



PORT of OLYMPIA
Serving All of Thurston County
Commission Meeting
Monday, July 24, 2023
5:30 PM

Percival Plaza - Olympics Room
626 Columbia Street NW
Olympia, WA 98501

The meeting agenda is available on the Port's website as of July 20, 2023.
<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:
<https://us02web.zoom.us/j/83068443901?pwd=aWI4UzIyTUyMDFZcXBld2dGcm1TUT09>

or Telephone: 1 253 215 8782

Webinar ID: 830 6844 3901

Passcode: 342331

Please note that the Zoom link changes for each meeting.

Written public comments may be submitted to commissioncoordinator@portolympia.com by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment. For those listening by phone, press *9 if you wish to raise your hand and provide comment.

Individual public comments are limited to 3 minutes per person.

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Executive Director Report
- E. Public Comment

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution Article VI.

- *Comments should be directed to Commission:* Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- *Courtesy:* All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

- Under Port Resolution 2019-14, Article VI, you may comment on Port business or an agenda item. Since this is election season, in an abundance of caution, we want to remind the public, that this forum should not be used for the purpose of assisting a campaign for election of any person to office, or for the promotion or opposition to any ballot proposition.

F. Consent Calendar

1. Bills and Vouchers for June, Batch #22-26

G. Pending Issues or Business

1. Capitol Little League

H. Action Calendar

1. Budd Inlet Integrated Planning Grant Application – Jim Maul, Gemini Environmental Strategies
2. Capitol Lake – Deschutes Estuary (CL-DE) Resolution 2023-04 – Maia Bellon, Cascadia Policy Solutions

I. Action/Other Calendar

1. Chmelik Sitkin & Davis Contract – Ben McDonald, Director of Human Resources & Administration
2. Public Comment on Action/Other Calendar

J. Advisory Calendar

1. Skillings Contract – TJ Quandt, Harbor Senior Manager
2. Public Comment on Advisory Calendar

K. Commissioner Reports/Discussion

L. Other Business

M. Meeting Announcements

N. Adjourn

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING, Batch # 22-26
June

GENERAL FUND		
	COMPUTER PREPARED	1,097,166.20
	BOND ACCOUNT PAYMENTS	-
	VOIDED WARRANT(S) / ELECTONIC PAYMENT(S)	(2,673.70)
	PAYROLL	
	ELECTRONIC PAYMENTS	139,051.44
		-
	TOTAL GENERAL FUND WARRANTS, BOND ACCOUNT WARRANTS & ELECTRONIC PAYMENTS:	<u>1,233,543.94</u>

General Fund Warrants Issued: 087208-087415
Electronic Payments Issued: 001087-001100
Bond Account Warrants Issued: .
Payroll Warrants Issued:
Voided Warrant(s): 086383, 082476, 082563, 082676, 083229, 083861, 084345, 084374, 084672, 084690, 084752
Voided Electronic Payment(s):
Zero Warrants: 001053

We the undersigned Board of Commissioners of the Port of Olympia, Olympia Washington, do hereby authorize the issuance of the warrants described above.

Total Warrants: \$1,233,543.94

Warrants over \$200,000:

Amy Harding, Commission President

Joe Downing, Commission Vice President

Sam Gibboney, Executive Director

Charles Iyall, Commission Secretary

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
June

Batch #:
22

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED issued week ending 06/02/23		132,563.87
COMPUTER PREPARED	087208-087247	
Voided Warrant(s)		
Zero Warrant(s)		

PROJECTS:
COMPUTER PREPARED
Voided Warrant(s)

ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 06/02/23		_____
COMPUTER PREPARED		
Voided Warrant(s)		

TOTAL WARRANTS \$ 132,563.87

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".



Matt Peach, Controller

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
June

Batch #:
23

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED, Issued week ending 06/09/23		510,561.34
COMPUTER PREPARED	087248-087303	
Voided Warrant(s)	✓086383	(2,495.00)
Zero Checks	✓010053	-
PROJECTS:		
COMPUTER PREPARED		-
Voided Warrant(s)		-
ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 06/09/23		46,645.46
COMPUTER PREPARED	001087-001091	
Voided Warrant(s)		
	TOTAL WARRANTS	<u>\$ 554,711.80</u>

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Matt Peach, Controller

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
June

Batch #:
24


WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED, Issued week ending 06/16/23		80,999.17
COMPUTER PREPARED	087304-087345	
Voided Warrant(s)		
Zero Checks		

PROJECTS:
COMPUTER PREPARED
Voided Warrant(s)

ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 06/16/23		40,437.68
COMPUTER PREPARED	001092-001094	
Voided Warrant(s)		

TOTAL WARRANTS \$ 121,436.85

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".




