessment
Liability Coverage 04/26/2021 - 12/31/2021	3,424.66

Total	\$3,424.66
Payments/Credits	\$0.00
Balance Due	\$3,424.66

Phone #	Fax #
206-575-6046	206-575-7426

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TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director

DATE: June 16, 2021

SUBJECT: Executive Director Action Report

ITEM CONSIDERATION: This item asks the Board to officially receive and file the Executive Director Action Report. The report contains an overview of administrative and project-related decisions made by the Executive Director between February and the first part of June 2021. This report serves to keep the Board apprised of Executive Director activities.

FISCAL IMPACTS: This item does not have any direct fiscal impact.

ATTACHMENTS: Att-1. Executive Director Action Report February – June 2021

RECOMMENDED ACTION: Receive and file the Executive Director Action Report.

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MEMORANDUM

NPRSA Administrative Services

DATE: June 16, 2021

TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, NPRSA Executive Director

SUBJECT: Executive Director Action Report February – June 2021

This report contains an overview of administrative and project-related decisions made by the Executive Director between February and the first part of June 2021. This report serves to keep the Board apprised of Executive Director activities.

Administrative Updates

March 5: Signed and approved the NPRSA Retention Schedule

June 1: Signed and approved vouchers for invoices received from May 11, 2021 – June 1, 2021 in the amount of \$70,632.40. On June 8, 2021, signed vouchers already approved by the Board at the May 19, 2021 meeting that were declined by King County due to a transposition error. The second voucher packet totaled 163,808.51.

Capital Project Updates

A-21-01 Water Heater Replacement

April 6: Signed change order #1 with ACCO Engineered Solutions, authorizing additional \$5,976 worth of work on the water heater replacement project.

A-21-02 HVAC Repairs and Building Controls Updates

- March 8: Signed change order #1, authorizing additional \$16,000 worth of work to replace additional failed sensors and access and replace failed exhaust fans sealed behind a wall. JCI will also install a metal vent so the fans can be accessed in the future when they need to be changed out.
- May 3: Signed change order #2 with Johnson Controls, authorizing additional \$21,763 worth of work to replace the boiler room controller, install neutralizing kit on boiler, replace condensate pump on IT room mini-split, perform a leak check on the mini-split, and examine fan in crawlspace.
- May 18: Signed changed order #3 with Johnson Controls, authorizing additional \$8,863 worth of work to replace the mini-split in the IT room and install and connect a thermostat to the boiler system controller for the IT room.

A-21-05 Professional Services Agreement with Cornerstone Architecture

- May 18: Reviewed proposals for Projects #1-7. Authorized the Levy Program Manager to issue a Notice to Proceed for Cornerstone Architecture to begin Projects # 1-7 as detailed in the proposals and below.
 1. Pedestrian Bridge Investigation and Repair
 2. HVAC and Roof Replacement
 3. Crawlspace Ventilation Study
 4. Building Envelope Repairs
 5. Roof Repairs
 6. Replace Grease Trap Interceptor
 7. Bioswale Investigation

A-21-03 Interlocal Agreement for Cooperative Purchasing: Job-Order Contract

- June 9: Reviewed and signed job orders for the following projects:
 1. JC2021-002 Ionization Units on HVAC Systems and Concrete Repair (\$60,742.99)
 2. JC2021-004 NSC Bathroom Repair (\$58,214.04)

Job Order Authorization**Job Order Contract**

Date:	06/01/2021	
Project Information	Job Order #:	JC2021-002.00
	Department/Division:	
	Job Order Title:	HVAC Ionization Filters and Concrete Repair
	Location Name:	Senior Center
	Brief Scope of Work:	HVAC Ionization Filters and Concrete Repair
Contract Information	Contract:	181115-1
	Contractor:	FORMA Construction (WA) 1016 1st Ave. South Ste 400 Seattle, WA 98134
Project Costs	Construction	\$52,683.95
	Construction Sales Tax 10.1%	\$5,321.08
	Gordian Licensing 1.95%	\$1,027.34
	Sales Tax on License Fee 10.1%	\$103.76
	Gordian Fee 3.05%	\$1,606.86
	Total:	\$60,742.99
Schedule	Project Duration:	Approx. 7 weeks
	Start Date (Planned):	July/August 2021
	Completion Date (Planned):	September/October 2021

Sign below to approve this Job Order


Kellye Mazzoli (Jun 9, 2021 14:54 PDT)

Jun 9, 2021

Kellye Mazzoli, Executive Director

Date

Northshore Parks & Recreation Service Area

18415 101st Ave NE
Bothell, WA 98011

Date: 6/1/2021

Final Scope of Work

Job Order Contracting

To: Carly Joerger Northshore Parks & Recreation Service Area 18415 101st Ave NE Bothell, WA 98011 (425) 471-8949 nprsa@bothellwa.gov	From: Rob Wettleson WA State - FORMA Construction 1016 1st Ave. South Ste 400 Seattle, WA 98134 (206) 719-6720 RobW@formacc.com
--	--

Contract No: 181115-1
Job Order No: JC2021-002.00
Job Order Title: HVAC Ionization Filters and Concrete Repair
Location: Senior Center
10201 E Riverside Drive
Bothell, WA 98011
Brief Scope: HVAC Ionization Filters and Concrete Repair

Rob Wettleson

Rob Wettleson (Jun 10, 2021 07:48 PDT)

Jun 10, 2021

Rob Wettleson, Contractor Project Manager

Date

Carly Joerger

Jun 9, 2021

Carly Joerger, Project Manager

Date

**PROJECT: JC2021-006.00 Ionization HVAC System
REV02**

Location: Northshore Senior Center
10201 E Riverside Dr.
Bothell, WA 98011

Date: 05/14/2021

Health and Wellness Center
10212 East Riverside Dr.
Bothell, WA 98011

Estimated Duration

- 5 Days Subcontracting
- 2-3 Weeks Preconstruction/Material Procurement from NTP
- 1-2 Weeks Construction (pending subcontractor input)
- 5 Days Punchlist/Demobilization/Closeout

Description: The labor, materials and equipment needed to complete the JC2021-006.00 Ionization HVAC System project. This project is to replace the existing HVAC equipment within the Senior Center and the Health and Wellness Center.

Contract Documents and/or General Information

The scope of work for the *Ionization HVAC System* project is based on:

- Project Intake Form JC2021-006.00.
- Joint Scope Walk: 04/20/2021.
- For reference, existing Building Drawings from ARC Architects:
 - Senior Center M0.1, M2.1, M2.2, and M2.3 dated 07/03/1991.
 - Health and Wellness M0.3 and M3.3 dated 04/28/2004.

General information

- The performance of all work to be in accordance with OSHA and WISHA safety requirements.
- The performance of all work to be in accordance with applicable construction and buildings codes and industry standard best practices.
- Project start date is dependent upon Notice to Proceed, submittal approval, and product lead times.
- All construction debris will be cleaned up daily with final jobsite cleanup at construction completion.
- This is a prevailing wage project.
- Northshore Parks and Recreation to provide and procure a Building Permit if required.

WORK PLAN:

01 Senior Center HVAC Equipment Ionization:

- Coordinate HVAC equipment access and applicable shutdowns as required.
- Furnish and install Ionization unit at the designated HVAC units (reference unit list – 15 units total). Drill hole within the duct or HVAC unit to mount the Ionization units. Furnish and install mounting bracket for installing the unit within the HVAC unit as required. Power is to be low voltage from the existing unit controls. Furnish and install low voltage power cabling and transformer if required.
- Startup and test Ionization unit.

02 Health and Wellness Center HVAC Equipment Ionization:

- Coordinate HVAC equipment access and applicable shutdowns as required.
- Furnish and install Ionization unit at the designated HVAC unit (reference unit list – 4 units total). Drill hole within the duct or HVAC unit to mount the Ionization unit. Furnish and install mounting bracket for installing the unit within the HVAC unit as required. Power is to be low voltage from the existing unit controls. Furnish and install low voltage power cabling and transformer if required.
- Startup and test Ionization unit.

03 Senior Center Exterior Slab Corrections:

- At the identified sidewalk high edges (attached), grind down the high edges of the sidewalk and root raised walkway slabs to near even across the sidewalk. At the locations adjacent to walls, the grinding will only be able to get to about 0'-5" from the wall.
- Where the identified sidewalk panel is low, utilize slab jacking to lift the low side of the slab up as close as possible to match the connecting panel. Grind down any remaining high edges. In order to perform the slab jacking, a 3/8" hole will be drilled into the concrete panel. Once the slab has been lifted, patch the 3/8" hole.

SUBMITTAL LIST:

- Ionization Units (Nu-Calgon 4900-10 iwave C, Part # 4900-10)

ASSUMPTIONS:

Exclusions/Assumptions:

- Excludes any mechanical and electrical engineering.
- Excludes any building, mechanical, and electrical permits.
- Excludes any replacement of HVAC equipment.
- Assumes that the buildings Mechanical controls will not be modified, remain as-is.
- Assumes that no new electrical circuits or power wiring not already at the HVAC units will need to be provided.
- Assumes that the exterior concrete corrections does not need to meet any ADA requirements and it to eliminate tripping hazards.
- Excludes any sealing of cracks and sidewalk joints.
- Excludes any corrections for water sloping or water pooling.
- Assumes that the hose bibs at the perimeter of the building can be utilized.
- Assumes that the parking spots adjacent to the sidewalk work areas will be empty and can be accessed for this scope.
- Excludes any duct cleaning.
- Excludes any special testing or air quality testing.
- Excludes OT and off hours/weekend work hours.
- Excludes CAD as-built drawings.
- Excludes any scope not specifically stated above.
- Excludes special inspections and permits.
- Excludes any/all code upgrades.
- Excludes mold removal/remediation.

Special or Potential Long Lead Items

- TBD – lead time on Ionization units.

Potential Disruptions to Occupants and Remediation Plan

- Shut down of the HVAC unit while the Ionization unit is being installed.

Utility Outages / Shutdowns

- Mechanical shutdowns as the Ionization units are installed.

Construction Staging Area

- N/A

Special Training / Orientation Requirements

- N/A

Hours of Operation

- Normal work hours 7:00AM - 5:00PM Monday-Friday

Schedule Issues / Milestones

- N/A

Special Security Requirements

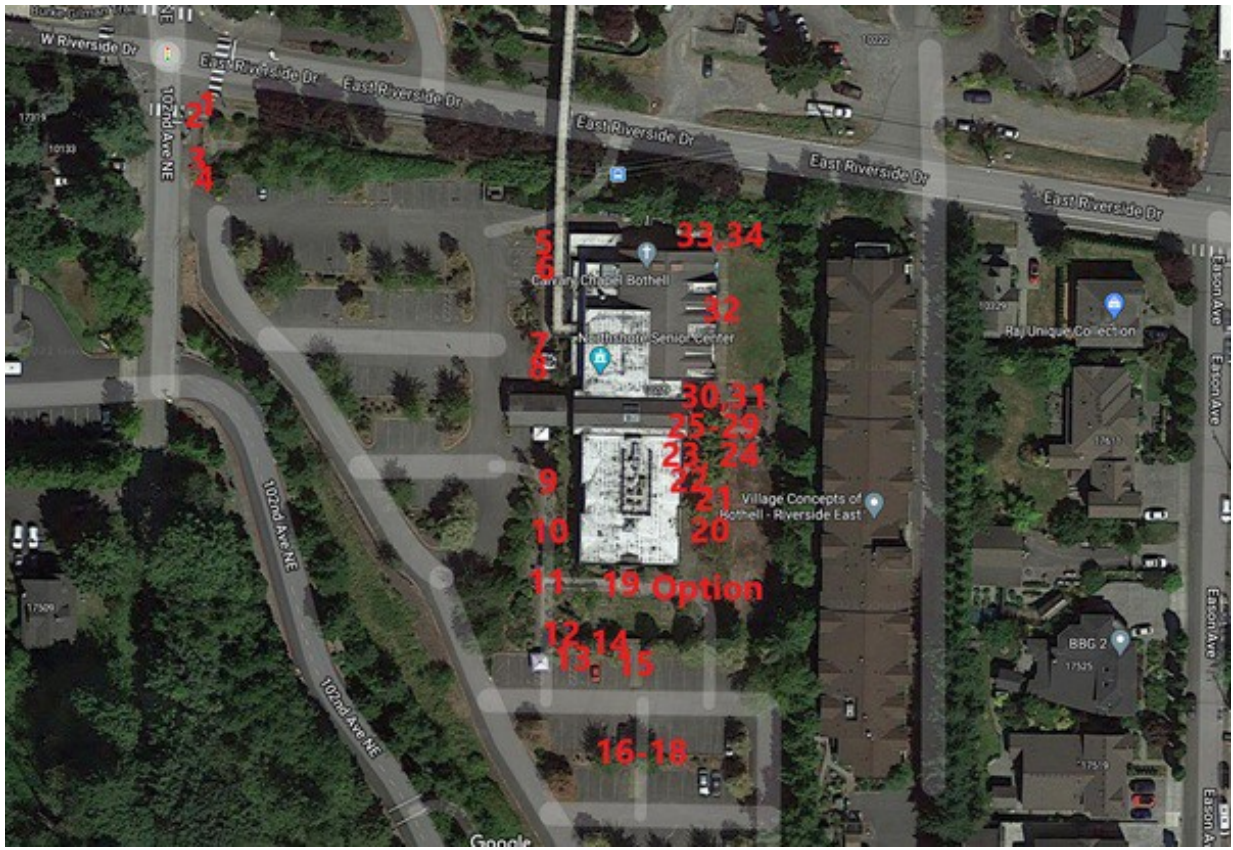
- N/A

Closeout Requirements (O&Ms, Warranties, Manufacturer Warranties, As-builts & Owner Stock)

- (2) copies of a standard O&Ms with FORMA Construction's warranty, any material warranties, and red-line drawings will be provided to the City of Everett PM as appropriate

Hazardous Materials

- Hazardous Material abatement and disposal has been excluded from this contract.





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Option - Shuffleboard court / Patio



Option - Shuffleboard court / Patio



Option - Shuffleboard court / Patio



Option - Shuffleboard court / Patio

Price Proposal Detail Package Report

Version: 2.0

Approved 05/24/2021 05:11:02 PM EST

Date: June 1, 2021
JOC Name (Contractor): FORMA Construction (WA)
Contract Name: FORMA-2018-Option 2
Contract Number: 181115-1
Job Order Number: JC2021-002.00
Job Order Title: HVAC Ionization Filters and Concrete Repair
Location: Senior Center
Cost Proposal Date: May 24, 2021
Proposal Value: \$52,683.95

Division	Division Totals
01 General Requirements	\$1,566.76
02 Existing Conditions	\$6,435.93
03 Concrete	\$9,114.89
05 Metals	\$223.45
23 Heating, Ventilating, And Air-Conditioning (HVAC)	\$20,257.90
26 Electrical	\$15,085.02
Proposal Total:	\$52,683.95
The Percentage of Non Pre-Priced on this Proposal:	0.00%

By signing the Contractor acknowledges that this Job Order is issued under the provisions of the Contract established in response to Contract #181115-1 by . The services authorized are within the scope of services set forth in the Contract. All rights and obligations of the parties shall be subject to and governed by the terms and conditions, amendment(s) (if applicable), and the signed contract including any subsequent modifications, are hereby incorporated by reference as if fully set forth herein.

