



**CITY OF SPOKANE PARK BOARD
RIVERFRONT PARK COMMITTEE**

4 p.m. Monday, October 7, 2024
Pavilion Conference Room/WebEx teleconferencing
Jonathan Moog – Riverfront Park Director

Committee Members:

- X Gerry Sperling – Chair (left 4:26)
- X Bob Anderson
- X Kevin Brownlee
- X Hannah Kitz (4:08)

Park Board:

Guests:

- Connor McEvoy -
KREM 2 News

Parks Staff:

- Nicholas Hamad
- Sarah Deatrich
- Jonathan Moog
- Fianna Dickson

Summary

- The following item was approved for recommendation to the Park Board:
 - Coffman Engineers, Inc design amendment #1/Havermale parking lot #6 (\$4,000 plus applicable taxes)
- The following were presented as informational items:
 - Downtown Zipline Update
 - Paw Park update
 - Lions Club Outdoor Classroom Update
- September 2024 operations report was deferred due to time constraints.

The next regularly scheduled Riverfront Park Committee meeting is set for 4 p.m. November 11, 2024, in the Pavilion conference room, Riverfront Park, and virtually via WebEx.

Minutes

The meeting was called to order at 4:01 p.m. by committee chair Gerry Sperling.

Public comment: None

Action Items:

- A. **Coffman Engineers, Inc design amendment #1/Havermale parking lot #6 (\$4,000 plus applicable taxes)** – *Nick Hamad* presented. During the design and engineering of Riverfront Parks's Post St. parking lot (aka Lot #6), Parks Planning and Riverfront Park's Director requested additional design work relating to hardscape, landscape, and electrical improvements. Coffman Engineers requested a small fee to cover the cost of the out-of-scope items. The staff reviewed the request, weighing the fee against the requested work, and found the fee to be quite reasonable and within the project's contingency budget from Park capital funds. Construction is slated to begin in Spring, 2025.
- **Motion #1** – Gerry Sperling moved to approve the Coffman Engineers, Inc design amendment #1/Havermale parking lot #6 (\$4,000 plus applicable taxes) from Park capital funds.

Kevin Brownlee seconded.

The motion passed with unanimous consent (4-0 vote). It is proposed to place this as a consent action item on the agenda for the October Park Board meeting.

Informational Items:

- **Downtown Zipline Update** – *Jonathan Moog* presented. Mr. Moog refamiliarized the committee about the history and background of the Downtown Zipline project. He discussed project priorities, milestones, and updates over the past year. Mr. Moog reported Epiphany Applied Concepts (dba. Mica Moon Zipline Tours) was selected through an RFP process under the advisement of a community working group. The contractor is nearing the end of the phase-one assessment period where they are determining their ability to build and permit the attraction. Phase-one will be determined satisfied if several criteria are met; the major one being obtaining a conditional use permit for construction within the shoreline. Phase-two will consist of a design, construction and operations agreement expected to be considered by Park Board and City Council by March 2025. Potential opening of the Zipline is anticipated to be Summer 2025.
- **Paw Park update** – *Nicholas Hamad* presented. In Fall of 2023, Park Board authorized the use of Foundation funds for implementation of a Paw Park in Riverfront Park. A schematic design review meeting was held with staff and a consultant, in which the location of the Paw Park entry plaza was discussed. There are also discussions around turf, turf cleaning, and fencing, among other design prospects. Parks' consultant is currently in the process of preparing a shoreline permitting checklist and related exhibits, and permits are expected to be in hand around the end of this year. Project bidding is expected to begin in late winter to early spring with construction projected to begin in Spring of 2025.
- **Lions Club Outdoor Classroom Update** – *Jonathan Moog* presented. Mr. Moog gave an update on a potential gift from the Central Lions Club who are considering donation of an

outdoor classroom at Riverfront Park. The site is located in and around the expo-era shelter on the south end of the Post St. Bridge. Conceptual renderings and a budget was shared. If the Central Lions decide to move forward with the gift, then a gift agreement between the Central Lions, Spokane Parks Foundation, and the City will be provided for consideration at a later date. Additional discussion occurred regarding possible use of the potential outdoor classroom, and whether it should be open to the public when not in use or reserved specifically for educational purposes. Mr. Anderson requested the topic to be included in the upcoming Park Board Retreat or at a future Land Committee meeting.

Standing Report Items:

- A. September 2024 Operations Report – Due to time constraints, the September Operations Report was not presented; however, it will be presented at the October 10 regular Park Board meeting.

