RESOLUTION NO. U-11164

A RESOLUTION related to the purchase of materials, supplies, equipment and the furnishing of services; authorizing the City officials to enter into contracts and, where specified, waive competitive bidding requirements, authorize sale of surplus property, or increase or extend existing agreements.

WHEREAS the City of Tacoma, Department of Public Utilities, requested bids/proposals for the purchase of certain materials, supplies, equipment and/or the furnishing of certain services, or proposes to purchase off an agreement previously competitively bid and entered into by another governmental entity, or for the sales of surplus, or desires to increase and/or extend an existing agreement, all as explained by the attached Exhibit “A,” which by this reference is incorporated herein, and

WHEREAS in response thereto, bids/proposals (or prices from another governmental agreement) were received, all as evidenced by Exhibit “A,” and

WHEREAS the Board of Contracts and Awards and/or the requesting division have heretofore made their recommendations, which may include waiver of the formal competitive bid process because it was not practicable to follow said process, or because the purchase is from a single source, or there is an emergency that requires such waiver, and/or waiver of minor deviations, and in the case of sale of surplus, a declaration of surplus has been made certifying that said items are no longer essential for continued effective utility service, as explained in Exhibit “A,” and

WHEREAS the Director requests authorization, pursuant to TMC 1.06.269 A, to amend contract amounts up to $200,000 and to approve
term extensions and renewals for all items contained in Exhibit "A;" Now, therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

Sec. 1. That the Public Utility Board of the City of Tacoma hereby concurs and approves the recommendations of the Board of Contracts and Awards and/or the requesting division, and approves, as appropriate: (1) the purchase and/or furnishing of those materials, supplies, equipment or services recommended for acceptance; (2) the sale of surplus materials, supplies or equipment recommended for acceptance; (3) the Interlocal agreement that authorizes purchase off another governmental entity's contract; (4) the increase and/or extension of an existing agreement, and said matters may include waiver of the formal competitive bid process and/or waiver of minor deviations, all as set forth on Exhibit "A," and authorizes the execution, delivery and implementation of appropriate notices, contracts and documents by the proper officers of the City for said transactions, and (5) the administrative authority of the Director, per TMC 1.06.269 A., to amend contract amounts up to $200,000 and to approve term extensions and contract renewals for all items in Exhibit "A."

Sec. 2. That the Public Utility Board finds that this Resolution is necessary, routine, and consistent with Governor Inslee's emergency proclamation issued March 24, 2020 and recently extended, suspending portions of the Open Public Meetings Act through May 31, 2020.

///

2020/Resolutions/U-11164

U-11164
Approved as to form:

/s/
Chief Deputy City Attorney

Chair

Secretary

Adopted

Clerk
TO:      Board of Contracts and Awards

FROM:    Dale W King, Tacoma Rail
         Dan Knouff, Asset Manager, Tacoma Rail, Maintenance of Equipment

COPY:    Public Utility Board, Director of Utilities, EIC Coordinator, LEAP Coordinator, and
         Seth Hartz, Finance/Purchasing

SUBJECT: Janitorial Services for Tacoma Rail
         Request for Proposals Specification No. TR20-0102F - May 27, 2020

DATE:    May 14, 2020

RECOMMENDATION SUMMARY:

Tacoma Rail recommends a contract be awarded to CCS Washington Janitorial, Inc. dba
Commercial Cleaning Systems, Renton, WA, for janitorial services and supplies in the amount
of $473,800, plus applicable taxes, for an initial contract term of three years with the option to
renew for two additional one-year renewal terms, for a projected contract amount of $806,000.

BACKGROUND:
This contract is for janitorial services and supplies needed to maintain the Tacoma Rail facilities
in a manner necessary to provide a clean, healthy, and safe work environment for Tacoma Rail
employees and visitors. The contracted services include basic surface cleaning 7 days per
week and cyclical deep cleaning activities such as inside and outside window cleaning, carpet
cleaning, and buffing and waxing of hard floor surfaces. The contract provides all personnel,
equipment, and environmentally friendly cleaning products needed for the aforementioned
services. The contract also includes the supply of all toiletry related materials for Tacoma Rail.

ISSUE: Tacoma Rail is a 24/7 operation with field crews, mechanics and managers working
around the clock. It is a necessity to provide a clean, healthy and safe environment for all
employees.

ALTERNATIVES: Tacoma Rail considered hiring additional staff as an option. The various
tasks would require a minimum of two full time employees and one part time employee to cover
the scope of work. The estimated cost to Tacoma Rail to hire those employees, including
benefits, would be approximately $935,000 for the 5 year period. In order for those employees
to properly maintain the facility, Tacoma Rail would still need to purchase the cleaning
equipment, cleaning supplies and all of the toiletry materials. Moreover, City Labor Relations
staff advises that as a railroad, RCW 41.56 pertaining to Public Employees’ Collective
Bargaining is not applicable to Rail employees and current 483 Custodial Maintenance CBA
language likely would not apply to custodial staff hired at Rail. Therefore, Tacoma Rail deems
it prudent to continue outsourcing the service.
COMPETITIVE SOLICITATION:

Request for Proposal, Specification No. TR20-0102F, was opened Tuesday, April 21, 2020. Ten companies were invited to bid in addition to normal advertising of the project. Six submittals were received.

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Location</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS Washington Janitorial, Inc. dba Commercial Cleaning Systems</td>
<td>Renton, WA</td>
<td>276</td>
</tr>
<tr>
<td>SMS Cleaning, Inc.</td>
<td>Tacoma, WA</td>
<td>267</td>
</tr>
<tr>
<td>Superior Enterprises, LLC dba Seattle Commercial Cleaners</td>
<td>Seattle, WA</td>
<td>262</td>
</tr>
<tr>
<td>BADA Corporation dba Acme Maintenance</td>
<td>Tukwila, WA</td>
<td>237</td>
</tr>
<tr>
<td>SSCO</td>
<td>Phoenix, AZ</td>
<td>192</td>
</tr>
<tr>
<td>ABA Cleaning Services, LLC</td>
<td>Tacoma, WA</td>
<td>190</td>
</tr>
</tbody>
</table>

Pre-bid Estimate: $800,000

The recommended award is .75 percent above the pre-bid estimate. The recommended award amount includes a 2-percent increase per year to cover estimated Prevailing Wage increases and additional hours for emergency cleaning/sanitizing activities related to the COVID-19 pandemic.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Specification TR20-0102F mandated that environmentally conscious cleaning products are to be used through the duration of the contract. CCS Washington Janitorial dba Commercial Cleaning Systems (CCS) included in their submittal, a list of their Green Clean approved products. CCS also holds a CIMS-GB (Clean Industry Management Standard-Green Building) certificate with an Honors designation. CCS scored the highest amount of points in the selection process for sustainability.

EIC/LEAP COMPLIANCE: Not applicable.

Revised: 05/08/2020
FISCAL IMPACT:

EXPENDITURES:

<table>
<thead>
<tr>
<th>FUND NUMBER &amp; FUND NAME *</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500 TPU Rail Fund</td>
<td>592303</td>
<td>5330100</td>
<td>$806,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REVENUES:

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $125,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

Dale W. King, Rail Superintendent

APPROVED:

Jackie Flowers, Director of Utilities

Revised: 05/08/2020
CITY OF TACOMA  
*Price Proposal Form*  
Request for Proposals TR20-0102F

**Respondent Name**: Superior Enterprises, LLC - DBA Seattle Commercial Cleaners

All prices are to be in U.S. dollars and include all associated fees. The City will not pay any additional fees, tariffs, add-ons or surcharges.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price).

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FACILITY DESCRIPTION</th>
<th>PRICE PER MONTH</th>
<th>MULTIPLY BY 12 MONTHS</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tacoma Rail Complex</td>
<td>$21,283.27</td>
<td>x 12 =</td>
<td>$255,991.83</td>
</tr>
</tbody>
</table>
|         | • Minimum of 16 employee labor hours per night M – F  
|         | • Minimum 6 employee labor hours per night Saturday and Sunday | | | |
|         | Total:               |                 | $766,197.54          |             |
|         | Per Hour Rate for Additional/Emergency work per Section 2.04 #26 | $45 Per Hour | | |

**Note**: The unit price per month and annual costs are to be shown in the spaces provided. Annual cost shall be determined by multiplying the price per month by 12.