Rob Wettleson

Rob Wettleson (Jun 10, 2021 07:48 PDT)

Rob Wettleson, Contractor Project Manager

Jun 10, 2021

Date

Carly Joerger

Carly Joerger, Project Manager

Jun 9, 2021

Date

Washington State Sales Tax (10.1): **\$5,321.08**

Total Price of Construction Including WSST: **\$58,005.03**

Price Proposal Detail Package Report

Version: 2.0

Approved 05/24/2021 05:11:02 PM EST

Date: June 1, 2021
JOC Name (Contractor): FORMA Construction (WA)
Contract Name: FORMA-2018-Option 2
Contract Number: 181115-1
Job Order Number JC2021-002.00
Job Order Title HVAC Ionization Filters and Concrete Repair
Location: Senior Center
Cost Proposal Date: May 24, 2021
Proposal Value: \$52,683.95

Record #	CSI Number	MOD	UOM	Description	Unit Price	Factor	Total
01 - General Requirements							\$1,566.76

1	012220000032		HR	Sheet Metal Worker				
	<i>Accepted</i>				Quantity x	Unit Price x	Factor =	LineTotal
		Installation	HR	7.50 x	\$91.60 x	1.3107 =	\$900.45	
							\$900.45	

User Note: Coordinate HVAC unit shutdown with Senior Center facility. Once ionization is installed and the HVAC unit is turned back on, verify HVAC unit is functioning correctly. .5hr per unit x 15units = 7.5.

2	012220000032		HR	Sheet Metal Worker				
	<i>Accepted</i>				Quantity x	Unit Price x	Factor =	LineTotal
		Installation	HR	2.00 x	\$91.60 x	1.3107 =	\$240.12	
							\$240.12	

User Note: Coordinate HVAC unit shutdown with Health and Wellness Center facility. Once ionization is installed and the HVAC unit is turned back on, verify HVAC unit is functioning correctly. .5hr per unit x 4units = 2.

3	016619000003		CY	Transfer Delivered Material Between Floors Via Stairs, Per Floor				
	<i>Accepted</i>				Quantity x	Unit Price x	Factor =	LineTotal
		Installation	CY	2.00 x	\$13.86 x	1.3107 =	\$36.33	
							\$36.33	

User Note: Transfer materials to final installation location on second floor and at the roof.

Price Proposal Detail Package Report

Version: 2.0

Approved 05/24/2021 05:11:02 PM EST

4	016619000003	CY	Transfer Delivered Material Between Floors Via Stairs, Per Floor							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	CY	1.00	x	\$13.86	x	1.3107	=	\$18.17
<hr/>										
\$18.17										

User Note: Transfer materials to final installation location on the second floor.

5	016619000007	CY	Transfer Delivered Materials Distances Greater Than 125', Per CY Of Material Per 125'							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	CY	4.00	x	\$13.12	x	1.3107	=	\$68.79
<hr/>										
\$68.79										

User Note: Due to the location of the HVAC units around the Senior Center, transfer material from the parking lot to the install location.

6	016619000007	CY	Transfer Delivered Materials Distances Greater Than 125', Per CY Of Material Per 125'							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	CY	2.00	x	\$13.12	x	1.3107	=	\$34.39
<hr/>										
\$34.39										

User Note: Due to the location of the HVAC units within the Health and Wellness Center, transfer material from the parking lot to the install location.

7	017113000002	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed Truck							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA	1.00	x	\$204.86	x	1.3107	=	\$268.51
<hr/>										
\$268.51										

User Note: Mobilization of concrete grinding and slab jacking equipment.

02 - Existing Conditions **\$6,435.93**

8	024113130040	EA	Grind Existing Sidewalks Up To 1/2" Depth To Remove Ridges (Tripping Hazard)							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA	36.00	x	\$142.53	x	1.3107	=	\$6,725.31
<hr/>										
\$6,725.31										

User Note: Grind down high spots on sidewalks (locations: 1, 2, 3, 4, 5-2, 6, 8, 9, 11, 12, 13, 14, 15-3, 17, 18, 19-2, 20-2, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34)

Price Proposal Detail Package Report

Version: 2.0

Approved 05/24/2021 05:11:02 PM EST

9	024113130040	0020	EA	For >1/2" To 1" Depth Of Grinding, Add	
	<i>Accepted</i>				
				Quantity x Unit Price x Factor =	LineTotal
	Installation	EA		7.00 x \$21.38 x 1.3107 =	\$196.16
					\$196.16

User Note: Location: 3, 5, 14, 20, 21, 25, 27

10	024113130040	0021	EA	For >1" To 1-1/2" Depth Of Grinding, Add	
	<i>Accepted</i>				
				Quantity x Unit Price x Factor =	LineTotal
	Installation	EA		4.00 x \$35.64 x 1.3107 =	\$186.85
					\$186.85

User Note: Locations: 23, 28-3

11	024113130040	0024	EA	For >25 To 50, Deduct	
	<i>Accepted</i>				
				Quantity x Unit Price x Factor =	LineTotal
	Installation	EA		36.00 x -\$14.25 x 1.3107 =	-\$672.39
					-\$672.39

User Note:

03 - Concrete **\$9,114.89**

12	036426000002		CF	Pressure Injected Cementitious Grout	
	<i>Accepted</i>				
				Quantity x Unit Price x Factor =	LineTotal
	Installation	CF		67.00 x \$134.10 x 1.3107 =	\$11,776.25
					\$11,776.25

User Note: Slab jack low spots (locations: 6, 7, 8, 9, 10, 11, 13, 15, 16, 18, 21, 25, shuffle board court/patio). 200lbs/3lb-cf = 67CF.

13	036426000002	0168	CF	For >4, Deduct	
	<i>Accepted</i>				
				Quantity x Unit Price x Factor =	LineTotal
	Installation	CF		63.00 x -\$32.23 x 1.3107 =	-\$2,661.36
					-\$2,661.36

User Note:

05 - Metals **\$223.45**

14	050523001164		EA	12-24 x 1-1/4", Hex Washer Head, Teks® 5 Self Drilling Screw	
	<i>Accepted</i>				
				Quantity x Unit Price x Factor =	LineTotal
	Installation	EA		60.00 x \$2.44 x 1.3107 =	\$191.89
					\$191.89

User Note: Secure the ionization unit to the HVAC unit.

Price Proposal Detail Package Report

Version: 2.0

Approved 05/24/2021 05:11:02 PM EST

15	050523001164		EA	12-24 x 1-1/4", Hex Washer Head, Teks® 5 Self Drilling Screw							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA		16.00	x	\$2.44	x	1.3107	=	\$51.17
											\$51.17

User Note: Secure the ionization unit to the HVAC unit.

16	050523001164		EA	For >10 To 50, Deduct							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA		16.00	x	-\$0.11	x	1.3107	=	-\$2.31
											-\$2.31

User Note:

17	050523001164		EA	For >50 To 100, Deduct							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA		60.00	x	-\$0.22	x	1.3107	=	-\$17.30
											-\$17.30

User Note:

23 - Heating, Ventilating, And Air-Conditioning (HVAC) \$20,257.90

18	230130510012		EA	Cut Access For Cleaning Duct And Install Duct Insulated Access Doors							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA		11.00	x	\$85.49	x	1.3107	=	\$1,232.57
											\$1,232.57

User Note: Cut a 4" hole within the duct for the new ionization unit.

19	230923000014		PNT	EMCS Field Checkout And Startup							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	PNT		15.00	x	\$99.24	x	1.3107	=	\$1,951.11
											\$1,951.11

User Note: Once power connection is made, turn on the ionization unit and confirm it is functioning correctly.

20	230923000014		PNT	EMCS Field Checkout And Startup							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	PNT		4.00	x	\$99.24	x	1.3107	=	\$520.30
											\$520.30

User Note: Once power connection is made, turn on the ionization unit and confirm it is functioning correctly.

Price Proposal Detail Package Report

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Approved 05/24/2021 05:11:02 PM EST

21	234400000007	EA	62" Double Ended Ultraviolet HVAC Microbial Control Fixture (Steril-Aire DE-621-VO)																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Factor</th> <th style="width: 10%;">=</th> <th style="width: 10%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td>15.00</td> <td>x</td> <td>\$611.99</td> <td>x</td> <td>1.3107</td> <td>=</td> <td>\$12,032.03</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">\$12,032.03</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	15.00	x	\$611.99	x	1.3107	=	\$12,032.03								\$12,032.03
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	15.00	x	\$611.99	x	1.3107	=	\$12,032.03																				
							\$12,032.03																				

User Note: Ionization unit.

22	234400000007	EA	62" Double Ended Ultraviolet HVAC Microbial Control Fixture (Steril-Aire DE-621-VO)																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Factor</th> <th style="width: 10%;">=</th> <th style="width: 10%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td>4.00</td> <td>x</td> <td>\$611.99</td> <td>x</td> <td>1.3107</td> <td>=</td> <td>\$3,208.54</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">\$3,208.54</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	4.00	x	\$611.99	x	1.3107	=	\$3,208.54								\$3,208.54
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	4.00	x	\$611.99	x	1.3107	=	\$3,208.54																				
							\$3,208.54																				

User Note: Ionization unit.

23	234400000069	EA	ISO "A" Bracket Hanger For Ultraviolet HVAC Microbial Control Tube (Steril-Aire 15000109)																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Factor</th> <th style="width: 10%;">=</th> <th style="width: 10%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td>4.00</td> <td>x</td> <td>\$25.17</td> <td>x</td> <td>1.3107</td> <td>=</td> <td>\$131.96</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">\$131.96</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	4.00	x	\$25.17	x	1.3107	=	\$131.96								\$131.96
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	4.00	x	\$25.17	x	1.3107	=	\$131.96																				
							\$131.96																				

User Note: Install ionization unit within the HVAC unit.

24	234400000069	EA	ISO "A" Bracket Hanger For Ultraviolet HVAC Microbial Control Tube (Steril-Aire 15000109)																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Factor</th> <th style="width: 10%;">=</th> <th style="width: 10%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td>4.00</td> <td>x</td> <td>\$25.17</td> <td>x</td> <td>1.3107</td> <td>=</td> <td>\$131.96</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">\$131.96</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	4.00	x	\$25.17	x	1.3107	=	\$131.96								\$131.96
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	4.00	x	\$25.17	x	1.3107	=	\$131.96																				
							\$131.96																				

User Note: Install ionization unit within the HVAC unit.

25	234400000071	EA	DE Wiring Kit For Up To 65" (DE Bank Install) For Ultraviolet HVAC Microbial Control Tube (Steril-Aire 90000603)																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Factor</th> <th style="width: 10%;">=</th> <th style="width: 10%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td>15.00</td> <td>x</td> <td>\$28.23</td> <td>x</td> <td>1.3107</td> <td>=</td> <td>\$555.02</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">\$555.02</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	15.00	x	\$28.23	x	1.3107	=	\$555.02								\$555.02
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	15.00	x	\$28.23	x	1.3107	=	\$555.02																				
							\$555.02																				

User Note: Ionization power wiring kit.

26	234400000071	EA	DE Wiring Kit For Up To 65" (DE Bank Install) For Ultraviolet HVAC Microbial Control Tube (Steril-Aire 90000603)																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">x</th> <th style="width: 10%;">Factor</th> <th style="width: 10%;">=</th> <th style="width: 10%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td>4.00</td> <td>x</td> <td>\$28.23</td> <td>x</td> <td>1.3107</td> <td>=</td> <td>\$148.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">\$148.00</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	4.00	x	\$28.23	x	1.3107	=	\$148.00								\$148.00
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	4.00	x	\$28.23	x	1.3107	=	\$148.00																				
							\$148.00																				

User Note: Ionization power wiring kit.

27	234400000072	EA	Cleaning Kit For Ultraviolet HVAC Microbial Control Tube (Steril-Aire 90000100)
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Price Proposal Detail Package Report

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Approved 05/24/2021 05:11:02 PM EST

	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		15.00	x	\$13.91	x	1.3107	=	\$273.48
										\$273.48

User Note: Install disinfectant spray within the unit once the unit is installed.

28	234400000072	EA	Cleaning Kit For Ultraviolet HVAC Microbial Control Tube (Steril-Aire 90000100)							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		4.00	x	\$13.91	x	1.3107	=	\$72.93
										\$72.93

User Note: Install disinfectant spray within the unit once the unit is installed.

26 - Electrical **\$15,085.02**

29	260120910002	EA	Lock Out/Tag Out Local Disconnect							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		15.00	x	\$18.90	x	1.3107	=	\$371.58
										\$371.58

User Note: Lock out tag out HVAC equipment for the installation of the ionization units.

30	260120910002	EA	Lock Out/Tag Out Local Disconnect							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		15.00	x	\$18.90	x	1.3107	=	\$371.58
										\$371.58

User Note: Lock out tag out HVAC equipment for the installation of the ionization units.

31	260120910004	EA	Lock Out/Tag Out Tags							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		15.00	x	\$4.00	x	1.3107	=	\$78.64
										\$78.64

User Note: Label locked out HVAC equipment

32	260120910004	EA	Lock Out/Tag Out Tags							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		4.00	x	\$4.00	x	1.3107	=	\$20.97
										\$20.97

User Note: Label locked out HVAC equipment

Price Proposal Detail Package Report

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Approved 05/24/2021 05:11:02 PM EST

33	260513000005	EA	#6 AWG Cable Splice, To 5 KV One Conductor, Shielded Medium Voltage To 5 KV
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	EA	15.00 x \$205.38 x 1.3107 = \$4,037.87
			\$4,037.87

User Note: Splice existing power to provide new power to ionization unit.

34	260513000005	EA	#6 AWG Cable Splice, To 5 KV One Conductor, Shielded Medium Voltage To 5 KV
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	EA	4.00 x \$205.38 x 1.3107 = \$1,076.77
			\$1,076.77

User Note: Splice existing power to provide new power to ionization unit.

35	260513000080	EA	#2 To 3/0 AWG Cable Termination 15 KV
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	EA	15.00 x \$359.69 x 1.3107 = \$7,071.69
			\$7,071.69

User Note: Terminate power wiring to the ionization unit and to the unit power splice.

36	260513000080	EA	#2 To 3/0 AWG Cable Termination 15 KV
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	EA	4.00 x \$359.69 x 1.3107 = \$1,885.78
			\$1,885.78

User Note: Terminate power wiring to the ionization unit and to the unit power splice.

37	260519160427	MLF	3 Conductor #18 AWG, Stranded, Type TC Control Cable
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	MLF	0.10 x \$623.80 x 1.3107 = \$81.76
			\$81.76

User Note: Install power cabling.

38	260519160427	MLF	3 Conductor #18 AWG, Stranded, Type TC Control Cable
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	MLF	0.02 x \$623.80 x 1.3107 = \$16.35
			\$16.35

User Note: Install power cabling.

39	260519160427	0467	For Work In Restricted Working Space, Add
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal

Price Proposal Detail Package Report

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Approved 05/24/2021 05:11:02 PM EST

Installation	MLF	0.10	x	\$187.14	x	1.3107	=	\$24.53
								\$24.53

User Note: Installed within HVAC unit.

40	260519160427	0467	MLF	For Work In Restricted Working Space, Add					
	<i>Accepted</i>								
		Quantity	x	Unit Price	x	Factor	=	LineTotal	
	Installation	MLF	0.02	x	\$187.14	x	1.3107	=	\$4.91
								\$4.91	

User Note: Install within HVAC unit.

41	260553000019		EA	Labeling Wire					
	<i>Accepted</i>								
		Quantity	x	Unit Price	x	Factor	=	LineTotal	
	Installation	EA	15.00	x	\$1.71	x	1.3107	=	\$33.62
								\$33.62	

User Note: Label ionization power cabling.

42	260553000019		EA	Labeling Wire					
	<i>Accepted</i>								
		Quantity	x	Unit Price	x	Factor	=	LineTotal	
	Installation	EA	4.00	x	\$1.71	x	1.3107	=	\$8.97
								\$8.97	

User Note: Label ionization power cabling.

