



Serving All of Thurston County

Commission Meeting
Monday, August 12, 2024
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 August 7, 2024.

<https://www.portolympia.com/commission>

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

<https://us02web.zoom.us/j/87174114590?pwd=QqJCvbSpg8bE7Y485MXBTSXSACzAeO.1>

or Telephone: 1 253 215 8782

Meeting ID: 871 7411 4590

Passcode: 594862

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.

AGENDA

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

Individual public comments are limited to 3 minutes per person. Members of the public may comment on agenda items and other port business.

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2022-09 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.

Port of Olympia Mission

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

- 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.

F. Consent Calendar

1. Port of Olympia Citizens Advisory Committee Update, Subcommittee Formation, Operating Updates, Resolution Update: Camille St. Onge, Director of Strategic Initiatives and Commission Affairs
2. Minutes: July 8, 2024 and July 15, 2024
3. Bills and Vouchers for July 2024, Batch #23-26

Warrants over \$200,000:

- US Bank National Association: \$5,227,556.41
- Dalton, Olmsted & Fuglevand: \$481,369.97
- Dalton, Olmsted & Fuglevand: \$560,263.56

G. Pending Issues or Business

1. Briefing: Timberland Regional Library Workforce Development and Program Updates: Camille St. Onge, Director of Strategic Initiatives and Commission Affairs and Cheryl Heywood, Timberland Regional Library Executive Director
2. Briefing: Port of Olympia Citizens Advisory Committee Member Update: Joel Hansen, Port of Olympia Citizens Advisory Committee Chair

H. Action Calendar

1. Contract Approval – Waterfront Center Architectural Contract: James Sommer, Capital Assets Program Manager
2. Option to Ground Lease 5th Amendment – New Market Industrial Campus – Panattoni: Warren Hendrickson, Director of Operations

I. Action/Other Calendar

1. None
Public Comment on Action/Other Item

J. Advisory Calendar

1. Surplus Equipment Approval: Warren Hendrickson, Director of Operations
Public Comment on Advisory Item
2. 2024 Capital Budget Amendment: Marine Terminal Warehouse: Warren Hendrickson, Director of Operations
Public Comment on Advisory Item
3. Recommendation of Federal Lobbying Services: Alex Smith, Executive Director
Public Comment on Advisory Item

K. Commissioner Reports/Discussion

L. Other Business

M. Meeting Announcements

N. Adjourn

Port of Olympia Mission

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

COVER MEMO

Briefing Date/Time: Aug. 12, 2024

Staff Contact/Title: Camille St. Onge, Director of Strategic Initiative & Commission Affairs, 564.669.3100
CamilleS@portolympia.com

Subject: Port of Olympia Citizens Advisory Committee

Purpose: Information Only Decision Needed

Overview:

This is a consent agenda item and action is requested to adopt a proposed resolution that includes updated operating rules and create additional subcommittees for the Port of Olympia Citizens Advisory Committee.

Background:

Operating Rules

Port staff and Advisory Committee members have worked together since January 2024 to draft new operating rules that are a roadmap for committee members today and in the future. The updated rules and expectations include open government training, ethics guidelines, work plan expectations, and other administrative updates. You can see the full details in the meeting packet: [July 22 meeting materials](#).

Subcommittees

At the June 17, 2024, Commission Work Session, the POCAC discussed with Commissioners the need for additional subcommittees. They recommended the following subcommittees:

- Budd Inlet Environmental Cleanup and Revitalization
- Destination Waterfront
- Economic Development

Recommendation:

Staff recommend the following subcommittees: Budd Inlet Environmental Cleanup and Revitalization, Destination Waterfront, and Economic Development.



PORT of OLYMPIA
Serving All of Thurston County

Port of Olympia Citizens Advisory Committee

Camille St. Onge
Director of Strategic Initiatives & Commission Affairs
Aug. 12, 2024



1



Overview

Consent Agenda – Approval Requested

- Resolution update
- Subcommittee formation



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Update to Resolution Administrative Changes



- Expands ways to meet with commission and products developed
- Incorporates exhibits for roles, expectations and operating rules

3

Exhibit A

Roles & Expectations Highlights



- Open Government Training
- Align work with strategic initiatives, and mission/vision
- Ethics: Talking to media and conflict of interest language
- Staff liaison roles

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Exhibit B

Operating Rules

Highlights

- Develop work plans: Include Commission input, collaborate with staff, and work plans approved by the Commission
- Add meeting minute requirement for subcommittees and main POCAC
- Defines process for minority opinions
- Includes subcommittee election process



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Subcommittee Recommendation

- Continue: Destination Waterfront
- Form: Budd Inlet Environmental Cleanup and Revitalization
- Form: Economic Development Subcommittee

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Questions and Motion

“ . . .move to approve resolution 2024-08 and approve the continuation of the Port of Olympia Citizens Advisory Committee Destination Waterfront subcommittee, the formation of the Budd Inlet Environmental Cleanup and Revitalization and Economic Development subcommittees.”

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2024-08**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the
citizen advisory committee known as the Port of Olympia Citizens Advisory
Committee (POCAC) and superseding Resolution 2022-15, 2021-06, 2019-03, 2019-10, and
2023-09**

WHEREAS, the Port of Olympia desires to have a citizen advisory POCAC to advise the Port Commission on matters it may wish to assign to the citizen advisory POCAC from time-to-time; and

WHEREAS, this Resolution supersedes Port of Olympia Commission Resolutions 2022-15, 2021-06, 2019-03 and 2019-10.

NOW, THEREFORE, BE IT RESOLVED, after due consideration it is the determination of the Port of Olympia Commission that:

1. The Port of Olympia Citizen Advisory Committee (POCAC):

The Port of Olympia Citizens Advisory Committee (POCAC) is a Committee of citizens selected through an application process as determined by the Port of Olympia Commission (“Port Commission”). The purpose of the POCAC is to provide advice to the Port Commission on tasks as assigned by the Port Commission. The POCAC is the successor of a former Committee referred to as the Planning Advisory Committee.

2. Composition:

The POCAC shall consist of up to 17 members, with no less than 9 members serving as selected by the Port Commission.

3. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. The POCAC may forward written, unsolicited public input received by POCAC members to the Port’s Communication Manager who will determine how such unsolicited input shall be handled.

The Port shall supply an administrative assistant to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Executive Director or designee and the POCAC.

The Executive Director or a designee of the Executive Director will serve as ex-officio, non-voting member of the POCAC. The Executive Director or designee will provide guidance when requested by the POCAC, and assign Port staff for expertise, if required.

4. Assignments:

The Port Commission will assign tasks to the POCAC, through written request that will include a description of the scope of any assignment.

The Port Commission will identify the type of work products to be delivered by the POCAC. More than one product type may be requested:

- a. **Report or White Paper:** This product will help to create an awareness of policy issues among the Port Commission, staff and the public and to encourage an exchange of information and analysis. It can also serve as an educational tool. The Port Commission may or may not take action or give further direction to the Executive Director upon receipt of this product. The Port Commission may also choose to produce a supplemental document providing comment on a POCAC report of white paper.
- b. **Policy recommendation:** This product will explain the need for a new policy or modification or amendment to an existing policy to better align Port practices with Port values and focus areas. If the Port Commission decides to take action on such a recommendation, the Port Commission will give direction to the Executive Director and/or legal counsel for further analysis and preparation of proposed policy language for Port Commission consideration.
- c. **Project recommendation:** This product will present a recommendation for implementation by the Port. Should the Port Commission choose to take action, the Port Commission will direct the Executive Director to include the implemented recommendation in the Port's annual budget process.
- d. **Advice to Executive Director:** This product serves to provide analysis and suggestions on current Port operations. Should the Port Commission choose, this product may be forwarded to the Executive Director for consideration. After receiving any such product, the Executive Director will report back to the Port Commission within a reasonable timeframe on the feasibility of implementation of suggestions and recommendations.
- e. **Citizen Advisory Committee assignment planning documents and supporting products:** This product allows the POCAC to act on assignments received from the Port Commission, develop project plans to carry out their assignments, and develop necessary materials and products in coordination with the Executive Director or designee. Cost of goods and products must be within the Port's annual budget and coordinated with Executive Director or designee.

5. Scheduled Meetings:

The POCAC will establish a meeting schedule consistent with the time necessary to complete a work plan and the assignment. The chair of the POCAC shall report periodically and no less than once a year to the Port Commission

6. Community Involvement:

The POCAC shall have the authority to solicit public involvement in the frequency and manner at the POCAC's discretion, consistent with work plans developed. The POCAC may request legal assistance through the Executive Director or designee with respect to a particular form of public involvement being considered.

Any matter referred to a POCAC Sub-Committee must ultimately be presented to the full POCAC for the POCAC's consideration and approval prior to forwarding any recommendation to the Port Commission.

All of the POCAC's scheduled meetings will be open to the public.

7. Officers and Sub-Committees:

The officers of the POCAC shall be a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms. The Chair and Vice Chair shall be elected by a majority vote of the POCAC members.

The Chairperson of the POCAC, or a designated representative of the POCAC, shall report to the Port Commission no less than once each year on POCAC activities. This report may be provided, in writing, or given verbally at a Joint POCAC/Port Commission meeting, a regular Commission business meeting or work session. The Chairperson of the POCAC shall determine the appropriate format for the report.

Each Sub-Committee will select a member to serve as a chair. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meeting and present the final report or presentation to the Port Commission.

8. Terms:

A full term for POCAC members is three years. The POCAC members shall each serve no more than two (2) consecutive three-year terms for a total of six (6) years. Each year the Port Commission shall appoint or reappoint persons to fill the expiring terms. At its discretion, the Port Commission will decide when it will fill a vacancy of an unexpired term. If four or more member's terms will expire simultaneously, the Port Commission has the discretion to establish a different schedule for the appointments or reappointments to prevent simultaneous expirations.

9. Selection of New Members:

The process to select new members will consist of press releases to local media advertising the vacancy, recruitment process, and posted on the Port's website. The interview team will consist of the Port Commission Vice President or that person's designee, the Executive Director or that person's designee, and the incoming Chair of the POCAC. Copies of each application will also be sent to all Port Commissioners for their review.

The Port may use automated tools, such as NEOGOV®, website application, or similar software, to intake and process applications for new POCAC members.

The interview team will interview and evaluate each applicant based on past volunteer activities, private/public work experience, experience or knowledge regarding the Port of Olympia, representation of the five (5) Port Commissioner Districts in Thurston County, and reason(s) for wanting to serve on the POCAC. In making recommendations for appointment, the interview team will strive to maintain at least two members of the POCAC from each of the five (5) Port Commissioner Districts in Thurston County. After completion of all applicant interviews, the Port Commissioner serving on the interview team will recommend the appointment of the new member(s) at a regularly scheduled Port Commission meeting.

10. Approval of Travel and Other Expenses:

The Port Commission will budget annually for unanticipated expenses and travel for POCAC members. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director or designee. All expenses shall be consistent with Port travel and reimbursement policies. Any amount over the annual budget will come back to the Port Commission for approval.

11. Roles, Expectations and Operating Rules:

Members of the POCAC and subcommittees shall adhere to the roles, expectations and operating rules as outlined in “Exhibit A” and “Exhibit B” of this Resolution.

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 Port Commission meeting on August 12, 2024, as attested to by the signatures below of the Port Commissioners physically present this ____ day of August 2024.

PORT OF OLYMPIA COMMISSION

Bob Iyall, President

Jasmine Vasavada, Vice President

Sarah Tonge, Secretary

Amy Harding

Maggie Sanders

Port of Olympia Citizens Advisory Committee Roles & Expectations

The Port of Olympia Citizens Advisory Committee (POCAC) operates under the authority of Port Resolution 2021-06. A copy of the resolution is incorporated by reference as if fully set forth herein. If any conflict between any rules of the POCAC and the Resolution arises, the Resolution shall take precedence.

1 Overview of the Port of Olympia Citizens Advisory Committees

The POCAC, its sub-committees, and the Port of Olympia offer a structured platform for dedicated community members to actively engage in the port's initiatives. These committees serve as a cornerstone for citizens' participation, enabling individuals to contribute insights, study pertinent matters, and craft recommendations within a focused, small group setting.

The fundamental objective of the POCAC is to furnish astute counsel, drawing from the diverse perspectives of our community to the Port Commission—the elected body responsible for shaping the Port's policies.

Key responsibilities of the POCAC encompass in-depth examination of pivotal issues, solicitation and consideration of public input, independent research endeavors, and review of reports and proposals. These activities are designed to equip the POCAC with a comprehensive understanding, enabling them to deliberate, formulate, and present well-considered recommendations to the Port Commission promptly and effectively.

In alignment with industry best practices, members are encouraged to bring forth their expertise, engage in constructive discourse, and uphold the highest standards of integrity and transparency throughout their tenure. This collaborative approach ensures that the advisory committees serve as an invaluable conduit between the Port of Olympia and the community it proudly represents.

2 Advisory Committee Duties and Responsibilities

The Port Commission sets out the POCAC's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance arrangements.

The POCAC's objective is to provide appropriate independent advice and recommendations to the Port Commission on matters relevant to their committee work plan.

2.1 Develop annual work plans: The POCAC as a whole and its sub-committees are expected to propose annual work plans to the Port Commission for consideration, preferably by March 1 of each year. In developing the work plans, the POCAC is to consider:

- Commission-established or -adopted goals and priorities, including the Port's Comprehensive Scheme of Harbor Improvements, Vision 2050, strategic plans, master plans, and budget.
- Resource availability: budget, staff support, committee member time and departmental work priorities.
- Committee member knowledge, interest, and expertise.

All work plans are formally reviewed and approved by the Commission after review by the POCAC as a whole.

The Commission requests that plans be developed using the template provided by Port staff that includes:

- Outlining the past year's accomplishments and highlighting the top two proposed priorities.
- Respective department director or staff liaison addressing resource availability to accomplish the work items and relationship of the proposed items to planned departmental activities for the year.

During its review, the Commission may change or modify the POCAC's proposed work plan to reflect the Commission's priorities, available resources, and emerging issues. Once approved, the work plan serves as the basis for a committee's focus and effort during the year.

By adhering to these guidelines, the POCAC ensures a strategic and collaborative approach to addressing key issues, aligning their efforts with the overarching goals and priorities of the Port of Olympia, and fostering effective communication and transparency within the advisory process.

2.2 Ethical Behavior and Community Representation

2.2.1 Conflict of Interest: Committee members will not participate in providing advice or comments to the Commission, staff, or other POCAC members on any matter in which they have a financial interest. Additionally, POCAC members will not participate in the making of any Commission contract in which they have a financial interest. If a POCAC member has a conflict of interest, he/she will disclose such conflict to the other members of the POCAC and file a written statement disclosing the conflict with the Executive Director or designee.

2.2.2 Official Port Communications: POCAC members will not claim or imply that they are speaking on behalf of the Port unless they have been specifically approved to do so by the Port's Communications Department.

2.2.3 Committee comments and communications: POCAC members will not include comments about individual members of the public or Port staff in general commentary or comments regarding POCAC work.

3 Coordination with Internal Staff

At the Port of Olympia, each POCAC is paired with an assigned staff liaison. Additionally, the Port's Director of Strategic Initiatives and Commission Affairs is the primary liaison connecting the committees with the Port Commission and the Executive Director.

The term "liaison" is intentionally chosen to describe the role of staff members in relation to the committees, emphasizing their function as communicators and facilitators of collaboration.

Port of Olympia's staff liaisons carry out a range of responsibilities tailored to the needs of each committee, past practices, available time, and departmental resources. In general, the duties of a staff liaison include:

- Ensuring compliance with state laws regarding meeting notifications and recordkeeping.
- Serving as a vital communication conduit between the committee and Port administration, departments, and the Port Commission, as deemed necessary.
- Providing professional guidance, conducting issue analysis, and offering recommendations to assist the committee in its work.
- Assisting with research, report preparation, and correspondence in alignment with the committee's work plan approved by the Port Commission, while considering workload and availability.
- Ensuring that the mission and purpose of the advisory committee remain clear and are effectively communicated to the Port Commission in a timely manner following decisions.
- Supporting the committee in maintaining focus and progress towards its objectives.
- When requested by the committee or the Port Commission, presenting advisory committee recommendations to the Port Commission for consideration.
- Cultivating a positive and collaborative working relationship with the committee Chair and members.

It is important to note that the liaisons are seasoned professionals with significant responsibilities beyond their role as committee liaisons. Typically, they possess expertise in the same work area as the POCAC, bringing valuable insights and guidance to the advisory process. Importantly, liaisons do not work "for" or "at the direction of" the POCAC but collaborate closely with committee members to develop informed recommendations for the Port Commission's consideration.

4 Required Open Government Training

All POCAC members are required to receive training under the Public Records Act and Open Public Meetings Act within 90 days of appointment and a refresher training every four years. Each committee's staff liaison will work with new members to ensure they have access to training. Training is available on the Washington State Office of the Attorney General at: <https://www.atg.wa.gov/open-government-training>

Port of Olympia Citizens Advisory Committee Operating Rules

The Port of Olympia Citizens Advisory Committee (POCAC) operates under the authority of Port Resolution 2021-06 (the "Resolution"). A copy of the Resolution is incorporated by reference as if fully set forth herein. If any conflict between any rules of the POCAC and the Resolution arises, the Resolution shall take precedence.

I Meetings

1.1 Meeting location: All POCAC meetings will be held at a specified location at a Port of Olympia facility or using a virtual platform like Zoom or Microsoft Teams unless otherwise scheduled and noticed by the committee Chair or the committee's staff liaison on behalf of the Chair. In the case of an alternative meeting location, the staff liaison will notify in writing the committee members and any other pertinent Port staff. All meetings will be open to the public. Public notice will be consistent with Port of Olympia Resolutions and State law.

1.2 Date and time: Regular meetings will be held on a specified monthly day or date and time, unless amended by the committee. Special meetings, workshops, and community tours may be held at the POCAC's discretion by request of the Chair or by majority approval of the POCAC at a regular meeting. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular or special meeting. A meeting may also be cancelled by the Chair upon notice from staff or committee members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

1.3 Meeting notice and agenda: The agenda will be circulated to the membership five (5) calendar days preceding the meeting and shall be simultaneously published on the Port of Olympia website. Scheduled meetings of the POCAC shall not extend beyond two (2) hours without the consent of the members present. While the Open Public Meetings Act Chapter 42.30 RCW does not apply to advisory committees, the Commission is exercising its ability to require all meetings of the POCAC follow the Open Public Meetings Act Chapter 42.30 RCW when operating as a Committee of the Whole.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the committee Chair:

AGENDA

I. Call to Order

- A. Attendance
 - B. Approval of Minutes
 - C. Announcements from Members and Port staff
 - D. Acceptance of Agenda
- II. Comments from the Public in Attendance
- III. The Business of the meeting
- IV. Other Business
- A. Future Agenda Items
 - B. Next Meeting
 - C. Other Topics

1.4 Minutes: Meeting minutes will be kept indicating any POCAC action or recommendation, indicating the individual votes on the agenda item. The Port of Olympia commission coordinator will keep minutes and distribute to the committee as a whole for review and approval. Once approved by committee or subcommittee members, minutes will be sent to the commission coordinator for posting to the Port website.

2 Committee Organization

2.1 Membership: Membership on the POCAC will be governed by the Port of Olympia Citizen Advisory Committee Resolution. The POCAC will immediately report any vacancies to the Port of Olympia Commission President, with a copy to the Executive Director or designee.

2.2 Attendance: Members are expected to attend committee meetings and fully participate in and contribute to the committee's work. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, whether excused or unexcused, the Committee Chair will notify and discuss the situation with the Port staff designee. The Commission may choose to revoke the committee member's appointment or accept their resignation.

2.3 Duties of the Chair and Vice Chair: The Chair or will preside over the meetings and will exercise all powers usually incident to the office, including coordination of meeting agendas with the Port's designated staff. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair will, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

3 Committee Operations

3.1 Quorum: A simple majority of POCAC members is required to be present at a meeting in order for the POCAC to conduct business and reach a decision. Meetings with less than a simple majority may be conducted; however, no official actions may be taken. If action is taken by a vote of the POCAC, it will consist of a simple majority of the quorum (members present).

3.2 Robert's Rules of Order: The POCAC process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

3.3 Work Plan and Reports: The POCAC will provide an annual work plan within guidelines and in a format established by the Port of Olympia and a copy of any other appropriate reports to the Commission for review and approval. The Committee Chair will notify the Port of Olympia Commission if the POCAC anticipates a change in timing or substance of an approved work plan item.

3.4 Recommendations: The POCAC may make recommendations and provide reports or presentations to the Commission, the Executive Director, Port staff, and other Port committees as outlined in the committee's annual work plan. The work product will indicate the POCAC's vote on the item. The Chair will determine who will present the committee's recommendation to the Commission in a public meeting.

3.5 Majority and Minority Opinions: A minority report may accompany any voted decision. Majority and minority opinions will be stated in the POCAC's minutes. When a recommendation from the POCAC is forwarded to the Port Commission, the vote tally and majority and minority opinions will be disclosed.

3.6 Act as a Body: The POCAC will act as a body. A member, when representing the POCAC, may speak or act for the POCAC in accordance with action previously taken by the POCAC. The Chair, or Chair's designee, will serve as official spokesperson of the POCAC.

3.7 Port Administrative Guidelines: The Port of Olympia committees will comply with State and Federal Discrimination laws, Washington state records management and disclosure laws.

3.8 Email: If a Port email address is provided, advisory committee members will use such email address for the conduct of POCAC business.

3.9 Open Government Training: All committee members must complete basic training in the Public Records Act and Open Public Meetings Act within 90 days of being appointed or re-appointed to the POCAC. Certificates of completion should be sent to the commission coordinator.

4 Officer Elections

4.1 Committee elections: At the monthly September meeting of the POCAC, a Nominating Committee will be formed from the interested membership. Members of the Nominating Committee shall excuse themselves from standing for office as the Chairperson or Vice Chairperson.

Between the September monthly meeting and the October monthly meeting, the members of the Nominating Committee will poll all other POCAC members to ascertain their interest in being either Chairperson or Vice Chairperson. The Nominating Committee will then put forward a slate of interested POCAC members who have served on the POCAC for a minimum of one year for the positions of Chairperson and Vice Chairperson. It is desirable to have more than one candidate for each office and nominations shall be accepted from the floor for any member. The POCAC will approve a ballot at the October monthly meeting and this ballot will be created and sent out via e-mail by a designated Port of Olympia staff member to each POCAC member allowing for two weeks to return the vote via e-mail to the Port staff member.

The Port staff member shall then forward the cast ballots to the Nominating Committee. The Nominating Committee will then count the ballots, and in the event of a need for a runoff or in case of a tie, a new ballot will be presented to the POCAC at the November monthly meeting. If there is no need for a runoff or an additional election, the Nominating Committee will announce the results of the vote at the November monthly meeting or the next available regularly scheduled monthly meeting.

The newly elected Chairperson and Vice Chairperson will assume their leadership positions at the January monthly meeting. The Vice Chairperson does not automatically assume the role of Chairperson the following year but rather serves to fill in if the Chairperson is absent, or to fill in for the remainder of the term if the Chairperson resigns. In the event the Chairperson resigns an election for a new Vice Chairperson will be conducted as described above unless there are less than three months remaining in the term of office year in which case the position may remain vacant. An elected term is 1 year. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms.

5 Subcommittees

5.1:POCAC Sub-Committees may meet at times determined by consensus of the members of the sub-committee and staff liaisons. Meetings will be held at the Port of Olympia, Percival Plaza, 626 Columbia Street NW, Suite 1-B, Olympia, Washington, unless otherwise specified.

In the case of an alternative meeting location, the staff liaison will notify in writing the committee members and any other pertinent Port staff. All meetings will be open to the public. Public notice consistent with Port of Olympia Resolutions and State law.

In no case shall sub-committees have a membership size that is a quorum of the Port of Olympic Citizens Advisory Committee in order to comply with Open Public Meetings Act. The decisions and recommendations of the Sub-Committees shall not be binding on the POCAC.

To the extent possible, sub-committees should operate by the consensus of the membership. However, as a diverse group of citizens, it is recognized consensus may not always be achievable and minority opinions should be included in products, recommendations and minutes. POCAC sub-committees are required to use the following processes to manage meetings:

- Develop annual work plans, in partnership with assigned staff liaisons and any input from Commissioners, for final approval by the full Port of Olympia Commission.
- Publish regular meeting times on the Port website.
- Publish agendas five days in advance of meetings.
- Include minority opinions in reports and recommendations made to the full POCAC and Commission and in meeting minutes.
- Publish meeting minutes on the Port website.
- Use Robert's Rules of Order to conduct meetings.
- Present recommendations to the full POCAC.
- Will not take public comment at meetings as the POCAC will be the body that takes public comment.
- Sub-committees may invite members of the public to join meetings for discussion and presentations.
- Committee members are to coordinate with the Port of Olympia Commission Coordinator for publishing materials online and include the staff liaison in emails to the commission coordinator.

5.2 Subcommittee elections: To ensure efficiency within the Port, sub-committees will establish a chair, vice-chair, and secretary every September. Members are encouraged to work collaboratively and rotate these roles annually to ensure diversity and inclusion amongst the group. Officer election results should be included in meeting minutes and sent to the commission coordinator.

6 Staff Liaison

Port staff liaisons assigned by the Executive Director or designee will provide subject matter expertise to the POCAC. Staff will provide Port information, such as data, budget information, or reports the Port has previously developed, to the committee to inform their decisions and work collaboratively. Staff may provide alternatives and professional recommendations to the committee on various matters before the POCAC. Staff liaisons, as necessary, will provide tours of the Port infrastructures and properties to inform the POCAC's work.



Special Commission Meeting Minutes Monday, July 8, 2024

Commission President Bob Iyall called the Special Commission meeting of July 8, 2024, to order at 4:00 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

Present

Commissioners: Bob Iyall, President; Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; Amy Harding, and Maggie Sanders.

Staff: Alex Smith, Executive Director; Chris Pierce-Wright, General Counsel with Dickson Frohlich Phillips Burgess; Warren Hendrickson, Director of Operations; Camille St. Onge, Director Strategic Initiatives and Commission Affairs; Shawn Gilbertson, Director of Environmental Planning and Programs; Chris Paolini, Airport Senior Manager; Clarita Mattox, Real Estate Senior Manager; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Executive Session

Commissioner Bob Iyall, Port of Olympia Commission President, announced that the Commission would recess into a closed Executive Session until 5:30 p.m. to discuss potential litigation with legal counsel representing the agency per RCW 42.30.110(1)(i).

Commissioner Iyall returned the meeting to order at 5:30 p.m. and stated they were in Executive Session until 5:20 p.m. No decisions were made and no action was taken.

Approval of Agenda

Commissioner Vasavada moved to approve the agenda as presented; Commissioner Tonge seconded the motion. Motion passed unanimously.

Executive Director Report

Alex Smith, Executive Director, provided an update on port events and activities.

Public Comment

One individual provided public comments.

Consent Calendar

Commissioner Tonge moved to approve the consent agenda as presented; Commissioner Harding seconded the motion. The motion passed unanimously.

Pending Issues or Business

None.

Action Calendar

Legislative Services. Alex Smith, Executive Director, presented a request for action to extend to the executive director the authority to approve a contract with Propolis Communications for a not-to-exceed contract amount of \$180,000 beginning July 15, 2024, through June 30, 2027.

Motion: Commissioner Harding moved to authorize the Executive Director to execute a contract with Propolis Communications to provide legislative services to the Port of Olympia, beginning July 15, 2024, through June 30, 2027, for an amount not to exceed \$180,000. Commissioner Tonge seconded the motion. Motion passed 4 to 1 with Commissioner Vasavada abstaining.

Airport Engineering Services Contract Award. Chris Paolini, Airport Senior Manager, provided information regarding his request to award a contract for airport engineering services to support airport projects funded by federal and state grants as well as airport funds.

Motion: Commissioner Harding moved to authorize the Executive Director to execute a contract with Century West Engineering to provide airport engineering services to the Olympia Regional Airport for a period not to exceed five years, commencing upon full execution of the contract, for an amount not to exceed \$1.5 million. Commissioner Vasavada seconded the motion. Motion passed unanimously.

Action/Other Calendar

None.

Advisory Calendar

Budd Inlet Contract Amendment for Dalton Olmsted & Fuglevand. Shawn Gilbertson, Director of Environmental Planning and Programs, and Camille St. Onge, Director of Strategic Initiatives and Commission Affairs, shared historical and current information related to the Dalton, Olmsted & Fuglevand (DOF) Professional Services Contract No. 2022-1002 – Budd Inlet Remediation. A proposed amendment to this contract will be requested at a future commission meeting.

Two individuals provided public comment.

Port Management Agreement Application to Washington Department of Natural Resources. Clarita Mattox, Real Estate Senior Manager, provided background information on xxx. Approval will be sought by the Port Commission, via a resolution, directing the Port to enter into a new management agreement.

One individual provided public comment.

Comprehensive Scheme of Harbor Improvements. Warren Hendrickson, Director of Operations, provided background information on the Comprehensive Scheme of Harbor Improvements and the 2024 proposed amendment.

Two individuals provided public comment.

Commissioner Reports/Discussion

Each commissioner provided an update of their current activities in the community.

Other Business

None.

Meeting Announcements

Executive Director Alex Smith provided information on upcoming Commission meetings.

Adjournment

The meeting adjourned at 7:09 p.m.

PORT OF OLYMPIA COMMISSION

Bob Iyall, President

Jasmine Vasavada, Vice President

Sarah Tonge, Secretary

Maggie Sanders, Commissioner

Amy Harding, Commissioner



**Special Commission Work Session Minutes
Monday, July 15, 2024**

Commission President Bob Iyall called the Special Commission Work Session of July 15, 2024, to order at 4:00 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, In Olympia, Washington.

Present

Commissioners: Bob Iyall, President; Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; Amy Harding and Maggie Sanders.

Staff: Alex Smith, Executive Director; Warren Hendrickson, Director of Operations; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Clarita Mattox, Real Estate Senior Manager; and Missy Goodell, Executive and Commission Coordinator.

Approval of Agenda

Commissioner Harding moved to approve the agenda. Seconded by Commissioner Tonge. Motion approved unanimously.

Agenda Setting Topics. Alex Smith, Executive Director, lead a discussion regarding topics for future commission meetings. How agendas for Commission meetings are developed and how they would like to proceed in the future was also discussed.

Adjourn

The meeting adjourned at 5:03 p.m.

PORT OF OLYMPIA COMMISSION

Bob Iyall, President

Jasmine Vasavada, Vice President

Sarah Tonge, Secretary

Amy Harding

Maggie Sanders

DRAFT

PORT OF OLYMPIA
 VOUCHER APPROVAL LISTING, Batch # 23-26
 July 2024

GENERAL FUND		
	COMPUTER PREPARED	2,140,035.58
	BOND ACCOUNT PAYMENTS	-
	VOIDED WARRANT(S) / ELECTONIC PAYMENT(S)	(9,593.20)
	PAYROLL	
	ELECTRONIC PAYMENTS	5,684,514.95
		-
	TOTAL GENERAL FUND WARRANTS, BOND ACCOUNT WARRANTS & ELECTRONIC PAYMENTS:	<u>7,814,957.33</u>

General Fund Warrants Issued: 089658-089865
 Electronic Payments Issued: 001281-001300, 001302
 Bond Account Warrants Issued:
 Payroll Warrants Issued:
 Voided Warrant(s): 089645, 089768, 089774, 089805, 089866
 Voided Electronic Payment(s):
 Zero Warrants:

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: \$7,814,957.33

Warrants over \$200,000:

001282, US Bank National Association \$5,227,556.41
 089664, Dalton, Olmsted & Fuglevand \$481,369.97
 089718, Dalton, Olmsted & Fuglevand \$560,263.56

 Amy Harding, Commissioner

 Jasmine Vasavada, Commissioner

 Sarah Tonge, Commissioner

 Magdalene Sanders, Commissioner

 Alex Smith, Executive Director

 Charles Iyall, Commissioner

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
July 2024

Batch #: 27

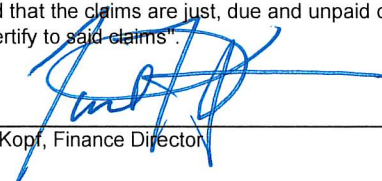
WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED, issued week ending 07/05/2024		635,165.52
COMPUTER PREPARED	0089658-089678	
Voided Warrant(s)	089645	(61.65)
Zero Checks		

PROJECTS:
COMPUTER PREPARED
Voided Warrant(s)

ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 07/05/2024		5,357,259.85
COMPUTER PREPARED	001282-001287	
Voided Warrant(s)		

TOTAL WARRANTS \$ 5,992,363.72

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"



Tad Kopt, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
July 2024

Batch #: 28

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED, Issued week ending 07/12/24		156,637.90
COMPUTER PREPARED	0089679-089702	
Voided Warrant(s)		
Zero Checks		-
PROJECTS:		
COMPUTER PREPARED		-
Voided Warrant(s)		-
ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 07/12/24		41,749.84
COMPUTER PREPARED	001288-001289	
Voided Warrant(s)		
	TOTAL WARRANTS	\$ 198,387.74

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"



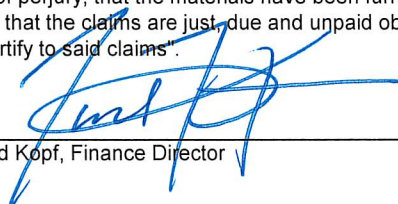
Tad Kopf, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
July 2024

Batch #: 29

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED, Issued week ending 07/19/24		745,096.26
COMPUTER PREPARED	089703-089781	
Voided Warrant(s)		
Zero Checks		-
PROJECTS:		
COMPUTER PREPARED		-
Voided Warrant(s)		-
ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued week ending 07/19/24		93,144.50
COMPUTER PREPARED	001290-001293	
Voided Warrant(s)		
	TOTAL WARRANTS	<u>\$ 838,240.76</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".



Tad Kopf, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
July 2024

Batch #: 30

WARRANTS ISSUED:

COMPUTER PREPARED issued week ending 07/26/24
COMPUTER PREPARED
Voided Warrant(s)
Zero Checks

WARRANT NUMBERS:

089782-089865

602,995.95

PROJECTS:

COMPUTER PREPARED
Voided Warrant(s)

ELECTRONIC PAYMENTS:

Electronic Payments, issued week ending 07/26/24
COMPUTER PREPARED
Voided Warrant(s)

ACH NUMBERS:

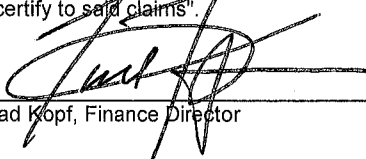
001294-001295,001302

93,387.64

TOTAL WARRANTS

\$ 696,383.59

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."


Tad Kopf, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
July 2024

Batch #: 30.5

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED issued for month ending 07/31/24		139.95
COMPUTER PREPARED	089866	
Voided Warrant(s)	089768, 089774, 089805, 089866	(9,531.55)
Zero Checks		-

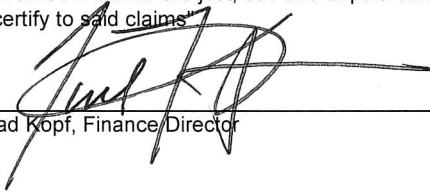
PROJECTS:	
COMPUTER PREPARED	-
Voided Warrant(s)	-

ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued for month ending 07/31/24		98,973.12
COMPUTER PREPARED	001281, 001296-001300	
Voided Warrant(s)		

001281 was paid in May but never sent to AP for processing, reflecting payment as of 7/31/2024

TOTAL WARRANTS \$ 89,581.52

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.



Tad Kopf, Finance Director

COVER MEMO

Briefing Date/Time: Aug 12, 2024

Staff Contact/Title: James Sommer, Capital Assets Program Manager, 360.528.8005, JamesS@portolympia.com

Subject: Waterfront Center Architecture Contract Award

Purpose: Information Only Decision Needed

Overview:

- This is an Action agenda item before the commission
- Action requested
- This contract was presented as an advisory item on July 22, 2024

Project Background:

The process of visioning and developing the waterfront goes back to the 1980s when the first sketch of a waterfront building was developed. It has long been a goal of the Port and the community to better utilize our properties along the Port Peninsula. This background focuses on the more recent efforts starting in 2017 and forward.

2017

- In 2017, mold was found in the marina office. Although a temporary fix was implemented, it became immediately clear that this building was at the end of its life cycle and required replacement.

2018

- In 2018, the POCAC was asked to review how the Port utilizes its leased spaces and to investigate and make suggestions about how the Port might use those resources most efficiently while still providing sufficient space to accommodate the Port's changing real estate needs over time. The impetus for this assignment was the discovery of the environmental issues affecting the Marina Office. Although the immediate pressing need was addressed, it prompted a closer look into Port real estate needs and obligations, and whether some advantage could be realized through consolidating certain facilities. One recommendation that came from the POCAC is that in the long term, it would be better for the Port to own its buildings rather than continue to lease.

2019

- In 2019, the Port Commission accepted the Port Vision 2050 plan. Port Vision 2050 was an 18-month process that sought input on goals for Port activities through 2050 from key stakeholders and the community at large. One of the key community goals that emerged

from this effort was to “Turn the Port Peninsula into a premier destination by adding attractions, increasing accessibility, and maintaining a clean and safe environment. The Port recognizes that the Port Peninsula can be transformed into a revenue-generating, environmentally sustainable, community asset with the proper planning and vision in place.

- The Port also contracted with MSGS in 2019 to determine the cost and phasing for a new marina office and the potential of consolidating all administrative offices. It was determined that combining both areas in one building, rather than two, would reduce costs by an estimated 10-15%. This would also leave more site flexibility for future development.
- The Port also contracted with Skillings Engineers to perform asset assessments on existing owned properties. The asset assessment confirmed that the Marina Office was indeed at the end of its lifecycle and needed replacement.

2020

- In 2020, the Port contracted with an award-winning team led by Thomas Architecture Studio (TAS) to develop a Destination Waterfront Vision Plan that was completed with the assistance of a Community Economic Revitalization Board (CERB) grant. After an extensive and comprehensive community engagement process, a presentation was made to the Commission at the March 22, 2021, meeting. At this meeting, the commission passed a motion to:

“Acknowledge the community input given to this vision for the development of a Destination Waterfront and recognize that staff will use this vision to continue to build partnerships, market Port properties and develop project proposals for Commission consideration.”

2021

- In 2021, as a means to advance the implementation of this vision for a Destination Waterfront, the Port successfully sought and received an award of \$250,000 in the State 2021-2023 Capital Budget to program and begin the design of a mixed-use “Marine Center” building. The Port had originally been seeking enough funding for design and construction but was granted a scope change in 2022 for design only due to the award amount.

2023

- In 2023, the state appropriation was extended, and the Port worked to finalize contracting to secure the funding.
- The Port also formed a new Waterfront Center project team to ensure the continuity of the project. Due to turnover, forming a team approach moving forward was essential.

2024

- The Port released an Architectural service contract solicitation.

- The Capital Assets Program Manager, James Sommer, briefed the commission on the Waterfront Center project.

Contract Background

- Feb 2, 2024 - The Port released a Request for Qualifications to secure and architect for the design process
- Mar 15, 2024 – Interview with EHDDA
- Mar 26, 2024 - After evaluations and interviews, EHDD Architects was selected and notified of selection
- Apr-Jun 2024 - Scope negotiation with EHDD Architects
- Jul 22, 2024 – Advisory presentation to the Commission

Documents Attached:

- [May 6, 2024: Waterfront Center Briefing - Special Work Session \(link\)](#)
- [July 22, 2024: Waterfront Development Architectural Contract - Advisory \(link\)](#)
- Destination Waterfront Development Vision
- EHDD Statement of Qualifications
- EHDD Scope of Services and Fee
- Guidelines for Determining Architect and Engineer Fees
- PowerPoint presentation

Summary and Financial Impact:

The design and construction administration of this project is estimated to cost **\$2,239,076**.

Affected Parties:

Port of Olympia

Options with Pros & Cons:

1. Approve Port contract for the first two phases for a not-to-exceed amount of **\$1,026,636**.

Result: Waterfront Center design moves forward, in stages, through Design Development. Commission approval will be required for a phase 3 amendment which would include contract authorization for development of Construction Documents, Bidding, and Construction Administration. There is a potential for increased costs by delaying the contract for phase 3. Annual funding for this project will be approved by the commission through the budget process for capital projects.

2. Approve Port contract for all phases as presented for a not-to-exceed amount of **\$2,239,076.**

Result: Waterfront development design moves forward, in stages, through Construction Administration. The architectural contract will have authorization from design through completion pending funding in the capital budget. Annual funding for this project will be approved by the Commission through the budget process for capital projects.

Environmental Considerations:

Environmental assessments and reviews will be conducted as part of this project. This project also will be included in the Integrated Port Peninsula Master Plan effort, which integrates environmental cleanup, climate change resilience, capital development, and long-term land use planning.

Staff Recommendation:

"...move to authorize the Executive Director to execute contract number 2024-1007 with EHDD Architecture for a not to exceed amount of \$2,239,076 for all three phases."

Next Steps/Timeframe:

The Port will work with EHDD to execute a contract as soon as practical and begin working on phase 1 of the waterfront development project as authorized in the 2024 capital projects budget. Once the contract is executed, staff will ensure the Port of Olympia Commission is included in key stages of the project and provides regular briefings.



Waterfront Center Architectural Contract Award

James Sommer
Capital Assets Program Manager
Aug. 12, 2024



1



Today's Presentation

Action Item – Approval Requested

- Advisory July 22, 2024
- Contract details
- Motion for approval

2

Solicitation History

Waterfront Center Architectural Contract

- Nov 27, 2023: Capital budget is adopted with Waterfront Center project
- Feb 2, 2024: Released architectural services request for qualifications
- Mar 1, 2024: Statement of qualifications due from consultants
- Mar 4, 2024: Began evaluating statement of qualifications from consultants
- Mar 15, 2024: Began interviews of top 4 firms
- Mar 26, 2024: Notified EHDD of selection
- Apr-Jun 2024: Scope negotiation
- Jul 2024: Commission presentation

3



3

Contract Details

Waterfront Center Architectural Contract

- 3 Phase approach
- Based on Washington State fee schedule

Assumptions

- 3 Story, 23k sq foot mixed use building
- Responsible resource use – LEED Silver
- Project budget of \$17,500,000 for building
- Project budget of \$2,500,000 for site / shoreline work

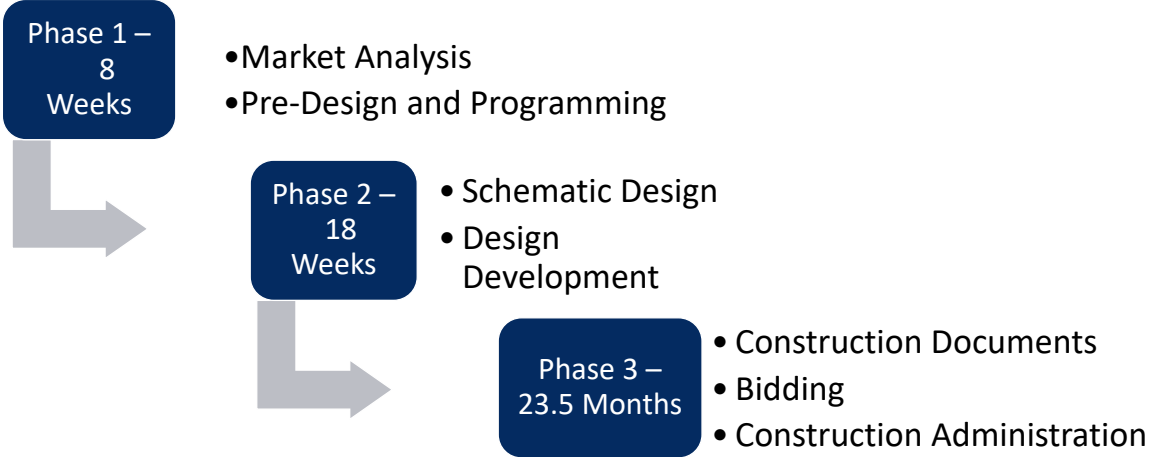
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Scope of Work / Timeline

Waterfront Center Architectural Contract

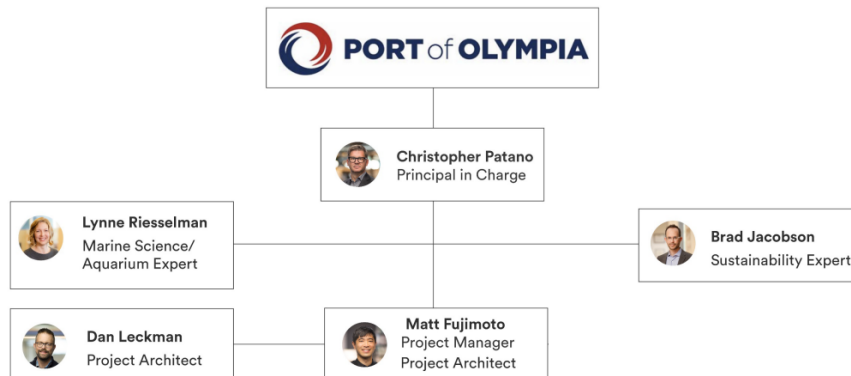


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Port / EHDD Team



6



6

Specialty Services

- Cushman Wakefield - Real Estate Market Analysis
- Moffatt Nichol - Civil Engineering
- Groundswell - Landscape Architecture
- Haley & Aldrich - Geotechnical Engineering
- DCW Cost Management - Cost Estimating
- PAE Engineering
 - Technology Design Service / Building Performance / Energy Code
- EHDD - LEED Documentation and Administration

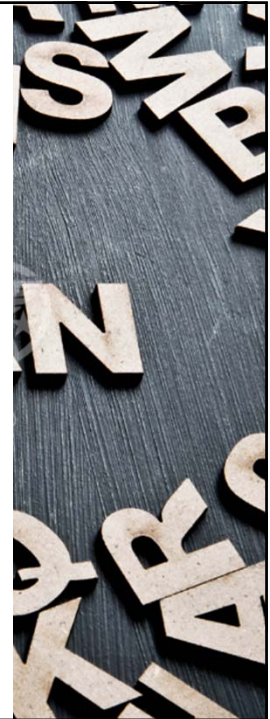
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Phase 1

Pre-Design /
Programming



8



9

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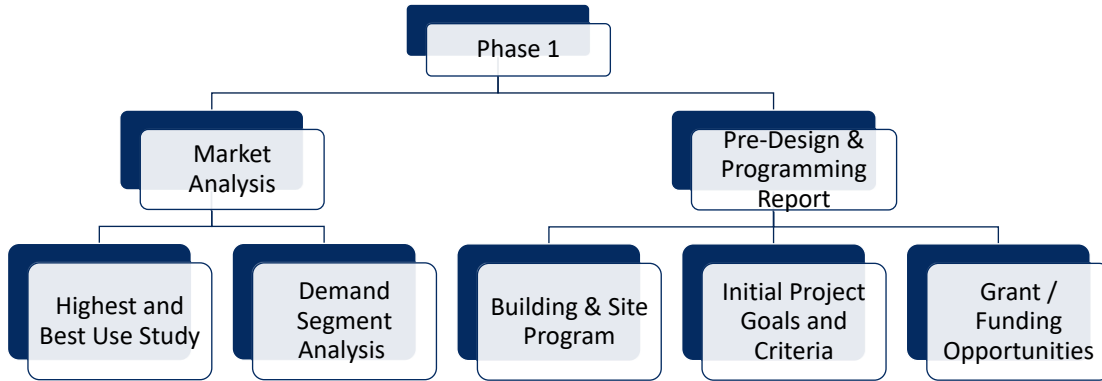


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Pre-Design and Programming

Phase 1 Deliverables



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Example Schedule

Phase 1 - Pre-Design / Programming

Phase 1 (8 Weeks)		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
(1)	Mobization	X	X						
(1)	Kick off Meeting		X						
(8)	Project Meeting (weekly)			X	X	X	X	X	X
(1)	Programming Sessions				X		X		
(2)	Commission Design Meeting					X		X	
(1)	Community Meeting								X

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EHDD Contract Summary

Phase 1 Fee Structure

Phase 1 – Pre-Design / Programming	Amount
Building Architectural	\$65,000
Landscape Architectural	\$26,582
Market Analysis	\$37,400
Total	\$128,982

13

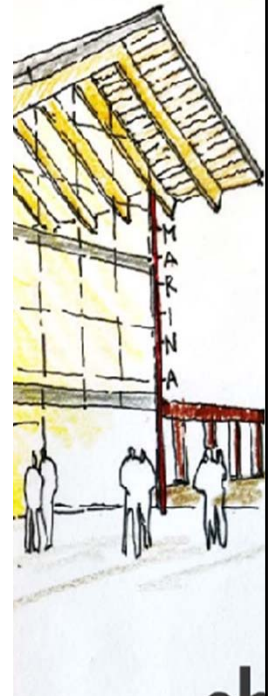


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Phase 2

Schematic Design and Design Development



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Schematic Design

Phase 2A Deliverables

- 100% Schematic Design
- 4 Project renderings
- Report summarizing all sustainable design criteria
- Content for and conduct Public Open Houses
- Draft geotechnical engineering design report
- Probable construction costs during 100% Schematic Design

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Example Schedule

Phase 2A - Schematic Design

Phase 2A (8 Weeks)		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
(1)	Kick off Meeting	X							
(8)	Project Meeting (weekly)	X	X	X	X	X	X	X	X
(1)	Sustainability Charrette		X						
(1)	Technical Review 1						X		
(4)	Commission Design Meeting	X		X		X		X	
(2)	Community Meeting				X				X

16



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Design Development

Phase 2B Deliverables

- LEED credit review and document preparation
- 100% Design Development Drawings
- As-needed technical expertise in form of memorandums
- Final geotechnical engineering design report
- Probable construction costs during 100% Design Development
- Grant writing

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Example Schedule

Phase 2B - Design Development

Phase 2B (10 Weeks)		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
(5)	Project Meeting (bi-weekly)	X		X		X		X		X	
(4)	Group Design Meetings		X		X		X		X		
(1)	Technical Review 2					X					
(1)	Community Meeting			X							

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EHDD Contract Summary

Phase 2 Fee Structure

Phase 2A – Schematic Design	Amount	Phase 2B – Design Development	Amount
Building Architectural	\$120,000	Building Architectural	\$190,000
Structural Engineering	\$33,000	Structural Engineering	\$44,000
MEP Engineering	\$40,700	MEP Engineering	\$73,700
Landscape Architectural	\$22,886	Civil Engineering	\$21,505
Geotechnical Engineering	\$123,200	Landscape Architectural	\$25,713
Cost Estimating	\$11,550	Geotechnical Engineering	\$72,600
Technology Design Service	\$6,600	Cost Estimating	\$10,395
LEED Documentation	\$4,070	Technology Design Service	\$12,100
Building/Envelope Analysis	\$42,350	LEED Documentation	\$2,035
Total	\$404,356	Building/Envelope Analysis	\$37,950
		Total	\$493,298

19



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Break for Project Funding

- Grants
- Appropriations
- Private investment
- Partnerships
- Bonds




20

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Phase 3

Construction Documents, Bidding, and Construction Administration



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Construction Documents

Phase 3A Deliverables

- 90% Construction document drawings (Permit Set)
- 100% Construction document drawings (Bid Set)
 - Incorporated feedback from authority having jurisdiction
 - Full specifications
 - Cost estimate

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Bidding

Phase 3B Deliverables

- Assist General Contractor with bid conference
- Respond to Bid Requests for Information (RFIs)
- Conformed set incorporated addenda from standard bid process

23



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Construction Administration

Phase 3B Deliverables

- Site visits and reports
- Submittal review
- Review and respond to Requests for Information (RFIs)
- Review and respond to contractors Punchlist/Backcheck
- Record drawings

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EHDD Contract Summary

Phase 3 Fee Structure

Phase 3A – Construction Documents	Amount	Phase 3B – Bid & Construction Administration	Amount
Building Architectural	\$310,000	Building Architectural	\$297,000
Structural Engineering	\$58,300	Structural Engineering	\$49,500
MEP Engineering	\$140,800	MEP Engineering	\$115,500
Landscape Architectural	\$44,935	Landscape Architectural	\$34,375
Geotechnical Engineering	\$22,000	Cost Estimating	\$18,865
Cost Estimating	\$10,395	Technology Design Service	\$19,800
Technology Design Service	\$24,200	LEED Documentation	\$2,035
LEED Documentation	\$2,035	MEP LEED Documentation	\$41,800
Building/Envelope Analysis	\$20,900	Total	\$578,875
Total	\$633,565		

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EHDD Contract Recap

Phase 1-3 Fee Structure

Phase	Amount	Estimated Duration
Pre-Design / Programming	\$128,982	8 Weeks
Schematic Design	\$404,356	8 Weeks
Design Development	\$493,298	10 Weeks
Construction Documents	\$633,565	18 Weeks
Bidding & Construction Admin	\$578,875	76 Weeks
Total	\$2,239,076	118 Weeks

26



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Options for Commission Action

Option A

- Approve Port contract for only the first two phases for a not-to-exceed amount of **\$1,026,636**
 - Pro
 - Limits upfront commitment
 - Cons
 - Risk cost increase past phase 2
 - Risk to grant funding support
 - Risk to project schedule

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Options for Commission Action

Option B

- Approve Port contract for all phases as presented for a not-to-exceed amount of **\$2,239,076**
 - Pros
 - Secure the consultant team throughout project
 - Controlled project schedule
 - More predictable cost projections
 - Support between phase 2 and phase 3
 - Cons
 - None of any consequence

28



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Questions and Comments

Suggested Motion...