Matt Peach, Controller

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
June

Batch #:
25

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED issued week ending 06/23/23		29,382.85
COMPUTER PREPARED	087346-087372	
Voided Warrant(s)		
Zero Checks		-
PROJECTS:		
COMPUTER PREPARED		-
Voided Warrant(s)		-
ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 06/23/23		
COMPUTER PREPARED		
Voided Warrant(s)		
	TOTAL WARRANTS	<u>\$ 29,382.85</u>

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".



Matt Peach, Controller

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
June

Batch #:
26

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED issued week ending 06/30/23		343,658.97
COMPUTER PREPARED	087373-087415	
Voided Warrant(s)		(178.70)
	082476, 082563, 082676, 083229, 083861, 084345, 084374, 084672, 084690, 084752	

PROJECTS:
COMPUTER PREPARED
Voided Warrant(s)

ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 06/30/23		<u>51,968.30</u>
COMPUTER PREPARED	001095-001100	
Voided Warrant(s)		

TOTAL WARRANTS \$ 395,448.57

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".



Matt Peach, Controller

COVER MEMO

Briefing Date: July 24, 2023

Staff Contact/Title: Rudy Rudolph, Acting Executive Director,
rudyr@portolympia.com; 360-584-4126

Subject: Budd Inlet Integrated Planning Grant

Purpose: Information Only Decision Needed

Background/Overview:

The Budd Inlet Remediation project is being implemented by a team of consultants working collaboratively with Port staff:

- Cascadia Law Group
- Cascadia Policy Solutions
- Christopher L. Reive Counselor at Law
- Dalton Olmsted & Fuglevand (DOF)
- Gemini Environmental Strategies
- Leeward Strategies
- Lund Faucett

Port staff is requesting Commission approval to apply for a Department of Ecology integrated planning grant to assist with the Budd Inlet remediation project.

Attachments:

PPT

Budd Inlet Integrated Planning Grant

July 24, 2023

James J. Maul
Gemini Environmental Strategies LLC

1

Integrated Planning Grant

Washington State Department of Ecology (Ecology) Integrated Planning Grants (IPGs)

- Intended to integrate cleanup of contaminated properties with other land use considerations
 - Planning around the beneficial reuse of sediment
- Meet community and state growth management goals
- Tool to help expedite the cleanup process

2

2

Integrated Planning Grant

- Local governments, including Ports are eligible
- Grant Amounts: \$200 (single Site) - \$300K (multiple Sites)
- Port is eligible for a **\$300K multi-Site IPG**
 - Budd Inlet Sediment Site
 - Cascade Pole Site
 - East Bay Development Site
- Submission window is July 5 through August 8

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Outcomes

- Assist with the Budd Inlet cleanup process
 - Integrate beneficial re-use of sediment with existing port operations and sea level rise
 - Create more certainty for Port in its decision-making regarding cleanup and restoration
- Assist with planning and implementation of Vision 2050
- Study optimization for the Cascade Pole upland site remedy
- Support additional stakeholder outreach
- Fund market and economic analyses (Scope TBD)

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Next Steps

Action	Timing
1. Commission Advisory (Complete)	July 10, 2023 Port Commission Meeting
2. Commission Action (Approval Requested)	July 24, 2023 Port Commission Meeting
3. Prepare application for IPG	Ongoing
4. Submit application for IPG to Washington DOE	Before August 8, 2023
5. Grant offer/acceptance	Estimate February 2024

5



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Proposed Motion

.....move to authorize the Executive Director to execute the Integrated Planning Grant application with the Department of Ecology in the amount of \$300,000 with no Port matching share....

6



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COVER MEMO

Briefing Date: July 24, 2023

Staff Contact/Title: Rudy Rudolph, Acting Executive Director, 360 584-4126, rudyr@portolympia.com

Subject: Port of Olympia Resolution 2023-04, Supporting CL-DE Restoration

Purpose: Information Only Decision Needed

Background/Overview:

The Port Commission has asked staff to provide a revised final resolution for Commission consideration.