Proposal Total:	\$52,683.95
The Percentage of Non Pre-Priced on this Proposal:	0.00%

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

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Job Order Authorization

Job Order Contract

Date:	06/04/2021	
Project Information	Job Order #:	JC2021-003.00
	Department/Division:	
	Job Order Title:	SC Bathrooms Repair and Modernization
	Location Name:	Senior Center
	Brief Scope of Work:	
Contract Information	Contract:	181115-1
	Contractor:	FORMA Construction (WA) 1016 1st Ave. South Ste 400 Seattle, WA 98134
Project Costs	Construction	\$50,490.53
	Construction Sales Tax 10.1%	\$5,099.54
	Gordian Licensing 1.95%	\$984.57
	Sales Tax on License Fee 10.1%	\$99.44
	Gordian Fee 3.05%	\$1,539.96
	Total:	\$58,214.04
Schedule	Project Duration:	
	Start Date (Planned):	
	Completion Date (Planned):	

Sign below to approve this Job Order


Kellye Mazzoli (Jun 8, 2021 14:54 PDT)

Jun 9, 2021

Kellye Mazzoli, Executive Director

Date

Northshore Parks & Recreation Service Area

18415 101st Ave NE
Bothell, WA 98011

Date: 6/4/2021

Final Scope of Work

Job Order Contracting

To: Carly Joerger
Northshore Parks & Recreation Service Area
18415 101st Ave NE
Bothell, WA 98011
(425) 471-8949
nprsa@bothellwa.gov

From: Rob Wettleson
WA State - FORMA Construction
1016 1st Ave. South
Ste 400
Seattle, WA 98134
(206) 719-6720
RobW@formacc.com

Contract No: 181115-1
Job Order No: JC2021-003.00
Job Order Title: SC Bathrooms Repair and Modernization
Location: Senior Center
10201 E Riverside Drive
Bothell, WA 98011

Brief Scope:

Rob Wettleson

Rob Wettleson (Jun 10, 2021 07:51 PDT)

Jun 10, 2021

Rob Wettleson, Contractor Project Manager

Date

Carly Joerger

Jun 9, 2021

Carly Joerger, Project Manager

Date

PROJECT: JC2021-004 SC Bathrooms Repair and Modernization

Location: Northshore Adult Day Center
10201 East Riverside Dr.
Bothell, WA 98011

Date: 04/22/2021
R1: 05/02/2021

Estimated Duration

- 5 Days Subcontracting
- 3-4 Weeks Preconstruction/Material Procurement from NTP
- 10-15 Days Construction (pending subcontractor input)
- 5 Days Punchlist/Demobilization/Closeout

Construction Start Date

- TBD / Notice to Proceed + one (1) week / product lead time

Description: The *SC Bathrooms Repair and Modernization* project consists of repairing water leaks, installing floor drains and flooring/drywall repairs.

Contract Documents and/or General Information

The scope of work for the *SC Bathrooms Repair and Modernization* project is based on:

- Project Intake Form: 03/29/2021
- Joint Scope Walk: 03/29/2021
- Subcontractor Walk: 04/27/2019
- SC Building Drawings with FORMA notes dated: 05/02/2021
- In conjunction with the below FORMA Construction scope of work detail

General information

- The performance of all work to be in accordance with OSHA and WISHA safety requirements
- Hazardous material abatement and disposal to be in accordance with all local, state, and federal requirements
- The performance of all work to be in accordance with applicable construction and buildings codes and industry standard best practices
- Project start date is dependent upon Notice to Proceed, submittal approval, and product lead times
- All construction debris will be cleaned up daily with final jobsite cleanup at construction completion
- This is a prevailing wage project

Northshore Parks and Recreation Specifications – Prior to Beginning Work

- On site Pre-Construction meeting with Northshore Parks and Recreation to review scope of work, operations, occupant disruption mitigation plan(s), public safety plan, and traffic control plan(s) as required and appropriate

WORK PLAN

- Plumbing (Women 104, Men 105)
 - Provide all labor, materials, and equipment to complete all Plumbing work as it relates to the attached documents and inclusive of the following scope of work:
 - Provide plumbing permit and inspections
 - All plumbing to comply with state/local electrical codes/requirements
 - Provide Ground Penetrating Radar (GPR) inspection of concrete slab at location of all sawcuts/excavation

- Toilet and urinal leak repairs
 - Remove and reinstall all toilets (Qty. 9)
 - Replace/repair leaking components
 - Drywall to be repaired/replaced prior to fixture reinstallation
 - Remove and reinstall all urinals (Qty. 3)
 - Replace/repair leaking components
 - Drywall to be repaired/replaced prior to fixture reinstallation
 - ***If additional leaks and/or damage are found after fixtures are removed and repairs are required, a Supplemental will be issued to capture additional costs associated with this work.***
- Floor Drains
 - Sawcut bathroom floors as required for floor drain, venting and waste line installation
 - Remove and dispose of existing concrete
 - Intercept waste line under floor outside of restroom entrances
 - Excavate as required
 - Provide and install new 2" floor drains (Qty. 2) with trap seals at locations depicted on project drawings
 - Route new waste lines to intercept existing waste line under floor at location depicted on project drawings
 - Drains/covers to be ADA compliant
 - Flush mounted to top of floor tile
 - Provide and install vent lines at floor drains (Qty. 2)
 - Vents to be routed up wall adjacent to floor drain at locations depicted on project drawings
 - Patch concrete to match existing adjacent floor
- Drywall/Paint (Women 104, Men 105)
 - Provide all labor, materials, and equipment to complete all Drywall/Paint work as it relates to the attached documents and inclusive of the following scope of work:
 - Drywall repairs at all toilets
 - With toilets removed, remove a 2.5'+/- wide drywall strip from the floor to the bottom of the toilet seat cover dispenser openings
 - Removed or repair compromised drywall along floor between fixtures
 - Provide and install drywall patches at repair locations, match existing drywall finish level
 - Drywall repairs at urinals
 - Remove urinal partitions, to be reinstalled after plumbing work and drywall repairs are complete
 - With urinals removed, remove drywall at urinals from floor to 6" above the flush valve location
 - Provide and install drywall patches at repair locations, match existing drywall finish level
 - Reinstall urinal partitions
 - Drywall at vent lines
 - Remove drywall strip up one stud bay, from floor to ceiling at locations depicted on project drawings
 - Provide and install drywall patches at vent locations, match existing drywall finish level
 - Paint at all walls with drywall work/repairs
 - Match existing color and sheen
 - Paint full wall
 - x2 coats
- Flooring (Women 104, Men 105)

- Provide all labor, materials, and equipment to complete all Flooring work as it relates to the attached documents and inclusive of the following scope of work:
- Tile Base
 - Remove tile base at walls with toilets and urinals as indicated on project drawings
 - Tile to be saved for reinstallation
 - Reinstall tile base at walls with toilets and urinals after plumbing and drywall work is completed
- Carpet tile
 - Remove carpet tile as required for saw cutting outside restroom entrance
 - Carpet tile to be saved
 - Reinstall carpet tile outside restroom entrances once plumbing and concrete work is completed
- Floor tile and tile base
 - Remove floor tile and tile base as indicated on project drawings
 - Use existing seam at transition between sink area and toilet area
 - Provide and install new floor tile and tile base at locations depicted on project drawings

Assumptions

- All work areas will be clear and ready for construction each day
- Any/All damage to existing-to-remain site conditions under the scope of this project to be repaired to as-new or better condition by subcontractor(s) at no additional cost
- Protect the public at all times using a combination of warning signs, barricades, and company staff to prevent access to work zone(s)
- Assumes a “laydown area” for contractors and equipment will available on site
- Assumes Leak Investigation/Repairs only in shared wall between first floor men’s and women’s restrooms
- Assumes vent line tie in point in drop ceiling above sink areas

Exclusions

- Excludes OT and off hours/weekend work hours
- Excludes CAD as-built drawings
- Excludes any scope not specifically stated above
- Excludes handling or disposal of any hazardous materials
- Excludes any/all code upgrades
- Excludes mold removal/remediation
- Excludes replacement of water damaged studs/framing
- Excludes replacement of toilet partitions
- Excludes replacement of bathroom fixtures

Safety

- Site Specific Safety Plan (prior to construction start)

Special or Potential Long Lead Items

- N/A

Required Submittals

- New bathroom tile
- Floor Drains
- Plumbing Materials
- Paint drawdowns

Potential Disruptions to Occupants and Remediation Plan

- The restrooms will be closed for the duration of work on this project

Utility Outages / Shutdowns

- Water outage during plumbing repairs

Construction Staging Area

- In West parking lot

Special Training / Orientation Requirements

- N/A

Hours of Operation

- Normal work hours 7:00AM - 5:00PM Monday-Friday

Schedule Issues / Milestones

- N/A

Special Security Requirements

- N/A

Closeout Requirements (O&Ms, Warranties, Manufacturer Warranties, As-builts & Owner Stock)

- (2) copies of a standard O&Ms with FORMA Construction's warranty, any material warranties, and red-line drawings will be provided to the City of Everett PM as appropriate

Hazardous Materials

- Hazardous Material abatement and disposal has been excluded from this contract

Price Proposal Detail Package Report

Version: 2.0

Approved 06/04/2021 06:23:06 PM EST

Date: June 4, 2021
JOC Name (Contractor): FORMA Construction (WA)
Contract Name: FORMA-2018-Option 2
Contract Number: 181115-1
Job Order Number: JC2021-003.00
Job Order Title: SC Bathrooms Repair and Modernization
Location: Senior Center
Cost Proposal Date: June 4, 2021
Proposal Value: \$50,490.53

Division	Division Totals
01 General Requirements	\$14,500.26
02 Existing Conditions	\$4,315.62
03 Concrete	\$5,437.13
09 Finishes	\$15,292.64
10 Specialties	\$656.35
22 Plumbing	\$10,153.13
31 Earthwork	\$135.40
Proposal Total:	\$50,490.53
The Percentage of Non Pre-Priced on this Proposal:	0.00%

By signing the Contractor acknowledges that this Job Order is issued under the provisions of the Contract established in response to Contract #181115-1 by . The services authorized are within the scope of services set forth in the Contract. All rights and obligations of the parties shall be subject to and governed by the terms and conditions, amendment(s) (if applicable), and the signed contract including any subsequent modifications, are hereby incorporated by reference as if fully set forth herein.

Rob Wettleson

[Rob Wettleson \(Jun 10, 2021 07:51 PDT\)](#)

Rob Wettleson, Contractor Project Manager

Jun 10, 2021

Date

Carly Joerger

Carly Joerger, Project Manager

Jun 9, 2021

Date

Washington State Sales Tax (10.1): **\$5,099.54**

Total Price of Construction Including WSST: **\$55,590.07**

Price Proposal Detail Package Report

Version: 2.0

Approved 06/04/2021 06:23:06 PM EST

Date: June 4, 2021
JOC Name (Contractor): FORMA Construction (WA)
Contract Name: FORMA-2018-Option 2
Contract Number: 181115-1
Job Order Number JC2021-003.00
Job Order Title SC Bathrooms Repair and Modernization
Location: Senior Center
Cost Proposal Date: June 4, 2021
Proposal Value: \$50,490.53

Record #	CSI Number	MOD	UOM	Description	Unit Price	Factor	Total
01 - General Requirements							\$14,500.26

1	012216000002		EA	Reimbursable Fees							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA	500.00	x	\$1.00	x	1.0000	=		\$500.00
											\$500.00

User Note: Plumbing permit. ADJUSTMENT FACTOR of 1.00 not available on drop down menu.

2	012220000015		HR	Laborer							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	HR	4.00	x	\$71.75	x	1.3107	=		\$376.17
											\$376.17

User Note: Plumbing work in occupied space. Laborer for daily site cleanup, trash removal. 1 hr/day x 4 days = 4 hours

3	012220000015		HR	Laborer							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	HR	8.00	x	\$71.75	x	1.3107	=		\$752.34
											\$752.34

User Note: Drywall and paint work in occupied space. Laborer for daily site cleanup, trash removal. Drywall 1 hr/day x 4 days = 4 hours. Paint 1 hr/day x 4 days = 4 hours. 8 HOURS TOTAL

Price Proposal Detail Package Report

Version: 2.0

Approved 06/04/2021 06:23:06 PM EST

4	012220000015	HR	Laborer							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	HR	7.00	x	\$71.75	x	1.3107	=	\$658.30
										\$658.30

User Note: Flooring work in occupied space. Laborer for daily site cleanup, trash removal. 1 hr/day x 7 days = 7 hours

5	012220000027	HR	Plumber							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	HR	4.00	x	\$79.52	x	1.3107	=	\$416.91
										\$416.91

User Note: Storage area 75-100 feet from restrooms. Move removed x9 toilets and x3 urinal to/from staging area. 4 HOURS TOTAL

6	012220000027	HR	Plumber							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	HR	6.00	x	\$79.52	x	1.3107	=	\$625.36
										\$625.36

User Note: Inspection of x9 toilet carriers, x3 urinal carriers, x12 flushometers, water supply lines, and waste lines. Components in wall cavity. 30 minutes per fixture = 6 HOURS

7	012223000148	DAY	Up To 2,000 CFM Portable Negative Air Machine With Pre-Filter And HEPA Filter							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	DAY	6.00	x	\$106.76	x	1.3107	=	\$839.58
										\$839.58

User Note: x2 negative air machines (1 per restroom) for duration of concrete cutting/removal. 3 x 2 = 6 DAYS

8	012223000148	DAY	Up To 2,000 CFM Portable Negative Air Machine With Pre-Filter And HEPA Filter							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	DAY	6.00	x	\$106.76	x	1.3107	=	\$839.58
										\$839.58

User Note: x2 negative air machines (1 per restroom) for duration of floor demo, floor prep and installation. 3 days x 2 = 6 DAYS

9	012223000149	WK	Up To 2,000 CFM Portable Negative Air Machine With Pre-Filter And HEPA Filter							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	WK	3.00	x	\$438.47	x	1.3107	=	\$1,724.11
										\$1,724.11

User Note: x2 negative air machines (1 per restroom) for duration of drywall and painting work. 1.5 weeks x 2 = 3 weeks.

Price Proposal Detail Package Report

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10	014523000044	HR	Subsurface Detection Radar System
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	HR	6.00 x \$258.83 x 1.3107 = \$2,035.49
			\$2,035.49

User Note: Ground penetrating radar scan of existing reinforced concrete slab for plumbing and electrical lines and location of existing 4" waste line. 80SF

11	015616000046	SF	Masonite For Temporary Floor Protection
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	SF	900.00 x \$1.32 x 1.3107 = \$1,557.11
			\$1,557.11

User Note: Floor protection for walkway from construction area to exterior entrance area. Used to remove concrete debris and concrete from truck by wheel barrow. 90' x 6' = 540SF. Floor protection from bathroom to staging area 50lf x 4' = 200SF. Floor protection in staging area during storage of x9 toilets and x3 urinals 20'x8' = 160SF. 900SF TOTAL.

12	016619000007	CY	Transfer Delivered Materials Distances Greater Than 125', Per CY Of Material Per 125'
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	CY	7.00 x \$13.12 x 1.3107 = \$120.37
			\$120.37

User Note: Transfer of materials from parking lot to work area 150LF. Pipe, fittings, drains, rebuild kits, protection, floor protection. 7 CY

13	016619000007	CY	Transfer Delivered Materials Distances Greater Than 125', Per CY Of Material Per 125'
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	CY	5.00 x \$13.12 x 1.3107 = \$85.98
			\$85.98

User Note: Transfer of materials from parking lot to work area 150LF. Tile, floor prep, grout, mortar, base, tile base, protection. 5 CY

14	016619000007	CY	Transfer Delivered Materials Distances Greater Than 125', Per CY Of Material Per 125'
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	CY	7.00 x \$13.12 x 1.3107 = \$120.37
			\$120.37

User Note: Transfer of materials from parking lot to work area 150LF. New drywall, drywall materials, wood, paint, protection, tape, drop clothes. 7 CY

15	017113000002	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed Truck
	<i>Accepted</i>		
			Quantity x Unit Price x Factor = LineTotal
	Installation	EA	3.00 x \$204.86 x 1.3107 = \$805.53
			\$805.53

Price Proposal Detail Package Report

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User Note: Mobilization/demobilization of plumbing equipment/tools; work cart, wheel barrow, & hand tools = 1. Mobilization of concrete saw = 1. Mobilization of jackhammer = 1. 3 TOTAL

16	017113000002	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed Truck							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		1.00	x	\$204.86	x	1.3107	=	\$268.51
										\$268.51

User Note: Mobilization/demobilization of floor contractor equipment/tools; floor scraper, work cart, tile saw, wheel barrow, & hand tools.