Option A "...move to authorize the Executive Director to execute contract number 2024-1007 with EHDD Architecture for a not to exceed amount of \$1,026,636 for phases one and two."

Option B "...move to authorize the Executive Director to execute contract number 2024-1007 with EHDD Architecture for a not to exceed amount of \$2,239,076 for all three phases."

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PORT OF OLYMPIA
DESTINATION WATERFRONT DEVELOPMENT VISION
COMMISSION MEETING
May 16, 2022

**Introduction
& Public
Outreach
Plan**

Public Input
Summary

Zoning & Sea
Level Rise

Development
Site Plan

Next
Steps

On May 21, 2021, CERB approved a **\$50,000** grant to the Port for this Destination Waterfront Development Vision to serve as a marketing tool for investors



This was a follow up to **VISION 2050** plan (an 18-month study in 2018)

- Building community awareness of the Port
- Align investments with community priorities
- Strengthen partnerships
- Establish a shared vision for Port focus and impact



**The Port Peninsula will develop as a Destination Waterfront
that offers diverse first-rate amenities and spaces
for both active and passive recreation,
ensuring connectivity
to the Water, nearshore and existing downtown core.**

ADVISORY GROUP MEMBERS:

LEONARD BAUER City of Olympia

PATTY BELMONTE Hands on Children's Museum

JEFF BOWE Experience Olympia & Beyond

MICHAEL CADE Thurston County EDC

TODD CUTTS Olympia Downtown Alliance

RAY PETERS Squaxin Island Tribe

LISA DENNIS-PEREZ Lott Cleanwater Alliance

DREW PHILLIPS FORMA Construction

MYRON HOTINGER Swantown Marina Liveaboard (EXCUSED)

NOREEN LIGHT Swantown Marina Live Abroad (EXCUSED)

PARIS MCCLUSKY South Sound Estuarium

MARC DAILY Thurston Regional Planning Council (TRPC)

DAVID SCHAFFERT Thurston Chamber of Commerce

KYLE RADANOVIC & SABRINA SMITH Anthony's Restaurant

DR. TIM STOKES South Puget Sound Community College

RICHARD WOLF East Bay Neighborhood Association

CHUCK FOWLER South Sound Maritime Heritage Association (SSMHA)

ADDITIONAL ADVISORY GROUP MEMBERS:

NICK KERRY KGY Radio Station

AUSTIN ROGNLIN Rognlin's Olympia Marine Center

GRETCHEN VAN DUSEN Olympia Area Rowing (OAR)

SUE PATNUDE Deschutes Estuary Restoration Team (DERT)

JOEL CARLSON Sierra Club

EDDIE & BECKY MILLER Swantown Marina Liveaboard

DEB PATTIN Port Of Olympia Citizens Advisory Committee (POCAC)

BOB VAN SCHOORL Olympia Yacht Club

STACEY WATERMAN-HOEY Arbutus Folk School

RICHARD WELLS & BOB BUTTS South Sound Sailing Society

SELECT STAKEHOLDER'S INTERVIEWS:

DAVID PAUL Arbutus Folk School

LISA IVERSON Olympia Area Rowing Association (OAR)

DAVE WASSON Batdorf & Bronson Coffee Roasters

HELEN WHEATLEY Vision 2050 Member

CAROL RILEY Harbor Days Representative

HELEN WHEATLEY Sierra Club

PROJECT SCHEDULE

	YEAR	2020								2021					
		MONTH		Oct		Nov		Dec		Jan		Feb		Mar	
		3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	
INFORMATION GATHERING & STAKEHOLDER OUTREACH	1. Information Gathering & Stakeholder Outreach														
	Gather Existing Documents & Review with Port Staff														
	Vision 2050 Plan: Review with Port Staff														
	Admin/Marina Office Building: Review Work to-Date														
	RV Resort: Review Work to-Date														
	Hotel Feasibility Studies: Review Work to-Date														
	Summary of Olympia Comp. Plan & Land Use Code														
	Tour Site with Port Staff														
	Help Port in identifying Stakeholder Steering Committee														
	Base map & model for Destination Development Plan														
	Internal (Port staff) Stakeholder Meetings (6)														
	Stakeholder Steering Committee Meetings (6)														
Public Outreach Meetings (3)															
Port of Olympia Project Website Updates															
DEVELOPMENT PLAN (60%)	2. Base Drawings for Destination Development Plan (60%)														
	Potential development parcels shown on plan														
	Public Park opportunities & esplanade improvements														
	Sea Level Rise study info incorporated														
	Connectivity: Linkage Opportunities to Downtown Oly														
	District-wide sustainability goals identified														
	Downtown Strategy input incorporated														
	Presentation documents for Public Outreach #1														
	Document all public feedback from Outreach #1														
DEVELOPMENT PLAN (90%)	3. Updates to Destination Development Plan (90%)														
	Incorporate all feedback to-date into updated plan														
	Update district-wide sustainability options														
	Identify and document infrastructure improvements														
	Update response to sea level rise														
	Update development plan														
	Enlarged plans of key elements														
	Survey #1														
	Updated documents for Public Outreach #2														
	Document all public feedback from Outreach #2														
Public Outreach Meeting #3															
Survey #2															
FINAL PLAN (100%)	4. Final Development Plan (100%) & Presentation														
	Advisory Group Meeting - New members														
	Incorporate all feedback to-date into final plan														
	Present final development plan to Advisory Group														
	Present final development plan at Outreach #4														
Present final development plan to Commissioners															



The Port of Olympia invites you to participate in our final Public Outreach Opportunity

DESTINATION WATERFRONT DEVELOPMENT PLAN

A continuation of the Port 2050 Vision Plan

Wednesday
January 20
5:30 PM - 6:30 PM

- Remote Meeting link can be found below

Attend a brief presentation to learn more about the Waterfront Destination Development Plan public outreach summary, underlying assumptions, and aesthetics, followed with opportunities for questions and feedback.

To be added to the email list for future notices and updates, email Amos at amos@tasolympia.com.

INCREASING IMPACT ON THE DECISION 

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to maximum extent possible.	We will implement what you decide.

PUBLIC OUTREACH SUMMARY

Social Media Reach:

11,871

Public Meeting Participants:

468

Number of Email contacts:

3,156

(as of March 8, 2021)

The Port of Olympia invites you to participate
in our first Public Outreach Opportunity

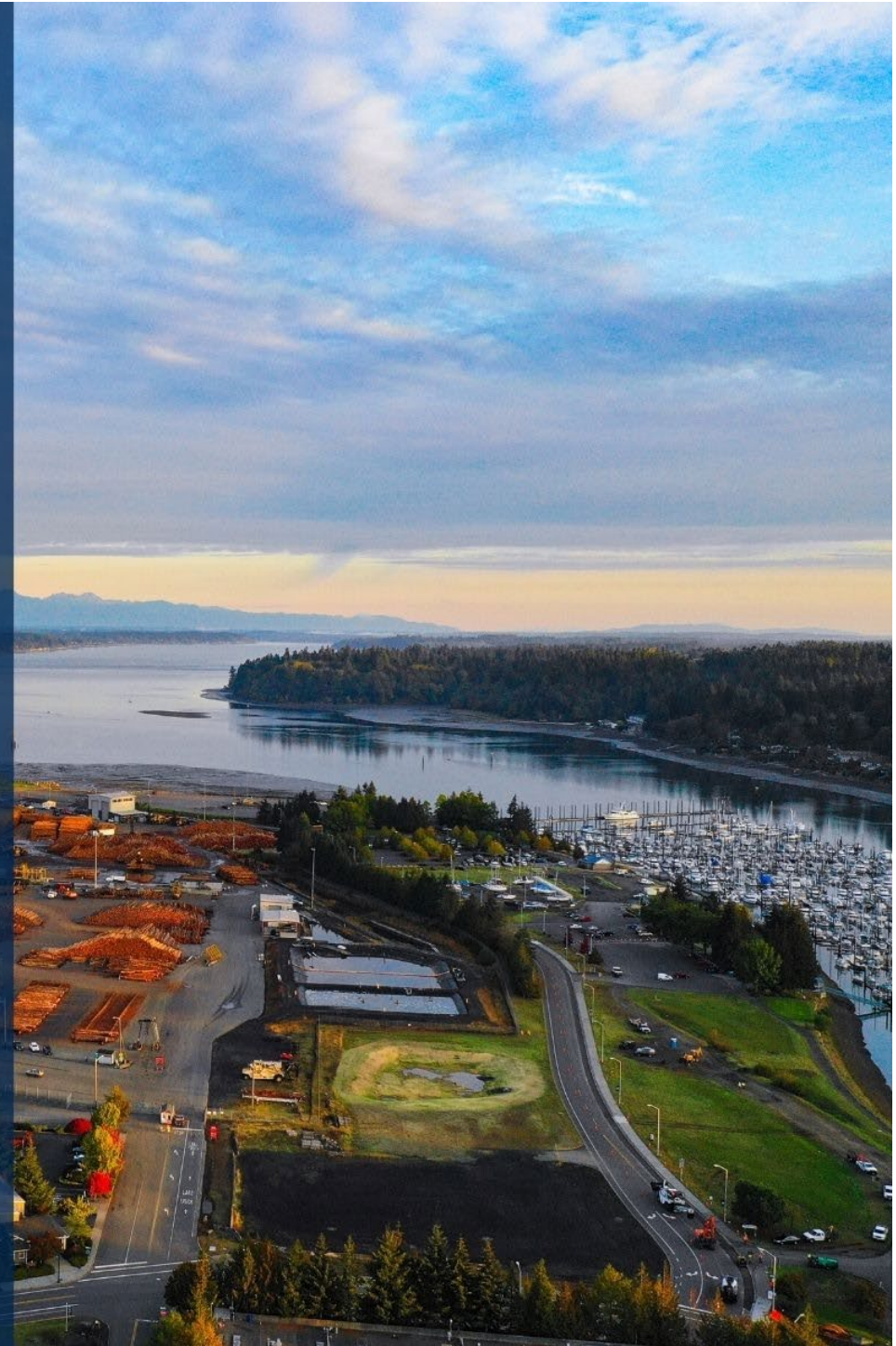
WATERFRONT DESTINATION DEVELOPMENT PLAN

A continuation of the Port 2050 Vision Plan

Wednesday
November 18th
5:30 PM - 6:30 PM } Remote Meeting

**Attend a brief presentation to learn
more about the Waterfront Destination
Development Plan, followed up with
opportunities for questions and
feedback**

Please RSVP to Amos at amos@tasolympia.com to be
added to our email list for future notices and updates



 **Public Outreach Meetings:**

Nov. 18 | Dec. 16 | Jan. 20 | Mar 4

 **Advisory Board Meetings:**

Oct. 14 | Nov. 10 | Dec. 8 | Jan. 13

Feb. 10 | Feb. 24

 **Select Stakeholder Meetings:**

Nov. 12 | (additional) Dec. 7-11

 **Commission Meetings:**

Nov.16 | Jan 19 | Feb. 16 | Mar. 8

2020 OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2021 JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2020 NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

2021 FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

2020 DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

2021 MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

PUBLIC OUTREACH SUMMARY

Survey #1
Number of Respondents:

442

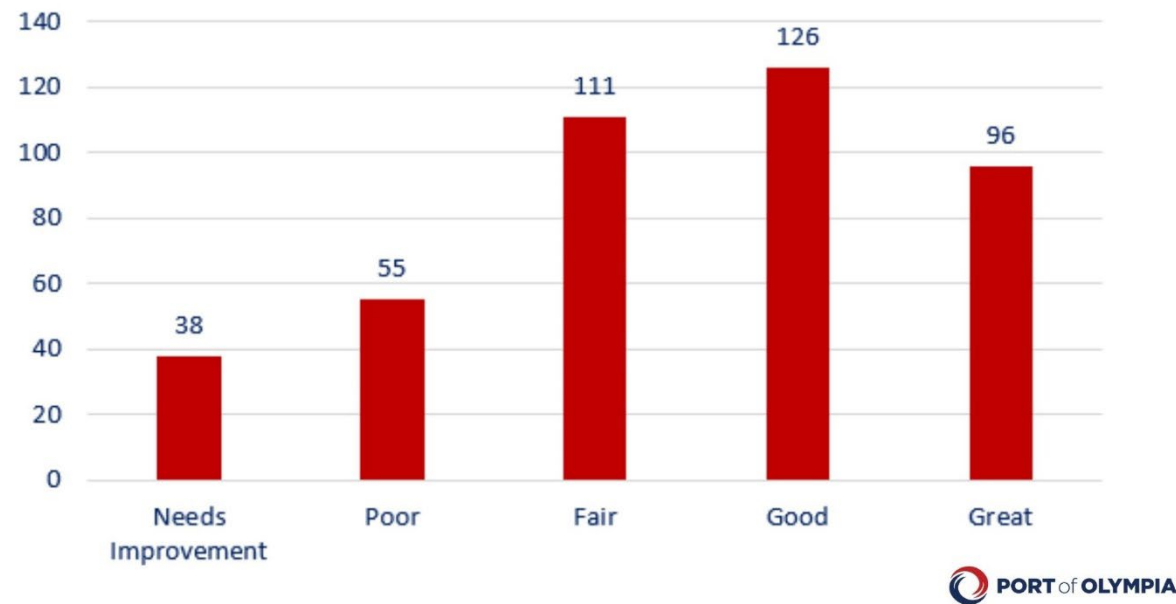
(10 questions)

Survey #2
Number of Respondents:

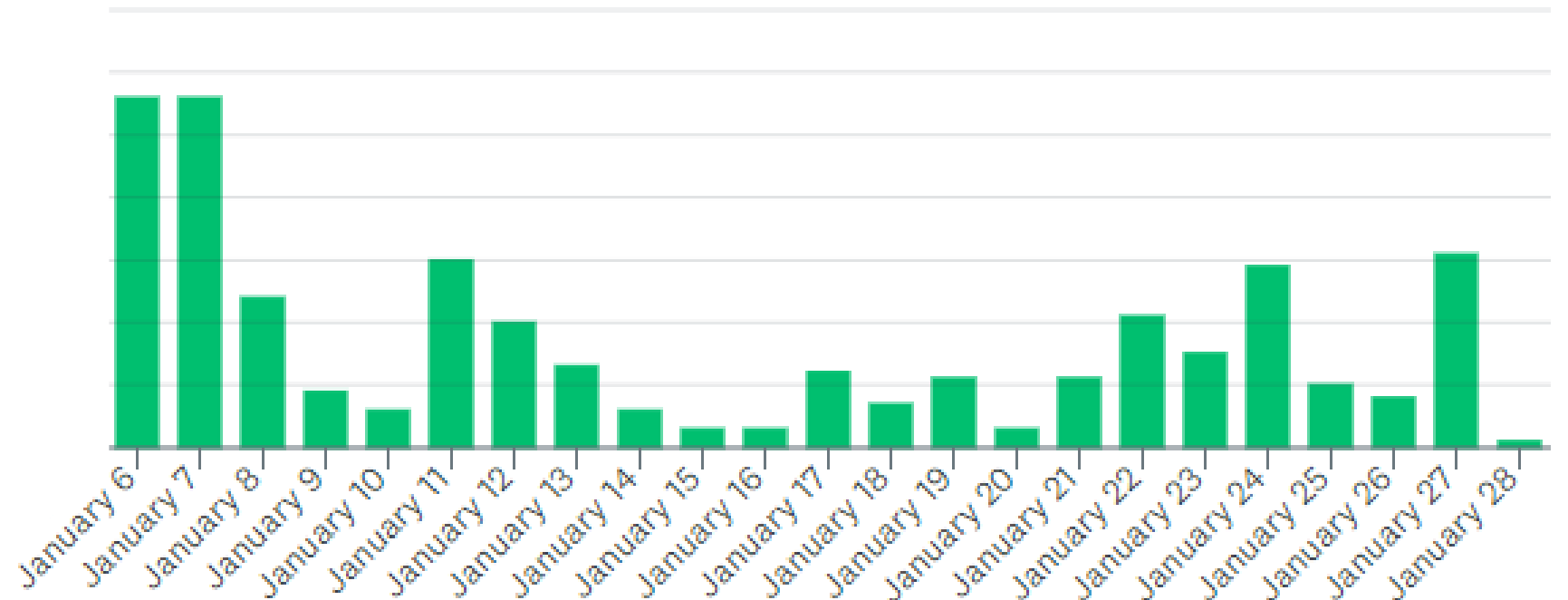
385

(9 questions)

Overall Outreach Experience Rating



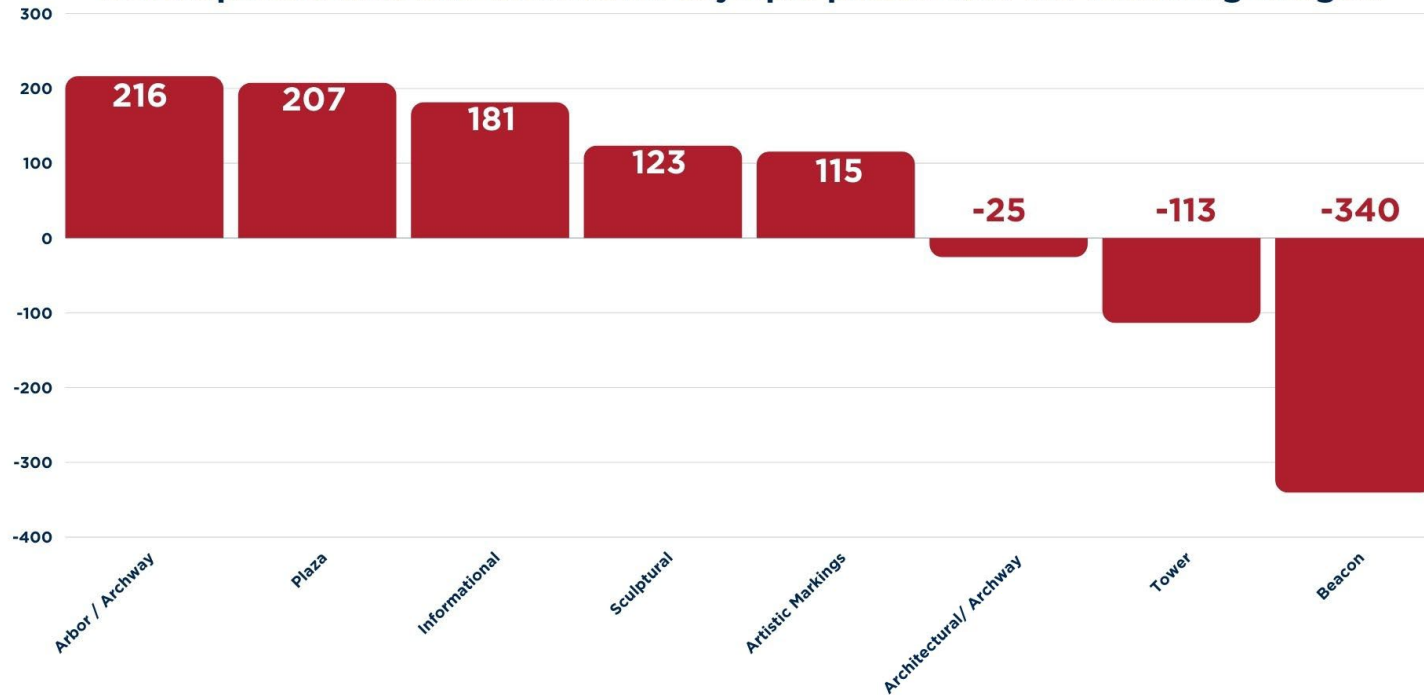
December 21 - January 28



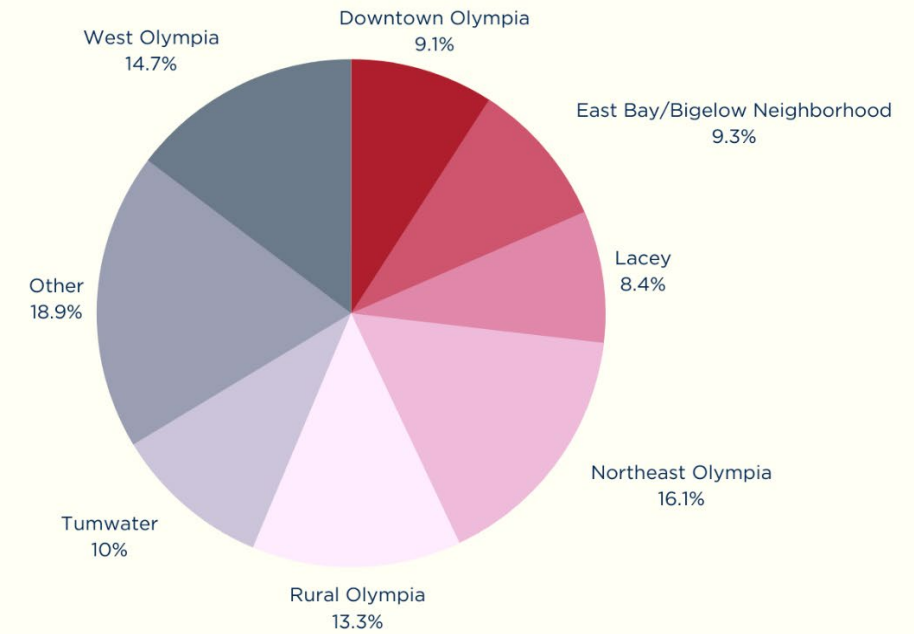
(234 new participants)

COMMUNITY FEEDBACK – ONLINE SURVEYS (2 TOTAL)

Q9 Regarding potential gateway or connectors between the waterfront development area and downtown Olympia please rate the following images.



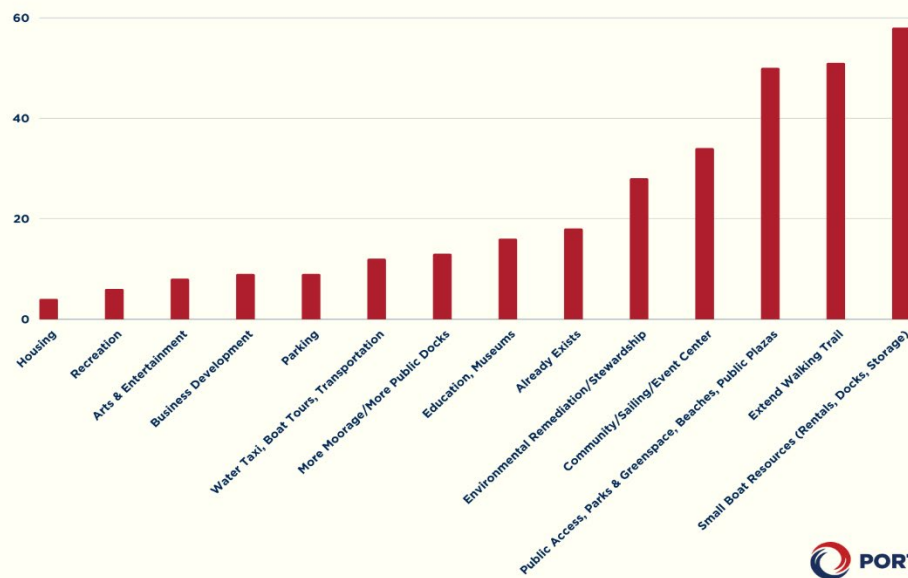
Respondent Location



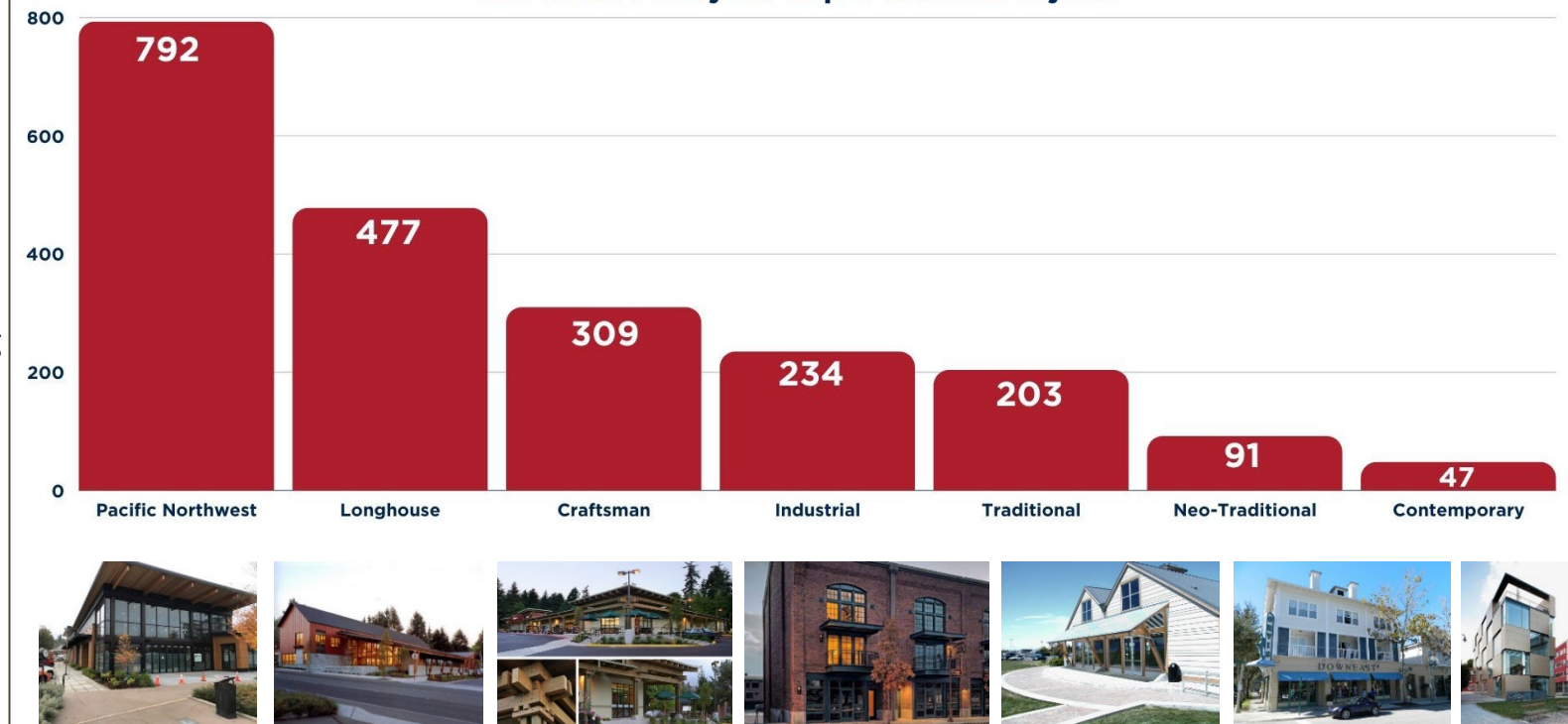
Question 5 Takeaways:

- Small Boat Resources
- Extend Walking Trail
- Incorporate public access, parks, greenspace, plazas
- Community/sailing / event center
- Consider Environmental Remediation/ Stewardship

Ways Plan Can Provide Public Access to Water



Q6 Rank in order of preference, the style of architecture that would be best suited for this area. Pick your top 3 favorite styles.



PROCESS:

- Additional Meetings added to project schedule
- Longer outreach process – extra time added to project schedule for community input
- Ensure environmental & financial sustainability

TRANSPARENCY:

- Project webpage established with meetings, presentations, and data
- Access to past public outreach material
- Document community comments and incorporate as attachment
- Documented summary of Survey Results as reference tool moving forward

TOP FEATURES SUGGESTED:

- Boating Center
- Light Industrial
- Address Sea Level Rise
- Retain some existing public amenities
- Mixed use / Housing
- View Preservation



Introduction
& Public
Outreach
Plan

Public Input
Summary

**Zoning & Sea
Level Rise**

Development
Site Plan

Next
Steps

WASHINGTON STATE CONSTITUTION:

The Washington State Constitution establishes a general policy **that taxes and other public funds may be spent only for public purposes**

(Article VII – Section 1 – Amendment 14)

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or **in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm**, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation. (Emphasis added)

(Article VIII – Section 7)

Cannot be gifted. Provision added empowering the Legislature to authorize **uses of port district funds** for industrial development, trade promotion and promotional hosting, **as a “public purpose, and shall not be deemed a gift...”**.

(Article VIII – Section 8 Amendment 45)

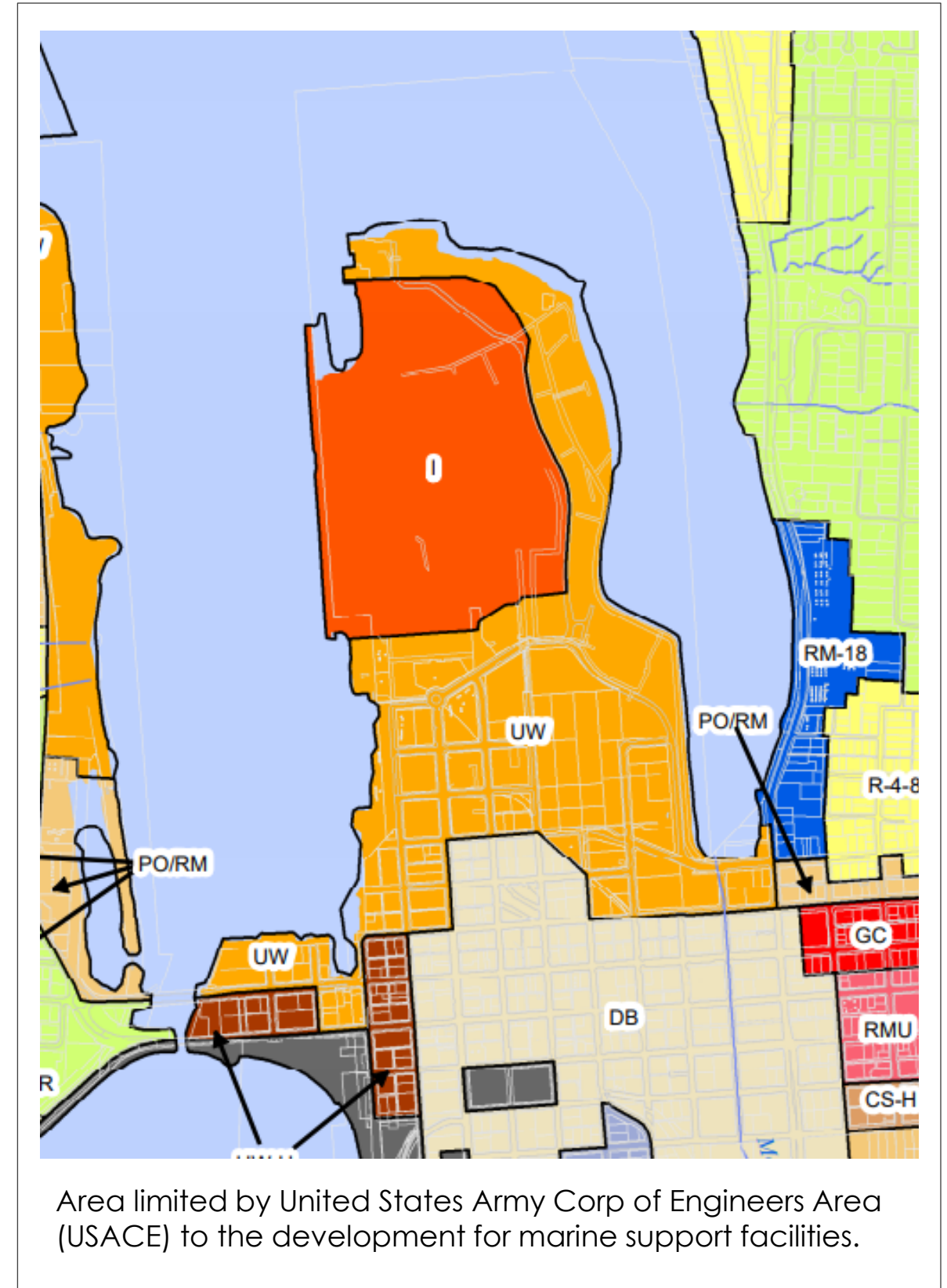
Authorize districts to, among other things, **“construct, condemn, purchase, acquire, add to, maintain, conduct, and operate . . . improvements relating to industrial and manufacturing activities** within the district[.]”

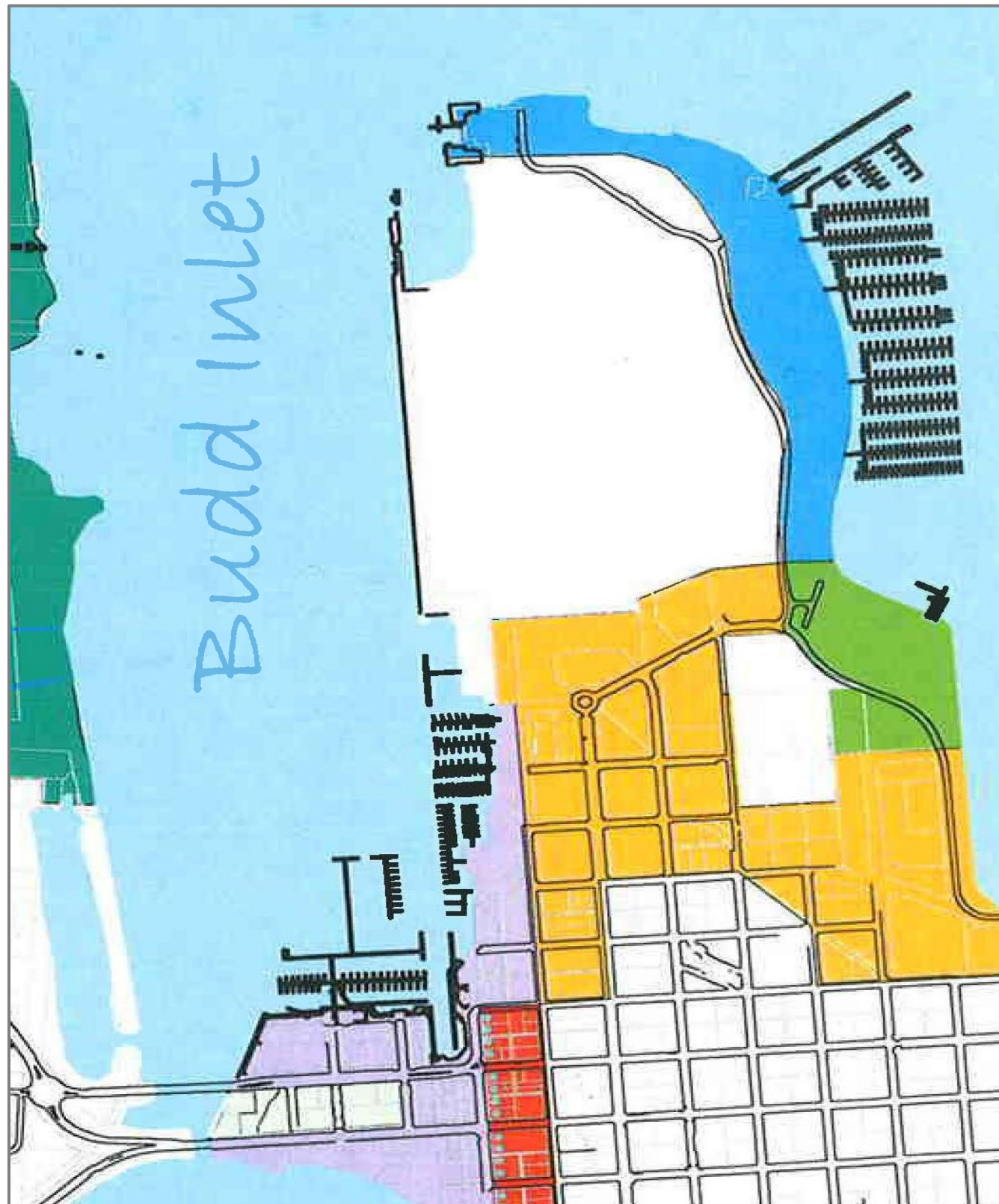
(RCW 53.08.020)

ZONING: URBAN WATERFRONT (UW)




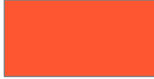




PERMITTED USES:

Drinking Establishments	Apartments, Mixed Use
Restaurants	Bed & Breakfast, Hotel
Light Industry	Laundry Services, Personal Services
Piers, Wharves, Landings	Various Temporary Uses
Industrial Printing, Publishing	Warehousing, Welding/Fabrication
Boarding House, Group Homes	Recycling Facilities, Radio/ TV
Wholesale Sales	Retirement Homes, Retail
Banks, Office	School, Service Station
Art Galleries, Auditoriums	Sewage Treatment Facilities
Boat Clubs, Boat Storage,	Rental Stores, Public Facilities
Commercial Recreation	Place of Worship
Health & Fitness	Commercial Parking Facility
Marinas, Parks, Playgrounds	Adult Day Care, Child Care
Library, Museums , Theaters	Conference Center





UW / UW-H HEIGHT LIMITS (see OMC 18.06.100)

 UW-35	 UW-42-65	 UW-45	 UW-45
 UW-40	 UW-H-35	 UW-65	 UW-65

Height measured in feet

ALLOWABLE HEIGHTS

UW: 40' , 45' & 65'

REQUIRED SETBACKS

UW: None

ALLOWABLE COVERAGE

UW: 60% between shoreline & street
100% everywhere else

SHORELINE MASTER PROGRAM REQUIREMENTS

Max Height: 40' (25' within 75' of OHWM)

Setbacks: 100' shoreline setback &
50' vegetation conservation area

PARKING REQUIRED FOR EACH USE:

Residential 1.5 stalls / unit

(WITHIN EXEMPT PARKING AREA)

*Retail 3.5/1000sf to 4.5/ 1000sf

**New commercial under 3,000sf gross leasable area are exempt*

Light Industrial 1/ 2 employees

Restaurant / Bar 10/ 1,000sf

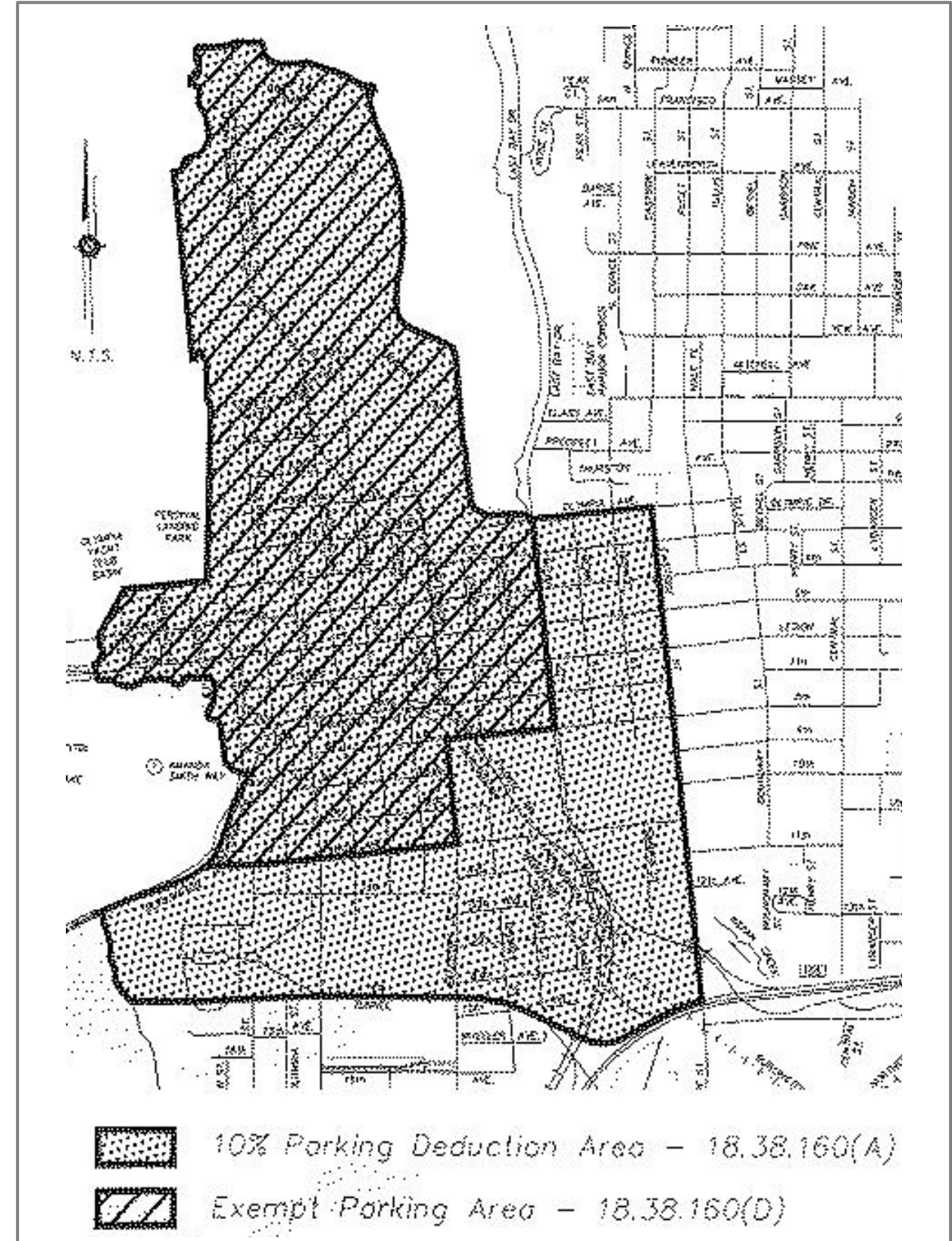
Fitness Center 4/ 1,000 sf

Office/ Business 1/250sf down to 1/400sf

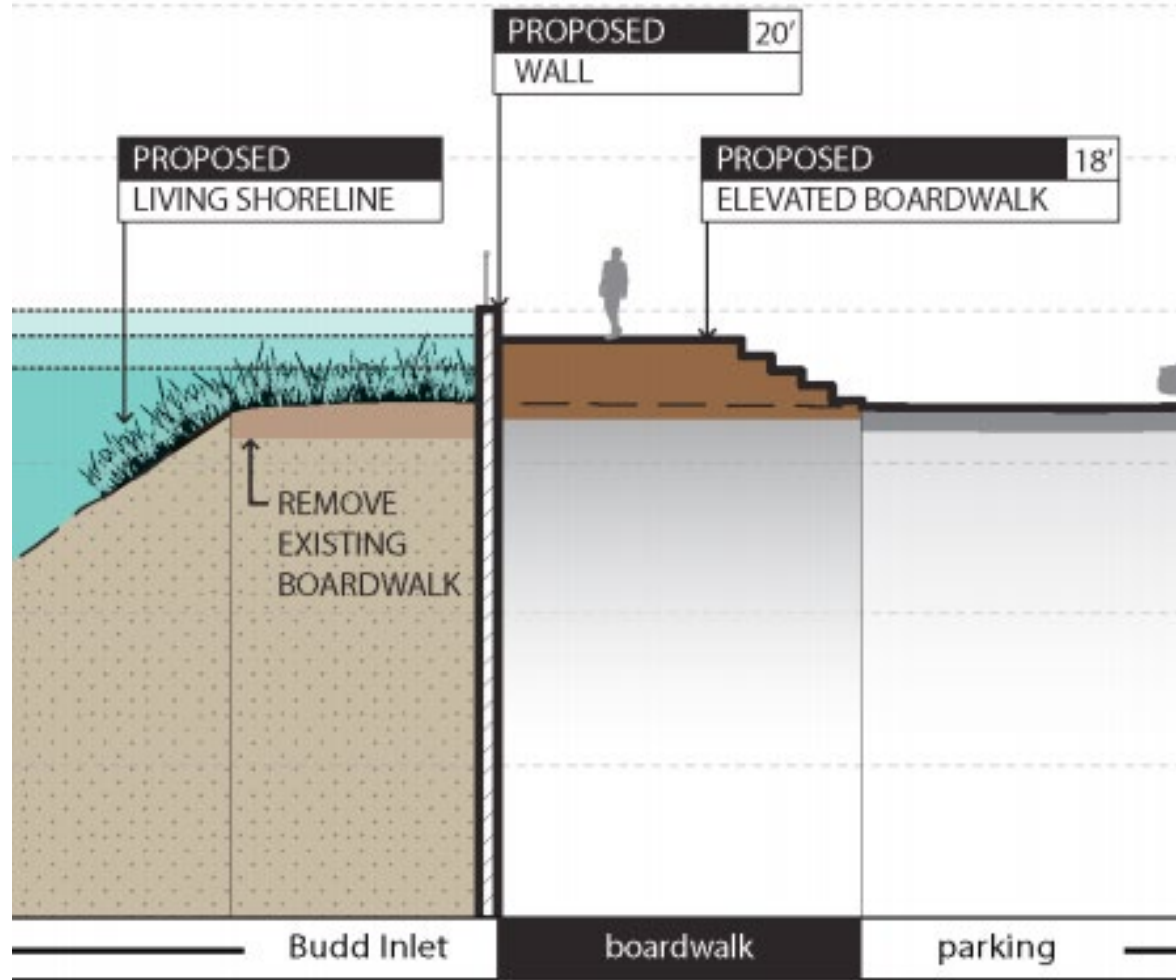
Hotel 1/ room + 1/manager suite

Museum 1/300sf or 3.3/ 1000sf

Child Care 1/ staff + 1/10 children

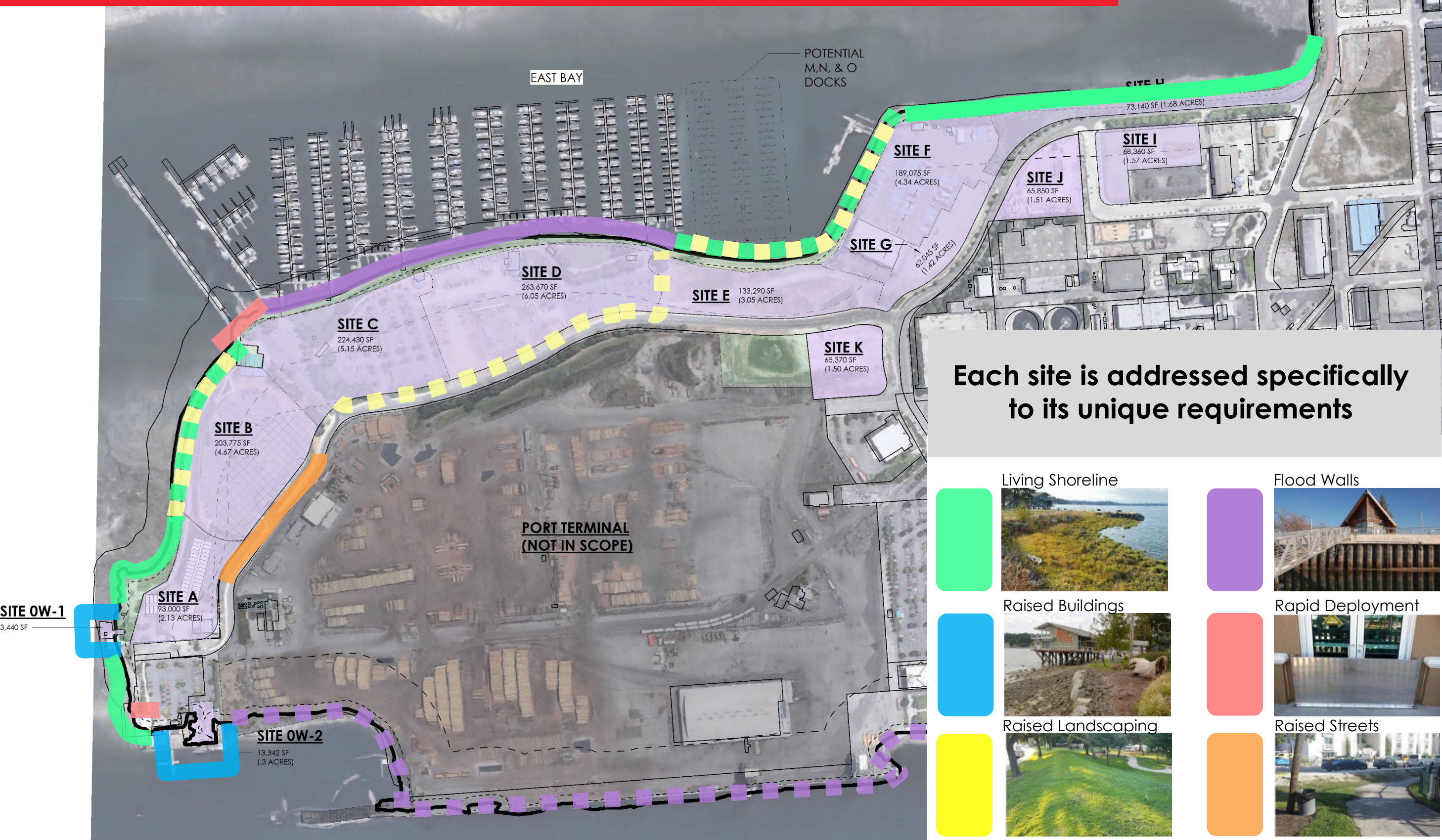


SEA LEVEL RISE MEASURES



*Examples from internet

SEA LEVEL RISE – ADDRESS THROUGH PROPER DESIGN





Introduction
& Public
Outreach
Plan

Public Input
Summary

Zoning & Sea
Level Rise

**Development
Site Plan**

Next
Steps

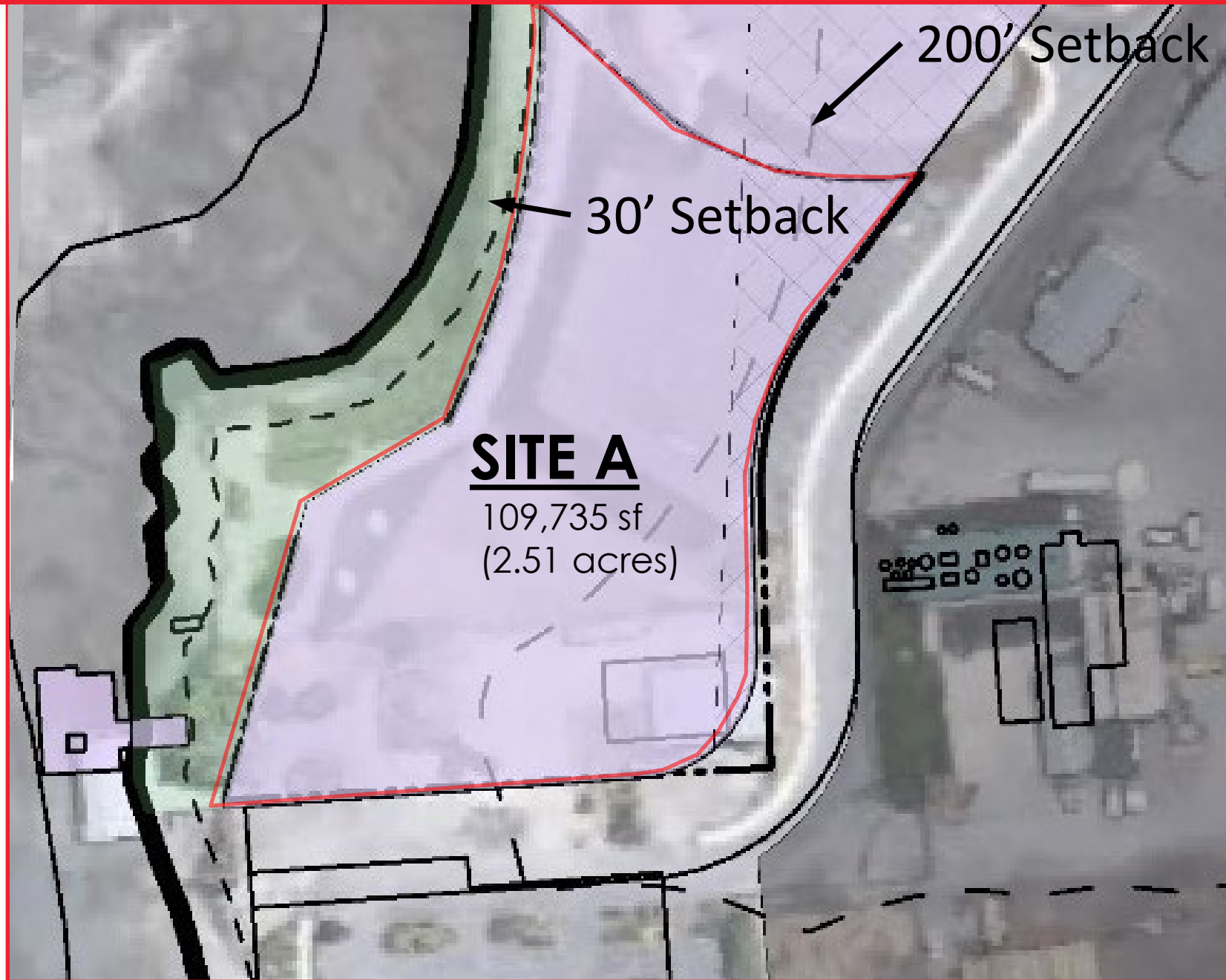
DEVELOPMENT SITE PLAN – CURRENT SCOPE



DEVELOPMENT SITE PLAN – LINKAGES



DEVELOPMENT SITE PLAN – LINKAGES



Site A:

