

Port of Vancouver USA

Board of Commissioners Meeting

APRIL 12, 2022



Open Forum

To provide public comment (remotely) during the board meeting, you must register no later than 12:00 p.m. Monday, April 11, 2022, by emailing povcommissioners@portvanusa.com



Action Items



Unfinished Business

PORT CONTRACTS LOGS



New Business



Accounts Payable



CEO Report



CEO Report I-1

Action taken under Resolution 2-2020: Declaration of
Local Emergency and Delegation of Authority of
Emergency Powers



CEO Report I-2

C-Tran Presentation





ride the
CURRENT

Port of Vancouver Board of Commissioners
April 12, 2022



« OUR COMMUNITY, OUR PROMISE »



ride the
CURRENT

C-TRAN's on-demand, curb-to-curb, shared-vehicle transit service.



Anyone can ride, for any trip



On-demand or up to two (2) days in advance



Real time trip planning, vehicle location & info



Travel within a service area or select connections



Weekdays 5:30–8:30 AM and 2–6 PM



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

Trips within reach

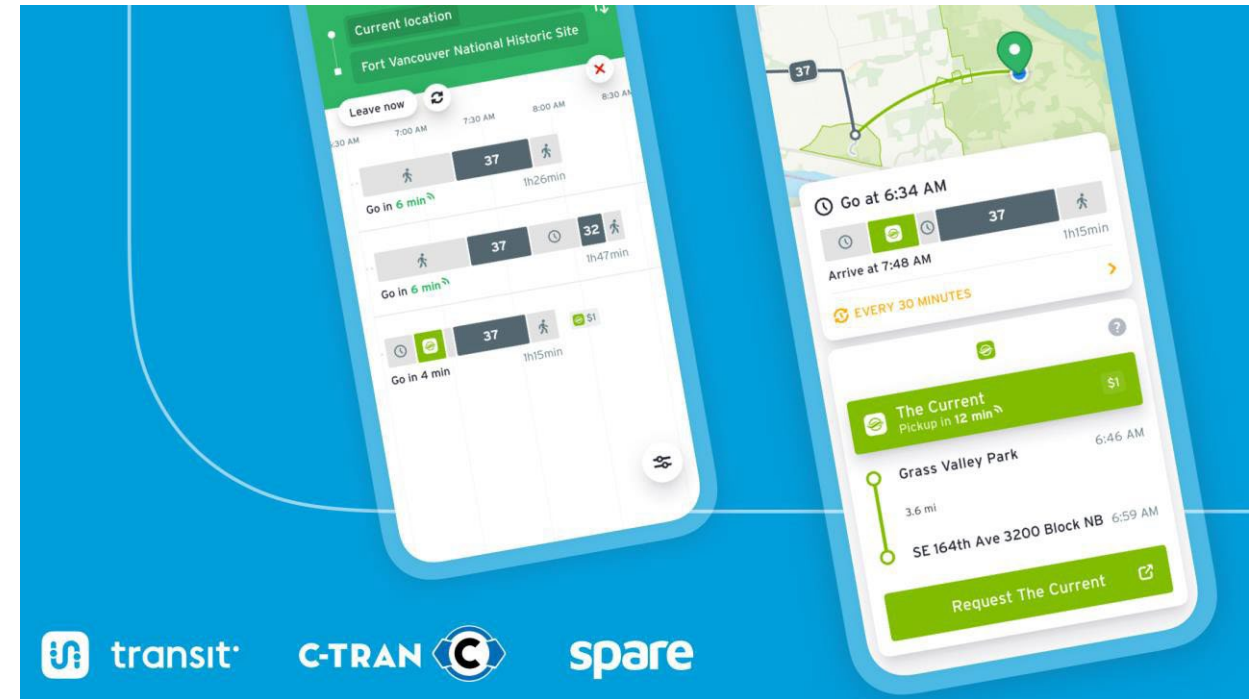
Plan your trip with Transit

Book via mobile

RideTheCurrent.com

And more...