17	017113000002	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed Truck							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		2.00	x	\$204.86	x	1.3107	=	\$537.02
										\$537.02

User Note: Mobilization/demobilization of paint equipment/tools; ladders, sprayer, work cart, rollers, & misc tools = 1. Mobilization/demobilization of drywall equipment/tools; concrete saw, jackhammer, work cart, wheel barrow, & hand tools = 1. 2 TOTAL

18	017419000013	EA	15 CY Dumpster (2 Ton) "Construction Debris"							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		1.00	x	\$558.99	x	1.3107	=	\$732.67
										\$732.67

User Note: Plumbing. Dumpster for demo debris, trash, and removed protection materials.

19	017419000013	EA	15 CY Dumpster (2 Ton) "Construction Debris"							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		1.00	x	\$558.99	x	1.3107	=	\$732.67
										\$732.67

User Note: Drywall/paint. Dumpster for demo debris, trash, and removed protection materials.

20	017419000013	EA	15 CY Dumpster (2 Ton) "Construction Debris"							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA		1.00	x	\$558.99	x	1.3107	=	\$732.67
										\$732.67

User Note: Flooring. Dumpster for demo debris, trash, and removed protection materials.

21	017419000039	CYM	Hauling On Paved Roads, First 15 Miles							
	<i>Accepted</i>			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	CYM		45.00	x	\$0.67	x	1.3107	=	\$39.52
										\$39.52

Price Proposal Detail Package Report

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User Note: Trucking to dispose of 3.0CY of unsuitable soil. 3 x15 miles = 45CYM

02 - Existing Conditions	\$4,315.62
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22	023213000021	CY	Excavation For Test Pit, Heavy Soil, Hand Excavation
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	3.05	x \$288.22
			x Factor
			x 1.3107
			=
			LineTotal
			\$1,152.20
			\$1,152.20

User Note: Excavate for new floor drains, assumed to be unsuitable for reuse/bedding new pipe. 55SF at an average depth of 18" = 3.05CY

23	024113130037	SF	>3" To 6" By Hand, Break-up And Remove Concrete Paving
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	55.00	x \$5.17
			x Factor
			x 1.3107
			=
			LineTotal
			\$372.70
			\$372.70

User Note: Demo and removed 55SF of concrete SLAB. 55 SF

24	024119130015	EA	Saw Cut Minimum Charge
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	1.00	x \$702.02
			x Factor
			x 1.3107
			=
			LineTotal
			\$920.14
			\$920.14

User Note: Saw cut for x2 floor drains, x2 vents and x1 tie into existing 4" waste line. 1 TOTAL

25	026113000005	CY	Disposal Fees Of Non-Petroleum Contaminated Soil
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	3.00	x \$69.16
			x Factor
			x 1.3107
			=
			LineTotal
			\$271.94
			\$271.94

User Note: Disposal of 3.0CY of unsuitable soil from trenching. 3.0CY

26	028900000009	SF	6 Mil Plastic Sheeting, Applied To Floors, Hazmat Containment Construction
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	540.00	x \$0.36
			x Factor
			x 1.3107
			=
			LineTotal
			\$254.80
			\$254.80

User Note: Floor protection liquid spills at masonite walkway from construction area to exterior entrance area. 90' x 6' = 540SF.

Price Proposal Detail Package Report

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27	028900000009	SF	6 Mil Plastic Sheeting, Applied To Floors, Hazmat Containment Construction
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	400.00	x \$0.36
			x Factor
			x 1.3107
			=
			LineTotal
			\$188.74
			\$188.74

User Note: Floor protection to protect to remain tiling and area outside carpet work. 400SF

28	028900000010	SF	6 Mil Plastic Sheeting, Applied To Walls, Hazmat Containment Construction
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	918.00	x \$0.48
			x Factor
			x 1.3107
			=
			LineTotal
			\$577.55
			\$577.55

User Note: Tenting for dust control and wall protection during plumbing excavation/demo locations. 102' x 9' = 918SF TOTAL

29	028900000010	SF	6 Mil Plastic Sheeting, Applied To Walls, Hazmat Containment Construction
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	918.00	x \$0.48
			x Factor
			x 1.3107
			=
			LineTotal
			\$577.55
			\$577.55

User Note: Tenting for dust control during floor demo, floor prep and install. 102' x 9' = 918SF TOTAL

03 - Concrete **\$5,437.13**

30	030130710023	BAG	Pea Gravel
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	120.00	x \$19.97
			x Factor
			x 1.3107
			=
			LineTotal
			\$3,140.96
			\$3,140.96

User Note: Gravel to backfill trenching. 120 bags

31	033113000051	CF	Hand Mix And Place Concrete
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	27.00	x \$27.80
			x Factor
			x 1.3107
			=
			LineTotal
			\$983.81
			\$983.81

User Note: Replace removed concrete. 1CY = 27 CF

32	033113000100	CY	150' Haul, Non Motorized, Concrete Buggy
	<i>Accepted</i>		
		Quantity	x Unit Price
	Installation	1.00	x \$27.01
			x Factor
			x 1.3107
			=
			LineTotal
			\$35.40
			\$35.40

User Note: Move mixed concrete from exterior of building to interior work site. 150LF

Price Proposal Detail Package Report

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33	033516000002		SF	Screed, Concrete Floor Finish							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF		55.00	x	\$0.79	x	1.3107	=	\$56.95
\$56.95											

User Note: Screed 55SF of concrete patch back.

34	033516000002		SF	For Up To 100, Add							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF		55.00	x	\$1.58	x	1.3107	=	\$113.90
\$113.90											

User Note:

35	033516000005		SF	Final Float, Concrete Floor Finish							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF		55.00	x	\$1.22	x	1.3107	=	\$87.95
\$87.95											

User Note: Float 55 SF of concrete patch

36	033516000005		SF	For Up To 100, Add							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF		55.00	x	\$2.44	x	1.3107	=	\$175.90
\$175.90											

User Note:

37	035416000004		SF	1/2" Thick Self Leveling Cementitious Underlayment For Floors Including Surface Preparation							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF		140.00	x	\$4.59	x	1.3107	=	\$842.26
\$842.26											

User Note: Self leveling floor prep. and floor prep at concrete patch at floor tile 105SF. floor prep at new slab under floor tile 35SF. 140SF TOTAL

09 - Finishes	\$15,292.64
----------------------	--------------------

38	090120910003		SF	>2 To 4 SF, Cut And Patch Hole In Drywall To Match Existing							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF		208.00	x	\$11.61	x	1.3107	=	\$3,165.18
\$3,165.18											

User Note: CLOSEST MATCH Drywall remove replace at x9 toilets, x3 urinals, and x2 vent runs. 208 SF

Price Proposal Detail Package Report

Version: 2.0

Approved 06/04/2021 06:23:06 PM EST

39	092900000003	SF	1/4" Gypsum Board																																
	<i>Accepted</i>																																		
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Quantity</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Unit Price</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Factor</th> <th style="width: 5%;">=</th> <th style="width: 20%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td style="text-align: right;">0.00</td> <td>x</td> <td style="text-align: right;">\$0.91</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Demo</td> <td style="text-align: right;">204.00</td> <td>x</td> <td style="text-align: right;">\$0.29</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$77.54</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$77.54</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	0.00	x	\$0.91	x	1.3107	=	\$0.00	Demo	204.00	x	\$0.29	x	1.3107	=	\$77.54								\$77.54
	Quantity	x	Unit Price	x	Factor	=	LineTotal																												
Installation	0.00	x	\$0.91	x	1.3107	=	\$0.00																												
Demo	204.00	x	\$0.29	x	1.3107	=	\$77.54																												
							\$77.54																												

User Note: Demo drywall at x3 urinals, x9 toilets, and x2 vent line paths.

40	093016000002	SF	Glazed Quarry Floor Tile																																
	<i>Accepted</i>																																		
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Quantity</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Unit Price</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Factor</th> <th style="width: 5%;">=</th> <th style="width: 20%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td style="text-align: right;">0.00</td> <td>x</td> <td style="text-align: right;">\$16.27</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Demo</td> <td style="text-align: right;">210.00</td> <td>x</td> <td style="text-align: right;">\$1.30</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$357.82</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$357.82</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	0.00	x	\$16.27	x	1.3107	=	\$0.00	Demo	210.00	x	\$1.30	x	1.3107	=	\$357.82								\$357.82
	Quantity	x	Unit Price	x	Factor	=	LineTotal																												
Installation	0.00	x	\$16.27	x	1.3107	=	\$0.00																												
Demo	210.00	x	\$1.30	x	1.3107	=	\$357.82																												
							\$357.82																												

User Note: Demo existing floor tile. 105SF x 2 restrooms = 210

41	093016000002	SF	Glazed Quarry Floor Tile																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Quantity</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Unit Price</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Factor</th> <th style="width: 5%;">=</th> <th style="width: 20%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td style="text-align: right;">210.00</td> <td>x</td> <td style="text-align: right;">\$16.27</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$4,478.27</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$4,478.27</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	210.00	x	\$16.27	x	1.3107	=	\$4,478.27								\$4,478.27
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	210.00	x	\$16.27	x	1.3107	=	\$4,478.27																				
							\$4,478.27																				

User Note: Install new floor tile. 105SF x 2 restrooms = 210

42	093016000006	LF	6" High Glazed Quarry Tile Cove Base Or Trim																																
	<i>Accepted</i>																																		
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Quantity</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Unit Price</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Factor</th> <th style="width: 5%;">=</th> <th style="width: 20%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td style="text-align: right;">0.00</td> <td>x</td> <td style="text-align: right;">\$24.83</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Demo</td> <td style="text-align: right;">70.00</td> <td>x</td> <td style="text-align: right;">\$1.70</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$155.97</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$155.97</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	0.00	x	\$24.83	x	1.3107	=	\$0.00	Demo	70.00	x	\$1.70	x	1.3107	=	\$155.97								\$155.97
	Quantity	x	Unit Price	x	Factor	=	LineTotal																												
Installation	0.00	x	\$24.83	x	1.3107	=	\$0.00																												
Demo	70.00	x	\$1.70	x	1.3107	=	\$155.97																												
							\$155.97																												

User Note: Demo tile base at wall demo 41LF. Tile base at new floor install 38LF. = 79LF

43	093016000006	LF	6" High Glazed Quarry Tile Cove Base Or Trim																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Quantity</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Unit Price</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Factor</th> <th style="width: 5%;">=</th> <th style="width: 20%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td style="text-align: right;">79.00</td> <td>x</td> <td style="text-align: right;">\$24.83</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$2,571.03</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$2,571.03</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	79.00	x	\$24.83	x	1.3107	=	\$2,571.03								\$2,571.03
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	79.00	x	\$24.83	x	1.3107	=	\$2,571.03																				
							\$2,571.03																				

User Note: Install tile base at wall demo 41LF. Tile base at new floor install 38LF. = 79LF

44	093100000001	SF	Thin Set - Latex Portland Cement Mortar																								
	<i>Accepted</i>																										
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Quantity</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Unit Price</th> <th style="width: 5%;">x</th> <th style="width: 15%;">Factor</th> <th style="width: 5%;">=</th> <th style="width: 20%;">LineTotal</th> </tr> </thead> <tbody> <tr> <td>Installation</td> <td style="text-align: right;">39.50</td> <td>x</td> <td style="text-align: right;">\$1.17</td> <td>x</td> <td style="text-align: right;">1.3107</td> <td>=</td> <td style="text-align: right;">\$60.57</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$60.57</td> </tr> </tbody> </table>		Quantity	x	Unit Price	x	Factor	=	LineTotal	Installation	39.50	x	\$1.17	x	1.3107	=	\$60.57								\$60.57
	Quantity	x	Unit Price	x	Factor	=	LineTotal																				
Installation	39.50	x	\$1.17	x	1.3107	=	\$60.57																				
							\$60.57																				

Price Proposal Detail Package Report

Version: 2.0

Approved 06/04/2021 06:23:06 PM EST

User Note: 79LF x 6" for tile base. 39.5SF TOTAL

45	09320000001	SF	3/4" Minimum Thickness Portland Cement Mortar Setting Bed						
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	210.00	x	\$2.77	x	1.3107	=	\$762.43
		Demo	1.00	x	\$1.23	x	1.3107	=	\$1.61
									\$764.04

User Note: Mortar 210 SF of tile.

46	09320000001	SF	3/4" Minimum Thickness Portland Cement Mortar Setting Bed						
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	0.00	x	\$2.77	x	1.3107	=	\$0.00
		Demo	210.00	x	\$1.23	x	1.3107	=	\$338.55
									\$338.55

User Note: Demo mortar at removed floor tile. 210SF

47	09390000011	LF	3/8" Height, Curved Aluminum Edge Protection Trim For Tile (Schluter® SCHIENE-RADIUS)						
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	6.00	x	\$3.14	x	1.3107	=	\$24.69
									\$24.69

User Note: Transition between tile and carpet at bathroom entrances. 6LF

48	09511300032	SF	Removal And Reinstallation Of Acoustical Ceiling Tile And Grid, 2' x 2' Or 2' x 4'						
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	100.00	x	\$1.06	x	1.3107	=	\$138.93
									\$138.93

User Note: Remove and reinstall ceiling tile in restrooms for tie into existing venting. 100SF

49	096513130008	LF	6" High, 1/8" Rubber Base, Group 2 All (Except White)						
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	20.00	x	\$3.19	x	1.3107	=	\$83.62
									\$83.62

User Note: Install cove base at removed/reinstalled carpet tile. 20LF

50	096513130008	LF	6" High, 1/8" Rubber Base, Group 2 All (Except White)						
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	0.00	x	\$3.19	x	1.3107	=	\$0.00
		Demo	20.00	x	\$1.08	x	1.3107	=	\$28.31

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\$28.31

User Note: Demo cove base at removed/reinstalled carpet tile. 20LF

51	096513130008	0170	LF	For Up To 20, Add							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
			Installation	LF	20.00	x	\$1.44	x	1.3107	=	\$37.75
											\$37.75

User Note:

52	096513330005		SF	Removal Of Glue From Concrete Floor							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
			Installation	SF	55.00	x	\$0.89	x	1.3107	=	\$64.16
											\$64.16

User Note: Remove glue at carpet tile install. 55SF TOTAL

53	096813000006		SY	24 Ounce, Non Patterned, Nylon Carpet Tile							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
			Installation	SY	0.00	x	\$10.54	x	1.3107	=	\$0.00
			Demo	SY	6.11	x	\$4.31	x	1.3107	=	\$34.52
											\$34.52

User Note: Remove carpet tile at restroom entrance. 55SF = 6.11SY

54	096813000032		SY	Installation Of Owner Provided Patterned Carpet Tiles							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
			Installation	SY	6.11	x	\$12.03	x	1.3107	=	\$96.34
											\$96.34

User Note: Install carpet tile at restroom entrance. 55SF = 6.11SY

55	099123000058		SF	Paint Interior Plaster/Drywall Walls, 1 Coat Primer, Brush Work							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
			Installation	SF	459.00	x	\$0.56	x	1.3107	=	\$336.90
											\$336.90

User Note: Prime walls at repairs. 51LF x 9' high. 459SF

56	099123000060		SF	Paint Interior Plaster/Drywall Walls, 2 Coats Paint, Brush Work							
	<i>Accepted</i>				Quantity	x	Unit Price	x	Factor	=	LineTotal
			Installation	SF	1,638.00	x	\$1.08	x	1.3107	=	\$2,318.68
											\$2,318.68

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User Note: Paint interior walls of bathrooms x 2 coats. 182LF x9' = 1638

57	099143000005	SF	Hand Scrape, Concrete And Masonry Surfaces, Surface Preparation								
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal		
		Installation	265.00	x	\$0.46	x	1.3107	=	\$159.77		
										\$159.77	

User Note: Surface prep of floor for tile. 105SF x 2 restrooms = 210. Surface prep for carpet tile reinstall 55SF. 265SF TOTAL

10 - Specialties **\$656.35**

58	102813130064	EA	Recessed Mounted, Stainless Steel Sanitary Seat-Cover Dispenser (Bobrick Classic B-301)								
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal		
		Installation	9.00	x	\$39.49	x	1.3107	=	\$465.84		
		Demo	9.00	x	\$16.15	x	1.3107	=	\$190.51		
										\$656.35	

User Note: LABOR ONLY. Remove and reinstall x9 recessed toilet seat dispensers.