Documents Attached:

Final Resolution 2023-04

**Port of Olympia Commission
Resolution 2023-04**

**A Resolution of the Port of Olympia Commission supporting a watershed-wide
coordinated approach to restoring the Deschutes River, Deschutes River Estuary, and Budd Inlet.**

WHEREAS the Port of Olympia’s vision is, through continual improvement in practices and stewardship, to become an environmentally sustainable Port for current and future generations;

WHEREAS the Port of Olympia cargo operations, recreational boating marinas, and boat repair activities are an economic engine that contributes jobs to the local economy, generates local business revenue, and supports the local tax base;

WHEREAS the Port of Olympia recognizes the environmental sustainability of Budd Inlet relies on the stewardship of the broader Deschutes watershed, and the health of the broader Deschutes watershed similarly relies on the stewardship of Budd Inlet;

WHEREAS the Deschutes Watershed and Budd Inlet have long-standing cultural and spiritual significance to local tribes, particularly the Squaxin Island Tribe. The Squaxin Island Tribe also has usual and accustomed fishing, hunting, and gathering areas in this territory pursuant to the 1854 Treaty of Medicine Creek.

WHEREAS historically Budd Inlet and the Deschutes River were connected by the Deschutes Estuary, where freshwater from the Deschutes River mixed with saltwater from Budd Inlet over extensive tidal flats until the waterbodies were separated by the construction of the 5th Avenue Dam and the creation of Capitol Lake;

WHEREAS Capitol Lake and Budd Inlet are on the federal Clean Water Act (CWA) Section 303(d) list of impaired waters that do not meet Water Quality Standards, in part due to low dissolved oxygen (DO) levels;

WHEREAS the Department of Ecology has issued a draft CWA Maximum Daily Load (TMDL) rule for Budd Inlet and Capitol Lake to limit sources contributing to low DO;

WHEREAS the Department of Enterprise Services has completed a Final Environmental Impact Statement (EIS) for the Capitol Lake – Deschutes Estuary Long Term Management Project, which evaluated alternatives for the long-term management of the water body;

WHEREAS the Department of Enterprise Services EIS determined that the Estuary Alternative, which includes removal of the 5th Avenue Dam and returning Capitol Lake to an estuary, is the Preferred Alternative for long-term management and to meet Water Quality Standards;

WHEREAS the Port of Olympia recognizes that its partners are deeply invested in the health of the Deschutes watershed and Budd Inlet and that many have participated in the stakeholder process for the Environmental Impact Statement and development of the Capitol Lake – Deschutes Estuary Long-Term Management Project (CL-DE LTMP);

WHEREAS the Port and other stakeholders participated in the Funding and Governance Work Group CL-DE LTMP, which developed a Memorandum of Understanding for long-term governance of the constructed assets within the Deschutes Estuary, and for shared funding of the maintenance dredging of increased sediment from the Estuary Alternative, through 2050;

WHEREAS the navigation channel(s) and turning basin in Budd Inlet are federal assets managed by the U.S. Army Corps of Engineers and are facing sediment accumulation that impairs vessel traffic;

WHEREAS marine sediments in Budd Inlet contain elevated levels of contaminants of concern such as dioxin and cPAH (carcinogenic polycyclic aromatic hydrocarbons) from historic industrial operators, which the Port is investigating under the terms of a Department of Ecology Agreed Order under the Model Toxics Control Act (MTCA);

WHEREAS the U.S. Army Corps of Engineers has stated that authority is lacking to expend the federal funds designated for maintenance dredging in a federal navigation channel when that area has been identified as a contaminated site under MTCA;

WHEREAS implementing the Estuary Alternative will improve the health of the Deschutes watershed and restore the ecological connection between the Deschutes River and Budd Inlet, including natural sediment flows from Capitol Lake to Budd Inlet, which will likely impact downstream assets including the federal navigation channel;

WHEREAS the success of both the Estuary Alternative and the Budd Inlet sediments cleanup project depends on coordinating the timing, design, and governance of each project as the projects affect shared resources;

NOW, THEREFORE, BE IT RESOLVED that the Port of Olympia Commission hereby expresses its support for a watershed-wide approach to the restoration of Budd Inlet, the Deschutes River, and the Deschutes Estuary. The Port of Olympia believes the Capitol Lake – Deschutes Estuary Long-Term Management Plan Estuary Alternative and Budd Inlet sediment remediation can be implemented with mutual support among the parties involved and with costs and benefits equitably distributed. As such, the Port of Olympia Commission supports opportunities to coordinate and ensure that the Port of Olympia and its partners address contaminated sediment in Budd Inlet to clear the way for the Long-Term Management Plan Estuary Alternative, in order to restore the health of Budd Inlet and maintain a thriving and accessible working waterfront.