Area:
109,735 sf (2.51 acres)

Current Use:
Parking / Office Building / Undeveloped

Potential Uses:
Hotel / Mixed Use / Cultural Center

Zone:
Urban Waterfront (UW)
Industrial (I) *partial

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark (OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

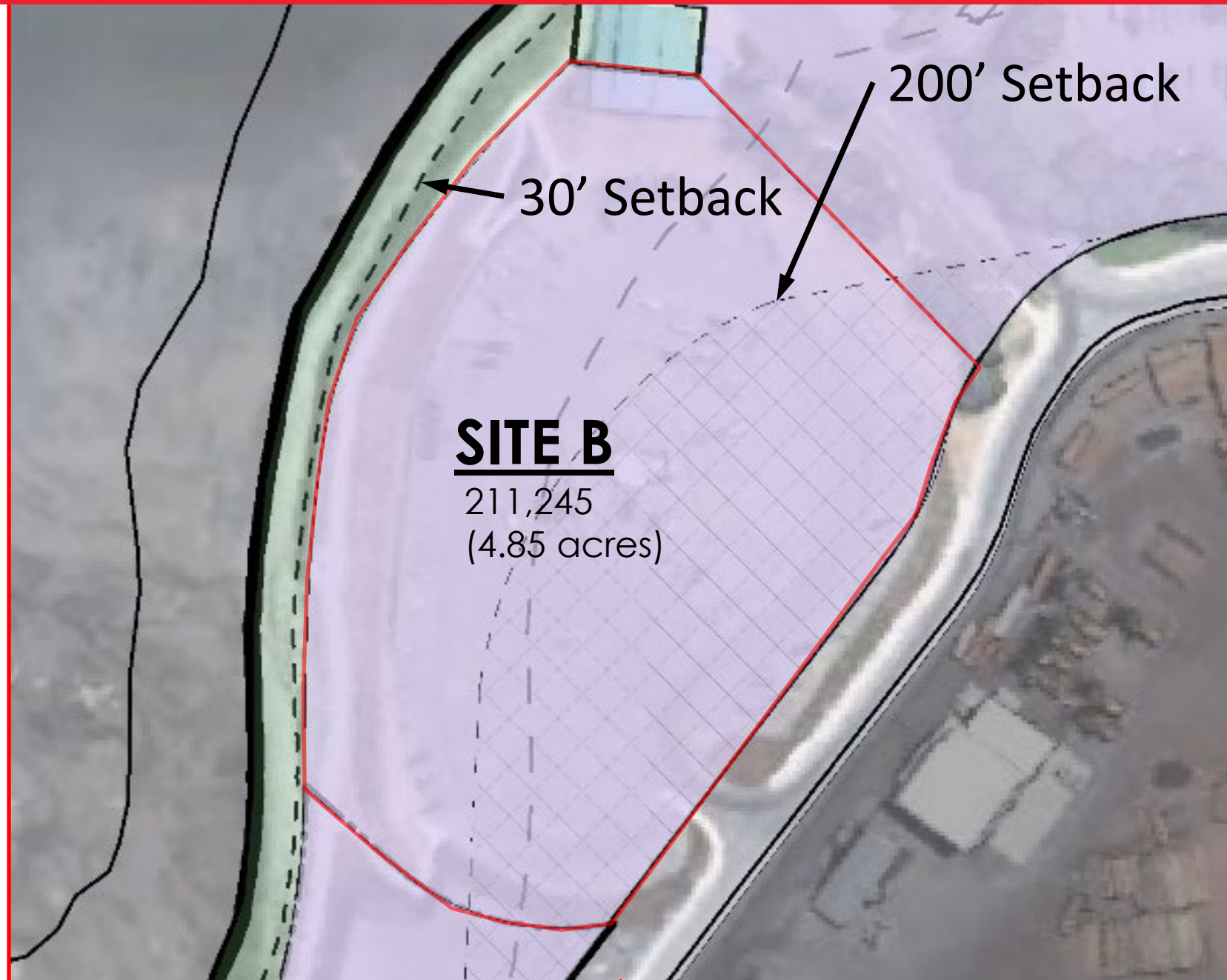
Allowable Coverage:
60%



POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site B:

Area:
211,245 sf (4.85 acres)

Current Use:
Cascade Pole Site/Parking/Antenna

Potential Uses:
Existing to Remain - Parking

Zone:
Urban Waterfront (UW)
Industrial (I) *partial

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark (OHWM)

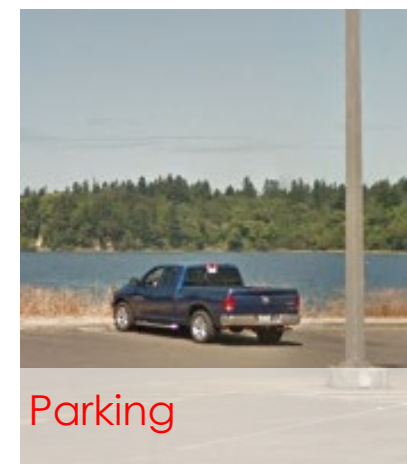
Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

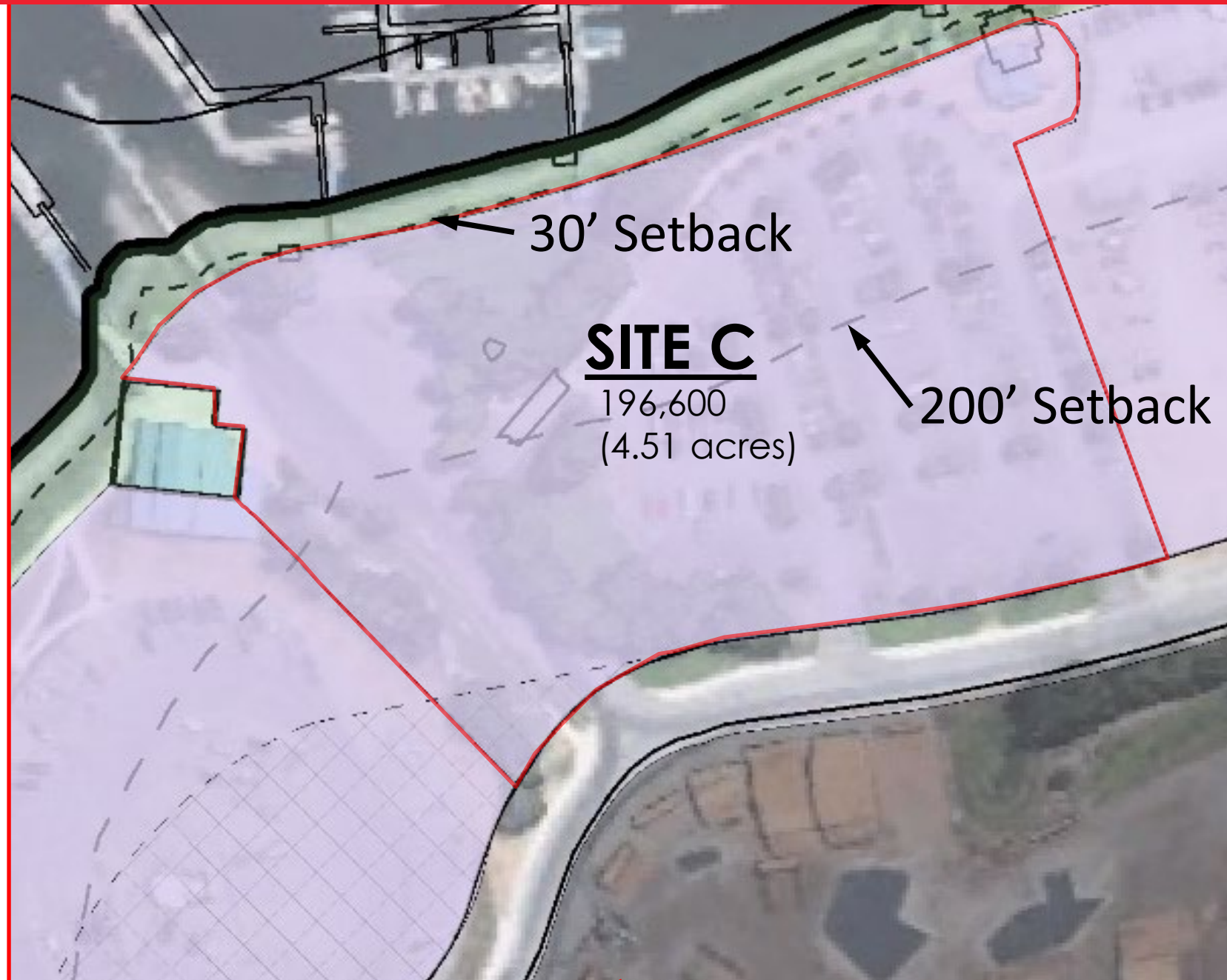
Allowable Coverage:
60%



POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site C:

Area:
196,600 sf (4.51 acres)

Current Use:
OAR Building/ Boat Launch/ Parking

Potential Uses:
Existing to remain

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark (OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

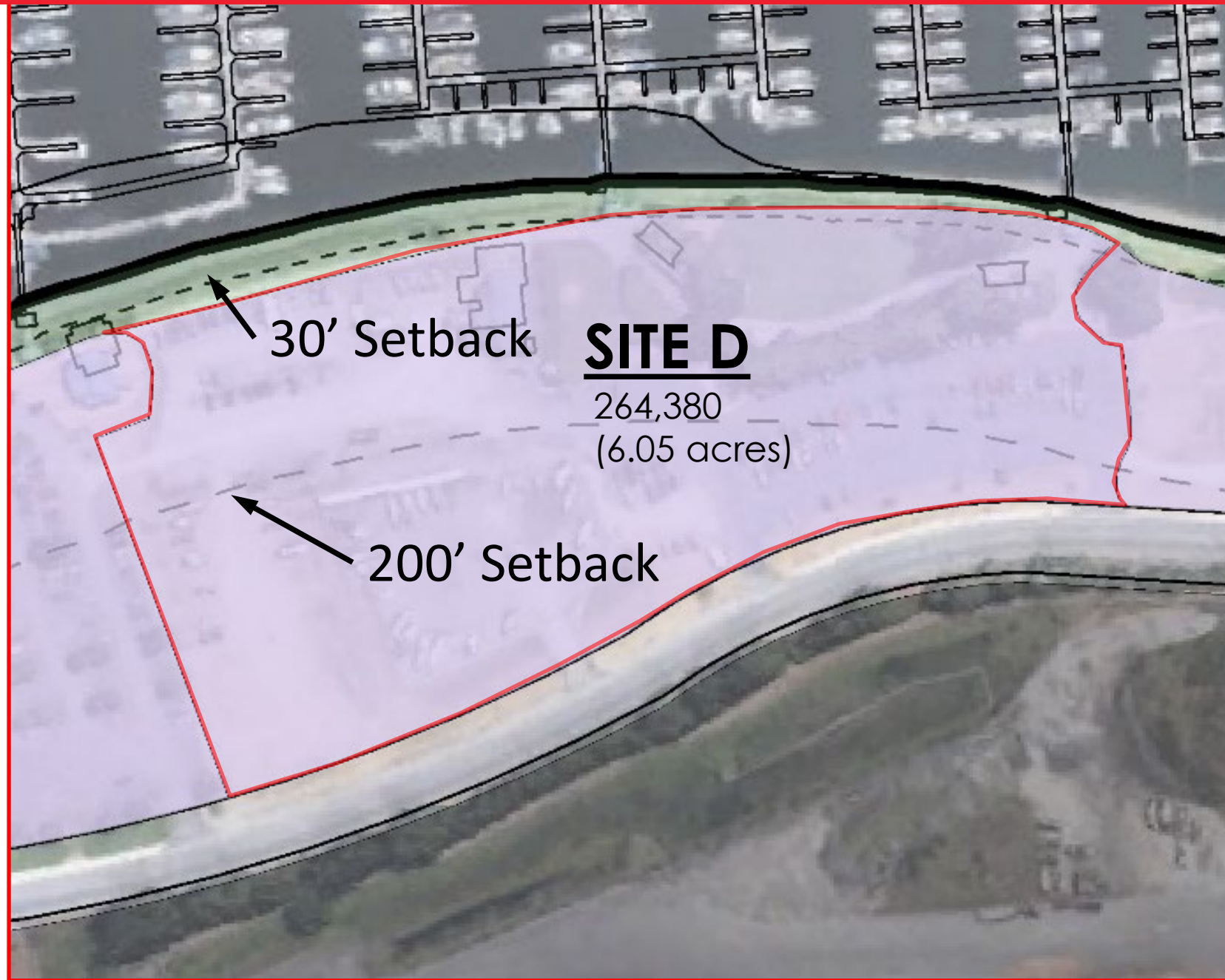
Allowable Coverage:
60%



POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site D:

Area:
263,380 sf (6.05 acres)

Current Use:
Marina Office/Parking/ Dry Storage/
Undeveloped

Potential Uses:
Admin Building/ Mixed use/ Light Industrial

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark
(OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

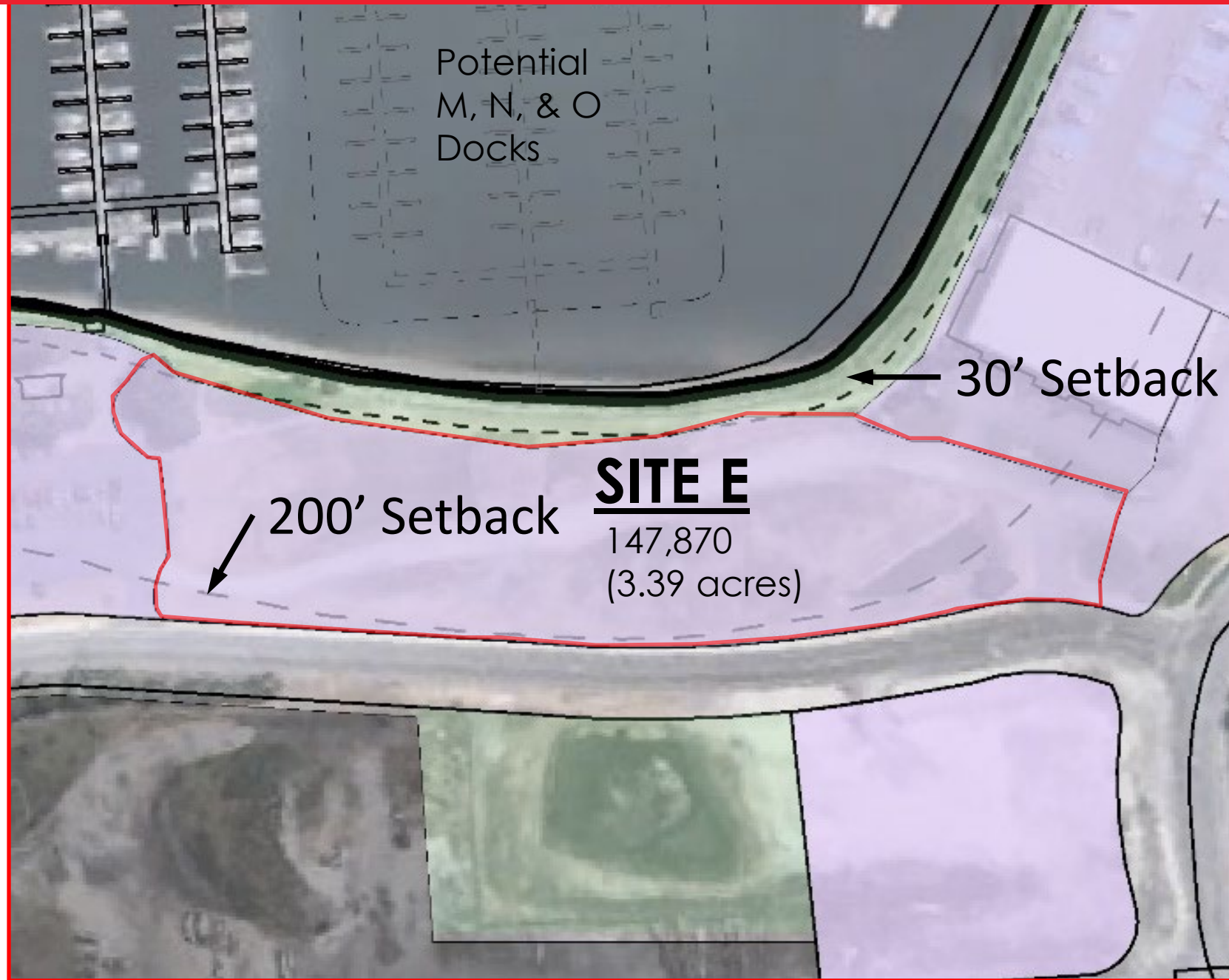
Allowable Coverage:
60%



POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site E:

Area:
147,870 sf (3.39 acres)

Current Use:
Undeveloped

Proposed Use:
RV Resort

Potential Uses:
Mixed Use/ Light Industrial/ Small Watercraft Launch

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark (OHWM)

Building Setback:
None

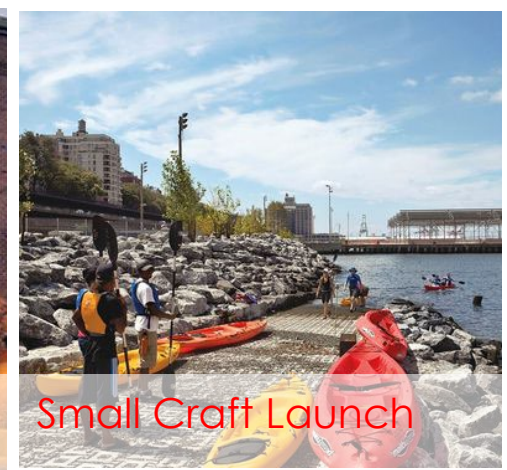
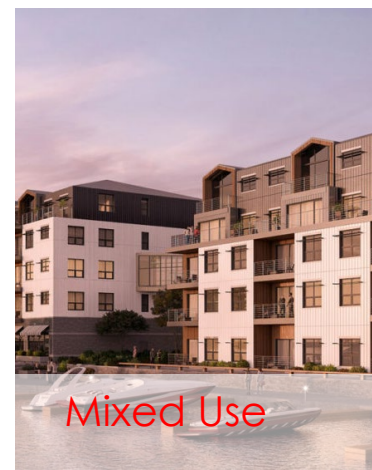
Shoreline Setback
100' & 50' Vegetation Conservation Area

Allowable Coverage:
60%

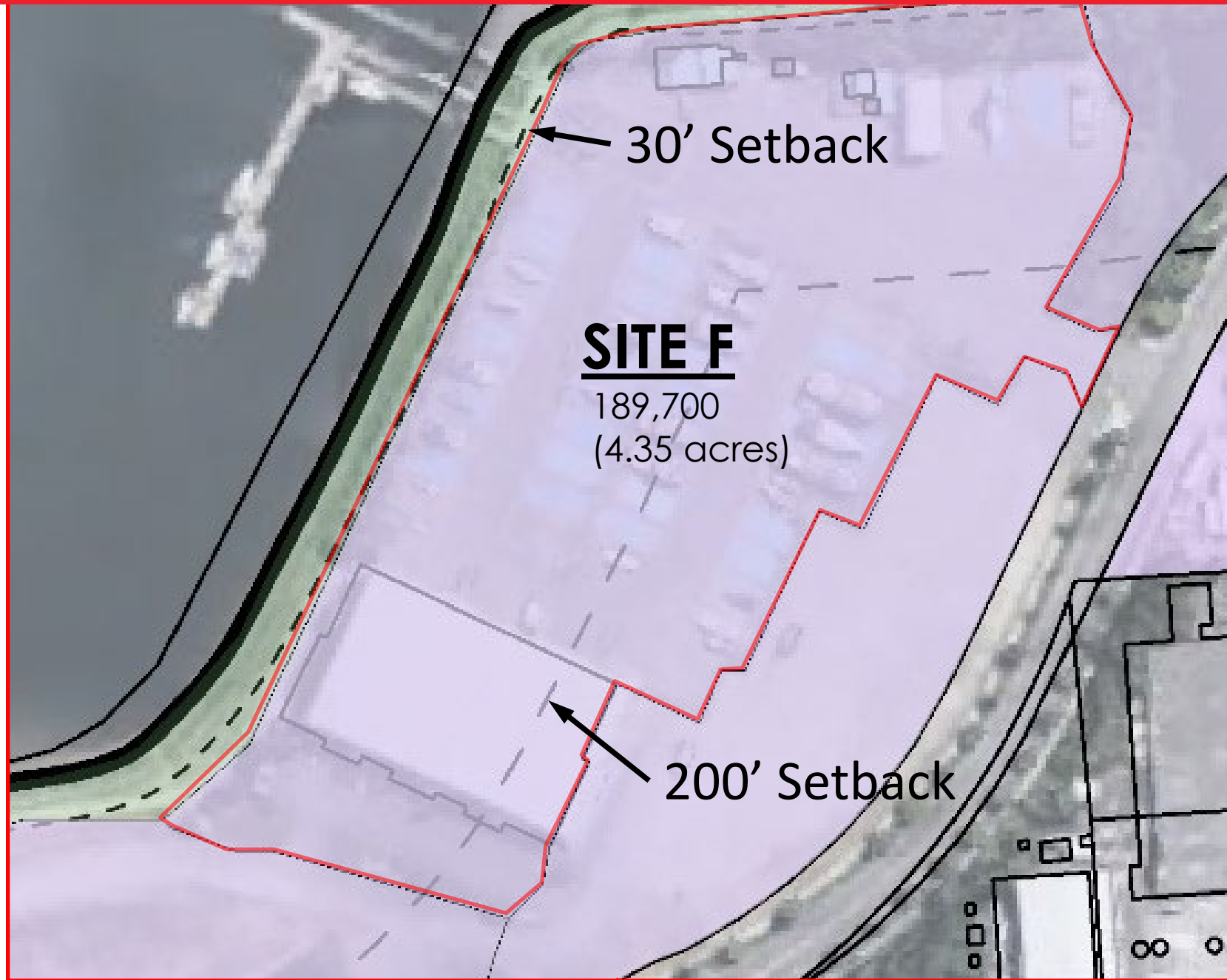


PROPOSED USE |

POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site F:

Area:
189,700 sf (4.35 acres)

Current Use:
Boatworks/Marine Supply/Warehouse

Potential Uses:
Existing To remain

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark (OHWM)

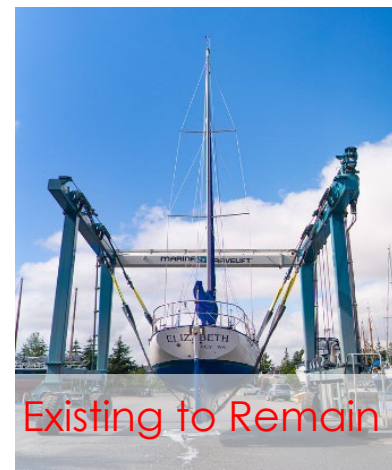
Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

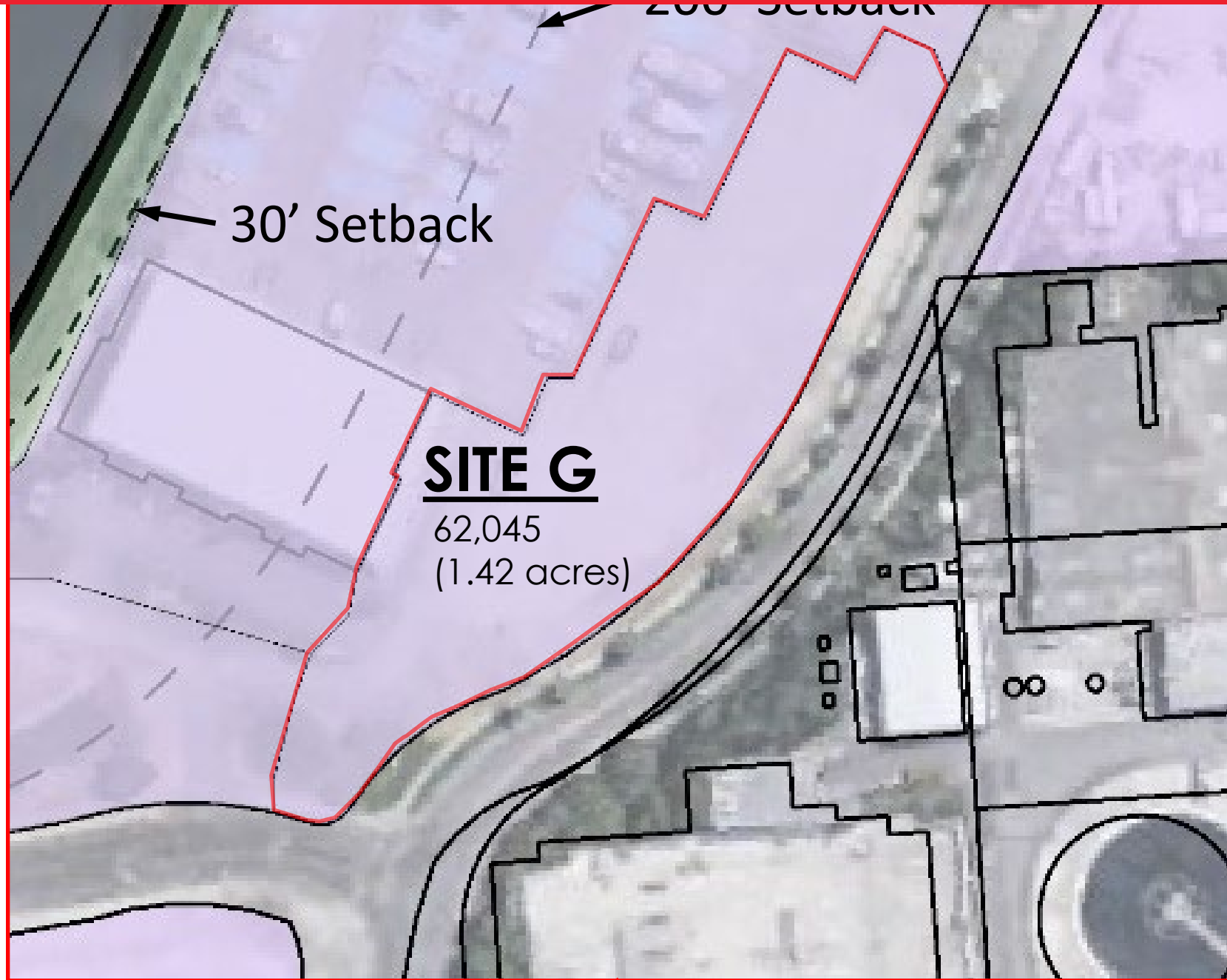
Allowable Coverage:
60%



POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site G:

Area:
62,045 sf (1.42 acres)

Current Use:
Undeveloped

Potential Uses:
Dry Storage/ Light Industrial/ Mixed Use/
Parking

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark
(OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

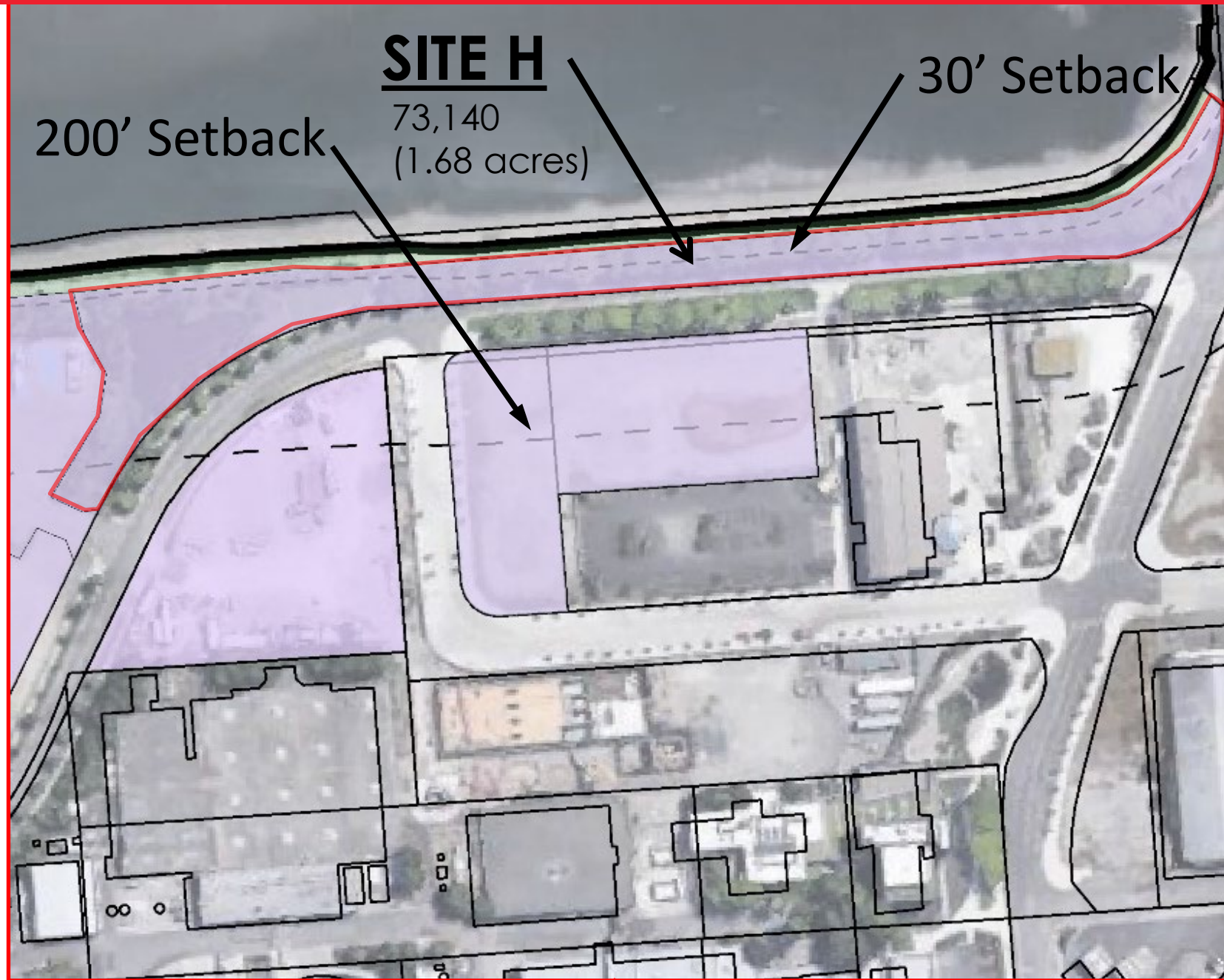
Allowable Coverage:
60%



POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site H:

Area:
73,140 sf (1.68 acres)

Current Use:
Undeveloped

Potential Uses:
Existing To remain / Linear Park / Shoreline Improvements

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High Water Mark (OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

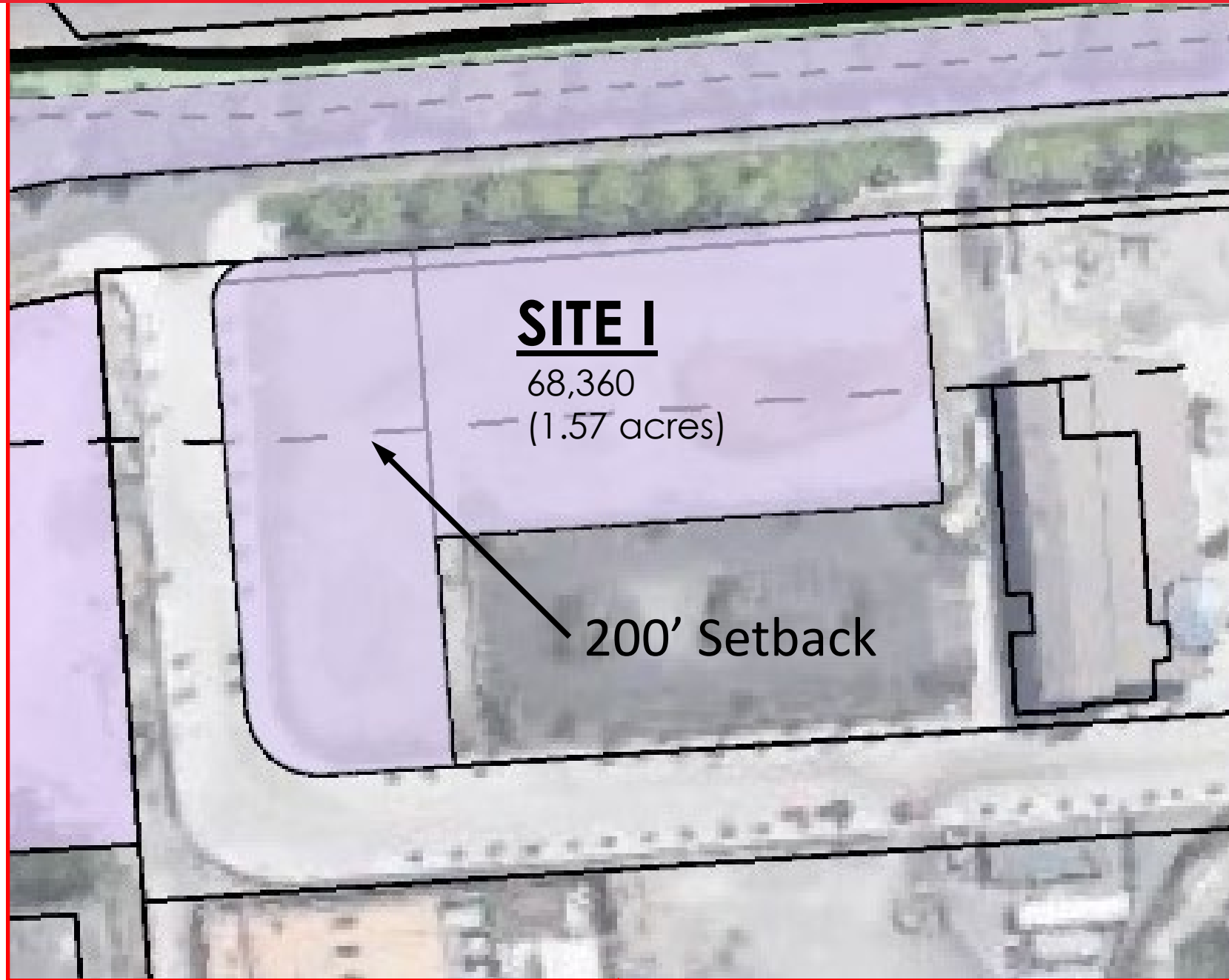
Allowable Coverage:
60%



POTENTIAL USES



DEVELOPMENT SITE PLAN – LINKAGES



Site I:

Area:
68,360 sf (1.57 acres)

Current Use:
Undeveloped

Potential Uses:
Mixed-Use/ Light Industrial/ HOCM
Expansion

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark
(OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

Allowable Coverage:
60%



POTENTIAL USES



HOCM Expansion

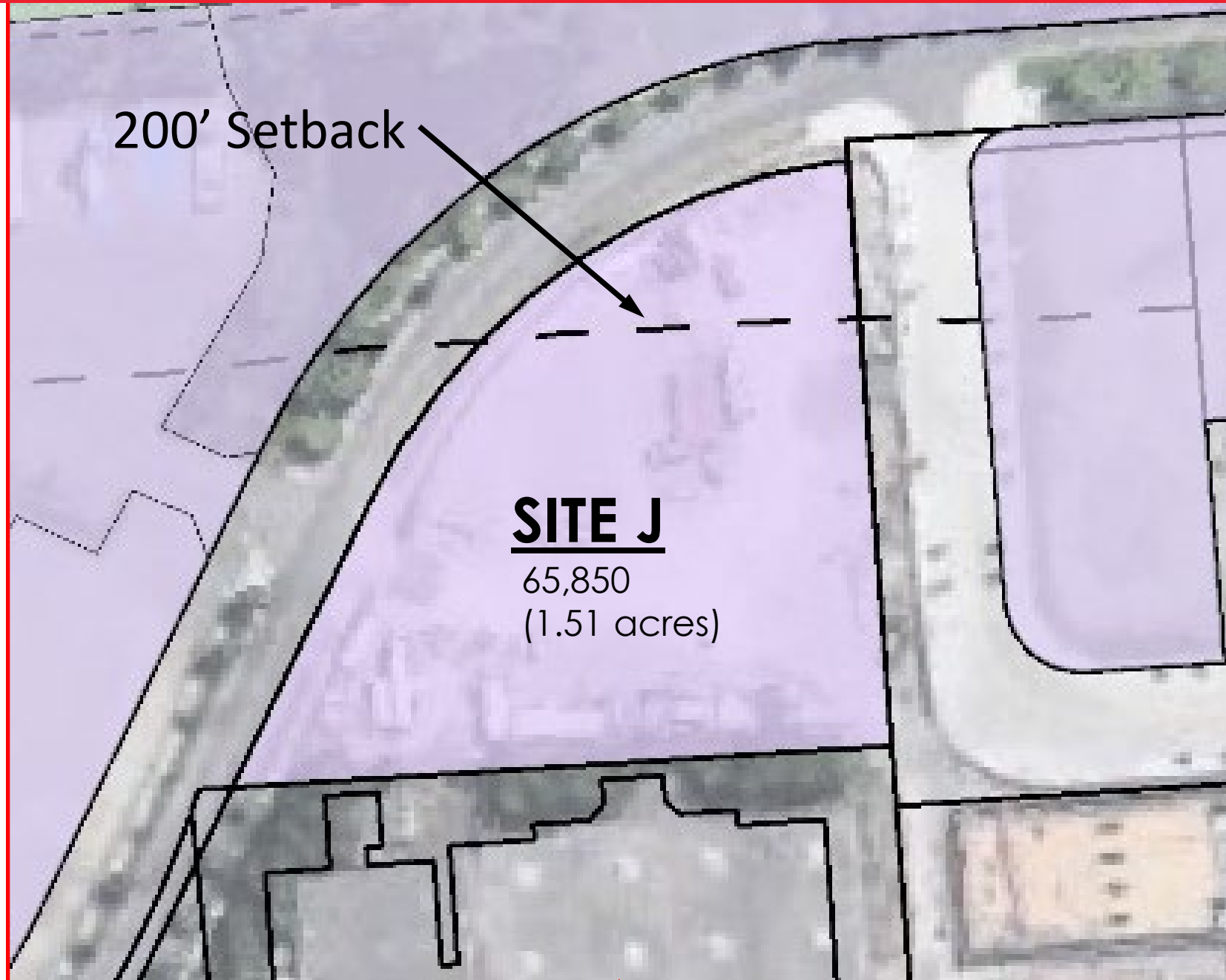


Mixed Use



Light Industrial

DEVELOPMENT SITE PLAN – LINKAGES



Site J:

Area:
65,850 sf (1.51 acres)

Current Use:
Undeveloped

Potential Uses:
Mixed-Use/ Light Industrial/ LOTT Expansion,
Dry Storage

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark
(OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

Allowable Coverage:
60%



PROBABLE USE



LOTT Expansion



Mixed Use

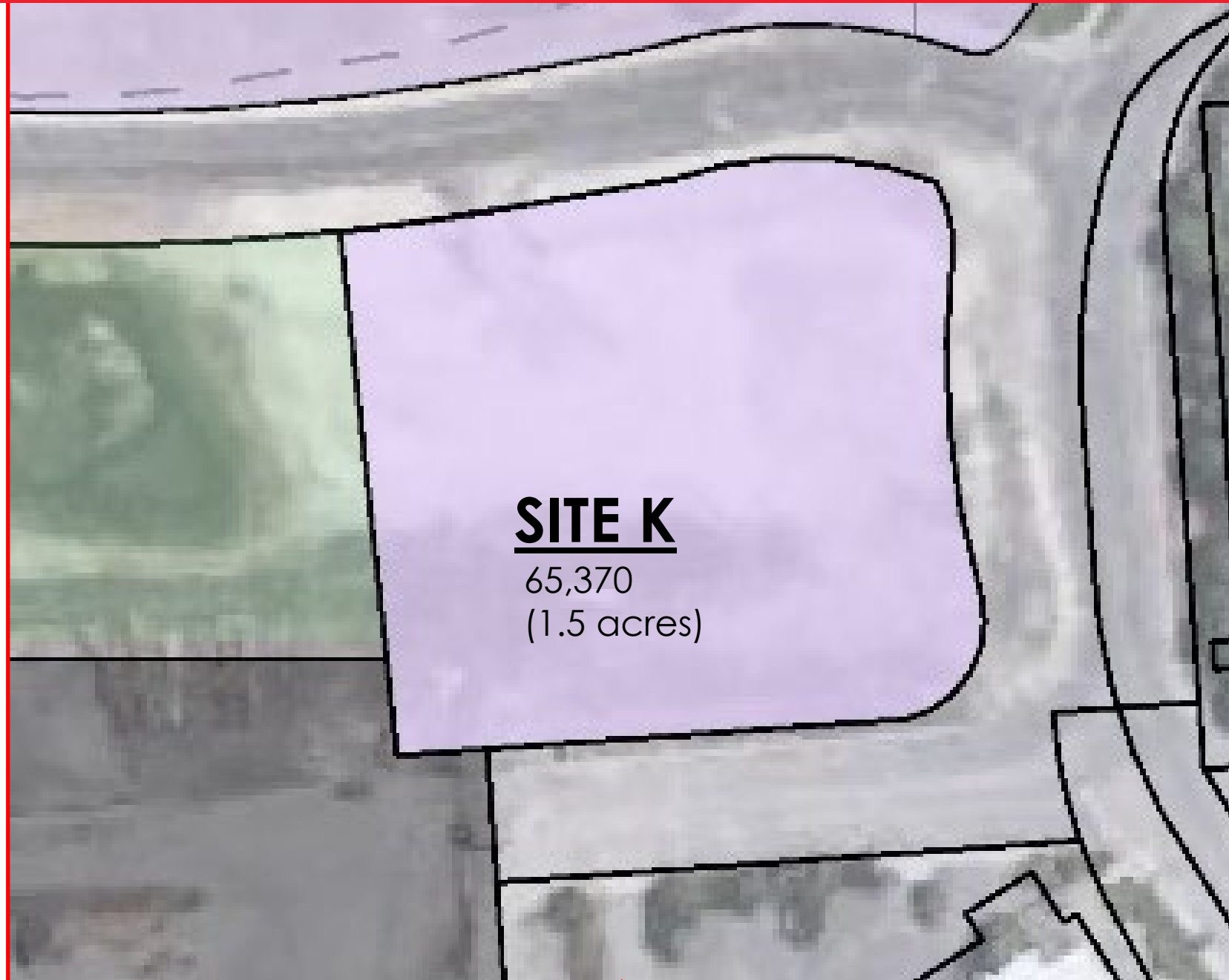


Dry Storage



Light Industrial

POTENTIAL USES



Site K:

Area:
65,370 sf (1.5 acres)

Current Use:
Undeveloped

Potential Uses:
Mixed use/Light Industrial/Pedestrian
Amenity/ Maintenance Shop

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark
(OHWM)

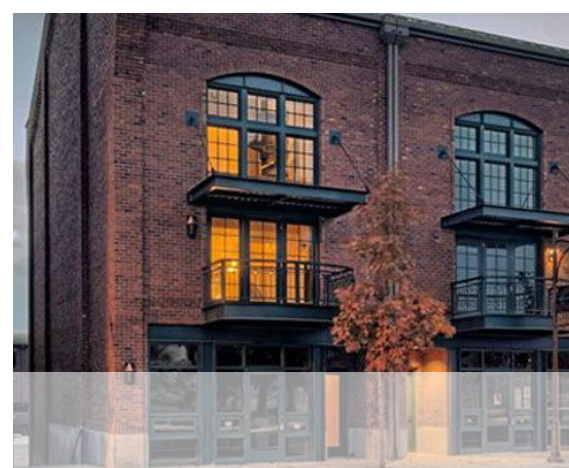
Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

Allowable Coverage:
60%

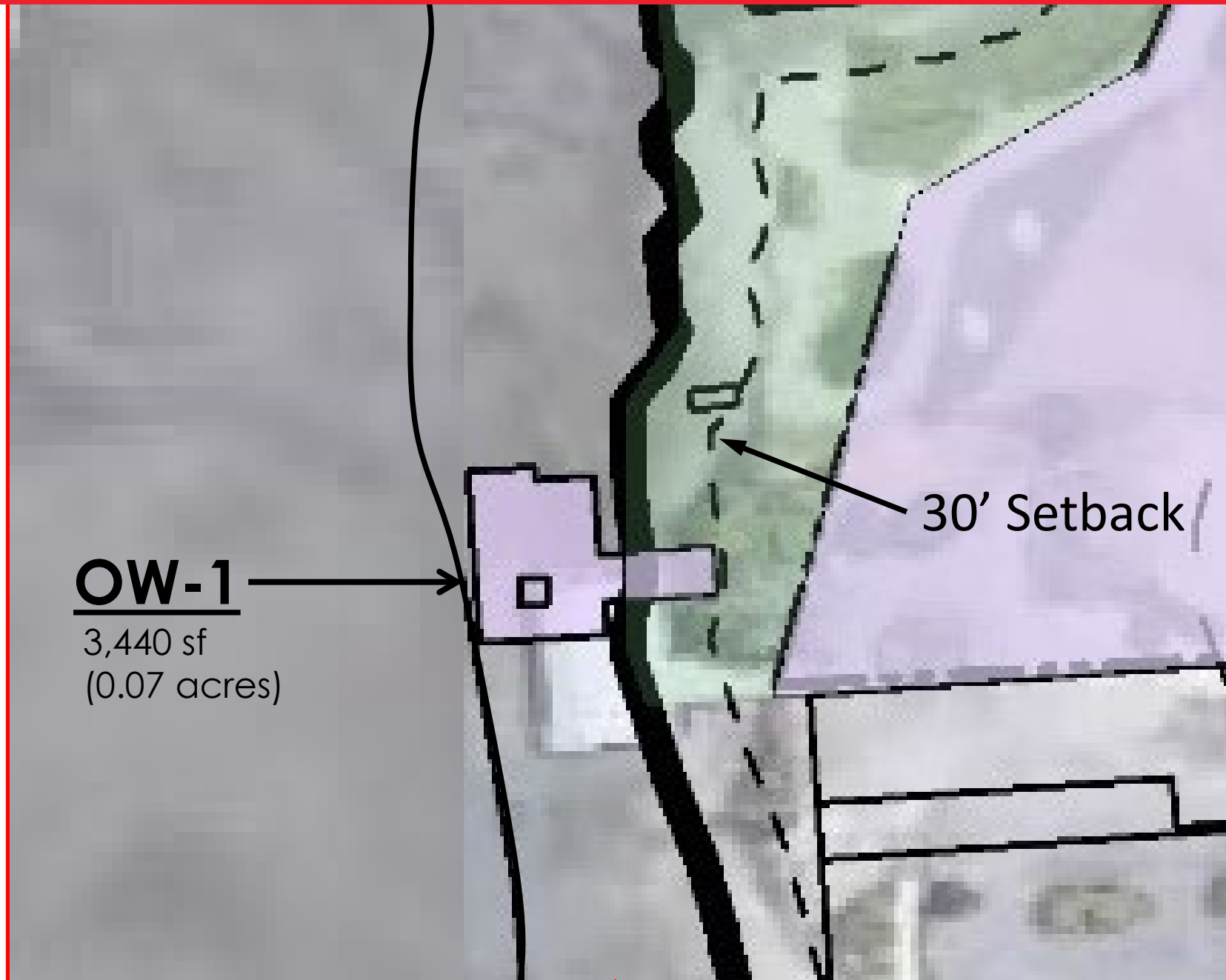


POTENTIAL USES



Mixed Use

DEVELOPMENT SITE PLAN – LINKAGES



Site OW-1:

Area:
3,440 sf (0.07 acres)

Current Use:
KGY Radio Station

Potential Uses:
Existing to remain/ Museum/ Cultural Center/ Combined Overwater Site

Zone:
Urban Waterfront (UW)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark (OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

Allowable Coverage:
60%



POTENTIAL USES



Existing

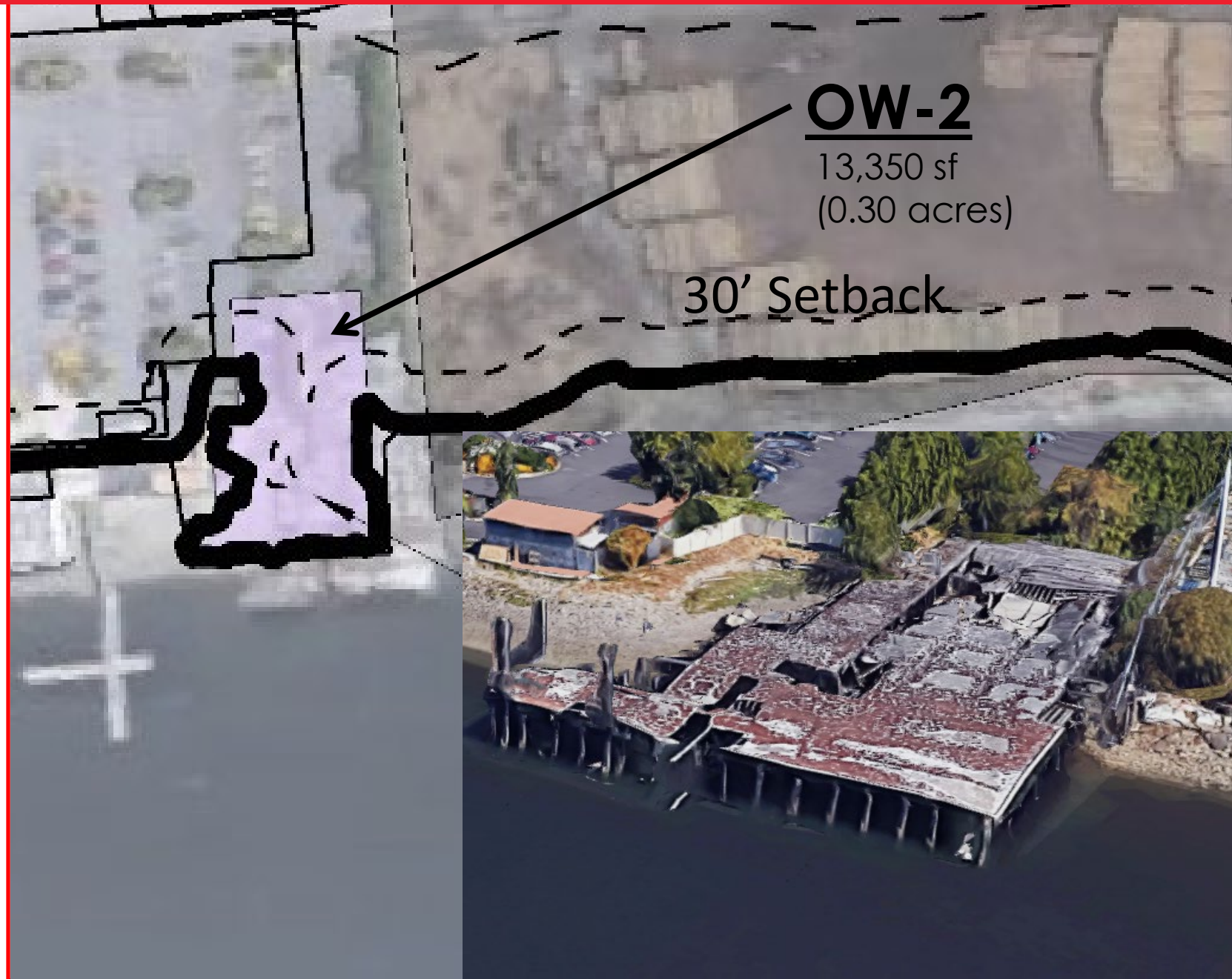


Museum



Cultural Center

DEVELOPMENT SITE PLAN – LINKAGES



Site OW-2:

Area:
13,350 sf (0.30 acres)

Current Use:
Abandoned Stalculp Marina

Potential Uses:
Commercial, Boating Center, Cultural Center

Zone:
Urban Waterfront (UW)
Industrial (I)

Allowable Height:
UW-40 = 40'-0"
25' within 75' of Ordinary High-Water Mark (OHWM)

Building Setback:
None

Shoreline Setback
100' & 50' Vegetation Conservation Area

Allowable Coverage:
60%



POTENTIAL USES



Commercial



Sailing Center



Cultural Center



Introduction
& Public
Outreach
Plan

Public Input
Summary

Zoning & Sea
Level Rise

Development
Site Plan

**Next
Steps**

"The statement and principles seem thoughtful and inclusive of many key community values. The outcome statement is ambitious but seems appropriate. From LOTT's perspective, it is good to see sea-level rise response incorporated in both the guiding principles and the outcome statement. The Community guiding principle is also appreciated – the emphasis on opportunities for learning fits well with the nearby East Bay district amenities (the public plaza, HOCCM, and the WET Science Center). Thanks for the opportunity to review."

