

AGENDA

*Port of Kennewick
Regular Commission Business Meeting
Port of Kennewick Commission Chambers
350 Clover Island Drive, Suite 200, Kennewick, Washington*

Tuesday, February 14, 2017
2:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. PUBLIC COMMENT *(Please state your name and address for the public record)*

V. CONSENT AGENDA

- A. Approval of Direct Deposit and ePayments Dated January 17, 2017
- B. Approval of Warrant Register Dated January 24, 2017
- C. Approval of Direct Deposit and ePayments Dated February 2, 2017
- D. Approval of Warrant Registers Dated February 14, 2017
- E. Approval of Regular Commission Business Meeting Minutes January 10, 2017
- F. Approval of Emergency Public Works Project: Demolition and Removal of Collapsed Building at 211 E. Columbia Drive; Resolution 2017-01
- G. Approval of Emergency Bid: Inspection and Snow Removal (various port buildings); Resolution 2017-02

VI. PRESENTATIONS

- A. Benton Franklin Council of Governments (**TIM**)
- B. Wine Industry Update, Ken Robertson (**TANA**)
- C. Vista Field Calendar (**TIM**)
- D. Vista Field Draft Master Plan (**LARRY**)
- E. Vista Field Developer Agreement Workshop, Ben Floyd & David Robison (**TIM**)

VII. RECESS

VIII. NEW BUSINESS

- A. Approval of Contract with Parametrix for Design Services for the Vista Field Roadway & Utility Infrastructure and authorizing the Chief Executive Officer to sign any contract documents necessary to implement the work of Parametrix; Resolution 2017-03 (**LARRY**)

IX. REPORTS, COMMENTS AND DISCUSSION ITEMS

- A. Tri-Cities Regional Chamber Committee Assignment (**TIM**)
- B. Clover Island Update (**LARRY**)
- C. Columbia Drive Update (**LARRY**)
- D. Commissioner Meetings (formal and informal meetings with groups or individuals)
- E. Non-Scheduled Items

AGENDA

Port of Kennewick
Regular Commission Business Meeting
Port of Kennewick Commission Chambers
350 Clover Island Drive, Suite 200, Kennewick, Washington

Tuesday, February 14, 2017
2:00 p.m.

- X. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- XI. EXECUTIVE SESSION** *(Ask public if they are staying, and if not, where they can be located if the Executive Session ends early.)*
 - A. Real Estate, per RCW 42.30.110(1)(b) – Site Selection
 - B. Real Estate, per RCW 42.30.110(1)(c) – Minimum Price
- XII. ADJOURNMENT**

PLEASE SILENCE CELL PHONES



PORT OF KENNEWICK REGULAR COMMISSION MEETING

DRAFT

JANUARY 10, 2017 MINUTES

CALL TO ORDER

Commission President Skip Novakovich called the Regular Commission Meeting to order at 2:01 p.m. in the Port of Kennewick Commission Chambers located at 350 Clover Island Drive, Suite 200, Kennewick, Washington 99336.

The following were present:

Board Members: Skip Novakovich, President
Thomas Moak, Vice-President
Don Barnes, Secretary

Staff Members: Tim Arntzen, Chief Executive Officer
Tana Bader Inglima, Deputy Chief Executive Officer
Amber Hanchette, Director of Real Estate and Operations
Nick Kooiker, Chief Financial Officer/Auditor
Larry Peterson, Director of Planning & Development
Lisa Schumacher, Special Projects Coordinator
Bridgette Scott, Executive Assistant
Lucinda Luke, Port Counsel

PLEDGE OF ALLEGIANCE

Darci Mitcham led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Mr. Novakovich requested Item B under Presentations be removed from the published agenda. The presentation will be rescheduled for February 14, 2017.

It is the consensus of the Commission to remove Item B.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

Consent agenda consisted of the following:

- A. Approval of Direct Deposit and E-Payments Dated December 19, 2016**
Direct Deposit and E-Payments totaling \$47,921.07
- B. Approval of Warrant Registers Dated December 30, 2016**
Expense Fund Voucher Numbers 38656 through 38703 for a grand total of \$162,642.03
- C. Approval of Direct Deposit and E-Payments Dated December 30, 2016**
Direct Deposit and E-Payments totaling \$61,918.50
- D. Approval of Warrant Registers Dated January 10, 2017**

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 10, 2017 MINUTES

DRAFT

Expense Fund Voucher Numbers 38704 through 38745 for a grand total of \$243,626.79

