



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, October 13, 2015**

- A) **CALL TO ORDER (8:30 a.m.)**
- B) **EXECUTIVE SESSION**
- C) **OPENING REMARKS (9:30 a.m.)**  
1) Opening Remarks – Pledge of Allegiance, etc.  
2) Approve and Sign Minutes of the September 28, 2015 Regular Meeting  
3) Southwest Washington Contractors Association
- D) **OPEN FORUM**  
(Open to the public for comment on subjects not on the agenda)
- E) **ACTION ITEMS**  
1) Approve Port of Vancouver Terminal 1 Waterfront Preferred Concept  
2) Approve Contract Amendment with NBBJ, Inc. for Waterfront Development Project Master Plan Design Services  
3) Approve Contract Amendment with BergerABAM for On-Call Structural Engineering Services  
4) Approve Contract Amendment with BergerABAM for On-Call Civil Engineering Services  
5) Approve Contract Amendment with Geotechnical Resources Inc. (GRI) for On-Call Geotechnical Services  
6) Approve Contract Amendment with KPFF Consulting Engineers for On-Call Structural Engineering Services
- F) **UNFINISHED BUSINESS**  
Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**  
September 2015 – October 2015
- |                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers         | 074479 - 078245         | \$ 3,136,552.02 |
| Electronic Payments     | 09/01/2015 – 09/30/2015 | \$ 519,851.73   |
| Payroll Voucher Numbers |                         | \$ 474,283.86   |
| Checks                  | 55781400                |                 |

Direct Deposits

370001-370115  
390001-390117

- I) **EXECUTIVE DIRECTOR REPORT**  
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**

**REVIEWED BY:**

*Betsy Rogers*  
Betsy Rogers

Administrative Supervisor

10/13/2015

Title

Date

**APPROVED BY:**

Title

**SUBJECT:**

Minutes of the September 22, 2015 Regular Meeting

**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 09/22/15 Regular Meeting**

**RECOMMENDATION:**

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 22, 2015, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

**Respectively Submitted by:** *Julianne Harles* 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**

Director of  
Economic Development

Katy Brooks

Title

**APPROVED BY:**

10/13/2015

Chief Executive Officer

Todd Coleman

Title

Date

**SUBJECT:** Approve Port of Vancouver Terminal 1 Waterfront Concept

**BACKGROUND:**

The Port of Vancouver USA Terminal 1 waterfront supports the Port of Vancouver's strategic goals and mission to provide economic benefit to our community by selecting a concept for the development of the port's urban waterfront property. This development will generate diversified revenues to the port, generate jobs and provide a valuable, iconic public asset.

Since last spring the port has conducted public and stakeholder outreach to help inform and shape this concept. Input was taken via a well-attended public open house, an online survey, four commission workshops, our website and through dozens of public, business and neighborhood speaking engagements, stakeholder interviews and public interaction.

This concept represents the port commission's vision and direction for the waterfront as well as collective public and staff input.

This concept will be the basis for development of a preferred alternative for eventual submittal to the City of Vancouver Master Plan application process, and will be the guiding vision given to developers. It incorporates a mix of urban uses, a waterfront park and Renaissance Trail connector, dock and water view improvements, public art locations and gathering spaces, and a renovated Terminal 1 public market space.

**Additional Information Attached? Yes**

**RECOMMENDATION:** That the Board of Commissioners approve the Port of Vancouver Terminal 1 Waterfront Concept for further development.

**Respectively Submitted by:** Julianne Markert Executive Director

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_\_\_ No \_\_\_\_\_



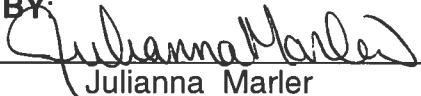
# FINAL CONCEPT

Proposed shoreline, floating dock, pier modifications and enhancements will require federal, state and local regulatory review and approvals.





# Agenda Item No. E-2

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>	
<b>REVIEWED BY:</b> 	Chief Financial and Administrative Officer	
Julianna Marler	Title	
<b>APPROVED BY:</b>	Chief Executive Officer	10/13/2015
Todd Coleman	Title	Date
<b>SUBJECT:</b> Approve Contract Amendment with NBBJ, Inc. for Waterfront Development Project Master Plan Design Services		

## **BACKGROUND:**

This contract supports the Port of Vancouver's strategic goals and mission to provide economic benefit to our community through leadership, stewardship and partnership and will help to generate and sustain diversified revenues to the port, generate jobs and provide a valuable commercial and public asset.

In February 2015, the port issued a Request for Qualifications (RFQ) for the acquisition of a consultant to provide waterfront development project master plan design services. NBBJ Inc. was determined as the most qualified proposer and awarded a contract in the amount of \$300,000. In April 2015, the contract was amended to increase the amount to \$309,339 by executive director authority.