Adjournment: The meeting was adjourned at 5:47 p.m.

The next regularly scheduled Riverfront Park Committee meeting is set for 4 p.m. November 11, 2024, in the Pavilion conference room, Riverfront Park, and virtually via WebEx.

Spokane Park Board

Briefing Paper



Committee	Riverfront	Committee meeting date: October 7, 2024	
Requester	Berry Ellison	Phone number: 625-6276	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	2024-0414		
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal K, Obj. 1	Master Plan Priority Tier: (pg. 171-175)	First
Item title: (Use exact language noted on the agenda)	Coffman Engineers, Inc design amendment #1/Havermale parking lot #6 (\$4,000 plus applicable taxes)		
Begin/end dates	Begins: 10/10/2024	Ends: 05/13/2025	<input type="checkbox"/> 06/01/2525
Background/history:			
<p>During the design and engineering of Riverfront Park's Post St Parking Lot (aka Lot #6), Parks Planning and Riverfront Park's Director requested additional design work relating to hardscape, landscape, and electrical improvements.</p> <p>The Engineer requested a small fee to cover the cost of the out-of-scope items. Following review by Staff, the fee request being weighed against the work requested, Staff considered the additional fee was quite reasonable and with the project's contingency budget.</p>			
Motion wording:			
Move to approve Coffman Engineers, Inc design amendment #1/Havermale parking lot #6 (\$4,000 plus applicable taxes) from Park Capital Funds			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: Coffman Engineers, Inc			
Name: Tom Arnold		Email address: arnold@coffman.com	Phone: (509) 328-2994
Distribution:			
Parks – Accounting		nhamad@spokanecity.org	
Parks – Sarah Deatrich		jake.bender@coffman.com	
Requester: bellison@spokanecity.org			
Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
\$4,000 plus tax (on reimbursables only)		1950-54920-940000-56522	
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)		<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)	
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane		<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)	
<input checked="" type="checkbox"/> UBI: 600-310-893 Business license expiration date: 2/28/25		<input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	



CITY OF SPOKANE
PARKS AND RECREATION

CONTRACT AMENDMENT No. 1

Title: HAVERMALE PARKING LOT NO. 6
DESIGN AND CONSTRUCTIONS DOCUMENTS

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION** as (“City”), a Washington municipal corporation, and **COFFMAN ENGINEERS, INC.**, whose address is 221 North Wall Street, Suite 500, Spokane, Washington 99201 as (“Consultant”), individually hereafter referenced as a “party”, and together as the “parties”.

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide Design and Construction Documents for the Havermale Parking Lot No. 6; and

WHEREAS, additional design work outside of the original scope of work was requested, thus, the original Contract needs to be formally Amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated May 19, 2024, and May 20, 2024, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Amendment shall become effective on May 13, 2024, and shall run through May 13, 2025.

3. ADDITIONAL WORK.

The additional design work outside of the original Scope of Work.

4. COMPENSATION.

The City shall pay an additional amount not to exceed **FOUR THOUSAND AND NO/100 DOLLARS (\$4,000.00)**, plus applicable sales tax, for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this Amendment and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

From: [Bender, Jake](#)
To: [Ellison, Berry](#)
Cc: [Arnold, Tom](#); [Ken Van Voorhis \(kvan@spvv.com\)](mailto:kvan@spvv.com)
Subject: Havermale Parking Lot Review Comments
Date: Friday, September 20, 2024 3:00:16 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hi Berry,

Happy Friday.

I have been organizing the comments and feedback we discussed over the last couple days on the Havermale project. After assessing the required changes, I think implementing the **plan updates will involve some additional design work beyond our original scope**. I'm reluctant to ask, but if you would be **open to a fee adjustment to cover the extra time and resources** needed to address the comments that would be much appreciated. We are running up against our original budget and **an additional \$2,000 for Coffman and \$2,000 for SPVV** would help make us whole.

Either way, we will ensure this project meets the requirements and maintains the quality standards we strive for. I appreciate your understanding and look forward to your response.

Best regards,

Jake Bender, PE

Engineer, Civil Engineering

Coffman Engineers, Inc.

221 N Wall St., Suite 500 | Spokane, WA 99201
p 509.328.2994 www.coffman.com

Additional Services are justifiable due to changes requested by Parks Planning and Riverfront Park Director.

Fee is reasonable.

Berry Ellison

Sept 27, 2024