E. Approval of Commission Business Meeting Minutes December 8, 2016

F. Approval of Interlocal Agreement with Washington State Health Care Authority, Public Employee Benefits Board (PEBB); and authorizing the Chief Executive Officer (CEO) to sign the Agreement

MOTION: *Commissioner Moak moved for approval of the Consent Agenda, as presented; Commissioner Barnes seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

PRESENTATIONS

A. Friend of the Port

Mr. Arntzen stated in 2008 the Port implemented the Friend of the Port Award. The only prerequisite is that the recipient has made the Port a better place by giving of themselves. Today, the Port wants to recognize two individuals who have been instrumental in helping make Clover Island into a community destination. This couple has consistently invested their time and talents in creating a customer-focused, signature experience for their guests. And they set the bar on food and beverage service in this community. Long before others recognized the importance of the waterfront, Dave and Darci Mitcham were here on Clover Island, working to provide a dinner setting which blended an elegant experience with a casual atmosphere, to ensure boaters had a cold beverage and visitors had an incredible view. This past year the Mitcham's celebrated Cedars' 40th anniversary. Cedars is an impressive establishment and four decades in the business is no small accomplishment. As small business owners, they take all the risk and it is the community that receives the reward. The Port congratulates the Mitcham's on their tenacity and thanked them for their efforts to help transform Clover Island through personal investments, for their commitment to excellence and for their diligence in making Cedars a landmark waterfront destination.

It is an honor to present the 2016 Friend of the Port award to Dave and Darci Mitcham.

Mr. Mitcham thanked the Port and stated he has always been on board with what the Port is trying to accomplish on Clover Island and it is important to support each other.

Mr. Novakovich stated as a small business owner, the Mitcham's take a large risk and our community has benefited from that risk.

B. Wine Industry Update, Ken Robertson

Rescheduled for February 14, 2017 meeting.

C. Vista Field Update

Mr. Arntzen presented the Vista Field calendar which outlines a series of goals staff is striving to accomplish over the next ten months. Mr. Arntzen asked the Commission for comments or concerns regarding the calendar and stated the dates are subject to change.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 10, 2017 MINUTES

DRAFT

Mr. Peterson stated the calendar incorporates tasks that need to be completed for the Master Plan and what needs to happen once the Master Plan has been approved by the Port Commission and the Kennewick City Council. The Master Plan is consistent with the Commission discussion over the past two years and includes the traffic study, the design standards, zoning, and the street layout. Additionally the Master Plan will include a preamble containing the history of Vista Field beginning in 2012. Staff will present the Draft Master Plan to the Commission for final review and incorporate Commission comments into the final document for approval from the Commission. Mr. Peterson stated once the Master Plan is approved by the Port Commission, it will then move to the City. Mr. Peterson anticipates the document will take approximately two months to get routed through the City, first, starting with the Planning Commission and then to City Council. Staff would like to see the Vista Field Master Plan included in the City's Comprehensive Plan, which will be updated this spring. Mr. Peterson stated staff and consultants continue to work on the design and cost estimates for the roadway infrastructure; the water feature; and the landscaping for Phase 1-A.

Mr. Arntzen stated there are two separate documents; the Master Plan which is the governing document that the City will need to adopt for the Port to move forward and the Site Plan, which is an internal document that includes the road layout, the water feature, the hangars and landscaping. Staff, Mr. Mehaffy and Mr. Qamar have been working on the Site Plan over the past several months, including the trip to Skamania to sort out additional details. Mr. Arntzen and Mr. Peterson would like to travel to Miami to meet with Senen Antonio and Lizz Plater-Zyberk of DPZ to finalize the 60% Site Plan details. Mr. Arntzen would like Ms. Plater-Zyberk to present the 60% completed Site Plan to the Commission and is working out the fine details.

Mr. Arntzen stated the developer round table is an important facet of the Site Plan and will allow the Port to discuss the development with people who have built a New Urbanism development. The developer round table will include developers, bankers and real estate agents, who are experts in their fields and who can offer comments and opinions regarding the Site Plan for Vista Field. ECONorthwest is assembling a list of developers in the northwest who understand the New Urbanism concept.

Mr. Peterson stated the Port has met with the public and our consultants, and now it is time to hear from the developers who understand the concept and have already made a profit developing a New Urbanism community. Mr. Peterson proposed that the meeting be invitation only and held it in one afternoon. Furthermore, Mr. Peterson believes the meeting should be closed to the public, to allow developers an opportunity to express their opinions candidly. The developers that ECONorthwest is assembling are helping the Port out and will most likely not be investing in Vista Field. Mr. Peterson anticipates the Port will provide lunch and DPZ will cover the compensation fee for the developers.

