



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, August 12, 2014

- A) **CALL TO ORDER (8:00 a.m.)**
- B) **EXECUTIVE SESSION**
- C) **OPENING REMARKS (9:30 a.m.)**
 - 1) Opening Remarks – Pledge of Allegiance, guest introductions, etc.
 - 2) Approve and Sign Minutes of the July 22, 2014 Regular Meeting
- D) **OPEN FORUM**
(Open to the public for comment on subjects not on the agenda)
- E) **ACTION ITEMS**
 - 1) Approve First Amendment to Lease Agreement between the Port of Vancouver, USA and Keller Supply Company
 - 2) Approve Contract Amendment with Wisser Rail Engineering for On-Call Rail Consultant Services
 - 3) Approve Public Works Contract with Nutter Corporation for Bid# 14-13: Waterfront Utility Improvements
 - 4) Approve Contract Amendment with HDJ Design Group for On-Call Civil Engineering Services
- F) **UNFINISHED BUSINESS**
Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**
July 2014

Voucher Numbers	071375 - 071951	\$5,088,263.48
Payroll Voucher Numbers		\$ 437,046.42
Checks	54864411-54864413	
	54895240	
Direct Deposits	280001-280104	
	300001-300108	

I) **EXECUTIVE DIRECTOR REPORT**

- 1) Federal Update – Dale Learn
- 2) Project Updates

J) **COMMISSIONERS REPORTS**

K) **UPCOMING EVENTS**

L) **SIGN DOCUMENTS**

M) **WORKSHOP**

None

N) **ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

PREPARED BY:

Betsy Rogers
Betsy Rogers

Administrative Supervisor

08/12/2014

Title

Date

APPROVED BY:

Title

SUBJECT:

Minutes of the July 22, 2014 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 07/22/14 Regular Meeting

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the July 22, 2014, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Respectively Submitted by: *Julianne Harbo*, Executive Director

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Kathy Holtby

Real Estate Manager
Title

APPROVED BY:

Kent Cash

Chief Operating Officer
Title

08/12/2014
Date

SUBJECT: Approve First Amendment to Lease between the Port of Vancouver, USA and Keller Supply Company

BACKGROUND:

The First Amendment to Lease supports the port's strategic goals of maximizing industrial business and development to generate and sustain diversified revenues. Keller Supply Company is a privately owned business in its third generation and has been in business for 69 years distributing plumbing, pipe and pool supplies to residential, commercial and industrial companies. Keller Supply has 72 locations in eight states, and recently opened one of their newest locations in Williston, North Dakota.

Keller Supply became a port tenant on July 1, 2012 for an initial five-year term, expiring June 30, 2017, with three 3-year options to extend. They lease 12,000 square feet, which includes ±500 square feet of office space, in the middle third, or space "B", of Building 2100 on Kotobuki Way. There are currently 10 employees at this location.

Keller Supply's business has grown significantly and they need additional space for their operations. This First Amendment to Lease would increase their lease space by 100%, adding 12,000 square feet in the south "C" section of Building 2100 to their premises, for a new total of 24,000 square feet. With this expansion, Keller Supply anticipates adding two new employees.

The new rent will be \$8,400.00 per month for the first year, plus Leasehold Excise Tax, Insurance, Storm Water Recovery and Common Area Maintenance fees. Each additional year's rent will be adjusted according to the respective Consumer Price Index, and fair market rent adjustments will occur with each exercised option. The effective date of the First Amendment to Lease would be July 1, 2014. The expiration of the Lease remains at June 30, 2017.

Income to the port during the remaining three years in the initial lease term is projected to be approximately \$302,400. Lease revenue for Building 2100-C from Keller replaces the lease revenue that was estimated in the 2014 Budget from a short-term tenant that vacated the space.

Additional Information Attached? No

RECOMMENDATION That the Board of Commissioners Approve the First Amendment to Lease between the Port of Vancouver, USA and Keller Supply Company.