For a low, fixed-cost



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

Trips within reach

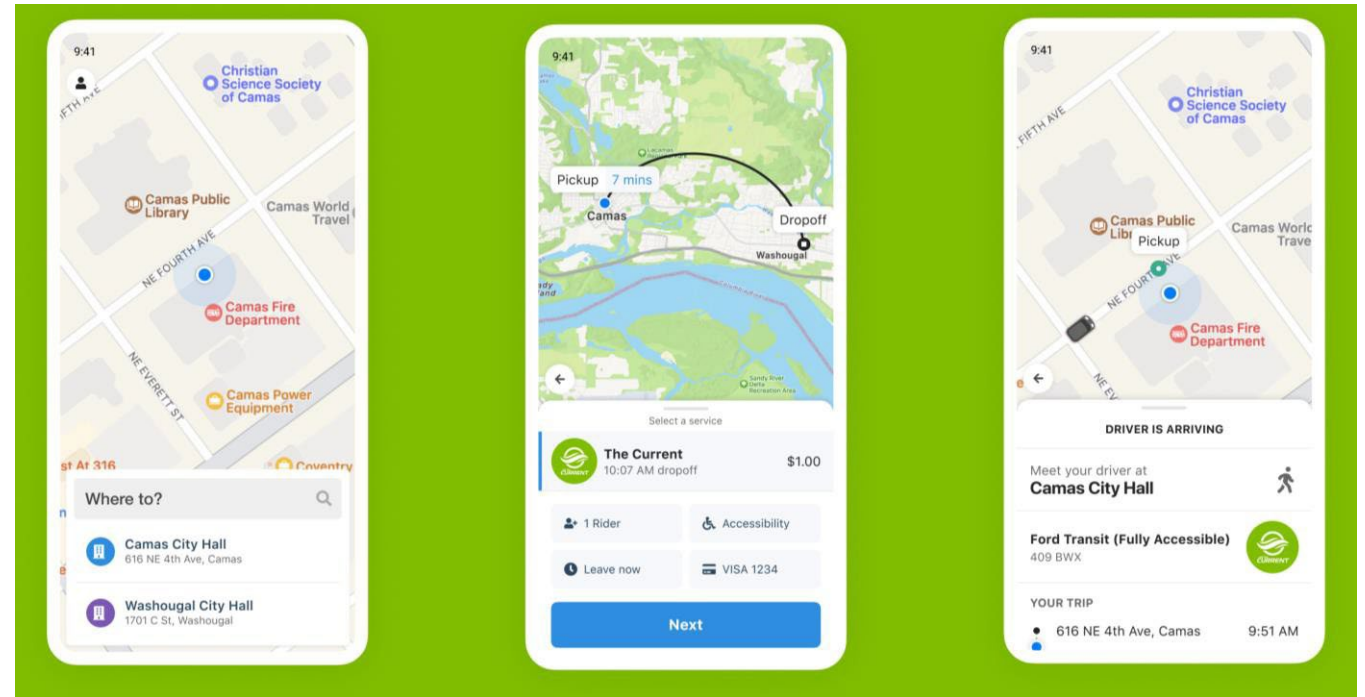
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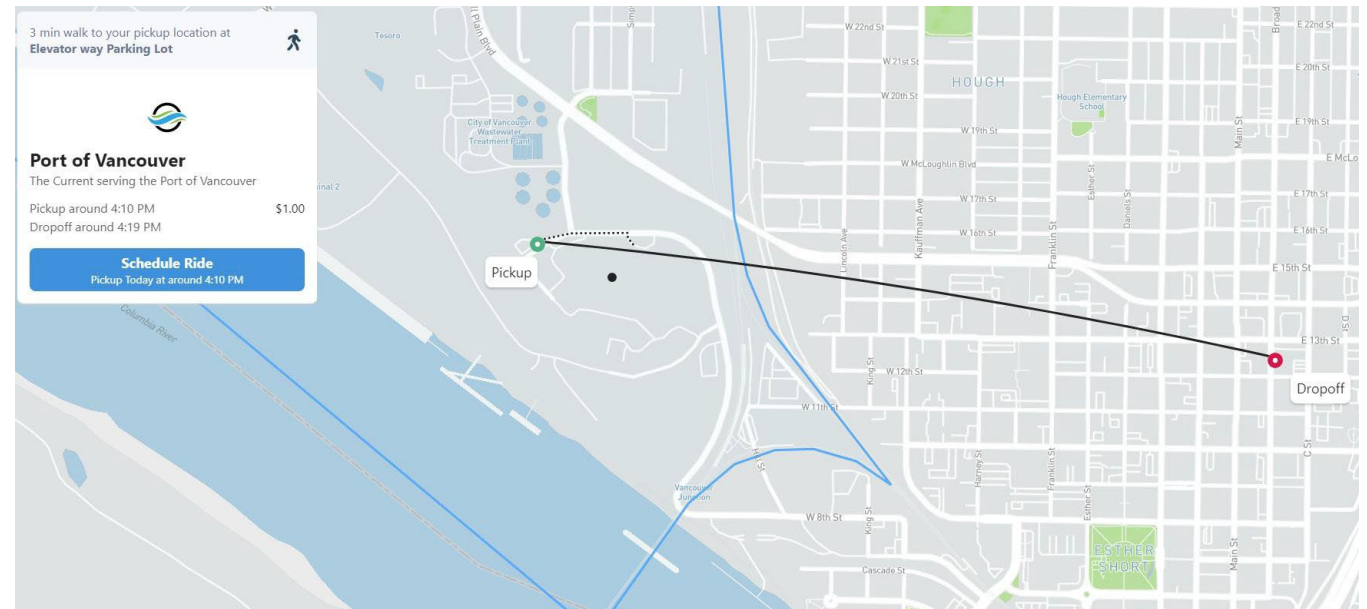
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Trips within reach

