



INFORMATIONAL MEMORANDUM

TO: Transportation and Infrastructure Services Committee
FROM: Brandon Miles, Business Relations Manager
CC: Mayor Ekberg
DATE: October 12, 2022
SUBJECT: Public Works Campus, Phase 2
Project No. 92230601
Project Update No. 2

ISSUE

Update on the City of Tukwila Public Works Campus, Phase 2.

BACKGROUND

On September 19 the City Council authorized the Mayor to execute an agreement with Miller Hayashi Architects to conduct a “Test-to-Fit Analysis” for Phase 2 of the Public Works Campus. On October 3, 2022 staff provided an update on the Test to Fit to the Committee. The following significant actions have taken place since the Committee’s last meeting:

1. Hazmat and the structure consultant have walked the main building on the site (referred to as Building #1 in the September 30, 2022, memo to the Committee). At the October 3 Committee meeting it was requested that the city work on an estimate regarding repurposing the building for the City’s intend uses. These walkthroughs will help the City in formulating a bank of envelope estimate for remodeling the existing building.
2. On October 11 an all hands meeting with Public Works rank and file was held at the Tukwila Community Center to engage staff about the building and soliciting their input in the design, layout, and function of the site. This was the first meeting with staff, with additional meetings planned in October and November.
3. The City has a fully executed lease with T-Force on the property that will commence on November 1, 2023 when the City takes ownership and will run through April of 2025.
4. At the October 3 Committee meeting it was asked that staff post information about the Test to Fit on neighborhood social media accounts. On Friday, October 7 the Legislative Analyst sent out an email with information regarding the City’s policy regarding posting on third-party social media accounts. Staff will post on the City’s official social media pages about the project.

The Committee of the Whole is scheduled to receive a briefing on the project at its October 24 meeting.

FINANCIAL IMPACT

The City Council has already authorized the test to fit work. There is no immediate funding request at this time.

RECOMMENDATION

Discussion only.

ATTACHMENTS

- Draft Council Calendar, revised on October 3 (subject to change).

City of Tukwila Public Works Administration Building

Work Planning Calendar 10/03/22 DRAFT

SEPTEMBER						
SUN	MON	TUE	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12 Committee of the Whole	13	14	15	16	17
18	19 Transportation & Infrastructure Committee Meeting	20	21 Kick Off Meeting	22	23	24
25	26 Committee of the Whole	27	28 Weekly Meeting <i>review program summary</i>	29 Site Visits Vehicle Evidence PW Facilities	30	1

OCTOBER						
SUN	MON	TUE	WED	THURS	FRI	SAT
2	3 Council Update Transportation & Infrastructure Committee Meeting	4	5 Weekly Meeting <i>review agenda for all staff meeting</i>	6	7	8
9	10 Committee of the Whole	11 PW All Staff Meeting for Stakeholder Input	12 Weekly Meeting <i>program updates</i>	13	14	15
16	17 Council Update Transportation & Infrastructure Committee Meeting	18 Site Visit Decant Facility (tbd)	19 Weekly Meeting <i>review program & site plan concepts</i>	20	21	22
23	24 Council Update Committee of the Whole	25 Work Session Group 1 (10am) Engineering Services	26 Work Session Group 2 (7am) Minkler and F&F Weekly Meeting Management Team Work Session	27	28	29
30	31					

City of Tukwila Public Works Administration Building

Work Planning Calendar 10/03/22 DRAFT

NOVEMBER						
SUN	MON	TUE	WED	THURS	FRI	SAT
	31	1	2 Weekly Meeting <i>refine test-to-fit options</i>	3	4	5
6	7 Council Update Transportation & Infrastructure Committee Meeting	8	9 Weekly Meeting <i>refine test-to-fit options</i>	10	11 Veteran's Day	12
13	14 Committee of the Whole	15	16 Weekly Meeting <i>Finalize Site Plan Test-fit Options</i>	17	18 Start Cost Estimates	19
20	21 Council Update Transportation & Infrastructure Committee Meeting	22 Report to PW staff with Test-To-Fit options	23 Weekly Meeting	24 Thanksgiving Day	25 Day After Thanksgiving	26
27	28 Council Update Committee of the Whole	29	30 Weekly Meeting	1	2 Draft Cost Estimates Prepared	3

DECEMBER						
SUN	MON	TUE	WED	THURS	FRI	SAT
						3
4	5 Council Update Transportation & Infrastructure Committee Meeting	6	7 Weekly Meeting <i>Review cost estimates</i>	8	9	10
11	12 Report to Council Committee of the Whole	13	14 Weekly Meeting	15	16	17
18	19	20	21 Weekly Meeting	22	23	24
25	26 Christmas Day (Observed)	27	28	29	30	31