



**PORT of OLYMPIA**  
Serving All of Thurston County  
**Commission Meeting**  
**Monday, February 13, 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 February 8, 2023.  
<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:

<https://us02web.zoom.us/j/89389505460?pwd=MVozTUtwcVpWSXZnSkFTaUN4TXlHdz09>

or Telephone: 1 253 215 8782

Webinar ID: 893 8950 5460

Passcode: 231071

*Please note that the Zoom link changes for each meeting.*

Written public comments may be submitted to [commissioncoordinator@portolympia.com](mailto: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.*

- F. Consent Calendar
  - 1. Policy 601 – Commissioner Travel Approval
- G. Pending Issues or Business
  - 1. FAA Land Release
- H. Action Calendar
  - 1. None
- I. Action/Other Calendar
  - 1. CBC Building 3 Roof Replacement Project Final Acceptance – Lisa Parks, Executive Services Director
  - 2. Public Comment
- J. Advisory Calendar
  - 1. None
  - 2. Public Comment on Advisory Items
- K. Commissioner Reports/Discussion
- L. Other Business
- M. Meeting Announcements
- N. Adjourn



## COVER MEMO

**Briefing Date/Time:** February 13, 2023  
**Department:** Finance  
**Staff Contact/Title:** Matt Peach, Finance Director, 360.528.8004,  
[mattp@portolympia.com](mailto:mattp@portolympia.com)  
**Topic:** Policy 601 - Commission Out of State Travel Approval  
**Purpose:**  Information Only  Decision Needed

---

### Background/Overview

Port Policy 601 EXPENSE REIMBURSEMENT FOR TRAVEL states the following:

**Out of State Travel Authorization:** The Executive Director will approve out-of-state travel with the exception of Oregon and Vancouver, B.C. Prior written approval is required for all out of state travel lasting more than one night from both the department director and Executive Director. Approval for a Commissioner will require approval by the Commission in advance at a public meeting.

Commissioner Iyall travelled to Washington DC from January 30<sup>th</sup> to February 1<sup>st</sup> to meet with Senator Murray and other Federal representatives regarding funding for the Budd Inlet Project.

### Summary & Financial Impact

Travel costs include airfare, lodging, meals and other miscellaneous costs. Total costs are expected not to exceed \$3,000.00.

### Affected Parties

Commission and Citizens

### Conclusion

Commission Approval is required.

Approval of the Consent Agenda will constitute approval of this out of state travel.

## COVER MEMO

**Briefing Date/Time:** February 13, 2023

**Staff Contact/Title:** Lisa Parks, Executive Services Director, 360.528.8020, [lisap@portolympia.com](mailto:lisap@portolympia.com)

**Subject:** CBC Building 3 Roof Replacement – Final Acceptance

**Purpose:**  Information Only  Decision Needed

### **Background/Overview:**

In 2019 an Asset Assessment of port-owned buildings and properties was completed. The Assessment included facility condition assessments of 41 structures and their associated site improvements, structural, building envelope, mechanical and electrical systems; and it evaluated 16 properties for civil and electrical site improvements. Recommended improvements to these assets were identified and estimated, including minor and major repairs, as well as life-cycle/replacement costs, for a ten-year period of time, from 2020 to 2030.

The Asset Assessment included an evaluation of all three buildings at the Lacey Commerce Business Center (CBC). Each building had recommended repairs to their roof structures identified for calendar year (CY) 2023, and Buildings 2 and 3 had roof replacements programed for 2030. Throughout 2020 and 2021, repairs were made as needed, however, in December of 2021 and January of 2022, significant rain and snow events caused significant leaking into tenant spaces, particularly in Building 3. During this time, Port maintenance staff implemented several interim measures and a commercial roofing company was asked to inspect the roof to determine if additional, immediate repairs could be undertaken. The recommendation at that time was, all that could be done, had been done until better weather occurred this spring/summer.