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RideTheCurrent.com

And more...

For a low, fixed-cost

360-695-0123

Book with a C-TRAN Customer Service Representative

Onboard

Ask the driver if an immediate trip is available



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

Trips within reach

Plan your trip with Transit

Book via mobile

RideTheCurrent.com

And more...

For a low, fixed-cost

\$1.00

Local Fare

\$.50

Honored/Youth Fare

Free

Heroes Pass/Youth Opportunity Pass



« C-TRAN: OUR COMMUNITY, OUR PROMISE »



Ride in Comfort

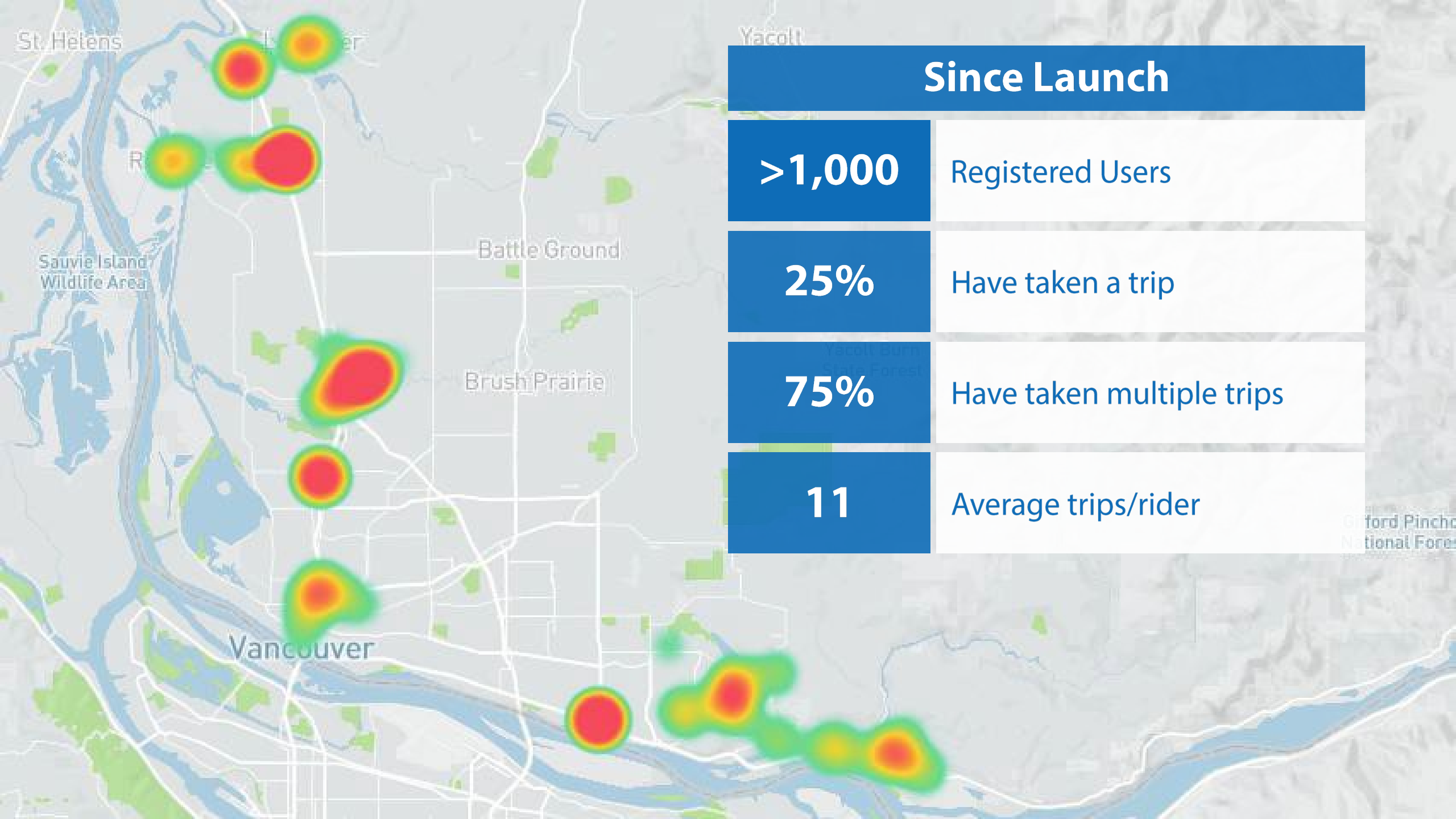
C-TRAN drivers and vehicles

Easy to recognize branding

Pay on-board with Hop, contactless payment or cash

Space for two (2) bikes

ADA accessible and lift equipped



Since Launch

>1,000

Registered Users

25%

Have taken a trip

75%

Have taken multiple trips

11

Average trips/rider

Facts & Figures



2/3 of trips

Mobile app bookings



12 minutes

Average wait for an
on-demand booking



4 miles

Average trip distance



35%

Trips with more than
one party onboard



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

CEO Report I-3

Project Updates



Port of Vancouver Environmental Updates



Terminal 1 Design Standards & Guidelines



- LEED Gold or better
- 159 standards, 71 guidelines



Terminal 1 Design Standards & Guidelines

- Walkable Neighborhood
 - Spacing of street trees
 - Building design
 - Overhead weather protection
- Parking and Transit
 - Electric vehicle charging stations
 - Short and long-term bicycle parking



Terminal 1 Design Standards & Guidelines



- Green roof
- Light pollution reduction
- Building commissioning for energy, water and indoor environmental quality



Fish Stranding Agreement



- Collaboration between Lower Columbia River Ports and federal agencies
- Agreement aims to better understand the science, permitting decision-making