22 - Plumbing **\$10,153.13**

59	220140810025	EA	Toilet Bowl Ring, Flat Wax, Replacement								
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal		
		Installation	12.00	x	\$5.44	x	1.3107	=	\$85.56		
										\$85.56	

User Note: Replace wax rings on x3 urinals and x9 toilets. 12 TOTAL

60	221316000251	EA	4", Cut And Prepare Existing In-Place Cast Iron Pipe								
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal		
		Installation	2.00	x	\$12.02	x	1.3107	=	\$31.51		
										\$31.51	

User Note: Tie into existing cast iron pipe. x2 cuts

61	221316000416	EA	4" No Hub Cast Iron Sanitary Cross								
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal		
		Installation	1.00	x	\$128.63	x	1.3107	=	\$168.60		
										\$168.60	

User Note: Pipe cross for tap into existing cast iron waste lines. 1 TOTAL

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62	221316000518	LF	4" Schedule 40 Polyvinyl Chloride (PVC) DWV Pipe
	<i>Accepted</i>		
		Quantity	Unit Price
		x	Factor
		=	LineTotal
	Installation	LF	70.00 x \$10.65 x 1.3107 = \$977.13
			\$977.13

User Note: Floor drain waste lines 36LF. Vent lines to above acoustic ceiling 34LF. 70LF total

63	221316000551	EA	4" Polyvinyl Chloride (PVC) DWV 1/8 Bends
	<i>Accepted</i>		
		Quantity	Unit Price
		x	Factor
		=	LineTotal
	Installation	EA	32.00 x \$44.78 x 1.3107 = \$1,878.18
			\$1,878.18

User Note: Floor drain waste lines 90 degree turns x4 = x8 1/8 bends. Vent lines x12 90 degree turns = x24 1/8 bends. 24+8=32

64	221316000837	EA	4" Cast Iron/Plastic To Cast Iron/Plastic, Elastomeric Polyvinyl Chloride (PVC) Flexible Pipe Coupling
	<i>Accepted</i>		
		Quantity	Unit Price
		x	Factor
		=	LineTotal
	Installation	EA	2.00 x \$13.70 x 1.3107 = \$35.91
			\$35.91

User Note: Coupler for cast iron to PVC

65	221319130083	EA	7" Diameter Floor Drain With 9" x 3-1/2" Oval Funnel With 4" Outlet, Bronze Top
	<i>Accepted</i>		
		Quantity	Unit Price
		x	Factor
		=	LineTotal
	Installation	EA	2.00 x \$637.75 x 1.3107 = \$1,671.80
			\$1,671.80

User Note:

66	224213130056	EA	Removal And Reinstallation Of Wall Hung Water Closet With Flush Valve
	<i>Accepted</i>		
		Quantity	Unit Price
		x	Factor
		=	LineTotal
	Installation	EA	9.00 x \$337.61 x 1.3107 = \$3,982.55
			\$3,982.55

User Note: Remove and reinstall eater closets and flush valved. 9 TOTAL

67	224213160033	EA	Removal And Reinstallation Of Wall Hung Urinal With Flush Valve
	<i>Accepted</i>		
		Quantity	Unit Price
		x	Factor
		=	LineTotal
	Installation	EA	3.00 x \$336.18 x 1.3107 = \$1,321.89
			\$1,321.89

User Note: Remove and reinstall urinals. 3 TOTAL

31 - Earthwork	\$135.40
-----------------------	-----------------

Price Proposal Detail Package Report

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68	312316130014	CY	Compaction of Fill or Subbase for Trenches by Hand						
	<i>Accepted</i>		Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	3.05	x	\$33.87	x	1.3107	=	\$135.40
									\$135.40

User Note: Compaction by hand of excavated materials. 3.05 CY

	Proposal Total:	\$50,490.53
	The Percentage of Non Pre-Priced on this Proposal:	0.00%

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.



TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
 Carly Joerger, Levy Coordinator (Presenter)

DATE: June 16, 2021

SUBJECT: Consideration of Minute Order # MO-21-09, Updating the Capital Repairs Plan

POLICY CONSIDERATION: This item asks the Board to consider if the Board should adopt the updated Capital Repairs Plan.

If approved, this would direct the Administering Agency staff to authorize contractors and consultants to proceed with the projects listed, including entering into any job-orders under the job-order contract, and paying invoices received for services rendered related to the projects listed.

HISTORY:

DATE	ACTION
SEPTEMBER 16, 2020	NPRSA Board approves 2020-2021 Capital Repairs Plan
NOVEMBER 18, 2020	NPRSA Board adopts 2021 budget, including costs for Capital Outlay
MARCH 17, 2021	NPRSA enters into an Interlocal Agreement for Cooperative Purchasing with City of Everett
APRIL 21, 2021	NPRSA amends ILA with City of Everett
MAY 19, 2021	NPRSA enters into Professional Services Agreement with Cornerstone Architecture

The NPRSA Board first approved a Capital Repairs Plan at the September 16, 2020 meeting. This plan outlined projects based on the Facility Condition Assessment, Department of Commerce Grant eligibility, and input from the Northshore Senior Center. Approval of this plan authorized staff to determine the best procurement method to complete the projects and begin getting the necessary contracts in place.

On November 18, 2020 the NPRSA Board adopted the 2021 budget, including costs for capital outlay for the projects. On March 17, 2021, after much research, the Board entered into an interlocal agreement with the City of Everett for cooperative purchasing. This allowed the NPRSA to “piggy-back” on the contracts City of Everett already entered into for job-order contracting. On April 21, 2021 the Board amended the ILA with City of Everett to increase the NPRSA’s job-order contract capacity from \$1 million to \$2.5 million.

On May 19, 2021 the NPRSA entered into a Professional Services Agreement with Cornerstone Architecture for design and engineering services required to complete several of the projects on the Capital Repairs Plan.

DISCUSSION: With this item, staff is seeking to update the Board with a more comprehensive snapshot of project scope, timeline, and budget and receive authorization to continue forward with the projects listed. Since the Board adopted the 2020-2021 Capital Repairs Plan last September, staff have researched, procured, and contracted a prime contractor, job-order contract consultant to provide the unit-price book used in job-order contracting, and an architect to provide design and engineering services. With a full team in place, staff are able to now more accurately budget and scope the first set of projects identified in the Board’s Capital Repairs Plan (Att-1). Based on these estimates, the 16 identified projects total just over \$3.6 million. The voter-approved levy will result in an estimated \$1.2 million per year from 2020-2025, a rough cumulative total of \$7.2 million.

Several of the projects have already been completed or are nearly complete including updating kitchen equipment to be compliant with the fire code, repairing a sewer line failure, re-grading the bioswale, repairing failed mechanical parts and upgrading controls in the Health and Wellness HVAC and building controls systems, and replacing three water heaters.

Other projects have gone through procurement and on track to begin construction. These include installing ionization units on the HVAC systems, installing floor drains in the Senior Center bathrooms, and re-grading portions of the patio that present trip hazards. The remaining projects on the list are undergoing assessment, scope development, and permitting and/or plan review. Once proper scopes of work are defined, and any necessary permits and plan

review are complete, those projects will go through procurement with the NPRSA's job-order contractor and construction will begin. Several of the NPRSA's big-ticket items are on track for the 2022 construction season including replacement of the Senior Center's HVAC and roof, refinishing the pedestrian bridge, and replacing a grease trap interceptor.

The Capital Repairs Plan serves as a guide for NPRSA Administering Agency staff to continue authorizing contractors and consultants to proceed with projects, manage budgets and identify any cash flow issues, and prioritize a lengthy list of capital repairs. Staff are seeking to inform the Board with this item and also receive authorization to move forward with the projects listed.

FISCAL IMPACTS: These items are budgeted for in the 2021 budget, and if approved will be included in the 2022-2025 budgets for Board consideration as projects will span over the next few years depending on cash flow and construction availability.

ATTACHMENTS: Att-1. NPRSA Capital Repairs Plan

RECOMMENDED ACTION: Move to approve Minute Order # MO-20-06, updating the NPRSA Capital Repairs Plan

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Northshore Parks and Recreation Service Area (NPRSA) Capital Repairs Plan

Updated June 2021

Project	Facility	Status	Estimated Cost	Estimated Due
1 Fire Code Kitchen Equipment Updates	NSC	Complete	\$31,152.03	9/15/2020
2 Sewer Line Repairs	NSC	Complete	\$32,565.75	9/15/2020
3 Bioswale	H&W	In Progress	\$63,054.00	
<i>Regrading (2020)</i>	<i>H&W</i>	<i>Complete</i>	<i>\$26,334.00</i>	9/15/2020
<i>Assessment, Scope Development, Permitting</i>	<i>H&W</i>	<i>In Progress</i>	<i>\$6,720.00</i>	8/1/2021
<i>Regrading</i>	<i>H&W</i>	<i>Not Started</i>	<i>\$30,000.00</i>	10/1/2021
4 HVAC Repairs and Building Controls Upgrades	H&W	In Progress	\$87,012.20	7/1/2021
5 Water Heater Replacements	H&W, NSC	Complete	\$70,836.00	7/1/2021
6 Ionization Units on HVAC Systems & Concrete Patio Repair	H&W, NSC	In Progress	\$60,742.99	8/1/2021
7 Bathroom Upgrades; floor drain installation	NSC	In Progress	\$60,000.00	8/1/2021
8 Crawlspace Drainage and Ventilation Improvements	H&W	In Progress	\$355,920.00	
<i>Sump Pump and Perimeter Drain Installation</i>	<i>H&W</i>	<i>In Progress</i>	<i>\$290,000.00</i>	9/1/2021
<i>Crawlspace Ventilation Study</i>	<i>H&W</i>	<i>In Progress</i>	<i>\$5,920.00</i>	8/1/2021
<i>Crawlspace Ventilation Improvements</i>	<i>H&W</i>	<i>Not Started</i>	<i>\$60,000.00</i>	11/1/2021
9 Building Façade Repairs	NSC	In Progress	\$338,254.00	
<i>Building Envelope Assessment, Scope Development</i>	<i>NSC</i>	<i>In Progress</i>	<i>\$38,254.00</i>	8/1/2021
<i>Façade Spot Repair/Replacement; Balcony Refinishing</i>	<i>NSC</i>	<i>Not Started</i>	<i>\$300,000.00</i>	9/1/2021
10 HVAC and Roof Replacement	NSC	In Progress	\$962,728.00	
<i>Assessment, Scope Development, Permitting</i>	<i>NSC</i>	<i>In Progress</i>	<i>\$87,728.00</i>	8/1/2021
<i>HVAC Replacement</i>	<i>NSC</i>	<i>Not Started</i>	<i>\$475,000.00</i>	5/1/2022
<i>Roof Replacement</i>	<i>NSC</i>	<i>Not Started</i>	<i>\$400,000.00</i>	6/1/2022
11 Roof Repair/Spot Replacement	H&W	In Progress	\$29,440.00	
<i>Assessment</i>	<i>H&W</i>	<i>In Progress</i>	<i>\$9,440.00</i>	7/1/2021
<i>Repair/Spot Replacement</i>	<i>H&W</i>	<i>Not Started</i>	<i>\$20,000.00</i>	9/1/2021
12 Pedestrian Bridge Repairs	Property	In Progress	\$430,477.00	
<i>Assessment, Scope Development, Permitting</i>	<i>Property</i>	<i>In Progress</i>	<i>\$30,477.00</i>	8/1/2021
<i>Bridge Refinishing</i>	<i>Property</i>	<i>Not Started</i>	<i>\$400,000.00</i>	6/1/2022
13 Replace Grease Trap Interceptor	H&W	In Progress	\$121,470.00	
<i>Assessment, Scope Development, Permitting</i>	<i>H&W</i>	<i>In Progress</i>	<i>\$21,470.00</i>	10/1/2021
<i>Replacement</i>	<i>H&W</i>	<i>Not Started</i>	<i>\$100,000.00</i>	11/1/2021

Northshore Parks and Recreation Service Area (NPRSA) Capital Repairs Plan

Updated June 2021

Project	Facility	Status	Estimated Cost	Estimated Due
14 Interior Upgrades: Paint and Flooring	H&W, NSC	Not Started	\$790,000.00	
<i>Interior Finishes Palettes and Scope Development</i>	<i>H&W, NSC</i>	<i>Not Started</i>	<i>\$40,000.00</i>	<i>11/1/2021</i>
<i>Carpet and Bathroom Flooring Replacements</i>	<i>H&W</i>	<i>Not Started</i>	<i>\$400,000.00</i>	<i>2/1/2022</i>
<i>Carpet Replacement and Re-painting</i>	<i>NSC</i>	<i>Not Started</i>	<i>\$350,000.00</i>	<i>3/1/2022</i>
15 Parking Lot Assessment, Re-striping, Alligator Seal	Property	Not Started	\$200,000.00	9/1/2022
16 Kitchen Shut-Off Valve	H&W	Not Started	\$6,500.00	10/1/2021
TOTAL ESTIMATED REPAIR PLAN COST			\$3,640,151.97	



TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
 Carly Joerger, Levy Program Manager
 Brooke Knight, CEO, Northshore Senior Center (Presenter)

DATE: June 16, 2021

SUBJECT: Consideration of Minute Order # MO-21-10, Facility Upgrade Request for Water Bottle Fill Stations

POLICY CONSIDERATION: This item asks the Board to consider if the NPRSA should approve a request from the Northshore Senior Center to convert drinking water fountains into water bottle fill stations.

If approved, it has the potential to impact the property the NPRSA is responsible for by allowing the tenant to make facility improvements.

HISTORY:	DATE	ACTION
	MARCH 29, 2016	NPRSA Board approves contract with Northshore Senior Center

The current agreement, in which the NPRSA named the Northshore Senior Center as the "Operator" of the buildings owned by the NPRSA, states the Operator may make improvements or alterations to the Centers, subject to prior written approval from the NPRSA Board. This stipulation only applies to improvements over \$1,000. The Operator is responsible for the cost of all improvements or alterations and any improvements made to the facilities become the property of the NPRSA.

DISCUSSION: The Northshore Senior Center has submitted a request to the NPRSA Board to convert drinking water fountains into water bottle fill stations (Att-1 Project Proposal).

FISCAL IMPACTS: This item has no direct fiscal impact to the NPRSA.

NPRSA Board
Agenda Bill
Item # 6B

ATTACHMENTS: | Att-1 Project Proposal

RECOMMENDED ACTION: | Move to approve Minute Order # MO-21-11, approving a Facility Upgrade Request for Water Bottle Fill Stations.