Subsequently, the Port's on-call engineering firm, Exeltech, provided a more detailed inspection of all three buildings and recommended they be replaced. Because it was in the worst condition, it was decided the Building 3 roof would be completed this year. Because the project required replacement instead of repair, it is considered a capital project, and the Port's capital budget was amended by Commission action on August 8, 2023.

Following the bid opening on August 1, 2023, the Commission awarded the project to the lowest responsible bidder, Wayne’s Roofing, Inc., in the amount of \$451,035.98, including Washington State Sales Tax (WSST), also at the August 8, 2023 Commission meeting. Because of supply chain delays in obtaining materials, construction on the project didn’t begin until October 10, 2022. There were three changes orders approved during the term of the project that resulted in an overall decrease in the total project cost. The below table summarizes the project costs.

Engineer’s Estimate	\$315,963 - \$392,777 (not including WSST)
Low Bid Award: Wayne’s Roofing	\$411,905 (not including WSST)
Total Value of Change Orders	- \$24,335
Total Adjusted Project Cost	\$387,570 (not including WSST)
<b>Final Project Cost (WSST @ 9.5%)</b>	<b>\$424,389.15</b>

Exeltech provided project and construction management services, including inspections as well as review and recommendation for approval of the various change orders, and has issued a final report indicating the project was completed “...*in a reasonable timeline, given the constraints, and was within the estimated cost range.*”

Based on their report, staff is requesting the Commission provide “Final Acceptance” of the project at tonight’s meeting. This will allow the Port to pay the contractor (minus the required retainage, which is 5% of the project cost, not including sales tax), and file a Notice of Completion with applicable State Agencies who verify statutory requirements for this public works project have been met (payment of prevailing wages, appropriate taxes and fees, etc.). Once the Port receives certification from the State Agencies, we will pay the final retainage amount to the Contractor and the project will be done.

**Documents Attached:**

PowerPoint

**Staff Recommendation:**

Authorize “Final Acceptance” of the work performed under contract 2022-1038 – CBC Building 3 Roof Replacement and authorize payment in the amount of \$424,389.15.

# CBC Building 3 Roof Replacement

February 13, 2023

Lisa Parks  
Executive Services Director

1

## CBC Building 3 Roof Replacement

### *Public Works Project Closeout Stages*

1. Substantial Completion
2. Physical Completion
- 3. Final Acceptance**
4. Notice of Completion
5. Retainage Release
6. Document Retention and Archiving



2

2

# CBC Building 3 Roof Replacement

## Project Summary

Milestone	Date	Cost
Engineer's Estimate	-	\$315,963 - \$392,777*
Low Responsive Bid Award = Wayne's Roofing	August 8, 2022	\$411,905*
Start of Construction	October 10, 2022	-
Substantial and Physical Completion	January 6, 2023	-
Total Value of Change Orders	-	- \$24,335
Total Adjusted/Approved Project Cost	-	\$387,570*
<b>Final Project Cost (With WSST @ 9.5%)</b>	-	<b>\$424,389.15</b>

\* Not including Washington State Sales Tax (WSST)

3



3

# CBC Building 3 Roof Replacement

## Change Orders Summary

- Three Change Orders issued:
  - CO #1.A. Updated System Design = \$30,955 **decrease**
  - #1.B. Roof Access/Guardrail = \$ 3,032 **increase**
  - CO #2.A. Rotten Deck Replace. = \$ 2,153 **increase**
  - #2.B. Replace Leader Heads = \$ 1,708 **increase**
  - CO #3 Credit for Tenant Cleaning = \$ 273 **decrease**



4



4

## CBC Building 3 Roof Replacement

### *Requested Commission Action*

- **Final Acceptance**
  - Formal acceptance of the work as complete
  - Pay Contractor (minus required retainage)
  
- **Next Steps**
  - File Notice of Completion
  - State Agencies certify prevailing wage, taxes, etc
  - Retainage is paid



5

5

## CBC Building 3 Roof Replacement

### *Suggested Motion...*

*"...move to authorize Final Acceptance of the work performed under contract 2022-1038 – CBC Building 3 Roof Replacement, and to authorize payment in the amount of **\$424,389.15.**"*

6

6