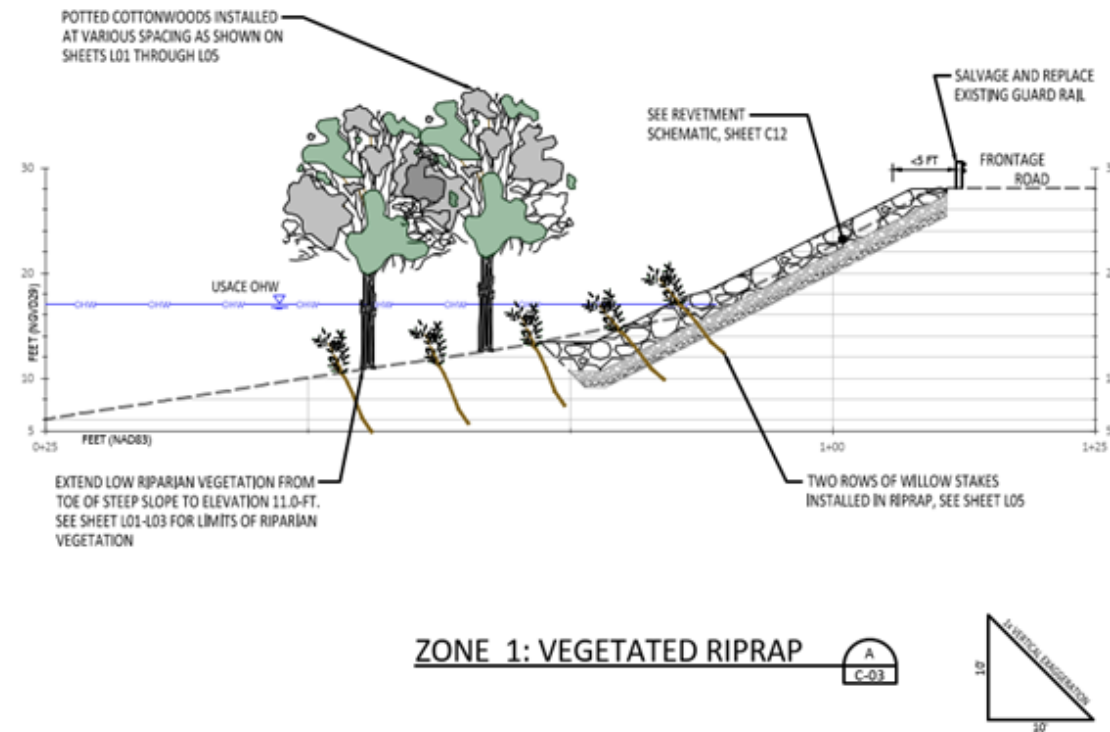
T4 Bank Erosion



T4 Bank Erosion



T4 Habitat Considerations



- Maximize beach habitat and promote native riparian ecosystem
- Native plantings, monitoring and replanting plan
- Close coordination with regulatory agencies, and port departments



Questions?



CEO Report



Commissioners Reports



Upcoming Events

Next Commission Meeting

- Regular Commission Meeting – Tuesday, April 26, 8:30 a.m.

Community Events

- Watch for announcement of port public tours starting again in June
- Vancouver Neighborhood Alliance virtual meeting - 7 p.m., Wed., April 13
- Arnada Neighborhood Assoc. virtual meeting - 7 p.m., Thurs., April 14
- Regional Transportation Summit virtual meeting - 1-3 p.m., Thurs., April 14
– RSVP by calling 360-904-6063
- Hough Neighborhood Assoc. virtual meeting - 7 p.m., Tues., April 19
- Northwest Neighborhood Assoc. virtual meeting - 6 p.m., Thurs., April 21



Communicating with the Commission

- Share your thoughts during Open Forum, the public comment period for all regularly scheduled commission meetings.
- Email the commissioners at povcommissioners@portvanusa.com
- Speak to the commissioners by calling the port office at 360-693-3611 for specific contact information.
- Mail your comments to:
POV Board of Commissioners
3103 NW Lower River Road, Vancouver, WA 98660
- For more information, visit the port's website: www.portvanusa.com



Port of Vancouver USA

3103 NW Lower River Road

Vancouver, WA 98660

info@portvanusa.com

360-693-3611



Workshop

CONTRACTS & PROCUREMENT



Commission Workshop

Contracts & Procurement

APRIL 2022



Contracts Department

The Port of Vancouver Contracts team serves as the port's central procurement department with the purposes of:

- ensuring open, fair, and competitive procurement processes;
- establishing a procurement system of quality and integrity;
- maximizing the purchasing value of public funds; and
