

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute Contract Documents with the Washington State Department of Commerce to Obligate \$490,000 of Grant Funding for the Richmond Highlands Recreation Center Repairs Project
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Parks, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting City Council approval to authorize the City Manager to sign the attached Contract Readiness Survey Form and execute a subsequent contract and other documents with the Washington State Department of Commerce (WSDOC) to obligate \$490,000 for repairs at the Richmond Highlands Recreation Center. The contract will be sent to the City for execution once all contract documents are approved by the WSDOC. The scope of work includes replacement of the roof and installation of a fire suppression system at the Richmond Highlands Recreation Center.

On June 17, 2019, the City of Shoreline was notified by the WSDOC that the 2019-2021 State Capital Budget included an appropriation of \$500,000 for the Richmond Highlands Recreation Center Repairs Project. The WSDOC will administer the project and will retain two percent to cover their direct administrative costs. The net grant award to the City totals \$490,000. Tonight, staff is seeking this Council authorization for the City Manager to execute this grant award.

RESOURCE/FINANCIAL IMPACT:

The Richmond Highlands Recreation Center roof replacement and fire suppression system installation project costs are estimated at \$513,284. The project funding includes \$490,000 from the WSDOC and \$23,284 from the City's General Fund. In accordance with the City's Purchasing policies, City Council approval is required for grant awards that exceed the City Manager's signing authority of \$100,000.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to sign and execute the Contract Readiness Survey Form, Contract, and other Documents to obligate the grant award totaling \$490,000 from the Washington State Department of Commerce.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Both the Shoreline Youth and Teen Development Program and the Specialized Recreation Adult Community Choices (Choices) Program rely on the Richmond Highlands Recreation Center (RHRC) for their success. The RHRC houses after-school programs five days per week as well as late-night drop-in programs for the Youth and Teen development Program. Specific activities include art, music, sports, homework help and socialization time. One Saturday night a month, the RHRC hosts Tween Night, which draws an average of 110 local 5th and 6th grade students. Prior to the pandemic, the RHRC hosted over 29,000 visits to teen programs and over 5,000 visits to teen late-night programs per year.

The Choices Program is an adult day program which offers participants the opportunity to take trips, make friends, cook, garden, and engage in therapeutic recreation, art and music. Choices is a year-round program housed at the RHRC with many participants regularly enrolling for many years.

Given the criticality of the RHRC as a facility for City service delivery, City Facilities staff structurally evaluated the RHRC and determined that the roof requires replacement and that updates are required for the fire suppression system. To support this need, for the 2019 legislative session, staff submitted a Capital Budget request to the 32nd District state legislative delegation, which represents the City of Shoreline in the State Legislature. At the conclusion of the 2019 session, \$500,000 was placed in the Capital Budget for this project, to be administered by the Washington State Department of Commence (WSDOC) Community Capital Facilities Program.

The proposed project will replace the roof and install a fire suppression system at the RHRC. The RHRC was built in 1911 and last received a major renovation in 2001. The RHRC provides 6,650 square feet of program space and includes a gym, game room, kitchen, and meeting space for scheduled recreation programs and for community access. This project would extend the life of the building and make it a safer program space. The project is estimated to start on June 1, 2021 and end on September 7, 2021.

DISCUSSION

On June 17, 2019, the City of Shoreline received formal notification from the WSDOC that the 2019-2021 State Capital Budget included an appropriation of \$500,000 for the RHRC Repair Project. The WSDOC will administer the award and will retain two percent to cover their direct administrative costs. The net grant award to the City totals \$490,000. Some requirements of the grant include:

- Completion of a Contract Readiness Survey Form.
- Execution of a contract and complete other documents required by WSDOC.
- Notification of tribal communities to request comment for the proposed project.

Tonight, staff is requesting City Council approval to authorize the City Manager to complete the Contract Readiness Survey Form and execute a subsequent contract and other documents with WSDOC.

RESOURCE/FINANCIAL IMPACT

The Richmond Highlands Recreation Center roof replacement and fire suppression system installation project costs are estimated at \$513,284. The project funding includes \$490,000 from the WSDOC and \$23,284 from the City's General Fund. In accordance with the City's Purchasing policies, City Council approval is required for grant awards that exceed the City Manager's signing authority of \$100,000.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to sign and execute the Contract Readiness Survey Form, Contract, and other Documents to obligate the grant award totaling \$490,000 from the Washington State Department of Commerce.