Lisa Dennis-Perez, LOTT

"Having served on the Port Vision 2050 task force, I found this Advisory Group a natural follow-up to that work. When we included a Destination Waterfront in that plan, I had no idea that this group would follow along so quickly. I found this process collaborative, inclusive, and deliberative on the many issues needing consideration on a task this important to the entire community."

Tim Stokes, SPSCC

"Equitable economic development is rooted in community development. There is a once-in-a-generation opportunity presented in this plan to use the Port's resources to achieve the highest and best use on behalf of the entire community. We hope to see a bold, transformative plan that enhances community connection and region-wide, sustainable, small business development."

Stacey Waterman-Hoey

MOVE FORWARD WITH CAPITAL FUNDING PLAN

STUDY SITE SPECIFIC DEVELOPMENT

ADMIN BUILDING (Site D) ▶ Work has begun

HANDS ON CHILDREN'S MUSEUM (SITE I) ▶ Currently in design

RV RESORT (SITE E) ▶ Code amendment rejected;
pursue alternate uses

PURSUE ADDITIONAL SITE DEVELOPMENT OPPORTUNITIES
INCLUDING SITE A.



DEVELOPMENT SITE PLAN – CURRENT SCOPE



Westman Mill
Future
development

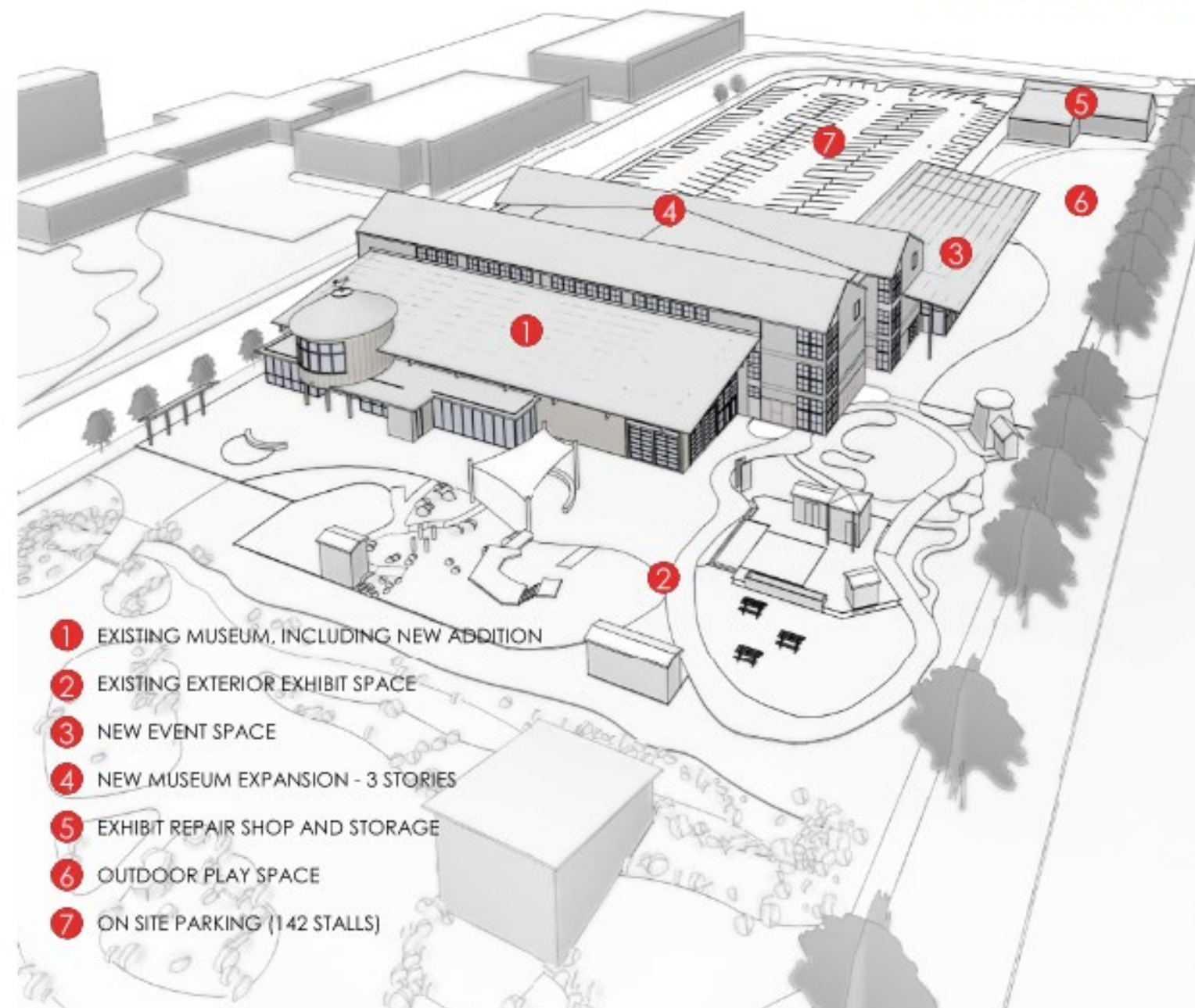
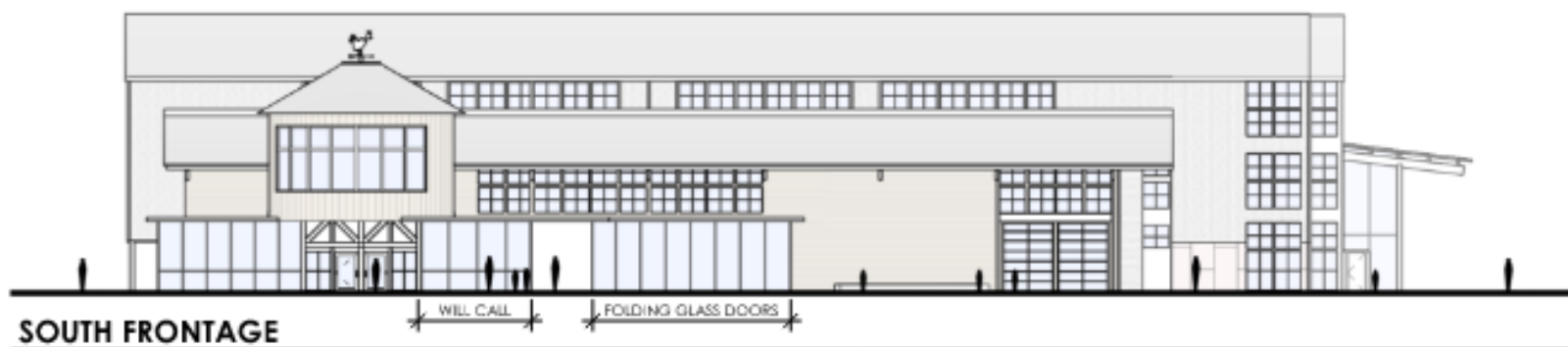
Westman Mill
& Townhomes

PORT ADMINISTRATION BUILDING



- A** NEW ACCESS DRIVE ALIGNED WITH PUBLIC WATERFRONT ACCESS COURTYARD.
- B** NEW MIXED USE ADMINISTRATION BUILDING.
2 FLOORS = 20,000 SF
3 FLOORS = 27,000 SF
- C** NEW PUBLIC SHORELINE ACCESS COURTYARD WITH FOCAL ART / LANDMARK
- D** EXISTING RESTROOM AND SHOWER FACILITIES TO REMAIN.
- E** LOADING ZONE, SCHOOL BUSES, DELIVERIES
- F** 256 PARKING STALLS SHOWN AS DEVELOPED. INCREASED LANDSCAPE BUFFER PROVIDED BETWEEN STREET AND PARKING LOT. PARKING LOT LOCATED AWAY FROM WATER.
- G** UPDATE TO SHORELINE PEDESTRIAN TRAIL. POTENTIAL SHORELINE AMPHITHEATER FOR PUGET SOUND ESTUARIAN TEACHING SPACE.
- H** POTENTIAL NEW BUILDING, FUTURE PHASE.
2 FLOORS = 20,000 SF
3 FLOORS = 27,000 SF
- I** POTENTIAL NEW BUILDING, FUTURE PHASE.
1 FLOOR = 10,000 SF
2 FLOORS = 16,000 SF

HANDS ON CHILDREN'S MUSEUM EXPANSION



- 1 EXISTING MUSEUM, INCLUDING NEW ADDITION
- 2 EXISTING EXTERIOR EXHIBIT SPACE
- 3 NEW EVENT SPACE
- 4 NEW MUSEUM EXPANSION - 3 STORIES
- 5 EXHIBIT REPAIR SHOP AND STORAGE
- 6 OUTDOOR PLAY SPACE
- 7 ON SITE PARKING (142 STALLS)

PORT OF OLYMPIA
DESTINATION WATERFRONT DEVELOPMENT VISION
COMMISSION MEETING
May 16, 2022





Old Mill Office Building, Coeur d'Alene, ID

2024-1007

Waterfront Center Design and Construction Services

Port of Olympia
EHDD Architecture
March 1, 2024

ehdd.



Lake Sammamish State Park Bathhouse, Issaquah, WA

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Cover Letter

EHDD has an extensive portfolio of waterfront projects, workplace and marine facilities, and carbon-positive projects. We are committed to sustainable design and are ready to collaborate on the future development of the peninsula.

Sam Gibboney, Executive Director, The Port of Olympia
606 Columbia St. NW, STE 300, Olympia, WA 98501
Re: Request for Qualifications for Waterfront Center Architectural Design Services

Dear Sam Gibboney and Members of the Selection Committee:

Thank you for the opportunity to present our qualifications for the Port of Olympia Waterfront Center. The team presented here has recently completed designs for Waterfront Center projects for the Port of Friday Harbor and the Port of Silverdale, and we are currently working with the Port of Tacoma. As the lead designer for the Harbor House and Pavillions at Percival Landing, it is a thrilling prospect to work in Olympia again! Your community's vision resonates with EHDD's architectural values and is supported by our team's expertise with the complexities of waterfront projects in the Puget Sound region. Our team will bring award-winning design that features locally sourced materials, our experience working with Puget Sound ports, and industry-leading carbon-positive design and construction experience to the Port of Olympia Waterfront Center. Our work has been recognized with AIA Washington Civic Design Awards in 2021, 2022 and the Washington State APA Public Project of the Year in 2022.

Creating a Premiere Waterfront Destination

Our team brings a highly specific and unique team of experts to your project. EHDD's portfolio includes waterfront centers, waterfront parks, working waterfronts, science and interpretive centers, marine science

institutes/estuaries, and waterfront retail. Our team has designed endearing public waterfront environments for the Port of Bellingham, City of Bainbridge Island, and, of course, Olympia's Percival Landing. EHDD has recently completed a Puget Sound Market Analysis with Cushman Wakefield for the Port of Tacoma Earley Business Center. Cushman Wakefield and EHDD will support the Port of Olympia in identifying the highest and best use for this and future phases of the peninsula development. EHDD and Cushman Wakefield will assist in structuring a vibrant mix of public and private opportunities over the next twenty-five years - implementing the Port of Olympia's 2050 Vision creating a comprehensive economically viable development of the peninsula.

Experts in Shoreline Resilience

EHDD is working with the Port of Silverdale and the Port of Tacoma to define our region's waterfronts. We bring the region's foremost experts in shoreline and environmental permitting and development to the Port of Olympia. Haley Aldrich is the noted go-to consultant for any project along the shoreline in Puget Sound. They will guide the permitting and entitlement process while bringing the latest science and best practices in resilience and strategies for sea-level rise. Moffatt Nichol will lead the in-water work and ensure that all permits and environmental regulations are met. Targeted sea-level rise, tsunami preparedness, stormwater, shoreline, and environmental strategies are critical for a successful project.

Innovators on Carbon Positive Projects

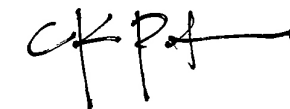
EHDD pioneered the concept of net-zero energy design more than 15 years ago and continues to lead the industry in Climate Positive design.

In 2020, EHDD created the Early Phase Integrated Carbon (EPIC) Assessment tool, a free, open-source web application that helps design teams determine the most effective strategies for carbon emissions reductions in the early stages of a project. EPIC has quickly become the standard bearer in the industry for early-stage whole-life carbon assessment, helping designers and clients understand how early design decisions will impact a building's embodied and operational carbon.

A testament to our deep commitment to sustainable design, EHDD has completed 39 Certified LEED Platinum and Gold projects, and our work has been recognized by 7 AIA Committee on the Environment (COTE) Awards and 7 Livable Building Awards from the UC Berkeley Center for the Built Environment, more than any other firm in the US.

We would be honored to collaborate with you in imagining the future Port of Olympia Waterfront Center and are excited about the possibilities ahead.

Sincerely,



Christopher Patano, AIA
Principal
christopher.patano@ehdd.com
(206) 948-2103



Previous Projects/ References

Boudin at the Warf, San Francisco, CA

Percival Landing

Olympia, WA

Year: 2012

Size: Pavilions: 144-576 SF Bathhouse: 2,000 sf

Client: City of Olympia

Reference:

Kip Summers

OPARD

360.570.5834

EHDD (previously as Patano+Hafermann) worked with the City of Olympia Department of Parks and Recreation and the Harbor House—which serves the local marina and provides a popular public room that is utilized for meetings, weddings, and community events—on a significant renovation of Percival Landing on Olympia's waterfront. Percival Landing is the city's front porch on the Puget Sound and one of the most popular outdoor facilities for local residents. EHDD designed four pavilions along the waterfront promenade; the pavilions are located at street ends. These structures with exposed timber framing, metal, and translucent roofing create sheltered outdoor gathering places that serve to frame and orient visitors to views of the Puget Sound.



Western Yacht Harbor

Seattle, WA

Building Details

Size: 2,000 sf

Completion: 2019

The new Western Yacht Harbor is an office building and marina that was rebuilt after a fire. The modern wood and glass box sits on top of the former marina roof structure. The project utilized locally sourced wood in the form of dowel laminated timber (DLT) panels and features operable sliding glass doors and a roof deck with unobstructed views of the western shore of Lake Union and the surrounding neighborhood. The open office space is filled with natural light and supported by a utility core with all necessary services. Western Yacht Harbor is the second DLT project in the United States.



Exploratorium

San Francisco, CA

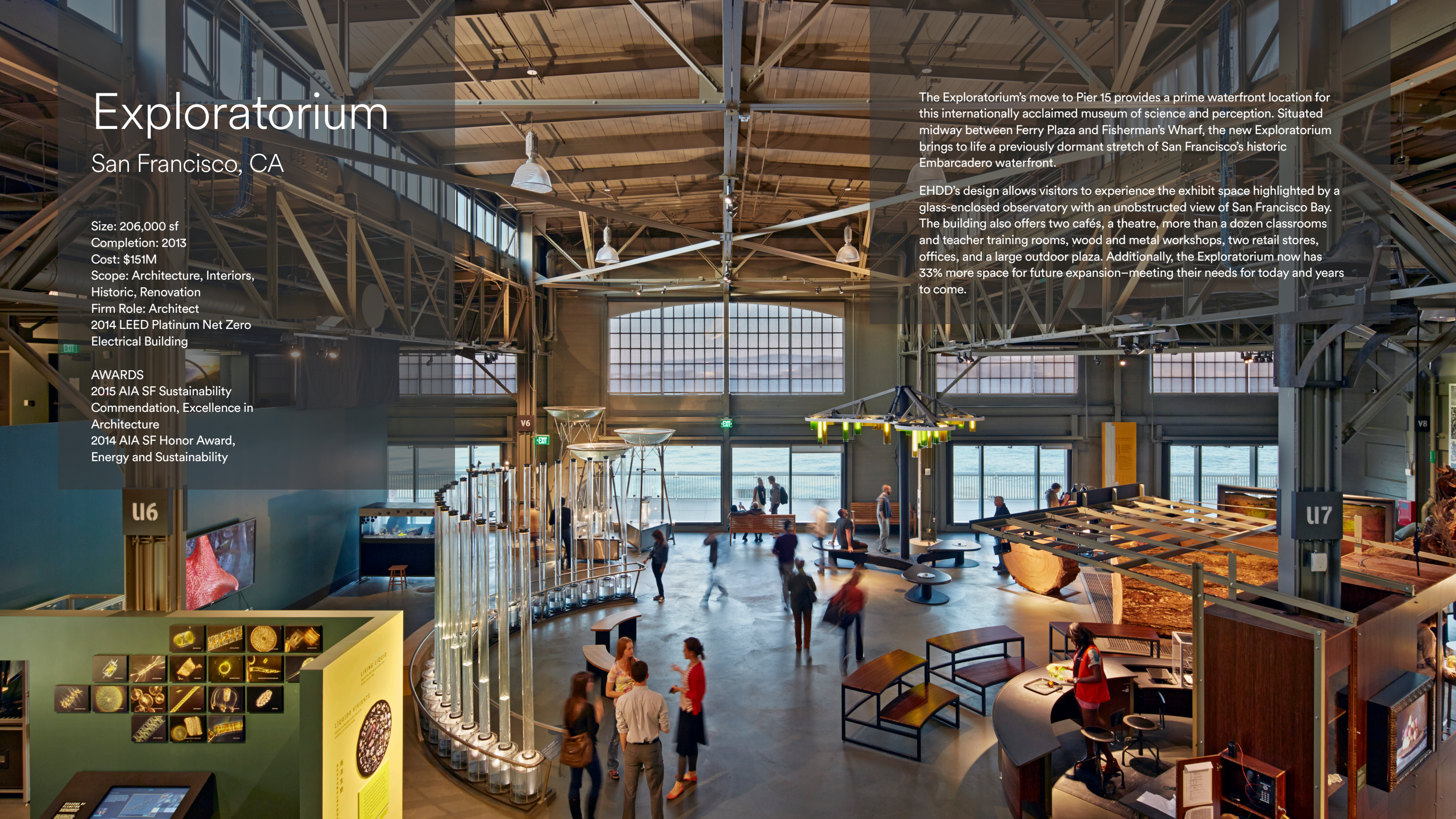
Size: 206,000 sf
Completion: 2013
Cost: \$151M
Scope: Architecture, Interiors,
Historic, Renovation
Firm Role: Architect
2014 LEED Platinum Net Zero
Electrical Building

AWARDS

2015 AIA SF Sustainability
Commendation, Excellence in
Architecture
2014 AIA SF Honor Award,
Energy and Sustainability

The Exploratorium's move to Pier 15 provides a prime waterfront location for this internationally acclaimed museum of science and perception. Situated midway between Ferry Plaza and Fisherman's Wharf, the new Exploratorium brings to life a previously dormant stretch of San Francisco's historic Embarcadero waterfront.

EHDD's design allows visitors to experience the exhibit space highlighted by a glass-enclosed observatory with an unobstructed view of San Francisco Bay. The building also offers two cafés, a theatre, more than a dozen classrooms and teacher training rooms, wood and metal workshops, two retail stores, offices, and a large outdoor plaza. Additionally, the Exploratorium now has 33% more space for future expansion—meeting their needs for today and years to come.



Friday Harbor Maritime Center

Friday Harbor, WA

Size: 15,000 sf
Cost: \$7.5M
Completion: N/A

EHDD is designing a new Marine Technical Center on the shoreline of Jensen Marina, just west of Friday Harbor on San Juan Island, Washington. The two-story waterfront building houses a mix of light industrial and office spaces in support of Port tenants and future development.



Port of Tacoma Earley Business Center

Tacoma, WA

Client: Port of Tacoma

Est. Cost: \$250,000 Master Plan, \$233,000 Building 2024

Replacement, \$40,800 Environmental and Regulatory Support

Size: 80 acres (33 acres submerged, 47 acres upland area)

Completion: Est. Aug 2024

Reference:

David R. Myers Architect, CSI, NCARB

Engineering Project Manager

Port of Tacoma

O: 253.428.8612 | C: 253.405.5593

www.portoftacoma.com

This project includes master planning and site development for the Earley Business Center in conjunction with design and construction of an approximately 100,000 square foot ship and boat building facility and 10,000 square feet of office space. EHDD provides site planning, building design, remediation, permitting, cost estimating, and construction support. Key projects elements were resiliency, sea-level rise, tsunami refuge strategies, site based geothermal power plant, building electrification, and public shoreline park space.



Point Defiance Zoo and Aquarium

Tacoma, WA

Facility Type: Aquarium
Size: 32,000 sf
Cost: \$33M
Start/Completion: 2014-2018
Architectural Fees: \$1.6M

Reference:
John Houck
Deputy Director (retired), Point
Defiance Zoo & Aquarium
253-208-8526
jandjhouck@wavecable.com

The new Aquarium at Point Defiance Zoo & Aquarium (PDZA) in Tacoma, Washington, celebrates the oceans' wonder and our shared responsibility to protect them. The new 34,000 sf building replaces PDZA's existing North Pacific Aquarium and expands the collection. In addition to the existing native Puget Sound species, the aquarium introduces a kelp forest and a 250,000-gallon warm water Baja Bay tank housing scalloped hammerhead sharks and sea turtles.



Port of Silverdale Waterfront Center

Silverdale, WA

Size: 12,000 sf
Cost: \$10.2M
Completion: N/A

Reference:
Reference: Caleb Reese, Commissioner
Port of Silverdale
(360) 369-0017
caleb.portofsilverdale@wavecable.com

EHDD is leading this ongoing project that is currently in Schematic Design and targeting completion in 2024. In the pre-design phase, our team solicited input from a diverse set of stakeholders, in an inclusive community process tailored to meet Silverdale's needs. This included presentations to Port of Silverdale Commission.



Hudson River Estuarium

New York, NY

Currently in design, the Hudson River Park Estuarium will be a roughly 10,000 gsf educational and research center devoted to the Hudson River, which is the fifth largest estuary in the United States. Conceived of as a small nature center, not a large public aquarium, the new building will create a new home for the Hudson River Park Trust's Wet Lab, currently operating in an unheated warehouse on one of the Hudson River Piers. Visitors to the new facility will find interpretive science exhibits as well as an interactive classroom that can be used by students from all over the city and region.



Terminal 5 Berth Modernization

Seattle, WA

EHDD designed three buildings for the Terminal 5 development including a new electrical sub-station for the terminal and two Operations Buildings onsite to support the expanded cargo capacity. EHDD utilized prefabricated building systems for the Operations Buildings. The insulated building wall and roof components were fabricated off-site and delivered ready-to-be-installed, greatly reducing the construction duration of the project.

Construction Value: \$190M
Completion: Ongoing
Firms: EHDD, Moffatt & Nichol

Reference:
Joanna Hingle, P.E., S.E
Assistant Director of Engineering – Design Services,
Port of Seattle,
(206) 787-3211
hingle.j@portseattle.org



Waterfront District Master Plan

Bellingham, WA

Client: Port of Bellingham &
Bellingham Parks and Recreation

Bellingham's Waterfront District is a 237-acre post-industrial waterfront that was formerly a Georgia Pacific pulp and tissue mill. This 15-year planning effort engaged the Port, the city, and many stakeholders to create a vibrant, mixed-use neighborhood with new parks and trails along the Puget Sound, affording breathtaking views of the San Juan Islands. Redevelopment of the Waterfront District is a "once in a century" opportunity intended to restore public access along the shoreline and convert the upland area closest to the Central Business District. Other portions of the site will be remediated and marketed for shipping, marine trades, and light industrial uses. Completed by Chris Jones prior to founding Groundswell.



Fraser Mills Presentation Centre

Coquitlam, BC, Canada

Client: Beedie Living

Area: 13,000 sqft

Completion: 2023

As a showcase for innovative mass timber systems, the Presentation Centre at Fraser Mills uses cutting-edge engineering, computational design and an experienced team of carpenters to create a welcoming space for the larger development. Structurally, the project is expressed with a sweeping, ruled roof surface that runs through each of the 26 unique glulam frames. These frames span up to 70ft between short, cantilevered glulam columns and a pair of up to 33ft high splayed columns. A complex geometry results from the unique angle of each frame, requiring softwares such as Rhino, Grasshopper & Karamba to rationalize the geometry into something which could be manufactured out of simple plywood and sawn purlins.





Team Organization and Technical Expertise

Why EHDD?

Experience and Excellence in the Design of Parks, Waterfront Centers, and Marine Science Centers/Estuaries

The Port of Olympia's 2050 Vision Plan aligns with our waterfront experience and is reinforced by the strength of our team. EHDD brings a unique portfolio of waterfront projects on sites around Puget Sound as well as up and down the west coast. We are working with the team members listed in this proposal on waterfront projects that feature resiliency, sea-level rise, tsunami analysis, and that deal with the myriad of complex shoreline permitting requirements and working with state regulatory agencies. EHDD and Cushman Wakefield recently completed a Market Analysis of Puget Sound Maritime Related Properties that identifies highest and best uses for the Port of Tacoma; we bring this to the Port of Olympia. An important part of that work was to define and design a geothermal system for waterfront buildings, establish an all-electric building system specification, and set the development on a carbon positive path. Our team will help the Port of Olympia craft and execute the goals identified in the 2050 Vision Plan.

EHDD's Marine Science/Estuarium/Aquarium experience and our relationships with key figures in that industry can identify potential partners ideal for creating a vibrant peninsula. EHDD's experience with workplace design, especially post-COVID, is cutting edge. Our commitment to locally sourced materials aligns with the historic relationship between the timber industry and the Port of Olympia. Telling that story through architecture is a value add for the overall development and leverages relationships with the local timber industry. Our experience with working maritime terminals, designing in-water structures, and manufacturing facilities reinforces the economic development plan for the peninsula and strengthens the ties between Percival Landing, Percival Plaza, the Marina, and Downtown. Our team will deliver all of these aspects to the Port of Olympia, and our expertise will help establish a vision for this and future phases.

▼ EHDD's portfolio is a unique fit for the needs outlined by the Port of Olympia Waterfront Center. In addition to our extensive current port experience, we have also designed and built the projects pictured here.



Harbor House, Historic Boardwalk, Park and Interpretive Content, Percival Landing, Olympia, WA



Waterfront Center, Port of Silverdale, Silverdale, WA (in design)



Mass Timber Office, Western Yacht Harbor, Seattle, WA



Point Defiance Aquarium, Tacoma, WA



Wayfinding and Identification Graphics, Greg Cuoio Park, Lacey, WA



Waterfront Marketplace, Fisherman's Wharf, San Francisco, CA



Juanita Beach Park Bathhouse, Kirkland, WA



Outdoor Green Open Space and Interpretive Field Station, Presidio Tunnel Tops, San Francisco, CA



Hudson River Estuarium, New York City (in design)



Art Exhibits, San Francisco Museum of Modern Art, Berkeley Art Center, CA



Brewery, Whitefish, MT



Commercial Mixed-Use Developments, Boulder, CO

We create transformative places of belonging and impact.

Honored with more than 200 awards for design and environmental stewardship, EHDD has committed to Climate Positive Plans for 100% of its upcoming projects.

We've been a national leader in sustainable design since our founding more than 75 years ago – it's our passion and mission. We pioneered the Net Zero Energy concept over 15 years ago in response to climate change. Today, we are leading the industry toward a carbon-neutral future. Our portfolio is outpacing the AIA 2030 Challenge, seeking a fully carbon-neutral built environment by 2030 with Net Zero Energy, Passive House, Livable Building, and LEED® certified projects.

Innovative and Unique Features:

Locally Sourced Wood and Modular Building Construction

EHDD utilizes pragmatic building forms, locally sourced materials, and smart structural solutions to construct our public buildings for clients in Washington State. Our emphasis on carbon-positive structures and low-energy solutions results in elegant buildings that are durable and affordable to maintain. This approach aligns with the history of the Port of Olympia, and it's long standing relationship with the timber industry. We have built 10 public and port projects in Washington with Structurally Insulated Panels (SIPS) that are factory fabricated and delivered to the site to be assembled. We are also designing and constructing Mass Timber buildings with similar advantages, including modular construction with durable materials. Public works projects—from visitor centers and park pavillions to marina office buildings and marine operations centers—have limited budgets that need to be met, while at the same time creating inspiring, beautiful architecture. These constraints inspire our team at EHDD, and we will bring our expertise to the Port of Olympia.

The infographic features a central image of a modern building with a wooden facade and large windows. Above the building, several statistics and awards are displayed in circular icons and text boxes:

- Net Zero Certified & Emerging Projects:** 11 (Icon: ZERO 11)
- AIA Committee on the Environment Awards:** 7 (Icon: AIA COTE Top Ten 7)
- LEED Platinum and Gold Certified Projects:** 39+ (Icon: 39+)
- Years in Business:** 77 (Icon: 77)
- Livable Building Awards UC Berkeley Center for the Built Environment:** 6 (Icon: 6)
- Staff in Seattle and San Francisco:** 90+ (Icon: 90+)
- AIA Washington Civic Design Awards:** Honor Award 2022 - Juanita Beach Bathhouse, Merit Award 2021 - Goldendale Observatory State Park, Merit Award 2018 - Lake Sammamish State Park Bathhouse (Icon: AIA)
- METROPOLIS PLANET POSITIVE AWARDS 2022 WINNER:** For EHDD's EPIC tool (Icon: METROPOLIS PLANET POSITIVE AWARDS 2022 WINNER)

Outline of the Basic Work Plan

Discover/Analyze, Explore/Synthesize, Align/Document

As a highly-collaborative office, we will work closely with you to craft an efficient, effective work plan tailored to the Port of Olympia's needs and milestones. Knowing more about the number of potential sites, the condition assessment of the existing facilities, and similar background information will help us better understand the tasks required and the time we should allocate for each. With our current knowledge, we anticipate a work plan roughly as follows:



Phase 1 Concept Phase + Programming:

Goal: Validate the concept and programming completed to date. Build upon the work completed while finding opportunities for innovation.

Deliverables: Concept studies, Detailed Project Program, Systems Basis of Design, Opinion of Probable Construction Cost, and Renderings

Programming is the foundation of our project process. It is a time for discovery and unearthing the unique potential and character of the project and giving voice to the community's collective aspirations. The process builds consensus and enthusiasm, while the program document provides focus and clarity on project needs and guides decision-making throughout the project. The project concept visualizations are crafted to speak to the project's unique story and promise, providing compelling fundraising support material.

An ethos of innovation and adaptability will be woven into the programming process. Creating a building that answers the need for flexibility well into the future requires that critical stakeholders have agency in defining the design vision and priorities. This process will help us create a highly functional building; it is equally important to develop key tactics such as daylighting, while finding opportunities for the integration with the site and building that support wellness and create accessible, equitable public spaces along the shoreline.

Drawing on our experience working with port projects with multiple stakeholders, we propose a three-step programming process that gathers and synthesizes all the information and input necessary to complete an effective Detailed Project Program (DPP), establish a realistic budget for the project, and create clear criteria and input for site selection.

1 Step One: Discover/ Analyze

Review and integrate studies and work to-date

This deep dive into prior work provides opportunities to identify information gaps and next steps for data gathering, including building-specific studies. An intensive review of Port of Olympia and Washington State sustainability standards, goals, and areas of interest will be conducted in this period. Building from these goals, we then assess unique opportunities of the site and program to build an integrative approach to sustainable design.

Project Kickoff

We will facilitate a Project Kickoff, a partnering session, where the design team and Port of Olympia Waterfront Center stakeholders identify success metrics for both the project process and findings. This is an invitation for "big picture" thinking and aspirational goal setting.

Stakeholder Engagement and Visioning

Conduct inclusive charrettes and information-gathering sessions, engaging a wide range of Port of Olympia stakeholders to identify the full range of considerations – functional, aspirational, tactical, and visionary – that need to be integrated to produce a high-functioning facility. Early visioning sessions help develop a common language, a shared investment, and help facilitate decision-making throughout the design process.

Site and Building Assessments

Review building condition assessments and study options for reuse of the existing buildings and grounds. Work with the Port to understand and develop key criteria for site selection, including cost, entitlements, environmental constraints, schedule, location, and other potential considerations. Analyze environmental, zoning, planning, transportation, and other relevant physical data on the sites under consideration. Clarify project site requirements such as site circulation, critical utility infrastructure, quality exterior gathering spaces, views, and



Western Yacht Harbor Office Building

Produce renderings and visualizations

The renderings and other supporting graphics bring the project to life for stakeholders and, if needed, potential donors. Each image tells the story of the project and highlights the unique potential of this program and place in a way that sparks excitement and anticipation.

Phase 2 Design + Construction:

Goal: Finalize Detailed Project Program. Develop building and site design. Obtain all permits and approvals, and support Owner through construction and occupancy.

Deliverables: Documents for all disciplines for final permit drawings, specifications, details, and coordinated BIM

To finalize all systems and material decisions and to complete fully coordinated documents, we follow a rigorous in-house QA/QC review. The work plan is structured to include ongoing coordination for design continuity and allowing time for reviews and backcheck before issuing pricing sets and permit drawings.

Schematic Design

During schematic design, we explore, together with you, the possibilities generated by the site and program to resolve the design challenges. We will meet with you and appropriate stakeholders regularly, preparing multiple options with appropriate visualizations to allow everyone to engage in the process. We establish the major building systems to meet your performance criteria and budget. We develop a strategy for LEED that reflects the values of your community.

Design Development

During design development, we will flesh out the richness and character of the design with you, to ensure that we create an environment that will feel like home to your community. In consultation with key port stakeholders, we will develop and coordinate our building systems to ensure that we deliver a building that fits your building operations and management goals.

Construction Documents

We pride ourselves on the quality of our construction documents. Our details represent our accumulated expertise and decades of experience, even as we push and test the frontiers of sustainability and appropriate

building technology. Our building systems and technologies are coordinated across all our consultants, using 3D BIM models, to ensure high building performance and a smooth construction process. Our former clients and the contractors we have worked with are our best advocates in this regard.

Construction Administration

We provide construction administration services led by members of the design team who have been through the entire design process with you. They are supported by dedicated technical staff who have decades of experience in building technology. The result is that you get the building that you expect, at the highest standards of the building industry.

High-performance, Low-energy Design for Human Comfort and Well-being

EHDD pioneered the first net-zero energy building over 15 years ago, with 11 net-zero certified/emerging buildings since. We focus on all aspects of building performance and user well-being to develop integrated systems where the whole is much greater than the sum of its parts. “Layers of Design” is a phrase we use to describe how we conceptualize and refine each layer – structure, enclosure, cooling, lighting, technology, etc. – to conceive systems that work together as a healthy organism.

Long Life, Loose Fit Approach

EHDD's team demonstrates expertise in the programming and design of waterfront centers and supporting structures, both landside and in-water. Designing for a public entity requires a long life, loose fit approach that allows facilities to serve the public's changing needs. This approach ensures adaptable buildings and systems. These strategies include open, flexible volumes, less emphasis on finish, more emphasis on the integrity of building systems, moveable walls, and flexible mechanical, electrical, and technology systems.

Quality Control

EHDD is highly regarded in the industry for technical expertise on complex projects. Perhaps the best testimony of all is that EHDD's reputation has led to decades of repeat business from satisfied clients. This reputation is based on generating high-quality construction documents that reflect creative and functional designs. Such high-quality construction documents are becoming rarer and rarer as design firms stretch to meet the contemporary construction industry's fast-paced, tight budgets and competitive bid environments. To maintain the high-standards, EHDD has for construction documents, EHDD utilizes a quality assurance program. The program creates standards for how design progresses through the office, outlines document standards, tracks progress and performance, schedules document reviews, ensures adequate staffing to maintain the schedule, trains staff, and leverages the experience of the most knowledgeable people at the firm to ensure that documents are consistently high quality.

Schedule Control

For each project we do, EHDD develops detailed timelines based on significant milestones that account for all stakeholders' key touchpoints. Depending on the approvals process, the entitlement process is generally very protracted and often sporadically requires quick response times. Our cooperative team has seen many projects through contentious and complicated entitlements and can help craft an appropriate schedule based on your strategy. Additionally, we schedule periodic project reviews to confirm that projects meet benchmark resolutions.

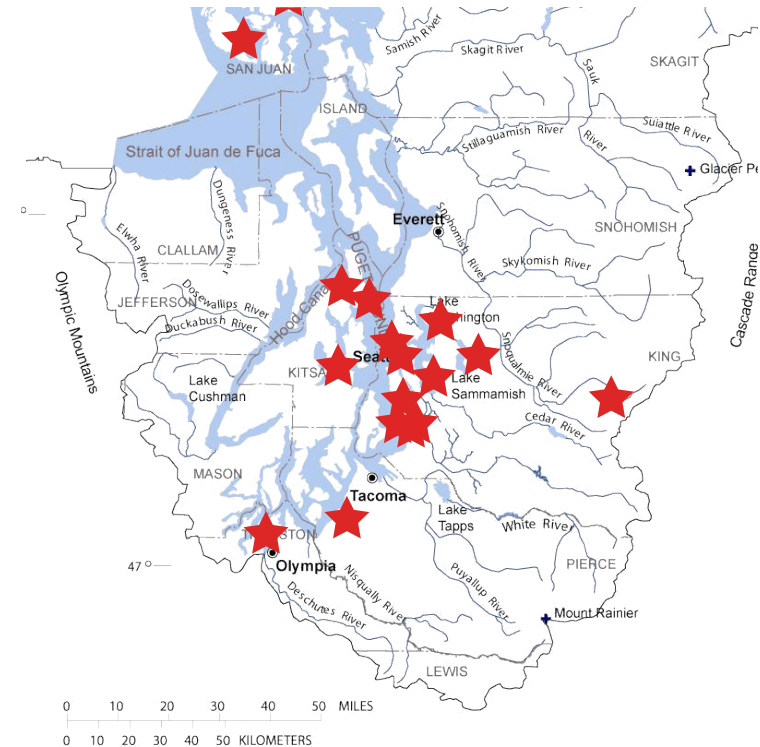
Cost Management

Budget control starts with understanding a client's overall budget and priorities. We often begin with a cost model following concept design to know how early decisions affect the budget. Subsequently, we track costs through regular cost estimates by an outside cost consultant. We recommend one estimate at the end of each design phase (Schematic Design through Design Development), with two in the Construction Documents phase. We work with a wide cross-section of estimators familiar with the quality of our design. We also highly value the input of practical preconstruction work offered by contractors.

The key to aligning a project with both budget and the Owner program during the design phases is to consider both of these critical concerns during every significant decision, rather than waiting until the scheduled end-of-phase cost estimates. This requires a collaborative process between architect, client, and contractor or construction manager. We welcome integrated project delivery processes that incorporate Target Value Design methods that allow continuous cost estimating and value analysis throughout the design process.

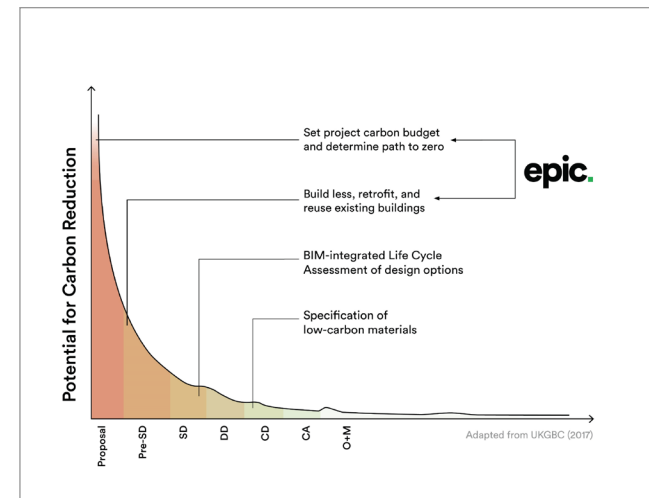
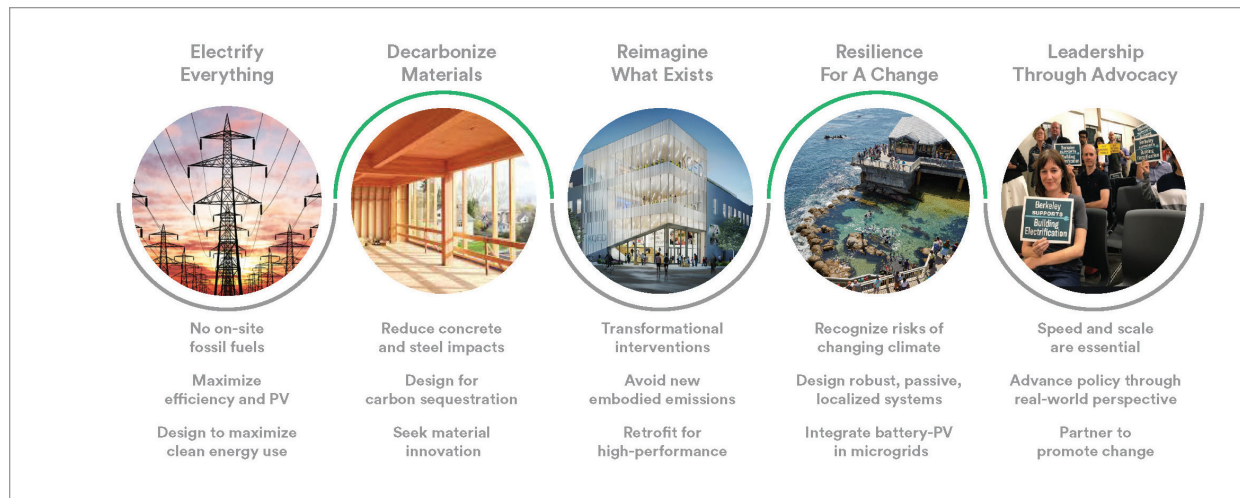
To aid this alignment exercise, EHDD works with our consultants to generate a list of cost reduction ideas, and we weigh these against the project values as defined by the campus stakeholders. This step in the process is common for projects that draw their aspirations from a broad group of stakeholders, and many projects end up more robust after the group works together to distill their priorities. Entering the schematic design phase with a set of aspirations matched to the project budget will enable your project to stay on budget in the long run and steer clear of schedule disruptions.

We are a West Coast firm with Port and Waterfront Park projects throughout the Puget Sound.



Climate Positive Planning and Design

Designing resilient waterfront developments to urgently address the built environment's global climate impact



ENGAGING PEOPLE, PLACE, AND PLANET

EHDD consistently charts a path for the industry to follow toward a Climate Positive future. Our leadership and expertise builds significantly from learning through working with leading academic clients including climate and materials scientists over the past 25 years to understand the linkages between our choices as architects and climate change.

We worked with Professor PK Mehta at UC Berkeley to incorporate high-volume fly ash as a replacement for cement in the concrete in our renovation of Wurster Hall in the 1990's. Working with Professor Chris Field and his colleagues on the design of the Carnegie Institution's Department of Global Ecology at Stanford, we pioneered what it is means to design a building with a climate-first filter, including operating and embodied carbon emissions.

EHDD'S EPIC TOOL

The Early Phase Integrated Carbon (EPIC) assessment is a free, whole-life carbon tool built by EHDD to support climate-positive design decisions in early project phases when data is scarce but the potential for emissions reduction is high.



DEMOCRATIZING DECARBONIZATION

To scale decarbonization in the built environment, we need action by on every building. EPIC is easy to use, and its methodology is transparent. Bridging between a complex data model and a simple user experience, EPIC illustrated that every project has a pathway to lower carbon emissions.

Project Team

EHDD

EHDD is a firm that is driven by ideas. We pride ourselves in forward-thinking design that lasts for generations. With offices in Seattle and San Francisco, our firm has deep expertise in transformative waterfront projects. We are dedicated to creating lasting, sustainable spaces and places. Founded in 1946, EHDD has a 77-year history steeped in embracing our clients vision and designing to express their unique values. Our firm of 90, including five partners and three principals, continues a legacy of working with clients throughout the Pacific Northwest. The team and personnel listed here will service the Port of Olympia out of our Seattle office. Our teams unique combination of waterfront and maritime project experience allows us to support the Port of Olympia through the complex, layered local and state shoreline permitting processes. We have represented numerous ports as they develop projects with public funds, and we understand how to support these efforts while upholding the key mission of the port and its stewardship of public dollars.

Haley & Aldrich

Haley & Aldrich, Inc. is a geotechnical and environmental engineering firm that has provided high-quality consulting services in support of port, public, and private development projects for over 65 years, including in-water, waterfront, and upland developments and redevelopments. Their port-related projects include the full range of geotechnical engineering services for piers; upland facilities; bulkheads; high-capacity piling; pavement; berth deepening; and dredging and dredged slope stability, including seismic effects and constructability issues. Haley & Aldrich provides environmental permitting services related to the Joint Aquatic Resource Project Application (JARPA), Endangered Species Act (ESA), National Environmental Policy Act (NEPA), State Environmental Policy Act (SEPA), Clean Water Act, Model Toxics Control Act (MTCA), and a variety of other state and local government requirements. Their permitting work includes ESA biological assessments, wetland and ordinary high water mark surveys, critical areas report preparation, GIS data collection and analysis, and

other support for regulatory review. Haley & Aldrich provides these services from Pacific Northwest offices in Vancouver, Portland, Tacoma, and Seattle, and can also draw from 800 engineers, scientists, and constructors in 35 other offices nationwide.