Bottle Filling Stations

Northshore is looking to change out the water fountains in both the Bothell Senior Center and the Health & Wellness building for the following reasons:

- Due to COVID, we are not comfortable having people use a regular water fountain so we have turned them off. After starting exercise classes and especially Pickleball on site, we have discovered that many of the exercise people were using the water fountain to fill water bottles and get drinks.
- We have been providing bottled water out of concern for our seniors doing exercise and not having access to water to help them stay hydrated during exercise.
- We would like to change out the water fountain for a bottle filler that is ADA approved, filtered, and refrigerated.
- We always have pitchers of cold water and cups in the coffee bar for anyone needing a drink of water but it is not convenient to fill the water bottles that the exercise people bring.

Our hope is to be able to use American Rescue Plan Act dollars to possibly reimburse this cost however we will not know if that is possible until we know we have the funds. Either way, we feel this is a necessity for the safety of our members and participants and a necessary cost.

At this time we are choosing between the following models (specs and quote attached). They both are filtered, refrigerated and ADA Compliant.

- Haws unit from Parkworks is about \$1,500 but will only be about 3 weeks to receive.
- Elkay unit from Parkworks is about \$1,000 but will take about 3 months or more to receive.

The decision for which unit we choose will be based on cost, how quickly we can get the unit, ease of installation, regular maintenance needed and how long the units will last. Harry, our Facilities Technician, should be able to change out the units without having to make alterations to the plumbing but we will not know for certain until the water fountains are removed to see what the plumbing rough in is. The units we are considering say they will work with standard rough ins for this type of product.



Quote

The Part Works
 PO Box 3605
 Seattle WA 98124
 United States

Customer Service/Sales: 206-632-8900
 Toll-Free: 800-336-8900
 Sales@thepartworks.com

Bill To

Ship To

Harry Horst
 Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011
 United States

Date 5/10/2021
Quote # Q38767
Expires 6/9/2021
Sales Rep Eastern WA Accounts
Memo
Customer Reference/Pr...
Contact Harry Horst
Payment Terms
Shipping Method UPS® Ground

Item Name	Cust Part #	Description	Units	Avail	Req	Qty Pricing Matrix	Unit Price	Ext. Price	Cust Ref
454371		Touchless Stainless Steel On-Wall ADA Compliant, Touchless Bottle Filler with Two Distinct Surfaces for Clean and Dirty Water, Programmable Features, Includes Filter	EA	0	2		1,484.46	2,968.92	
455114		EZH2O Refrigerated Surface Mount Bottle Filling Station, Filtered 8GPH Stainless Steel, Elkay	EA	0	2	Qty1:1028.78 Qty4:997.92 Qty8:977.34 Qty12:946.48 Qty24:925.90	1,028.78	2,057.56	

Subtotal 5,026.48
Shipping Estimate (UPS® Ground) 129.02
Tax 520.71
Total \$5,676.21

Quoted prices are valid for 30 days. Thank you for the opportunity to serve you!

PRODUCT SPECIFICATIONS

Elkay EZH2O® Refrigerated Surface Mount Bottle Filling Station, Filtered 8GPH Stainless Steel. Chilling Capacity of 8.0 GPH (gallons per hour) of 50° F drinking water, based on 80° F inlet water and 90° F ambient, per ASHRAE 18 testing. Features shall include Antimicrobial, Filtered, Hands Free, Laminar Flow, Real Drain, Visual Filter Monitor. Electronic Bottle Filler Sensor activation. Product shall be Wall Mount (On Wall), for Indoor applications, serving 1 station(s). Unit shall be certified to UL 399 and CAN/CSA C22.2 No. 120. Unit shall be lead-free design which is certified to NSF/ANSI 61 & 372 (lead free) and meets Federal and State low-lead requirements.



Special Features:	Antimicrobial, Filtered, Hands Free, Laminar Flow, Real Drain, Visual Filter Monitor
Finish:	Stainless Steel
Power:	115V/60Hz
Bubbler Style:	No Bubbler
Activation by:	Electronic Bottle Filler Sensor
Mounting Type:	Wall Mount (On Wall)
Chilling Capacity*:	8.0 GPH
Full Load Amps	5
Rated Watts:	15
Dimensions (L x W x H):	17-7/8" x 11-7/8" x 41-1/4"
Approx. Shipping Weight:	64 lbs.
Installation Location:	Indoor
No. of Stations Served:	1
*Based on 80° F inlet water & 90° F ambient air temp for 50° F chilled drinking water.	

- Visual Filter Monitor: LED Filter Status Indicator for when filter change is necessary.
- Filter is certified to NSF 42 and 53 for lead, particulate, chlorine, taste and odor reduction. 3,000 gal. capacity.
- Laminar flow provides clean fill with minimal splash.
- Silver Ion Antimicrobial protection on key plastic components to inhibit the growth of mold and mildew.
- Real Drain System eliminates standing water.

COOLING SYSTEM

- Compressor: Hermetically-sealed, reciprocating type, single phase. Sealed-in lifetime lubrication.
- Condenser: Fan cooled, copper tube with aluminum fins. Fan motor is permanently lubricated.
- Cooling Unit: Combination tube-tank type. Continuous copper tubing with is fully insulated with EPS foam that meets UL requirements for self-extinguishing material.
- Refrigerant Control: Refrigerant R-134a is controlled by accurately calibrated capillary tube.
- Temperature Control: Easily accessible enclosed

PART: _____ QTY: _____
 PROJECT: _____
 CONTACT: _____
 DATE: _____
 NOTES: _____
 APPROVAL: _____

AMERICAN PRIDE. A LIFETIME TRADITION.

Like your family, the Elkay family has values and traditions that endure. For almost a century, Elkay has been a family-owned and operated company, providing thousands of jobs that support our families and communities.



Ships in one box.

PRODUCT COMPLIANCE

- ADA & ICC A117.1
- ASME A112.19.3/CSA B45.4
- Buy American Act
- CAN/CSA C22.2 No. 120
- NSF/ANSI 42, 53, 61, & 372 (lead free)
- UL 399



Complies with ADA & ICC A117.1 accessibility requirements when installed according to the requirements outlined in these standards. Installation may require additional components and/or construction features to be fully compliant. Consult the local Authority Having Jurisdiction if necessary.

[Installation Instructions \(PDF\)](#)

5 Year Limited Warranty on the refrigeration system of the unit. Electrical components and water system are warranted for 12 months from date of installation. **Warranty pertains to drinking water applications only. Non-drinking water applications are not covered under warranty.**

[Warranty \(PDF\)](#)

OPTIONAL ACCESSORIES

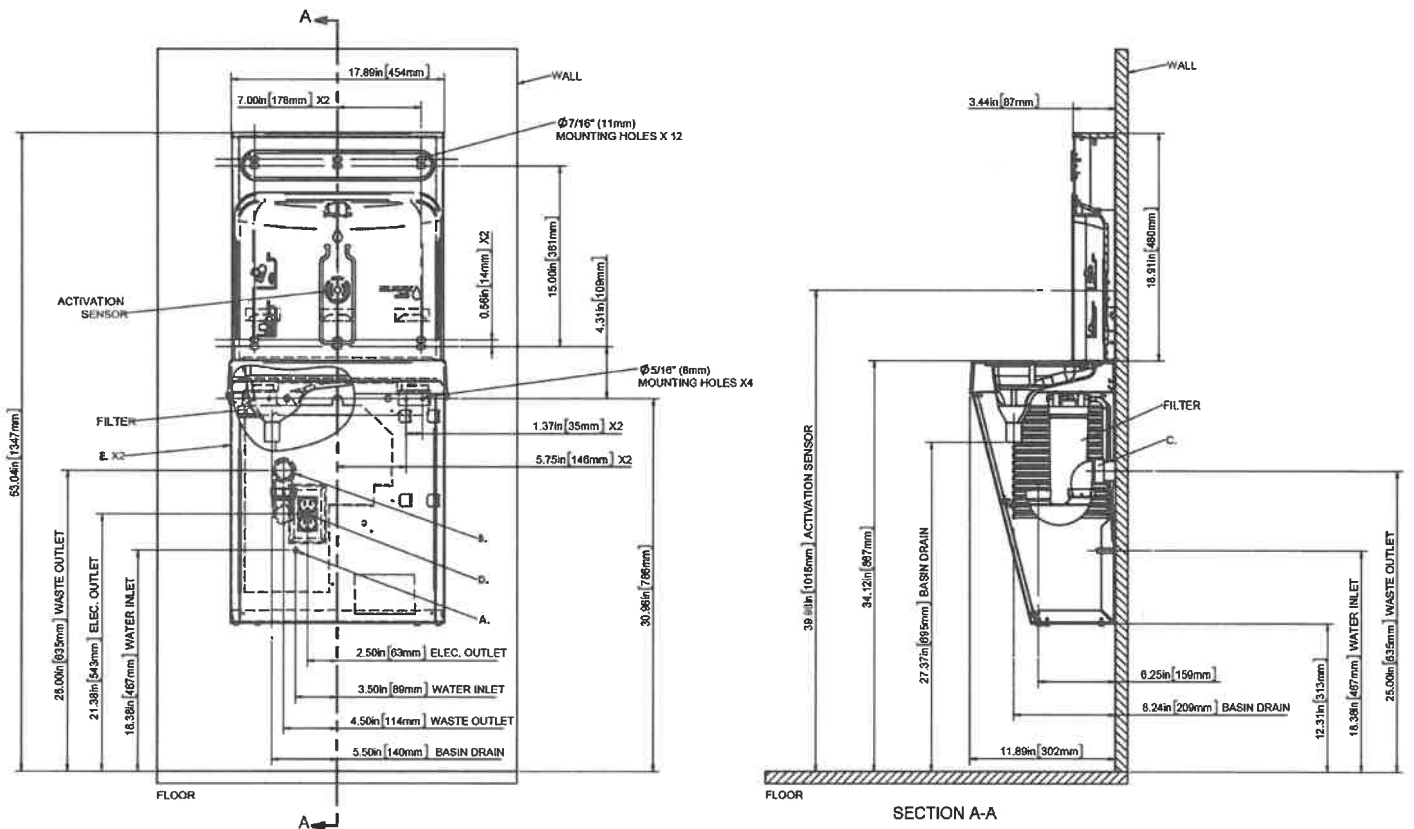
51300C - Elkay WaterSentry Plus Replacement Filter (Bottle Fillers)

In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit elkay.com for the most current version of Elkay product specification sheets. This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.

adjustable thermostat is factory preset. Requires no adjustment other than for altitude requirements.

- LEGEND:
- A. RECOMMENDED WATER SUPPLY LOCATION, SHUT-OFF VALVE (NOT FURNISHED) TO ACCEPT 3/8" O.D. UNPLATED COPPER TUBE, UP TO 3" (76mm) MAXIMUM OUT FROM WALL.
 - B. RECOMMENDED WASTE OUTLET LOCATION, TO ACCOMMODATE 1-1/4" NOMINAL DRAIN, DRAIN STUB 2" (51mm) OUT FROM WALL.
 - C. 1-1/4" TRAP, (NOT FURNISHED)
 - D. ELECTRICAL SUPPLY (3) WIRE RECESSED BOX DUPLEX OUTLET.
 - E. INSURE PROPER VENTILATION BY MAINTAINING 8" (152mm) MINIMUM CLEARANCE FROM CABINET LOUVERS TO WALL.
 - F. 7/16" (11mm) BOLT HOLES FOR FASTENING TO WALL.

NOTE:
NEW INSTALLATIONS MUST USE GROUND FAULT CIRCUIT INTERRUPTER (GFCI). IT IS HIGHLY RECOMMENDED THAT THE CIRCUIT BE DEDICATED AND THE LOAD PROTECTION BE SIZED FOR 20 AMPS.



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Haws®

model 1210SF

Wall-Mount Filtered ADA Bottle Filler

FEATURES & BENEFITS

BOTTLE FILLER

Quick-fill sensor-operated bottle-filler provides accessibility to all users, has LED lighting to illuminate the fill area, and an integral basin that drains directly to the waste.

TOUCHFREE

Hygienic hands-free activation and sensor operation. Touchless bottle filling and rinsing application.

AUTO-PURGE

Bottle filler automatically purges the water line after 24 hours of non-use to prevent the development and growth of Legionella and other harmful bacteria.

SEPARATE FILL AREA

Raised platform for easy bottle resting and filling. The bottle-filling area is separate from the bottle pouring area to provide distinct clean and dirty areas.

FRESH FILTERED WATER

Always fresh, filtered water - 3000-gallon (11,356 L) capacity, Electronic Lifecycle Control filter cartridge will shut off water flow when capacity is reached. To ensure fresh, filtered water, flow will only start again when filter is changed. LED readout on bottle filler will notify user when capacity of filter is less than 10% remaining or expired.

TANKLESS EVAPORATOR

Energy-efficient thermal mass tankless evaporator coil flushes 100% of its water content with every use, eliminating stagnant water in tank reservoirs found in other products.

SMART ENERGY SAVINGS MODE

Energy saving feature allows unit to power off the refrigeration system after two hours of non-use. Unit will automatically start back up next time it is used.

MODERN INNOVATIVE DESIGN

Modern, innovative design with stainless-steel finish gives a sleek look and feel to high-end architectural spaces and lobbies. Unit projects off wall less than 8" for mounting in tight locations where a space is a premium.

ADA COMPLIANT

On-wall ADA-compliant reach and toe clearance when installed at proper ADA mounting heights. See ADA for full details.

UNIVERSAL MOUNTING

Specially designed internal configuration allows for mounting over existing competitors' rough-ins.

ELECTRONIC DISPLAY

Intuitive LED electronic display informs users when the bottle filler is activated, when the water is being filtered and how many plastic bottles have been saved.

PROGRAMMABLE SETTINGS

Programmable off mode during planned facility shutdowns, multiple digital readout settings for bright or dim display, adjustable sensor range, and review settings and error codes.



SPECIFICATIONS

Model 1210SF indoor wall-mount ADA stainless steel bottle filling station shall include an ASHRAE compliant, hermetically-sealed R-134a refrigeration system with adjustable thermostat. Unit features a unique, modern design with stainless steel outer shell. Energy savings feature powers down refrigeration system after two hours of non-use, and will automatically start again when used. The unit can also be programmed to shut down during planned facility closures, weekends, etc. Digital LED interface keeps user apprised of programming and error codes. The 3000-gallon (11,356 L) filter with Electronic Lifecycle Control turns water off when capacity is reached. Flow will begin again when new filter is installed. Bottle filler basin drains directly to the units waste. The system enacts a bottle filler auto purge every 24 hours to prevent buildup of Legionella and other harmful bacteria, includes an instantaneous tankless water cooler for consistent cool water, and LED illuminated bottle fill area. 115 Volts, 60Hz, rated watts: 350, full load amps: 5. Dimensions: 7-7/8 x 15-11/16 x 41-7/8 (L x W x H)

APPLICATIONS

Great for schools, office buildings, shopping malls, and other indoor environments where there is a demand for a chilled water source. CSA certified to comply with NSF/ANSI 42, 53, 61 and 372, ASME A112.18.1/CSA B125.1, ASME112.19.3/CSA B45.4, UL 399 and CSA C22.2 No. 120. ADA compliant to ICC A117.1, CSA B651, DOJ's 2010 ADA Standards for Accessible Design when properly installed. ASHRAE 18 compliant chilling capacity. FCC ID: 2AUAN-1200SM and IC: 25359-1200SM.

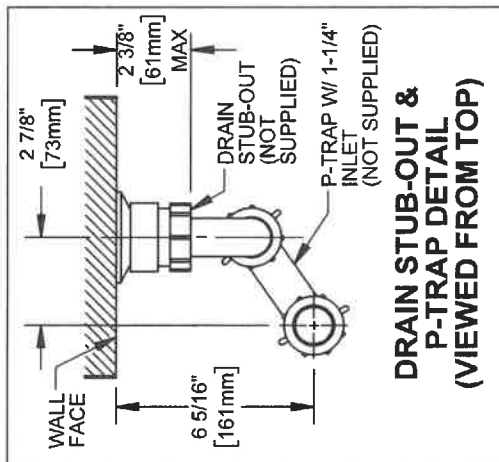
Electric water coolers are not recommended or designed for outdoor applications or enclosed pool areas (chlorine), and failure to heed these conditions may void warranty. 5-Year Limited Warranty on the refrigeration system of the unit. Electrical components and water system are warranted for 12 months from date of installation. Warranty pertains to drinking water applications only.