ADOPTED by a majority of the members of the Port Commission for the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on July 24, 2023, as attested to by the signatures below of the Commissioners present this 24th day of July, 2023.

PORT OF OLYMPIA COMMISSION

By: _____
Amy Harding, President

By: _____
Joe Downing, Vice President

By: _____
Charles “Bob” Iyall, Secretary

COVER MEMO

Briefing Date: July 24, 2023

Staff Contact/Title: Ben McDonald, Director of Human Resources & Admin.,
benm@portolympia.com; 360-528-8003

Subject: Chmelik Sitkin and Davis Contract

Purpose: Information Only Decision Needed

Background/Overview:

The Port of Olympia has contracted with the law firm of Chmelik Sitkin and Davis to provide miscellaneous legal services including labor relations and collective bargaining.

The previous contract has expired, and we have used the maximum amount allowed through the current contract. An amendment of allowable funds to spend, as well as an extension to their contract, is being requested.

Staff Recommendation:

To increase the “not to exceed amount” to \$300,000.00 and to extend their contract to December 31, 2024.

CHMELIK SITKIN & DAVIS CONTRACT AMENDMENT

July 24, 2023

Ben McDonald
Director of Human Resources & Administration

1

BACKGROUND

- Chmelik Sitkin & Davis (CSD) Attorneys at Law provide legal counsel to Ports and other jurisdictions. CSD specialize in public contracting, employment and labor law, open government issues, and local agreements.
- Have provided counsel and direction to the Port of Olympia during contract negotiations with ILWU Local 47B. Currently being used as the negotiations have entered into Mediation.
- Original contract was not to exceed \$50,000 and expired on March 30, 2023.

2

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Agreement No. 2022-1033 Amendment #1: Chmelik Sitkin & Davis, Attorneys at Law

Request: Approve Agreement Amendment #1

Term	
Initial Term	Expired March 30, 2023
Proposed Amendment	Expires December 31, 2024
Costs	
Initial Contract	\$50,000
Proposed Amendment	\$250,000
New Total NTE	\$300,000

3



3

SUGGESTED MOTION

"...move to authorize the Executive Director to sign a contract Amendment with Chmelik Sitkin & Davis Attorneys at Law, extending the term of the agreement through December 31, 2024, and adding \$250,000 for a new total not to exceed amount of \$300,000."

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4



CONTRACT No. 2022-1033
AMENDMENT No. 1
Legal Services – Chmelik Sitkin & Davis P.S

Port Representative: Ben McDonald
Consultant/Firm: Chmelik Sitkin & Davis Attorneys at Law
Consultant/Firm Representative: Richard A. Davis III

This Amendment is made by and between the Port of Olympia, a Washington municipal corporation (the "Port") and Chmelik Sitkin & Davis P.S. (the "Consultant"), and collectively sometimes referred to as "Parties" or individually as "Party" to the above referenced contract which was previously executed by an authorized representative of both Parties.

The Parties now desires to amend the contract as allowed through mutual agreement as described in the original contract documents.

The Parties hereby agree to the following changes:

1. Increase Total Allowable on the Contract Total to \$300,000
2. Extend the end date to 12/1/2024

This amendment constitutes the entirety of the amended Sections listed and supersedes any and all prior representations, either verbal or written, during the negotiations of these changes. In the event that any portion of the original contract conflicts with this, or any amendment, the document most recently mutually executed shall take precedence.

The Parties have read the above referenced contract, previous amendments, and this amendment in its entirety and assert they have full authority to bind their respective party to these changes.

Executed and Effective, as of the latter of dates of the mutual signatures below.

THE PORT OF OLYMPIA

Chmelik Sitkin & Davis P.S.

Rudy Rudolph
Acting Executive Director

Date

Richard A. Davis III

Date

COVER MEMO

Briefing Date/Time: July 24, 2023

Staff Contact/Title: TJ Quandt Senior Harbor Manager, 360.528.8045,
tjq@portolympia.com

Subject: Skillings Contract Boatworks Secondary Filtration

Purpose: Information Only Decision Needed

Background/Overview:

This advisory briefing/PowerPoint will provide a status update for the approved 2023 capital project for adding a Stormwater secondary filtration system at the Boatyard. This project is a response to the changes in the State's Boatyard General permit, which necessitate reductions in stormwater copper benchmarks. To address these regulatory requirements, Port Staff initiated a Request for Qualifications (RFQ) process, resulting in the selection of Skillings, an engineering firm, for an engineering report with enhanced stormwater treatment options, engineering plans, specifications, and costs for the project.