**Prompt Payment Discount**: 5% 15 days, net 30. Payment discount periods of 20 calendar days or more will be considered in determining lowest responsive submittal.

**Does your firm accept payment by EFT/ACH?**

- [ ] Y  [ ] N  
(Electronic Funds Transfer (EFT) by Automated Clearing House (ACH))

**Does your firm accept payment by Visa credit card?**

- [ ] Y  [ ] N

**Note**: The City of Tacoma will not accept price changes or pay additional fees when a credit card is used.

**Is your firm registered with the City of Tacoma as a Small Business Enterprise (SBE)?**

- [ ] Y  [ ] N

If yes, in what categories are you registered?

Currently SCC has filed but, with COVID19 we are still in pending status for this application.
CITY OF TACOMA
Price Proposal Form
Request for Proposals TR20-0102F

Respondent Name: SMS Cleaning Inc.

All prices are to be in U.S. dollars and include all associated fees. The City will not pay any additional fees, tariffs, add-ons or surcharges.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price):

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FACILITY DESCRIPTION</th>
<th>PRICE PER MONTH</th>
<th>MULTIPLY BY 12 MONTHS</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tacoma Rail Complex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum of 16 employee labor hours per night M - F</td>
<td>$14,585.00</td>
<td>x 12 = $175,020.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum 6 employee labor hours per night Saturday and Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $175,020.00

Per Hour Rate for Additional/Emergency work per Section 2.04 #26

Note: The unit price per month and annual costs are to be shown in the spaces provided. Annual cost shall be determined by multiplying the price per month by 12.

Prompt Payment Discount N/A % _______ days, net 30.
Payment discount periods of 20 calendar days or more will be considered in determining lowest responsive submittal.

Does your firm accept payment by EFT/ACH?  Y  N
(Electronic Funds Transfer (EFT) by Automated Clearing House (ACH))

Does your firm accept payment by Visa credit card?  Y  N

NOTE: The City of Tacoma will not accept price changes or pay additional fees when a credit card is used.

Is your firm registered with the City of Tacoma as a Small Business Enterprise (SBE)?  Y  N
If yes, in what categories are you registered?

Office of Minority and Women's Business Enterprises
Certification Identification #: M4M9222373
CITY OF TACOMA

Request for Proposals TR20-0102F

Respondent Name: Amax Maintenance - David Hahn

All prices are to be in U.S. dollars and include all associated fees. The City will not pay any additional fees, tariffs, add-ons or surcharges.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price).

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FACILITY DESCRIPTION</th>
<th>PRICE PER MONTH</th>
<th>MULTIPLY BY 12 MONTHS</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tacoma Rail Complex</td>
<td>$12,602</td>
<td>x 12 =</td>
<td>$147,624</td>
</tr>
<tr>
<td></td>
<td>- Minimum of 16 employee labor hours per night M - F</td>
<td></td>
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<td></td>
<td>- Minimum 8 employee labor hours per night Saturday and Sunday</td>
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<td><strong>Total:</strong></td>
<td></td>
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<td>$147,624</td>
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<td></td>
<td>Per Hour Rate for</td>
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<tr>
<td></td>
<td>Additional/Emergency work per Section 2.04 #26</td>
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</tbody>
</table>

**Note:** The unit price per month and annual costs are to be shown in the spaces provided. Annual cost shall be determined by multiplying the price per month by 12.

Prompt Payment Discount 1.5%, 20 days, not 30. Payment discount periods of 20 calendar days or more will be considered in determining lowest responsive submittal.

Does your firm accept payment by EFT/ACH? Y N

Does your firm accept payment by Visa credit card? Y N

**NOTE:** The City of Tacoma will not accept price changes or pay additional fees when a credit card is used.

Is your firm registered with the City of Tacoma as a Small Business Enterprise (SBE)? Y N

If yes, in what categories are you registered?

MBE
CITY OF TACOMA
'Price Proposal Form'
Request for Proposals TR20-0102F

Respondent Name: CCS Facility Services

All prices are to be in U.S. dollars and include all associated fees. The City will not pay any additional fees, tariffs, add-ons or surcharges.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price).

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FACILITY DESCRIPTION</th>
<th>PRICE PER MONTH</th>
<th>MULTIPLY BY 12 MONTHS</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tacoma Rail Complex</td>
<td>$12,901</td>
<td>x 12 = $154,812</td>
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</tbody>
</table>
|          | • Minimum of 16 employee labor hours per night M - F  
|          | • Minimum 6 employee labor hours per night Saturday and Sunday | | | |

Total: $154,812

Per Hour Rate for Additional/Emergency work per Section 2.04 #26 $32.38 Per Hour

Note: The unit price per month and annual costs are to be shown in the spaces provided. Annual cost shall be determined by multiplying the price per month by 12.

Prompt Payment Discount: 0% 0 days, net 30.
Payment discount periods of 20 calendar days or more will be considered in determining lowest responsive submittal.

Does your firm accept payment by EFT/ACH? x y N
(Electronic Funds Transfer (EFT) by Automated Clearing House (ACH))

Does your firm accept payment by Visa credit card? y x N

NOTE: The City of Tacoma will not accept price changes or pay additional fees when a credit card is used.

Is your firm registered with the City of Tacoma as a Small Business Enterprise (SBE)? y x N
If yes, in what categories are you registered?

N/A

7R20-0102F 47 of 68
CITY OF TACOMA
*Price Proposal Form*
Request for Proposals TR20-0102F

Respondent Name  ABA CLEANING SERVICES, LLC

All prices are to be in U.S. dollars and include all associated fees. The City will not pay any additional fees, tariffs, add-ons or surcharges.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price).

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FACILITY DESCRIPTION</th>
<th>PRICE PER MONTH</th>
<th>MULTIPLY BY 12 MONTHS</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tacoma Rail Complex</td>
<td>$7,800.00</td>
<td>x 12 =</td>
<td>$93,600.00</td>
</tr>
<tr>
<td></td>
<td>• Minimum of 16 employee labor hours per night M – F</td>
<td></td>
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<td></td>
<td>• Minimum 6 employee labor hours per night Saturday and Sunday</td>
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<tr>
<td></td>
<td>Per Hour Rate for Additional/Emergency work per Section 2.04 #26</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The unit price per month and annual costs are to be shown in the spaces provided. Annual cost shall be determined by multiplying the price per month by 12.

**Prompt Payment Discount** ____% ____ days, net 30. N/A
Payment discount periods of 20 calendar days or more will be considered in determining lowest responsive submittal.

**Does your firm accept payment by EFT/ACH?**  X  Y  N
(Electronic Funds Transfer (EFT) by Automated Clearing House (ACH))

**Does your firm accept payment by Visa credit card?**  Y  X  N

**NOTE:** The City of Tacoma will not accept price changes or pay additional fees when a credit card is used.

**Is your firm registered with the City of Tacoma as a Small Business Enterprise (SBE)?**  X  Y  N
If yes, in what categories are you registered?

MWBE: M5F0025836

DBE: D5F0025836
All prices are to be in U.S. dollars and include all associated fees. The City will not pay any additional fees, tariffs, add-ons or surcharges.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price).

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FACILITY DESCRIPTION</th>
<th>PRICE PER MONTH</th>
<th>MULTIPLY BY 12 MONTHS</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tacoma Rail Complex</td>
<td>$3,500</td>
<td>x 12 = $42,00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum of 16 employee labor hours per night M - F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum 6 employee labor hours per night Saturday and Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> $42,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Per Hour Rate for Additional/Emergency work per Section 2.04 #26</td>
<td>$25.00/Per Hour</td>
<td></td>
<td>25.00</td>
</tr>
</tbody>
</table>

**Note:** The unit price per month and annual costs are to be shown in the spaces provided. Annual cost shall be determined by multiplying the price per month by 12.

**Prompt Payment Discount** ___% ___ days, net 30.
Payment discount periods of 20 calendar days or more will be considered in determining lowest responsive submittal.

