



INFORMATIONAL MEMORANDUM

TO: Transportation and Infrastructure Services Committee
FROM: Hari Ponnekanti, Public Works Director/ City Engineer
BY: Justine Kim, Senior Project Manager, Shiels Oblatz Johnsen, Inc.
CC: Mayor Allan Ekberg
DATE: June 17, 2022
SUBJECT: Public Works (Administration Building) Shops Phase 2 Project Update

Issue

Provide update regarding Phase 2 of the Public Works Administration Building Shops Project and a draft project schedule.

Background

The City Council has adopted a Combined Public Works Shop Capital Project as part of the City's Public Safety Plan. This project was most recently updated in the 2021-2022 Adopted Budget. The City chose a site in 2017, purchased properties in 2018 and began Phase 1 design and construction in 2019. Phase 1 of the Public Works Shop is being opened this month. Phase 2 of the Public Work Shops was discussed in the Transportation and Infrastructure Services Committee on April 18, 2022, and at the Finance and Governance Committee on April 25, 2022. At the May 9, 2022, Committee of the Whole meeting, Council further discussed this project, and provided their direction and approval for staff to seek a Request for Qualifications for designing the Public Works Shops Phase 2 Project.

Per Council direction, City staff are currently in the process of procuring the Architects and Engineering (A/E) Team via a publicly advertised Request for Qualifications process. In preparation for this process, a more detailed overall draft project schedule has been developed which has identified that our original timeline discussed previously was too aggressive. When accounting for proper Council engagement and approval processes at each project phase - design, bidding, and construction contract award - the attached project schedule shows the estimated construction start to be possible in the spring of 2025.

Project Schedule

- June – August 2022: **A/E Team Selection and Contract Negotiation** for Council approval
- September – October 2022: Notice to Proceed and **Site Analysis/Preliminary Design/Test to Fit studies** for Council update
- November 2022 – May 2023: **Schematic Design and Estimate** for Council approval
- June 2023 – February 2024: **Design Development and Estimate** for Council approval
- November 1, 2023: Per existing agreements, City assumes ownership of the UPS property.
- March 2024 – January 2025: **Construction Documents and Permitting** update for Council approval to go to bidding
- February – April 2025: **Bidding and Construction Contract** for Council approval
- April 2025 – November 2026: **Construction** Phase
- November – December 2026: **Move-in** process

Analysis

The attached draft schedule is assuming an appropriate but timely approval process for the Council at the end of each phase and key, milestone decision points. The project design, permitting, and bidding process will take approximately 30 months from the start of Schematic Design (November 2022) to the start of construction (April of 2025). There will be no active leases on the property when the City assumes ownership of the property on November 1, 2023. Because the City will not be able to start construction until April 2025, Economic Development staff has been engaged to identify possible tenant(s) for the property. Lease agreements will be structured to avoid any impacts with the City's construction project.

Having the property occupied and operating is the best option for the City, while the design and permitting process for the new Administration building will be in progress. The additional lease income could be beneficial toward the project funding strategy, as well as ensuring the safety and security of the site, which will be adjacent to the soon to be occupied Public Works Fleet & Facilities (Phase I) building.

Next Steps

1. Authorize the Mayor to enter into lease agreement(s) for the property.
2. Complete the procurement process for the A/E project team for the new Administration Building by end of July and negotiate the contract for Council approval in August.
3. Select the Geotech consultant and Surveyor and prepare contracts for council approval in July.
4. Examine funding path and explore grant opportunities.
5. Start the building design and permitting process after Council approval of Site Analysis and Test to Fit studies.
6. Select the contractor and bring the recommendation to the Council in the first quarter of 2025.
7. Start construction to maximize development potential of newly acquired City property.

Recommendation

Discussion Only.

Attachment: Tukwila Public Works Administration Building Project Draft Schedule

TUKWILA PUBLIC WORKS ADMINISTRATION BUILDING PROJECT SCHEDULE - DRAFT

		2022												2023												2024												2025												2026													
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
1	SELECTION OF PMQA CONSULTANT																																																														
2	RFQ ADVERTISEMENT OF ARCHITECTS/ENGINEERS																																																														
3	PROCUREMENT OF GEOTECH AND SURVEY CONSULTANTS																																																														
4	GEOTECH, SURVEY CONTRACTS APPROVAL																																																														
5	PREPARE SURVEY AND GEOTECH REPORT																																																														
6	A/E TEAM INTERVIEW																																																														
7	A/E CONTRACT NEGOTIATIONS																																																														
8	A/E SELECTION AND CONTRACT APPROVAL FROM COUNCIL																																																														
9	A/E SITE ANALYSIS / TEST TO FIT / PRELIMINARY ESTIMATE																																																														
10	REPORT TO COUNCIL ON ANALYSIS AND APPROVAL																																																														
11	SCHEMATIC DESIGN PHASE AND ESTIMATE																																																														
12	REPORT TO COUNCIL FOR APPROVAL																																																														
13	DESIGN DEVELOPMENT PHASE AND ESTIMATE																																																														
14	UPS PARCEL OWNERSHIP TRANSFER																																																														
15	REPORT TO COUNCIL FOR APPROVAL																																																														
16	CONSTRUCTION DOCUMENTS AND ESTIMATE																																																														
17	SUBMIT FOR BUILDING PERMIT																																																														
18	BIDDING PERIOD																																																														
19	CONSTRUCTION																																																														
20	MOVE-IN																																																														