Mr. Novakovich likes the idea and believes it is important to listen to the experts who have done this kind of development before.

Mr. Moak likes the idea of a developer round table, however, he would like the meeting to be open to the public, for transparency reasons.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 10, 2017 MINUTES

DRAFT

Mr. Arntzen appreciates Mr. Moak's comments and stated it is a valid concern. Mr. Arntzen stated the developer round table will be an information gathering forum, where Mr. Peterson and Mr. Mehaffy are asking questions to see what is possible, what works and what does not work for the development and there will not be any Commission action taken.

Several months ago, the Commission adopted the Collaborative Design Process which outlines the formal process the Port will take to notify the development community that Vista Field is ready to begin the process. Mr. Arntzen understands Mr. Moak's concerns, however, he believes the developer round table should not be an open public meeting.

Mr. Moak stated if the developers who will be at the round table are not interested in pursuing Vista Field he inquired if some public observation could be allowed at a certain part of the meeting.

Mr. Barnes appreciates Mr. Moak's point of view and he initially had the same reaction to the proposed round table; however, the Port established the Collaborative Design Process, which outlines the application process and specific requirements for awarding the development opportunities. Mr. Barnes likens the developer round table to a session with the Port consultants with developers who are willing to provide candid feedback. He feels this would be more useful and more details can be given when not in an open public session. Mr. Barnes stated a developer would not be treated any differently if they were to participate in the round table and Mr. Barnes would like to consider moving forward with a developer round table, but as a closed meeting.

Mr. Arntzen will work with Mr. Peterson and Mr. Mehaffy on alternatives.

Mr. Moak stated the developer round table is an important part of Vista Field, whether it is an open or closed meeting and believes the Port should hold the meeting.

Mr. Novakovich appreciates Mr. Barnes comments and also views the round table like a meeting with a consultant, for example, when Mr. Arntzen, Mr. Peterson and Mr. Kooiker met with Mr. Mehaffy and Mr. Qamar in Skamania to discuss further details of Phase I-A.

Mr. Barnes appreciates Mr. Moak's point and stated the Port has always been very transparent, however, he believes the Port is better served by doing something different this time and there will be the utmost transparency when the developers are awarded the project.

Mr. Arntzen places the public transparency over and above the developer workshops and appreciates the comments.

Mr. Moak stated if the team cannot find another alternative and reports that back to Commission he would respect that opinion and would agree to move the project forward and not delay it.

Mr. Barnes stated it has been over two years that the Port held the Vista Field Charrette and believes there should be a rekindling of public interest. If Ms. Plater-Zyberk is presenting the Site Plan, maybe this would be a good opportunity to rekindle the public's interest in Vista Field,

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 10, 2017 MINUTES

DRAFT

provided it does not affect the Master Plan being approved by the City Council. Mr. Barnes believes it is an opportunity worth considering, but will defer to staff.

Mr. Arntzen stated it is difficult to predict the specific dates for the calendar and will continue to work with DPZ on scheduling. Mr. Arntzen informed the Commission that the 25th Anniversary of the Congress of New Urbanism (CNU) Conference will be held in Seattle this May and hopes to coordinate schedules with Ms. Plater-Zyberk, to present the Site Plan prior to her attending the conference.

Mr. Peterson stated the CNU Conference is an opportunity for the Port to expose Vista Field to those that understand New Urbanism. Mr. Peterson stated CNU would be a good conference for the Commission to attend and will be held on May 3-6, 2017 prior to the Washington Public Ports Association spring conference in Suncadia.

Mr. Novakovich reiterated that the calendar is an essential document and inquired if there are any additional topics the Commission would like to discuss.

Mr. Moak inquired if the Commission will approve the Master Plan in March or if staff will be presenting the Master Plan to the Commission in March.

Mr. Arntzen stated according to calendar, Mr. Peterson, Mr. Floyd and Mr. Robison will present the Draft Master Plan for final Commission comments. Staff will address the comments and bring the Master Plan back in March for Commission approval via resolution. Once the Commission has approved the Vista Field Master Plan, it will then go to the City for approval.