Struture Craft

StructureCraft is an award-winning team of structural consulting engineers + builders that design in all materials and build in timber. Since our start in 1998, we have become a world leader in wood construction, designing and erecting projects from North America to China.

Located in Abbotsford, Vancouver, Seattle, and Trento (Italy), our diverse team of 200+ includes professional engineers, 3D designers, drafters, and project managers in the office, and a skilled crew of carpenters in the shop and on site. With 26 years of experience, we have acted as the structural engineer and builder for over 5 million sqft of structures, including many of North America's most significant mass timber projects.

Blanca

Blanca Lighting Consulting is a WMBE certified, women owned consulting studio based in Seattle, WA with a national and international practice. We have been in the lighting design industry for over two decades and are committed to be our client's advocate as we deliver innovative, efficient and affordable lighting design solutions that meet visual needs and create enjoyable places for people. Our core interest is to design civic and community centered environments.

Moffat Nicol

Moffatt & Nichol is a leading U.S. based global infrastructure consultant specializing in planning and designing facilities that shape coastlines, harbors, and rivers as well as transportation systems associated with goods movement. Our practice has expanded to support the larger demands of the maritime industry globally, and our staff resources have grown to over 850 professionals, of whom more than 80 percent are specialists in maritime transportation and port-related work. In fact, Engineering News-

Record ranked Moffatt & Nichol #1 in Ports and Harbors in 2022. Our Seattle office was established in 1999 and our Federal Way office in 2020, and we have utilized Moffatt & Nichol's firm-wide resources to complete a broad range of projects for the Port of Tacoma and many other Pacific Northwest clients. We also have solid relationships with local and national firms that allow us to quickly supplement the capabilities of our established team should that be necessary.

Groundswell

Established in 2018, Groundswell Studio is a landscape architecture, urban design and planning firm specializing in crafting unique civic spaces that celebrate people, place and culture. Groundswell has led the context-sensitive site design for some of the region's most cherished landscapes and understand the unique needs for urban spaces and the importance of considering initial cost as well as ongoing maintenance of projects well into the future. Groundswell has worked with public and private clients throughout the West on complex urban projects that mutually satisfy regulatory requirements, community need and owner expectations. They take pride in their reputation as a service-oriented firm that provides excellence in design, management, collaboration, and technical documentation.

Cushman Wakefield

Cushman & Wakefield's Valuation & Advisory (V&A) practice is comprised of 500+ professionals across the Americas who provide clients with accurate, reliable valuations that guide intelligent debt and equity decisions in real-time.- Range of services provided by respondent, including the extent of investment advisory, consulting, and other services. Our Valuation & Advisory expertise spans single-asset appraisals to complex real estate advisory and business valuations. We specialize in multiple asset classes requiring specific experience and technical knowledge. Exceptional research analytics, future-looking technology and highly credentialed professionals support our wide range of services.



ehdd.

Christopher Patano, AIA, DBIA

PRINCIPAL IN CHARGE

Registration:

WA No. 8425
ID No. 984385

Education:

University of Pennsylvania, Master of Architecture II
University of Idaho, Bachelor of Architecture

Christopher has over 26 years of experience and leads EHDD's Pacific Northwest practice through the Seattle office. Christopher has served as the Principal-In-Charge for public clients throughout the Puget Sound region for nearly two decades, emphasizing design-build and integrated project delivery.

RELEVANT EXPERIENCE

Port of Tacoma Earley Business Center, Tacoma, WA

Port of Silverdale Waterfront Center, Silverdale, WA

Juanita Beach Park Bathhouse, Kirkland, WA

Percival Landing Harbor House and Picnic Shelters, Olympia, WA

Port of Seattle - Smith Cove Cruise Ship Terminal, Pier 91, Seattle, WA

Bainbridge Island Waterfront Park, Bainbridge Island, WA

Jensen Boat Yard Business Incubator Building, Friday Harbor, WA

Lake Sammamish State Park Bathhouse, Issaquah, WA

Terminal 5 Modernization, Seattle, WA

Greg Cuoio Park, Lacey, WA



ehdd.

Patricia Heye, AIA, LEED, AP BD+C, IIDA

PROJECT MANAGER

Registration:

CA No. C37395
NM No. 21015001

Education:

Cornell University, Master of Arts, Design, Concentration in Sustainability
California Polytechnic State University, San Luis Obispo, Bachelor of Architecture

As a licensed architect with over six years of professional experience, Patricia has worked on many different project types including higher education facilities, non-profits, interior office and event space renovations, high-end residences, and museums.

RELEVANT EXPERIENCE

Port of Silverdale Waterfront Center

AIA Headquarters, American Institute of Architects, Washington, D.C

SFFD Union Hall, San Francisco Fire Fighters Union, San Francisco, CA *

B23 Science & Technology Center, Cañada College, San Mateo
Community College District, Redwood City, CA*



ehdd.

Daniel Leckmen, RA

PROJECT ARCHITECT

Registration:

CA No. 10900
NM No. 005472

Education:

University of Oregon, Bachelor of Architecture

Daniel is a Project Manager at EHDD who had been practicing architecture for over 18 years. Daniel brings a deep understanding of technical detailing, building materials/systems, and construction document production to all his projects. Daniel has extensive experience working with the Port of Seattle and several public jurisdictions.

RELEVANT EXPERIENCE

T-5 Berth Modernization, Maritime Support Building, Seattle, WA

Port of Silverdale Waterfront Center,
Port of Silverdale, WA

Bainbridge Island Waterfront Park, Bainbridge Island, WA

Port of Seattle - Sea-Tac International Airport Alternative Utility Facility (AUF), WA



ehdd.

Matt Fujimoto, NOMA, AIA,
NCARB

PROJECT ARCHITECT

Registration:

WA No. 13017

Education:

University of Washington, Bachelor of Arts,
Architectural Studies

Carnegie Mellon University, Architecture Pre-
College

Matt is an architect and teaching artist, a University of Washington (UW) Architecture PT lecturer, a UW National Organization of Minority Architecture (NOMA) Students chapter adviser, a NOMA|nw Project Pipeline Chair, a Seattle Creative Advantage architect approved to teach in Seattle Public Schools, a Seattle Chinatown International Special Review District Board mayoral appointee and elected chair, a National Endowment for the Humanities: Landmarks of American History and Culture participant, and a UW Youth & teen Programs instructor serving K12 students since 2012.

RELEVANT EXPERIENCE

Port of Tacoma, Earley Business Center, Tacoma, WA

Marin Academy Master Plan, Marin, CA

UC Santa Cruz Kresge College Renewal Project, Santa Cruz, CA

University of Washington Department of Architecture Design Studio
Instructor



ehdd.

Lynne Riesselman, AIA, LEED,
AP BD+C

MARINE SCIENCE/AQUARIUM EXPERT

Registration:

CA No. C33749

Education:

Carnegie Mellon University, Bachelor of
Architecture

Lynne Riesselman joined EHDD as a designer in July 2008, excited to work on projects that would have a lasting impact on the greater public. An architect with 13 years of experience, she loves problem solving and rising to unique design challenges. Throughout her career, she has worked on a wide variety of projects, ranging from museums and aquariums to educational projects and restaurants.

RELEVANT EXPERIENCE

Presidio Tunnel Tops Youth Campus San Francisco, CA

California Science Center, Los Angeles, CA

Monterey Bay Aquarium, Monterey, CA

Seattle Aquarium Concept Planning and Design, Seattle, WA

Kansas City Zoo Aquarium, Kansas City, MO



ehdd.

Brad Jacobson, FAIA,
LEED® AP BD+C, DBIA

SUSTAINABILITY EXPERT

Registration:

CA No. C31387

Education:

University of Pennsylvania, Master of
Architecture

Stanford University, Bachelor of Arts in Urban
Studies with honors

Brad designs for the future. An industry leader in sustainable architecture, he is skilled at synthesizing diverse perspectives to craft technically rigorous, high-performance solutions that are energy-efficient, budget-driven, and create exceptional occupant satisfaction.

RELEVANT EXPERIENCE

The David and Lucile Packard Foundation, Los Altos, CA

Nevada State College Carbon Neutral Master Plan, Henderson,
NV

University of California, Davis, Teaching and Learning Complex,
Davis, CA

The Grove Foundation Offices, Los Altos, CA

First Street Green Mixed-Use Office Development, Los Altos, CA



Younes Nouri, PE

COASTAL ENGINEER

Registration:

Engineering (Civil) -
WA No. 21032861

Education:

Johns Hopkins University, PhD, Coastal Engineering
University of Ottawa & Canadian Hydraulics Center
MASc, Coastal Engineering
University of Tehran BS, Civil Engineering

Dr. Younes Nouri offers in-depth knowledge and experience with analysis and numerical modeling of waves, tidal flow, sediment transport, tsunami waves, and propwash analysis drawing from 15 years of professional and academic experience in the coastal engineering field. Dr. Nouri has been collaborating with clients to develop sustainable waterfront projects.

RELEVANT EXPERIENCE

Northwest Seaport Alliance (NWSA), Seattle Area, WA

Climate Hazard Assessment Metro Parks Tacoma, WA

Envision Our Waterfront, Sea Level Rise Resiliency

US Navy, Naval Base Kitsap, Bremerton, WA

Maintenance Dredge Permit Support, West Bay Development Group, Olympia, WA

West Bay Yards Development – Shoreline Enhancement Design



Scott F. Biethan, MAI, CRE, FRICS

SENIOR MANAGING DIRECTOR | PUBLIC PORT
ADVISORY AND VALUATIONS

Education:

Michigan State University Business School

Mr. Biethan is currently the Senior Managing Director and Seattle lead in the Valuation and Advisory practice for Cushman and Wakefield of Washington. He has over 35 years of experience in providing consulting and valuation services.

RELEVANT EXPERIENCE

Private client litigation matter-Portfolio of approximately 40 assets (office, industrial and retail) in Alaska that required a fair division of assets analysis for a partnership dissolution.

Portfolio assignment for several casinos in Singapore and Macau.

Valuation and portfolio oversight for the Caesars Entertainment portfolio.

Semi-public client consulting Analysis-Variety of properties that were potentially going to be used for a right-of-way taking. Analysis of the effect of partial and full property acquisitions on commercial and residential properties.



Chris Jones, PLA

LANDSCAPE ARCHITECT

Registration:

Landscape Architect,
State of Washington,
#1371

Education:

Bachelor of Landscape Architecture,
Washington
State University, 2001

Chris Jones is the founder of Groundswell. His 20+ years of experience include planning and site design at all scales, including signature waterfronts, parks and open space, museum projects, higher education, and private development, garnering many awards and commendations for the artful integration of architecture, place and culture. Chris brings design vision, acute listening and an acute understanding of the technical requirements needed for successful concept plans.

RELEVANT EXPERIENCE

Aberdeen Riverfront Master Plan - Aberdeen, WA*

Academy Square Master Plan - Lebanon, OR*

Asian Art Museum - Seattle, WA*

Anchorage Museum of History and Art - Anchorage, AK*

Bainbridge Island Town Square - Bainbridge Island, WA

Bainbridge Island Performing Arts Center - Bainbridge Island, WA

Brookside School Story Garden at Cranbrook - Bloomfield Hills, MI*



**HALEY
ALDRICH**

**Douglas D. Lindquist, P.E.,
G.E., LEED AP**

PRINCIPAL GEOTECHNICAL ENGINEER

Registration:

2002/WA: Professional Civil Engineer (Reg. No. 38350)

2006/CA: Professional Geotechnical Engineer (Reg. No. 2722)

2006: LEED Accredited Professional

Transportation Worker Identification Credential

Education:

M.S., Civil (Geotechnical) Engineering, University of Washington

Guest Researcher, Swedish Geotechnical Institute, Linköping, Sweden

B.S., Civil Engineering, University of Washington

Award-winning geotechnical and earthquake engineer and recognized expert in seismic design for buildings and waterfront structures. Voting Member of the ASCE 61 code committee for Seismic Design of Piers and Wharves. Helps find the right balance between cost and risk so industrial site owners can make smart decisions related to infrastructure.

RELEVANT EXPERIENCE

Pier 91 Carnitech Building and Utility Vaults, Port of Seattle, Washington

Port of Seattle Smith Cove Cruise Ship Terminal Building, Seattle, Washington

Port of Seattle Terminal 18 Buildings, Seattle, Washington

Port of Seattle Terminal 46 Cruise Terminal Development and Support, Seattle, Washington



StructureCraft

Lucas Epp, P.Eng., P.E.

STRUCTURAL ENGINEER

Education:

M.S., Civil (Geotechnical) Engineering, University of Washington

Guest Researcher, Swedish Geotechnical Institute, Linköping, Sweden

B.S., Civil Engineering, University of Washington

Lucas Epp is a structural engineer with more than 17 years of experience working in Canada, the UK, and New Zealand. During his studies at UBC, he spent several years working for StructureCraft, where he was responsible for modelling several large-scale timber projects including the Richmond Speed Skating Oval timber roof structure. Following a desire to explore abroad, Lucas moved to London, UK to work with Buro Happold for 5 years.

RELEVANT EXPERIENCE

Taiyuan Botanical Garden Domes, China – Three timber gridshell domes, the largest with a span of 300 ft.

Tianfu Agricultural Expo, China – 800,000 sf. series of 5 vaults achieving clear spans of more than 375ft and heights of 150ft.

T3 Office Minneapolis, T3 Office Atlanta – Lead Engineer 7-storey, 180,000sqft NLT Tall Wood in Minneapolis, MN / Michael Green Architecture

Idaho Central Credit Union Arena, Idaho – 70,000 sf. free-form timber roof structure with long-span hybrid timber & steel trusses up to 142’ clear span.



blanca

**Lucrecia Blanco, Assoc. IALD,
LEED GA, IES, CSBA**

STUDIO LEAD

Education:

Master of Fine Arts, University of Illinois, Urbana, IL

Bachelor of Fine Arts, Universidad del Salvador, Buenos Aires, Argentina

Lucrecia has been practicing architectural lighting for nearly two decades. Her background of theater lighting design informs her architectural lighting choices, adding a visual impact and dynamic nature to our projects. In the built environment, she thrives on team collaborations to find practical solutions to design problems. Along with leading Blanca Lighting, she teaches lighting design at the School of Built Environments at the University of Washington.

RELEVANT EXPERIENCE

Life Sciences Building, University of Washington. Perkins&Will

Center for Population Health. University of Washington. Miller Hull Partnership

School of Medicine 3.1 and 3.2 University of Washington. Perkins&Will

Town Hall Seattle. BuildingWork

Fire Station 22. Weinstein A+U

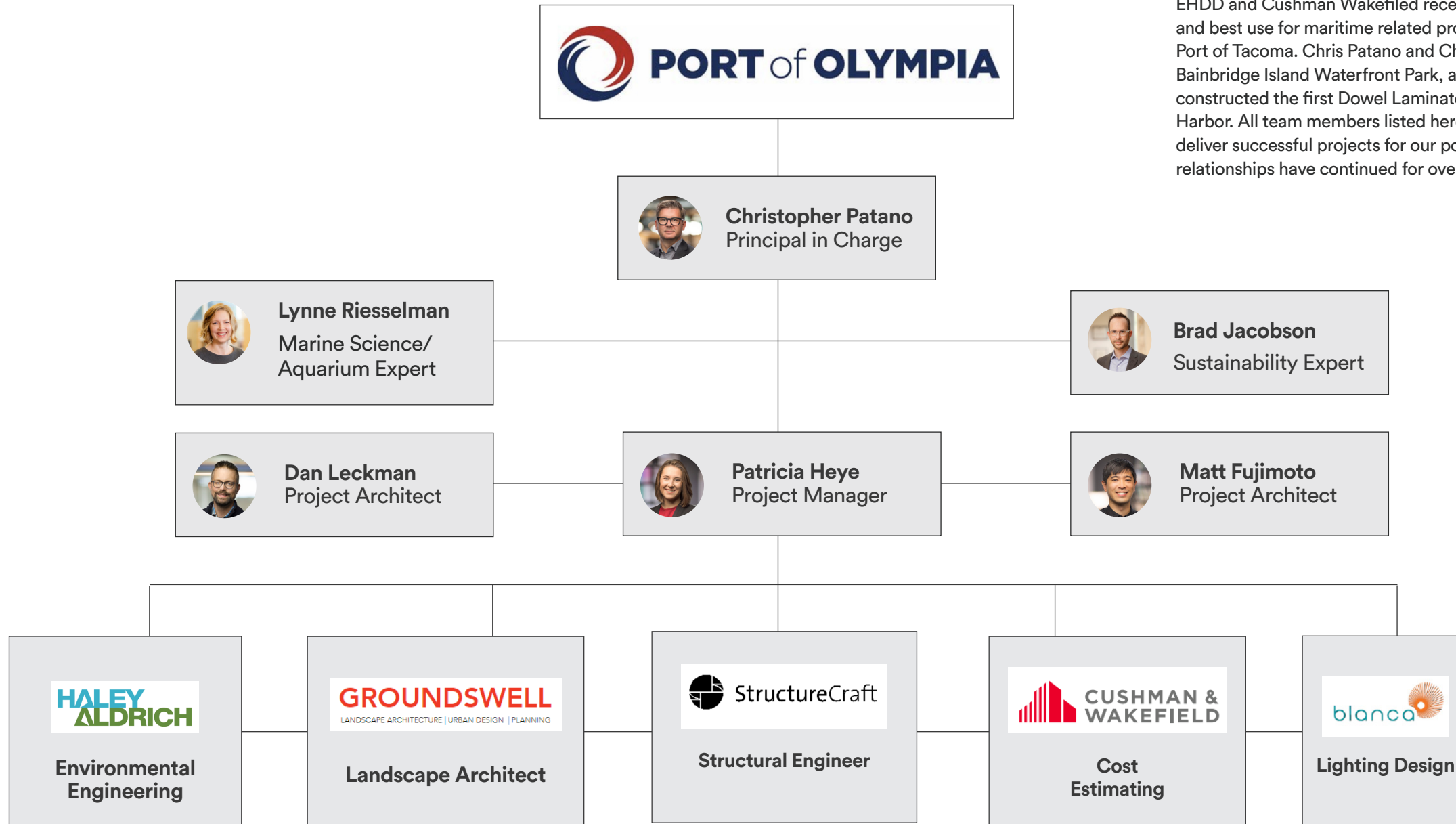
Kingsgate Library. SKL Architects

Jackson Park Village (Seattle Housing Authority). GGLO

Organizational Chart

Partnership Strength

EHDD, Hailey Aldrich, and Moffat Nichol are working together on waterfront projects for the Port of Tacoma, Port of Seattle, and the Port of Humboldt Bay. EHDD and Cushman Wakefiled recently completed a Market Analysis of highest and best use for maritime related properties at the Earley Business Center for the Port of Tacoma. Chris Patano and Chris Jones successfully delivered the City of Bainbridge Island Waterfront Park, and EHDD and StructureCraft designed and constructed the first Dowel Laminated Timber building in Seattle at Western Yacht Harbor. All team members listed here have collaborated and worked together to deliver successful projects for our port clients around Puget Sound, and some relationships have continued for over twenty years.





Juanita Beach Bathhouse, Kirkland, WA

Understanding/
Adherence
to Proposal
Requirements

Understanding of the Proposed Plan

This diagram illustrates our team's commitment to create connections between the new Waterfront Center, the existing Market Center, Percival Plaza, and all the way down to Olympia's front porch, Percival Landing. On the east side of the peninsula, we want to reinforce the important connection on Marine Drive between the future Waterfront Center and the expanding Hands On Children's Museum.

We envision knitting the peninsula together with a combination of pedestrian pathways, bicycle paths, greenways, boardwalks, promenades, public open spaces and compelling activities, such as the marina, potential future marine science and interpretive experiences, retail and spaces for nonprofits and marine related industries. We also see the potential of reinforcing the industrial and economic backbone of the port's historic timber exporting terminal with supporting green industries. The right mix of public, green-industrial, recreational, and interpretive and art based experiences will make the peninsula an iconic destination in the Puget Sound region.



Legal Action:
 Disclosure of any current or recent (within past five years) legal action in progress or taken against the firm or individuals.
 (Submittal Form 2)

No

Disclosure:
 List of all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest.
 (Submittal Form 2)

No



SUBMITTERS SHALL COMPLETE AND SIGN THE FORM BELOW

We acknowledge that all Addenda () through () have been examined as part of the Proposal documents.

Company Name:	Esherick Homsey Dodge and Davis		
Address:	Pier 55 1101 Alaskan Way, Suite 203	City/State/Zip Code:	Seattle, WA 98101
Original Signature:	Authorized Representative / Title (Please Print): Christopher Patano, Principal		
E-mail:	c.patano@ehdd.com	Phone:	206-734-3870
		Fax:	



BUSINESS ENTERPRISE QUESTIONNAIRE

Please complete the following information:

Is your firm a:

- Women Business Enterprise (WBE)? Yes
- Minority Business Enterprise (MBE)? Yes
- Disadvantaged Business Enterprise (DBE)? Yes
- Small Business Enterprise (SBE)? Yes
- Veteran-Owned Business (VOB)? Yes
- Do you have a certification number? Yes

If yes, please provide certification number and state or entity that issued the number below:

Certificate No.: _____ State or Entity Issued: _____



May 10, 2024

To:
Port of Olympia
606 Columbia St. NW, Suite 300
Olympia, WA 98501
attn: James Sommer

From:
EHDD Architecture
1101 Alaskan Way Ste 203
Seattle, WA 98101

Re: Port of Olympia Waterfront Center

Dear James,

EHDD Architecture provides the enclosed draft exhibits.

Please note that fee information reflects the Washington State A/E Fee Guidelines and Percentages. We have identified a \$20 million in construction cost at 7.25 percent for basic services. We have also organized our fee spreadsheet to align with Washington State's definition of Basic Services and Additional Services.

Both Chris Patano and myself are available to answer any questions.

Sincerely,
Matt Fujimoto

Port of Olympia Waterfront Center

FINAL Project Description and EHDD Scope of Services

June 10th 2024

FINAL Project Description

PORT OF OLYMPIA WATERFRONT CENTER PHASE 1

A continuation of the *Port 2025 Vision Plan*, The Port of Olympia’s *Waterfront Destination Development Plan*’s Outcome Statement states:

The Port Peninsula will develop as a Destination Waterfront that offers diverse first-rate amenities and spaces for both active and passive recreation, ensuring connectivity to the Water, nearshore and existing downtown core.

The Port of Olympia Waterfront Center is identified as a site development opportunity by the *Development Plan*. It is comprised of a new mixed use administration building, new public shoreline access, and updates to the site’s shoreline pedestrian trail.

The new mixed use administration building will include 8,500sf of ground floor facilities including spaces for *Harbor Operations* and *Harbor Patrol*, facilities to support *Port Commission* meetings, facilities to support outdoor events, and tenant spaces.

A second story will include 8,500sf of Port Administration offices.

A third story will include 6,000sf of upper floor commercial/restaurant space or event space including rooftop public amenities that connect to significant contexts in the vicinity including the Capitol Dome, the Olympic Mountains, and Mount Rainier known by its original name in native language Twulshootseed, as the mountain called təqʷuʔmə - Mount Tacoma (or Mount Tahoma).

The Project’s budget is estimated at

New Mixed Use Administration Building	\$17,500,000
Site / Shoreline Work	\$2,500,000

A narrative of the project phases follows. A project “pause” can occur at the end of schematic design or design development.

The Project will cover the entire scope as described in Exhibit A. The Project will be completed into two tasks, Task 1 and Task 2. Task 2 work will be renegotiated following the completion of Task 1.

Task 1 will include the following and will help develop and inform services assumed under Task 2:

- Pre-Design / Programming (estimated 6-week duration)
- Schematic Design (estimated 8-week duration)
- Design Development (estimated 10-week duration)
- Construction Documentation (estimated 18-week duration)

Task 2 will include:

- Bidding (estimated 4-week duration)
- Construction Administration (estimated 18-month duration)

The Port and Consultant may rely on the Initial Information contained herein. Both parties, however, recognize that if the Initial Information materially changes or if the project is suspended for six months or more, the Port and the Consultant shall appropriately adjust the Consultant's services, schedule for the Consultant's services, and the Consultant's compensation. The Port shall adjust the Port's budget for the Cost of the Work and the Port's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

FINAL EHDD Scope of Services

PORT OF OLYMPIA WATERFRONT CENTER PHASE 1

PRE-DESIGN / PROGRAMMING (6 weeks)

- Meetings / Presentations
- One (1) kick-off meeting with Port of Olympia
- Two (2) programming sessions with Port of Olympia staff
- Two (2) Commission/Advisory group design meetings
- One (1) Community meeting
- Six (6) weekly Project Management meetings

Deliverables

- Pre-design/Programming Report: narrative summaries of project/site analysis, initial project goals and criteria, building/site program, and initial input on design opportunities, system/sustainability strategies as applicable.
- Block plan diagrams, square footage/program relationships. Overall building and site development square footage goals.

Included Scope

- Coordination of design consultants
- Coordination with owner's consultants
- Review existing documentation
- Develop building/site program

SCHEMATIC DESIGN (8 weeks)

- Meetings / Presentations
- One (1) Kick off meeting with Port of Olympia representatives and design team
- One (1) Sustainability charrette
- Eight (8) weekly Project Management meetings

- Two (2) community meetings
- Four (4) Commission/Advisory group design meetings [may be paired with Project Management meetings]
- One (1) technical review (SD) with Port of Olympia

Deliverables

- Design Concept exhibits and representations
- 50% Schematic Design drawing set and initial narrative
- 100% Schematic Design drawing set and narrative, cost estimate, TOC Specifications
- 4 project renderings

Included Scope

- Coordination of design consultants
- Coordination with owner's consultants
- Cost estimate review

DESIGN DEVELOPMENT (10 weeks)

- Meetings / Presentations
- Five (5) bi-weekly Project Management meetings
- Four (4) Client group design meetings [may be paired with Project Management meetings]
- One (1) community meeting
- One (1) technical review (DD) with Port of Olympia

Deliverables

- 100% Design Development drawing set and updated narratives, outline specifications, cost estimate

Included Scope

- Coordination of design consultants
- Coordination with owner's consultants
- Cost estimate review
- LEED credit review

90% and 100% CONSTRUCTION DOCUMENTS (18 weeks)

- Meetings / Presentations
- Nine (9) bi-weekly Project Management meetings
- Two (2) Client group design meetings [may be paired with Project Management meetings]
- One (1) technical review (50% CD) with Port of Olympia
- One (1) technical review (90% CD) with Port of Olympia

Deliverables

- 50% Construction Document drawing set and full specifications, cost estimate
- 90% Construction Document drawing set and full specifications, cost estimate
 - This submission intended to be submitted as Permit Set
- 100% Construction Document drawing set and full specifications, cost estimate
 - This submission intended to be Bid Set

Included Scope

- Coordination of design consultants
- Coordination with owner's consultants
- Cost estimate review

BIDDING (4 weeks)

Meetings

- Attend one (1) Pre-Bid meeting/site walk

Included Scope

- Assist General Contractor with bid conference
- Respond to Bid Requests for Information (RFIs)
- Conformed set incorporating addenda from standard bid process only

CONSTRUCTION ADMINISTRATION (18 months)

Meetings

- One EHDD Construction Administration staff member to attend seventy-eight (78) weekly Owner/Architect/Contractor (OAC) meetings on-site or by conference call
- Included Scope
- Site visits and reports
- Submittal review
- Review and respond to Requests for Information (RFIs)
- Review and respond to contractor's Punchlist/Backcheck

ENTITLEMENTS / APPROVALS / COMMUNITY ENGAGEMENT

Attendance at the following meetings is included in the base fee. Assembly of existing materials into a presentation for each of the meetings is included. Any additional meetings or requested materials specific to entitlements will be billed on a Time and Materials not-to-exceed basis.

- [Discuss community engagement strategies. Presentations or Engagement?]
- [Discuss entitlements / AHJ meetings, etc]
- Pre-Application Meeting with AHJ (City of Olympia)
- Meeting with Fire Department to discuss project and requirements
- Building Permit Intake Meeting with AHJ
- Respond to AHJ comments and corrections to Building Permit Submittal

FFE BASIC SERVICES

This scope of work shall include: A complete set of code-compliant Furniture "Fit Plans" and Outline Specifications, in coordination with the project team management and stakeholders, for public **or negotiated** bid, reflective of the "Basis of Design" product selections available to multiple bidders or client's selected dealer and manufacturer. This scope of work shall include:

- Preparation of coded furniture plans in PDF sheet and dwg formats for use in procurement (Plan Exhibits)
- Microsoft Excel Spreadsheet Schedules including item description, manufacturer, model, number, dimensions, finish selections from manufacturer's standard offerings, plan location and quantity, reference images of each furniture items and finish in digital format. (Specification Exhibits)
- Order swatch samples in duplicate for the coordination of base building materials palette and finish specifications (FFE samples)

- Provide support during the Bid and Negotiation Phase – respond to bidders requests for clarifications when submitted, review vender bids for conformance with design intent and performance, review substitution requests for conformance with design intent and performance.

The Furniture Specifications and Furniture Fit Plans

- I. Furniture Package - A: Port of Olympia Administration Offices
- II. Public Lobby
- III. Marina Offices

Client will compile, manage, modify and prepare the “front end” Division One specification section for the Furniture Procurement Process and any additional supporting procurement documentation required beyond the Design Team’s reference exhibits and documents.

Client Contracts and Procurement Team will be responsible for development, coordination, advertising and issuing the Furniture Bid package, including above referenced procurement exhibits developed by the Design Building Team and will act as the primary contact to all Furniture bidders.

FFE Exclusions

- The electrical and AV/IT coordination required for new furniture scope will be directed by EHDD and documented by the AV/IT installer/vendor.
- Owner provided FFE are not considered part of this procurement scope but will be reflected in space planning determinations, as necessary.
- Construction Observation and final punch list efforts will be conducted as needed on a T&M basis. Furniture vendor and installer are responsible for field verification of dimensions and infrastructure suitability prior to installation.
- Mockups and coordination of on-site FFE for testing are the responsibility of the furniture dealer and not considered part of this scope.
- AV and lighting design and/or orientations are not part of this scope.
- Additional OFM and State of Washington submittals and approvals are not considered part of this scope.
- Access, life safety, and fire egress outside of each classroom are not part of this project. If egress loads require alternative means of egress from the room not currently available, EHDD will notify the Owner and an additional service for analysis and documentation can be provided.
- Existing furniture reuse and surveys of existing furniture are not part of this project.
- Specification sheet for individual groupings and finish options including a 3D image to describe systems furniture configuration(s) are considered an additional service
- Typical coordination deliverables will be comprised of documentation drafts with supplemental information or graphics as required to convey design intent and achieve client direction. Formal presentations and stakeholder engagement materials are considered an additional service.
- Cost estimating or FFE pricing or establishing budgets for furniture.

EXCLUSIONS

The following services are not included in the proposal, but can be provided as an additional service:

- Design work for any scope beyond the original RFP description.
- Fast-track design services
 - Interpretive Design Coordination and Project Management
- Utility services coordination
- Energy Incentive Program Assistance
- Offsite storm drainage or municipal utility upgrades
- Services in response to reviews by agencies other than the governmental authority having jurisdiction (such as reviews by funding agencies, prospective owners, etc.)
- Separate bid packages
- Building commissioning
- Revision of Contract Documents due to submittals
- Record Drawings (contractor will provide Owner with as-built information)
- Conformed Drawings
- Wayfinding, graphics, branding, and donor signage. EHDD will provide design and documentation for code required signage
- Site tours, including preparation and notes
- BIM Modeling over LOD 200 - Digital modeling will be used by the design team only as a means of coordinating work amongst the design team and producing deliverable documents. The model will not be altered or adjusted for the Owner's use
- Post-occupancy diagnostics and troubleshooting of systems and usage anomalies
- Renderings, fundraising or donor materials, models, mock-ups, and professional photography
- Any required additional rounds of agency review comments beyond the first two rounds not due to EHDD's fault or negligence, or any changes requested to previously approved documents, along with any associated meetings, are considered additional services
- Revising previously approved work
- Providing additional professional services made necessary to affect a material change of Project Program requested by the Client
- Providing additional professional services made necessary through schedule delays beyond the EHDD'S control
- Graphic support for stakeholder presentation and project fundraising

FINAL Project Boundary Map
PORT OF OLYMPIA WATERFRONT CENTER PHASE 1



From: [Julian Rondello/USA](#)
To: [Matt Fujimoto](#); [Christopher Patano](#)
Cc: [PACNW.VABIDS](#); [Scott Biethan/USA](#)
Subject: RE: Port of Olympia Scope and Fee development
Date: Wednesday, May 1, 2024 2:11:01 PM
Attachments: [image003.png](#)
[image005.png](#)

Hi Matt and Chris,

We propose the following specific scope to support Phase 1 of this project.

The scope to complete the Market Analysis Report will include:

- Attendance of up to 5 meetings with EHDD and/or Port of Olympia
- Identification of legal interest analyzed
- Description of the subject property and surrounding area
- Local and regional competitive market analysis
- Market participant interview
- Review and analysis Port of Olympia Strategic Plan
- Highest and Best Use Study
- Demand segment analysis
- Conclusions, findings and recommendations

The Market Analysis will be communicated in a report summarizing and describing the findings. To complete this scope of work we propose a total fee of \$34,000, with draft completion expected within 8 weeks.

For additional services outside of the Market Analysis, we would bill on an hourly basis at the following Public Agency Rates:

Principal Appraisers \$375/hour
Project Associates \$255/hour

Happy to chat more or add anything you think is missing.

Kindly,
Julian

Julian Rondello, MAI
Senior Director
Valuation & Advisory
601 Union Street, Suite 1100
Seattle, WA 98101 | USA

EXHIBIT A: SCOPE OF SERVICES

Port of Olympia Waterfront Center Design and Construction Services

May 9, 2024

PROJECT BACKGROUND

The Port of Olympia (Port) is planning on developing a waterfront center near Swantown Marina as an element of the Destination Waterfront Development Vision. The Waterfront Center would help address the need to replace the marina office, establish a long-term space for the administration offices, offer public space and bring Marine/Maritime related organizations to the Peninsula. This scope and fee include effort to support early planning for the Port's proposed Waterfront Design Center.

SCOPE OF WORK

Task 1.0: Project Management and Quality Control

Project Management. M&N will provide the required level of contracting, oversight, accounting, invoicing, and clerical support to manage the Project. Matt Perry will serve as Project Manager and as the Port's principal contact with M&N for the duration of the project.

Project management includes time for early team coordination and meetings.

All work will be performed consistent with M&N's corporate Quality Manual. QA/QC will include checking and reviewing M&N's work for consistency with that of other members of the team to deliver a coordinated set of construction documents. Typical QA/QC tasks include but are not limited to integrity checks, plan checks, and constructability checks.

Task 2.0: Technical Expertise and Strategy for Early Planning

The M&N Team will provide technical expertise on an as needed basis for the level of effort as described below and in the attached fee. Expertise could include:

- Input on early Swantown Marina plans
- Input on existing sea level rise mitigation plans and early sites considered for Budd Inlet dredge material placement sites.
- Input for shoreline-related public access, waterfront trails/promenades, etc.
- Early strategy considerations for environmental review and permitting of the center.

Deliverables:

- *Draft and Final emails and short memorandums (no longer than a few pages)*

ASSUMPTIONS AND LIMITATIONS

- Work is anticipated to include only high level planning and strategy support as described in this scope of services. If the scope of the project expands beyond this (including the need for more detailed expertise), environmental review, and permitting, then additional scope and fee will be required.
- Field work or modelling is not anticipated at this time. Additional scope and fee may be required if surveys, assessments, or studies outside of the tasks described in this proposal are requested.

Fee

Estimated not to exceed \$19,550.

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May 2, 2024

Christopher Patano
Partner
EHDD
1101 Alaskan Way – Pier 55, Suite 203
Seattle, WA 98101

RE: Olympia Waterfront Center Phase 1 – Landscape Architectural Scope of Work

Dear Chris,

We appreciate the opportunity to submit the following proposal for providing landscape architectural services for the Olympia Waterfront Center. We understand this effort, and respective team roles, includes the following:

1. The project includes a 20,000 s.f., mixed use, administration building for the Port of Olympia. The project site area is approximately 1.5 acres with site improvements that include:
 - a. New access drive.
 - b. 260 l.f. +/- of new waterfront trail.
 - c. Reconfigured parking lot.
 - d. Rooftop amenity space.
 - e. Loading zone on north side of proposed buildings.
 - f. Public courtyard at ground level.
 - g. Amphitheatre for small concerts.
2. Groundswell's role will be to provide the following:
 - Groundswell, in collaboration with the design team, will document surface improvements including pedestrian paving, planting, site walls, outdoor amenity spaces, grading, irrigation, and site furnishings for areas within our scope.
 - Tree removal and protection plans.
3. The team's civil engineer will be responsible for the following:
 - Document all subsurface utilities, roadway, vehicular improvements, and any work within the public right-of-way. We will collaborate with the civil engineer for road, parking, and site design, as well as above ground storm water quality features that may be included in our scope. The City of Olympia may require a civil engineer's stamp on all final grading plans. Therefore, we propose to transfer our detailed grading documents following the completion of Design Development to the civil engineer for final construction documentation.
 - All erosion and sedimentation control documentation.
4. The team's structural engineer will document structural information for all walls greater than 4' in height and will document reinforcing for light pole foundations. The structural engineer will be available to review structural components of Groundswell's details and will provide signed and stamped structural calculations and redlines for details including but not limited to: custom guardrails and handrails, custom bench supports, joist and structural

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- support member spacing and sizing for decks, fencing systems and structural footings, flagpoles, anchors and supports for other elements.
5. The team's electrical engineer will document all electrical services and vaults. Groundswell will work with the team's electrical engineer, our exterior lighting consultant and The Port to select site fixtures which we will locate in the landscape layout plans.
 6. The team's cost estimating consultant will provide statements of probable costs. Groundswell will review and evaluate the estimates for work within our scope.
 7. EHDD will contract directly with a consulting arborist. The consulting arborist will be available to support Groundswell for the duration of the project.
 8. Moffatt and Nichol and Haley and Aldrich will be responsible for any work below OHW.
 9. EHDD will be responsible for providing us with the following:
 - Activities and fees necessary to obtain permits. Groundswell will assist the team by providing support drawings for inclusion in the permit applications. We assume permit drawings will be derivatives of our working plans.
 - A detailed site survey in AutoCAD format, suitable for construction documentation, will be available for our use.
 - Arborist's tree inventory and assessment.
 - Geotechnical Report of the project site.
 - Complete Division One specifications.
 - Project specification template.
 - Management of the submittal and RFI process.

SCOPE OF WORK:

Task 1: Pre-Design/Programming (8 Weeks)

1. Attend one (1) kickoff meeting with EHDD to review project parameters, discuss the clients requested program, gather available materials, identify additional information needed, discuss scope, budget, schedule, and establish project timetable and deliverables.
2. Attend one (1) site visit to review and photograph existing conditions.
3. Review survey, geotechnical, traffic analysis reports, master plans, budget information, code requirements and other project background material.
4. Develop a summary of relevant Code/Zoning requirements specific to site improvements.
5. Develop initial tree preservation and protection parameters to help guide site programming efforts.
6. Assist in developing the building and site program in collaboration with EHDD, the client, and design team.
7. Develop two (2) alternative site plans with sketches, sections/elevations, precedent imagery, and material/planting image boards, to describe concepts.
8. Attend one (1) meeting with client and design team to present alternative concepts, via videoconference.
9. Develop content for and conduct Public Open House #1 with Stakeholders and City staff, in Olympia. Open House #1 will include workgroup sessions and a presentation of the Site Analysis, precedent imagery and ideas for a potential site program to solicit input from the community.
10. Refine alternatives to one (1) preferred site plan based on client and community input.
11. Attend one (1) design team meeting, via video conference.
12. Finalize building and site program for inclusion in the final programming document.
13. Provide one (1) rendered site plan for inclusion in the final programming document.

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14. Attend one (1) meeting with client and design team to present preferred Master Site Plan, via videoconference.
15. Develop a written Site Design Programming Narrative identifying landscape design concepts.

Task 2: Schematic Design (10 Weeks)

1. Attend Schematic Design kickoff meeting with client and design team to discuss scope, budget and schedule.
2. Attend bi-weekly meetings with design team to review design efforts and to coordinate our work.
3. Attend one (1) eco-charrette.
4. Provide a written report summarizing all sustainable design criteria which apply to our portion of the work. The report will identify which Sustainable Design Criteria must be met to achieve the Sustainable Design Objective.
5. Attend monthly meetings with client to review design efforts.
6. Develop content for and conduct Public Open House #2 with Stakeholders and City staff, in Olympia. Open House #2 will include a presentation of the preferred alternative to solicit input from the community.
7. Develop and submit 50% Schematic Design. Deliverables include:
 - a. Site Plan/Materials Plan
 - b. Sections/Elevations
 - c. Grading Concept Plan
 - d. Image boards describing proposed design concepts and materials
 - e. Site plan renderings
8. Respond to comments and incorporate this information into the 100% Schematic Design.
9. Develop and submit 100% Schematic Design. Deliverables include:
 - a. Site Plan/Materials Plan
 - b. Sections/Elevations
 - c. Grading Concept Plan
 - d. Image boards describing proposed design concepts and materials.
 - e. Site Plan Rendering
 - f. Draft Specifications
10. Review 100% Schematic Design Cost Estimate prepared by others.
11. Develop content for and conduct Public Open House #3 with Stakeholders and City staff, in Olympia. Open House #3 will include a presentation of the Schematic Design to solicit input from the community.

Task 3: Design Development (13 Weeks)

1. Meet with client and design team to review the Schematic Design Documents and discuss construction budget, design development goals and project schedule.
2. Attend bi-weekly meetings with design team to review design efforts and to coordinate our work.
3. Attend monthly meetings with client to review design efforts.
4. Advance site design and incorporate feedback from, EHDD, Port of Olympia, and City of Olympia into the preferred site plan.
5. Develop plans, diagrams and narratives for Technical Pre-App Submittal.

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6. Attend Pre-Application Meeting with City of Olympia.
7. Assist in the advancement of LEED strategies.
8. Assist in preparing LEED documentation relevant to Groundswell's scope of work. The LEED sections that Groundswell will be responsible for assisting with will include:
 - a. Bicycle Facilities
 - b. Open Space
 - c. Outdoor Water Use Reduction
 - d. Protect or Restore Habitat
9. Develop and submit 100% Design Development Drawings. Deliverables include:
 - a. Tree Protection Plan
 - b. Layout Plans
 - c. Materials Plan
 - d. Grading Plans
 - e. Soil Preparation Plan
 - f. Irrigation Conceptual Zone Plans (includes point of connection, mainline routing, and irrigation valve locations)
 - g. Planting Area Plans noting plant types (e.g., tree, shrub, and groundcover), not specific plant species.
 - h. Site Details
 - i. Specifications
10. Review 100% DD Cost Estimate.

Task 4: Construction Documents (18 Weeks)

1. Attend Contract Documentation kickoff meeting with EHDD and design team to discuss scope, budget and schedule. Obtain approval to proceed with Contract Documents.
2. Attend bi-weekly meetings with design team to review design efforts and to coordinate our work.
3. Attend monthly meetings with client to review design efforts.
4. Respond to client comments and incorporate this information into the Contract Documents.
5. Assist team in preparing LEED documentation package relevant to Groundswell's scope of work.
6. Advance and submit 90% Construction Documents. Deliverables include:
 - a. Tree Protection Plan
 - b. Site Layout Plans
 - c. Site Materials Plan
 - d. Grading Plans
 - e. Soil Preparation Plan
 - f. Irrigation Plan and Details
 - g. Planting Plan and Details
 - h. Site Construction Details
 - i. Specifications
7. Review cost estimates developed by others at 90% submittal.
8. Incorporate client review comments following 90% submittal.
9. Advance and submit 100% Construction Documents. Deliverables include:

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- a. Tree Protection Plan
- b. Site Layout Plan
- c. Site Materials Plan
- d. Grading Plans
- e. Soil Preparation Plan
- f. Irrigation Plan and Details
- g. Planting Plan and Details
- h. Site Details
- i. Specifications

Task 5: Bidding and Permitting (16 Weeks)

1. Submit 100% and final stamped and signed documents to EHDD as required for permitting.
2. Respond to permit comments. We assume there will be no more than two rounds of comments.
3. Revise drawings and resubmit to the permit center.
4. Produce Bid Set documents.
5. Attend pre-bid conference.
6. Prepare addenda during bid period as necessary.
7. Assist in review of bids.

Task 6: Construction Administration (18 Months)

1. Develop "For Construction" set of Construction Documents.
2. Attend pre-construction meeting.
3. Review product submittals and shop drawings; respond to requests for information, produce change orders and clarification drawings as needed.
4. Attend eight (8) project meetings and Construction Observation site visits at the following milestones:
 - a. Review of rough grading.
 - b. Review of hardscape layout.
 - c. Perform one nursery visit at milestones to review and tag plant material.
 - d. Review irrigation mainline layout, open mainline trenching and pressure testing.
 - e. Review of finish grading.
 - f. Review tree and/or plant material layout.
 - g. Review irrigation coverage.
 - h. Review final plant material placement, mulch and irrigation.
5. Attend final acceptance walk-through to review completion of the punch list.
6. Attend warranty walk-through and develop a warranty list.

Task 7: Project Close Out

1. Prepare record drawings for all work within our scope based on contractor provided record (or as-built) drawings in AutoCAD format.

Fees

We propose the following fees:

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Task 1: Pre-Design/Programming	\$14,165.00
Task 2: Schematic Design	\$20,805.00
Task 3: Design Development	\$23,375.00
Task 4: Construction Documents	\$40,850.00
Task 5: Bidding/Permitting	\$5,680.00
Task 6: Construction Administration	\$22,770.00
<u>Task 7: Project Close Out</u>	<u>\$2,800.00</u>
Total:	\$130,445.00
Estimated Expenses:	\$10,000.00

We propose to bill monthly on a percentage of completion per phase. Expenses are additional and will be billed at 1.1 times our cost.

Assumptions

1. Our proposal is based on the above scope of work, the attached limit of work 'Exhibit A', and a \$17.5M budget for the building and \$2.5M for Site/Shoreline Improvements.
2. Design and documentation will be in AutoCAD and based upon Groundswell standards. If BIM/Revit model updates are required, additional scope and fees will be required.
3. This scope of work is scheduled to be completed by December 2026. If the project extends substantially beyond the scheduled date, additional scope and fees will be re-evaluated.
4. This proposal assumes the project will be documented and constructed in one phase.
5. The project team cost estimator will develop landscape and site improvements quantity take offs and unit pricing. This information will be provided to Groundswell for review as noted in the scope above. Groundswell will evaluate quantities and unit cost and provide comments to client.
6. Groundswell will attend all meetings outlined in the original scope of work. Meetings beyond those noted will be additional services and will be billed as time and materials.
7. Groundswell will document all tree removal and protection. Other disciplines will document the demolition of structures, paving and site utilities within their respective scopes of work.
8. The following items are excluded from this scope of work and would need to be scoped separately if added to the project:
 - a. Waterfeatures
 - b. In water work
 - c. Intersection improvements at Marine Drive.
9. This scope assumes EHDD will document site signage, trash and recycling enclosures.
10. Revisions to the construction documents, due to client comments, which occur after 50% Construction Documents will require additional services.
11. This scope assumes there will be no work below OHW (Ordinary High Water).
12. This scope of work assumes Right-of-Way Improvements are limited to one new curb cut and does not include pedestrian or street tree improvements along Marine Drive. Similarly, it's assumed a separate ROW permit package will not be required.
13. Placement of dredged material will be designed and documented by Moffatt|Nichol and Haley and Aldrich.
14. Our proposal does not include Design Review Services or Entitlements.

GROUNDSWELL

Please contact me if you have any questions, require clarification, or if we can be of further assistance. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Jones". The signature is fluid and cursive, with a large initial "C" and a long horizontal stroke at the end.

Chris Jones
Principal-in-Charge
chris@groundswell.studio



LEGEND

— LIMIT OF WORK

LIMIT OF WORK

EXHIBIT A - LIMIT OF WORK

Olympia Waterfront Center
NOT TO SCALE | 29 APRIL 2024



StructureCraft

Creative Structural Engineering | Specialized Construction



PORT OF OLYMPIA WATERFRONT CENTER, PHASE 1

STRUCTURAL ENGINEERING SERVICES PROPOSAL

May 7, 2024



May 7, 2024

EHDD

1101 Alaskan Way – Pier 55, Suite 203
Seattle, WA 98101

Attention: Christopher Patano, Partner

RE: Port of Olympia Waterfront Center, Phase 1 | Proposal for Structural Engineering Services

Dear Christopher,

We are pleased to offer our structural engineer of record services for Phase 1 of the new Port of Olympia Waterfront Center in Olympia, WA. This is an incredible project, and we are thrilled to be considered as your structural consultant.

The scope of this proposal includes full structural engineering consulting services for Pre-Design/Programming, Schematic Design (SD), Design Development (DD), Construction Documents and Permitting (CD), and Construction Administration (CA) for both Engineer of Record services and our typical Engineer-Build arrangement as described below.