The presentation will provide a background and update of the following:

1. Changes in the State's Boatyard General Permit:
2. Need for a Secondary Filtration System:
3. Project Scope
4. RFQ Selection
5. Contract Cost
6. Next Steps

Documents Attached:

PowerPoint and Skillings SOW



SKILLINGS CONTRACT BOATWORKS SECONDARY FILTRATION

JULY 24, 2023
TJ QUANDT
SENIOR HARBOR MANAGER

1

Stormwater Secondary Filtration

Definitions

- BMP: Best Management Practices
- SWPPP: Stormwater Pollution Prevention Plan
- SEPA: State Environmental Policy Act

2



2

Stormwater Secondary Filtration

Background

- Boatyard General Permit
- Stormwater filtration - bio-retention pond
- Higher standards and reduced benchmarks
- Approved 2023 capital project
- RFQ for site engineering
- Equipment selection and installation



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Stormwater Secondary Filtration

Professional Services Agreement

Project Scope

- Permit and SWPPP documentation review
- Site survey
- Engineering report with enhanced stormwater treatment options
- Preliminary and final engineering plans, specifications, and costs
- SEPA checklist review

4



4

Stormwater Secondary Filtration

Skillings Scope Estimate

Task Description	Cost
Principal	\$ 1,100
Project Manager	\$ 8,382
Engineering	\$ 59,888
Survey/Management	\$ 4,727
Project Administrator	\$ 620
Mileage	\$ 576
Total	\$76,529

5



5

Stormwater Secondary Filtration

Port of Olympia – Professional Services Contract

Consultant	Agreement	Term	Not-To-Exceed
Skillings	Original	July 24, 2023 through December 31, 2023 estimated	\$76,529

6



6

QUESTIONS

7



**EXHIBIT A
SCOPE OF WORK**

Prepared for:

**PORT OF OLYMPIA
SWANTOWN BOATWORKS
STORMWATER RETROFIT**

June 12, 2023

Introduction

The Port of Olympia’s Swantown Boatworks, located at 650 Marine Drive NE in the Port of Olympia, WA, is currently permitted under the Statewide Boatyard General Permit (effective September 1, 2022). The Port of Olympia desires to improve the stormwater treatment chain for Boatworks to provide increased metals treatment.

In anticipation of proposed changes to the Boatworks stormwater system, the Port of Olympia (Client) has requested Skillings, Inc. (Consultant) to complete the following scope to proactively conform to the new Boatyard General Permit standards. This is anticipated to include:

1. Permit and SWPPP documentation review.
2. Site Survey
3. Preparing an Engineering Report with Enhanced Stormwater Treatment alternatives.
4. Preparing Preliminary and Final Engineering Plans, Specifications, and Probable Cost to Construct.
5. Preparing State Environmental Policy Act (SEPA) Checklist.

The following scope of work delineates tasks to be performed as part of the agreement between Skillings, Inc. and the Port of Olympia.

Assumptions:

- Geotechnical Investigation is assumed to not be required for this design.
- Client will update the Stormwater Pollution Prevention Plan (SWPPP) with preferred Treatment Best Management Practice (BMP).

Task 100 Project Administration and Management

This task includes Consultant management of staff, invoices and progress reporting, progress meetings, QA/QC, and internal staff team progress meetings.

Assumptions:

- The duration of the work effort is estimated to be 16 weeks, including Ecology review .

Task Descriptions:

1. Provide invoice and earned value reports.
2. Provide project update reports.
3. Provide QA/QC of all documents being formally submitted to the Client.
4. Provide in-house coordination.
5. Weekly correspondence with Client via emails or phone (estimated at 0.5 hours per week).

Deliverables:

- Project schedule with updates, if required.
- Monthly invoices with project update reports.

Task 200 Site Survey

Assumptions:

- There is sufficient existing survey control to efficiently establish the requested work. Control will be established based on research of existing public/private surveys and land title records.
- Available title records and county records of the site are accurate.
- A Record of Survey Map will not be required.
- Parcels will be calculated from record information.
- No boundary corners will be set.
- Utilities will be mapped based on 811 utility locates.