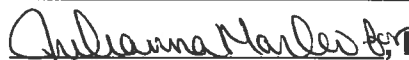
The NBBJ contract was developed to assist the port in reaching an agreed upon master development plan that could be submitted to the City of Vancouver for approval as part of the first step of the port's effort to redevelop the original Terminal 1 site. The amount requested for additional services address the following areas that will complete this phase of the project:

- Additional work sessions with Port staff to discuss ongoing analysis
- Incorporate new data and refine construction phasing and parking plans

Port staff requests an additional amount of \$61,995 which will bring the total contract amount to \$371,334 that will be used to complete these services for this project. The proposed increase is not included in the approved 2015 budget.

## **Additional Information Attached? No**

**RECOMMENDATION:** That the Board of Commissioners authorizes the Executive Director to execute a contract amendment with the NBBJ, Inc. in the amount of \$61,995.00 including applicable Washington State Sales Tax for a total adjusted contract amount of \$371,334.00.

**Respectively Submitted by:**  **Executive Director**

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

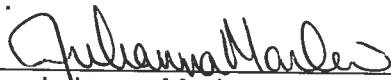
**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_\_ No \_\_\_\_

# Agenda Item No. E-3

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

  
Julianna Marler

**PORT OF VANCOUVER USA**

Chief Financial and  
Administrative Officer

Title

**APPROVED BY:**

Kent Cash

Chief  
Operations Officer

Title

10/13/2015

Date

**SUBJECT:**

Approve Contract Amendment with BergerABAM for On-Call Structural  
Engineering Services

## **BACKGROUND:**

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


The Port requires structural engineering services for design, planning, permitting and implementation of capital development initiatives. Examples of work that may be performed under this contract include: industrial facilities, bridges/overpasses, bulk unloading facilities, conveyor systems, silo modifications, docks, piers, piling, seawalls, bulkheads, dolphins and other port infrastructure and maintenance projects requiring structural engineering related services for the port and its prospective tenants.

The port issued a Request for Qualifications (RFQ) in June 2012 for On Call Structural Engineering Services. Berger ABAM was determined as a most qualified proposer and awarded an on-call structural engineering design services contract for up to five years in the amount of \$200,000. On-call contracts are developed to engage consultants who have been selected through a competitive solicitation process. 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 Berger ABAM contract, seven task orders have been issued to perform various structural projects for a total amount of \$147,294. Port staff requests an additional amount of \$200,000 which will bring the total contract amount to \$400,000 that will be used to complete 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 BergerABAM in the amount of \$200,000.00 including applicable Washington State Sales Tax for a total adjusted contract amount of \$400,000.00.

**Respectively Submitted by:**  **for, Executive Director**

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

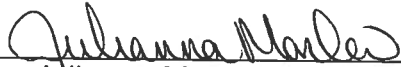
**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous: Yes \_\_\_\_\_ No \_\_\_\_\_**

# Agenda Item No. E-4

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

  
Julianna Marler

**PORT OF VANCOUVER USA**

Chief Financial and  
Administrative Officer

Title

**APPROVED BY:**

Kent Cash

Chief  
Operations Officer

Title

10/13/2015

Date

**SUBJECT:**

Approve Contract Amendment with BergerABAM for On-Call Civil Engineering Services

**BACKGROUND:**

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

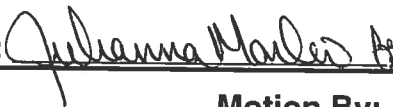
The Port requires civil engineering services for design, planning, permitting and implementation of capital development initiatives. Examples of work that may be performed under this contract include site-plan development for prospective tenants, engineering and design of storm water management systems, 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 (RFQ) in October 2013 for On Call Civil Engineering Services. Berger ABAM was determined as a most qualified proposer and awarded an on-call civil engineering design services contract for up to three years in the amount of \$200,000. On-call contracts are developed to engage consultants who have been selected through a competitive solicitation process. 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 Berger ABAM contract, 4 task orders have been issued to perform various civil projects for a total amount of \$106,522. Port staff requests an additional amount of \$200,000 which will bring the total contract amount to \$400,000 that will be used to complete 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 BergerABAM in the amount of \$200,000.00 including applicable Washington State Sales Tax for a total adjusted contract amount of \$400,000.00.