**Does your firm accept payment by EFT/ACH?** X Y N
(Electronic Funds Transfer (EFT) by Automated Clearing House (ACH))

**Does your firm accept payment by Visa credit card?** X Y N

**NOTE:** The City of Tacoma will not accept price changes or pay additional fees when a credit card is used.

**Is your firm registered with the City of Tacoma as a Small Business Enterprise (SBE)?** X Y N
If yes, in what categories are you registered?
<table>
<thead>
<tr>
<th>Item</th>
<th>Possible Points</th>
<th>ABA</th>
<th>BADA Acme Maintenance</th>
<th>Commercial Cleaning Systems</th>
<th>SVG Cleaning</th>
<th>SSCD Holywood</th>
<th>Superior Enterprises LLC</th>
<th>Rail Industrial Inc.</th>
<th>Overall</th>
<th>Recommended Score</th>
<th>Reviewer Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Qualifications of Personnel (Section 3.02 E.) Experience of proposed staff in successfully fulfilling requirements of similar contracts.</td>
<td>105</td>
<td>60</td>
<td>84</td>
<td>105</td>
<td>105</td>
<td>75</td>
<td>105</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Price (Price Proposal Form - Exhibit A)</td>
<td>60</td>
<td>57</td>
<td>54</td>
<td>51</td>
<td>48</td>
<td>60</td>
<td>45</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Experience with Similar Contracts (Section 3.02 D.) 1) Adequacy of experience to meet this scope of work. 2) Quality of performance on similar types of contracts.</td>
<td>75</td>
<td>55</td>
<td>65</td>
<td>75</td>
<td>75</td>
<td>50</td>
<td>75</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Equipment and Supplies/Products to be Used (3.02 F)</td>
<td>15</td>
<td>9</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>4</td>
<td>15</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Submittal quality, organization, completeness 1) Presentation of information is logical and clear 2) Completeness of proposal content 3) Adherence to format and layout requirements 4) Compliance with Specifications</td>
<td>15</td>
<td>9</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>2</td>
<td>15</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F Small Business Enterprise (Price Proposal Form - Exhibit A) Registered SBE firms meeting RFP requirements will be awarded five points.</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G Sustainability</td>
<td>15</td>
<td>0</td>
<td>5</td>
<td>15</td>
<td>9</td>
<td>1</td>
<td>7</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>300</td>
<td>190</td>
<td>237</td>
<td>276</td>
<td>267</td>
<td>192</td>
<td>262</td>
<td>Non-Responsive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reviewer Number: #1, #2, #3

Notes: Selection Advisory Committee combined scores
TO: Board of Contracts and Awards
FROM: Chris Robinson, Power Superintendent, Tenzin Gyaltsen, UTS Section Manager; and Tony Landrith, UTS Assistant Section Manager
COPY: Public Utility Board, Director of Utilities, Board Clerk, SBE Coordinator, LEAP Coordinator, and Richelle Krienke, Finance/Purchasing
SUBJECT: Mobile Workforce Management Solution Replacement – Request for Proposals PS17-0278F Request approval to increase Contract C460 – May 13, 2020
DATE: April 28, 2020

RECOMMENDATION SUMMARY:
Tacoma Public Utilities and General Government requests approval to increase Contract C460 to Clevest Solutions, Inc., Richmond, BC Canada, by $191,400.00 for the continued implementation of the mobile replacement solution (Workforce Connect project). This increase will bring the cumulative total to $1,685,056.00, plus any applicable taxes.

BACKGROUND:
During the course of the Workforce Connect project, a number of drivers have surfaced that have subsequently required additional vendor services to complete identified scope in order to achieve project benefits. Those drivers include business complexities in requirements, design, and build; as well as testing and resolution.

ISSUE: The Workforce Connect project replaces the current legacy mobile field system. The project has made significant progress and is on a positive trajectory towards completion.

ALTERNATIVES: Alternatives to additional vendor services could include descoping project activities or attempting to perform the work internally. However, neither option is realistic as the project would not achieve key benefits if descoping was pursued, nor does City staff have the expertise and experience to complete the remaining work without vendor assistance.

CONTRACT HISTORY: On August 22, 2018, Resolution U-11022 authorized approval of the original contract awarded to Clevest Solutions, Inc., in the amount of $2,671,656.00 plus applicable taxes, as a result of Request for Proposals Specification No. PS17-0278F. The award included contracts for professional services in the amount of $1,388,656.00; and software licenses and maintenance services in the amount of $1,283,000.00, plus applicable taxes.

Amendment 1, dated October 10, 2019, authorized under Resolution U-11022, increased the contract by $105,000.00 to $1,493,656.00, and authorized additional resources to assist in project activities associated with Release 2A scope.

SBE/LEAP COMPLIANCE: Not applicable

Revised: 04/15/2020
FISCAL IMPACT:

EXPENDITURES:

<table>
<thead>
<tr>
<th>FUND NUMBER &amp; FUND NAME *</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
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<tr>
<td>Fund 1065, PW Street Fund (2.3%)</td>
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<td>Fund 4200, ESD Solid Waste (4.4%)</td>
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<td>Fund 4300, ESD Wastewater (4.6%)</td>
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<td>Fund 4301, ESDS Surface Water Utility (4.4%)</td>
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<td>Fund 4700, Power (59.9%)</td>
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REVENUES: N/A

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<tr>
<td><strong>TOTAL</strong></td>
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FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $1,646.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A
RESOLUTION NO. U-11165

A RESOLUTION revising the implementation of the WorkForce Connect Special Project across Tacoma Power, Tacoma Water, and the City of Tacoma Environmental Services divisions.

WHEREAS the City of Tacoma, Department of Public Utilities ("TPU"), Utility Technology Services Section ("UTS"), through Public Utility Board Resolution No. 11057, established a WorkForce Connect ("WFC") Project as a special project of limited duration through December 31, 2020, that included hiring six employees across Tacoma Power, Tacoma Water and Environmental Services, and

WHEREAS the goal of the Project was to replace the existing outdated platform ("MDSI") and add new technology and processes, including providing laptops to field technicians with software installed that allows the capturing of information gather on requests to Tacoma Public Utilities ("TPU") and the City of Tacoma ("COT"), and once information is collected, is integrated with back-office systems such as SAP, and

WHEREAS the current system, 15 years into the original implementation, and no longer supported by the vendor, provided TPU and the COT with the opportunity to move away from paper-based processes of collecting work details to electronic-based tools, and

WHEREAS the WFC Project will replace the existing legacy field solution that is utilized across TPU and COT, to address a system that has reached the end of life and extended vendor support, increase the number of end users, and extend and improve system functionality, and

1
WHEREAS the project experienced schedule pushes including a delay from the contracted schedule start date and actual project kickoff, as well as impacts from holiday schedules and impacts from other projects, delayed the project go-live date of March 2021, with a final project completion date expected in June 2021, and

WHEREAS the roles provided are: Management Analyst III, Customer Services Field Technician, and Tacoma Power Electrical Services, Office Assistant and the three previous requested roles of Project Manager, Scrum Master and Test Manager, are not included in this request as they have been filled by augmented staffing opportunities, and will allow project employees in Tacoma Power, Tacoma Water, and Customer Services through all phases of the Project, and

WHEREAS funds for the Project are included in the designation organization’s 2019/2020 O&M and Capital budgets and has been requested for 2021/2021 O&M and Capital budgets, and

WHEREAS, it is in the best interest of the City of Tacoma to revise the Project as a special project of limited duration; Now, Therefore,
BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

Section 1. That the revision to the WorkForce Connect Project is hereby approved and continue to be established as a special project of limited duration through June 30, 2021.

Section 2. That in accordance with the applicable provisions of TMC 1.12.140 and 1.12.155, 1.24.187, 1.24.980-986, 1.30.300, and Section 6.1 (h) of the Tacoma City Charter, the salaries and classes set forth in the Compensation Plan for regular City employees shall be applied, contingent upon funding, to similar project positions of the Project, and employees who have been hired or may be hired for positions expected to be of limited duration shall be designated unclassified special project employees as of the date of hire.

