

TO: City Council
FROM: Dan Smith, Water Resources & Sustainability (WRS) Director
DATE: April 1, 2025
SUBJECT: Acceptance of Work for the Tenant Improvements for City of Tumwater Office Space at South Puget Sound Community College (SPSCC)

1) Recommended Action:

Approve and authorize the acceptance of work of the Tenant Improvements of the City of Tumwater Office Space at SPSCC project via City Council consent calendar, deeming the project as complete, and authorize the release of the bonds and retainage funds as soon as the laws of the state of Washington allow. This item was recommended for approval by the Public Works Committee at their March 20, 2025 meeting.

2) Background:

During the 2023-2024 biennium, Council authorized moving limited staff from City Hall to an offsite location due to space constraints at City Hall and a growing workforce. Following an extensive search across the city for office space, the City signed a 5-year lease with SPSCC to site WRS Administrative Division office and technical workspaces. On February 1, 2024, the City executed a Small Works Contract with JA Morris, Inc. to complete the necessary remodel of two existing classrooms into a functional workspace for WRS, which also includes a staff kitchen area and a conference room accessible to all City departments. This project provides expanded space for new staff and an increase in parking for staff, fleet vehicles, and the public at City Hall. In addition, WRS is implementing a robust internship program in partnership with SPSCC and the Tumwater School District to support developing expertise in public and environmental health for future decades.

3) Policy Support:

- * Refine and Sustain a Great Organization
 - * 2023-2024 Budget Priorities
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4) Alternatives:

- None. Project is complete and all administrative requirements have been met.
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5) Fiscal Notes:

Project funding was split between the Drinking Water (40%), Sanitary Sewer (20%), and Storm Drain (40%) funds. The total project cost, \$273,095.00, was approximately \$25,800 lower than the bid and was completed on time. With tax, the total project cost \$299,739.00. Staff moved into the new space on May 20, 2024.

6) Attachments:

N/A