Respectively Submitted by:  Executive Director

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:


Julianna Marler

Director of Administrative Services

Title

APPROVED BY:

Kent Cash

Chief Operations Officer

08/12/2014

Title

Date

SUBJECT: Approve Contract Amendment with Wiser Rail Engineering for On-Call Rail Consultant Services

BACKGROUND:

This contract supports the Port of Vancouver's strategic goals by enhancing the staff's continuing efforts to maximize marine business and development, maximize industrial business and develop, and preserve multi-modal transportation access.

The port requires rail engineering and consulting services to support a wide range of projects, property development, and property management initiatives. Services performed in this contract include consultation and engineering support for rail infrastructure, participation on the right of way acquisition team, rail strategic and conceptual planning, and preparation of rail alignment graphics for new tenants and tenant expansions. As the port does not have a rail engineer on staff, this consultant supplements our current abilities and assists port staff on key decisions related to rail infrastructure.

In December 2010, the port issued a "Request for Qualifications" for On Call Rail Consultant Services. Wiser Rail Engineering was determined as the most qualified proposer and awarded an on-call rail consultant services contract for up to five years in the amount of \$600,000. Since the inception of the contract in April 2011, contract expenses to date are \$561,149.82 with the remaining contract amount to be utilized by August 30, 2014.

Several projects are currently in progress including new tenant opportunities and the West Vancouver Freight Access project. Additional rail engineering service fees of \$274,000 including expenses are requested to complete these services. Port staff recommends increasing the total contract amount to not exceed \$874,000 and extend the contract time to December 31, 2017. These projects will use available budget.

Additional Information Attached? No

RECOMMENDATION That the Board of Commissioners authorizes the Executive Director to execute a contract amendment with the Wiser Rail Engineering, in the amount of \$274,000.00 including applicable Washington State Sales Tax and extend the contract time to December 31, 2017 for a total adjusted contract amount of \$874,000.00.

Respectively Submitted by:  for Executive Director

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA
Director of Administrative Services

Juliana Marler
Juliana Marler

Title

APPROVED BY:

Kent Cash

Chief Operations Officer
Title

8/12/2014
Date

SUBJECT: Approve Public Works Contract for Bid# 14-13: Waterfront Utility Improvements

BACKGROUND:

The Waterfront Utility Improvements project meets the Port of Vancouver's following strategic goals: 1) maximize industrial business and development by installing utilities and infrastructure that supports the port current tenants and future development, and; 2) generate and sustain diversified revenues by enabling the construction of essential roadway and utilities to support future development and revenue generation. The project supports the port's values of leadership, partnership and stewardship by working collaboratively with the City of Vancouver to develop an asset that will benefit the port, the city and our community for many years to come.

This contract serves as Phase I of the overall installation of roadway, stormwater and associated sewer/water infrastructure that will serve the port's waterfront properties as well as the entire downtown waterfront development. Work included in this contract is time sensitive due to the water table, which modulates with the river level and elevates substantially in the late fall through the spring months. The infrastructure constructed in this contract includes the installation of deep stormwater, sanitary sewer and water lines within Columbia Street, and the future corridors of Columbia Way, Esther Street, and Grant Street. Due to the critical timeline associated with this project and the ports ability to issue a bid to keep the project on schedule, the port agreed, through utilization of its existing Interlocal Agreement with the City of Vancouver for economic development activities, to contract for this work.

On July 23, 2014, the Port of Vancouver issued an Invitation to Bid for the Waterfront Utility Improvements project. The following bids were opened on August 6, 2014:

Bidder	Location	Amount
Nutter Corporation	Vancouver, WA	\$850,950.22
Tapani, Inc.	Battle Ground, WA	\$1,999,639.33

Port staff has conducted a review of the bid documents submitted by Nutter Corporation of Vancouver, WA and has found it to be in order. Furthermore, staff has concluded that Nutter Corporation is a responsible contractor capable of performing the work. The engineers estimate range for this project is \$795,000 - \$880,000.