Section 3. That those special project employees who have been hired, or may be hired to work on the special project, as identified in this resolution, shall receive benefits, all in accordance with and pursuant to the provisions of the compensation plan of the City of Tacoma. They shall be given a one-time binding and irrevocable election to participate in the City's Retirement System, pursuant to the retirement provisions of TMC 1.30.300.

Section 4. That because the positions to be filled pursuant to this resolution are of a temporary nature and are unique in that they pertain only to the aforementioned special project, they are deemed temporary positions, and persons so employed in such positions shall have no claim to further or continued employment with the City after cessation of such special project or

2020\Resolutions\Power\U-11165 Revise Special Project of WorkForce Connect
after cessation of activities funded by said programs, except pursuant to their
obtaining status as regular City employees under the provisions of the Tacoma
Municipal Code or pursuant to further action of the City Council relating to this
special project.

Section 5. That all acts by agents or employees of the City consistent with
the intent of this resolution taken prior to the effective date of this resolution are
hereby ratified.

Section 6. That the term of this special project shall not exceed the
expiration of June 30, 2021, unless extended by appropriate action.

Section 7. That the Public Utility Board finds that this Resolution is
necessary, routine, and consistent with Governor Inslee’s emergency
proclamation issued March 24, 2020 and recently extended, suspending

Approved as to form: _____________________________________________

/s/                                                  Chair

Chief Deputy City Attorney                             Secretary

________________________________________________________

Clerk

U-11165
TO: Jackie Flowers, Director of Utilities
COPY: Charleen Jacobs, Director and Board Offices
FROM: Tony Landrith, Power UTS Assistant Section Manager
MEETING DATE: May 27, 2020
DATE: May 15, 2020

SUMMARY: Revise "Special Project" for the implementation of Workforce Connect (WFC) across Tacoma Power, Tacoma Water, and City of Tacoma Environmental Services to extend through June 30, 2020.

The Utility Technology Services of Tacoma Power recommends that the Public Utility Board approve the revised special project pursuant to Tacoma Municipal Code Sections 1.12.140, 1.12.155, 1.24.187, 1.24.980-986, 1.30.300, and Section 6.1 (h) of the Tacoma City Charter which will allow project employees in Tacoma Power, Tacoma Water and Customer Services across all phases of the project. Briefly, the roles and services provided are described:

- Management Analyst III: This role applies complex and advanced statistical techniques to develop, coordinate and conduct studies of data relating to asset and information analytics.
- Customer Services Field Technician: This role will backfill support, as Customer Service subject matter experts participate in the project. This role will be responsible for meter reading, providing accurate and timely reading of electric, water and meter sewers.
- Tacoma Power Electrical Services, Office Assistant: This role will backfill support as Utility Staff Support and Meter Shop subject matter experts participate in the project. This role will be responsible for timekeeping, dispatching and phone support to Meter, Line and Wire sections impacted by the Workforce Connect and Advanced Metering Infrastructure (AMI) projects.

Three previously requested roles: Project Manager, Scrum Master and Test Manager have been removed from this request as they have been filled by augmented staffing opportunities.

BACKGROUND: Tacoma Public Utilities (TPU) and City of Tacoma (CoT) currently provides laptops to field technicians with software installed that allows capturing of information gathered on requests (e.g.: customer service requests, maintenance inspections, etc.). This information, once collected, is integrated with back-office systems (such as SAP).

The current system, 15 years into the original implementation and no longer supported by the vendor – provided TPU and CoT the opportunity to move away from paper-based processes of collecting work details to electronic based tools.

The Workforce Connect (WFC) Project will replace the existing legacy field solution that is utilized across Tacoma Public Utilities and City of Tacoma. This is required to address a system that has reached end of life and extended vendor support, increase the number of end users and extend and improve system functionality.

This project experienced schedule pushes including a delay from the contracted schedule start date and actual project kickoff; as well as impacts from holiday schedules along with impacts from other projects. The decision was made to move the go-live date to March 2021. Final project close out is expected to complete in June 2021.
This resolution will enable the participating organizations to staff and fully participate in appropriate phases of the project with technology and business subject matter experts. Funding has been included in the designation organization’s 2019/2020 O&M and Capital budgets and has been requested for 2021/2022 O&M and capital budgets.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes. Funds for the planning and design phase of the Special Project are included in the approved 2019/20 Capital Budgets for Tacoma Power, Tacoma Water and City of Tacoma. Estimated salaries including benefits equal $811,131.00.

IF THE EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. Explain how expenditures are to be covered and if budget modifications are required.

IF THE ACTION REQUESTED IS APPROVAL OF A CONTRACT, INCLUDE LANGUAGE IN RESOLUTION AUTHORIZING $200,000 INCREASE IN ADMINISTRATIVE AUTHORITY TO DIRECTOR? No.

ATTACHMENTS:

a. Memo to Jackie Flowers, Director of Utilities/CEO from Chris Robinson, Power Superintendent/COO dated November 30, 2018
b. Request for Resolution dated November 30, 2018
c. Resolution No. U-11057 approved January 23, 2019

CONTACT: Tony Landrith, Power UTS Section Assistant Manager, 253-502-8725.
Supervisor: Tenzin Gyaltse, Power UTS Section Manager, 253-502-8763
RESOLUTION NO. U-11057

A RESOLUTION approving the establishment of a WorkForce Connect Project in the Utility Technology Services Section, for Tacoma Power, Tacoma Water and Environmental Services, as a special project of limited duration, and designating general salary classifications and benefits for persons employed on the project, pursuant to Tacoma Municipal Code Sections 1.12.140, 1.12.155, 1.24.187, 1.24.980-986, 1.30.300 and Section 6.1(h) of the Tacoma City Charter.

WHEREAS the City of Tacoma, Department of Public Utilities ("TPU"), Utility Technology Services Section ("UTS"), requests approval to establish a WorkForce Connect Project ("Project"), as a special project of limited duration from November 2018 through December 31, 2020, to include hiring six employees across Tacoma Power, Tacoma Water and Environmental Services, and

WHEREAS the goal of the Project is to replace the existing outdated platform ("MDSI") and add new technology and processes, and

WHEREAS funds for the Project are included in the approved 2019/2020 Capital Budgets for Tacoma Power, Tacoma Water, and the City of Tacoma, at an estimated two-year cost (including benefits) of $1,696,478, and

WHEREAS, pursuant to the provisions of Section 1.12.155 of the Tacoma Municipal Code, employees who are not regular employees, and are hired as special project employees, are paid as provided for by ordinance or resolution of the City Council, and

WHEREAS, it is in the best interest of the City of Tacoma to establish the Project as a special project of limited duration; Now, Therefore,
BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

Section 1. That the WorkForce Connect Project is hereby approved and established as a special project of limited duration from November 2018 through December 31, 2020, and the appropriate officers of the City are authorized to take such action as necessary to implement this Program, including hiring up to six special project employees in Utility Technology Services, Tacoma Power, Tacoma Water, and City of Tacoma Environmental Services.

Section 2. That in accordance with the applicable provisions of TMC 1.12.140 and 1.12.155, the salaries and classes set forth in the Compensation Plan for regular City employees shall be applied, contingent upon funding, to similar project positions of the Project.

Section 3. That in accordance with TMC 1.24.187 and 1.30.300, employees who have been hired or may be hired for positions expected to be of limited duration shall be designated unclassified special project employees as of the date of hire.

Section 4. That those special project employees who have been hired, or may be hired to work on the special project, as identified in this resolution, shall receive benefits, all in accordance with and pursuant to the provisions of the compensation plan of the City of Tacoma. They shall be given a one-time binding and irrevocable election to participate in the City's Retirement System, pursuant to the retirement provisions of TMC 1.30.300.
Section 5. That because the positions to be filled pursuant to this resolution are of a temporary nature and are unique in that they pertain only to the aforementioned special project, they are deemed temporary positions, and persons so employed in such positions shall have no claim to further or continued employment with the City after cessation of such special project or after cessation of activities funded by said programs, except pursuant to their obtaining status as regular City employees under the provisions of the Tacoma Municipal Code or pursuant to further action of the City Council relating to this special project.