As you know, StructureCraft brings the most value when we can serve as both the structural engineer and the timber subcontractor. Compared to other materials, this Engineer-Build/Design-Build approach is a game-changer with timber structures. The lessons we have learned, over our 26-year history, from building the structures we engineer translates to many advantages including:

- **Avoiding delays due to value engineering the structure.** The Design Team will always be advised on the timber cost so the design can accommodate along the way. We can also lock-in costs at Design Development or early in Construction Documents to mitigate risks for cost increases.
- We can **overlap typical consulting design with fabrication-level engineering** to allow early material procurement, which saves on the overall project schedule and cost.
- We can make **decisions on structural schemes with ALL variables in mind:** material volume, supplier options, material lead time, erection speed (e.g. number of picks), and carbon (including transportation). We can include all these variables because we are Engineer-Builders, and we typically engage with the architect, owner, and contractor in more detail with parametric modeling (e.g. through our in-house software Branch), so we can all clearly and quickly understand how **modifications to the structure affect cost, carbon, and constructability.**

If we are engaged for Engineer-Build services (e.g. hired on as the timber subcontractor by the general contractor), there is an overall reduction in our structural engineering consulting fee given we can start procuring materials and generating shop drawings during Construction Documents. We can also decrease our fee for Construction Administration because site observations and shop drawing reviews would be limited to concrete and steel only (timber components are covered within our construction contract). To help highlight the differences, **scope or fees in green are for the Engineer-Build engagement.**

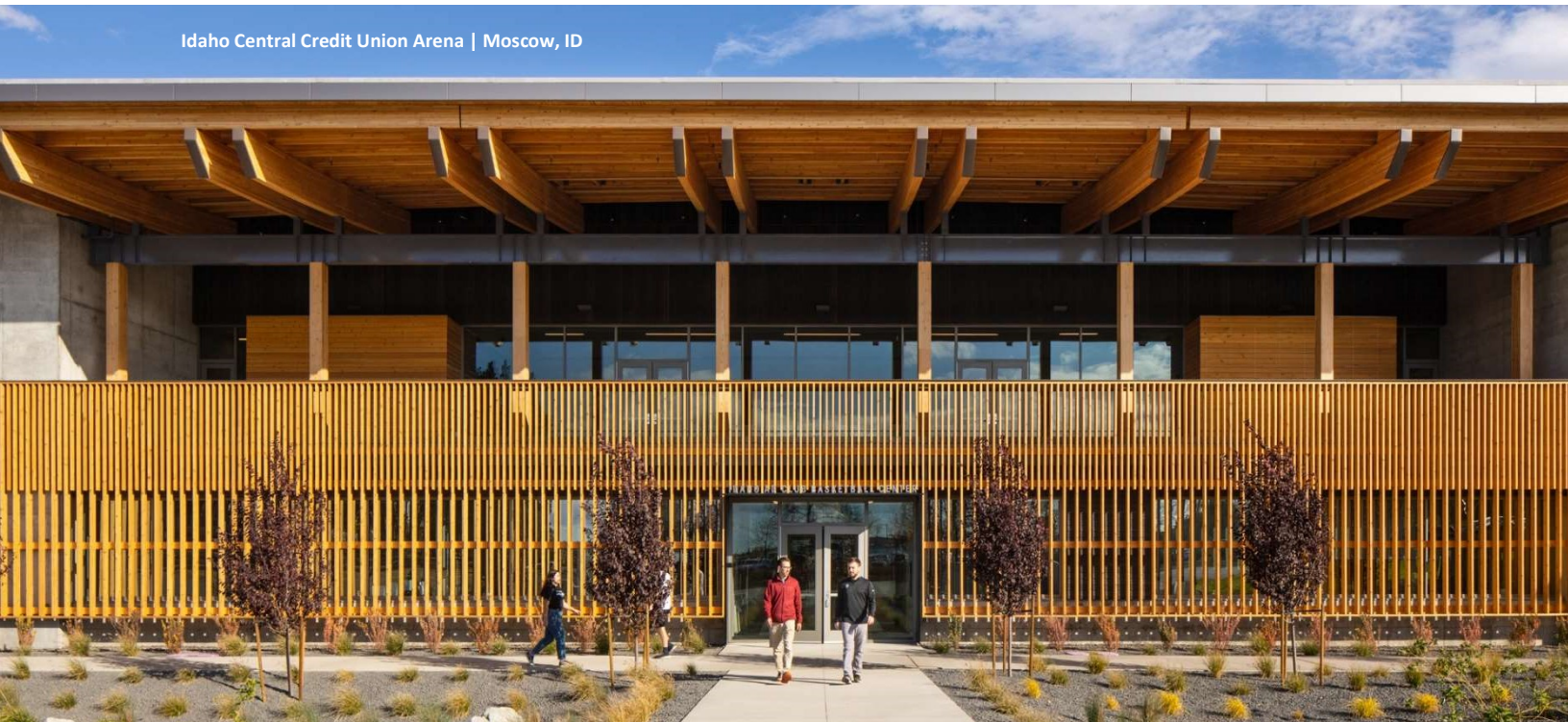
Regardless of how we are engaged (Engineer or Engineer-Build), I would like to emphasize our commitment to working with EHDD and the client to design a beautiful, efficient, and buildable community building that meets the architectural vision, community needs, and budget. StructureCraft has successfully designed and built many community and office buildings across the globe, and we would value the opportunity to leverage this experience for this project.

Sincerely,



Leif Johnson, PE, SE, LEED AP
Structural Engineering Director
ljohnson@structurecraft.com
206-818-8235
StructureCraft

Idaho Central Credit Union Arena | Moscow, ID





1.0 PROJECT DESCRIPTION

The new Waterfront Center, located near Swantown Marina at 1022 Marine Dr NE in Olympia, WA, is envisioned as an approximately 20,000 sqft 2-3 story building containing office and public space. The building is anticipated to replace the existing marina office, establish a long-term administrative office space, offer public space to the community, and bring marine organizations to the peninsula. The current construction budget for the structure is assumed to be approximately \$17.5M.

The structure will respond to the high sustainability and community-focused goals set by the client and is expected to contain unique design features that will engage public use and strengthen the area’s waterfront presence.

2.0 SCHEDULE

StructureCraft’s understanding of the design/construction phase durations are as follows:

Phase	Duration
Pre-Design / Programming	4 weeks
Schematic Design	8 weeks
Design Development	10 weeks
Construction Documents / Permitting	18 weeks
Construction Administration	12 months

3.0 SCOPE OF SERVICES

StructureCraft’s scope of services and deliverables for the phase described above are detailed below:

(Note: green text indicates services included with the Engineer-Build option)

3.1 Pre-Design / Programming

Services

- Establish design criteria and identify applicable code requirements.
- Attend kick-off meeting with East Bay Regional Parks Department (EBRPD) in person.
- Assist the Owner with identifying funding options through grants or similar revenue sources.

Deliverables

- Preliminary Basis of Design document to help define the project program.

3.2 Schematic Design

Services

- Preliminary structural engineering, and examination of structural and material alternatives.
- Explore options for the foundations, ground-level slab, and gravity structure, including optimal column grid and integration of MEP, considering aesthetics, constructability, economy, and function.
- Assist with sustainability charette(s)
- Establish design criteria and identify applicable code requirements.



- Assist in determining pre-engineered and/or performance-specified structural elements (e.g. curtainwall, light gauge framing, etc.).
- Attend meetings, maximum of 5 in-person in Seattle, and remotely for remainder of SD as required.
- Preliminary construction project management, estimating, and scheduling services to assist the project team.

Deliverables

- Scheme / grid studies as required.
- 50% Schematic Design drawing set and initial Basis of Design Narrative with material quantities for cost estimating.
- 100% Schematic Design drawing set and Basis of Design Narrative with material quantities for cost estimating.
- Structural outline specifications.
- Target budget for engineer-build of timber superstructure.

3.3 Design Development

Services

- Further development of selected structural scheme.
- Preliminary BIM and 3D modeling of superstructure (Revit).
- Preliminary estimating and scheduling services to assist the project team, including feedback on price variance, constructability, and logistics.
- Develop requirements for pre-engineered and/or performance-specified structural elements.
- Advance foundation design for early permit and bid packages.
- Attend meetings, maximum of 10 in-person in Seattle, and remotely for remainder of DD as required.

Deliverables

- 100% DD drawings.
- Basis of Design Narrative with material quantities for cost estimating (including timber if not Engineer-Build)
- Preliminary structural specifications.
- Early permit and bid package for foundation design at 100% DD.
- Updated budget for engineer-build of timber/steel superstructure at 50%DD, including detailed variance analysis from prior budgets.
- Fixed price for engineer-build of timber/steel superstructure at 100% DD or 50% CD (to be confirmed).

3.4 Construction Documents / Permitting

Services

- Further develop of structural design documentation for CD level.
- 3D modeling of structure, full BIM in Revit.
- Attend meetings, maximum 10 in-person in Seattle, and remotely for remainder of CDs as required.
- Preparation of drawings and engineering calculations for Building Permit sealed by P.E. registered in Washington.
- Consult with Building Officials and assist in obtaining structural permits.

Deliverables

- 50% Construction Document drawing set and full specifications
- 90% Construction Document drawing set and full specifications
 - This submission intended to be submitted as Permit Set
- 100% Construction Document drawing set and full specifications
 - This submission intended to be Bid Set



3.5 Construction Administration

Services

- Review and preparation of RFI responses / addenda during bidding phases.
- Field review of structural work, including written reports and required follow-up.
- Shop drawing submittal reviews.
- Review contractor submittals.
- Respond to contractor's Requests for Information.
- Assist in reviewing Change Orders related to the structural work.
- Review third-party testing and inspection reports.
- Visit the site at intervals appropriate with the progress of construction to observe the progress of structural work, assumed an average of one site visit per month – 10 visits maximum.

Deliverables

- Contractor submittal review comments/approvals.
- Responses to contractor's Requests for Information.
- Reports detailing observations made during site visits.

4.0 QUALIFICATIONS

- See Appendix A – StructureCraft Terms of Engagement.
- It is assumed that the client will engage third party testing agencies for Special Inspection requirements.
- The anticipated schedule/duration for the above Structural Engineering Services is per Section 2.0 above.
- We have assumed weekly or bi-weekly (remote) design meetings through design.
- Professional liability insurance coverage of \$5 million.
- StructureCraft proposal is valid for 30 days from the date specified herein.

5.0 EXCLUSIONS

Design-Related Exclusions

- Non-structural/secondary components and their attachments to the primary structure.
- All forms of sound, mold, and water-intrusion protection.
- Design of deep foundations or ground improvement.
- Tenant-related design services.
- Other exclusions per Appendix A.

Construction-Related Exclusions

- Design of temporary Means and Methods of construction.
- Evaluation of the structure to support temporary loads imposed by construction equipment and storage of materials.
- Analysis and/or review of construction sequencing.
- Design of "field fixes" to remedy fabrication or construction errors made by the Contractor.
- Any and all aspects of construction site safety.
- Verification of the quality of work of the contractor.
- As-built (e.g. "Record Drawings") documentation of the primary structure.
- Full-time on-site representation.
- Other exclusions per Appendix A.



6.0 FEES

Our proposed fee for the Scope of Work noted above is as follows, in U.S. Dollars.

Phase	Engineer Only	Engineer-Builder
Pre-Design/Schematic Design	\$30,000	\$30,000
Design Development	\$40,000	\$40,000
Construction Documents/Permitting	\$53,000	\$38,000
Construction Administration	\$45,000	\$30,000
Total:	\$168,000	\$138,000

Terms of engagement, including reimbursable expenses, are in Appendix A. Payment terms net 30 days.

7.0 ATTACHMENTS

The following attachments are included as part of this proposal:

- **Appendix A** – StructureCraft Engineering Terms of Engagement (2024)

8.0 AGREEMENT

We will proceed with these Structural Engineering services following receipt of a signed copy of this agreement. We look forward to a great working relationship with you on this project. Please contact us with any questions.

Leif Johnson, Structural Engineering Director
StructureCraft

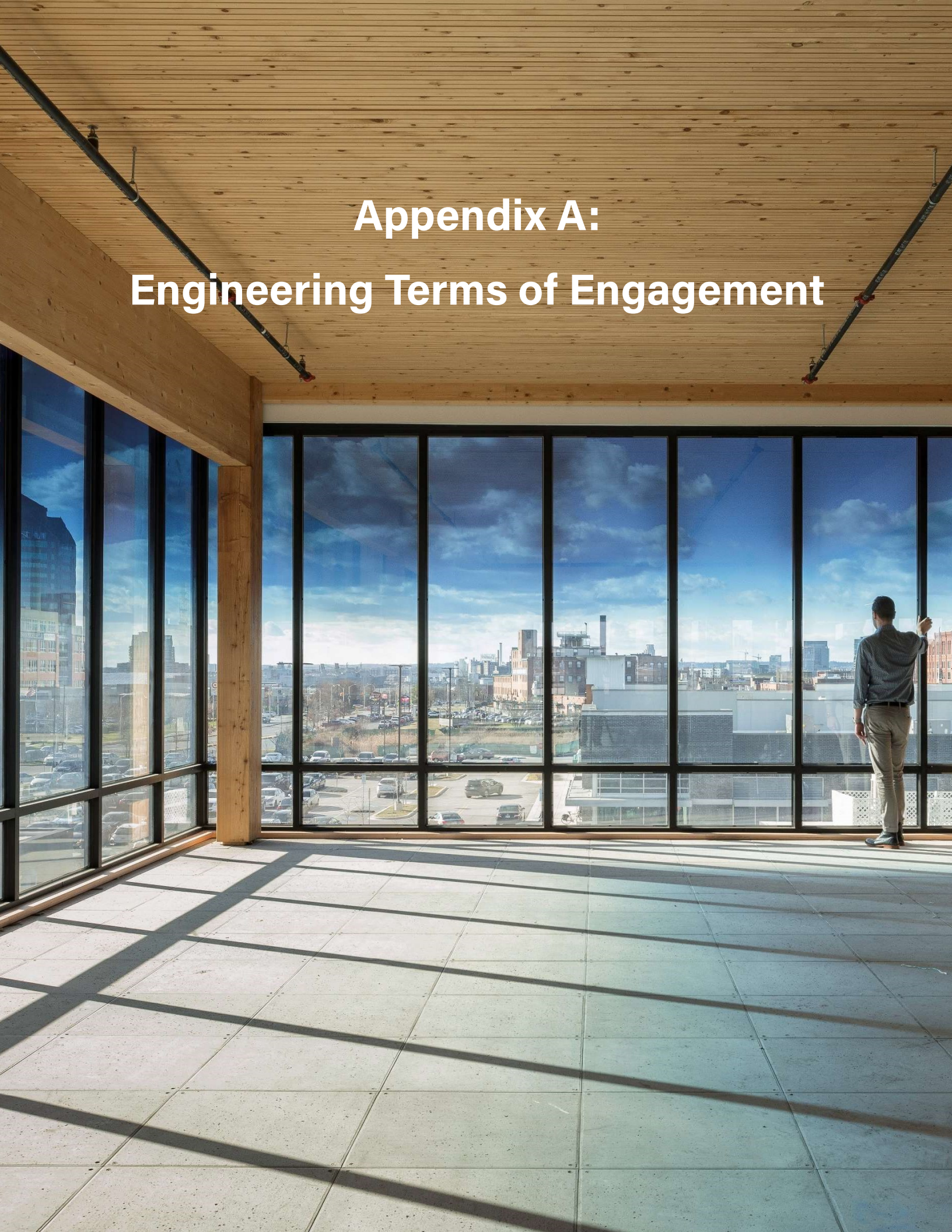
2024-05-07

Date

Christopher Patano, Partner
EHDD

Date

Appendix A: Engineering Terms of Engagement





Appendix A - StructureCraft Engineering Terms of Engagement (2024)

These terms form part of our proposal for structural engineering services:

1. Schedule of hourly rates (USD):

Principal	\$400.00/hour	Senior Draftsman/PM	\$160.00/hour
Senior Engineer	\$260.00/hour	Draftsman	\$125.00/hour
Engineer	\$185.00/hour	Administrative Assistant	\$ 60.00/hour

Rates are subject to revision at the beginning of each year. Rates for a Principal /Director are increased by 50% for litigation work. Additional services including re-design, scope increase, etc. will be charged at the above hourly rates, unless noted otherwise. Additional services will only be performed following written approval (i.e. Change Order) by the Client.

2. Reimbursable expenses will typically be charged at cost. Supporting documentation is provided upon request.
 - a) Vehicle use and other travel related expenses including tolls.
 - b) Air travel (economy class), accommodation, meals, and parking expenses.
 - c) Reproduction of drawings, documents and reports.
 - d) Courier charges.
 - e) Any other proper expenses paid out by StructureCraft on the Client's behalf and not specifically named as being covered by the normal fee.
3. Applicable taxes are additional to all rates.
4. Proposals quoted are valid for one (1) month from the date of the proposal unless otherwise noted, and thereafter are subject to renegotiation.
5. Terms net 30 days, interest charge of 1.5% per month on all overdue accounts. If payment remains past due 60 days from the date of the invoice, then StructureCraft shall have the right to suspend all work, without prejudice, and all reasonable suspension costs shall be paid by the Client. Payment in full must be received for all invoices prior to issuing the final schedules at completion of our work.
6. All documents and designs prepared by StructureCraft for the project shall remain the property of StructureCraft. Following full payment for design and construction of the project, StructureCraft grants to the owner the right to use the information contained in such documents and designs for responsible purposes related only to the project.
7. StructureCraft maintains Professional Liability Insurance coverage on all their projects. The total amount of all claims the Client may have against the StructureCraft under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the amount of any professional liability insurance the StructureCraft may have available at the time such claims are made.

For the purpose of the limitation of liability provisions contained in the Agreement of the parties herein, the Client expressly agrees that it has entered into this Agreement with StructureCraft, both on its own behalf and as agent on behalf of its employees and principals.

The Client expressly agrees that StructureCraft's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of StructureCraft's employees or principals in their personal capacity.

8. StructureCraft shall not be responsible for:
 - a) the failure of another contractor, retained by the Client, to perform the work required in the Project in accordance with the applicable contract documents.
 - b) any damage to subsurface structures and utilities which were not identified and located by the Client.
 - c) any Project decisions made by the Client if the decisions were made without the advice of StructureCraft or contrary to or inconsistent with StructureCraft's advice
 - d) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption



- e) the unauthorized distribution of any confidential document or report prepared by or on behalf of StructureCraft for the exclusive use of the Client.
9. Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of the Consultant, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction from the level of services recommended will result in StructureCraft providing qualified certifications for the work.
10. Unless specifically included, the design and detailing of all secondary components are excluded from the scope of work in contract between StructureCraft and the Client, including, but not limited to the following:
- a) Architectural components such as guard and hand rails, flag posts, canopies, ceilings, etc.
 - b) Site work elements exterior to the base building such as landscaping components, lamp standards, pools, signs, and civil work.
 - c) Cladding, window mullions, glazing and store fronts, custom glazing supports.
 - d) Skylights and glass canopies.
 - e) Support and anchorage for mechanical/electrical/plumbing (MEP), audio/visual (AV) systems, and solar panels
 - f) Glass block including attachments.
 - g) Elevator and escalator system components
 - h) Architectural precast and precast cladding.
 - i) Window washing equipment and attachments.
 - j) Interior and exterior light gauge steel stud walls.
 - k) Roofing material.
 - l) Architectural brick veneer.
 - m) Parking slab membrane.
 - n) Pre-engineered buildings
 - o) Pre-engineered open web joists
 - p) Fabricator-designed structural steel or mass timber members and connections
 - q) Proprietary engineered structural systems
 - r) Structural precast concrete and connections
 - s) Structural fabric materials and connections
 - t) Pre-engineered stairs, grating , fences, gates, bollards
 - u) Building maintenance systems
 - v) When loading and connection information is made available in the normal sequence of design, StructureCraft will provide structural engineering design services related to the design and coordination of the primary structural frame to support these additional non-structural building components.

These components shall be designed by independent Specialty Structural Engineers, registered with the governing body having jurisdiction and retained by the Contractor, who will seal all related shop drawings, review the components in the field and provide all required sealed letters to the authorities having jurisdiction.

11. Supply of Record Drawings is outside the scope of services, unless contractually agreed to in the fee proposal. If Record Drawings are contractually arranged, then the drawings will include officially issued site sketches and reference only to field review comments and RFI responses.
12. If the Project, at any point, is delayed for more than three (3) months, or if the project program, schedule or complexity changes significantly, StructureCraft reserves the right to renegotiate the fees.



HALEY & ALDRICH, INC.
3131 Elliott Avenue
Suite 600
Seattle, WA 98121
206.324.9530

10 May 2024
File No. 0210473-000

ehdd
1101 Alaskan Way - Pier 55, Suite 203
Seattle, Washington 98101

Attention: Christopher Patano, AIA, DBIA

Subject: Revised Proposal for Port of Olympia Waterfront Center

Dear Christopher:

Haley & Aldrich, Inc. (Haley & Aldrich) is pleased to submit this revised proposal for the Port of Olympia Waterfront Center project. This proposal presents our scope of services and estimated costs to provide geotechnical engineering design and environmental permitting support services, which are presented in the following sections. As requested by ehdd, we revised our previous proposal provided on 1 May. This revised proposal is structured by project phase. We used the following four project phases: schematic design, design development, construction documentation, and construction administration.

Geotechnical Engineering Design Services

This section is organized by project phase. We further divided our scope of geotechnical design services into a total of six tasks. The tasks are described below for each of the project phases.

SCHEMATIC DESIGN PHASE

During schematic design, Haley & Aldrich will participate in meetings, conduct a site visit, plan and perform a subsurface investigation, and prepare a draft geotechnical engineering design report. These tasks are described below. Note that these tasks may overlap with the pre-design/programming phase in ehdd's scope.

Task SD-G1. Meetings and Site Visit

We believe that team coordination is integral to a successful project, and we can provide the most value by being actively involved as the design develops. We have planned and budgeted for our involvement in the meetings summarized in Table 1. We also assumed one site visit by the geotechnical design team.

Meeting Description	Type/Location	Number of Meetings	Duration (Hours)	Number of Haley & Aldrich Staff
Kickoff meeting with Port	Virtual	1	2	3
Project management meetings	Virtual	8	1	2
Client group design meetings	Virtual	4	2	2
Technical review meeting	Virtual	1	2	3

Task SD-G2. Subsurface Investigation

Our proposed subsurface investigation program includes the following subsurface explorations:

- Two mud-rotary borings drilled to depths of 60 feet each.
- One cone penetration test (CPT) with shear wave velocity measurements performed to a depth of up to 200 feet.
- One CPT with shear wave velocity measurements performed to a depth of up to 100 feet.

We plan to subcontract the drilling of geotechnical borings to Holt Services or Holocene Drilling. CPT explorations will be performed by ConeTec. Utility locating services will be performed by Linescape LLC or Applied Professional Services.

A Haley & Aldrich field representative will be on site full-time while drilling the soil borings to collect soil samples and classify them in the field. We will prepare soil exploration logs for each boring that will be included in our report.

After drilling, we will take the soil samples to our in-house Seattle geotechnical soils laboratory for index property testing. Index testing typically consists of water content, grain size distribution, and Atterberg limits testing. If soft fine-grained soils are encountered during drilling, we may collect relatively undisturbed samples using Shelby tubes. The relatively undisturbed samples may be used for additional advanced tests, such as one-dimensional consolidation testing. Our laboratory is certified by the American Association of State Highway and Transportation Officials (AASHTO), and we can coordinate with our laboratory team daily on the schedule and results.

Laboratory testing will also include two corrosion suite tests performed at our subconsultant's laboratory which specializes in corrosion testing. The test suite will include testing for pH, sulfate, chloride, and electrical resistivity.

Assumptions

We make the following assumptions for the subsurface explorations:

- We will be given ready access to the work locations and appropriate rights of entry.
- Locations are accessible during regular working hours (8 a.m. to 5 p.m.).

- Locations are accessible to regular truck drill and CPT rigs.
- We will be given maps showing locations of underground utilities on the private property.
- We will use the free public local utility locating service (811 Call Before You Dig) to mark identified underground utilities on public property.
- We will also use a private utility locator to locate conductible utilities on private property, using ground penetrating radar.
- After coring through pavement, if any, we may air vacuum each exploration to approximately 5+ feet deep to further protect against hitting a shallow utility, if detailed utility information is not available to us.
- The holes will be patched using asphalt cold patches for borings drilled in asphalt or concrete pavement.
- No site restoration will be required other than typical cleanup and patching.
- The soil cuttings and groundwater are assumed to be uncontaminated. Haley & Aldrich and our subcontractors are not responsible for performing analytical testing. Our subcontractor will remove drilling spoils from the site at the end of drilling and dispose of them appropriately.
- For cost estimating purposes, we have assumed the following number of laboratory tests: 26 water content, 12 grain size analyses, eight Atterberg Limits, three Shelby tube extrusions, two consolidation tests, three unconsolidated undrained triaxial tests, and two cyclic direct shear tests.

Limitations of Utility Locates. We are required by Washington State Law to call a Utility Location Center (811) before performing subsurface explorations. This “One-Call System” prompts multiple utility owners to clear exploration locations in the public right-of-way. Location of utilities on private property is the responsibility of the property owner or facility operator. Haley & Aldrich conducts research for private properties, including hiring a private firm that uses specialized equipment to locate conducting underground utilities and reviewing plans provided by the owner and city utility maps available online. Such services by the Consultant or its Subconsultant will be performed in a manner consistent with the ordinary standard of professional care. The Client acknowledges that such research may not identify all utilities, such as plastic water and gas lines, plastic or tile sewer lines, concrete or plastic drain lines, or fiber optic lines, and that the information upon which Haley & Aldrich reasonably relies may contain errors or be incomplete. Haley & Aldrich cannot be held responsible for damages, including consequential damages, related to striking underground utilities that are not shown on plans or made of a conducting material or that could not be reasonably detected.

Task SD-G3. Engineering and Reporting

We will be the geotechnical engineer-of-record for the project. During schematic design, we will prepare a draft geotechnical engineering design report with detailed design and construction recommendations for use by the civil and structural engineers. The draft report will include:

- Boring and CPT logs and records of other nearby relevant explorations indicating soil conditions and water levels encountered;
- Site and exploration location plan;

- Descriptions of subsurface soil and groundwater conditions;
- Results of laboratory tests;
- Site class determination and seismic parameters for a code-based seismic hazard;
- Liquefaction assessment, including susceptibility, liquefaction initiation, and effects (e.g., settlement and lateral spreading);
- Assessment of other geologic hazards;
- Site preparation recommendations;
- Discussion of ground improvement and foundation alternatives;
- Foundation design recommendations for shallow foundations, including load capacities, settlement estimates, and stiffness parameters of foundation subgrade;
- Foundation design recommendations for deep foundations, if required, including axial pile capacities, lateral pile capacities, considerations associated with downdrag loads, and lateral analysis input parameters;
- Pavement recommendations for parking lots;
- Geotechnical criteria for reuse of on-site soil and earthwork, including backfill compaction and reuse of site soils and crushed concrete for backfill; and
- Construction considerations.

We will interact with the structural engineer to focus our report on the specifics of the development and to provide the team with the key geotechnical information even before the report is finalized. We have included additional time for discussions with the structural engineers related to recommendations and parameters for foundation design.

Assumptions

We make the following assumptions in connection with engineering and reporting:

- No site-specific site response analysis will be required.
- Ground improvement design is not included. Ground improvement is typically performed using design-build contracting because of the unique means and methods used by each ground improvement contractor.

DESIGN DEVELOPMENT PHASE

Task DD-G4. Design Team Coordination and Final Report

During the design development phase, Haley & Aldrich will coordinate with ehdd and the structural engineer regarding the recommendations in our draft report. We assumed 20 staff hours for design team coordination. Based on design team input, Haley & Aldrich will revise our recommendations, as necessary, and finalize the geotechnical engineering design report.

CONSTRUCTION DOCUMENTATION PHASE

Task CD-G5. Post-Report Services

During the construction documentation phase, Haley & Aldrich will continue to meet with the design team as needed to address geotechnical questions that arise throughout design and permitting. Under this task, we will also review ground improvement design that may be needed, and review the project plans and specifications to confirm that the geotechnical engineering recommendations have been properly interpreted. We have included a total of 44 staff hours for this task.

CONSTRUCTION ADMINISTRATION PHASE

Task CA-G6. Construction Observation Services

During construction, Haley & Aldrich will perform the following tasks:

- Review contractor submittals;
- Observe subgrade for shallow foundations and soil conditions for reuse as structural fill on a limited basis;
- Observe deep-foundation installations on a full-time basis, if the building is supported on deep foundations;
- Attend meetings as needed; and
- Provide geotechnical engineering support that may arise during construction.

For this project, we expect that soil compaction testing will be done by others. For this task, we assumed a field representative will be on site full time during earthwork (55 hours). We also included engineering and meeting time as follows:

- Principal - 2 hours;
- Senior Technical Expert/Program Manager - 4 hours; and
- Project Engineer - 8 hours.

Environmental Permitting Support

We have divided our scope of environmental permitting support services into the schematic design, design development, and construction documentation phases.

SCHEMATIC DESIGN PHASE

During schematic design, Haley & Aldrich will participate in meetings and conduct a site visit. These tasks are described below.

Task SD-E1. Meetings and Communication

This task includes time for two key technical staff to meet and communicate with permit reviewers and the project team to inform the schematic design process; assumed to be 2 hours for each of the two staff throughout the schematic design phase.

Assumptions

- The pre-application meeting will be attended virtually.
- The pre-application meeting is estimated to be approximately 1 hour.
- No other meetings are expected to be in person.

Task SD-E2. Site Visit

This task includes one 6-hour site visit for two staff to conduct reconnaissance of sensitive habitats/critical areas and delineate the Ordinary High-Water Mark (OHWM), if required. OHWM will be mapped using a Global Positioning System (GPS) device. This includes cost for one vehicle's mileage, field supplies, and a GPS device.

Assumptions

- No wetlands occur on site. If wetlands do occur on site, a contract amendment will be required.

DESIGN DEVELOPMENT PHASE

During design development, Haley & Aldrich will participate in meetings and prepare and submit a complete shoreline permit application. These tasks are described below.

Task DD-E3. Meetings and Communication

This task includes time for two key technical staff to meet and communicate with permit reviewers and the project team to inform the design development process; assumed to be 2 hours for two staff throughout the design development phase. This also includes preparation and attendance for one staff member in a pre-application meeting with the City of Olympia.

Assumptions

- All meetings will be attended virtually.

Task DD-E4. City of Olympia Shoreline Permit Application

This task includes labor and expenses for preparation of one shoreline permit application, per the City of Olympia Municipal Code (OMC) for lands within 200 feet of the OHWM or otherwise stated within the

Shoreline Master Program Regulations (Chapter 18.20 of the OMC). We will work with the project team to inform designs to fit within the applicable shoreline code and OMC 18.32 Critical Areas Regulations.

Assumptions

- The project will be designed to avoid the need for a shoreline variance. If this is unachievable and a shoreline variance is sought, then we would need a contract amendment to support this effort.
- This task is assumed to require a Habitat Assessment per OMC 18.32.
- Design specifications will be provided to Haley & Aldrich permitting team as they become available. Permit and review efficiency opportunities will be identified during the design phase to better communicate with City reviewers.
- Permit fees are not included.

Task DD-E5. SEPA Checklist

This task includes preparation of one State Environmental Protection Act (SEPA) Checklist as applicable per the OMC for lands within 200 feet of the OHWM or otherwise stated within the Shoreline Master Program Regulations (Chapter 18.20 of the OMC).

Assumptions

- A SEPA Checklist will be required under the OMC.
- Permit fees are not included.

CONSTRUCTION DOCUMENTATION PHASE

During construction documentation, Haley & Aldrich will participate in meetings and prepare and submit a complete Stormwater Pollution Prevention Plan (SWPPP) application. These tasks are described below.

Task CD-E6. Meetings and Communication

This task includes time for two key technical staff to meet and communicate with permit reviewers and the project team to inform the design development process; assumed to be 2 hours for two staff throughout the construction documentation phase.

Task CD-E7. Section 401 – SWPPP

This task includes preparation of a SWPPP as needed under the Washington Department of Ecology's Construction Stormwater General Permit (CSGP) requirements.

Assumptions

- Application for coverage under the CSGP is not included. At the time of this letter, it is assumed that another entity within the project team will be responsible for submittal and obtaining coverage under the CSGP. However, if requested, we can add these services to our scope.
- Estimates do not include time to prepare a Temporary Erosion and Sediment Control plan nor a Spill Prevention, Control, and Countermeasures plan. While these plans may be required by the CSGP, it is assumed that another entity within the project team will be responsible for developing these plans. However, if requested, we can add these services to our scope.
- Haley & Aldrich is not responsible for conducting or submitting Discharge Monitoring Reports associated with the CSGP. If requested, Haley & Aldrich may be able to provide a Certified Erosion and Sediment Control Lead to support construction monitoring. Costs associated with this additional scope are not currently included.
- Permit expiration is 31 December 2025. It is assumed that the conditions within the current CSGP will be carried through this project’s lifetime and are not subject to changes from the permit reissuance. If changes are required, additional time may be subject to change order.
- Permit fees are not included.

Cost Estimate

Cost estimates for the scope of services described in this proposal are provided in Table 2. Our services will be performed on a time and expense basis using the attached rate schedule.

Table 2. Cost Estimate	
Schematic Design Tasks	Cost Estimate
Geotechnical Engineering Design Services Tasks	
Task SD-G1: Meetings and Site Visit	\$17,000
Task SD-G2: Subsurface Investigation	\$62,000
Task SD-G3: Engineering and Reporting	\$56,000
Environmental Permitting Support Tasks	
Task SD-E1: Meetings and Communication	\$1,500
Task SD-E2: Site Visit	\$3,500
Schematic Design Total	\$140,000
Design Development Tasks	
Geotechnical Engineering Design Services Task	
Task DD-G4: Design Team Coordination and Final Report	\$21,000
Environmental Permitting Support Tasks	
Task DD-E3: Meetings and Communication	\$2,000
Task DD-E4: City of Olympia Shoreline Permit Application	\$10,000
Task DD-E5: SEPA Checklist	\$5,000
Design Development Total	\$38,000

Table 2. Cost Estimate	
Construction Documentation Tasks	
Geotechnical Engineering Design Services Task	
Task CD-G5: Post-Report Services	\$12,000
Environmental Permitting Support Tasks	
Task CD-E6: Meetings and Communication	\$2,000
Task CD-E7: Section 401 - SWPPP	\$6,000
Construction Documentation Total	\$20,000
Construction Administration Task	
Geotechnical Engineering Design Services Task	
Task CA-G6: Construction Observation Services (weekly cost)	\$13,000/week
Construction Administration Total	\$13,000/week

Schedule

We provide an estimated schedule for the subsurface investigation, preliminary geotechnical assessment reporting, and final design analysis and reporting below.

- We estimate that utility locates and air knifing (or water vacuuming) each exploration location to a depth of approximately 5 feet or more will take one day to complete.
- We estimate that CPT explorations will take one to two days to complete and that we can mobilize a CPT rig to the site in about 2 to 4 weeks after scheduling the explorations.
- We estimate that the geotechnical borings will take 2 days to complete and that we can mobilize a CPT truck and drill rig to the site in about 4 to 8 weeks after scheduling the explorations.
- After the explorations are complete, we can complete the geotechnical laboratory index testing in 2 to 3 weeks, followed by the final design engineering report 2 to 4 weeks after that. Advanced laboratory testing would increase the time by approximately 2 to 4 weeks.
- We estimate the shoreline permit application and SEPA documentation can be submitted within 3 months of the pre-application meeting with the City.
- We estimate the SWPPP will take 1 month to draft and will be completed late in the design documentation development process.

Closing

The scope of services outlined above will be billed on a time and expense basis at the end of each month in accordance with the attached schedule of fees. Our services will be performed in accordance with the standard of care of our profession. If project requirements change, requiring additional work, we will notify you and seek your approval for an addendum to the authorized fee.

Please acknowledge your acceptance of our services by attaching this scope of services to a contract for our signature. We propose to perform our service under future mutually agreed to terms and conditions.

This proposal is valid for 60 days from the date of this letter. If acceptance and authorization to proceed are not received within that period, we reserve the right to modify the cost, schedule for completion, and scope of services.

We appreciate the opportunity to submit this proposal and look forward to our association with you on this project.

Sincerely yours,
HALEY & ALDRICH, INC.



Douglas D. Lindquist, P.E., LEED AP
Principal Geotechnical Engineer



Carsten Becker, P.E.
Program Manager, Geotechnical Engineer

Attachments:

Fee Schedule Port of Olympia Waterfront Center - 2024

https://haleyaldrich.sharepoint.com/sites/PortofOlympia/Shared Documents/0210473.Port of Olympia Waterfront Center/ProjectManagement/Proposal/2024_0510_HAI_PortOfOly_WaterfrontCtr_Proposal_F.docx

FEES FOR SERVICES

Fees for services will be based on the time worked on the project by staff personnel plus reimbursable expenses. The fee will be computed as follows.

1. Labor related fees will be computed based on personnel billing rates in effect at the time the services are performed. Personnel billing rates are subject to revision on, or about, 1 January and 1 July of each year. The hourly rates are fully inclusive of fringe benefits, burden, and fee. Current rates are provided in the table below.

<i>Classification</i>	<i>Hourly Rate</i>
<i>Project Support</i>	<i>\$118</i>
<i>Technician</i>	<i>\$118</i>
<i>Project Technician</i>	<i>\$130</i>
<i>Senior Technician</i>	<i>\$142</i>
<i>Project Controls</i>	<i>\$143</i>
<i>Staff Professional 1</i>	<i>\$155</i>
<i>Staff Professional 2</i>	<i>\$172</i>
<i>Project Professional</i>	<i>\$191</i>
<i>Technical Specialist</i>	<i>\$200</i>
<i>Project Manager / Senior Technical Specialist</i>	<i>\$219</i>
<i>Senior Project Manager / Technical Expert</i>	<i>\$262</i>
<i>Program Manager / Senior Technical Expert</i>	<i>\$335</i>
<i>Principal</i>	<i>\$355</i>
<i>Senior Principal</i>	<i>\$375</i>

2. Pre-trial conferences, depositions, and expert testimony will be billed at one and one-half (1.5) times the rates quoted above.
3. Second and Third Shift, Weekend, and Holiday hours will be billed at \$40/hour premium. Second and Third Shifts are those starting between 4 PM and 4 AM.
4. Field visits will be billed at 4-hour minimum; night shifts will be billed at 8-hour minimum. Cancellation of scheduled night shift within 24 hours will be charged the full 8 hours.
5. Direct non-salary expenses will be billed at our cost plus ten (10) percent, except for employee vehicle use which will be billed at IRS allowed mileage rates.
6. Subcontractors will be billed at our cost plus ten (10) percent.
7. Equipment and laboratory testing will be billed at rates listed in the attached Equipment and Laboratory Rate Schedules, as applicable.

EQUIPMENT RATE SCHEDULE

AIR MONITORING EQUIPMENT	Daily	Weekly	Monthly
<i>Drager/Rae Sampling Kit (tubes not included)</i>	\$10	\$40	\$120
<i>Dust Monitor</i>	\$100	\$400	\$1,200
<i>Four-Gas Meter</i>	\$43	\$172	\$516
<i>Photoionization Detector - 10.6 or 11.7 eV</i>	\$70	\$280	\$840
FIELD TESTING	Daily	Weekly	Monthly
<i>Double Ring Infiltrometer</i>	\$250	---	---
<i>Field Supplies</i>	\$28	\$112	\$448
<i>Guelph Permeameter</i>	\$150	---	---
<i>Inclinometer Readings</i>	\$250	---	---
<i>Sand Cone Field Density Kit</i>	\$75	\$225	\$725
<i>pH Meter</i>	\$15	\$60	\$180
<i>Pile Load Testing (per test)</i>	\$1,500	---	---
<i>Plate Load Tester (per day)</i>	\$50	---	---
<i>Pit Box Test (per day)</i>	\$400	---	---
<i>Slug Test Kit (per day)</i>	\$350	---	---
<i>Wood Pile Load Testing (per test)</i>	\$250	---	---
SAMPLING EQUIPMENT	Daily	Weekly	Monthly
<i>Groundwater Sampling Bundle with Bladder Pump</i>	\$315	\$1,000	\$3,000
<i>Groundwater Sampling Bundle with Peristaltic Pump</i>	\$250	\$750	\$2,100
<i>Groundwater Sampling Bundle with Grundfos Pump</i>	\$350	\$1,100	\$3,100
<i>Rotohammer Drill</i>	\$100	\$400	---
<i>Soil Sampling or Tank Pull Equipment Bundle</i>	\$150	\$350	\$1,050
<i>Soil Vapor Sampling Bundle</i>	\$400	\$1,400	\$2,600
<i>Turbidity Meter</i>	\$20	\$80	\$240
<i>YSI Meter with Flow Cell</i>	\$100	\$400	\$1,200
WATER LEVEL METERS AND INTERFACE PROBES	Daily	Weekly	Monthly
<i>Barologger</i>	\$10	\$40	\$120
<i>Levelogger</i>	\$25	\$100	\$300
<i>Oil/Water Interface Probe</i>	\$50	\$200	\$600
<i>Water Level Indicator</i>	\$20	\$80	\$240
GEOTECHNICAL INSTRUMENTATION	Daily	Weekly	Monthly
<i>Cone Penetrometer</i>	\$15	\$60	\$180
<i>Crack Monitors - Electronic Datalogger</i>	---	\$120	\$360
<i>Dynamic Cone Penetrometer</i>	\$150	---	---
<i>Electronic Readout Box</i>	\$25	\$100	\$300
<i>Geokon LC-2 Single Channel Logger</i>	---	\$80	\$240
<i>Geokon - CR 800 Vibrating Wire Datalogger with Modem</i>	---	\$100	\$300
<i>Geokon GK 401 Vibrating Wire Readout Box</i>	\$50	\$100	\$300
<i>In-Place Inclinometer Rental</i>	---	---	\$1,250
<i>Modem</i>	---	---	\$250
<i>Nuclear Density Gauge</i>	\$100	\$300	\$900

EQUIPMENT RATE SCHEDULE (continued)

GEOTECHNICAL INSTRUMENTATION (continued)	Daily	Weekly	Monthly
Power System - Battery	\$5	\$20	\$60
Power System - Solar	\$15	\$60	\$180
Seismograph - Manual	\$75	\$225	\$725
Seismograph - Remote Units	\$100	\$275	\$825
Tiltmeter	---	\$150	\$450
Vibration and Sound Monitoring Station	\$125	\$325	\$925
VDV Web Service	---	---	\$200
UAS DATA ACQUISITION & PROCESSING	Daily	Weekly	Monthly
UAS Digital Imagery Equipment	---	\$200	\$800
UAS Digital Imagery w/Ground Control Package (UAS + GNSS)	---	\$300	\$1,200
UAS Hyperspectral Equipment	---	\$300	\$1,200
UAS Hyperspectral w/Ground Control Package (UAS w/HS + GNSS)	---	\$400	\$1,600
LiDAR SCANNING & PROCESSING	Daily	Weekly	Monthly
LiDAR Scanning Equipment (Terrestrial & Aerial)	---	\$400	\$1,600
LiDAR Equipment w/Ground Control Package (LiDAR + GNSS)	---	\$500	\$2,000
MISCELLANEOUS	Daily	Weekly	Monthly
Camera - Digital	\$10		
Decontamination Kit (each)	\$50	---	---
Field Truck (including fuel)	\$95	\$380	\$1,140
Generator	\$50	\$200	\$600
GeoTech Sample Jars 16 oz. (per box)	\$10	---	---
GPS Unit	\$150	\$600	\$1,800
Harness with Restraint Lanyard	\$40	\$160	\$480
Motorola CP200d Radio (pair)	---	\$35	\$140
Personal Protective Equipment - Level C (per person)	\$45	---	---
R/V Catalyst - 26 Ft Sampling Vessel	\$600	---	---
Research Nets	\$60	---	---
Sampling Tubing (roll)	\$20	---	---
Saximeter II	\$35	\$140	\$420
Sound Level Meter	\$50	\$200	\$600
Tool Trailer	\$300	---	---

LABORATORY RATE SCHEDULE

SOIL CLASSIFICATION AND INDEX TESTS	Unit Price
<i>Atterberg Limits - 1 Point</i>	\$125
<i>Atterberg Limits - 3 Point</i>	\$180
<i>Grain Size - Hydrometer and Sieve Analysis</i>	\$300
<i>Grain Size - 200 Wash</i>	\$100
<i>Grain Size- Sieve Analysis (Standard Sample)</i>	\$125
<i>Grain Size - Sieve Analysis (Bulk Sample)</i>	\$150
<i>Grain Size - Hydrometer</i>	\$175
<i>Water Content</i>	\$25
<i>Organic Content</i>	\$75
<i>Specific Gravity</i>	\$125
<i>Visual Classification</i>	\$15
SOIL MOISTURE-DENSITY TESTS	Unit Price
<i>Bulk Density</i>	\$100
<i>California Bearing Ratio (CBR)</i>	\$650
<i>Proctor - 1 Point</i>	\$120
<i>Proctor - 4 Point</i>	\$250
<i>Proctor - 4 Point (Cohesive Soil)</i>	\$300
SOIL CONSOLIDATION AND STRENGTH TESTS	Unit Price
<i>Consolidation - Constant Rate of Strain (CRS)</i>	\$650
<i>Consolidation - Incremental</i>	\$500
<i>Unconfined Compression</i>	\$100
<i>Direct Simple Shear (DSS)</i>	\$300
<i>Cyclic Direct Simple Shear (CDSS)</i>	\$650
<i>Triaxial Compression - Isotropic Consolidation</i>	\$500
<i>Triaxial Compression - Ko/anisotropic Consolidation</i>	\$800
<i>Triaxial Compression - Unconsolidated</i>	\$300
SURCHARGE RATES	Unit Price
<i>Atterberg Limits Dry Prep</i>	\$15
<i>Atterberg Limits Organic Classification</i>	\$40
<i>Sample Preparation</i>	\$120
<i>Triaxial High Pressure (over 100 psi)</i>	\$100
<i>Tube Cut (per cut)</i>	\$25
<i>Tube Extrusion</i>	\$100

Additional H&A Laboratory analyses, pricing, and rush rates available upon request.

Proposal



Date: May 7, 2024
Project: Port of Olympia Waterfront Center
To: EHDD
1101 Alaksa Way
Seattle, WA, ZIP 98101
Type of Services: Mechanical, Electrical, and Plumbing Engineering

Project Summary

The Tilden Environmental Center project is a new 20,000 SF mixed-use building located at the Port of Olympia. The building program has yet to be fully defined but will likely consist of office space, public services, and retail.

Approximate construction cost: \$17,500,000 total; \$875/sf

LEED® NC v4.1 Certification Silver Level is a project requirement.

Project Assumptions

1. This fee proposal is based on the RFP issued February 22nd, 2024 and follow up email correspondence with EHDD dated April 24th, 2024.
2. The delivery method used as the basis of this proposal is GC/CM. PAE will be contracted through the Architect who is contracted with the owner. PAE will be the Engineer of Record for the "Scope of Design Work" and will provide "Deliverables and Scope of Services" as described in this proposal. The general contractor will be brought on early in the design to assist with cost certainty, constructability, and coordination of systems. A contingency will be carried by the owner appropriate to the industry standard of care.
3. The Owner, Architect, and other Design Consultants will provide all pertinent information in a timely manner prior to project milestones.
4. The Architect will provide a Revit model that includes floor plans, life safety plans that indicate rated assemblies, egress paths, and reflected ceiling plans. Architectural plans and elevations will show the exact location and mounting height for all visible MEPT equipment and devices. Architectural plans will show all user equipment that requires MEPT connections.
5. The project will have a lighting consultant involved in the design. PAE will collaborate with the lighting consultant to engineer an electrical system that supports the design provided by the lighting consultant. PAE assumes:
 - a. The lighting consultant will provide a code-compliant interior and exterior lighting design, lighting control design intent, complete lighting fixture layouts in Revit, normal power interior and exterior lighting calculations, luminaire schedule, luminaire product cut sheets, CSI specification division 26 50 00 Luminaires, and CSI specification division 26 50 93 Lighting Sequence of operations.
 - b. PAE will engineer and specify power systems to support the lighting consultant's design intent, code requirements and owner preferences/standards/guidelines.
 - c. PAE will specify exit signs and document locations per layouts shown on the architect's life safety drawings.
 - d. PAE will provide emergency lighting calculations and lighting energy code compliance documentation based on luminaire wattage and lighting layouts provided by the lighting consultant.



- e. PAE will provide lighting layouts, luminaire selection, lighting calculations, and lighting controls for the following back-of-house (BOH) spaces.
6. Project structural engineer shall assist PAE by defining seismic criteria and designing seismic approach for mechanical/electrical equipment. The structural Revit model will be available prior to completion of the Design Development phase.
7. Civil Engineer will extend all utilities within 5' of the building. PAE will design to 5' outside of the building except as specifically identified.
8. Utility distribution will be brought to the public right-of-way in close vicinity to the building for connection to telecommunications site utilities provided by others.
9. The project civil engineer will provide the design and be the engineer of record for any underground foundation drainage system (if required) for the project and issue the work as a "P" drawing if the local jurisdiction requires plumbing contractors to install the work.
10. A Landscape Architect and/or the Civil Engineer will be responsible for designing landscape irrigation systems.
11. An acoustical consultant will establish acoustical criteria and review the MEP documents for acoustical performance. The acoustical consultant shall provide ambient noise levels, determine the sound rating requirements for perimeter wall assemblies, and provide recommendations for mechanical / vibration isolation and other acoustical control measures.
12. No food/coffee service is included in the program.
13. Value Engineering Changes: The fees provided in this proposal can accommodate most changes to the design of the MEP systems due to the Value Engineering (VE) process through the end of the Design Development phase. However, VE design changes made at any time during the project, which require significant engineering and/or coordination re-work (i.e. engineering and/or coordination work previously completed is no longer valid, or useful, due to the changes) will be identified and an additional service proposal will be presented for approval.
14. Design of expansion joints, pipe guides, related supports, braces, and anchorages to building structure to absorb forces generated by seismic movement, or thermal expansion and contraction of piping will be performed by a professional engineer registered in the State having jurisdiction. The contractor will hire the professional engineer to perform these services. PAE will perform preliminary calculations to coordinate anticipated expansion joints.
15. The following deadlines are expected:
 - a. Pre-Design Report (Programming Phase)
 - b. 50% Schematic Design
 - c. 100% Schematic Design
 - d. 50% Design Development
 - e. 100% Design Development
 - f. 50% Construction Document Progress
 - g. 90% Construction Document Progress / Building and MEP Permit
 - h. 100% Construction Document
 - i. Note: If deadlines are added beyond those listed above or the Building and MEP Permit intake is required prior to 90 percent CD to support the overall project schedule, an additional service will be submitted to accommodate added deadlines and/or work delivered out of sequence.
16. The commissioning agent will provide all documentation and services as required by the local energy code, and authority having jurisdiction, including completed permit forms.



17. As part of the Shop Drawing process, the general contractor and sub-contractors will be responsible to provide detailed coordination of systems with the other trades (i.e., BIM LOD 400). PAE will participate in coordination if spatial conflicts arise where building system elements will not physically fit within the space allocated. Upon completion of the project the client may request the general contractor to provide a BIM LOD 500 file, which incorporates as-built conditions.
18. At the beginning of the Construction Administration phase and prior to fabrication and installation of MEP system, General Contractor and MEP sub-contractors will prepare and submit product information and shop drawings for MEP systems to the design team for review and comments. For each design discipline, documents will be submitted at one time and in single submittal package. Multiple submittal reviews for each design discipline are outside of the base scope of work and may be subject to additional fees.

PAE Scope of Design Work

SUSTAINABLE DESIGN

1. Attend sustainable design charrette.
2. Establish performance goals for building energy and water use.
3. Recommend mechanical and electrical systems that surpass energy codes.
4. Recommend plumbing systems that reduce water and sewer usage.

MECHANICAL SYSTEMS

1. Heating, ventilation, and air conditioning.

PLUMBING SYSTEMS

1. Plumbing: sanitary, storm sewers, domestic hot and cold water, and fixture selection. Gas, if included in the project.
2. Fire protection: performance documents for sprinkler systems.

ELECTRICAL SYSTEMS

1. Site electrical: permanent building and site power.
2. Power: service distribution, branch panels, and connections to mechanical equipment.
3. Lighting: power and controls for lighting design provided by the architectural lighting consultant and BOH spaces designed by PAE.
4. Emergency power and distribution system.
5. Fire Alarm System: performance documents for the fire alarm system (i.e. performance specifications, major equipment space allocation, final design, and device layout provided in a deferred submittal by the FA Contractor).
6. Special systems: metering, controls, UPS, lightning protection, and EV chargers.
7. Performance documents for electrical distribution system Arc Flash Hazard Analysis and emergency system Selective Coordination Study.

