

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute Contract Amendment #9999.01 with Play-Well TEKnologies in the Amount of \$104,997 for 2022-2024
<b>DEPARTMENT:</b>	Recreation, Cultural and Community Services
<b>PRESENTED BY:</b>	Mary Reidy, Recreation and Cultural Services Superintendent
<b>ACTION:</b>	<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:**

To most effectively and efficiently meet the expanding demand for youth camps and sports programs, the City contracts with area service providers to provide recreation programming. The City contracts with a variety of program providers allowing residents access to camps and activities beyond the capacity of City-staffed programs.

The City's Recreation, Cultural, and Community Services (RCCS) Department has been contracting with Play-Well TEKnologies for the past few years. In 2020, the City offered eight (8) Play-Well TEKnologies programs and camps with a COVID-limited 75 registrants. In 2021, there were 10 Play-Well TEKnologies programs and camps with 149 registrants. As COVID restrictions have eased up, the public's demand for summer programs is increasing, including for LEGO camps provided by Play-Well TEKnologies.

Play-Well TEKnologies offers a unique service bringing their own staff, equipment, and activities to City sites to run LEGO programs and camps. In bringing their own well-trained staff and equipment, efficiencies with City staff are maximized. The program offerings are for all ages and are accessibly priced when compared to other more select sports programs for older youth.

The original contract amount in 2021 was for \$24,999 renewable up to three (3) additional years, making it a total of \$99,996 for all four years. This amendment to the original contract is for an additional \$10,000 per year for the remaining three (3) years making it a not to exceed \$34,999 per year, with a contract total for the three years of \$104,997.

**RESOURCE/FINANCIAL IMPACT:**

This is a revenue-backed contract with a 70%/30% split with the contractor, where they keep 70% of program revenue and the City retains 30%. The City of Shoreline's net revenue from this contract in 2021 was \$8,360.

**RECOMMENDATION**

Staff recommends that the City Council approve Contract Amendment #9999.01 with Play-Well TEKnologies for a total contract do not exceed amount of \$104,997 for 2022-2024.

**ATTACHMENTS**

Attachment A: Recreation Services Contract #9999 Scope of Work- Play-Well TEKnologies

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

**Exhibit A**  
**Parks, Recreation and Cultural Services Department**  
**Scope of Work and Compensation**

**SERVICES TO BE PROVIDED:**

Provide instruction in teaching various topics using LEGO based programs as well as robotics. with a defined program objective of teaching youth various problem-solving skills, introduction to STEM concepts, and incorporating fine motor skills by building with LEGOS.

Services will be provided at the following location(s) throughout the year. If the City determines a location is not available, then the City and the Consultant shall agree upon another interim location: Ridgecrest Elementary School, Spartan Recreation Center.

**PROGRAM AND INSTRUCTOR REQUIREMENTS:**

- 1) Hours of Instruction per program session/class:  
Range from 30 minutes to 4 hours depending on program specifics and confirmed quarterly with City staff.
- 2) Program Class Size
  - a) Minimum Enrollment for class to be held: depends on the class; is determined by the vendor.
  - b) Maximum Enrollment is location dependent and will be confirmed quarterly with City staff.
- 3) Materials and Supplies  
All materials and supplies are provided by instructor for all participants at instructor cost. Instructor may charge a supply fee to each student and the instructor is responsible for collecting this fee from each student. The City shall clearly list the supply fees in the program description on the City's website and the Recreational Guide. All surplus supplies are the property of the instructor.
- 4) The Instructor is responsible for leaving the program space clean and in proper order as per the Instructor Handbook.
- 5) Instructor Handbook  
Instructor shall adhere to all parameters and expectations as outlined in the City of Shoreline Parks, Recreation and Cultural Service Instructor Handbook (October 2018). The Handbook is incorporated into this contract by reference and made a part hereof.
- 6) Attendance Records
  - a) Instructor will assure that all participants are properly registered through the City's on-line registration system prior to participation in a program class.

- b) Instructor will maintain and make available upon request attendance records for each program class session.

**CITY RESPONSIBILITIES:**

- 1) Provide Instructor with an appropriate facility/location to provide instruction in: LEGO building and engineering for children.
- 2) List class/program in the seasonal Recreation Guide and on the City's website.
- 3) Complete registration for participants.
- 4) Provide Instructor with a class roster prior to the first class/program session.
- 5) As per the Instructor Handbook:
  - a) Communicate with Instructor regarding all cancellations as per the Instructor Handbook.
  - b) Communicate with registered participants as requested by Instructor.
  - c) Evaluate Instructor's performance annually to ensure compliance with the terms and conditions of this Agreement and as provided in the annual instructor evaluation tool.
  - d) Evaluate the program annually as provided in the annual program evaluation tool.

**PAYMENT FOR SERVICES:**

City shall pay Instructor as follows, but at no time shall the total amount paid exceed \$24,999 per calendar year:

- The sum of 70% of the fees collected based on the resident rate as established in the Shoreline Recreation Guide for the applicable class session time period. The City will retain 30% of the fees plus the difference between the established resident and non-resident fees. A copy of registration and attendance records will be submitted with the invoice to substantiate payment.