Section 6. That all acts by agents or employees of the City consistent with the intent of this resolution taken prior to the effective date of this resolution are hereby ratified.

Section 7. That the term of this special project shall not exceed the expiration of December 31, 2020, unless extended by appropriate action.

Approved as to form and legality: ________________________________

Chair

Secretary

Adopted ________________________________

Clerk
TO: Jackie Flowers, Director of Utilities
FROM: Chris Robinson, Power Superintendent
       Scott Dewhirst, Water Superintendent
       Steve Hatcher, Customer Services Manager
DATE: January 14, 2019
RE: Request for Resolution to Establish a “Special Project of Limited Duration” for Tacoma Public Utilities (TPU) and City of Tacoma’s (CoT) WorkForce Connect project.

RECOMMENDATION: Tacoma Power, Tacoma Water and Customer Services sections are requesting authorization establish a Special Project of Limited Duration in support of TPU and CoT’s WorkForce Connect Project, allowing for the addition of staff to support key project phases and deliverables.

EXPLANATION: TPU and CoT currently provides laptops to field technicians with software installed that allows capturing of information gathered on requests (e.g., customer service requests, maintenance inspections, etc.). This information, once collected, is integrated with back-office systems (such as SAP).

The current system ("MDSI"), 15 years into the original implementation and no longer supported by the vendor – provided TPU and CoT the opportunity to move away from paper-based processes of collecting work details to electronic-based tools. The initial implementation provided significant capabilities to TPU and CoT that continues to drive and support employee productivity gains and access to data.

The Workforce Connect Project will replace the existing MDSI platform with a modern and vendor-supported platform that will deliver the tools that allow the continued electronic capture of field work details. The suite of software provides capabilities that enable new features, driving additional benefits – as well as a platform that advances digital and asset strategic initiatives.

As a transformative initiative, the Workforce Connect project will require a significant effort across TPU and CoT to implement the new and modified processes, applications, technologies, and integrations needed to fully enable the functions and features of the workforce management solution. In addition, customer and stakeholder engagement and organizational change management will be essential to project success.

After extensive resource planning and mitigation efforts, Utility Technology Services (UTS) recommends establishing a Special Project of Limited Duration, which includes providing the hiring of 6 employees within Tacoma Water, Tacoma Power and Customer Services. Briefly, the roles and services provided are described;
  • Tacoma Power, Senior Project Manager; This role provides project management services to support the entire project lifecycle, including contract and vendor
management, resource and budget management, project reporting and risk/issue management.

- Tacoma Power, Project Lead; This role provides daily activity and process management through all project sprints and releases – including identifying and resolving impediments, ensuring project work backlog is being executed by the Scrum team, managing daily Scrum team meetings, facilitating Scrum planning and demonstrations and monitors team capacity and velocity.

- Tacoma Power, Test Manager; This role provides test management services to support the entire lifecycle of project testing phases – consistent of setup, scripts, managing test execution, providing oversight of testing status, workload and reporting.

- Tacoma Power, Electrical Services, Office Assistant; This role will backfill support as Utility Staff Support and Meter Shop subject matter experts participate in the project. This role will be responsible for timekeeping, dispatching and phone support to Meter, Line and Wire sections impacted by the Workforce Connect and Advanced Metering Infrastructure (AMI) projects.

- Tacoma Water, Management Analyst III; This role applies complex and advanced statistical techniques to develop, coordinate and conduct studies of data relating to asset and information analytics.

- Customer Services, Field Technician; This role will backfill support, as Customer Service subject matter experts participate in the project. This role will be responsible for field meter reading - providing accurate and timely reading of electric, water and meter sewers.

**HISTORY:** The existing legacy mobile application ("MDSI") was originally implemented in 2003, with a major update occurring in 2009 and a minor technical update in 2017. The existing system has reached the end of vendor support and a number of supporting systems are nearing their end of vendor support as well.

The project team, along with the business driven project Steering Committee, has moved the project through the Request for Proposal (RFP) and Selection processes. As an outcome of these processes, the Steering Committee has selected a new replacement system and vendor. The project business case has been reviewed and approved by the Information Systems Governance Board (ISGB).

**PROJECT ADVISOR:** Tony Landrith, Utility Technology Services, Project Management Office, (253) 502-8725

**FUNDING:** All Project FTEs have been identified and budgeted within the respective 2019/20 division budgets, along with the Workforce Connect capital budget.

**AUTHORIZED:**

Jackie Flowers  
Director of Utilities  

Date 1/14/19
REQUEST FOR RESOLUTION

INSTRUCTIONS: File request in the Office of the Director of Utilities as soon as possible but not later than nine working days prior to the Board meeting at which it is to be introduced. Completion instructions are contained in Administrative Policy PCL-104.

1. Summary title for Utility Board agenda: (not to exceed twenty-five words)
   Establish a “Special Project” in the Utility Technology Services Section of Tacoma Power for the implementation of WorkForce Connect (WFC) across Tacoma Power, Tacoma Water and City of Tacoma Environmental Services. This project of limited duration is anticipated to begin in November 2018 and will continue through December 2020.

2. A resolution is requested to: (brief description of action to be taken, by whom, where, cost, etc.)
   Utility Technology Services recommends that the Public Utility Board approve a special project pursuant to Tacoma Municipal Code Sections 1.12, 140, 1.12.155, 1.24.187, 1.24.980-986, 1.30.300, and Section 6.1(h) of the Tacoma City Charter which will provide for the hiring of 6 employees in Utility Technology Services (UTS), Tacoma Water and Tacoma Power across all phases of the project. Briefly, the roles and services provided are described:
   - Project Manager: This role provides project management services to support the entire project lifecycle, including contract and vendor management, resource and budget management, project reporting and risk issue management.
   - Scrum Master: This role provides daily activity and process management through all project sprints and releases — including identifying and resolving impediments, ensuring project work backlog is being executed by the Scrum team, managing daily Scrum team meetings, facilitating Scrum planning and demonstrations and monitors team capacity and velocity.
   - Test Manager: This role provides test management services to support the entire lifecycle of project testing phases — consistent of setup, scripts, managing test execution, providing oversight of testing status, workload and reporting.
   - Management Analyst III: This role applies complex and advanced statistical techniques to develop, coordinate and conduct studies of data relating to asset and information analytics.
   - Customer Services Field Technician: This role will backfill support, as Customer Service subject matter experts participate in the project. This role will be responsible for meter reading, providing accurate and timely reading of electric, water and meter sewers.
   - Tacoma Power Electrical Services, Office Assistant: This role will backfill support as Utility Staff Support and Meter Shop subject matter experts participate in the project. This role will be responsible for timekeeping, dispatching and phone support to Meter, Line and Wire sections impacted by the Workforce Connect and Advanced Metering Infrastructure (AMI) projects.

3. Summarized reason for resolution:
   Tacoma Public Utilities (TPU) and City of Tacoma (CoT) currently provides laptops to field technicians with software installed that allows capturing of information gathered on requests (e.g., customer service requests, maintenance inspections, etc.). This information, once collected, is integrated with back-office systems (such as SAP).

   The current system, 15 years into the original implementation and no longer supported by the vendor – provided TPU and CoT the opportunity to move away from paper-based processes of collecting work details to electronic-based tools.

   The Workforce Connect (WFC) Project will replace the existing legacy field mobile solution that is utilized across Tacoma Public Utilities and City of Tacoma. This is required to address a system that has reached end of life and extended vendor support, increase the number of end users and extend and improve system functionality.

   This resolution will enable the participating organizations to staff and fully participate in appropriate phases of the project with technology and business subject matter experts. Funding has been included in the designated organization's 2019/2020 O&M and Capital budgets.

4. Attachments:
   a. Memo to Jackie Flowers, Director of Utilities/CEO from Chris Robinson, Power Superintendent/COO dated November 30, 2018

5. ☒ Funds available ☐ Proposed action has no budgetary impact

   Funds for the planning and design phase of the Special Project are included in the approved 2019-20 Capital Budgets for Tacoma Power, Tacoma Water and City of Tacoma. Estimated salaries including benefits equal $1,696,478.00.

