

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director *RS.*
 Robert Eaton, Project Coordinator *RE*

DATE: August 21, 2013

SUBJECT: Capital Project Closeout

ISSUE

Capital Project Closeout.

FINANCIAL IMPACT

Final payment for the capital project was paid out last week. The project costs are broken down into three areas as seen below.

Dept of Enterprise Services Project Management Fee	\$52,800.00
Design	\$389,538.76
Construction	<u>\$1,082,416.18</u>
Total	\$1,524,754.94

No Retainage was held because the Contractor had a Retainage Bond. The City also managed two separate contracts for the Parking Lot Exterior Improvements and the New Roof Project. These have both been completed and were closed out using the normal City process.

BACKGROUND

On January 9, 2012 the Tukwila Metropolitan Park District entered into Agreement No: MPD 12-001 / DES 2012-ERG-538 with the Washington State Department of Enterprise Services (DES) for the Tukwila Pool Energy Efficiency Project for \$52,800. The DES performed Project Management services and governed the Energy Savings Performance Contracting (ESPC) process. McKinstry was contracted as the Energy Services Company (ESCO) by the DES for the planning, implementation and construction of the project. Work started on November 6, 2012 and was completed on May 8, 2013.

DISCUSSION

McKinstry issued both the "Notice of Final Completion" (Attachment A) and the "Notice of Commencement of Energy Savings" (Attachment B) on May 9, 2013. Final payment was made to McKinstry last week. The DES is recommending acceptance of the project as completed project and is asking the MPD to submit the Notice of Completion form (Attachment C) to initiate the closeout process. Since the ESPC process is unlike the normal contracting process, the closeout process is different as well and is outlined as follows.

The MPD will submit the Notice of Completion Form to State Department of Revenue, Department of Labor and Industries and the Employment Security Department. The DES advertises that the project is complete opening a 45 day window for liens. After that window closes, the DES will send a letter to the MPD stating the contract has been closed and ask the MPD to send a letter to the Bond Company authorizing the release of the Retention Bond to McKinstry.

RECOMMENDATION

The Board is being asked for formal acceptance of the capital project as complete and authorization for submission of the Notice of Completion form to initialize the closeout process.

ATTACHMENTS

- A. Notice of Final Completion (letter dated May 9, 2013)
- B. Notice of Commencement of Energy Savings (letter dated May 9, 2013)
- C. Notice of Completion Form



May 9, 2013

Tukwila Parks and Recreation
12424 42nd Avenue South
Tukwila, WA 98168

Attention: Rick Still

Project: Tukwila Pool Phase 1
ESCO Contract No: 2012-188 G (1-1)

Regarding: ***Notice of Final Completion***

Dear Mr. Still:

Construction activities for the above project are complete as of May 8, 2013. All of the subcontractors have provided written warranty letters and have completed their respective scopes of work.

Should you have any questions or require additional information, please contact me directly at 206-832-8352.

Sincerely,

Dave Robinaugh
Construction Manager
McKinstry

cc: File
Todd Flynn



May 9, 2013

Tukwila Parks and Recreation
 12424 42nd Avenue South
 Tukwila, WA 98168

Attention: Temporary

Project: Tukwila Pool Phase I
 ESCO Contract No: 2012-188 G (1-1)

Regarding: *** Notice of Commencement of Energy Savings ***

Dear Temporary

Pursuant to the conditions of the Energy Services Agreement, McKinstry provides notification that the following facility improvement measures have been substantially completed and/or energy services have been provided and that equipment or services are providing energy savings. The following table provides the commencement date with regards to the specific initiatives that were installed at your facilities:

If for some reason Tukwila Parks and Recreation is not in agreement with the commencement dates below, McKinstry requests written notification within fourteen (14) days of receipt of this notice.

FIM ID #	Facility Improvement Measure	Facility	Commencement of Energy Savings
14860	01.02 Burner Upgrade	Tukwila Pool	May 1, 2013
13803	04.01 Air Handling Unit Controls and Retrocommissioning	Tukwila Pool	May 1, 2013
13815	07.01 Pool Fill Deduct Meter	Tukwila Pool	May 1, 2013
13806	08.01 Motors and Pumps	Tukwila Pool	May 1, 2013
13791	09.01 Lighting Upgrades	Tukwila Pool	May 1, 2013
13786	12.01 Condensing Domestic Water Heater	Tukwila Pool	May 1, 2013
13788	17.02 Pool Circulation Pump VFD and Valve Replacement	Tukwila Pool	May 1, 2013
13793	17.03 Chemtrol Replacement	Tukwila Pool	May 1, 2013

FIM ID #	Facility Improvement Measure	Facility	Commencement of Energy Savings
13814	17.05 Pool Covers	Tukwila Pool	May 1, 2013
13808	18.01 New Plumbing Fixtures	Tukwila Pool	May 1, 2013
13784	30.01 Pool Liner, Edge Tile, and Drains	Tukwila Pool	May 1, 2013
13789	30.03 ADA Pool Chair Lifts	Tukwila Pool	May 1, 2013
13794	30.06 Remove Natatorium Ceiling Tiles	Tukwila Pool	May 1, 2013
13795	30.07 Locker Room Tile Replacement	Tukwila Pool	May 1, 2013
13796	30.08 Gutter/Deck Tile Replacement	Tukwila Pool	May 1, 2013
13820	30.20 New Lockers	Tukwila Pool	May 1, 2013
14631	30.33 Locker Room Privacy Improvements	Tukwila Pool	May 1, 2013

Please call if you have any questions.

