

TO: City Council
FROM: Jared VerHey, Capital Projects Manager
DATE: October 7, 2025
SUBJECT: Service Provider Agreement with TCF Architecture, PLLC, for the City Operations and Maintenance Facility Design Amendment No. 1

1) Recommended Action:

Authorize the Mayor to sign the Service Provider Agreement Amendment No. 1 with TCF Architecture, PLLC, for the City Operations and Maintenance Facility Design.

The agreement was recommended for approval on considerations at the September 18, 2025 Public Works Committee Meeting.

2) Background:

In 2014, the City acquired property at 79th Avenue and Trails End Drive (former Trails End Arena) for the purpose of locating a future Public Works Facility.

In 2016, the City entered into a Service Provider Agreement (SPA) with TCF Architecture for development of a Master Plan for the site and the pre-design work necessary to determine space needs, a preferred site alternative, including identification of potential park opportunities, conceptual building designs, project estimates, and community engagement. During this process, the City decided to defer relocating Transportation and Engineering (TED) and Water Resources and Sustainability (WRS) office staff to the new facility until a later date to bring down initial costs.

In 2023, the City entered into a new SPA with TCF Architecture for further development of the preferred site alternative selected during master planning. The scope of work included 100% plans, specifications and estimate (PS&E). A part of the PS&E development included building plans for a new approximately 8,000 SF Administration Building intended to house TED and WRS Operations staff. The Administration Building was designed for future expansion to eventually house all TED and WRS office staff. The fees for the original SPA totaled \$2,450,000 and were based on the 2015 Office of Financial Management (OFM) Guidelines.

Over the past several years, the size of Tumwater's workforce has expanded in response to growth in population and associated public services. As a result, through development of the 2025-2026 budget, several new positions were added across various departments to ensure the City can continue to provide essential services and pursue Council priorities for Tumwater's growing population. With City facilities already exceeding staff workspace capacity, some departments/divisions have had to relocate to leased office space. There are still several positions that have not been filled, and it is likely the City's workforce will continue to increase as projected growth happens, resulting in a potential need for more leased space.

The long-term plan is to increase the size of City Hall, however, that is an effort that cannot be undertaken for several years due to capacity and cost. To address the immediate need for additional workforce capacity, staff evaluated other short and mid-term solutions centered on relocating additional staff to satellite office spaces. It was determined the most

practical and responsible solution is to relocate TED and WRS office staff to the new Public Works Facility now rather than in the future, for several reasons:

- Construction of the Public Works Facility will require debt financing, and it is more cost effective to build and finance a facility that meets long-term needs;
- It is already a planned move that is going to need to occur in less than ten years;
- There is an active project to expedite the timeline;
- It eliminates the need of further separation of departments and functions;
- It allows WRS office staff to be relocated from leased space to a City-owned facility; and,
- It frees up much of the basement office space for other City departments/staff.

In 2024, design efforts were shifted to evaluating space needs to include TED and WRS office staff in the new Public Works Facility so cost estimates could be presented to Council. City staff worked in cooperation with TCF on the development of a new Administration Building floor plan. The proposed revisions to the Administration Building increase the size of the building from the original 8,000 SF to approximately 24,400 SF. The proposed revisions add an estimated \$8.4 million to the construction cost. While this is a large expense, the project will be debt-financed and the difference in annual cost for debt service is much more manageable. The plan significantly decreases long-term costs by eliminating the need for leased office space and opening up existing office space at City Hall, currently occupied by TED office staff.

Amendment No. 1 reflects the efforts to redesign Building A and update the surrounding site design resulting from the increased building footprint. A continued relationship with TCF Architecture to design the facilities will provide continuity in concepts and design. The design fee to redesign Building A, revise the civil site plans, landscape and irrigation plans, specifications, and cost estimate is \$1,247,727 and is based on the 2015 OFM Guidelines.

Design completion is anticipated in April 2026. Construction is anticipated to occur from late 2026 to 2028.

3) Policy Support:

- A. Build a Community Recognized for Quality, Compassion and Humanity
- F. Refine and Sustain a Great Organization.

4) Alternatives:

- ☐ Do not sign the supplemental agreement.

5) Fiscal Notes:

This supplement will increase the original contract maximum amount payable from \$2,450,000 to \$3,697,727, an increase of \$1,247,727.

This project and the funding necessary to complete this work are included in the General Governmental, Water, Sewer, and Storm Capital Facility Plans. Project funding is split 33% General Fund, 33% Water, 17% Sewer, and 17% Storm.

6) Attachments:

- A. Service Provider Agreement Amendment No.1 with TCF
- B. Original Service Provider Agreement