

AGENDA BILL INSTRUCTIONS:

1. Agenda bills shall be submitted **no later than noon on Tuesday, the week before the next scheduled Monday Work Session Council Meeting**. Please consult with the City Clerk's office if you have questions or need to submit an item outside of this timeframe. **Any late additions must be approved by the CAO**. The council packets are prepared for council on Wednesdays. Unless approved by CAO, agenda bills received after the deadline will be placed on the next council cycle. The Clerk's office will notify you and request a new agenda bill with the corrected city council meeting date. The Directors meet and discuss the agenda items each Tuesday at 3 p.m. The Clerk's office appreciates receiving items earlier than the Tuesday deadline.
2. A blank agenda bill and the contract routing form can be found at the following location: Intranet, Employee Resources, Forms, Clerks Office Folder. Occasionally we receive the agenda bill and the **RECOMMENDED ACTION** box is in the middle of the form, please be sure this box is located at the bottom of the form.
3. The date of the Council Meeting should be indicated on the **CITY COUNCIL MEETING DATE** line. This date should be the Regular Meeting date rather than the Work Session date. Agenda bills are due no later than noon on Tuesday the week before the next Monday Work Session meeting.
4. A title description of the document should be filled in the **AGENDA ITEM** box.
5. The person's name who prepared the agenda bill should be indicated in the **PREPARED BY** box.
6. The director or designee needs to initial the **APPROVED BY** box.
7. The documents attached to the agenda bill should be indicated in the **ATTACHMENTS** box.
8. If the submitter has the **BUDGET CODE** and dollar **AMOUNT**, those boxes should be completed.
9. A summary of the agenda item should be provided in the body of the agenda bill. The summary should be one page. If the summary will make the agenda bill longer than one page, please type in the body of the agenda bill, See Attached. The summary of the agenda item should then be attached to the agenda bill on a separate piece of paper.
10. In the **RECOMMENDED ACTION** box the submitter should write the action the submitter wants the Council to take. Example of the wording: Staff recommends that Council Authorize the Mayor to sign the _____.
11. Times New Roman size 11 font should be used.
12. If the agenda item is a contract that must go to Council, please complete the agenda bill and the contract routing form. Please review the second page of the contract routing form for routing directions. Contracts should be signed by the Contractor prior to submitting to the Clerk's office.
13. The agenda item should be emailed to April O'Brien with two attachments: (1) Agenda Bill in the **Word** format; (2) Agenda Bill and supporting document in a PDF. **Ordinances should be emailed in the Word format (Code Publishing needs Ordinances in the Word format)**.

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: June 22, 2020

AGENDA ITEM:													
Contract Award – Cedar Field Turf and Lighting Improvement													
PREPARED BY:	DIRECTOR APPROVAL:												
Kyle Woods													
DEPARTMENT:													
Engineering													
ATTACHMENTS:													
Physical Completion Letter Coast to Coast Turf, Physical Completion Letter Musco Lighting													
BUDGET CODE:	AMOUNT:												
31000076.563000.P2001	\$886,833.87												
SUMMARY:													
<p>The work of this contract involved the construction of a synthetic baseball field playing surface and installation of l.e.d. lighting.</p> <p>This project is funded in part by the Recreation and Conservation Office, as well as Snohomish County and Marysville Little League.</p> <p>The City Council awarded the project on November 12, 2019 to Coast to Coast Turf at \$608,473.10 for the synthetic surfacing, and Musco Lighting at \$234,523.92 for the field lighting.</p> <p>The final contract amount of \$886,833.87, (5% above the bid amount), included a supplemental agreement for \$38,527.23 and 1 change order for \$5,309.62 valued at \$48,836.85.</p>													
<table border="0"> <tr> <td style="padding-left: 40px;">Total Construction Cost:</td> <td style="text-align: right;">\$ 886,833.87</td> </tr> <tr> <td style="padding-left: 40px;">Recreation and Conservation Office</td> <td style="text-align: right;">\$ 340,928.00</td> </tr> <tr> <td style="padding-left: 40px;">Snohomish County Parks Neighborhood Imp. Fund</td> <td style="text-align: right;">\$ 50,000.00</td> </tr> <tr> <td style="padding-left: 40px;"><u>Marysville Little League</u></td> <td style="text-align: right;"><u>\$ 35,000.00</u></td> </tr> <tr> <td style="padding-left: 40px;">Total Funding:</td> <td style="text-align: right;">\$ 425,928.00</td> </tr> <tr> <td style="padding-left: 40px;">Total Cost to City</td> <td style="text-align: right;">\$ 460,905.87</td> </tr> </table>		Total Construction Cost:	\$ 886,833.87	Recreation and Conservation Office	\$ 340,928.00	Snohomish County Parks Neighborhood Imp. Fund	\$ 50,000.00	<u>Marysville Little League</u>	<u>\$ 35,000.00</u>	Total Funding:	\$ 425,928.00	Total Cost to City	\$ 460,905.87
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<p>RECOMMENDED ACTION:</p> <p>Staff recommends project acceptance of the Cedar Field Turf and Lighting Improvement project to start the 45-day lien filing period for project closeout.</p> <p>RECOMMENDED MOTION:</p> <p>I move to authorize the Council to accept the Cedar Field Turf and Lighting Improvement contract with Coast to Coast Turf and Musco Lighting in the amount of \$886,833.87, to start the 45-day lien period for project closeout.</p>
