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
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
Trips within reach

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Book via mobile
RideTheCurrent.com
And more...
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Book via mobile
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
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
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

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;1,000</td>
<td>Registered Users</td>
</tr>
<tr>
<td>25%</td>
<td>Have taken a trip</td>
</tr>
<tr>
<td>75%</td>
<td>Have taken multiple trips</td>
</tr>
<tr>
<td>11</td>
<td>Average trips/ rider</td>
</tr>
</tbody>
</table>
Facts & Figures

2/3 of trips  12 minutes  4 miles  35%
Mobile app bookings  Average wait for an on-demand booking  Average trip distance  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
• Publicly advertise RFP/RFQ in local newspapers and online
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Informal solicitation process – contracts under $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 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
Staff determines need and scope of work

Staff advertises RFQ or RFP

Staff evaluates consultant proposals for selection

Perform Interviews (Required for A/E)

Commission approval and award contract(s)

Staff monitors and manages contract activity
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 MCCALEB, 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

1. Formal PSA/PSC Process
2. Contract with A/E
3. A/E Design and Permitting
4. Invitation to Bid for Construction
5. Commission approval and award contract(s)
6. Staff manages construction contract
7. Project Close Out
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 Committee
Purpose
Implementation
Since 2019
Thank You