Task Descriptions:

1. Research public / private survey and land title records for information necessary for boundary determination.
2. Perform a field survey to locate survey control points.
3. Perform topographic survey of the area north of the pond area within Boatworks parking Lot on the east side. An area of approximately 100' x 100' will be mapped for the proposed stormwater improvements.
4. Prepare topographic map.
5. QA/QC Field survey.
6. Update Topographic Map.

Deliverables:

- Civil 3D map and pdf exhibit map of the area.

Task 300 Permit and Documentation Review

Assumptions:

- Client to provide Consultant with a copy of all record drawings pertaining to the stormwater conveyance and treatment system required by the Boatyard General Permit.
- Client to supply Consultant with the following records pertaining to the Boatyard General Permit (GP):
 - Copy of the permit
 - Copy of the permit coverage letter
 - Records of all sampling information specified in GP Condition S9.C.
 - Inspection reports including documentation specified in GP Condition S6.E.
 - Any other documentation of compliance with permit requirements.
 - All equipment calibration records.
 - All BMP maintenance records.
 - All original recordings for continuous sampling instrumentation.
 - Copies of all laboratory reports as described in GP Condition S6.D.
 - Copies of all reports required by this permit.
 - Records of all data used to complete the application for this permit.

- Probable need to bypass during construction of the new Enhanced Treatment BMP must be determined during site visit with Ecology Permit Manager. If bypass is determined necessary, and/or unavoidable, then a supplemental scope of work will be needed to include the analysis in subsequent Tasks, as defined in Condition S10 Bypass of the Boatyard General Permit. The design of a bypass is not included in this Scope of Work.

Task Descriptions:

1. Permit and documentation review.
2. On site (Boatworks) meeting with Port of Olympia and Ecology Permit manager.

Deliverables:

- Meeting minutes provided via email.

Task 400 Engineering Report

Assumptions:

- Engineering Report will consider up to four Enhanced Treatment Technologies that have received General Use Level Designation (GULD) through the Department of Ecology’s Technology Assessment Protocol (TAPE) program.
- Local jurisdiction approval (City of Olympia) of the preferred Enhanced Treatment Technology is required, in addition to Ecology’s TAPE program certification.
- Technical justification for Enhanced Treatment BMP(s) will not be required. Permittees that utilize BMPs from approved outlined in the Stormwater Management Manual for Western Washington do not have to demonstrate the technical basis for the BMPs (i.e., how BMPs were selected and expected pollutant-removal performance), per the Boatyard General Permit.

Task Descriptions:

1. Prepare Draft Engineering Report.
2. Submit Draft Engineering Report to Client for review in PDF format.
3. Address Client comments and submit Final Engineering Report to Client in PDF format.
4. Submit Final Engineering Report to Ecology in PDF format.
5. Address Ecology comments and submit Revised Final Engineering Report to Client in PDF format.

Deliverables:

- Draft Engineering Report in PDF format.
- Final Engineering Report in PDF format.
- Revised Final Engineering Report in PDF format.

Task 500 Preliminary Engineering Plans, Specifications, and Probable Cost to Construct

Assumptions:

- This Task will not proceed until Ecology has issued approval of Engineering Report for preferred Enhanced Treatment alternative.
- Engineering Report contains all design documentation required to complete this Task.
- Project specifications will follow WSDOT/APWA format.

- Demolition plans are included to illustrate pavement removal and site preparation.

Task Descriptions:

1. Prepare Preliminary Engineering Plans including:
 - a. Cover sheet
 - b. Survey
 - c. Temporary Erosion and Sediment Control
 - d. Demolition Plan
 - e. Stormwater Details and Notes
 - f. Stormwater Plan and Profile
 - g. Final Site Restoration
2. Prepare Preliminary Specifications
3. Prepare Preliminary Quantities Take-off Notebook
4. Prepare Preliminary Engineers' Probable Cost to Construct
5. Prepare Preliminary Design Notebook
6. Submit PS&E package to Client for review.

Deliverables:

- Preliminary (60%) Plans
- Preliminary (60%) Specifications
- Preliminary (60%) Engineers' Probable Cost to Construct

Task 600 Final Engineering Plans, Specifications, and Probable Cost to Construct

Assumptions:

- Client has reviewed Preliminary PS&E and provided final comment.
- Client will provide front end documentation for Specification package.
- Client is responsible for submitting Final Engineering PS&E to Ecology.