Mr. Peterson stated once the document is approved by the Port Commission, then it will need to be reviewed by the Kennewick Planning Commission, as part of the City's Comprehensive Plan and then before the Kennewick City Council for adoption. Mr. Peterson stated he has met with the Planning Commission and the Master Plan will not be a surprise. He anticipates that the process will take a few months to be approved. Mr. Peterson stated staff and consultants have been moving forward on several items for Vista Field while finalizing the Draft Master Plan.

Mr. Novakovich reiterated that staff will address some elements of the calendar and bring back at the February 14, 2017 meeting.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Clover Island Update

Mr. Peterson stated the asbestos has been removed from old Port building, however, demolition is on hold until the freezing weather breaks.

B. Cancellation of January 24, 2017 Commission Meeting

Ms. Scott reminded the Commission and public that the January 24, 2017 meeting is cancelled.

C. Columbia Drive Update

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 10, 2017 MINUTES

DRAFT

Mr. Peterson stated December 8, 2016 was the last day of major activity at Columbia Gardens due to the inclement weather. Mr. Peterson stated additional time (16 days) has been added and believes the delivery date will be July 2017.

D. Commissioner Meetings (formal and informal meetings with groups or individuals)

Commissioners reported on their respective committee meetings.

E. Non Scheduled Items

1. Ms. Scott reported that Mr. Peterson and Mr. Arntzen have been diligently working on the Kennewick Irrigation District (KID) inundation clause agreement and she is happy to report that the agreement has been signed and will be recorded with Benton County.
2. Ms. Bader Inglima stated staff has been working on the partnership and the Interlocal Agreement (ILA) with the City and Columbia Basin College (CBC) to move forward on the Rural Capital County Funds Application and the ILA has been fully executed with the City, Port, and CBC.

Ms. Bader Inglima reported that she is working with illustrator Chris Ritter on a marketing flyer to promote Columbia Gardens at the Unified Wine and Grape Symposium, which Mr. Arntzen, Mr. Barnes and Ms. Scott will be attending later this month. Ms. Bader Inglima stated the flyer will promote Red Mountain and the Port's two one-acre parcels that are available and emphasizing the City of West Richland's new industrial wine wastewater treatment plant. The back side will focus on Columbia Drive. For the Washington Wine Grape Growers Symposium, the document will focus on Columbia Gardens and Phase II of the Willows.

Mr. Arntzen stated this is an opportunity to promote the Port's partnership with the City of Kennewick and City of West Richland.

3. Mr. Arntzen applauded Ms. Hanchette, the maintenance team, and the Coyote Work Crew for their diligent work on maintaining the Island and other Port properties.

Mr. Arntzen believes the Commission should consider attending the CNU Conference.

Mr. Arntzen stated Mr. Peterson will make a presentation on the Tri-City Raceway Master Plan to the West Richland City Council.

Mr. Peterson sent the document to the City and staff indicated that the Draft Master Plan looks good. Furthermore, the document does not need to go before the Planning Commission because the zoning is already in place.

Mr. Arntzen recently received a message from Jolene Grimes, the new Commodore of the Clover Island Yacht Club, who asked if he and the President of the Port Commission could attend one of their membership meetings and give a short presentation on current Port projects. Mr. Arntzen stated the club membership is approximately 150 people and this would be a good

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 10, 2017 MINUTES

DRAFT

opportunity to update them on the 1135 USACE project, the Gathering Place, and Columbia Drive. The Yacht Club does a great job maintaining the building and docks. Mr. Arntzen inquired if he should accept the invitation to speak at the Yacht Club.

Mr. Novakovich accepted the Clover Island Yacht Club's invitation to speak.

PUBLIC COMMENTS

Boyce Burdick, 415 Snyder Street, Richland. Mr. Burdick stated the calendar is a great document and appreciates the detailed outline, even if dates are subject to change. Furthermore, Mr. Burdick wanted to assure Mr. Arntzen that there are number of people who are ready to move into Vista Field, including myself and that the demand is there. Mr. Burdick believes the Port should have tenants in place for the Hangars prior to any work being done.

No further comments were made.

COMMISSIONER COMMENTS

No comments were made.

Mr. Novakovich anticipates the Executive Session will last approximately 20 minutes, Site Selection per RCW 42.30.110(1)(b) and Real Estate Minimum Price per RCW 42.30.110(1)(c) with no action anticipated. Mr. Novakovich asked the public to notify Port staff if they will return after the executive session.

Mr. Novakovich recessed the Regular Commission Meeting at 3:19 p.m. for approximately six minutes.