TECHNOLOGY SYSTEMS

1. Telecommunications: data & voice to support wired and wireless building communication systems.
2. Security: Access Control System (ACS), video surveillance, and intrusion detection.



PAE Deliverables and Scope of Services

35% SCHEMATIC DESIGN PHASE

1. Attend design meetings with the architect, owner, and other consultants.
2. Identify and review building codes, design standards, and owner project requirements.
3. Conduct preliminary studies and analysis for the selection of systems and their space requirements.
4. Make recommendations for efficient systems based on past project experience and prior studies.
5. Conduct a preliminary review with authorities to ascertain utility services.
6. Coordinate and document the project's WSEC prescriptive compliance path.
7. Coordinate with design team members.
8. Provide deliverables for the Schematic Design phase:
 - a. Mechanical and electrical system space requirements.
 - b. Schematic Basis of Design (BOD) narrative, including owner's project requirements and preliminary prescriptive WSEC compliance path.
 - c. Simple one-line diagrams and sketches to define project system components.
 - d. Review of system construction cost estimates prepared by others.

65% DESIGN DEVELOPMENT PHASE

1. Attend design meetings with the architect, owner, and other consultants.
2. Select one system from those studied during the Schematic Design phase.
3. Develop system space requirements.
4. Conduct preliminary energy code analysis.
5. Develop system calculations.
6. Coordinate with design team members.
7. Provide deliverables for the Design Development phase:
 - a. Drawings and narratives to define project system components. Drawings shall include equipment locations and main routings, details and diagrams.
 - b. Preliminary specifications.
 - c. Review of system construction cost estimates prepared by others.

100% CONSTRUCTION DOCUMENTS PHASE

1. Attend design meetings with the architect, owner, and other consultants.
2. Finalize design calculations.
3. Finalize utility coordination.
4. Provide deliverables for the Construction Documents Phase:
 - a. Working drawings in cooperation with project team necessary for permit and contract documents.
 - b. Project specifications necessary for permit and contract documents.
 - c. Energy code compliance forms for the building envelope, mechanical systems and lighting:



- 1) Compliance will be demonstrated via the Prescriptive Building Envelope Option. Demonstration of compliance by methods such as the Component Performance Building Envelope option, Total Building Performance option, or others will be an Additional Service.

BIDDING PHASE

1. Review bids.
2. Review substitution request forms.
3. Provide design clarifications and addenda material.

CONSTRUCTION ADMINISTRATION PHASE

1. Perform onsite observations (mechanical: 3 visits / electrical: 3 visits). Additional visits requested will be billed at our standard hourly rates. Attendance at weekly job meetings is not included; however, PAE will attend specific meetings where our support to resolve specific mechanical and electrical issues as required.
2. Assist in construction coordination for system elements of the project.
3. Review system shop drawings.
4. Provide design clarifications where necessary.
5. Respond to RFIs.
6. Review record drawings prepared by the contractor.
7. Review operation and maintenance instructions prepared by the contractor.
8. Conduct final observation for each discipline and prepare final observation report. Follow-up visits to recheck or verify contractor-corrected items from the final observation report will be billed at our standard hourly rates.

Building Information Modeling (BIM) and Coordination

PAE's final deliverables will include the contract drawings, not the BIM file. If the general contractor would like to use the BIM file for their purposes, a standard release form will need to be signed.

The BIM Level of Development (LOD) for the design phases will follow AIA standards as follows:

1. Concept and Programming Phase – BIM not provided.
2. Schematic Design – BIM not provided.
3. Design Development – AIA Standard G202-2013 BIM LOD 100.
4. Construction Documents – AIA Standard G202-2013 BIM LOD 200.

The contract drawings will be prepared in Revit. The model elements will be graphically represented as generic objects with enough detail to communicate size, shape, location, and orientation of all equipment and appurtenances.

PAE will coordinate building systems with other disciplines based on the traditional Engineer of Record (EOR) "Standard of Care". The EOR's standard of care for the coordination of mechanical and electrical systems with structural, architectural and other discipline's system elements is such that everything must "fit" within the spaces allocated (i.e. plenums, shafts, mechanical and electrical rooms, etc.). However, the EOR is not responsible for resolving every clash detected by programs such as Navisworks.



If BIM 360 or another live BIM collaboration method is utilized on a project, it is understood that portions of the work may not be coordinated at intermediate milestones due to the concurrent development of the architectural work with the MEPLT work up to the deadline. It is anticipated that the architectural floor plans will have minimal updates during the Construction Document phase and are frozen for a significant duration before any formal permit or construction deliverable.

As part of the Shop Drawing process, the general contractor and sub-contractors will be responsible to provide detailed coordination of service routing with the other trades (i.e. BIM LOD 400) prior to the start of construction and fabrication. If spatial conflicts arise where building system elements will not physically fit within the space allocated, the EOR will be notified and lead the resolution of the issue. Upon completion of the project, the client may request the general contractor to provide a BIM LOD 500 file, which incorporates as-built conditions.

Building Performance Analysis Services (Fees Provided Separately)

These services are considered an essential part of the design process to provide the analysis and, ultimately, the information needed to make the best choices for the delivery of a project that meets and balances the client's project construction budget with their energy, water, and carbon conservation goals.

Our focus in the early phases of design is to take a leading role in workshops to clearly communicate the relative merits of environmental conservation strategies and indoor environmental quality. We will work with the project team to establish specific measurable goals. Once these are established, we will map a path for achieving them that will allow key design decisions to be informed based on their ability to achieve the project goals.

The following points provide a summary of our scope for this project:

- Leadership in the establishment of sustainable design goals and benchmarks for the project and ongoing review of performance against those goals.
- Design analysis and guidance for energy use to optimize the building, including calculations of energy from HVAC systems, lighting, renewable energy systems, and other building equipment.
- Design recommendations for passive systems, including aperture sizes and controls, shading, thermal mass, and glazing proportions.
- Energy performance analysis to meet targets for applicable third-party sustainability rating systems.
- Design analysis and guidance for water usage to reduce the use of potable water in the building within the constraints of the project.
- Design recommendations for creating comfortable, healthy, and productive indoor environments.

The detailed scope of work for these sustainability components are provided as follows:

Energy Study and Modeling

Includes calculations to estimate cost savings from energy reduction measures for the purposes of comparing the benefit of energy efficiency measures.

1. Attend design meetings with the architect, owner, and other consultants.
2. Make recommendations to produce a design that reduces building energy use to meet the project goals.



3. Develop, with the project team, a list of Energy Conservation Measures (ECMs) to be evaluated. Coinciding with the design process, provide simulations of the building's anticipated energy savings with 8 to 10 ECMs. These ECMs shall address HVAC, lighting and building envelope options. The energy model will be used throughout schematic design and design development to inform design decisions.
4. Attend a meeting to review the energy analysis report and discuss the ECMs that are most appropriate for the project.
5. Report out on energy use, energy cost, and operational emissions.
6. Incorporate client comments on the preliminary energy analysis report, and revise and resubmit the final energy analysis report.
7. Verify that all accepted ECMs have been incorporated into the construction documents.

Envelope Optimization

Includes building envelope analysis and design guidance in the areas of daylight, thermal comfort, visual comfort, energy impacts and HVAC design integration.

1. Building envelope consulting supported with analysis that provides:
 - a. Design opportunities to simultaneously improve natural light and manage visual comfort.
 - b. Develop envelope performance criteria necessary to achieve energy objectives as well as to reduce HVAC component size in different space types and/or substitute HVAC solutions for passive design and natural ventilation solutions where appropriate.
 - c. Preliminary solutions to envelope issues relating to thermal comfort.
 - d. External shading proportions, preliminary glazing performance criteria and preliminary insulation and envelope mass requirements.
 - e. Estimate energy savings that could be realized through façade strategies improving indoor environmental quality metrics.

Natural Ventilation/Passive Cooling Analysis

For spaces exploring the option of natural ventilation, PAE will evaluate local weather data and provide a report describing comfort with respect to the current ASHRAE Std. 55 criteria and outline preliminary estimates on expected comfort. Coordinate with the architect to evaluate best practices and rules of thumb for building configuration to support natural ventilation strategies.

1. Attend design meetings with the architect, owner, and other consultants to discuss passive cooling and natural ventilation strategies.
2. Provide simulations of one typical space type to be analyzed. The model will include anticipated loads for each zone (loads include people, computers, and lighting as well as the daylighting impact on lighting loads). The modeling process will analyze the passive cooling system to verify room inlet and outlet openings, room comfort, and the passive cooling system effect on energy consumption.

Water Cycle Analysis

Includes analysis of the complete water cycle for the project and make recommendations on potential water conservation measures. Strategies to be evaluated include low flow fixtures, no flow fixtures, gray water collection and re-use, black water treatment, and rainwater collection and re-use.



1. Investigate water and rainwater reclamation system options for non-potable water use and present the design concepts to the team.
2. Provide preliminary calculations for water savings.
3. Deliver concept sketches of the water conservation measures.
4. Provide preliminary coordination of size and location for the rainwater tank with the architect and civil engineer.

On-Site Energy Production Analysis

PAE will evaluate potential on-site energy alternatives such as photovoltaics (PV's), solar thermal, and wind energy. Included in the analysis will be potential renewable energy design alternatives such as photovoltaic systems, wind and other potential site-specific systems.

1. Analyze the site to determine appropriate system location and orientation.
2. Calculate the PV or solar thermal system's estimated energy production potential based on typical meteorological year data obtained from the National Renewable Energy Laboratory (NREL).
3. Provide an early net zero energy analysis based on preliminary energy use and production evaluations.
4. Provide preliminary sizing of the PV to meet the project performance goals.
5. Provide preliminary first cost and payback estimates.

Life Cycle Cost Analysis

PAE will champion and organize a life cycle analysis process in collaboration with the project team to assist in determining which building systems and design strategies are most appropriate for this project. We will rely on the general contractor to provide cost estimates for each alternate under consideration.

1. This may include one of the following:
 - a. Perform an initial Energy Life Cycle Cost Analysis (ELCCA) for this project.
 - b. Analyze future emissions scenarios.
 - c. Analysis impacts of climate change on the project.
2. Attend meetings with the architect and owner to discuss energy saving strategies for the project.
3. Schematic Design
 - a. Prepare and submit the Work Plan outline the goals of the analysis.
 - b. Provide a computer model of the building's anticipated energy savings with up to eight Energy Conservation Measures (ECMs). These ECMs shall cover HVAC, lighting, and building envelope options.
 - c. Calculate expected impacts of future scenarios on the project performance.
 - d. Provide a report that summarizes the results of the future scenarios analysis.
 - e. Modify the report based on review comments.

High Performance Building Analysis Summary Deliverables

Deliverables will include the following reports to inform project goals and design direction:

1. High Performance Building Memo – Provides benchmark information and identifies the owner's project requirements for future guidance and reference.
2. Façade Optimization Report - Looks at how to balance the needs of low energy systems and comfort expectations with the architectural proportions and performance of the façade. The façade optimization



report also includes integration with natural ventilation concepts and mechanical system selection and sizing.

3. Energy & Emissions Report – Provides pathways to achieve the energy and emissions reduction target. Envelope performance, lighting, HVAC systems and user plug loads will be modelled and estimated to align energy reduction outcomes with the project budget. Energy will be measured in terms of CO_{2e}, energy cost and EUI.
4. Water Cycle Report - A water and wastewater efficiency study that communicates steps that could be taken to achieve various water and wastewater reduction targets and will help inform key design decisions concerning building systems to align water reduction outcomes with the project budget.
5. Life Cycle Cost Analysis Report – The various energy and water conservation measures selected for more detailed financial analysis will be included with first, operating and life cycle cost (i.e., quantitative information) along with qualitative attributes, which will impact system selections such as comfort, acoustics, and aesthetics.
6. High Performance Building Analysis Report – This is a compilation of all the previous memos and reports issued for a comprehensive summary of the analysis, recommendations and decisions.

LEED Certification Support (Fee Provided Separately)

LEED Assumptions

1. LEED NC v4 is the certification standard.
2. The architect or a separate consultant will be the LEED certification champion.

LEED Tracking and Documentation

1. Attend LEED credit review and strategy meetings.
2. Track the progress of mechanical/electrical design elements in relation to the USGBC LEED rating system.
3. Prepare mechanical/electrical documentation for the formal LEED application. We have included design and documentation for the following Prerequisites and Credits:
 - a. WE Prerequisite – Indoor Water Use Reduction
 - b. WE Prerequisite – Building Level Water Metering
 - c. WE Credit – Indoor Water Use Reduction
 - d. WE Credit – Water Metering
 - e. EA Prerequisite – Minimum Energy Performance
 - f. EA Prerequisite – Building Level Energy Metering
 - g. EA Prerequisite – Fundamental Refrigerant Management
 - h. EA Credit – Optimize Energy Performance
 - i. EA Credit – Advanced Energy Metering
 - j. EA Credit – Enhanced Refrigerant Management
 - k. EQ Prerequisite – Minimum Indoor Air Quality Performance
 - l. EQ Credit – Enhanced Indoor Air Quality Strategies
 - m. EQ Credit – Thermal Comfort



NOTE: There is no guarantee all the credits identified above will be achieved. Credits not listed above are not included in our scope of work.

Envelope Energy Code Analysis (Fee Provided Separately)

Provide a preliminary building envelope U-factor calculation to analyze compliance with the prescriptive Building Envelope Requirements of the 2021 Washington State Energy Code (WSEC) using the component performance path. The calculations are anticipated to be iterative but will not include any mechanical system trade-offs or modeling. Architect will provide PAE with the assembly details, glazing selections, NFRC reports, slab edge details, and all envelope take offs for each option. This scope includes the following:

- a. SD: Review of envelope design and comments on how to comply with envelope requirements.
- b. DD: Analysis of compliance based on envelope design (up to three glazing and wall type variations).
- c. Permit: Final Target UA calculations for compliance (up to two glazing and wall type variations), completed WSEC forms and responding to permit comments.

Additional Services (Fee Provided Separately)

RECORD DRAWINGS

1. Provide a record set of electronic floor plan drawings based on contractor markups in accordance with the owner's record drawing standards.

VALUE ENGINEERING PARTICIPATION

1. Review value engineering options recommended by a third-party reviewer or contractor during the SD and DD phases.
2. Meet with third party value engineering company or contractor to share ideas.
3. Incorporate accepted value engineering ideas into the project documents.
4. Value engineering changes after the DD phase will be negotiated as a separate additional service at that time.

CONSTRUCTABILITY REVIEW PARTICIPATION

1. Review constructability comments provided by a third-party reviewer or contractor.
2. Meet with the team to discuss constructability comments.
3. Incorporate accepted constructability comments into the project documents.

COST ESTIMATE RECONCILIATION

1. Review contractor cost estimates for the mechanical and electrical systems.
2. Meet with the GC/CM to reconcile the estimates of a third-party estimating firm with the estimate by the contractor.

COMMISSIONING SUPPORT

1. Provide commissioning support services as described below for the commissioning of the following equipment and systems:
 - a. Heating, ventilation and air conditioning



- b. Domestic water pumping
 - c. Sump pumps
 - d. Sewage ejectors
 - e. Domestic water heating
 - f. Plumbing fixtures
 - g. Lighting
2. Respond to commissioning agent's review of the BOD and design documents prior to mid-construction-documents phase.
 3. Incorporate commissioning agent's review comments into responses to Contractor submittals related to commissioned equipment and systems.
 4. Review commissioning plan prepared by commissioning agent.
 5. Review commissioning specifications prepared by commissioning agent and incorporate into contract documents.
 6. Attend commissioning kickoff meeting.
 7. Respond to commissioning agent's questions during the commissioning process.
 8. Review commissioning agent's recommendations for modifications to the design of the commissioned equipment and systems.
 9. Attend construction-phase meetings with the commissioning agent, contractor, owner and other consultants as required to resolve design-related issues. Weekly construction meetings are not included.
 10. Review and comment on systems manual prepared by the commissioning agent.
 11. Review and comment on commissioning report prepared by commissioning agent.

Excluded Services

This proposal does not encompass the following items:

1. Architectural lighting design.
2. Daylighting modeling.
3. Design services (civil) for utility connections beyond 5 feet of the building, except as specifically identified.
4. Acoustical analysis.
5. Whole Building Energy Code compliance modeling.
6. Energy incentive program assistance.
7. Alternate designs for cost/value comparisons after the SD phase.
8. Construction cost estimates for systems.
9. Multiple bid packages.
10. Commissioning.
11. Record drawings.
12. Onsite observation performed at the end of the warranty period.
13. Post-occupancy energy simulation model calibration.
14. Operational IT network (servers, routers, network switches, wireless access points, etc.).
15. Wi-Fi heat map / predictive analysis.
16. Emergency Responder Radio Communications System (ERRCS).



- 17. Public Carrier Cellular Broadcast Distribution Systems.
- 18. Audiovisual, Public Address, and Sound Masking Systems
- 19. Mass Notifications/Emergency Communications Systems.
- 20. Physical Security/Risk Analysis.

Fees and Reimbursable Expenses

PAE will be compensated for the MEP Engineering services on a lump sum fee basis, excluding reimbursables, as shown in the following table.

MEP Engineering Service Fees

Phase	Total
Schematic Design	\$61,000
Design Development	\$67,000
Construction Documents	\$104,000
Bidding	\$7,000
Construction Administration	\$98,000
Total	\$337,000

Technology Design Service Fees

Phase	Total
Schematic Design	\$10,000
Design Development	\$11,000
Construction Documents	\$18,000
Bidding	\$1,000
Construction Administration	\$17,000
Total	\$57,000

Building Performance Analysis Fees

Phase	Total
Schematic Design	\$38,000
Design Development	\$27,000
Construction Documents	\$8,000
Bidding	\$0
Construction Administration	\$0
Total	\$73,000



Envelope Energy Code Analysis Fees

Phase	Total
Schematic Design	\$3,500
Design Development	\$4,500
Construction Documents	\$11,000
Total	\$19,000

Additional Services	Fees
LEED Documentation and Modeling	\$38,000
Record Drawings	\$8,000
Value Engineering Participation	\$12,000
Constructability Review Participation	\$10,000
Cost Estimate Reconciliation	\$6,000
Commissioning Support	\$18,000

Fees will be billed monthly in proportion to the services performed. Fees shall be paid within 30 days of billing. Fees not paid when due may be assessed 1 percent interest per month from the billing date.

Reimbursable expenses will be billed at cost plus 10 percent. They include markup printing and reproduction costs; delivery services; extended travel costs, including transportation, food, and lodging; local travel costs, including taxi, parking, and mileage. It is assumed that all milestone printings will be provided by a reprographics firm hired by the architect, or owner and are not included.

PAE will be compensated for pre-approved extended travel costs (i.e. travel time, meeting time, and site visit time) on an hourly basis, per PAE’s current standard hourly fee schedule (copy attached).

Project Schedule

Following is an estimated schedule for the proposed project. Delays beyond this time-period could affect the project fee. Fees would be renegotiated prior to the services being performed.

Phase	Start	Completion	Duration (Weeks)
Programming	May 2024	June 2024	8
Schematic Design	July 2024	September 2024	10
Design Development	September 2024	December 2024	13
Construction Documents	January 2025	April 2025	18
Bidding	May 2025	May 2025	4
Construction Administration	June 2025		78

Note: Project holds or delays more than 2 months may be subject to an additional service due to inefficiencies in staffing and engineering design process.



Permit Submittal Note: An early permit submittal (i.e. anything earlier than about 95% CD) will require the MEP engineering to advance well ahead of the architectural design to satisfy the level of completeness required by the code reviewers. Therefore, any re-work of design and engineering required due to design changes after the permit submittal will require an additional service to cover this work.

Standard Terms and Conditions

Any contract made between the parties relating to this work will include the Standard form of Agreement between Architect and Owner, similar to AIA B-101 2017, and Standard Form of Agreement between Architect and Subconsultant, similar to AIA C-401 2017. This proposal is contingent upon our review and acceptance of the Standard Terms and Conditions within these Agreements.

Proposed by:

Accepted by:

Allan Montpelier, P.E.
PAE

Chris Patano, AIA, DBIA
EHDD

Date _____

MS/AJM



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Seattle, WA 98109
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WBE WOSB SCS

May 7, 2024

Matt Fujimoto
EHDD Architecture
1101 Alaskan Way, Suite 203
Seattle, WA 98101

RE: Waterfront Center Phase 1

FP-WA-2024-0389

Dear Matt Fujimoto,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

A handwritten signature in black ink, appearing to read 'TD', with a long horizontal flourish extending to the right.

Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for the Waterfront Center Phase 1 located at the Port of Olympia in WA. The cost study scope of work includes costing the Schematic Design, Design Development, and Construction Documents.

The intended design package consists of the development of multiple sites (A-J) to include parking, an administrative building, and potential linkages & gateways. Some sites might be turned into mixed use administrative, civic spaces, pedestrian amenities, and/or cultural spaces.

Detailed Scope of Work:

Task 1 100% Schematic Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformat II component format.
- This stage includes a maximum of four additive/deductive bid alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 2 100% Design Development

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformat II component format.
- This stage includes a maximum of three additive/deductive bid alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 3 50% Construction Documents

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformat II component format.
- This stage includes a maximum of two additive/deductive bid alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 4 90% Construction Documents

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 5 100% Construction Documents

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

SCHEDULE 2
Fee Schedule

Fee Breakdown

	HRS	RATE	SUM
Task 1 100% Schematic Design	60	\$175	\$10,500.00
Task 2 100% Design Development	54	\$175	\$9,450.00
Task 3 50% Construction Documents	54	\$175	\$9,450.00
Task 4 90% Construction Documents	48	\$175	\$8,400.00
Task 5 100% Construction Documents	50	\$175	\$8,750.00
SUM Total	266		\$46,550.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$46,550**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

SCHEDULE 3

DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$185.00
Specialists	\$175.00- \$185.00
Cost Estimators*	\$165.00 - \$175.00
Clerical	\$110.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: EHDD Architecture

DATE: 5/7/2024

DATE:

By: Trish Drew

By: Matt Fujimoto

Its: Managing Director

Its: Architect



**CURRENT BILLING RATE SCHEDULE**

Effective June 1, 2024

1. Architectural Services will be billed at the following hourly rates:

Principal	\$ 330 - \$ 380 per hour
Vice President of Construction	\$ 330 per hour
Director of Interior Design	\$ 330 per hour
Director of Climate Strategy	\$ 330 per hour
Senior Project Manager/Architect IV	\$ 250 per hour
Project Manager/Architect III	\$ 230 per hour
Architect II	\$ 205 per hour
Architect I	\$ 180 per hour
Designer IV	\$ 210 per hour
Designer III	\$ 180 per hour
Designer II	\$ 160 per hour
Designer I	\$ 140 per hour
Interior Designer IV	\$ 250 per hour
Interior Designer III	\$ 230 per hour
Interior Designer II	\$ 205 per hour
Interior Designer I	\$ 185 per hour
Graphic Designer	\$ 170 per hour
Contracts Manager	\$ 190 per hour
Construction Administrator	\$ 130 per hour
Project Assistant	\$ 115 per hour
Intern	\$ 110 per hour

2. Reimbursable and consultant costs shall be billed at cost plus 10% and include the following:
- Cost of printing or duplication of drawings, CADD plotting, specifications, reports and cost estimates;
 - Lodging, subsistence, and out-of-pocket expenses for authorized travel in connection with the work;
 - Airfare, car rental, and local travel when applicable at mileage rates per current IRS guidelines, plus tolls and parking fees;
 - Postage, express mail, messenger and delivery charges;
 - Cost of models, special renderings, photography, special process printing, special printed reports or publications;
 - Fees for consultants retained with approval of the client.

Our invoices for the above will be billed monthly and are due upon presentment. Unpaid amounts accrue interest at the maximum legal rate from the 45th day following the date of the invoice.

The billing rates shown above are for the time spent on the project. The rates are subject to annual increase averaging 5%.

Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects (effective July 1, 2015)

When budgeting for state capital projects, the estimated value of the Architectural/Engineering (A/E) Basic Services fee (Exhibit A) can be determined by using these fee guidelines. The guidelines are divided into three levels determined by the type and complexity of the building. They are used in the preparation of capital budget requests for Washington State public works building projects under the jurisdiction of the Department of Enterprise Services, universities, natural resource agencies, and the Department of Transportation. A/E Basic Services are defined in this document.

The payment of A/E fees represents some of the most important dollars spent on a project. These funds are an investment affecting both the quality and successful completion of a project. Recognizing this, calculation of a fee structure to obtain quality design at a reasonable cost presents a challenge. There are pros and cons associated with any system used to set fees, and there is great variation in the types and complexity of state construction projects.

These fee guidelines originally were the outcome of a study coordinated by the Office of Financial Management (OFM) to review other fee guidelines and identify approaches used by other states. The study included state agencies, the Washington Council of the American Institute of Architects, American Council of Engineering Companies of Washington, and state universities. State agencies documented examples within state government where the existing fee system posed problems, and they proposed changes that would improve the state system. Higher education agencies provided evaluations of the scope, magnitude, and methods used to establish fees for design services at peer institutions. Updates to the fee guidelines also have considered issues raised by the design community.

Use of the Guidelines

These fee guidelines should be used in preparing capital budget requests to determine the maximum amount that may be payable for A/E basic service fees in fixed price agreements and percent of construction cost agreements. The guidelines define the standard basic services (based on the definition of basic services) that should be included in each design phase of state public works projects for the typical design/bid/build process. They also provide further definition of what are considered reimbursable expenses, extra and other services.

Agencies may choose to pay design consultant fees or allow extra and other charges in a manner other than described in these guidelines, and any additional cost (above the level provided by the guidelines) may be paid from other agency resources.

Percent Fee Compensation

The standard fee schedule has been prepared to establish a basis for determining the scope and cost of design services and to focus the attention of agencies on the quality, capability, and prior performance of the firms being selected for public works projects.

The fee schedule is used to prepare capital budget requests. The actual contracts for basic services payable to the A/E shall be a negotiated fixed amount or percentage of the maximum allowable construction cost of the project not including fees; licenses; permits; sales taxes; contingencies; and change orders caused by A/E errors or omissions, or change orders which do not require design consultant services. Based on the specific circumstances of each project, the final negotiated fee may be above or below the guidelines shown on the schedule. In addition to the basic services fee, allowances will be negotiated for services not covered in the basic services contract.

Maximum Allowable Construction Cost

The Maximum Allowable Construction Cost (MACC) is defined as the total sum available to the general contractor for construction purposes, including all alternates. The MACC excludes Washington state sales tax, professional fees, project contingency funds, or other charges that may not be under the scope of the general contractor. The budget for A/E basic services is based on the MACC plus construction contingency as reflected in the Capital Budgeting System (CBS) and the updated cost estimating form (C-100). The negotiated fee for A/E basic services should be based on the MACC only as shown in Exhibit A – A/E Fee Schedule.

Remodel Design

A/E costs and effort may vary greatly between individual remodeling projects of the same dollar amount. Consequently, each project will be analyzed on an individual basis. As a general rule, the fee will be based upon the building type classification. When program changes are significant or if warranted by other conditions, fees noted under those schedules **may** be increased by *up to three percent* for basic services. Factors to be considered include:

- Age and character of the building
- Availability and accuracy of existing plans and specifications
- Extent and type of program revisions
- Requirement to maintain the building's existing character
- Extent of mechanical and electrical involvement

Phased construction in occupied buildings may substantially affect the construction schedule. More field observation and coordination may require consideration of additional fees beyond the basic services contract amount.

Fee Modifications

It is recognized that there may be considerable variance between projects of a similar size and type that may necessitate modification of the A/E fee schedule. Examples of special circumstances that may necessitate such modifications include:

- Unusual site conditions
- Unique problems requiring specialized or extensive consulting services
- Renovations required by additions to an existing structure
- Unusually slow or fast development schedule (fast track, design build, GC/CM)
- Contractor design (fire protection systems)
- Large portions of work outside the control of the prime architect (wetlands mitigation)

Other circumstances where a fee modification may be appropriate include the following:

Repetitive Design

Where all or part of a project is a site adaptation of a previous design, the basic services fee shall be negotiated, recognizing the reduced level of services. This usually reduces the program analysis, design, and bidding document preparation costs to an amount necessary to update the documents for site work, code revisions, etc. Reductions must be considered on a case-by-case basis.

Equipment and Substantially Reduced Work Requirements

Where a project involves a substantial amount of expensive equipment that may be relatively easy to accommodate, fees should be reduced accordingly. Likewise, any contract or modification to a contract where work requirements are substantially less than indicated by the application of a percentage fee need to be addressed separately. Projects with disproportionate elements of high cost, such as earth moving, may be relatively easy to design and fees should be reduced accordingly.

Prototype Design

The initial design of a prototype facility, such as a housing unit at an institution, may warrant a full design fee based on the previous development of the prototype. However, the fee for A/E basic services for all additional replications of the prototype constructed at the same time or at other locations in the future shall be calculated at 40 percent of full fees.

Policy Regarding Geographic Location of Consultant

It is the state’s policy to obtain the highest quality design services for a fair and equitable payment to the design firm. The state recognizes that the investment for quality design services is directly related to a well-organized construction process and maximum functionality of the completed project. With this in mind, proposals for design services will be accepted from all firms wishing to work for the state, and evaluated based on the firm's capability, competency, and experience in successfully completing similar projects.

The fee structure should be appropriate for each project, regardless of the location of the consultant. The basic services fee includes all travel costs associated with the performance of basic services within a 50-mile radius of the project. General expenses for the cost of travel and per diem between 50 and 350 miles shall be based on state rates and may be reimbursable to the extent they are reasonable and negotiated within the A/E agreement. Travel expenses beyond 350 miles for both the agency and consultants must be justified in writing when submitting a budget request to OFM.

Basic Services Fee Breakdown

The following is a guide for splitting the A/E fee into approximate percentages for each phase of work. Although it is not intended to be absolute, significant deviations should be closely reviewed. The intent of the guidelines is to ensure that design requirements progress in an orderly manner and that essential planning and system development occur when most beneficial to the project. Essential elements of the work should be completed and approved prior to initiating succeeding design phases. For a more detailed explanation of activities normally included in each phase, see the A/E Basic Services section.

The basic fee categories are described below:

Percent of Basic Services Fee	
Schematic Design	18
Design Development	20
Construction Document	31
Bidding	2
Construction	27
Project	2

A/E Basic Services

A/E Basic Design Services consist of the services described in the following pages and are included on the Capital Project Cost Estimate within CBS. These design services include normal architectural, structural, civil, mechanical, and electrical engineering services.

Schematic Design Services (18 Percent)

In the Schematic Design phase, the A/E provides those services necessary to prepare Schematic design documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the agency. Design should be conceptual in character, based on the requirements developed during the predesign phase, approved by the agency, or program requirements provided by the agency and reviewed and agreed upon by the A/E.

Schematic design includes the following:

Project Administration	Services related to schematic design administrative functions including consultation, meetings and correspondence, and progress design review conferences.
Disciplines Coordination	Coordination between the architectural work and engineering work and other involved consultants for the project. When specialty consultants are used, additional coordination beyond basic services may be required and negotiated for appropriate phases of the work.
Document Checking	Review and coordination of project documents.
Consulting Permitting Authority	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes.
Data Coordination User Agency	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services responding to scope of work (program/predesign) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.
Structural Design	Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.
Mechanical Design	Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.
Electrical Design	Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.
Civil/Site Design	Services consisting of site planning including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking, and fencing locations. Also included are the normal connections required to service the building such as water, drainage, and sanitary systems, if applicable.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Specifications	Services consisting of preparation for agency's approval of proposed development of architectural outline specifications, and coordination of outline specifications of other disciplines.
Materials Research	Services consisting of identification of potential of architectural materials, systems, and equipment.
Scheduling	Services consisting of reviewing and updating previously established project schedules or initial development of schedules for decision-making, design, and documentation.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the schematic design documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
Presentations	Services consisting of appropriate presentation(s) of schematic design documents by the A/E to agency representatives.

Design Development Services (20 Percent)

In the Design Development Phase, the A/E shall provide those services necessary to prepare from the approved schematic design documents, the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the agency. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.

Design development includes the following:

Project Administration	Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with user agency.
Disciplines Coordination	Coordination of the architectural work and the work of engineering with other involved consultants for the project.
Document Checking	Review and coordination of documents prepared for the project.
Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
User Agency Data Coordination	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services consisting of continued development and expansion of architectural schematic design documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Structural Design	Services consisting of continued development of the specific structural system(s) and schematic design documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications or materials lists.
Mechanical Design	Services consisting of continued development and expansion of mechanical schematic design documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts, and energy conservation measures.
Electrical Design	Services consisting of continued development and expansion of electrical schematic design documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.
Civil/Site Design	Services consisting of continued development of civil/site schematic design documents and development of outline specifications required for the project that are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.
Specifications	Services consisting of preparation for the agency's approval of proposed General and Supplementary Conditions of the Contract for construction, development of architectural outline specifications, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specifications of materials lists.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs reflect the level of design elements presented in the design development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule and budget options to stay within the MACC.
Presentations	Services consisting of appropriate presentation(s) of design development documents by the A/E to agency representatives.

Construction Document Services (31 Percent)

In the construction documents phase, the A/E shall provide the services necessary to prepare for approval by the agency – from the approved design development documents; construction documents consisting of drawings, specifications, and other documents describing the requirements for construction of the project; and bidding and contracting for the construction of the project.

Project Administration	Services consisting of construction documents, administrative functions (including consultation, meetings and correspondence), and progress design review conferences.
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Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Disciplines Coordination	Coordination of the architectural work, with the work of engineering, and with other involved consultants for the project.
Document Checking	Review and coordination of documents prepared for the project.
Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
User Agency Data Coordination	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services consisting of preparation of drawings based on approved design development documents setting forth in detail the architectural construction requirements for the project.
Structural Design	Services consisting of preparation of final structural engineering calculations, drawings, and specifications based on approved design development documentation, which details structural construction requirements for project.
Mechanical Design	Services consisting of preparation of final mechanical engineering calculation, drawings and specifications based on approved design development documentation, setting forth in detail the mechanical construction requirements for the project.
Electrical Design	Services consisting of preparation of final electrical engineering calculation, drawing and specifications based on approved design development documentation, setting forth in detail the electrical construction requirements for the project.
Civil/Site Design	Services consisting of preparation of final civil/site design drawings and specifications based on approved design development documentation required for the project, which are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.
Specifications	Services consisting of activities of development and preparation of bidding documents, Conditions of the Contract, architectural specifications, coordination of specifications prepared by other disciplines, and compilation of the project manual.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the Construction documents plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
User Agency Assistance	Provide necessary information to user agency for the preparation of OFM requirements for release of allotments including preparation of cost statistics.

Bidding Phase (2 Percent)

In the Bidding Phase, the A/E, following the agency's approval of the Construction Documents and the most recent statement of probable construction cost, shall provide those services necessary for the A/E to assist the agency in obtaining bids and in awarding and preparing contracts for construction. In the case of phased construction, the agency may authorize bidding of portions of the work.

Project Administration	Services consisting of bidding administrative functions.
Disciplines Coordination	Coordination between the architectural work and the work of engineering and other involved consultants for the project.
Bidding Materials	Services consisting of organizing, coordinating, and handling Bidding documents for reproduction, distribution and retrieval, receipt, and return of document deposits.
Addenda	Services consisting of preparation and distribution of Addenda as may be required during bidding and including supplementary drawings, specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.
Bidding	Services consisting of participation in pre-bid conferences, responses to questions from bidders, and clarification or interpretations of the bidding documents, attendance at bid opening, and documentation and distribution of bidding results.
Analysis of Substitutions	Services consisting of consideration, analysis, comparisons, and recommendations relative to substitutions proposed by bidders prior to receipt of bids.
Bid Evaluation	Services consisting of validation of bids, participation in review of bids and alternates, evaluation of bids, and recommendation on award of contract.
Contract Agreements	Assist using agency in notification of contract award, assistance in preparation of construction contract agreements when required, preparation and distribution of sets of contract documents for execution of the contract, receipt, distribution and processing, for agency approval, of required certificates of insurance, bonds and similar documents, and preparation and distribution to contractor(s) on behalf of the agency, of notice(s) to proceed with the work.

Construction Contract Administration Phase (27 Percent)

In the Construction Contract Administration phase, the A/E shall provide services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction.

Project Administration	Services consisting of construction contract administrative functions including consultation, conferences, communications, and progress reports.
Disciplines Coordination Document Checking	Coordination between the architectural work and the work of engineering and other involved consultants for the project. Reviewing and checking of documents (required submittals) prepared for the project.
Permitting Authority Consulting	Services relating to applicable laws, statutes, regulations and codes of regulating entities relating to the agency's interests during construction of the project.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Construction Administration	Services consisting of processing of submittals, including receipt, review of and appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents. Distribution of submittals to agency, contractor, and field representatives as required. Maintenance of master file of submittals and related communications.
Construction Field Observation	Services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents, and preparing related reports and communications. A/E to chair project meetings.
Project Representation	Services consisting of assisting the agency in selection of full- or part-time project representative(s).
Documents	Services consisting of preparation, reproduction, and distribution of clarification documents and interpretations in response to requests for clarification by contractors or the user agency. Maintenance of records and coordination of communications relative to requests for clarification or information (RFI). Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted or modified, review of proposals, review and recommend changes in time for substantial completion, assisting in the preparation of modifications of the contracts and coordination of communications, approvals, notifications, and record-keeping relative to changes in the work. Additional fees for changes to the scope of a project shall be negotiated.
Scheduling	Services consisting of monitoring the progress of the contractors relative to established schedules and making status reports to the user agency.
Cost Accounting	Services consisting of maintenance of records of payments on account of the contract and all changes thereto, evaluation of applications for payment and certification thereof, and review and evaluation of cost data submitted by the contractors for work performed.

Project Closeout (2 Percent)

Project Closeout	Services initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment.
Record Documents (As-Builts)	Receive and review the contractors marked up field records. Supply the record documents to user agency. (Transferring the contractor's record of field changes to the original record drawings may be authorized by the owner as an additional service.)
Operations and Maintenance Manuals	Services consisting of processing, reviewing, commenting on, taking appropriate action, and transmitting Operations and Maintenance Manuals provided by the contractor to user agency.
Warranty Period	Continued assistance to investigate contract problems that arise during the warranty period.

A/E Extra Services/Reimbursables and Other Services

The majority of projects should be completed within the structure of the basic fee schedule.

However, some projects will be more complex and require a range of Extra Services/Reimbursables and Other Services, which will be negotiated for specific tasks. These services typically require specialist expertise and may not neatly fall within one phase of service or another. As projects become more complex, they demand a variety of special studies and services. Extra Services/Reimbursables are services generally provided by the same A/E providing the basic services, and Other Services are those services generally provided by additional specialty consultants, either as subs to the prime A/E or as independent consultants directly contracted with the agency.

Extra services are not intended as an adjustment to basic services and should reflect actual anticipated cost. The following provides a guideline for evaluating the pricing of Extra and Other services, and establishing the eligibility of reimbursable expenses.

A. Pricing Consultants and Subconsultant Personnel

Multiplier	Negotiated rate within a range of 2 to 3.2 times employee direct base salary (not including fringe benefits, taxes, retirement contributions, or profit sharing).
Employees of Firm	Negotiated rate not to exceed a maximum of \$150 per hour.
Principal of Firm	A Principal is defined as a partner of a partnership, a stockholder of a corporation, or a duly authorized officer. The negotiated rate is not to exceed \$200 per hour.
Special Consulting Services	When special consulting services not normally associated with traditional project design are necessary, the fee may be outside of the above guidelines (such as expert witness or special investigations).
Service Charge on Sub-Consultant	Ten percent service charge may be added to work incorporated by addenda to the original agreement.

B. A/E Extra Services/Reimbursable Expenses

When drafting the A/E agreement, the Project Manager should review the following list in determining eligible reimbursable items. It is not all inclusive or exclusive and should only be used as a guide.

Alternative Cost Studies	Additional costing beyond the parametric estimates required in basic services as requested by the agency.
Energy Life Cycle Cost Analysis (ELCCA)	All projects over 25,000 square feet are required by Chapter 39.35 RCW to be analyzed for the cost of energy consumption and operation during its entire economic life.
Life Cycle Cost Analysis (LCCA)	All projects valued over \$5,000,000 or projects constructing new building space over 5,000 square feet are required to perform a life cycle cost analysis to evaluate the total cost of ownership for the building or building system. Agencies will utilize the Life Cycle Cost Tool (LCCT) which standardizes rates and methodology to perform the analysis.
Commissioning and Training	Cost to the A/E of assembly, tabulation, and indexing of all shop drawings and submittals on all equipment, controls, systems, and participating in an independent commissioning of the project and providing initial operator training on the maintenance of systems.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Enhanced Commissioning	A longer post occupancy phase, commonly referred to as enhanced commissioning, may be necessary to achieve the long-term desired performance of a new building or system. This work generally includes monitoring energy performance after construction, additional training to facility staff, and system adjustments to ensure the building continues to operate as originally designed.
On-Site Representative	On-site observation beyond the periodic site visits required under basic services for construction field observation.
Thermal Scans	Cost of an examination of a structure for thermal loss on existing facilities to be remodeled.
Value Engineering Participation and Implementation	Cost to the A/E for participation in the value engineering study and implementation of the accepted ideas that generate during the study.
Travel and Per Diem	Customary and approved costs to A/E during the course of basic and additional services (based on state rates and limited to between 50 and 350 miles).
Renderings, Presentations, and Models	Cost for special presentations, renderings, and models required for the project.
Document Reproduction	Additional cost of printing and mailing bidding and construction documents.
Advertising	Cost of required advertisements and placing bidding documents in plan centers announcing the bidding of the project.
Constructability Review Participation and Implementation	Cost to the A/E for participation in the constructability review and implementation of the accepted changes.
Leadership in Energy and Environmental Design	Cost of providing services for negotiation, documentation, and associated services required for sustainable design project certificates with the U.S. Green Building Council.
Separate Bid Packages	Cost to the A/E for preparation of separate bid packages typically used in GC/CM type projects.
Professional Liability Insurance	Where coverage is required in excess of \$1 million, reimbursement of excess premium costs will be considered as a reimbursable cost.

C. A/E Other Services

Consultant Selection Cost	Additional costs for private sector members of a selection committee if required (Chapter 39.80 RCW).
Specialty Consultants	<p>Cost of only those additional consultant services beyond A/E services provided under basic services. Specialty consultants include, but are not limited to:</p> <ul style="list-style-type: none"> • Acoustical Consultant • Civil Engineering additional services may include: <ul style="list-style-type: none"> ◆ Studies, reports, and calculations required to determine adequacy of existing systems or those required for permit review such as drainage, fire protection, or sewer ◆ Storm drainage design and connections ◆ Design or study of issues for "sensitive areas" such as wetlands, steep slopes, or flood plains ◆ Water supply connections to wells, treatment systems, storage, and off-site main extensions ◆ Sanitary sewer design and infrastructure ◆ Road and pavement improvements ◆ Storm water quality and quantity computations, reports, design and details ◆ Temporary erosion and sediment control reports and drawings ◆ Special studies and reports for other agencies • Communications Consultant • Cost Estimating Consultant • Electronic/Audio Visual Consultant • Elevator Consultant • Hazardous Material Consultant • Hospital/Laboratory Consultant Interior • Design Consultant Indoor Air Quality • Consultant Kitchen Consultant • Landscape Consultant • Quality Control Consultant Security Consultant
Geotechnical Investigation	Cost of subsurface testing and evaluation.
Commissioning	Cost of an independent commissioning of the project.
HVAC Balancing	Cost to balance systems.
Site Survey	Cost of conducting a survey independent from design A/E.
Testing	Cost of a technician's services in acquiring and testing samples of materials used in the project as required in the state building code.
Energy LCCA Review	Fee to be paid for review of the energy life cycle cost analysis.
Value Engineering	Cost for performing the required value engineering study on a project by an independent multi-disciplined team.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Constructability Review/Plan Check	Cost for an independent consultant or contractor to review bid documents and determine if a project can be built as designed.
Graphics	Cost of special graphic and signage design.
Design/Code Plan Check	Cost of an independent plan check if not available within the local jurisdiction.
Other	Costs for requested documents, fax expenses, and special mail service when requested by owner.

D. Non-Eligible Expenses

- Consultants hired at A/E's option to perform basic services required by contract.
- Postage and handling of submittals, bid documents, correspondence, etc.
- Telephone expenses (local calls and line service).
- Copies of documents used by the A/E to perform normal services and not provided to owner.