**Respectively Submitted by:**  **Executive Director**

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_\_\_ No \_\_\_\_\_



# Agenda Item No. E-5

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Chief Financial and  
Administrative Officer

  
Julianna Marler

Title

**APPROVED BY:**

Chief  
Operations Officer

10/13/2015

Kent Cash

Title

Date

**SUBJECT:** Approve Contract Amendment with Geotechnical Resources Inc. (GRI) for On-  
Call Geotechnical Services

## **BACKGROUND:**

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

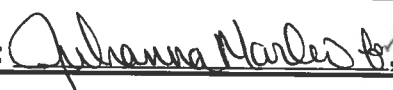
The Port requires on-call geotechnical engineering services for the support of design, planning, permitting and implementation of port infrastructure and capital development projects. Geotechnical engineering services address the investigation of subsurface conditions and materials engineering evaluation of earth materials. This typically includes soil, rock, and groundwater related to earth retention systems and structural foundations in support of other civil engineering design and development.

The port issued a Request for Qualifications (RFQ) in May 2013 for On Call Geotechnical Consulting Services. Geotechnical Resources Inc. (GRI) was determined as a most qualified proposer and awarded an on-call geotechnical services contract for up to three years in the amount of \$200,000. On-call contracts are developed to engage consultants who have been selected through a competitive solicitation process. 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 GRI contract, eleven task orders have been issued to perform various projects for a total amount of \$181,056. Port staff requests an additional amount of \$100,000 which will bring the total contract amount to \$300,000 that will be used to 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 Geotechnical Resources Inc. (GRI) in the amount of \$100,000.00 including applicable Washington State Sales Tax for a total adjusted contract amount of \$300,000.00.

**Respectively Submitted by:** , Executive Director

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

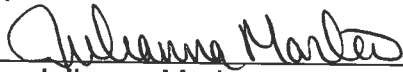
**Unanimous:** Yes\_\_\_\_ No\_\_\_\_

# Agenda Item No. E-6

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Chief Financial and  
Administrative Officer

  
Julianna Marler

Title

**APPROVED BY:**

Chief  
Operations Officer

10/13/2015

Kent Cash

Title

Date

**SUBJECT:**

Approve Contract Amendment with KPFF Consulting Engineers for On-Call  
Structural Engineering Services

## **BACKGROUND:**

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


The Port requires structural engineering services for design, planning, permitting and implementation of capital development initiatives. Examples of work that may be performed under this contract include: industrial facilities, bridges/overpasses, bulk unloading facilities, conveyor systems, silo modifications, docks, piers, piling, seawalls, bulkheads, dolphins and other port infrastructure and maintenance projects requiring structural engineering related services for the port and its prospective tenants.

The port issued a Request for Qualifications (RFQ) in June 2012 for On Call Structural Engineering Services. KPFF Consulting Engineers was determined as a most qualified proposer and awarded an on-call structural engineering design services contract for up to five years in the amount of \$200,000. In August 2013, the contract was amended to increase the amount to \$400,000 by commission authority. In July 2015 the contract was amended to increase the amount to \$440,000 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 KPFF Consulting Engineers contract, nine task orders have been issued to perform various structural projects for a total amount of \$407,874. Port staff requests an additional amount of \$200,000 which will bring the total contract amount to \$640,000 that will be used to complete 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 KPFF Consulting Engineers in the amount of \$200,000.00 including applicable Washington State Sales Tax for a total adjusted contract amount of \$640,000.00.

**Respectively Submitted by:**  Executive Director

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_


**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_\_\_ No \_\_\_\_\_

# Agenda Item No. H-1

<b>REQUEST FOR COMMISSION ACTION</b>		<b>PORT OF VANCOUVER USA</b>	
<b>REVIEWED BY:</b>		<u>Accounts Payable</u>	
		Title	
<b>APPROVED BY:</b>		<u>Director of Finance &amp;</u>	
		<u>Accounting</u>	
Scott Goodrich		Title	
		<u>10/13/2015</u>	
		Date	
<b>SUBJECT:</b>		<b>VENDOR CLAIMS APPROVAL</b>	

## BACKGROUND:

Please refer to attached listing Sept 2015 – Oct 2015 Vendor Claims:


Sept 2015 – Oct 2015

Voucher Numbers	074479 - 078245	\$ 3,136,552.02
Electronic Payments	09/01/2015 – 09/30/2015	\$ 519,851.73
Payroll Voucher Numbers		\$ 474,283.86
Checks	55781400	
Direct Deposits	370001-370115	
	390001-390117	

## Additional Information Attached: Sept 2015 – Oct 2015 Payables Listing

### RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of Sept 2015 – Oct 2015 Vouchers 074479 - 078245 in the amount of \$3,136,552.02 and Electronic Payments generated between 09/01/2015 – 09/30/2015 in the amount of \$519,851.73 and Sept 2015 – Oct 2015 Payroll Check 55781400 and Direct Deposits 370001-370115 and 390001-390117 in the amount of \$474,283.86.

Respectively Submitted by:  Executive Director

Date Action Taken \_\_\_\_\_ Motion By: \_\_\_\_\_

Approved: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Deferred To: \_\_\_\_\_ Unanimous: Yes \_\_\_\_\_ No \_\_\_\_\_