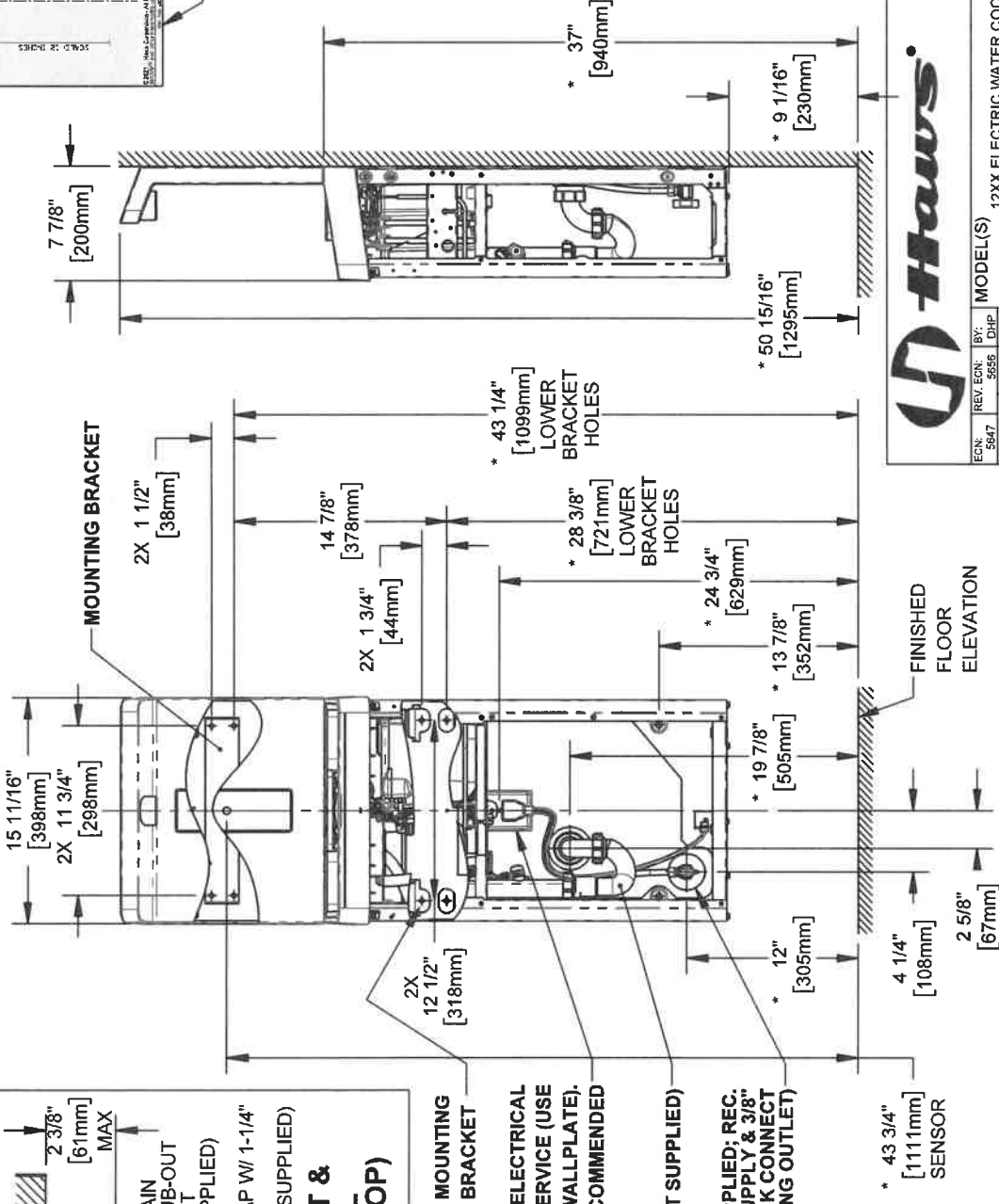
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NOTES:

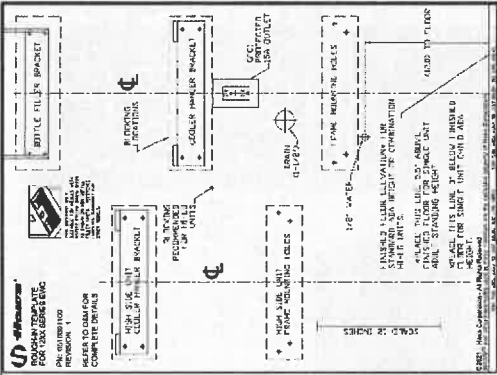
1. HOLD PLUMBING & ELECTRICAL DIMENSIONS $\pm 1/4"$ (6.4mm). HOLD MOUNTING DIMENSIONS $\pm 1/8"$ (± 3.2 MM).
2. ADHERING TO PROVIDED INSTALLATION HEIGHT DIMENSIONS WILL ALLOW THE BOTTLE FILLER TO BE INSTALLED AT ADULT ADA HEIGHT. IN MOST CASES, DIMENSIONS MARKED * CAN BE INCREASED BY UP TO 4" IN EQUIVALENT AMOUNTS. WHEN INSTALLING THIS UNIT, LOCAL, STATE, OR FEDERAL CODES SHOULD BE ADHERED TO.



TYPICAL INSTALLATION (SOME COMPONENTS HIDDEN FOR CLARITY)



FULL SCALE
ROUGH-IN TEMPLATE
PN 0510001160
AVAILABLE UPON REQUEST.



Haws

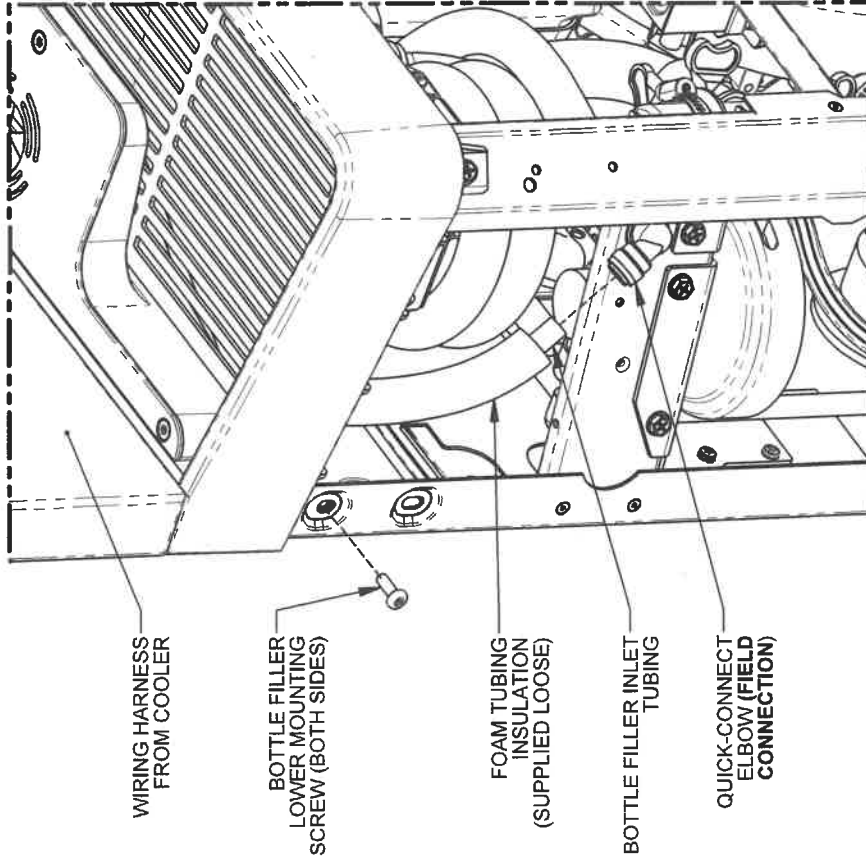
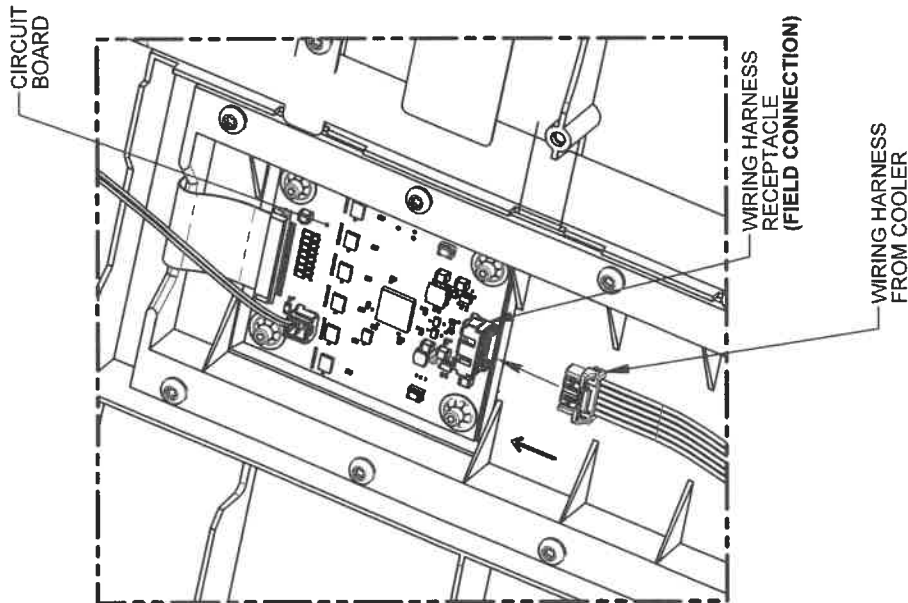
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12XX ELECTRIC WATER COOLERS

ECN: 5847	REV. ECN: 5855	BY: DHP	DATE: 07/27/16	CHKD: DHP	SCALE: 1:12	DRAWING TYPE: INSTALLATION	SIZE: A	SHEET 1 OF 5
JL	APPROVED:	001121						
MODEL(S)	PART NUMBER 0510001159.D							
REVISION 1								

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BOTTLE FILLER INSTALLATION DETAILS



BOTTLE FILLER MOUNTING & TUBING CONNECTION

WIRING HARNESS CONNECTION (REAR OF BOTTLE FILLER)



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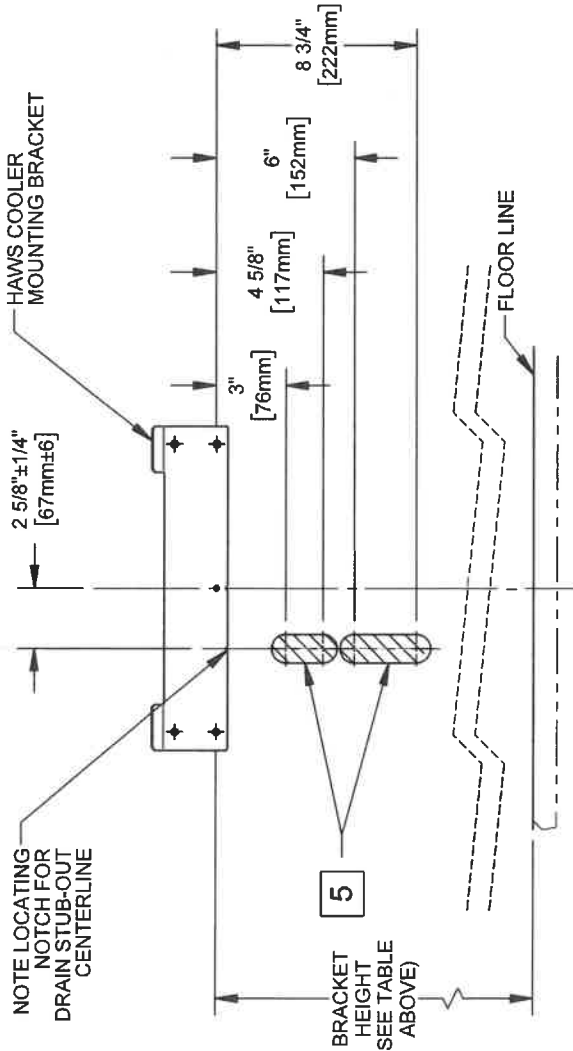
CON: 5647	REV: 5656	BY: DHP	MODEL(S): 12XX ELECTRIC WATER COOLERS	PART NUMBER: 0510001159.D
DRAWN: JL	DATE: 07/25/18	CHKD: DHP	SCALE: 1:12	REVISION: 1
APPROVED: JL	DATE: 09/1/21	DRAWING TYPE: INSTALLATION	SIZE: A	SHEET 2 OF 5

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BRACKET HEIGHT

ADULT ADA MAX	ADULT ADA MIN	CHILD ADA
32 3/8"	28 3/8"	25 3/8"

RETROFIT INSTALLATION DETAILS

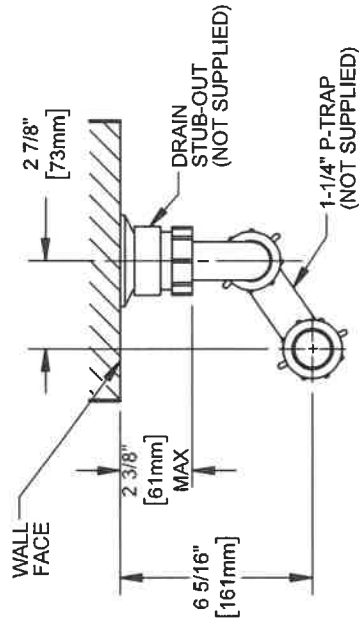


PERMISSIBLE LOCATIONS FOR DRAIN STUB-OUT

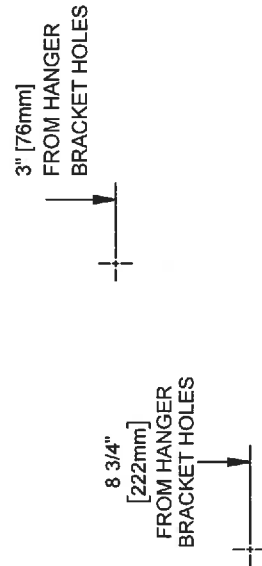
NOTES:

- THE 12XX COOLER SERIES IS ABLE TO RETROFIT IN PLACE OF A NUMBER OF COMPETITOR MODELS. SEE RETROFIT TABLE ABOVE FOR PARTIAL LIST OF COOLERS ABLE TO BE REPLACED BY THIS ONE. THE FOLLOWING DISCLAIMERS APPLY:
 - THE 12XX COOLER CENTERLINE MAY NOT MATCH THE OLD COOLER'S CENTERLINE. SINCE THE 12XX COOLER DRAIN MUST BE 2 5/8" OFF OF CENTER, THIS MAY AFFECT ADA COMPLIANCE.
 - THERE MUST BE WALL BLOCKING OR OTHER STRUCTURAL MATERIAL BEHIND HAWS MOUNTING HOLES.
 - VERIFY THAT DRAIN, ELECTRIC, & WATER SERVICES ARE LOCATED WITHIN BOUNDARIES SPECIFIED ON THIS SHEET AND THE NEXT. SOME RETROFITS MAY REQUIRE THE ELECTRIC OUTLET TO BE MOVED.
- THE P-TRAP IS NOT SUPPLIED. THE VERTICAL DIMENSIONS GIVEN ARE BASED UPON INSTALLATION USING OF A KEENEY 200W P-TRAP, AND SHOULD THEREFORE BE REGARDED AS REFERENCE-ONLY.
- THE CENTERLINE OF THE DRAIN STUB-OUT MUST BE BETWEEN 3" [76mm] & 4-5/8" [118mm] OR BETWEEN 6" [152mm] & 8-3/4" [229mm] BELOW THE LOWERMOST EWC MOUNTING BRACKET HOLES IN ORDER FOR THE P-TRAP TO AFFIX PROPERLY TO THE DRAIN TAILPIECE.
 - DEPENDING ON STUB-OUT HEIGHT, SOME TRIMMING OF THE TAILPIECE WILL BE REQUIRED.
- WHATEVER P-TRAP AND STUB-OUT PLUMBING ARE USED, CARE SHOULD BE TAKEN TO ENSURE THAT THE P-TRAP CAN SEAL TO THE STUB-OUT PROPERLY AND STILL ALIGN TO THE DRAIN TAILPIECE (LOCATED AT THE GIVEN DIMENSIONS).