Sincerely,

Dave

Robinaugh

Dave Robinaugh

Construction Manager

McKinstry

Digitally signed by Dave Robinaugh
DN: cn=Dave Robinaugh,
o=McKinstry, ou=Energy,
email=dave@mcKinstry.com,
c=US
Date: 2013.05.09 09:42:24 -0700

cc:

File



NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Contractor's UBI Number: 602039273

Date: 6/28/13

Name & Address of Public Agency
Tukwila Metropolitan Park District 6200 Southcenter Boulevard Tukwila WA 98188 UBI Number: 603-151-833

Department Use Only
Assigned to:
Date Assigned:

Notice is hereby given relative to the completion of contract or project described below

Project Name Tukwila Pool Energy Efficiency Project	Contract Number 2012-188 G (1-1)	Job Order Contracting <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Description of Work Done/Include Jobsite Address(es) HVAC, controls, lighting, electrical systems, flooring, and pool liner. 12424 42nd Ave S, Tukwila, WA 98168		
Federally funded road transportation project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Contractor's Name McKinstry Essention, Inc.	Telephone Number	Affidavit ID* 455504
Contractor Address 5005 3rd Ave S, Seattle, WA 98134		
If Retainage is Bonded, List Surety's Name (or attach a copy) The Continental Insurance Company		
Surety Agent's Address PO Box 3018		
Date Contract Awarded 9/7/12	Date Work Commenced 11/2/12	Date Work Completed 5/8/13
		Date Work Accepted 6/27/13

Contract Amount	\$ 860,721.00	Liquidated Damages \$	0.00
Additions (+)	\$ 127,786.93	Amount Disbursed \$	1,082,416.18
Reductions (-)	\$ _____	Amount Retained \$	0.00
Sub-Total	\$ 988,507.93		
Amount of Sales Tax Paid at <u>9.5%</u>			
(If various rates apply, please send a breakdown)	\$ <u>93,908.25</u>		
TOTAL	\$ 1,082,416.18	TOTAL \$	1,082,416.18

NOTE: These two totals must be equal

Please List all Subcontractors and Sub-tiers Below:

Subcontractor's Name:	UBI Number: (Required)	Affidavit ID*
Armorclad Floors	601764878	444944
Berg Equip/Scaffolding Co, Inc.	600033990	441535
The Anderson Group	602010044	456981
Sunbelt Controls	602189350	448492
Holmberg Company	174003387	444600
Henderson Masonry	601290859	455610
Combustion & Control	600015569	455618
Hand in Hand Construction	601062739	446411


Please List all Subcontractors and Sub-tiers Below:

Subcontractor's Name:	UBI Number: (Required)	Affidavit ID*
Cascade Building Controls LLC	603132043	434400
Barclay Dean Archtl Prdts LLC	601840789	447358
GB Systems Inc	601353544	437560
Betschart Electric	600535868	443527
Berg Equip/Scaffolding Co, Inc.	600033990	425159
Paragon Tile	601764104	457770


Comments:

Contact Name: Peggy McCarthy Title: MPD Financial Treasurer
 Email Address: peggy.mccarthy@tukwilawa.gov Phone Number: 206-433-1839


Note: The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract.
 NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of all release certificates.
Affidavit ID* - Provide known ones at this time. No LNI release will be granted until all affidavits are completed.
Submitting Form: Please submit the completed form to all three agencies below. For a faster response, please submit by e-mail.



Washington State
 Department of Revenue
 Public Works Section
 PO Box 47474
 Olympia WA 98504-7474
 (360) 725-7588
 FAX (360) 664-4159
 PWC@dor.wa.gov



Washington State
 Department of Labor and Industries
 Contract Release
 PO Box 44274
 Olympia, WA 98504-4272
 (360) 902-5772
 FAX (360) 902-6897
 ContractRelease@lni.wa.gov



Washington State
 Employment Security Department
 Registration, Inquiry, Standards &
 Coordination Unit
 PO Box 9046
 Olympia WA 98507-9046
 (360) 902-9450
 Fax (360) 902-9287
 publicworks@esd.wa.gov

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov> or call 1-800-647-7706.
 Teletype (TTY) users may call (360) 705-6718.

F215-038-000 07-2012
 REV 31 0020e (07/06/12)