EXECUTIVE SESSION

- A. Real Estate, per RCW 42.30.110(1)(b) – Site Selection***
- B. Real Estate, per RCW 42.30.110(1)(c) – Minimum Price***

Mr. Novakovich convened the meeting into Executive Session at 3:25 p.m. for approximately twenty minutes.

Mr. Novakovich adjourned the Executive Session at 3:44 p.m.

Mr. Novakovich reconvened Regular Commission Meeting at 3:44 p.m.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 3:44 p.m.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 10, 2017 MINUTES

DRAFT

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

Skip Novakovich, President

Thomas Moak, Vice President

Don Barnes, Secretary

PORT OF KENNEWICK

Resolution No. 2017-01

***A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS DESIGNATING THE EMERGENCY
DEMOLITION AND DISPOSAL OF COLLAPSED BUILDING AT 211 E.
COLUMBIA DRIVE, KENNEWICK FOR PUBLIC SAFETY AS
EXEMPT FROM PUBLIC WORKS COMPETITIVE BIDDING REQUIREMENTS***

WHEREAS, in accordance with RCW 39.04.280, the Port of Kennewick (Port) is authorized to designate certain public works contracts as emergencies and, therefore, exempt from competitive bidding requirements; and

WHEREAS, the Port of Kennewick's vacant building at 211 E. Columbia Drive, Kennewick collapsed on January 11, 2017 during extreme winter weather conditions resulting in loss of property and concern for public safety; and

WHEREAS, under his delegation of authority, the Chief Executive Officer authorized emergency demolition and removal of debris by Big D's Construction and each Commissioner was notified individually.

NOW, THEREFORE, BE IT RESOLVED that the Port of Kennewick Board of Commissioners designates the demolition and removal of collapsed building from 211 E. Columbia Drive, Kennewick as an emergency public works project within the guidelines of RCW 39.04.280, and therefore exempt from competitive bidding requirements.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 14th day of February, 2017.

***PORT OF KENNEWICK
BOARD OF COMMISSIONERS***

SKIP NOVAKOVICH, President

THOMAS MOAK, Vice President

DON BARNES, Secretary

PORT OF KENNEWICK

Resolution No. 2017-02

***A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS DESIGNATING THE EMERGENCY SNOW
REMOVAL FROM FLAT ROOFTOPS ON PORT OWNED BUILDINGS AS
EXEMPT FROM PUBLIC WORKS COMPETITIVE BIDDING REQUIREMENTS***

WHEREAS, in accordance with RCW 39.04.280, the Port of Kennewick (Port) is authorized to designate certain public works contracts as emergencies and, therefore, exempt from competitive bidding requirements; and

WHEREAS, the Port of Kennewick owns buildings with flat rooftops in the Oak Street Industrial Park and Vista Field Industrial area; and

WHEREAS, high amounts of snow accumulation during extreme winter weather conditions may result in loss of property and concern for public safety, preventative snow removal measures have been employed; and

WHEREAS, under his delegation of authority, the Chief Executive Officer authorized emergency snow removal and inspection of certain Port-owned buildings with flat rooftops by Palmer Construction and each Commissioner was notified individually.

NOW, THEREFORE, BE IT RESOLVED that the Port of Kennewick Board of Commissioners designates the snow removal and inspection of certain rooftops on Port owned buildings as an emergency public works project within the guidelines of RCW 39.04.280, and therefore exempt from competitive bidding requirements.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 14th day of February, 2017.

***PORT OF KENNEWICK
BOARD OF COMMISSIONERS***

SKIP NOVAKOVICH, President

THOMAS MOAK, Vice President

DON BARNES, Secretary



AGENDA REPORT

TO: Port Commission

FROM: Larry Peterson, Director of Planning & Development

MEETING DATE: February 14, 2017

AGENDA ITEM: Resolution 2017-03; Contract with Parametrix

- I. REFERENCE(S):** Resolution 2017-03 and Parametrix Scope of Work
- II. FISCAL IMPACT:** \$326,400
- III. DISCUSSION:** The Vista Field redevelopment project has reached the stage where design of biddable construction documents for the construction of roadways and utilities is necessary. Parametrix has provided civil engineering support to the DPZ team throughout the master planning process which started with the Vista Field FEIS and Integrated Economic Analysis. Parametrix completed the detailed Transportation Impact Evaluation Study (TSIE) in 2015-2016. During the TSIE process Parametrix developed a positive working relationship with the City of Kennewick Public Works Department, which will be crucial for the successful design and construction of roadways deviating from the City's typical design.
- IV.** The Professional Services Roster was reviewed and Parametrix was deemed the best firm to complete the task of developing biddable construction documents. Parametrix proposed to complete all design work including geo-technical analysis, producing biddable construction documents and providing construction oversight, in an amount not to exceed \$326,400. This proposal represents approximately 15% of the anticipated construction costs and is reasonable, especially when the complexity of the task is understood.