3 RETROFIT TABLE	
MANUFACTURER	MODEL
HAWS	ALL MODELS STARTING WITH HWUJAC
ELKAY/HALSEY TAYLOR	- ALL MODELS STARTING WITH EB, EI, EMA, EN, EZ, HAC HVR, LI, LMA, LZ, TB, & TI
OASIS	- SINGLE COOLER MODELS STARTING WITH VRC & LVR
SUNROC	ALL VERSACOOLER II MODELS
MURDOCK	ALL MODELS STARTING WITH ADA A171, A171.8, & A172.8UBL MODELS
NOTE: THE WATER STOP VALVE MUST BE RELOCATED TO RETROFIT A FILTERED 12XX COOLER	



6 DRAIN STUB-OUT/P-TRAP DETAIL (VIEWED FROM TOP)



5 HIGHEST & LOWEST P-TRAP HEIGHTS

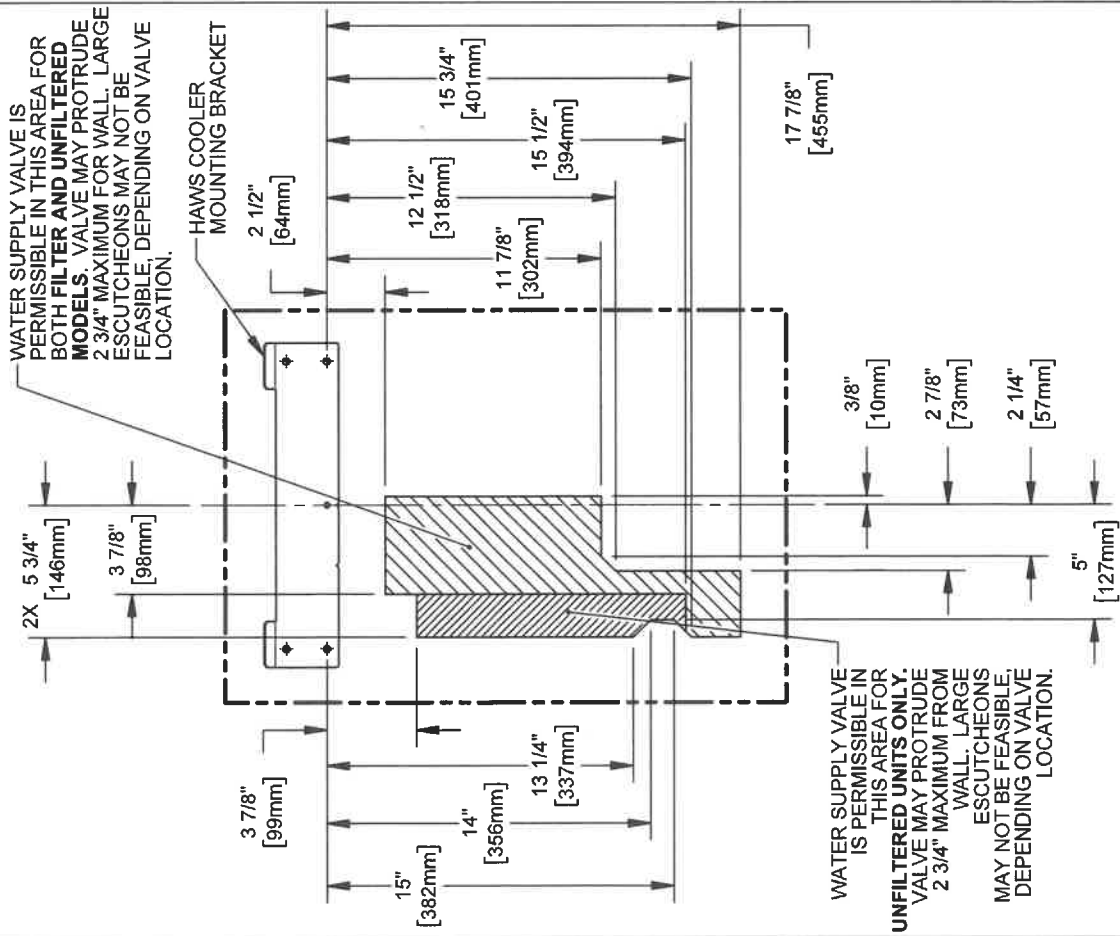
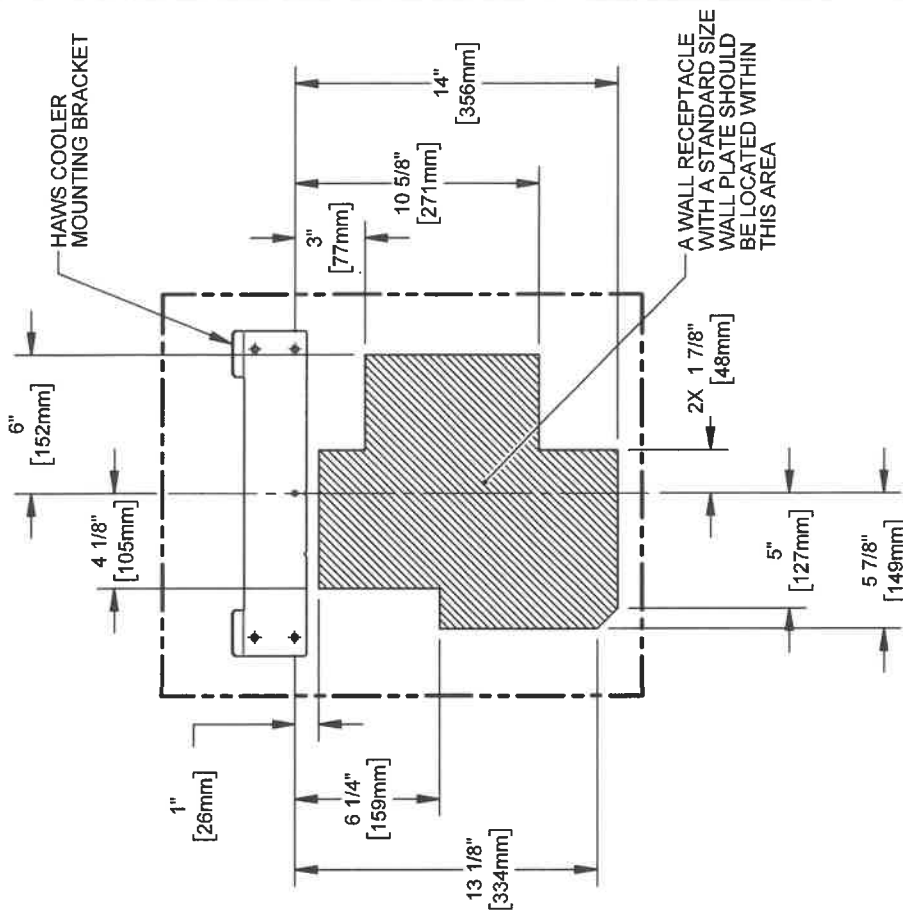


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ECN: 5647	REV. ECN: 5647	BY: DHP	MODEL(S): 12XX ELECTRIC WATER COOLERS	PART NUMBER: 0510001159.D
DRAWN: JL	DATE: 07/25/18	CHKD: DHP	SCALE: 1:8	REVISION: 1
APPROVED: JL	DATE: 09/11/21	DRAWING TYPE: INSTALLATION	SHEET: A	SHEET 3 OF 5

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RETROFIT INSTALLATION DETAILS



PERMISSIBLE ELECTRICAL RECEPTACLE LOCATIONS



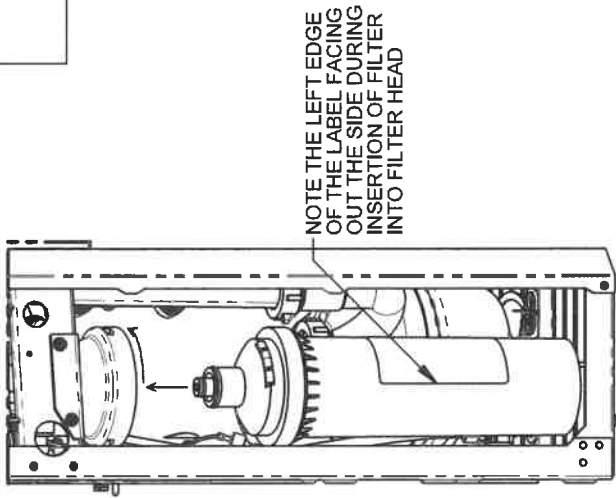
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REV. ECK:	BY:	MODEL(S)	12XX ELECTRIC WATER COOLERS
5647	S656		
DRAWN:	DATE:	CHKD.	
JL	07/25/18	DHP	
APPROVED:	DATE:	SCALE:	1/8" = 1'-0"
JL	02/11/21	DRAWING TYPE:	INSTALLATION
		SIZE:	A
		SHEET:	4 OF 5

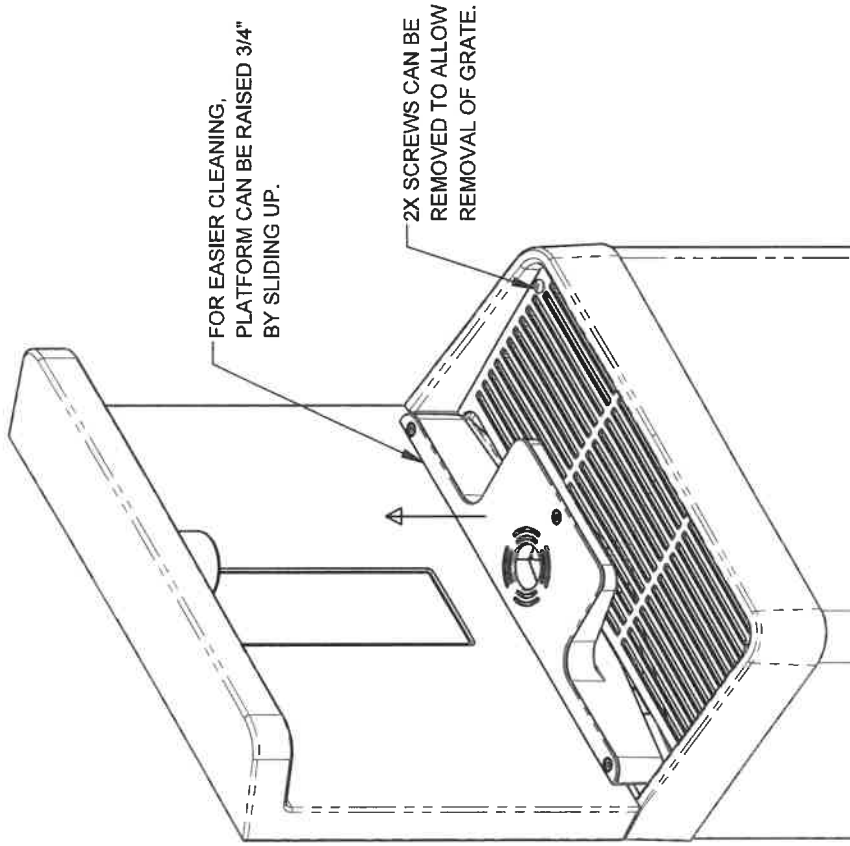
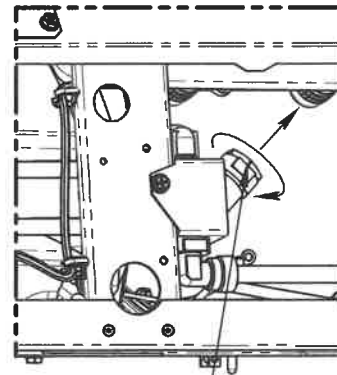
PERMISSIBLE WATER SUPPLY LOCATIONS

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MAINTENANCE



FILTER REPLACEMENT



CLEANING DRAIN BASIN AREA



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ECN: 5847	REV. ECN: 5847	BY: DHP	DATE: 07/25/12	CHKD: DHP	APPROVED: JL	MODEL(S): 12XX ELECTRIC WATER COOLERS	PART NUMBER: 0510001159.D	REVISION: 1	SCALE: 1:8	DRAWING TYPE: INSTALLATION	SIZE: A	SHEET 5 OF 5
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Y-STRAINER CLEANING

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TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
 Carly Joerger, Levy Program Manager (Presenter)

DATE: June 16, 2021

SUBJECT: Consideration of Minute Order # MO-21-11, Authorizing Staff to Consider Tenant Facility Modification Requests

POLICY CONSIDERATION: This item asks the Board to consider authorizing Administering Agency Staff to review and consider facility modification requests made by the Northshore Senior Center.

If approved, staff would not bring facility modification requests to the Board for consideration unless in special circumstances as described in this agenda bill. If denied, staff will continue to bring each facility modification request to the Board for consideration.

HISTORY:

DATE	ACTION
MARCH 29, 2016	NPRSA Board approves contract with Northshore Senior Center

The current agreement in which the NPRSA named the Northshore Senior Center as the "Operator" of the buildings owned by the NPRSA, states the Operator may make additional improvements or alterations to the Centers, subject to prior written approval from the NPRSA Board. This stipulation only applies to improvements over \$1,000. The Operator is responsible for the cost of all improvements or alterations and any improvements made to the facilities become the property of the NPRSA.

DISCUSSION: This item is asking the Board to consider the level of involvement it would like to have in reviewing and approving or denying requests from the Northshore Senior Center to modify the facilities. To date, staff have brought the requests to the Board for consideration. However, it is a possibility to delegate consideration of these requests to your Administering Agency staff. The benefits of this option include a shorter turn-around time for the Northshore Senior Center to obtain

approval and move forward with their modifications, and more flexibility for the Board to potentially move toward a less frequent meeting schedule. Should the Board choose to delegate this function, staff recommend implementing a review structure and parameters to ensure all parties including the Board, Northshore Senior Center, and Staff remain on the same page.

The first step in the process would be for the Northshore Senior Center staff to request a consultation with Administering Agency staff to review the facility modification under consideration. Next, the Northshore Senior Center will submit a written plan explaining the facility/programmatic need for the modification, details on the proposed modification itself, potential impact to the building systems the NPRSA is responsible for, budget, timeline, and plan for incorporating the modification into the regular maintenance schedule. Administering Agency staff will inform the Board at the next scheduled meeting any decisions made via the Executive Director Action Report. However, there are a few instances in which the Board may still need to consider the modification requests. Administering Agency staff propose bringing requests to the Board in the following circumstances:

- The modification involves a significant or complex change to the property and/or building systems and/or use of the facilities
- The modification may not align with provisions in the tenant agreement or other agreements of the NPRSA
- There is a differing opinion between Administering Agency Staff and the Northshore Senior Center

Should the Board choose not to delegate this function, staff will continue to bring each modification request to the Board for consideration.

FISCAL IMPACTS: This item has no direct fiscal impact to the NPRSA.

ATTACHMENTS: This item has no attachments.

RECOMMENDED ACTION: Move to approve Minute Order # MO-21-11, Authorizing Staff to Consider Tenant Facility Modification Requests.