- administering procurements to maximize economies of scale, consistency in Port practices, and accountability procedures.



Contracts Department

ADVANCING STRATEGIC PLAN INITIATIVES

Supporting the development of a skilled workforce to align with regional needs and increase job opportunities in the port district

Building partnerships to advance and communicate shared goals

Maintaining the port's sustainability program to ensure that port operations are based on economic, environmental, and social values

Ensuring alignment of key port planning documents



Contracts Department

POLICIES, PROCEDURES, COMPLIANCE & BEST PRACTICES

Chapter 53 RCW – Port Districts

Chapter 39 RCW – Public Contracts and Indebtedness

Resolution 9-2015 Administrative Authority of the CEO/Executive
Director and His Designees

POV Signature Authority Policy

POV Change Order Policy

POV Purchasing Card Policy

Purchase Thresholds

Various Procedural documents including Emergency Contracting, Port
Crew Work, etc.



Contracts Department

PROCUREMENT SERVICES

Department Activities include:

Purchased Services, Interlocal Agreements, IT and other miscellaneous contracts

Personal Services (PSC)/Professional Services, Architect & Engineering (PSA)

Public Works/Small Works

Goods, Materials and Equipment

Purchasing Card (P-Card) Administration

Grant Writing and Administration



Contracts Department

PROCUREMENT SERVICES – THE TEAM



Rick Cline, Contract Manager

Personal Services Contracts
Professional Services
or A/E Agreements
IT Contracts
Interlocal Agreements



Randy McCaleb, Contract Manager

Public Works Contracts
Small Works Contracts > \$50,000
Goods/Materials/Equipment Contracts
Maintenance Agreements
Purchased Services Agreements



**Jennifer Brower,
Procurement/Grant Specialist**

Purchasing Card administrator
Grant Writing/Submission
Grant Compliance/Reports/
Reimbursement Requests
Small Works Contracts < \$50,000
Goods/Materials/Equipment
and daily purchase orders