Parametrix has assembled a team involving Tri-City firms to provide "local knowledge" to aid the design and bidding process as well as understanding of the typical practices of the community's contractors.

IV. ACTION REQUESTED OF COMMISSION:

MOTION: I move approval of Resolution 2017-03 authorizing the Port's Chief Executive Officer to execute the contract with Parametrix for civil engineering services for the design of roadways and utilities in the Port's Vista Field Phase #1 project, for a sum not to exceed \$326,400.

PORT OF KENNEWICK
RESOLUTION 2017-03

**A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS APPROVING A CONTRACT WITH
PARAMETRIX TO PERFORM CIVIL ENGINEERING WORK FOR THE
DESIGN OF THE ROADWAYS AND UTILITIES IN THE
PORT'S VISTA FIELD PHASE #1 PROJECT**

WHEREAS, the 2017-2018 Port Work Plan and Budget identified improvement of Vista Field roadways and infrastructure as of paramount importance; and

WHEREAS, the Port desires to contract with a civil engineering firm for design services for the Port's Vista Field Phase #1 roadways and utilities, and staff has reviewed qualifications of three civil engineering firms; and

WHEREAS, Parametrix has assembled a team of professionals necessary to produce biddable construction documents with a focus on constructability and quality; and

WHEREAS, Parametrix has presented a proposal to perform the desired service for the sum of \$326,400, which represents approximately fifteen percent (15%) of the estimated construction cost of the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick does hereby approve the proposal by Parametrix to provide civil engineering services for the design of the roadways and utilities in the Port's Vista Field Phase #1 project, in an amount not to exceed \$326,400.

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized execute all documents and agreements on behalf of the Port to complete the contract as specified above.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 14th day of February, 2017.

PORT OF KENNEWICK
BOARD OF COMMISSIONERS

SKIP NOVAKOVICH, President

THOMAS MOAK, Vice President

DON BARNES, Secretary

EXHIBIT A - SCOPE OF WORK

Port of Kennewick Vista Field Division 1 Final Design

The Port of Kennewick (client) has requested this scope to prepare civil and landscape bid documents for division 1 of Vista Field. This scope of work outlines the tasks necessary to prepare and receive City of Kennewick (City) approval of final civil engineering and landscape documents and prepare the set for public bid. Division 1 will include developing a portion (~20 acres) of abandoned airport into the roadway and utility infrastructure required for future building development. See the attached figure for the preliminary layout and location of division 1. The tasks identified in this scope of work are intended to support the construction of the on-site infrastructure improvements required by the City and client

PHASE 01 – PROJECT MEETINGS, PERMITTING, AND ADDITIONAL SERVICES THROUGH CIVIL DESIGN

Goals and Objectives

The goal of this task is to: meet with the client, client's other consultants, City, and/or dry utility companies as needed to manage and design the project and expedite civil plan approval on a time-and-material basis. Throughout the project, minor tasks may be requested by the Client that are out of scope. These items will be completed under this task of work for additional services on a time-and-material basis at the Client's direction.

Tasks

The following tasks will be completed as part of this phase:

1. Value engineering meetings with client and other consultants.
2. Meetings with the City.
3. Coordination with private utility companies.
4. Project team meetings.
5. Complete minor additional services as requested and approved by the Client.
6. Provide permitting support as requested and approved by Client.
7. Coordination of project staff and monthly progress letters.

Task Understanding

The following assumptions are listed for this task:

- Meetings with Client and Parametrix project managers (two meetings assumed). It is assumed that these meetings will be used to discuss materials, layout, phasing, and planning of the civil and landscape design.
- Meetings with governmental agency staff and Parametrix project managers (two meetings assumed).
- Meetings with dry utility companies and Parametrix project managers (one meeting assumed).
- It is assumed that access to the site will not require any WSDOT permits.
- Environmental permitting is not included in this proposal.
- City and state fees are not included in this scope of work.
- Cost of additional services will be provided to the Client for approval prior to start of work. \$3,000 has been shown in the budget number below as a placeholder for additional services.

