



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

**TO:** Board of Contracts and Awards  
**FROM:** Sonja Hallum, Interim Deputy City Manager, Center for Strategic Priorities /  
Delaney Morris, Climate Resilience Manager, Center for Strategic Priorities /  
Office of Environmental Policy & Sustainability  
**COPY:** City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and  
Hailey Erichsen, Finance/Procurement  
**SUBJECT:** Award of Contract – Commencement Bay Resilience & Restoration Master Plan  
Request for Qualifications, Specification No. CM24-0302F – May 20, 2025 City  
Council  
**DATE:** April 28, 2025

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**RECOMMENDATION SUMMARY:** Office of Environmental Policy & Sustainability recommends a contract be awarded to Mithun, Inc. (Mithun), Seattle, WA, in the amount of \$772,697.11, plus applicable taxes for an initial contract term of 18 months for an experienced, qualified, and professional architect/engineer design team to produce the design of a master plan for the Commencement Bay Resilience & Restoration Master Plan.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.
- Assure outstanding stewardship of the natural and built environment.

**BACKGROUND:** In 2021, the City of Tacoma’s Climate Action Plan (CAP) was released and included actions to address the impacts of sea level rise and flooding in the city. “CAP Action 44: Assess, monitor, and prepare natural systems, infrastructure, and habitat for sea level rise” was a step taken to identify this need within the city. In the fall of 2023, the City of Tacoma was awarded a grant from the National Fish & Wildlife Foundation (NFWF) to complete a Commencement Bay Resilience & Restoration Master Plan that would bring together the public partners including Puyallup Tribe of Indians, Parks Tacoma, Port of Tacoma, and Pierce County to the table to deliver an implementation plan for combating sea level rise, storm surge, and other climate impacts within Commencement Bay. As a part of the award from NFWF, money was allocated to bring on a technical consultant to advance this project for a term of 18 months.

**ISSUE:** The City of Tacoma in collaboration with Parks Tacoma, the Puyallup Tribe of Indians, the Port of Tacoma, Pierce County and other stakeholders plan to develop a Resilience and Restoration Master Plan for Commencement Bay. The project will cover the entire bay, from Point Defiance to Brown's Point. Areas that have already achieved this level of planning will be included by reference in the master plan. The work will include cataloging and investigating sites to identify critical opportunity areas, characterizing sites, and building consensus among the Bay's many stakeholders about resilience and restoration strategies and priorities. A regional master plan is needed to ensure that as individual agencies and stakeholders take actions to adapt to sea level rise and climate change, all opportunities reach their maximum potential, and that sea level rise and climate change adaptation efforts protect or enhance habitat wherever possible. In addition, this master plan will create opportunities for the Bay's underserved communities to engage and have their voices heard in the planning effort.

**ALTERNATIVES:** This is a grant funded project and has no alternative available.



**COMPETITIVE SOLICITATION:** RFQ Specification No. CM24-0302F was opened February 24<sup>th</sup>, 2025. Ten companies were invited to bid in addition to normal advertising of the project. Two submittals were received.

Bids were evaluated for Qualifications/Experience of Respondent (25%), Project Manager and Personnel Qualifications and Experience (25%), Proposed Process, Team Availability and Anticipated Schedule (35%), Client References (5%), Sustainability (5%), and Equity in Contracting (5%). Mithun’s total weighted score was 4.28 out of 5.

<u>Respondent</u>	<u>Location</u>	<u>Score</u>
<b>Mithun</b>	<b>Seattle, WA</b>	<b>4.28</b>
Walker Macy	Seattle, WA	4.06

Pre-bid Estimate: \$772,697.11

The recommended award is equal to the pre-bid estimate.

**CONTRACT HISTORY:** New contract.

**SUSTAINABILITY:** The standard questions for ‘Sustainability’ were included in the RFQ. This section of the bids was assessed for each team and are reflected as 5% of the total score.

**EQUITY IN CONTRACTING (EIC) COMPLIANCE:** Not applicable - Service contract - EIC Regulations are not yet established.

**LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE:** Not applicable.

**FISCAL IMPACT:**

**EXPENDITURES:**

<b>FUND NUMBER &amp; FUND NAME *</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
5800-ES Environmental Services	598400	5330100	\$772,697.11
<b>TOTAL</b>			<b>Up to \$772,697.11</b>

**REVENUES:**

The Commencement Bay Resilience & Restoration Master Plan project is being funded in part by a grant from the National Fish and Wildlife Foundation. This technical consultant contract will use funds from the following three sources for a total of \$772,697.11:

- Office of Environmental Policy & Sustainability: \$50,000.00
- Environmental Services: \$50,000.00
- Grant Funding: \$672,697.11



CITY OF  
**Tacoma**

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**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 772,697.11**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A**