6. Deviations requiring special waivers:

Originated by: 

Requested by: 

Approved: Jackie

Section Head 

Division Head 

Director of Utilities
RESOLUTION NO. U-11166

A RESOLUTION concurring with the Director's determination and approving adjustments to the Power Services Agreement between Tacoma Power and WestRock CP, LLC related to Power Factor.

WHEREAS, the City of Tacoma, Department of Public Utilities, Light Division (d.b.a. "Tacoma Power"), supplies electric service to WestRock CP, LLC ("Westrock") pursuant to a Power Services Agreement approved by the Public Utility Board of the City of Tacoma per Resolution No. U-10876, and

WHEREAS, incorporated into Tacoma Power's rate schedules is a Power Factor correction mechanism that compensates Tacoma Power for various investments Tacoma Power may need to take to maintain voltage levels within acceptable tolerances necessary to maintain a safe and reliable power system, and

WHEREAS, WestRock is a large industrial customer of Tacoma Power whose operations use electricity in a manner that produces a lower Power Factor than is anticipated or accommodated in the Rate Schedule applicable to WestRock or in the Power Services Agreement with WestRock, and

WHEREAS, WestRock is unique in that in addition to its ordinary industrial facilities it operates a large generator on its premises that helps support appropriate voltage levels on Tacoma Power's system requiring Tacoma Power to take minimal corrective action resulting in a reduced Power Factor load, and

1
WHEREAS, Tacoma Power has determined that due to WestRock’s
unique circumstances the Power Factor correction provisions under its
applicable rate schedule and Power Services Agreement are not necessary, and

WHEREAS, Tacoma Power requests the Board concur with the Director’s
determination under T.M.C. 12.06.320 that WestRock’s Power Factor correction
is not warranted and therefore unnecessary so long as the current unique
conditions persist, and

WHEREAS, the implementation of this authorized adjustment requires
the modification of the WestRock Power Service Agreement to reduce monthly
Contract Energy values by 5 MW.

WHEREAS, without this reduction, the minimum billing determinant would
not reflect the removal of the Power Factor. Now, Therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF
TACOMA:

Sec. 1 Due to the unique circumstances described herein and in order
to avoid unwarranted costs to a Tacoma Power industrial customer, the Public
Utility Board hereby concurs with the Director’s determination to remove the
Power Factor charge so long as the circumstances warranting such removal
persist, and the appropriate officers of the City are authorized to execute an
amendment, on a form approved by the City Attorney, to the 2016 Power
Services Agreement with WestRock reducing Contract Energy values by 5 MW.

Sec. 2. That the Public Utility Board finds that this Resolution is
necessary, routine, and consistent with Governor Inslee’s emergency
proclamation issued March 24, 2020 and recently extended, suspending

Approved as to form:

______________________________
Chair

______________________________
Secretary

______________________________
Adopted

______________________________
Clerk
TO: Jackie Flowers, Director of Utilities  
COPY: Charleen Jacobs, Director and Board Offices  
FROM: Rick Applegate, Senior Power Analyst  
MEETING DATE: Requested Board Meeting Date  
DATE: May 15, 2020  

SUMMARY: Tacoma Power requests Public Utility Board concurrence in the Director's determination under Tacoma Municipal Code (T.M.C.) 12.06.320 that WestRock CP, LLC (WestRock) should no longer be charged for power factor correction. Additionally, the benefits associated with removing the power factor correction will not be realized unless Tacoma Power is authorized by the Board to amend the WestRock Power Service Agreement (Agreement) to reduce the monthly Contract Energy by 5 MW for the remainder of the Agreement.

BACKGROUND: Power factor correction mechanisms exist in Tacoma Power's rate schedules to compensate Tacoma Power for actions Tacoma Power may need to take to maintain a safe and reliable power system. Central to these actions are investments to maintain voltage levels within acceptable tolerances.

WestRock, a large industrial customer of Tacoma Power, uses electricity pursuant to the Agreement and is charged a power factor correction in its monthly invoice. The financial implication of this correction is an additional charge to WestRock of about $50,000 per month. However, WestRock is unique in that it operates a large generator on its premises that helps support appropriate voltage levels on Tacoma Power's system. Accordingly, Tacoma Power has determined that it is required to take little or no corrective action with respect to WestRock's reduced power factor load and the charge for a power factor correction is not necessary.

Section 12.06.320 of the T.M.C. says:

The Director of Utilities may make such rules and regulations governing the operation of this chapter as are not inconsistent with its provisions including monthly billing on designated accounts as may be necessary to effectively administer monthly or bimonthly billing. The Director may grant reasonable adjustments in cases where the terms of this chapter place an injustice upon a customer if after written evidence has been presented to the Department it is shown that irregular circumstances of the customer's load, service and/or conditions warrant such adjustments.

WestRock presents irregular circumstances and conditions which warrant that it should not be subject to Power Factor correction provisions under its applicable rate schedule. Because of the financial magnitude of the ongoing adjustment, Tacoma Power requests the Public Utility Board concur with the Director's determination that the power factor correction is not warranted. The Director of Utilities has authority to terminate this adjustment if WestRock fails to operate its facility in a manner that supports safe and reliable system voltages, or if other circumstances warrant.

Implementation of this adjustment also requires modification of the WestRock Power Service Agreement to reduce monthly Contract Energy values by 5 MW. Without this change, the values currently appearing in WestRock's Agreement as a minimum billing determinant would not allow the removal of the power factor correction to provide any benefit to WestRock. Accordingly, Tacoma Power requests the Public Utility Board
approve a reduction to Contract Energy of 5 MW in the WestRock Power Service Agreement for its remaining term.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? No.

IF THE EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. While anticipated revenues from customers are budgeted, actual customer revenue is a function of actual customer demand. This billing adjustment should be viewed the same as any decrease in actual customer demand.

IF THE ACTION REQUESTED IS APPROVAL OF A CONTRACT, INCLUDE LANGUAGE IN RESOLUTION AUTHORIZING $200,000 INCREASE IN ADMINISTRATIVE AUTHORITY TO DIRECTOR? Yes.

ATTACHMENTS: Memorandum from the Power Superintendent to the Director of Utilities requesting implementation of a recurring power factor adjustment.

DATE: May 20, 2020
TO: Jackie Flowers, Director of Utilities/CEO
FROM: Chris Robinson, Superintendent/COO
SUBJECT: Monthly invoice adjustment for WestRock power factor correction

Summary:

Tacoma Power requests that the Director of Utilities determine under Tacoma Municipal Code (T.M.C.) 12.06.320 that WestRock CP, LLC (WestRock) should no longer be charged for power factor correction.

Discussion:

Power Factor correction mechanisms exist in Tacoma Power’s rates to compensate Tacoma Power for actions Tacoma Power may need to take to maintain a safe and reliable power system. Central to these actions are investments to maintain voltage levels within acceptable tolerances.

WestRock, a large industrial customer of Tacoma Power, uses electricity pursuant to an agreement and is charged a power factor correction in its monthly invoice. The financial implication of this correction is an additional charge to WestRock of about $50,000 per month, or approximately 3% of the customer’s bill. However, WestRock is unique in that it also operates a large generator on its premises that helps support appropriate voltage levels on Tacoma Power’s system. Accordingly, Tacoma Power has determined that it is required to take little or no corrective action with respect to WestRock’s reduced power factor load and the charge for a power factor correction is not necessary.

Section 12.06.320 of the T.M.C. says:

Additional rules may be made by director. The Director of Utilities may make such rules and regulations governing the operation of this chapter as are not inconsistent with its provisions including monthly billing on designated accounts as may be necessary to effectively administer monthly or bimonthly billing. The Director may grant reasonable adjustments in cases where the terms of this chapter place an injustice upon a customer.
if after written evidence has been presented to the Department it is shown that irregular circumstances of the customer's load, service and/or conditions warrant such adjustments.

WestRock presents irregular circumstances and conditions warrant that it should not be subject to power factor correction provisions under its applicable rate schedule. Accordingly, an adjustment to WestRock monthly invoices should be made, provided, WestRock shall not operate its facility in a manner that degrades the power factor of its electrical load or reduces the voltage support capability of its generator; further, WestRock shall make arrangements with Tacoma Power to quickly modify voltage settings during emergency conditions, should they exist. If WestRock fails to meet these requirements, or if other circumstances warrant, this adjustment may be suspended or terminated at the discretion of the Director of Utilities.