Deliverables

Parametrix will provide the following deliverables under this task:

- Meeting notes for each meeting (as requested).
- Product from requested additional services.
- Required City Permits.

Project Meetings Estimated Time and Material Fee Proposal:	\$19,500
Additional Services Estimated Time and Material Fee Proposal:	<u>\$3,000</u>
Phase 01 Estimated Time and Material Fee Proposal:	\$22,500

PHASE 02 – DIVISION 1 FINAL CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE SERVICES

Goals and Objectives

The goal of this task is to prepare a complete set of on-site final civil and landscape plans to City design standards and design standards established during the masterplan phase. It is assumed that division 1 will have be approximately 20 acres and only includes the roadway corridors to act as a backbone for future building and parking lot development.

Tasks

The following tasks will be completed as part of this phase:

1. Prepare cover and standard notes sheets, showing project location, sheet index, Client information, etc. (two sheets).
2. Prepare Demolition and Temporary Erosion and Sedimentation Control (TESC) plans and Details (three sheets at 1 inch =50 feet scale).

3. Prepare typical roadway cross section sheets (two sheets).
4. Prepare on-site storm drainage and roadway plan and profile sheets including details (fifteen sheets at 1 inch =20 feet scale).
5. Prepare hardscape and intersection grading plan and detail sheets (six sheets at 1 inch =10 feet scale).
6. Prepare on-site sanitary sewer plan and profile sheets including details (fifteen sheets at 1 inch =20 feet scale).
7. Prepare on-site water plan and profile sheets including details (fifteen sheets at 1 inch =20 feet scale).
8. Prepare signage and striping plans including details (four sheets at 1"=40 feet scale).
9. Prepare on-site illumination plans including details (eight sheets at 1 inch =20 feet scale).
10. Prepare on-site landscape and material placement plans including details (eight sheets at 1 inch =20 feet scale).
11. Prepare on-site irrigation plans including details (eight sheets at 1 inch =20 feet scale).
12. Prepare stormwater report.
13. Prepare construction cost estimate at 30% and 90% design levels.
14. Internal Client reviews and revisions.
15. Submit plans to City for 30% review.
16. Submit plans to City for 90% review.
17. Revise drawings as necessary to incorporate City review comments (assumes two plan reviews).
18. Prepare project special provisions to WSDOT standards.
19. Prepare bid documents for a public bid.
20. Provide bidding assistance including answering contractor questions, review contractor bids and approve bids as necessary, and tabulate contractor bids.

Task Understanding

The following assumptions are listed for this task:

- Our proposal includes preparation of one set of civil and landscape plans. The plan set will include all on-site improvements described above and will show construction as a single phase.
- There will be no major changes to the site plan once the masterplan is accepted.
- The City will not require any significant design changes from the conceptual masterplan drawings previously submitted to the City.

SCOPE OF WORK (continued)

- It is assumed that the proposed access connections to adjacent City roads will be a stop sign controlled asphalt roads. Signal design is not included in this fee proposal.
- Geotechnical investigation and testing are not included in this phase but are included in phases 3 and 4 below.
- Signage design is limited to stop and street signs.
- It is assumed that striping will be placed at crosswalks, stop bars, and connections to existing City roads. It is assumed that centerline and parking striping will not be required on roads throughout the development.
- Illumination and electrical plans are limited to plan sheets showing street light standard locations, junction box locations, conduit with wire notes, and service locations. Illumination and electrical details are limited to wire and pole schedules, service details, and street light standard details.
- Illumination design will be exempt from the luminaire, street light standard, mounting height, mast arm and length, and spacing requirements described in Section 6 of the City of Kennewick Standard Specifications and Drawings (Rev. 9/15).
- This scope assumes 8 hours to work with the client and the client's other consultants to select the model of luminaire, street light standard, mounting height, mast arm, and associated equipment.
- Parametrix will design the illumination system to meet average illuminance and uniformity lighting recommendations for roadway, intersection and horizontal pedestrian design areas found in the latest versions of the WSDOT Design Manual or the ANSI/IES RP-8 Roadway Lighting unless directed otherwise by the Client prior to design. Pedestrian design areas include sidewalks and crosswalks.
- Trail network and open space (including parks) design is not included in this proposal.
- Irrigation point of connection(s) will have sufficient pressure for proposed irrigation and will not need to include any pump system(s)
- It is assumed that Parametrix will assist in the selection of hardscape materials but the Client and the client's other consultants will lead this task.
- Grading plan will include road grades, sidewalk grades, intersection grading, and rough contours through lots and parking lots. This grading plan will assist the Client and the Client's architects with establishing finished floor elevations of the adjacent buildings but does not provide a complete civil site plan for the future buildings.
- We have assumed two sets of civil plan revisions will be required to receive design approval from the City.
- Fire flow calculations are not required for this division.
- Stormwater will be treated and infiltrated using drywells located throughout the site.
- Structural wall design, if needed, will be supplied by contractor or vendor.
- Sanitary sewer design will provide gravity services and mains that feed into the City system located under the existing adjacent City roadways. Pump station design is not included in this scope or work.
- The client will provide the general requirements section (Section 1 of WSDOT specs) specific to the port for the special provisions.