Task Descriptions:

1. Revise, as necessary, the following Engineering Plan drawings:
 - a. Cover sheet
 - b. Survey
 - c. Temporary Erosion and Sediment Control
 - d. Demolition Plan
 - e. Stormwater Details and Notes
 - f. Stormwater Plan and Profile
 - g. Final Site Restoration
2. Finalize Specifications
3. Finalize Quantities Take-off Notebook
4. Finalize Engineers' Probable Cost to Construct
5. Finalize Design Notebook
6. Submit Final PS&E package to Client for review.

Deliverables:

- Final (100%) Plans
- Final (100%) Specifications

- Final (100%) Engineers' Probable Cost to Construct
- Final (100%) Quantities Notebook
- Final (100%) Design Notebook

Task 700 SEPA Checklist

Assumptions:

- The proposed project will require review under the State Environmental Policy Act (SEPA)
- Port of Olympia will be SEPA Lead Agency

Task Descriptions:

1. Prepare SEPA Checklist

Deliverables:

- SEPA Checklist

Task 800 Bid, Ad and Award Support

Assumptions:

- Client has approved the 100% PS&E.
- Client will prepare Bid Documents and advertise the project for bidding.

Task Descriptions:

1. Provide support during bidding to answer bidder's questions.
2. Prepare addendums, as necessary.
3. Review contract bids and make recommendations for award.

Deliverables:

- No specific deliverables.

END SCOPE OF WORK

**EXHIBIT B-1
CONSULTANT COST COMPUTATION – MAN-HOURS**

PROJECT NO. 23013 PORT OF OLYMPIA SWANTOWN BOATWORKS		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	STAFF SCIENTIST	SURVEY MANAGER	PROJECT SURVEYOR	SURVEY FIELD TECHNICIAN	1 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION										
100	QUALITY CONTROL										
1	Provide invoice and earned value reports		2								4
2	Provide project update reports		2								
3	Provide QA/QC of all documents being formally submitted to the Client.		2								
4	Provide in-house coordination.	4	12								
5	Weekly correspondence with Client via emails or phone (estimated at 0.5 per week).		8								
200	SITE SURVEY										
1	Research public/private survey and land title records for information necessary for boundary determination.						2	1			
2	Perform a field survey to locate survey control points.								5	5	
3	Perform topographic survey of the area north of the pond area within Boatworks parking lot on the east side. An area of approximately 100' x 100' will be mapped for the proposed stormwater improvements.								10	10	
4	Prepare topographic map.							8			
5	QA/QC Field Survey.						1	1			
6	Update topographic map.							1			
300	PERMIT AND DOCUMENTATION REVIEW										
1	Permit and documentation review.		1	4	4						
2	Onsite (Boatworks) meeting with Port of Olympia and Ecology Permit Manager.		2	2	2						
400	ENGINEERING REPORT										
1	Prepare Draft Engineering Report.		2	4	40						
2	Submit Draft Engineering Report to Client for review in PDF format.				1						

PROJECT NO. 23013 PORT OF OLYMPIA SWANTOWN BOATWORKS		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	STAFF SCIENTIST	SURVEY MANAGER	PROJECT SURVEYOR	SURVEY FIELD TECHNICIAN	1 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION										
3	Address Client comments and submit Final Engineering Report to Client in PDF format.			2	8						
4	Submit Final Engineering Report to Ecology in PDF format.				1						
5	Address Ecology comments and submit Revised Final Engineering Report to Client in PDF format.		1	4	12						
500	PRELIMINARY ENGINEERING PLANS, SPECIFICATIONS, AND PROBABLE COST TO CONSTRUCT										
1	Prepare Preliminary Engineering Plans including:										
a	Cover Sheet			1	2						
b	Survey			1	2						
c	Temporary Erosion and Sediment Control.			2	4						
d	Demolition Plan.			2	4						
e	Stormwater Details and Notes.			4	8						
f	Stormwater Plan and Profile.			8	16						
g	Final Site Restoration.			2	4						
2	Prepare Preliminary Specifications.			10	40						
3	Prepare Preliminary Quantities Take-off Notebook.			1	5						
4	Prepare Preliminary Engineers' Probable Cost to Construct.			1	8						
5	Prepare Preliminary Design Notebook.			2	4						
6	Submit PS&E package to Client for review.			2	4						
600	FINAL ENGINEERING PLANS, SPECIFICATIONS, AND PROBABLE COST TO CONSTRUCT										
1	Revise as necessary the following Engineering Plan drawings:										
a	Cover Sheet.			1	1						
b	Survey.			1	1						
c	Temporary Erosion and Sediment Control.			1	2						
d	Demolition Plan.			1	2						
e	Stormwater Details and Notes.			2	4						
f	Stormwater Plan and Profile.			4	8						
g	Final Site Restoration.			1	2						