Implementation of this billing adjustment will also require modification of the WestRock Power Service Agreement to reduce Contract Energy by 5 MW for the remainder of the Agreement, which will also necessitate approval of the Public Utility Board.

Submitted:

Chris Robinson, Superintendent/COO

Approved:

Jackie Flowers, Director of Utilities/CEO
RESOLUTION NO. U-11167

A RESOLUTION related to Tacoma Water; authorizing participation in the City of Tacoma, Department of Environmental Services' contract for the North Ruby, North Orchard, and North 48th Streets Project, for the replacement and of water main.

WHEREAS the City of Tacoma, Department of Public Utilities, Water Division (d.b.a. "Tacoma Water"), requests authorization to participate in the City of Tacoma, Department of Environmental Services' contract for the replacement of water main during the North Ruby, North Orchard, and North 48th Streets Project ("Project"), and

WHEREAS Tacoma Water is partnering with Environmental Services to replace approximately 3,200 feet of 6-inch to 12-inch water main, constructed circa 1948 and 1958, along N. Ruby St. (between N. Baltimore St. and No. Orchard St.), N. Orchard St. (between N. 46th and N. 49th St.) and N. 48th St. (between N. Baltimore and N. Orchard St.), and

WHEREAS the overall Project will minimize long-term road maintenance by improving roadway surface with asphalt, upgrade underground utilities, and construct new sidewalks with ADA improvements, and

WHEREAS Tacoma Water believes it is in the best interests of the utility to include the water main work in Environmental Services' Project contract because it will improve project delivery, reduce project costs, improve system reliability, and consolidate construction disturbance to businesses, and

WHEREAS the estimated total cost of the water main replacement work is $745,767, plus a partner contribution of $254,737, plus a 15 percent contingency, for a cumulative total of $1,150,580; Now, Therefore,
BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

Section 1. That Tacoma Water is authorized to participate in the Environmental Services' contract to replace water main along North Ruby, North Orchard, and North 48th Streets, for a total project cost of $745,767, plus a partner contribution of $254,737, plus a 15 percent contingency, for a cumulative total of $1,150,580, including applicable taxes, and the proper officers of the Department of Public Utilities and Tacoma Water are authorized to execute the proposed Agreement substantially in the form as approved by the City Attorney.

Section 2. That the Public Utility Board finds that this Resolution is necessary, routine, and consistent with Governor Inslee's emergency proclamation issued March 24, 2020 and recently extended, suspending portions of the Open Public Meetings Act through May 31, 2020.

Approved as to form:

[sig]
Chair

Chief Deputy City Attorney
Secretary

Clerk

Adopted
TO: Jackie Flowers, Director of Utilities
COPY: Charleen Jacobs, Director and Board Offices
FROM: Troy Saghafi, Professional Engineer, Tacoma Water
MEETING DATE: May 27th, 2020
DATE: May 14th, 2020

SUMMARY:

Authorize Tacoma Water to participate in the City of Tacoma, Department of Environmental Services, North Ruby, North Orchard, and North 48th Streets Project. Tacoma Water proposes to replace approximately 3,200 feet of 6-inch to 12-inch water main. Total project cost is $745,767.00 plus a partner contribution of $254,737.00 and a 15 percent contingency, for a cumulative total of $1,150,580.00.

Tacoma Water believes it is in the best interest of the utility and its customers to include the water main work in the Environmental Services project. Project partnership will improve project delivery, reduce project costs, improve system reliability, and consolidate construction disturbance to businesses.

Environmental Services deems this project essential under Governor’s Proclamation 20-25.

BACKGROUND:

Tacoma Water is partnering with the Environmental Services Department to reconstruct the existing roadway and replace approximately 3,200 feet of existing water main, constructed circa 1948 and 1958, along N. Ruby St. (between N. Baltimore St. and N. Orchard St.), N. Orchard St. (between N. 46th St. and N. 49th St.), and N. 48th St. (between N. Baltimore St. and N. Orchard St).

The overall project will minimize long-term road maintenance by improving roadway surface with asphalt, upgrade underground utilities, and construct new sidewalks with ADA improvements.

Project partner contributions are summarized in the Tacoma Water-Environmental Services Joint Agreement.

ISSUE: Existing water main is upwards of 70 years old. Sections of the water main are near the end of its operational life.

ALTERNATIVES: Rehabilitating the existing water main is cost prohibitive. It is more cost effective to mitigate the risk of future water main breaks under a new roadway by replacing the water main.
Board Action Memorandum

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF THE ACTION REQUESTED IS APPROVAL OF A CONTRACT, INCLUDE LANGUAGE IN RESOLUTION AUTHORIZING $200,000 INCREASE IN ADMINISTRATIVE AUTHORITY TO DIRECTOR? Yes.

ATTACHMENTS: Project Map
City Manager Action Memorandum
Agreement for Joint Project Tacoma Water -- Environmental Services

CONTACT: Troy Saghafi, Professional Engineer, 253-345-8445
Ali Polda, Interim Assistant Division Manager, 253-502-8152
City of Tacoma

City Manager Action Memorandum

TO: Elizabeth Pauli, City Manager  
Michael P. Slevin III, P.E., Environmental Services Director  
Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer  
John Burk, P.E., ES Science and Engineering Division Manager  
Shannon Wall, P.E., Division Manager, Planning & Engineering, Tacoma Water

COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, Steve Hoffman, Project Manager, Ali Polda, P.E., Erik Sloan, Pavement Manager, and Samol Hefley, Senior Buyer, Finance/Purchasing

SUBJECT: 2019A Wastewater Sewer Replacement N. 47th Street & N. Orchard Street Vicinity  
Request for Bids Specification No. ES19-0050F

DATE: May 14, 2020

Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

RECOMMENDATION SUMMARY:
Environmental Services and Public Works Departments and Tacoma Water recommend a contract be awarded to R.L. Alla Company, Renton, WA, in the amount of $3,861,730.60, plus a 15 percent contingency, for a cumulative total of $4,440,990.19, plus applicable taxes, budgeted from various departmental funds, to replace aging water distribution, wastewater, and surface water pipes in the vicinity of N. Orchard St., N. Ruby St., and N. 48th St.

STRATEGIC POLICY PRIORITY:
- Strengthen and support a safe city with healthy residents.
- Assure outstanding stewardship of the natural and built environment.

This project will replace aging water distribution pipes, wastewater pipes, and surface water pipes. Roadways impacted by the proposed underground utility replacement work will be restored to existing or better condition. This work supports a safe city with healthy residents, and assures outstanding stewardship of the natural and built environment of this neighborhood.

BACKGROUND:
Existing underground utilities in this neighborhood have provide many years of reliable essential services and are in need of replacement. These utilities have reached the end of their design life and are at risk of failure.

ISSUE: Replacement of existing wastewater pipes, water distribution pipes, and storm water pipes in this neighborhood will reduce the risk of failure that may cause interruptions in essential City services, and represents the lowest life cycle cost solution.

Replacement of the underground utilities require limited pavement restoration per the City’s Right-of-Way Restoration Policy. This provides the opportunity for Public Works to collaborate...
with Environmental Services, and Tacoma Water to improve the existing paved roadway surfaces by replacing the aging pavement surfaces beyond the limits of the underground utility work. Replacement of the entire paved surface will greatly improve the roadway surfaces within the limits of this project.

ALTERNATIVES: Taking no action and accepting the risk of future pipe failures that will result in unanticipated interruptions to essential City services provided to this neighborhood.

COMPETITIVE SOLICITATION:
Request for Bids Specification No. ES19-0050F was opened April 14, 2020. No companies were invited to bid and the project was advertised in the normal outlets. Nine submittals were received. R.L. Alia Company, submitted a bid that resulted in the lowest evaluated submittal after consideration of Small Business Enterprise (SBE) participation goals. The table below reflects the amount of the base award.