- The client will handle all bid advertising, distribution of plans, and the bid opening.
- Construction staking is not included in this fee proposal. It is assumed that the contractor will provide this.
- Record drawing preparation is not included in this phase but is included in phase 4 below.
- Environmental permitting is not included in this scope no critical areas are located within the project.
- Survey work is not included in this fee proposal. Final platting will occur at the time of building design.
- City, county, and state fees are not included in this proposal.

Deliverables

Parametrix will provide the following deliverables under this task:

- 30% plan submittal for city and client review.
- 90% plan submittal for city and client review.
- Biddable infrastructure construction plans and special provisions.
- Stormwater report including the SWPPP and NPDES permits.
- 30% and 90% cost estimates.

Phase 02 Lump Sum Fee Proposal:

\$203,000

PHASE 03 – GEOTECHNICAL SERVICES FOR ENTIRE SITE

As provided by Baer Testing, Inc. acting as a sub to Parametrix. Baer's scope and budget is attached to this contract.

Phase 03 Lump Sum Fee Proposal:

\$18,900

PHASE 04 – CONSTRUCTION MANAGEMENT SERVICES

Goals and Objectives

This phase of work outlines the tasks necessary for the Parametrix Construction Management (consultant) team to provide preconstruction, construction and close-out services of the on-site infrastructure improvements required by the Port of Kennewick and City of Kennewick. Hall Engineering Associates and Baer Testing, Inc. will be subs to Parametrix and assist in completing this phase.

Because design of division 1 has not yet started this phase of work was budgeted based on the masterplan drawings and the assumptions below. Once design is complete the scope and budget for this phase will need to be verified and possibly changed to account for current unknowns such as design changes and the contractor's schedule.

Tasks

The following tasks will be completed as part of this phase:

1. Schedule and lead the pre-construction meeting after the NTP is issued by the Port for the construction contract.
2. Provide construction observation for the purposes of documenting general progress, compliance with contract documents, observing testing, and verifying pay quantities.
3. Provide material testing and geotechnical inspection.
4. Review pay requests and recommend payment/adjustment (6 total at 4 hours each).
5. Review submittals (40 total hours).
6. Track, review, and respond to RFI's (40 hours total).
7. Oversee and manage change orders (40 hours total)
8. Assist the Port with project close-out (20 total hours).
9. Prepare record drawings.

Task Understanding

The following assumptions are listed for this task:

- Once design is complete the scope and budget for this phase will need to be verified and possibly changed to account for current unknowns such as design changes and the contractor's schedule.
- Construction observation assumes an 18 week construction period.
- It is assumed that construction observation will provide 12 hours per week for 9 weeks and 20 hours per week for 9 weeks during the construction period.
- Record drawings are limited to making field changes to the plans as noted and recorded by the contractor and the inspectors. A note will be placed on the record drawings stating that the engineer of record did not witness all infrastructure installation but to the best of his knowledge everything was installed as shown on the record drawings.
- The contractor will provide construction staking and a Certified Erosion Control Lead (CESCL) for the project. These items are not included in this scope of work.

Deliverables:

- Prepare meeting minutes as requested.
- Responses to submittals, RFI's, change orders, ect.

Phase 04 Time and Material Fee Proposal:

\$82,000

TOTAL FEE SUMMARY

Phase 01 (Meetings and Permitting) Time and Material Fee Proposal:	\$22,500
Phase 02 (Final Civil and Landscape Design) Lump Sum Fee Proposal:	\$203,000
Phase 03 (Geotechnical) Lump Sum Fee Proposal:	\$18,900
Phase 04 (Construction Management) Lump Sum Fee Proposal:	<u>\$82,000</u>
TOTAL ESTIMATED FEE PROPOSAL:	\$326,400