PROJECT NO. 23013 PORT OF OLYMPIA SWANTOWN BOATWORKS		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	STAFF SCIENTIST	SURVEY MANAGER	PROJECT SURVEYOR	SURVEY FIELD TECHNICIAN	1 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION										
2	Finalize Specifications.			5	20						
3	Finalize Quantities Take-off Notebook.			2	10						
4	Finalize Engineers' Probable Cost to Construct.			2	10						
5	Finalize Design Notebook.			2	10						
6	Submit Final PS&E package to Client for review.			2	8						
700	SEPA Checklist										
1	Prepare SEPA Checklist		1			12					
800	BID, AD, AND AWARD SUPPORT										
1	Provide support during bidding to answer bidder's questions.			4							
2	Prepare addendums, as necessary.			4							
3	Review contract bids and make recommendations for award.			1							
	HOURS PER DISCIPLINE	4	33	85	247	12	3	11	15	15	4

**EXHIBIT B-2
CONSULTANT COST COMPUTATION – SUMMARY**

NEGOTIATED HOURLY RATE (NHR):					
<u>Classification</u>	<u>Man Hours</u>	<u>X</u>	<u>Rate</u>	<u>=</u>	<u>Cost</u>
PRINCIPAL-IN-CHARGE	4	X	\$275.00	=	\$1,100.00
PROJECT MANAGER	33	X	\$254.00	=	\$8,382.00
PROJECT ENGINEER	85	X	\$228.00	=	\$19,380.00
ENGINEER	247	X	\$164.00	=	\$40,508.00
SURVEY MANAGER	3	X	\$202.00	=	\$606.00
PROJECT SURVEYOR	11	X	\$151.00	=	\$1,661.00
SURVEY FIELD TECHNICIAN	15	X	\$73.00	=	\$1,095.00
1 MAN SURVEY CREW	15	X	\$91.00	=	\$1,365.00
PROJECT ADMINISTRATOR	4	X	\$155.00	=	\$620.00
Total Hours =	429				Total NHR = \$75,953.00
REIMBURSABLES:					
Mileage	40	X	\$0.655	=	\$26.20
Miscellaneous Expenses	\$500.00	X	10%	=	\$550.00
					Total Expenses= \$576.20
SUBCONSULTANT COST (See Exhibit E):					
					Total Subconsultants = \$0.00
SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):					
					Sub Total = \$76,529.20
MANAGEMENT RESERVE FUND:					
					SUB TOTAL = \$76,529.20 x = MRF = \$0.00
GRAND TOTAL					
					GRAND TOTAL = \$76,529
PREPARED BY: _____ DATE: _____					
REVIEWED BY: Patrick E. Skillings, PMP DATE: 06/12/2023					

EXHIBIT B-3
CONSULTANT COST COMPUTATION – EXPENSES

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			\$0.00
2	Auto Rental	Each			\$0.00
3	Lodging	Day			\$0.00
4	Per Diem-Meal	Day			\$0.00
5	Photocopies - Blk & White	Each		\$0.10	\$0.00
6	Photocopies - Color	Each		\$0.35	\$0.00
7	Half Sized Prints	Each		\$0.50	\$0.00
8	Full Sized Prints	Each		\$6.00	\$0.00
9	Postage	Month			\$0.00
10	Shipping	Month			\$0.00
11	FAXs	Each			\$0.00
12	Miscellaneous Project Costs	Month			\$0.00
13	Miscellaneous Survey Costs	Estimated	1	\$500.00	\$500.00
14	Inroads Software	Month-No of years		\$950.00	\$0.00
15	Traffic Control	Estimated			\$0.00
Total Miscellaneous Expenses					\$500.00
	Mileage	Per Mile	40	0.655	\$26.20
Total Expenses					\$526.20
Assumptions					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles			
4	Lodging				
5	Per Diem-Meal				
6	Photocopies - Blk & White	Estimated			
7	Photocopies - Colored	Estimated			
8	Half Sized Prints				
9	Full Sized Prints				
10	Postage	Estimated			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Patrick E. Skillings, PMP					
June 12, 2023					