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<tr>
<th>Respondent</th>
<th>Location</th>
<th>Submittal Amount</th>
<th>Evaluated Submittal Amount</th>
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<td>Miles Resources, LLC</td>
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Pre-bid Estimate: $4,686,650.00
The recommended award is approximately 21 percent below the pre-bid estimate.

CONTRACT HISTORY: New Contract

SUSTAINABILITY: Replacement of these pipes will minimize the risk of failure thereby reducing the potential for discharge of untreated wastewater onto City right of way or neighboring properties; resulting in positive environmental impacts.

SBE/LEAP COMPLIANCE: The recommended contractor is in compliance with the Small Business Enterprise (SBE) Regulation requirements per memorandum dated May 1, 2020. The SBE goal for this project is 20 percent. R.L. Alia Company submitted the lowest evaluated bid per the SBE regulation requirements.
FISCAL IMPACT:

EXPENDITURES:

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REVENUES:

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**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $4,440,990.19**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**

APPROVED

_____________________________
Elizabeth Pauli, City Manager

Revised: 03/25/2020
Project Extents – N. Ruby St., N. Orchard St., and N. 48th St.
DATE: May 12, 2020

TO: Shannon Wall, P.E., Planning & Engineering Division Manager, Tacoma Water
    John Burk, P.E., Environmental Services Division Manager

FROM: Troy Saghafi, P.E., Planning & Engineering Professional Engineer, Tacoma Water
      Steve Hoffman, Senior Environmental Specialist, Environmental Services

Our respective organizations believe a coordinated effort to replace the water, sanitary sewer, and storm infrastructure in conjunction with streets and sidewalk ramp improvements along N. Orchard St. (between N. 46th St. and N. 49th St.), N. 48th St. (between N. Orchard St. and N. Baltimore St.), and N. Ruby St. (between N. Orchard St. and N. Baltimore St.), under a single City of Tacoma contract will result in efficiency and cost savings to all parties. Additionally, a joint project will minimize construction disturbance to adjacent businesses and the general public. The following summarizes the arrangements, assumptions, and action items necessary to move forward with this project:

- The project has been combined into a single Environmental Services construction contract. Environmental Services has the responsibility to lead and coordinate compilation of contract plans & specifications and advertise & award the construction contract.

- The Department of Environmental Services will administer the construction contract. Environmental Services will charge Tacoma Water for the additional incremental contract administration time associated with Tacoma Water scope of work. Tacoma Water will compensate the Environmental Services Department in the amount of 3% of the lowest responsible bidder's water base bid plus the shared item costs less sales tax. The estimated cost for the Tacoma Water portion of contract administration is $29,140.83. This amount will be transferred to the Department of Environmental Services via journal entry at the completion of the project. This method is consistent with how construction management and overhead costs were addressed on previous projects.

- Tacoma Water will be responsible for shared street restoration, ADA sidewalk and ramp, and general contract costs as reflected in the Project Breakdown Estimate worksheet (see exhibit A). Tacoma Water portion of the shared cost are based on actual bid pricing and are estimated to be approximately $225,597.00

  As quantities on the Project Breakdown Estimate worksheet are contractor bid estimates, the Departmental actual bid quantities and costs will be separated by the same percentage, as the per bid item estimate reflected on the Project Breakdown Estimate worksheet.

- Tacoma Water will provide the WBSE for charging water main construction costs to the Water Division fund. The Water Division WBSE for this project is as follows:

  WTR-00604-01-01-03, 2019-22 Construction Payments to ES

- Tacoma Water will be responsible for the cost of water distribution main work, valves, hydrants, trench excavation, trench backfill and compaction to subgrade elevation, mobilization, traffic control, and other appurtenant items directly related to the installation of new water main. These costs have been segregated within “Schedule D” of the contract bid proposal. Costs for the water distribution main is $745,767.00
• Tacoma Water will request authorization from the Public Utility Board to participate in the Environmental Services contract as soon as possible following determination of the lowest responsible bidder.

• Tacoma Water will be included and fully involved in the initiation, discussion, and review of any addendums, revisions, change orders, or change of scope pertaining to the water main work. Any addendums, revisions, change orders, or change of scope pertaining to the water main scope of work or shared bid items shall be subject to the approval of Tacoma Water.

• Tacoma Water will perform all water main construction staking.

• The Department of Environmental Services will act as the overall contract construction inspection lead. Tacoma Water will be responsible for the daily inspection of the water main construction. Tacoma Water, Public Works and Environmental Services inspections will be a cooperative and coordinated effort.

We look forward to continuing our spirit of coordination and cooperation to accomplish this and future projects of mutual benefit to the citizens of Tacoma, the Department of Environmental Services, and Tacoma Water. Tacoma Water’s total project contribution cost for this project is $1,000,504.83. By signature, please indicate your approval to proceed with this joint project.

Shannon Wall
Shannon Wall, P.E.
Planning & Engineering Division Manager

5/13/2020
Date

John Burk
John Burk, P.E.
Environmental Services Division Manager

5/13/2020
Date

cc: Geff Yottier, Tacoma Water

File MRP 2019-01
APPENDIX-A
### SHARED BY PERCENTAGE - ALL UTILITIES

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<th>SW %</th>
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### SHARED BY PERCENTAGE - EXCLUDING WATER

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Note: Items listed in this category should indicate any items that are usually split up by percentage but that Water chooses to pay separately in their own schedule. This may include mobilization and traffic control for...
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**Total:** $200,000.00
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<th>Code</th>
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<th>Quantity</th>
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<th>Consumed</th>
<th>Unit Price Consumed</th>
<th>Quantity Consumed</th>
<th>Unit Price Consumed</th>
<th>Total Price Consumed</th>
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<td>6221</td>
<td>Shovel Iron Main Sewer Pipe 11 x 12, diam.</td>
<td>LF</td>
<td>455</td>
<td>$150.00</td>
<td>$68,250.00</td>
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**Note:** The table above represents the quantity, unit price, and total price for various materials and services, along with the consumed quantities and their respective unit prices and total prices. The calculations are based on the assumption that all units are in linear feet (LF).
<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Proj Qty</th>
<th>Total Price</th>
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</thead>
<tbody>
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**WATER ITEMS NOT INCLUDED IN PERCENT PARTNERSHIP CALCULATIONS**

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<th>Item #</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Proj Qty</th>
<th>Total Price</th>
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<tbody>
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**TOTAL**

| | | | | | |
|---|---|---|---|---|
| Subtotal | | | | |

**ITEMS CALCULATED BY PERCENTAGE**

- **A**
  - $2,005.00
- **B**
  - $7,725.00
- **C**
  - $9,900.00
- **D**
  - $13,505.00

**SHARED BY PERCENTAGE (ALL)**

<table>
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<tr>
<th>Item #</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
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<th>Total Price</th>
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**SHARED BY PERCENTAGE (EXCLUDING WATER)**

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**SECRET**

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<td>10305</td>
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<td>$400.00</td>
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**TOTAL**

| | | | | | |
|---|---|---|---|---|
| Subtotal | | | | |

**ITEMS CALCULATED BY QUANTITY**

- **P**
  - $2,005.00
- **S**
  - $7,725.00
- **V**
  - $9,900.00
- **W**
  - $13,505.00
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>$155,536.00</td>
<td>4.00%</td>
</tr>
<tr>
<td>Stormwater</td>
<td>$51,896.00</td>
<td>15.00%</td>
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<td>Wastewater</td>
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Note: These percentages may not add up to 100% due to rounding.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>$155,536.00</td>
<td>6.00%</td>
</tr>
<tr>
<td>Stormwater</td>
<td>$51,896.00</td>
<td>20.00%</td>
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<tr>
<td>Wastewater</td>
<td>$1,877,342.00</td>
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Note: These percentages may not add up to 100% due to rounding.

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**Tacoma Water Cost Contribution Summary:**

<table>
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<tr>
<td>Water Bid Estimate (excluding Tax)</td>
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<tr>
<td>Tacoma Water Total (excluding Tax)</td>
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<td>Tacoma Water 3% added for Cost To ES</td>
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<td>Total Project Cost for Tacoma Water</td>
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