ATTACHMENT

Attachment A: Contract Readiness Survey Form



Washington State
Department of
Commerce

**2019-2021 Capital Budget
2020 Local and Community Projects
Contract Readiness Survey**

Grantee: City of Shoreline
Project Title: Richmond Highland Recreation Center Repairs
(Shoreline)
Net Grant Amount: \$490,000.00

Instructions:

Before you can receive funds, a contract will need to be executed between your organization and the state. Contract development generally takes four to six weeks once you have met all pre-contracting requirements. Please follow these steps to get the process started:

1. Completely fill out the survey questions by typing your responses in the electronic version of this form;
2. Have the Grantee Certification (last page) signed by the person authorized to sign contracts for your organization;
3. Attach documentation for committed funds (copies of award letters, council appropriations, etc.), if applicable;
4. Compile and email these documents to your Grant Manager, Chuck Hunter at chuck.hunter@commerce.wa.gov

If you have any questions or need additional information, please contact me at:

Chuck Hunter at (360) 725-2924 or chuck.hunter@commerce.wa.gov.

All grantees are required to set up an SWV number so funds may be sent electronically. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. You may immediately submit your working papers survey to us; we will automatically receive your SWV number from the office that sets them up.

Thank you for your assistance in making this contract-writing process as quick and easy as possible!

SECTION 1. GENERAL INFORMATION

1.1	Grantee (Complete Legal Name)	City of Shoreline	
1.2	Type of Organization	<input checked="" type="checkbox"/> Publicly-Owned	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Tribal
1.3	Statewide Vendor Number (if available)	0009391-00	
1.4	UBI# (if available)	601638167	
1.5	Project Street Address	16554 Fremont Ave. N., Shoreline, WA	
1.6	Project Mailing Address	Shoreline City Hall (17500 Midvale Ave N. Shoreline, WA 98133)	
1.7	County	King	
1.8	Project GPS Coordinates (approximate center of where you will be working)	Latitude (e.g., 45.3530)	Longitude (e.g., 120.4510)
		47.749787	-122.350775
1.9	Project Jurisdiction (county, city, town)	City of Shoreline	
1.10	Legislative District	32	
1.11	Congressional District	7	
1.12	Which legislator(s) took the lead in introducing your appropriation?	Rep. Cindy Ryu; Sen. Jesse Salomon	
1.13	Authorized Person to Sign Contract	Debbie Tarry- City Manager	
	Mailing Address (if different from project mailing address above)	Same	
	Telephone	(206) 801-2321	
	Email	djohnson@shorelinewa.gov	
1.14	Person Administering the Grant (once contract is signed)	Dan Johnson	
	Mailing Address (if different from project mailing address above)	Same	
	Telephone	(206) 801-2321	
	Email	djohnson@shorelinewa.gov	

SECTION 2. PROJECT INFORMATION

PROJECT DESCRIPTION

2.1	<p>Please describe the project’s anticipated use and public benefit.</p> <p>The Richmond Highlands Recreation Center is the nexus for Shoreline’s Youth and Teen development Programs housing after school programs five days per week and late-night drop-in programs. It is located two blocks from Shorewood High School and on an active bus line. Activities include art, music, sports, homework help and socialization time. One Saturday night a month the facility hosts Tween Night, which draws an average of 110 local 5th and 6th graders.</p> <p>The cornerstone of the adult Specialized Recreation program is Adult Community Choices (Choices), an adult day program which offers participants the opportunity to take trips, make friends, cook, garden, and engage in therapeutic recreation, art and music. Choices is a year-round program housed at the Richmond Highlands Recreation Center with many participants regularly enrolling for many years.</p> <p>Both of these programs rely on the RHRC for their success. Prior to the pandemic, the RHRC hosted over 29,000 visits to the teen programs and over 5,000 visits to the teen late-night programs per year. This roof replacement project will help ensure the facility remains functional. The Fire Sprinkler installation will provide a higher level of life safety to the facility.</p>
------------	--

