



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

**TO:** Board of Contracts and Awards  
**FROM:** Jeffrey A. Jenkins, Director, Public Works Department  
Charla Kinlow, PMP, Project Manager, Public Works Department  
**COPY:** City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Carly Fowler, Senior Buyer, Finance/Procurement  
**SUBJECT:** Additional Design Services for the Puyallup Ave Transit/Complete Street Improvements Project, Project Number PWK-G0020  
Request for Qualifications (RFQ) Specification No. PW22-0018F, Contract No. CW2250338, – September 9, 2025 City Council  
**DATE:** August 11, 2025

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**RECOMMENDATION SUMMARY:** The Public Works Department (PW) requests approval to increase CW2250338, to DKS Associates, Seattle, WA, by \$359,560.07 plus applicable taxes, budgeted from the 1060 Transportation Capital & Engineering Fund, to extend the contract for an additional six months, add an arborist subconsultant, increase scope of work for right of way acquisition, and expand signal and lighting design on the Puyallup Ave Transit/Complete Street Improvements Project. This increase will bring the contract to a cumulative total of \$2,069,462.51, plus applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Assure outstanding stewardship of the natural and built environment.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

Creating a complete streets corridor will attract/allow higher density housing where people are able to walk/bike to access regional and local transit. By supporting modes of transportation that make it easier and safer for people to ride the bus, walk, bike, and roll, it is expected that a reduction of carbon emissions, stormwater pollution, and local air pollution will result. The project will update and provide key missing infrastructure to protect the long-term function and viability of the Port's maritime industrial activities and services. The Puyallup Avenue Transit/Complete Street Improvement project has convened key stakeholders including transit providers, business and property owners, key institutions, and the broader community to develop a plan that meets the goals for this corridor.

**BACKGROUND:** Outreach for this project started in 2016, to actively engage the community in designing street improvements to enhance the multimodal transportation experience along Puyallup Avenue. Community outreach, documented as part of the Planning phase resulted in a vision and plan that safely and comfortably balances access for all travel modes. This outreach is continuing as part of the design process.

**ISSUE:** As part of the 60 percent design review, and as part of discussions with the project team, it was determined that there was a need for an arborist report as well as additional right of way acquisition support services and design work. The increased design funds will result in a completed project that incorporates identified needs for tree canopy cover, right-of-way negotiations, signal and lighting needs.



**ALTERNATIVES:** In the event the request for additional resource assistance is denied, the City risks developing a project that does not meet the needs of involved stakeholders, and possibly forfeiting \$2,162,500.00 obtained in Puget Sound Regional Council Federal grant funding and \$648,303.00 in Move Ahead WA State funds for design of the project.

**CONTRACT HISTORY:** This contract was originally awarded to DKS Associates as a result of Request for Qualifications (RFQ) Specification No. PW22-0018F and approved by council on Resolution No. 41095 in December 2022 for an amount of \$1,410,078.19 with an expiration of December 31, 2024. The contract was amended in October 2024 via Resolution No. 41545 to increase the contract dollar amount by \$299,824.25 and extend the completion date to December 31, 2025.

**SUSTAINABILITY:** Transportation is the largest contributor (44 percent) to emissions in Tacoma. Resolution No. 40776 supports investments that make it easier and safer for people to ride the bus, walk, bike, and roll as a method of reducing carbon emissions, and reducing stormwater pollution and local air pollution.

**EQUITY IN CONTRACTING (EIC) COMPLIANCE:** Not applicable - includes federal funding (federal programs supersede EIC program)

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

**DISADVANTAGED BUSINESS ENTERPRISE (DBE):** The recommended contract is in compliance with 49 Code of Federal Regulations Part 26, per WSDOT contract concurrence email, dated November 15, 2022. The DBE goal for this project is 19 percent, and the DBE participation is 19 percent.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1060 Transportation Capital & Engineering Fund	PWK-G0020-01-02	5310100	\$359,560.07
<b>TOTAL</b>			<b>Up to \$359,560.07</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Move Ahead WA (MAWA) State Funds	PWK-G0020-FS-04	5310100	(\$359,560.07)
<b>TOTAL</b>			<b>Up to (\$359,560.07)</b>



CITY OF  
**Tacoma**

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**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$359,560.07**

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

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