This project will be constructed through a project agreement between the city and the port. A portion of this project will be funded by a Transportation Investment Board (TIB) grant awarded to the city. The port's ability to begin work on this important precursor to full construction of the new roadway and waterfront utilities was necessary to keep the overall project on schedule, thus enabling the city to deliver the project within the time frame required by the TIB grant.

Due to project changes requested by the port, the port is responsible for an amount of \$419,821.22 with the balance being reimbursed by the city. The project is not included in the 2014 approved budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorizes the Executive Director to execute a public works contract with Nutter Corporation the lowest responsive and responsible bidder, for Waterfront Utility Improvements for a not to exceed amount of \$850,950.22 including applicable Washington State Sales Tax.

Respectively Submitted by: Quiana Harlow, Executive Director

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ **No** ___

Agenda Item No. E- 4

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA


Julianna Marler

Director of Administrative Services
Title

APPROVED BY:

Kent Cash

Chief Operations Officer

8/12/2014

Title

Date

SUBJECT: Approve Contract Amendment with HDJ Design Group for On-Call Civil Engineering Services

BACKGROUND:

This contract supports the Port of Vancouver's strategic goals by enhancing the staff's continuing efforts to maximize marine business and development, maximize industrial business and develop, and preserve multi-modal transportation access.

The Port requires civil engineering services for the design, planning, permitting and implementation of capital development initiatives. Examples of work that may be performed under this contract include site-plan development for prospective tenants, engineering and design of storm water management systems, roadway frontage improvements, maintenance paving and striping, utility upgrades and/or replacement, site development, planning, permits and entitlements, preparation of cost estimates and general consulting related to civil engineering services.

The port issued a "Request for Qualifications" in October 2013 for On Call Civil Engineering Services. HDJ Design Group was determined as a most qualified proposer and was awarded an on-call civil engineering design services contract for up to three years in the amount of \$300,000. In May 2014, the contract was amended to increase the amount to \$330,000 by executive director authority. On-call contracts are developed to engage consultants who have been selected through a competitive solicitation process. They are routinely used and are a useful tool to accommodate projects as they develop. When a project is defined, the scope of work is negotiated with the consultant and a task order is issued through the on-call contract.

Since the inception of the HDJ Design contract, seven task orders have been issued to perform various on-call civil projects for a total amount of \$325,207. Port staff requests the amount of \$300,000 which will bring the total contract amount to \$630,000 that will be used to complete existing task orders and provide for other on-call projects as they develop. Projects will use available budget.

Additional Information Attached? No

RECOMMENDATION That the Board of Commissioners authorizes the Executive Director to execute a contract amendment with the HDJ Design Group in the amount of \$300,000.00 including applicable Washington State Sales Tax for a total adjusted contract amount of \$630,000.00.

Respectively Submitted by:  Executive Director

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY: _____	<u>Accounts Payable</u> Title	
APPROVED BY: _____	<u>Director of Finance</u> Title	<u>08/12/2014</u> Date
Jeff Estuesta		
SUBJECT:	VENDOR CLAIMS APPROVAL	

BACKGROUND:

Please refer to attached listing July 2014 Vendor Claims:

July 2014

Voucher Numbers	071375 - 071951	\$5,088,263.48
Payroll Voucher Numbers		\$ 437,046.42
Checks	54864411-54864413 54895240	
Direct Deposits	280001-280104 300001-300108	

Additional Information Attached: July 2014 Payables Listing

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of July 2014 Vouchers 071375 – 071951 in the amount of \$5,088,263.48 and July Payroll Checks 54864411-54864413 and 54895240 and Direct Deposits and 280001-280104 and 300001-300108 in the amount of \$437,046.42.

Respectively Submitted by: <u>Julianne Harbo</u> , Executive Director	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___