**Dawn Egbert,
Procurement Services Manager**

Final Solicitation/Contract review
Final agenda item review
Monitor legislative developments
Ensure POV compliance
Policy & Procedure development
Procurement Best Management Practices
Develop & Manage department budget



Contracts Department

EMERGENCY CONTRACTING PROCEDURES

Chapter 53.19.030 RCW

Chapter 39.04.280 RCW

Emergency Definition & Timeline

2021 Report



Contracts Department

APPRENTICESHIP UTILIZATION PROGRAM

Meets Strategic Plan Goals

Apprenticeship Utilization Program Details

May 2021 Implementation

2021 Report



Contracts Department

UNIT PRICE CONTRACTING

Unit Price Contracting Definition

Purpose

Compliance

2021 Implementation

2021 Report



Contracts Department

RICK CLINE, CONTRACT MANAGER



Personal Services Contracts

Professional Services or A/E Agreements

IT Contracts

Interlocal Agreements



PERSONAL SERVICES

PSC – SERVICE NOT REASONABLY RELATED TO PUBLIC WORKS

Formal solicitation process – contracts over \$200,000

- Publicly advertise RFP/RFQ in local newspapers and online
- Evaluation criteria/committee
- Formal award by commission

Informal solicitation process – contracts under \$200,000

- Solicitation through online ProcureWare vendor registration system
- Evaluation criteria/committee

Minimal solicitation process – contracts under \$50,000

- Recommendation to contact a minimum of 3 consultants to provide informal proposals



PROFESSIONAL SERVICES

PSA – SERVICE RELATED TO PUBLIC WORKS

Professional Services & A/E Services

Formal solicitation process – contracts over \$200,000

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AWARDING CONTRACTS

PSC/PSA

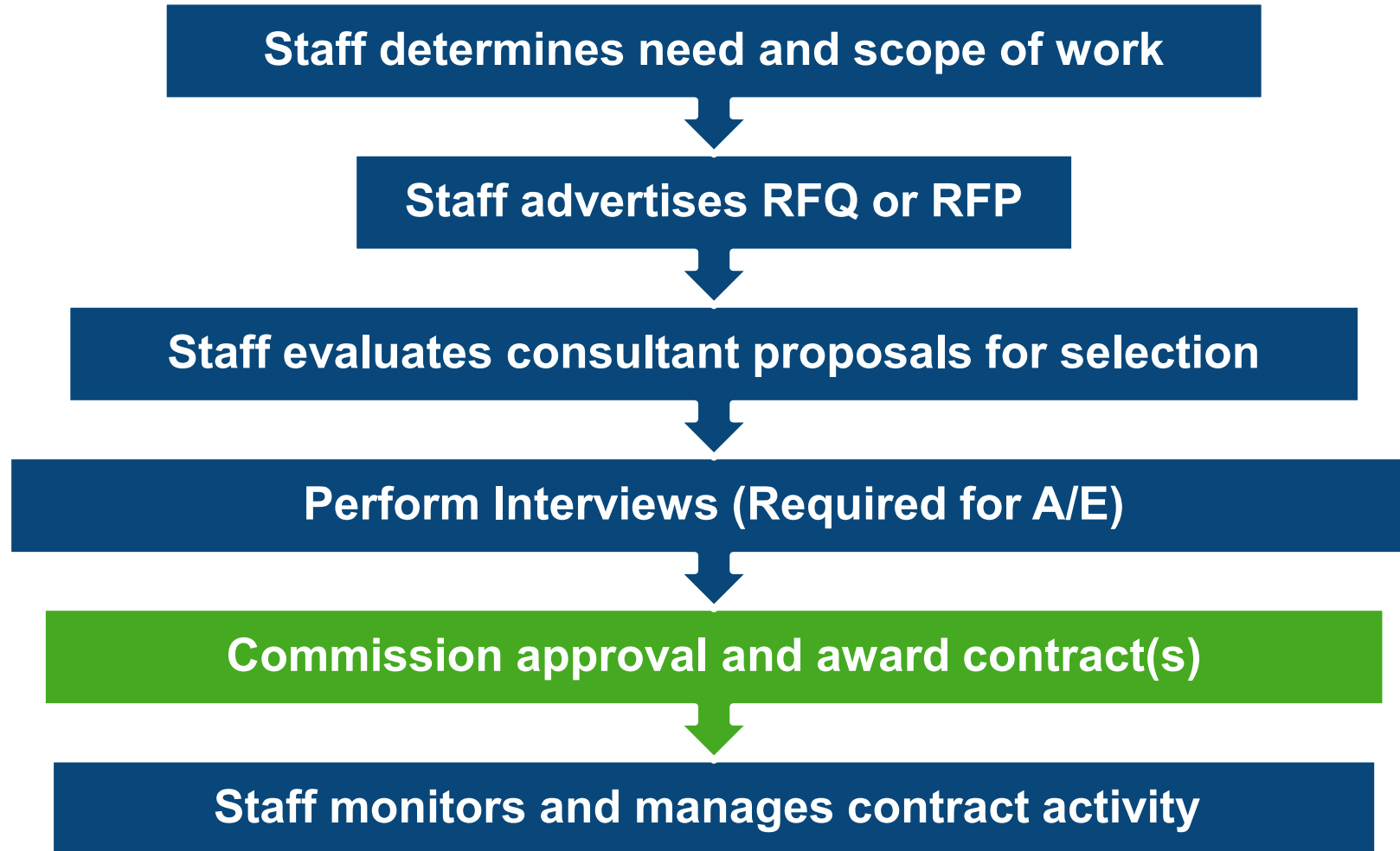
Personal and Professional Services Contracts need to comply with applicable RCWs (53.19, 39.80 and 18.08) to be eligible for award.

