



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards

FROM: Geoffrey M. Smyth, P.E., Interim Director, Environmental Services
Hugh Messer, Division Manager, Operations & Maintenance Division

COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator,
Josiah Rowell, Warehouse Supervisor, and Stan Rowden II,
Finance/Procurement

SUBJECT: On-Call Facility Contracting Services Amendment No. 2
Request for Proposals Specification No. ES22-0324F, Contract No. CW2258042
– March 18, 2025, City Council

DATE: February 5, 2025

Initial
GMS

RECOMMENDATION SUMMARY: The Environmental Services (ES) Department requests approval to increase and extend Contract No. CW2258042, with McKinstry Co., LLC, Seattle, WA, by \$1,200,000, plus applicable taxes, for a cumulative total not to exceed \$1,800,000. This contract is budgeted from the ES Solid Waste Fund 4200, ES Wastewater Fund 4300, and ES Stormwater Fund 4301 for on-call facility contracting services through July 1, 2026, with an option to renew for one additional one-year term.

STRATEGIC POLICY PRIORITY:

- Assure outstanding stewardship of the natural and built environment.

This contract increase will ensure continued access to timely and emergent maintenance and repair services at City of Tacoma’s Recovery and Transfer Center, Central and North End Wastewater Treatment Plants, and over 50 pump stations. These services support ES’s mission to deliver essential utility services that promote healthy neighborhoods, protect Puget Sound, and create a better Tacoma for all.

BACKGROUND: This on-call contract provides facility maintenance services (primarily in the mechanical, electrical, and plumbing trades) including repairs and parts at the City’s Recovery and Transfer Center, Central and North End Wastewater Treatment Plants, and over 50 pump stations.

ISSUE: This contract enables ES to remain responsive in repairing and replacing infrastructure at City facilities as needed. Routine maintenance and repairs ensure facilities operate at the optimal levels, meet permit requirements, protect the environment, and maintain uninterrupted utility services for residents.

ALTERNATIVES: Alternatives include increasing the existing contract and hiring individual contractors for each job. This would lead to increased response times and could raise the City’s liability and repair costs. Another alternative is to have ES staff perform all facility maintenance and repair projects. This would require ES to request additional staff, as current staffing levels do not support this volume of work. Both alternatives could result in increased utility rates for City residents.



CONTRACT HISTORY: This contract was originally awarded to McKinstry Co. LLC under Request for Proposals Specification No. ES22-0324F on June 20, 2023 for an amount not to exceed \$600,000, plus any applicable taxes, through June 30, 2025, with the option for one additional one-year renewal.

On December 28, 2023, the contract was administratively amended to update the compensation rates as detailed in Exhibit A-1.

This request is for Amendment No. 2 to increase the contract by \$1,200,000 and extend it through July 1, 2026, exercising the renewal option.

SUSTAINABILITY: Sustainability factors were evaluated in accordance with the requirements outlined in Request for Proposals Specification No. ES22-0234F and focused on protecting the environment and enhancing quality of life for residents and rate payers.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: The recommended contractor is in compliance with the EIC requirements. The EIC Office reviewed the RFP submitted by McKinstry Co. LLC in 2023 and confirmed they have a history of including diverse businesses and a way to continue to improve their practices. The EIC requirements for this project are nine percent for Minority Business Enterprise (MBE), nine percent for Women Business Enterprise (WBE) and zero percent for Small Business Enterprise (SBE).

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: The LEAP requirement for this project is 15 percent of the project labor hours must be worked by Local Employees, per TMC 1.90.040.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
ES Solid Waste Fund 4200	Various	5320100	\$600,000
ES Wastewater Fund 4300	Various	5320100	\$500,000
ES Stormwater Fund 4301	Various	5320100	\$100,000
TOTAL			Up to \$1,200,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
ES Solid Waste Fund 4200	512000	Various	(\$600,000)
ES Wastewater Fund 4300	523900	Various	(\$500,000)
ES Stormwater Fund 4301	521900	Various	(\$100,000)
TOTAL			Up to (\$1,200,000)



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$1,200,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. Not Applicable.