

TO: Public Works Committee
FROM: Dan Smith, Water Resources & Sustainability Director
DATE: January 4, 2024
SUBJECT: Small Works Contract with JA Morris Construction for the Tenant Improvements for City of Tumwater Office Space at South Puget Sound Community College

1) Recommended Action:

Recommend City Council approve and authorize the Mayor to sign a Small Works Contract with JA Morris Construction for the Tenant Improvements for City of Tumwater Office Space at South Puget Sound Community College (SPSCC).

2) Background:

On September 5, 2023, Council approved a long-term lease with SPSCC to site offices and workspace for the Water Resources & Sustainability (WRS) Department's Administrative Division. A partnership with SPSCC and the City will result in expanded space for new staff at City Hall and increase parking for staff, fleet vehicles, and the public. In addition, WRS will implement a robust internship program at the school, developing expertise in public and environmental health for future decades. To convert the classrooms at SPSCC to functional office spaces, tenant improvements are necessary. Staff completed a competitive process through the Small Works rosters hosted by MRSC, resulting in 2 bids. JA Morris was the most responsive, well-qualified bidder, and references were reviewed positively.

3) Policy Support:

- Refine and Sustain a Great Organization
 - Ensure a safe and healthy workforce
 - Create a continuous learning organization
 - Explore trades training with LOTT, SPSCC and Olympia
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4) Alternatives:

- ☐ Reject the contract and request additional bids.
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5) Fiscal Notes:

Contract with JA Morris is not-to-exceed two-hundred seventy-three thousand ninety-four dollars and 98 cents (\$273,094.98) to complete tenant improvements. Council has approved a \$500,000 budget, across the Water, Sanitary Sewer, and Stormwater Funds for tenant improvement, furniture, and other moving related costs.

6) Attachments:

- A. Small Works Contract with JA Morris Construction for the Tenant Improvements for City of Tumwater Office Space at SPSCC Project