- At time of award of award each consultant contract must:
- Meet all appropriate licensing requirements
- Be registered with the State to perform business in their capacity
- Provide a Certificate of Insurance for most services



FORMAL PROCESS

PSA/PSC



IT PROCUREMENT

IT PROCUREMENT

RCW 39.04.270

IT Procurement

2021 Report

2022 Plan



INTERLOCAL AGREEMENTS

IGA'S/COOPERATIVES

Partnerships with other local/government entities

Formal award process – contracts over \$200,000



Contracts Department

RANDY MCCALED, CONTRACT MANAGER



Public Works Contracts

Small Works Contracts > \$50,000

Goods/Materials/Equipment Contracts

Maintenance Agreements

Purchased Services Agreements



SMALL WORKS

CONSTRUCTION PROJECTS

The Port of Vancouver maintains a Small Works Roster for public works projects less than \$300,000:

- Projects over \$50,000 - Registered contractors on the ProcureWare system will be notified of business opportunities in their area of expertise and will be able to download bid documents and plans, when available.
- Projects under \$50,000 - Port project managers will contact a minimum of 3 contractors registered on eBid to provide written quotes on needed work.



PUBLIC WORKS

CONSTRUCTION PROJECTS

All projects exceeding \$300,000 utilize the formal sealed bid process:

- Registered contractors on the ProcureWare system will be notified of business opportunities in their area of expertise and will be able to download bid documents and plans, when available.
- Projects are also publicly advertised in the Columbian, the Daily Journal of Commerce (DJC) and more recently in publications targeted to minority-owned businesses.



FORMAL PROCESS

PUBLIC WORKS



AWARDING CONTRACTS

SMALL WORKS/PUBLIC WORKS

Per RCW 39.04.350, bidders must meet the following mandatory responsible bidder criteria for projects in the State of Washington:

At the time of bid

- Current registration as a Washington contractor

Prior to award

- Current UBI number
- Industrial Insurance coverage
- Employment Security Department number
- State excise tax registration number
- Received prevailing wage training
- Within a 3-year period of the date of solicitation, no violations of prevailing wage requirements
- Not disqualified from bidding
- Compliance with apprenticeship utilization requirements of RCW 39.04.320
- Compliance with off-site prefabricated items submission of information

Supplemental responsible bidder criteria may be used in the solicitation



Contracts Department

JENNIFER BROWER, PROCUREMENT/GRANT SPECIALIST



Purchasing Card administrator

Grant Writing/Submission

Grant Compliance/Reports/Reimbursement Requests

Small Works Contracts < \$50,000

Goods/Materials/Equipment and daily purchase orders



PURCHASING CARD ADMINISTRATION

P-CARD

Port's P-Card Account

Cardholder Agreements

Cardholder Management

Annual Training



GRANT ADMINISTRATION

FEDERAL, STATE AND OTHER SOURCES

Grant Committee

Purpose

Implementation

Since 2019



Thank You