2.2	Is this project part of a larger, phased project? If YES, explain how this phase fits in the overall project.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
------------	---	---

SITE CONTROL

2.3	<p>Do you have control of the project site either through ownership or through a long-term lease (at least 15 years)? If NO, please explain and include the date you expect to meet this condition.</p> <p>IMPORTANT: Site control is required before we can begin writing the contract.</p>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
------------	--	---

GOVERNOR EXECUTIVE ORDER 05-05 (EO 05-05) CULTURAL & HISTORICAL RESOURCES REVIEW (OR SECTION 106)

2.4	Does your project involve land acquisition, ground disturbance, or construction or rehabilitation of a building over 50 years old? If YES and your project includes only state and local funds, you will need to go through the EO 05-05 review process. If NO, please explain.	<input type="checkbox"/> Land Acquisition <input type="checkbox"/> Ground Disturbance <input type="checkbox"/> Building Over 50 Years Old
2.4a	<p>Does your project include federal funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, you will need to go through the Section 106 review process.</p> <p>IMPORTANT: If EO 05-05 (or Section 106) applies to your project, you will need to complete this review before we can execute the contract.¹</p>	

¹ The EO 05-05 requires recipients of state funds to consult with interested parties, i.e., Department of Archaeology and Historic Preservation, and Indian Tribes, prior to starting project construction. If your project funding includes federal funds, Section 106 (National Historic Preservation Act) will be required, which supersedes the EO 05-05 review. These consultations should take place as early as possible in order to avoid delays in starting your project. If you have questions regarding the cultural and historic resources process, please contact your project manager.

LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN) CERTIFICATION

2.5	Does your project include new construction or renovation of a building or facility?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<p>If YES, indicate if you entered the LEED certification process with the goal of your facility obtaining the silver standard. IMPORTANT: As part of your contracting process, you are required to complete a LEED Certification Declaration form.²</p>		
<p>The goal is not to meet LEED Silver but to follow current code for the two scoped items of the project. The roof will be insulated to R-38. The Fire Suppression System will be constructed to NFPA 13.</p>		

PREVAILING WAGE

2.6	If your project includes new construction or renovation, do you understand and acknowledge that you are required to pay state prevailing wages for all construction-related work as of April 2, 2020	<input checked="" type="checkbox"/> YES

SCOPE OF WORK

2.7	<p>Describe all the activities and deliverables needed to accomplish this project. IMPORTANT: Provide a description of the project along with the estimated start and end date. Your Scope of Work must correspond with your application or member request and will become part of your contract.</p>	
<p>This project will replace the roof and install a fire suppression system at the Richmond Highland Recreation Center. Funds are requested for design and construction. The RHRC was built in 1911, last received a major renovation in 2001, and provides 6,650 square feet of program space. It includes a gym, game room, kitchen and meeting space for scheduled recreation programs and for community access. The building needs a new roof and does not have a fire sprinkler system. This project would replace the roof and install a sprinkler system extending the life of the building and making it a safer program space. The project is estimated to start on June 1, 2021 and end on September 7, 2021.</p>		

² LEED is a certification program run by the U.S. Green Building Council. In 2005 the Washington State Legislature passed a law requiring all capital projects grant recipients to comply with the LEED standards (RCW 39.35D). The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where “practicable.” Projects that fall under certain facility types and projects demonstrating that it would not “be practicable” to meet the LEED silver standard may qualify for a LEED exemption. Please refer to the attached *LEED Certification Declaration* form for more details. If you have questions regarding the LEED process, please contact your project manager.

PROJECT COSTS

2.8 Only complete the Project Costs table below *if your budget is finalized*. A list of eligible and ineligible costs is attached at the end of this survey.

IMPORTANT: Your Total Project Costs must equal your Total Funding in Question 2.9. The cost categories must correspond with the activities listed on your Scope of Work. The Project Cost table will become part of your contract. Please note that this is a reimbursement grant; only costs incurred after July 1, 2016, will be reimbursed.

IMPORTANT: A finalized budget is required before we can begin writing the contract.

IMPORTANT: Internal project management is NOT an eligible cost for reimbursement.

