

SPR LA Checklist

Item	Topic	Section	Responsibilities	Implemented	Notes
1	Maintenance	4.4.1	SPR will provide maintenance services for the Premises at least as described in EXHIBIT C. SPR shall assign a daily, part-time dedicated staff person to the Premises, as well as any additional staff as necessary, to fulfill its commitments.		SPR utilized downtown crew and incorporated into daily maintenance schedule. General time windows were given for trash/recycle pick ups. Pressure washing of full pier was not done consistently during peak season. Special events require additional support from SPR, especially around electrical. Note: Traverse machine takes 10-11 hours to pressure wash entire Pier
2		4.4.2	Friends may request SPR to perform additional maintenance of the Premises, which SPR shall provide and for which Friends shall pay at a standard hourly rate. SPR will provide Friends with an annual hourly rate schedule at the beginning of each calendar year. SPR will not provide any services unless and until it receives written authorization from Friends. If an unscheduled SPR cleaning or repair is required beyond agreed cleaning and regular maintenance, such as after a major event in which a full cleaning was not completed by an event vendor, SPR will document the cleaning and/or repair and will bill Friends for the costs thereof	✓	SPR was asked first for extra trash/recycle drop off and pick up of bins during high use program and event weekends in the summer and Friends paid for the labor. Friends also asked for help unloading materials from a delivery with reimbursable costs. <b>(Special Event Support Page 3 in report): Noteworthy that the trash/recycle installs were a city responsibility/asset and Friends was helping by initialing paying the cost to buy the receptacles</b>
3		Exhibit C	SPR will adhere to the Pier 62 Maintenance Schedule as outlined in Exhibit C		Tasks not specifically listed on Exhibit C - was additional work out of SPR scope. Would like more information regarding SPR's daily/weekly/monthly implemented schedule from the Exhibit in relation to job tasks. Also was there significant tasks asked for support outside of the Exhibit from Friends that weren't anticipated?
4	Marketing and Branding	4.3.7	SPR will update its Pier 58 page to reference the entire Waterfront Park under construction and direct visitors to the newly created Waterfront Park website, which will be co-branded, by Friends and SPR. Visitors to the SPR page and the newly-created Waterfront Park website will be directed to the waterfrontseattle.org website for project delivery and construction information. Waterfrontseattle.org will direct visitors to the new Waterfront Park website for park programming and event information and cease to duplicate waterfront event information on that site.	✓	
5	Funding and Consideration	8.2	SPR shall expend, as approved in the 2019-2020 budget, annual amounts of \$95,355 and \$42,160 to provide routine and preventative maintenance to Pier 58 and Pier 62, respectively.		(Budget to actual table on Page 5 in report)
		8.3	SPR, through the Park District and as identified in Ordinance 125761, has budgeted and shall expend, as approved in 2019-2020 budget, a total of \$625,250 in 2019-2020 (\$310,000 in 2019 and \$315,250 in 2020) to cover maintenance, including labor and equipment/supplies for Pier 62.	✓	(Budget to actual table on Page 5 in report)
6		8.4	SPR will develop and present to Licensee an annual budget for 2021, which will be subject to City Council and Park District Board approval.		Unclear if this happened
7		8.5	Friends has identified a budget of \$250,000 for public safety, and will submit to SPR for reimbursement of its public safety related expenses, on a monthly basis, invoices for up to an annual total of \$50,000.	✓	
8	Reporting		SPR shall provide to Licensee the following reports:		
9		Exhibit D	Maintenance Activities (Annual) – A summary of total FTE hours and specific maintenance activities.		(Maintenance Tasks Page 6-8 in report) Unclear what some of these categories mean (COVID, Plantings/Mulching for P62?) Work order data would be helpful to understand the timeliness, division of labor, and costs associated with performing job tasks. How long it take to close a work order is important.
10		Exhibit D	Budget (Annual) – Budget actuals, including capital equipment investments, labor, and overhead		(Financials Page 5 in report) YTD show underspend of MPD funds. A narrative related to COVID and effect on maintenance operations would be helpful. What were the equipment purchases? Why do you need cost recovery from Friends when underspent in maintenance? What are the costs charged to Friends for event support?
11		Exhibit D	In addition to these annual reporting commitments, SPR will utilize its Park Inspection Protocol with both Licensee and Oversight Committee to evaluate cleanliness and functionality of Premises on a quarterly basis but will also make this service available with two (2) weeks-notice by Licensee or Oversight Committee to six (6) times per year.		(Inspections Page 3 in report) Due to COVID - inspection with CWOC occurred 1x. A coordinated inspection happened between SPR/Friends/OWCP
12	Operations, Maintenance, and Maintenance Plans	13	The City will timely maintain and, when necessary, repair the lighting, railing, floating dock, grating, and other permanent infrastructure components of the Premises so they are safe to use by the public and such that the Premises are usable for Friend's activities.		Majority of assets were under warranty the first year of operations and did not require SPR to perform repairs.