Cost Category	Amount	
Site Acquisition		
Architecture and Engineering		
Construction	\$513,284	
Construction Management		
Capitalized Equipment		
Other:		
TOTAL PROJECT COSTS (must match 2.8 Total Project Funding)	<u>\$513,284</u>	

PROJECT FUNDING

2.9 Complete the table below listing the amounts and funding sources for this project. State the status of your funding sources as follows:

- **Committed:** funds are considered committed if a formal notice of approval for the funds is in place from the funding source. Local Revenue must be in an approved budget or be appropriated by your council or commission to be considered committed. Attach documentation such as copies of award letters, council appropriations, etc.
- **In-Hand:** funds are considered in-hand if you have already received the funds.

IMPORTANT: Your Total Project Funding must equal your Total Project Costs in Question 2.8. The Project Funding table will become part of your contract. You are required to have full funding for your project by either having the funds in-hand or by showing that the funds are committed.

IMPORTANT: All project funding is required before we can begin writing the contract.

Type of Funding	Identify Source	Amount	Status (Committed or In-Hand)
State Grant	Department of Commerce	\$490,000.00	Committed
Other Funds (e.g. State, Federal, Local, Grants, Private, Loans)			
General Fund		\$23,284	Committed
Total Other:			
TOTAL PROJECT FUNDING (must match 2.8 Total Project Costs)		\$513,284	

CONTINGENCIES

2.10 Are there contingencies that could change your answers to any of the questions above? If so, please briefly explain. For example: Project description, site control, scope of work, financing, etc.

None known

PROJECTIONS

3.0 Please estimate how much of your award you plan to request during the upcoming quarters. This information is used for program budgeting purposes only and **is not binding**.

Fiscal Year 2021		
July 1 - September 30, 2020		
October 1 - December 31, 2020		
January 1 - March 31, 2021		
April 1 – June 30, 2021		
Total		
Fiscal Year 2022		
July 1 - September 30, 2021	\$490,000	
October 1 - December 31, 2021		
January 1 - March 31, 2022		
April 1 - June 30, 2022		
Total	\$490,000	
Fiscal Year 2023		
July 1 - September 30, 2022		
October 1 - December 31, 2022		
January 1 - March 31, 2023		
April 1 – June 30, 2023		
Total		

GRANTEE CERTIFICATION

The Grantee certifies that:

- The information and financial data provided in this document are true and correct to the best of their belief and knowledge and it is understood that Commerce staff may independently verify information, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds or termination of grant contract;
- Records supporting the information provided in this document are on file and will be made available by the Grantee upon request;
- There are no outstanding liens against this project;
- There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described project; and
- The Grantee intends to enter into a grant contract with the Department of Commerce, provided that the terms and conditions for a Department of Commerce grant are satisfactory to both parties.

Signed: _____
Name: _____
Title: _____
Phone Number: _____
Date: _____

Eligible Costs

Capital Budget funds may generally be used to pay for the following project expenses incurred as far back as July 1, 2016:

- design, architectural, and engineering work;
- building permits/fees;
- archeological/historical review;
- construction labor and materials;
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);
- construction management and observation (from external sources only)*;
- initial furnishings**;
- landscaping;
- real property when purchased specifically for the project, and associated costs.***

* **Construction management and observation** is on-site management and/or supervision of the work site and workers thereon. This is an eligible project cost. Construction management does not include work typically performed by off-site consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above and in accordance with the Office of Financial Management's 2017-2027 Capital Budget Instructions, Chapters 1.5 and 4.2.

** **Furnishings and equipment** are considered eligible project costs as long as the average useful life of the item purchased is 13 years or more.

*** **Costs directly associated with property** acquisition include appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.

**** **In no way shall funds be used to supplant or subsidize operating costs such as ordinary maintenance or administrative staff expenses**

Note: Please do not include operating costs in your project scope and budget.

Ineligible Costs

The following costs are not eligible for reimbursement under this program:

- internal administrative activities and staffing costs;
- mortgage or loan payments;
- **project management (from any source)****;**
- fundraising activities;
- feasibility studies;
- computers or office equipment;
- rolling stock (such as vehicles);
- lease payments for rental of equipment or facilities;
- any maintenance or operating costs;
- property leases (including long-term leases)
- the moving of equipment, furniture, etc., between facilities.