A/E Fee Schedule - Building Types

<u>Schedule A</u>	<u>Schedule B</u>	<u>Schedule C</u>
<p>Facilities with more than average design difficulty:</p> <ul style="list-style-type: none"> Art galleries Auditoriums (with stage) Communications buildings Courthouses Detention/correctional facilities, maximum Exposition buildings Extended care facilities Fish hatcheries Heating and power plants Hospitals Laboratories (research) Medical office facilities and clinics Mental institutions Museums Observatories Research facilities Sewer treatment plants Special schools Theaters and similar facilities Veterinary hospitals Water treatment plants 	<p>Facilities with average difficulty:</p> <ul style="list-style-type: none"> Apartment buildings Archive building Armories Auditoriums (without stage) College classroom facilities Computer rooms Convention facilities Day care families Detention/correctional facilities, minimum and medium Dining halls/institutes Dormitories Fire and police stations Gymnasiums Laundry and cleaning facilities Libraries Neighborhood centers and similar recreation facilities Nursing homes Office buildings Recreational building Residences Schools (primary and secondary) Science labs (teaching) Stadiums, multi-purpose Storage facilities, cold Transportation terminals Vocational schools 	<p>Projects with less than average design difficulty:</p> <ul style="list-style-type: none"> Civil and utility projects Emergency generator facilities Farm structures Greenhouses Guard towers Industrial buildings without special facilities Parking structures and garages Printing plants Prototype facilities (for any replication of previously designed facility) Service garages Shop and maintenance facilities Simple loft-type structures (without special equipment) Stadiums, grandstand type Warehouses

EXHIBIT A
A/E FEE SCHEDULE

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$100,000				\$4,100,000	10.40%	8.99%	7.59%
\$200,000				\$4,200,000	10.37%	8.97%	7.57%
\$300,000				\$4,300,000	10.34%	8.94%	7.54%
\$400,000	Basic Services fee amount to be			\$4,400,000	10.32%	8.92%	7.52%
\$500,000	negotiated for projects with a MACC			\$4,500,000	10.29%	8.90%	7.50%
\$600,000	less than \$1,000,000			\$4,600,000	10.27%	8.87%	7.48%
\$700,000				\$4,700,000	10.24%	8.85%	7.46%
\$800,000				\$4,800,000	10.22%	8.83%	7.44%
\$900,000				\$4,900,000	10.20%	8.81%	7.42%
\$1,000,000	11.75%	10.30%	8.85%	\$5,000,000	10.17%	8.79%	7.40%
\$1,100,000	11.67%	10.22%	8.77%	\$5,100,000	10.15%	8.77%	7.38%
\$1,200,000	11.60%	10.15%	8.70%	\$5,200,000	10.13%	8.75%	7.36%
\$1,300,000	11.53%	10.08%	8.63%	\$5,300,000	10.11%	8.73%	7.35%
\$1,400,000	11.46%	10.01%	8.56%	\$5,400,000	10.09%	8.71%	7.33%
\$1,500,000	11.40%	9.95%	8.50%	\$5,500,000	10.06%	8.69%	7.31%
\$1,600,000	11.34%	9.89%	8.45%	\$5,600,000	10.04%	8.67%	7.29%
\$1,700,000	11.29%	9.84%	8.39%	\$5,700,000	10.02%	8.65%	7.28%
\$1,800,000	11.23%	9.79%	8.34%	\$5,800,000	10.00%	8.63%	7.26%
\$1,900,000	11.18%	9.74%	8.29%	\$5,900,000	9.98%	8.61%	7.24%
\$2,000,000	11.13%	9.69%	8.25%	\$6,000,000	9.96%	8.60%	7.23%
\$2,100,000	11.09%	9.65%	8.20%	\$6,100,000	9.94%	8.58%	7.21%
\$2,200,000	11.04%	9.60%	8.16%	\$6,200,000	9.93%	8.56%	7.20%
\$2,300,000	11.00%	9.56%	8.12%	\$6,300,000	9.91%	8.54%	7.18%
\$2,400,000	10.96%	9.52%	8.08%	\$6,400,000	9.89%	8.53%	7.17%
\$2,500,000	10.92%	9.48%	8.05%	\$6,500,000	9.87%	8.51%	7.15%
\$2,600,000	10.88%	9.44%	8.01%	\$6,600,000	9.85%	8.49%	7.14%
\$2,700,000	10.84%	9.41%	7.98%	\$6,700,000	9.83%	8.48%	7.12%
\$2,800,000	10.80%	9.37%	7.94%	\$6,800,000	9.82%	8.46%	7.11%
\$2,900,000	10.76%	9.34%	7.91%	\$6,900,000	9.80%	8.45%	7.09%
\$3,000,000	10.73%	9.30%	7.88%	\$7,000,000	9.78%	8.43%	7.08%
\$3,100,000	10.70%	9.27%	7.85%	\$7,100,000	9.77%	8.42%	7.07%
\$3,200,000	10.66%	9.24%	7.82%	\$7,200,000	9.75%	8.40%	7.05%
\$3,300,000	10.63%	9.21%	7.79%	\$7,300,000	9.73%	8.39%	7.04%
\$3,400,000	10.60%	9.18%	7.76%	\$7,400,000	9.72%	8.37%	7.03%
\$3,500,000	10.57%	9.15%	7.74%	\$7,500,000	9.70%	8.36%	7.01%
\$3,600,000	10.54%	9.12%	7.71%	\$7,600,000	9.68%	8.34%	7.00%
\$3,700,000	10.51%	9.10%	7.68%	\$7,700,000	9.67%	8.33%	6.99%
\$3,800,000	10.48%	9.07%	7.66%	\$7,800,000	9.65%	8.31%	6.97%
\$3,900,000	10.45%	9.04%	7.63%	\$7,900,000	9.64%	8.30%	6.96%
\$4,000,000	10.42%	9.02%	7.61%	\$8,000,000	9.62%	8.29%	6.95%

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$8,100,000	9.61%	8.27%	6.94%	\$12,100,000	9.11%	7.83%	6.55%
\$8,200,000	9.59%	8.26%	6.93%	\$12,200,000	9.10%	7.82%	6.54%
\$8,300,000	9.58%	8.25%	6.91%	\$12,300,000	9.09%	7.81%	6.53%
\$8,400,000	9.56%	8.23%	6.90%	\$12,400,000	9.08%	7.80%	6.52%
\$8,500,000	9.55%	8.22%	6.89%	\$12,500,000	9.07%	7.79%	6.52%
\$8,600,000	9.53%	8.21%	6.88%	\$12,600,000	9.06%	7.78%	6.51%
\$8,700,000	9.52%	8.19%	6.87%	\$12,700,000	9.05%	7.77%	6.50%
\$8,800,000	9.51%	8.18%	6.86%	\$12,800,000	9.04%	7.76%	6.49%
\$8,900,000	9.49%	8.17%	6.85%	\$12,900,000	9.03%	7.76%	6.49%
\$9,000,000	9.48%	8.16%	6.84%	\$13,000,000	9.02%	7.75%	6.48%
\$9,100,000	9.46%	8.14%	6.83%	\$13,100,000	9.01%	7.74%	6.47%
\$9,200,000	9.45%	8.13%	6.81%	\$13,200,000	9.00%	7.73%	6.46%
\$9,300,000	9.44%	8.12%	6.80%	\$13,300,000	8.99%	7.72%	6.46%
\$9,400,000	9.42%	8.11%	6.79%	\$13,400,000	8.98%	7.71%	6.45%
\$9,500,000	9.41%	8.10%	6.78%	\$13,500,000	8.97%	7.70%	6.44%
\$9,600,000	9.40%	8.09%	6.77%	\$13,600,000	8.96%	7.70%	6.43%
\$9,700,000	9.39%	8.07%	6.76%	\$13,700,000	8.95%	7.69%	6.43%
\$9,800,000	9.37%	8.06%	6.75%	\$13,800,000	8.94%	7.68%	6.42%
\$9,900,000	9.36%	8.05%	6.74%	\$13,900,000	8.93%	7.67%	6.41%
\$10,000,000	9.35%	8.04%	6.73%	\$14,000,000	8.92%	7.66%	6.40%
\$10,100,000	9.33%	8.03%	6.72%	\$14,100,000	8.91%	7.65%	6.40%
\$10,200,000	9.32%	8.02%	6.71%	\$14,200,000	8.90%	7.65%	6.39%
\$10,300,000	9.31%	8.01%	6.70%	\$14,300,000	8.89%	7.64%	6.38%
\$10,400,000	9.30%	8.00%	6.70%	\$14,400,000	8.88%	7.63%	6.38%
\$10,500,000	9.29%	7.99%	6.69%	\$14,500,000	8.88%	7.62%	6.37%
\$10,600,000	9.27%	7.98%	6.68%	\$14,600,000	8.87%	7.61%	6.36%
\$10,700,000	9.26%	7.97%	6.67%	\$14,700,000	8.86%	7.61%	6.36%
\$10,800,000	9.25%	7.95%	6.66%	\$14,800,000	8.85%	7.60%	6.35%
\$10,900,000	9.24%	7.94%	6.65%	\$14,900,000	8.84%	7.59%	6.34%
\$11,000,000	9.23%	7.93%	6.64%	\$15,000,000	8.83%	7.58%	6.34%
\$11,100,000	9.22%	7.92%	6.63%	\$15,100,000	8.82%	7.58%	6.33%
\$11,200,000	9.21%	7.91%	6.62%	\$15,200,000	8.81%	7.57%	6.32%
\$11,300,000	9.19%	7.90%	6.61%	\$15,300,000	8.81%	7.56%	6.32%
\$11,400,000	9.18%	7.89%	6.61%	\$15,400,000	8.80%	7.55%	6.31%
\$11,500,000	9.17%	7.88%	6.60%	\$15,500,000	8.79%	7.55%	6.30%
\$11,600,000	9.16%	7.87%	6.59%	\$15,600,000	8.78%	7.54%	6.30%
\$11,700,000	9.15%	7.87%	6.58%	\$15,700,000	8.77%	7.53%	6.29%
\$11,800,000	9.14%	7.86%	6.57%	\$15,800,000	8.76%	7.52%	6.29%
\$11,900,000	9.13%	7.85%	6.56%	\$15,900,000	8.76%	7.52%	6.28%
\$12,000,000	9.12%	7.84%	6.56%	\$16,000,000	8.75%	7.51%	6.27%

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$16,100,000	8.74%	7.50%	6.27%	\$20,100,000	8.45%	7.25%	6.05%
\$16,200,000	8.73%	7.50%	6.26%	\$20,200,000	8.44%	7.24%	6.04%
\$16,300,000	8.72%	7.49%	6.26%	\$20,300,000	8.43%	7.24%	6.04%
\$16,400,000	8.71%	7.48%	6.25%	\$20,400,000	8.43%	7.23%	6.03%
\$16,500,000	8.71%	7.48%	6.24%	\$20,500,000	8.42%	7.23%	6.03%
\$16,600,000	8.70%	7.47%	6.24%	\$20,600,000	8.41%	7.22%	6.03%
\$16,700,000	8.69%	7.46%	6.23%	\$20,700,000	8.41%	7.21%	6.02%
\$16,800,000	8.68%	7.45%	6.23%	\$20,800,000	8.40%	7.21%	6.02%
\$16,900,000	8.68%	7.45%	6.22%	\$20,900,000	8.39%	7.20%	6.01%
\$17,000,000	8.67%	7.44%	6.21%	\$21,000,000	8.39%	7.20%	6.01%
\$17,100,000	8.66%	7.43%	6.21%	\$21,100,000	8.38%	7.19%	6.00%
\$17,200,000	8.65%	7.43%	6.20%	\$21,200,000	8.38%	7.19%	6.00%
\$17,300,000	8.64%	7.42%	6.20%	\$21,300,000	8.37%	7.18%	5.99%
\$17,400,000	8.64%	7.41%	6.19%	\$21,400,000	8.36%	7.18%	5.99%
\$17,500,000	8.63%	7.41%	6.19%	\$21,500,000	8.36%	7.17%	5.98%
\$17,600,000	8.62%	7.40%	6.18%	\$21,600,000	8.35%	7.16%	5.98%
\$17,700,000	8.61%	7.39%	6.17%	\$21,700,000	8.34%	7.16%	5.97%
\$17,800,000	8.61%	7.39%	6.17%	\$21,800,000	8.34%	7.15%	5.97%
\$17,900,000	8.60%	7.38%	6.16%	\$21,900,000	8.33%	7.15%	5.96%
\$18,000,000	8.59%	7.38%	6.16%	\$22,000,000	8.33%	7.14%	5.96%
\$18,100,000	8.59%	7.37%	6.15%	\$22,100,000	8.32%	7.14%	5.96%
\$18,200,000	8.58%	7.36%	6.15%	\$22,200,000	8.31%	7.13%	5.95%
\$18,300,000	8.57%	7.36%	6.14%	\$22,300,000	8.31%	7.13%	5.95%
\$18,400,000	8.56%	7.35%	6.14%	\$22,400,000	8.30%	7.12%	5.94%
\$18,500,000	8.56%	7.34%	6.13%	\$22,500,000	8.30%	7.12%	5.94%
\$18,600,000	8.55%	7.34%	6.13%	\$22,600,000	8.29%	7.11%	5.93%
\$18,700,000	8.54%	7.33%	6.12%	\$22,700,000	8.28%	7.11%	5.93%
\$18,800,000	8.54%	7.33%	6.12%	\$22,800,000	8.28%	7.10%	5.93%
\$18,900,000	8.53%	7.32%	6.11%	\$22,900,000	8.27%	7.10%	5.92%
\$19,000,000	8.52%	7.31%	6.10%	\$23,000,000	8.27%	7.09%	5.92%
\$19,100,000	8.51%	7.31%	6.10%	\$23,100,000	8.26%	7.09%	5.91%
\$19,200,000	8.51%	7.30%	6.09%	\$23,200,000	8.26%	7.08%	5.91%
\$19,300,000	8.50%	7.30%	6.09%	\$23,300,000	8.25%	7.08%	5.90%
\$19,400,000	8.49%	7.29%	6.08%	\$23,400,000	8.24%	7.07%	5.90%
\$19,500,000	8.49%	7.28%	6.08%	\$23,500,000	8.24%	7.07%	5.90%
\$19,600,000	8.48%	7.28%	6.07%	\$23,600,000	8.23%	7.06%	5.89%
\$19,700,000	8.47%	7.27%	6.07%	\$23,700,000	8.23%	7.06%	5.89%
\$19,800,000	8.47%	7.27%	6.06%	\$23,800,000	8.22%	7.05%	5.88%
\$19,900,000	8.46%	7.26%	6.06%	\$23,900,000	8.22%	7.05%	5.88%
\$20,000,000	8.45%	7.25%	6.05%	\$24,000,000	8.21%	7.04%	5.87%

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$24,100,000	8.20%	7.04%	5.87%	\$28,000,000	8.00%	6.86%	5.72%
\$24,200,000	8.20%	7.03%	5.87%	\$29,000,000	7.96%	6.82%	5.69%
\$24,300,000	8.19%	7.03%	5.86%	\$30,000,000	7.91%	6.78%	5.66%
\$24,400,000	8.19%	7.02%	5.86%	\$31,000,000	7.86%	6.74%	5.62%
\$24,500,000	8.18%	7.02%	5.85%	\$32,000,000	7.82%	6.71%	5.59%
\$24,600,000	8.18%	7.01%	5.85%	\$33,000,000	7.78%	6.67%	5.56%
\$24,700,000	8.17%	7.01%	5.85%	\$34,000,000	7.74%	6.64%	5.53%
\$24,800,000	8.17%	7.00%	5.84%	\$35,000,000	7.70%	6.60%	5.50%
\$24,900,000	8.16%	7.00%	5.84%	\$36,000,000	7.66%	6.57%	5.48%
\$25,000,000	8.16%	6.99%	5.83%	\$37,000,000	7.62%	6.54%	5.45%
\$25,100,000	8.15%	6.99%	5.83%	\$38,000,000	7.59%	6.51%	5.42%
\$25,200,000	8.14%	6.99%	5.83%	\$39,000,000	7.55%	6.47%	5.40%
\$25,300,000	8.14%	6.98%	5.82%	\$40,000,000	7.52%	6.45%	5.37%
\$25,400,000	8.13%	6.98%	5.82%	\$41,000,000	7.48%	6.42%	5.35%
\$25,500,000	8.13%	6.97%	5.82%	\$42,000,000	7.45%	6.39%	5.32%
\$25,600,000	8.12%	6.97%	5.81%	\$43,000,000	7.42%	6.36%	5.30%
\$25,700,000	8.12%	6.96%	5.81%	\$44,000,000	7.39%	6.33%	5.28%
\$25,800,000	8.11%	6.96%	5.80%	\$45,000,000	7.36%	6.31%	5.26%
\$25,900,000	8.11%	6.95%	5.80%	\$46,000,000	7.33%	6.28%	5.24%
\$26,000,000	8.10%	6.95%	5.80%	\$47,000,000	7.30%	6.26%	5.21%
\$26,100,000	8.10%	6.94%	5.79%	\$48,000,000	7.27%	6.23%	5.19%
\$26,200,000	8.09%	6.94%	5.79%	\$49,000,000	7.24%	6.21%	5.17%
\$26,300,000	8.09%	6.94%	5.78%	\$50,000,000	7.21%	6.18%	5.15%
\$26,400,000	8.08%	6.93%	5.78%	\$51,000,000	7.19%	6.16%	5.13%
\$26,500,000	8.08%	6.93%	5.78%	\$52,000,000	7.16%	6.14%	5.12%
\$26,600,000	8.07%	6.92%	5.77%	\$53,000,000	7.13%	6.12%	5.10%
\$26,700,000	8.07%	6.92%	5.77%	\$54,000,000	7.11%	6.09%	5.08%
\$26,800,000	8.06%	6.91%	5.77%	\$55,000,000	7.08%	6.07%	5.06%
\$26,900,000	8.06%	6.91%	5.76%	\$56,000,000	7.06%	6.05%	5.04%
\$27,000,000	8.05%	6.91%	5.76%	\$57,000,000	7.03%	6.03%	5.03%
				\$58,000,000	7.01%	6.01%	5.01%
				\$59,000,000	6.99%	5.99%	4.99%
				\$60,000,000	6.96%	5.97%	4.98%

SCHEDULE A = $90 / (625 + (\text{MACC} / (5357/2418)) ^ 0.38)$

SCHEDULE B = $(\text{SCHEDULE A} + \text{SCHEDULE C}) / 2$

SCHEDULE C = $(9.03 / (57.3 + (\text{MACC} / (5357/2418))^0.25)) - 0.02$

COVER MEMO

Briefing Date/Time: August 12, 2024

Staff Contact/Title: Warren Hendrickson, Director of Operations
360.528-8050, warrenh@portolympia.com

Subject: Option to Ground Lease 5th Amendment –
Panattoni/New Market Industrial Campus

Purpose: Information Only Decision Needed

Overview:

- Action item – Approval requested
- Advisory presentation provided at the July 22, 2024 Commission meeting

Background:

On July 13, 2020, the Port entered into an Option to Ground Lease Agreement with Panattoni Development Company. There have been four amendments to date:

1. September 14, 2020: Acknowledged a potential Development Agreement with the City of Tumwater and adjusted the Due Diligence Period.
2. July 12, 2021: Extended the Option Term, Habitat Conservation Plan (HCP) Completion Date, Phase Plan Approval Period, and further adjusted the Due Diligence Period.
3. December 13, 2021: Extended the HCP Completion Date, further adjusted the Due Diligence Period, and set conditions for reimbursement of certain expenses incurred by the lessee that benefit the Port.
4. March 1, 2023: Extended the HCP Completion Date to August 31, 2024, further adjusted the due diligence period, and established expectations for the due date of the Good Faith Deposit Note, payable by Panattoni to the Port.

Significant delays continue to have been incurred by the City of Tumwater and the Port – working jointly – in reaching a Bush Prairie Habitat Conservation Plan mitigation agreement with the U.S. Fish and Wildlife Service (USFWS).

The Port and Panattoni therefore now wish to amend the Option to Ground Lease Agreement to further extend the HCP Completion Date to February 28, 2025, and to further adjust the Due Diligence Period that accommodates the delayed HCP Completion Date.

Documents Attached:

- PowerPoint presentation
- Option to Ground Lease 5th Amendment FINAL

Summary & Financial Impact:

- None

Affected Parties:

- Port of Olympia
- Panattoni Development Company

Staff Recommendation:

Approve the amendment as presented.




PORT of OLYMPIA
Serving All of Thurston County

Option to Ground Lease 5th Amendment Panattoni ~ NewMarket Industrial Campus

Warren Hendrickson
Director of Operations
Aug. 12, 2024




1



Today's Presentation

Action Item – Approval Requested

- NewMarket Industrial Campus (NMIC)
- Habitat Conservation Plan-related
- Panattoni option to ground lease agreement amendment
- Advisory presentation July 22, 2024



2

Background

Panattoni Development Option to Ground Lease Agreement

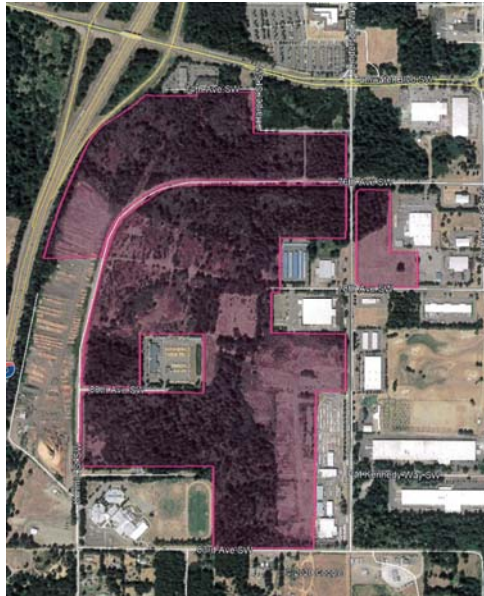
- Option to ground lease agreement between Port and Panattoni Development Company, Inc. executed July 13, 2020
 - Legal entity is SSECC PDC, LLC
- 199 acres in NMIC
- High quality business park
- Mixed use: commercial, business, and light industrial

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Location



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Background (cont'd)

Panattoni Development Option to Ground Lease Agreement

- All but 29.27 acres subject to Bush Prairie Habitat Conservation Plan (HCP) approval by U.S. Fish and Wildlife Service (USFWS)
- Option agreement includes a due diligence period for developer to comprehensively evaluate feasibility of developing the optioned premises
- Individual NMIC parcels are expected to be developed over time
- Option term remains in effect until July 12, 2031

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Background (cont'd)

Panattoni Development Option to Ground Lease Agreement

- Completion of the HCP is a joint Port-City of Tumwater responsibility
- Initial option to ground lease agreement anticipated HCP completion within 24 months of lease execution (i.e., 2022)
- HCP final approval by USFWS has incurred significant delays
- Most recent option agreement amendment (Mar 2023) extended due diligence period and HCP completion date until August 31, 2024
- A further extension will be required

6



6

History

*Port-Panattoni History (*Commission Approved Items)*

- Jul 2020: *Execution of option to ground lease agreement
- Oct 2020: *Amendment 1 – Development agreement conditions
- Jul 2021: *Amendment 2 – Subdivision application and extension of terms
- Jul 2021: *Approval of Standard Lease Form
- Jan 2022: *Amendment 3 – Extension of terms and expense reimbursement
- Feb 2022: Phase 1 & 2 Port Approvals – Subdivision and Lot 1 development
- Mar 2023: *Amendment 4 – Extension of terms
- Dec 2023: *Approval of amendment to Standard Lease Form

7



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Option to Ground Lease

5th Amendment: Additional Six-Month Extension

- Amendments #2, #3, and #4 each extended the HCP completion date
- Amendment #4 anticipated an HCP completion date no later than August 31, 2024
- New amendment #5 will extend the due diligence and HCP completion dates to February 28, 2025

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8

Option to Ground Lease

5th Amendment

- Commission approval of the Option to Ground Lease 5th Amendment is *not* Commission approval of a ground lease
- Effect of action: Extension of due diligence period to accommodate HCP completion
- All future amendments and ground leases under this option agreement will be subject to separate Commission actions at the appropriate time

9



9

Questions and Comments

Suggested Motion

"...Authorize the Executive Director to execute Option to Ground Lease 5th Amendment, extending the due diligence and HCP completion dates to February 28, 2025."

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**FIFTH AMENDMENT
TO
OPTION TO GROUND LEASE AGREEMENT**

This FIFTH AMENDMENT TO OPTION TO GROUND LEASE AGREEMENT (“Amendment”) dated as of August 31, 2024 (the “**Effective Date**”) is made by and between the **PORT OF OLYMPIA**, a Washington municipal corporation (the “**Port**”) and **SSECC PDC, LLC**, a Delaware limited liability company (“**Developer**”). The Port and Developer entered into an Option to Ground Lease Agreement dated July 13, 2020, concerning approximately one hundred and ninety-nine (199) acres of land located in the New Market Industrial Campus in the City of Tumwater, Thurston County, Washington (the “**Option Agreement**”), which property is more particularly described in the Option Agreement (the “**Optioned Property**”). Any capitalized terms used but not defined herein shall have the meaning ascribed to them in the Option Agreement.

WHEREAS, the Option Agreement was amended by First Amendment dated September 14, 2020, to provide for terms and conditions to apply and negotiate a Development Agreement, and to adjust the Due Diligence Period to accommodate potential delays in obtaining a fully executed Development Agreement; and

WHEREAS, the Option Agreement was amended by Second Amendment dated July 12, 2021, to extend the Option Term, Habitat Plan Completion Date, and the Phase Plan form approval period, and to adjust the Due Diligence Period to further accommodate potential delays in completing the Habitat Plan; and

WHEREAS, the Option Agreement was amended by Third Amendment dated December 13, 2021, to extend the Habitat Plan Completion Date, to adjust the Due Diligence Period, as previously amended by the First and Second Amendments to the Option Agreement, to further accommodate potential delays in completing the Habitat Plan, and to set forth conditions by which the expenses for development studies that benefit the Port may be reimbursed; and

WHEREAS, the Option Agreement was amended by Fourth Amendment dated March 1, 2023, to extend the Habitat Plan Completion Date, to adjust the Due Diligence Period, as previously amended by the First, Second, and Third Amendments to the Option Agreement, to further accommodate potential delays in completing the Habitat Plan, and to clarify the timing for payment of the Good Faith Deposit Note; and

WHEREAS, the Port and Developer wish to amend the Option Agreement to extend the Habitat Plan Completion Date and to adjust the Due Diligence Period, as previously amended by the First, Second, Third, and Fourth Amendments to the Option Agreement, to further accommodate potential delays in completing the Habitat Plan,

NOW THEREFORE, the Parties agree as follows:

1. **Extension of Habitat Plan Completion Date.** The parties hereby agree that the Habitat Completion Date defined in Section 3.2 of the Option Agreement shall be extended to February 28, 2025.

2. **Extension of Due Diligence Period.** The parties hereby agree that the Due Diligence Period, as defined in Section 8.1 of the Option Agreement, and as previously amended by the First, Second, Third, and Fourth Amendments to the Option to Ground Lease Agreement, shall be adjusted to expire at 5:00 p.m. Pacific Standard Time on the date that is the time the Good Faith Deposit becomes payable in accordance with the Option Agreement's Fourth Amendment, which is fifteen days after notice from the Port that the Habitat Plan has been completed in accordance with the terms of the Option Agreement, and which Habitat Plan Completion Date is expected to occur on or about February 28, 2025.

3. **Full Force and Effect.** The rest and remainder of the Option Agreement and any amendment thereto shall remain in full force and effect and is affirmed and ratified by the signature of the parties.

PORT OF OLYMPIA, a Washington
municipal corporation

SSECC PDC, LLC, a Delaware limited
liability company

By: Alexandra K. Smith
Title: Executive Director
Date: _____

By: _____
Its: _____
Date: _____

Approved as to Form by Port of Olympia General Counsel

By: _____
Chris Pierce-Wright

Date: _____

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this _____ day of _____, 2024, personally appeared before me Alexandra K. Smith, to me known to be the Executive Director at the Port of Olympia, the municipal corporation named in the within and foregoing **Fifth Amendment to Option to Ground Lease Agreement**, and acknowledged to me that she signed the same on its behalf, as she is so authorized to do, as her free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

(Print Name) _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires: _____

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

On this _____ day of _____, 2024, personally appeared before me _____, to me known to be the _____ at the entity named in the within and foregoing **Fifth Amendment to Option to Ground Lease Agreement**, and acknowledged to me that he signed the same on its behalf, as he is so authorized to do, as his free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

(Print Name) _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires: _____

RATIFICATION

This **Lease** shall be subject, as a condition subsequent, to ratification by the Port of Olympia Commission within thirty (30) days after the date set forth on Page 1. This Lease shall be effective and binding on the parties until such time (and thereafter if ratified), the Executive Director having the authority to sign this Lease and bind the Port to all of its material terms. If this Lease is not ratified, it shall terminate and be of no further force and effect.

The undersigned confirms that this Lease was ratified by the Port of Olympia Commission on _____, 2024.

Port of Olympia Commission

By: _____

Its: _____

Date: _____

STATE OF WASHINGTON)

) ss

COUNTY OF THURSTON)

On this _____ day of _____, 2024, personally appeared before me Bob Iyall, to me known to be the President of the Port of Olympia Commission, the municipal corporation named in the within and foregoing **Lease Agreement**, and acknowledged to me that he signed the same on its behalf, as he is so authorized to do, as his free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Print Name: _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires: _____

COVER MEMO

Briefing Date/Time: August 12, 2024

Staff Contact/Title: Warren Hendrickson, Director of Operations
(360) 528-8050, warrenh@portolympia.com

Subject: Surplus of Port Property: Mobile Crane

Purpose: Information Only Decision Needed

Overview:

- Advisory item – No action required

The purpose of bringing this issue before the Commission is to gain advance approval to sell the Marine Terminal crane as expeditiously as possible and at such time as an offer to purchase is received.

The action item for approval will be brought before the Commission at its regular meeting on September 23, 2024.

Background:

On September 10, 2014, the Port procured a Gottwald mobile crane to serve its anticipated Marine Terminal cargo needs. The net total purchase expense was \$3,295,848.34.

Since its purchase, the crane has not been used at the anticipated level, nor is there an expectation it is needed to serve future cargo. With infrequent use, additional Port staff time must be devoted to operating it periodically to ensure all systems remain 100% functional. Further, a recent assessment has identified that replacements parts are becoming increasingly difficult to source. Given its minimal revenue-generating use and increased ongoing staff and maintenance expenses, the crane is now unacceptably burdening the Marine Terminal's financial performance. Regrettably, given its age and limited parts availability, the crane's current market value is significantly below its net present value of \$2,589,481.68. When sold, it will be sold at a loss; however, a sale will also eliminate ongoing twin burdens of staff time and maintenance expense if it was retained as a Port asset.

Surplus of Port property is subject to the following governing documents:

- Port Resolution 2024-01
- RCW 53.08.090

Since the crane's value exceeds \$22,000, Port Commission approval is required, by resolution, to categorize it as surplus and no longer serving the needs of the Port.

When market interest in equipment of this type arises, it is primarily to meet the immediate need of a buyer. By approving the crane's surplus in advance of identifying a buyer, having the crane available for immediate sale will ensure the Port receives maximum value and the greatest possible return.

Documents Attached:

- PowerPoint Presentation
- Draft Resolution 2024-XX

Specifications:

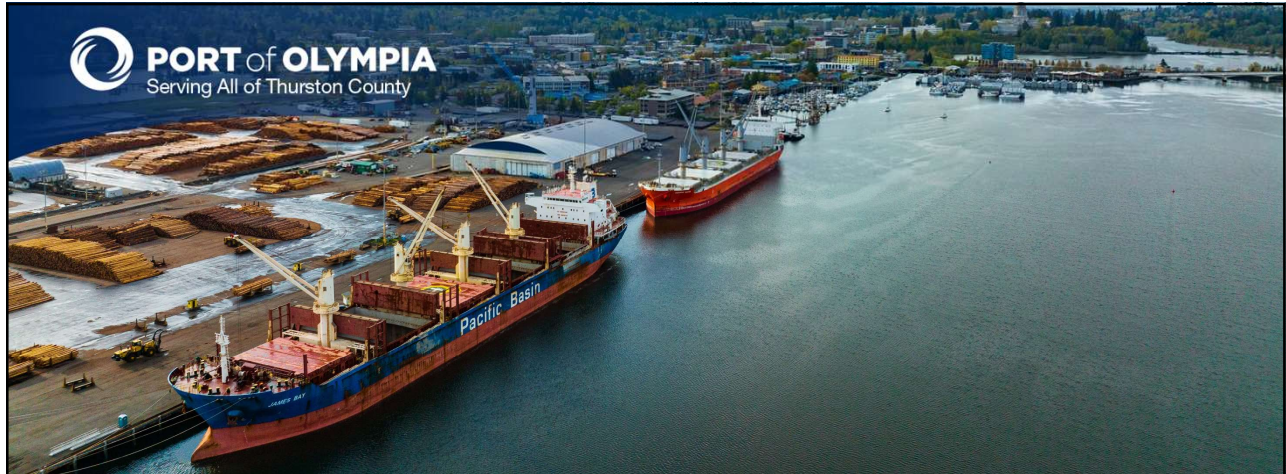
- Manufacturer/model: Gottwald GHMK 7608
- Manufacturer location: Zuidnatie Breakbulk NV; Antwerp, Belgium
- Serial number: 830755
- Spreader: Bromma (20'/40'/45')
- Capacity:
 - 140 tons @ 11-24 meters
 - 38.3 tons @ 53 meters

Summary & Financial Impact:

- Purchase price: \$2,170,000.00
- Total cost: \$3,295,848.34
 - Includes purchase price plus consultants, staff time, and set up
- Depreciation schedule: 45 years
- Depreciation through June 30, 2024: \$706,366.66
- Bond debt obligation: \$0.00
- Net present value: \$2,589,481.68

Staff Recommendation:

Approval is recommended for the future surplus sale of the Marine Terminal crane.



Surplus of Port Property: Mobile Crane

Warren Hendrickson
Director of Operations
Aug. 12, 2024



1



Today's Presentation

Advisory Item – No Action Required

- Surplus one mobile crane
- Advance authorization requested to close a sale in minimal time when a market need arises



2

History/Current Status

Gottwald GHMK 7608 Mobile Crane



- 2014 purchase: \$3,295,848.34
- Anticipated cargo failed to materialize and crane is infrequently used
- Additional staff time and maintenance expense burden the Port financially
- Crane no longer serves Port needs

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History/Current Status (cont'd)

Gottwald GHMK 7608 Mobile Crane



- Net present value: \$2,589,481.68
- Current market value is significantly lower due to age and limited parts availability
- Sale at a loss will however eliminate future negative impact on Marine Terminal financial performance

4



4

Port Surplus Process

Relevant Guidance

- Port process governed by:
 - Port Resolution 2024-01
 - RCW 53.08.090
- Commission approval to surplus is required, by resolution, when personal property valuation exceeds \$22,000

5



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Next Steps

Future Commission Action

- Action item to be brought to Commission for approval
 - Approve Resolution 2024-XX
 - Authorizing the Executive Director to surplus and sell the Port's Gottwald GHMK 7608 mobile crane (serial number 830755)
- Planned for Commission regular meeting September 23, 2024

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Questions and Comments



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**PORT OF OLYMPIA COMMISSION
Resolution 2024-XX**

**A resolution of the Port of Olympia Commission declaring the Port's
Gottwald GHMK 7608 Mobile Crane surplus to the Port's needs and
authorized for sale.**

WHEREAS, the Port owns a Gottwald GHMK 7608 Mobile Crane (serial number 830755) purchased in 2014, and which – since cargo demand for its expected purpose failed to sufficiently materialize – has been infrequently used; and

WHEREAS, this mobile crane continues to require ongoing staff time and maintenance to remain functional – burdening the Port financially – and is no longer considered necessary for Port operations;

NOW, THEREFORE, BE IT RESOLVED that the Port of Olympia Commission does hereby declare this mobile crane surplus to the Port's needs and authorizes its disposal via sale at the highest possible return.

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, September 23, 2024, as attested to by the signatures below of the Commissioners present this 23rd day of September, 2024.

PORT OF OLYMPIA COMMISSION

Bob Iyall, President

Jasmine Vasavada, Vice-President

Sarah Tonge, Secretary

Amy Harding

Maggie Sanders

COVER MEMO

Briefing Date/Time: August 12, 2024

Staff Contact/Title: Warren Hendrickson, Director of Operations
(360) 528-8050, warrenh@portolympia.com

Subject: 2024 Capital Budget Amendment: Marine Terminal Warehouse

Purpose: Information Only Decision Needed

Overview:

- Advisory Item – No action required

The purpose of bringing this issue before the Commission is to gain Commission approval of an amendment to the 2024 capital budget to initiate design and procure infrastructure for a new Marine Terminal warehouse.

Background:

The Port's greatest need within its four business units is the completion of revenue-generating projects. On the Marine Terminal, the most significant asset in generating revenue is its 76,000 square foot warehouse, built in 1983. No other Port in Puget Sound has a warehouse in such close proximity to its berths – just 175 feet from the waterline. Suzano, a Marine Terminal customer that commenced paper bulk shipments to Olympia in the latter half of 2023, has taken maximum advantage of the Port's warehouse capabilities. It has proven so successful to its business model (and to the Port) that it wishes to significantly expand deliveries to Olympia. However, the nature of the paper bulk product is that it requires indoor storage until delivery by truck to several regional mills. If additional storage was available, Suzano would gain increased economies of scale with larger shipments, which translates directly into increased Port revenues. Suzano has indicated that its shipments will increase as soon as additional storage is available.

Even absent this one customer, additional storage leverages the most important asset the Marine Terminal has to offer to the worldwide bulk cargo market – covered storage immediately adjacent to its berths.

The intent of this budget amendment is to provide the capital required to complete the design of and purchase infrastructure for a new 50,000 square foot modular warehouse facility immediately east of the existing warehouse.

Warehouse features include both portability and the potential for future expansion.

Documents Attached:

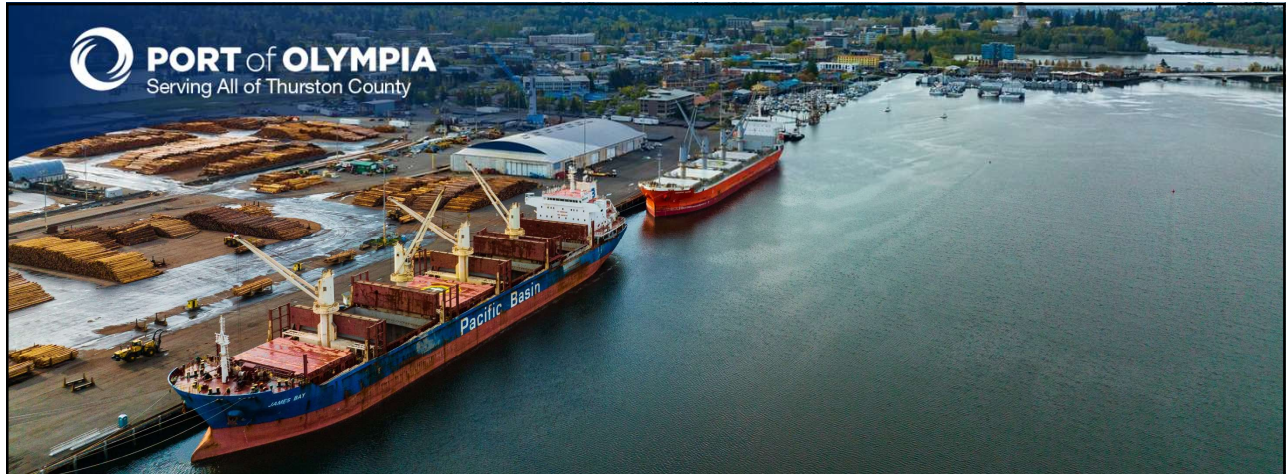
PowerPoint Presentation

Summary & Financial Impact:

- 2024 budget amendment authority requested: \$1.0 million
- Source of funds: Port reserves
- 2025 additional authority that may be required to complete construction: Up to \$1.5 million
- Estimated breakeven timeframe: Five years, possibly less dependent on shipment volume

Staff Recommendation:

Approval to amend the 2024 capital budget with an additional \$1.0 million infusion to initiate design of and procure infrastructure for a new 50,000 square foot warehouse.



Capital Budget Amendment: Terminal Warehouse

Warren Hendrickson
Director of Operations
Aug. 12, 2024



1



Today's Presentation

Advisory Item – No Action Required

- Approve an amendment to the 2024 capital budget to initiate design of and procure infrastructure for a new 50,000 square foot Marine Terminal warehouse



2

History/Current Status

Warehouse is Marine Terminal's Most Valuable Asset



- 76,000 sq ft warehouse constructed in 1983
- Located just 175 feet from waterline
- No other Puget Sound port can offer anything remotely similar

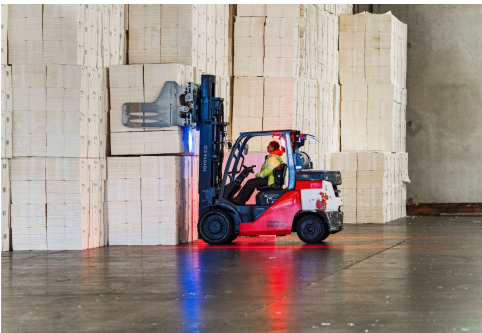
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History/Current Status (cont'd)

Warehouse Capacity Limits Port Revenue



- Demand for supporting Suzano bulk paper transloading warehouse operations exceeds current capacity
- Additional capacity will immediately generate significant additional revenue
- Additional capacity will also provide Suzano much improved economies of scale

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New Warehouse Location

50,000 Sq Ft, Portable, Expandable



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Capital Budget Proposal

Initiate Design, Procure Infrastructure



- \$1.0 million addition to 2024 capital budget
- Source: Reserve funds
- Up to additional \$1.5 million required in 2025
- Breakeven period potentially five years
- Use not limited to a single customer

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Next Steps

Future Commission Action

- Action item to be brought to Commission for approval
 - Amend the 2024 capital budget to add \$1.0 million for a new Marine Terminal warehouse
- Planned for regular Commission meeting September 23, 2024

7



7

Questions and Comments

8



8

COVER MEMO

Briefing Date/Time: August 12, 2024

Staff Contact/Title: Alex Smith, Executive Director, 360.528.8001,
alexs@portolympia.com

Subject: Recommendation of Federal Lobbying Services

Purpose: Information Only Decision Needed

Overview:

Advisory regarding an amendment to the contract with Propolis LLC to include a subcontract for federal lobbying services.

Background:

The Port of Olympia needs ongoing legislative advocacy, including requesting funding for capital/environmental projects, state and federal policies affecting ports and developing ongoing relationships with state and federal legislators, legislative staff and federal administrative officials.

The Port's business model has been to contract for legislative services at the state and federal levels, rather than hire internal governmental affairs staff. These legislative services, combined with the advocacy and public affairs work provided by the Washington Public Ports Association and the Pacific Northwest Waterways Association, meet the Port's needs for legislative services.

On July 8, 2024, the Commission approved a contract with Propolis Communications for a not-to-exceed three-year contract amount of \$180,000 (\$60,000 per year) running through June 30, 2027. Propolis was selected following a competitive selections process in which the Request for Proposal solicited services that included state and federal legislative representation and lobbying services.

Propolis proposed partnering for federal lobbying services with (as a subcontractor), the Washington D.C.-based firm Ellerbe Governmental Affairs. The Port seeks to authorize Propolis to subcontract with Ellerbe Governmental Affairs to provide the Port with federal lobbying, including organizing interactions with

federal legislators and other federal governmental officials, and providing insights on and assistance with federal funding opportunities for Port initiatives.

Ellerbe Government Affairs is headed by Crystal Ellerbe, who, before starting her own firm, spent five years as the Vice-President for Federal Relations at Strategies 360. A profile of Ms. Ellerbe is attached to this memorandum.

The fee for Ms. Ellerbe's services would be \$4,000 per month, which is \$3500 less than the fee charged by the Port's former federal lobbying firm. Adding this subcontract to the Propolis Contract will increase the annual amount of the contract from \$60,000 per year to \$108,000 per year. The total not-to-exceed amount for the three-year contract will increase from \$180,000 to \$324,000.

Staff Recommendation:

Staff recommends approving a subcontract to obtain cost-effective federal lobbying services for the Port of Olympia to assist with federal support and funding for upcoming projects and initiatives.

Summary & Financial Impact:

The financial impact would be an additional \$144,000 over a three-year period (approximately \$48,000 per year).

Attachments:

Power Point Presentation
RFP for Legislative Services
Information on Crystal Ellerbe



PORT of OLYMPIA
Serving All of Thurston County

Federal Legislative Services for the Port of Olympia

Alex Smith
Executive Director
August 12, 2024





1

Advisory

Legislative Representation

- In May the Port issued a Request for Proposals for Legislative Services
- Included federal lobbying within the scope of desired services
- All firms that responded included a federal option for an additional monthly fee
- Propolis Communications was selected for state lobbying services -- contract approved by Commission July 8, 2024

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Federal Lobbying Firm Details

Ellerbe Government Affairs

- All firms who responded to the RFP included an option for federal lobbying services, at an additional cost.
- The federal lobbying option Propolis Communications suggested is Ellerbe Government Affairs.
- Ellerbe Government Affairs is led by Crystal Ellerbe, who formerly spent five years as the Vice-President for Federal Relations at Strategies 360.
- If approved, Ellerbe Government Affairs will be a subcontractor to Propolis.

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Propolis Contract Amendment

- The subcontract would be an amendment to the Propolis Contract.
- The annual amount of the Propolis contract would increase by \$48,000 annually (\$4,000 per month) - \$144,000 over the life of the three-year contract.
- The new annual "not-to-exceed" total would be \$108,000 per year; and \$324,000 over the life of the contract.
- We will come back to you at the September 9, 2024 meeting for approval.

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Questions?



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Crystal Ellerbe

President, Ellerbe Government Affairs

Crystal Ellerbe is the President of Ellerbe Government Affairs, LLC, a federal advocacy company that provides federal government relations, strategic counsel and consulting to education, non-profits, municipal and private sector clients. Crystal has over two decades of experience in government relations, on both Capitol Hill and in the private sector. She helps Ellerbe Government Affairs' clients achieve their goals by successfully navigating Congress and federal agencies, working on issues such as federal grants and funding, transportation, housing, education, manufacturing, and disaster recovery.

Prior to joining Ellerbe Government Affairs, she was Senior Vice President of Federal Relations at Strategies 360, where she successfully developed a higher education and municipal practice. Crystal leveraged her expertise in delving into discretionary grant programs in the Bipartisan Infrastructure Law, Inflation Reduction Act and the CHIPS and Science Act, and community project funding/Congressionally Directed Spending programs. Ms. Ellerbe has utilized her relationships with many Congressional offices as well as authorizing and appropriation committee members and staff to secure critical funding for her municipal and higher education clients.

Crystal was a government relations consultant, focused on securing grant programs for clients. From 2012-2016, she was based in New Orleans as the director of federal affairs for the University of New Orleans, where she developed the university's federal priorities and helped secure a major grant from the U.S. Department of Transportation.

Crystal also spent nearly five years as director of government relations for commercial vehicle manufacturer Navistar, during which time she was based in Chicago. At Navistar, she helped the company secure a \$37 million truck efficiency research grant while also managing Navistar's political action committee (PAC).

Crystal has served as a senior advisor to two U.S. Senators. During her time as a Legislative Assistant to U.S. Sen. David Vitter (and previously in his House office), Crystal was the principal adviser on issues before the committees on Commerce, Science, and Transportation;

Environment and Public Works; and Banking, Housing, and Urban Affairs. During the surface transportation reauthorization in 2005, Crystal was instrumental in securing \$150 million for various projects across the state of Louisiana. In addition, due to her efforts, \$50 million was secured on behalf of the public and private not-for-profit institutions of higher education impacted by Hurricane Katrina. Prior to joining the staff of Sen. Vitter, Crystal served on the staff of Sen. Frank Murkowski where she advised him on issues including federal grants, tourism, and housing.

A native of the D.C. area, Crystal has a B.A. in Government and Politics from the University of Maryland at College Park and graduate level certification in Congressional studies from the Legislative Studies Institute.

Request for Proposal
for
Legislative Representation & Lobbying Services

Port of Olympia
Olympia, Washington



Issued: May 15, 2024

Due Date: May 29, 2024 @ 12 p.m.

1. BACKGROUND & SCOPE OF WORK

The Port of Olympia (Port) is seeking proposals from qualified individuals or Firms (hereinafter referred to solely as “Firm”) to provide legislative representation, funding strategy assistance and lobbying services as described herein. The Port of Olympia has engaged a contract lobbyist Firm to represent its interests in the past. Through this Request for Proposals (RFP), the Port is seeking competitive proposals to continue and potentially expand services as described in the section “Scope of Work.” Preference will be given to Firms with experience representing local governments, capital projects, environmental issues as well as proposals offering both state and federal legislative representation and lobbying services, with a strong focus on state legislation.

1.1. ABOUT THE PORT OF OLYMPIA

Established in 1922, the Port of Olympia has a proud history in Thurston County. The Port serves the community by promoting trade, supporting family-wage jobs, and improving the environment. Today, more than 5,000 jobs and nearly \$715.5 million in economic activity in Thurston Port depend on the Port of Olympia. The Port of Olympia is currently governed by five (5) elected commissioners who set policies and objectives for the organization. The five commissioners serve in five separate districts, each serving a four-year term. The commissioners appoint the Port’s Executive Director, who is responsible for the ongoing management of the Port’s enterprises and facilities. The Port of Olympia operates with 49 FTEs utilizing 2023 budgeted operating revenues of \$15.8 million and a capital budget of \$2.5 million.

The Port’s departments and business units consist of Operations (Marine Terminal, Airport, Swantown Marina and Boatworks, and Maintenance), Economic Development and Real Estate, Strategic Initiatives and Commission Relations (Communications, Marketing and Government Affairs), Environmental Planning and Programs, Human Resources and Administrative Services, and Finance and Contracting. The Port’s Marine Terminal, Swantown Marina, and Olympia Airport, consist of approximately 1500 acres of light industrial and commercial space, 93 land leases, and various recreation sites on the Waterfront.

The Port retains a General Counsel (“General Counsel” or “GC”) who is responsible for providing ongoing legal advice and assistance to the Commission and Executive Director on a wide range of issues including, but not limited to, public contracting, Open Public Meetings Act (OPMA), public records, real estate, land use, environmental, employment and governance topics (more specifically described in the Scope of Services). The current GC, Rick Hughes, will be stepping down to spend more time with family and will no longer be the Port of Olympia’s GC after June 30, 2024

The Port recently added two new commission districts, for a total of five commissioners, through a proposition approved by the voters. Further, the Port recently hired a new Executive Director. With these changes comes the opportunity and obligation to develop a clear delegation of authority structure and policy that supports effective management while enabling the commission to fulfill its leadership responsibilities.

1.2. SCOPE OF SERVICES

The selected Firm will be responsible for providing legislative representation and lobbying services on behalf of the Port of Olympia Board of Commissioners. Services to be provided may include, but are not limited to, the responsibilities, tasks, and activities listed below. Firms may include

additional services with the knowledge that the Port may select all or a portion of those proposed and will negotiate a final contract price based on the range chosen.

Primary Objectives

1. Act as the Port's representative to the Washington State Legislature and the Governor's Office to lobby on behalf of the Port in accordance with priorities set by the Port and liaise with congressional delegation as needed.
2. Both proactively and at the direction of the Port, advise and assist the Port and its Board of Commissioners in developing and executing effective legislative and funding strategies to protect and advance the Port's needs and priorities.
3. Educate legislators, legislative staff, state agencies, state advisory boards/committees, and other stakeholders with legislative influence or decision-making authority on the impact of legislation on the Port's ability to serve its residents.

Overview of Services

Both proactively and at the direction of the Port:

- Work with Port Commissioners to develop and execute legislative and funding strategies that are important to the Port.
- Establish, strengthen, and maintain relationships with legislators, legislative staff, state agencies, state advisory boards/committees, and other relevant stakeholders to gain support for the Port's legislative priorities.
- Assist the Port in researching and preparing position papers, exhibits, testimony, correspondence, proposed bill text, funding requests and amendments as necessary.
- Secure sponsors for Port proposed legislation.
- Facilitate a process to identify and prioritize bills introduced during legislative sessions which may be of interest to the Port and which may require active lobbying on the Port's behalf.
- Monitor and track proposed legislation, programs, and proposals of interest to the Port. Furnish comprehensive reports regarding the status of such at the following frequency:
 - Weekly – during state legislative sessions
 - Monthly – outside of State legislative sessions
 - As-necessary – regarding time sensitive information.
- Review periodic revenue forecasts and the proposed biennial state budget and alert the Port to opportunities and obstacles. Identify funding opportunities and assess program requirements and guidelines.
- Coordinate and facilitate remote meetings with Port administrator's office representative(s) and as requested to provide timely updates and strategic direction.
- Report on legislative progress at the Board of Port Commissioners' meetings as requested.
- Provide introductions to individual legislators, and arrange meetings, manage logistics, and prepare Port officials for interaction with legislators, legislative staff, committees, interim work groups, and other public officials. This may be in Olympia, Washington DC or other remote locations.
- Work directly with members of Congress, legislators and staff, the Governor's Office, public officials and state agencies, special interest and industry groups, local governments, and other professional organizations to develop support for or opposition to proposed legislation, funding, policy, and regulatory decisions that may affect the Port.

- Attend meetings (e.g. briefings, informational meetings, public hearings, work sessions, etc.) as necessary and appropriate to influence outcomes of legislation.
- Work with the Washington Public Ports Association lobbyists on bills of interest to the Port to further the impact of lobbying efforts.
- Assist the Port in preparing and submitting Community Funding and Congressionally Directed Spending requests to representatives in Congress.

Minimum Qualifications

Firms must:

1. Be registered with the Washington Public Disclosure Commission to conduct lobbying with state legislators and public officials and be in good standing concerning standards of conduct and the filing of periodic expenditure and other required reports.
2. Be able to certify that, in performing the specified work, they will not discriminate against any person on the basis of race, color, religion, political affiliation, sex, gender identify, sexual orientation, age, pregnancy, marital or family status, physical or mental disability, national origin, Limited English Proficiency (LEP), military status, genetic information, or ancestry unless the reasonable demands of employment are such that they cannot be met by such a person.
3. Maintain an accounting and financial management system which complies with generally accepted accounting principles and which is adequate to meet federal and state government requirements. The system must provide adequate documentation, monitoring, access and reporting concerning the organization's financial position.
4. Have experience and a successful track record of representing progressive and rural counties in Washington state. This includes familiarity with legislative and congressional delegations, a demonstrated understanding of political forces and happenings, and strong working relationships with state and federal agencies.

1.3. ENGAGEMENT TERM

The Port expects to retain the successful candidate for a three (3) year period commencing July 1, 2024, and extending through June 30, 2027. Either the Port or Firm may terminate the contract term early in their discretion after providing reasonable prior written notice, as determined by the Port. By mutual written agreement the Firm contract may also be extended beyond its initial term.

2. RESPONSE PROCESS

A representative of any interested Firm ("Respondent") may contact the following individual if they wish to ask questions or seek clarification about the specifications, submittal instructions or expectations associated with this RFP:

Hannah Ellis, Contracts Coordinator
Port of Olympia
Telephone: 360-528-8040
Email: HannahE@portolympia.com

To be eligible for consideration by the Port, respondents must submit an electronic no later than 12:00 p.m. PDT on Monday, May 29, 2024. Responses received after this date/time will be deemed ineligible.

Proposals for this RFP will only be accepted utilizing the Bonfire web portal located at <https://portolympia.bonfirehub.com/portal/?tab=openOpportunities>. See section 5 for further instructions.

3. EVALUATION PROCESS

The Port “Review Committee” will review the eligible responses for completeness and compliance with the RFP requirements. They will then evaluate each response based upon the criteria identified below. Top scored Firms will be invited to participate in an interview the week of June 10.

The following weighting and points will be assigned to the Proposal for evaluation purposes:

RFP Proposal	25 Points	85%
Qualifications/Expertise	25 Points	
Experience of the Firm	25 Points	
References	10 Points	
Reasonableness of Cost	15 Points	15%
Total	100 Points	100%

Please note that the Port is subject to the Washington Public Records Act (RCW 42.56) and the Washington Open Public Meetings Act (RCW 42.30) and the entirety of any submission is considered a public document and may be discussed publicly.

3.1. EVALUATION CRITERIA

Responses will be evaluated using the criteria stated in section 3.1.1, 3.1.2 and 3.1.3. Respondents meeting the mandatory requirements will have their responses evaluated further. Respondents not meeting the mandatory requirements will be eliminated from the RFP process.

3.1.1. MANDATORY REQUIREMENTS

- A. Confirm that the Firm is licensed and insured in the State of Washington.
- B. Confirm that the Firm has no conflict of interest with regard to any other work performed by the Firm regarding the Port of Olympia or a description of how any such conflict(s) can be resolved.
- C. Comply with the submittal requirements set forth in this RFP unless an irregularity is deemed minor and waived by the Port in its sole discretion.

3.1.2. APPROACH & QUALIFICATIONS

Qualifications and Experience

- Describe the nature and scope of the firm’s experience in providing legislative and lobbying services for local government agencies.

- Describe the firm's understanding of current trends and issues for Washington's rural, coastal, and/or recreational counties.
- Describe the firm's knowledge and experience in analyzing and reviewing proposed legislation, participating in administrative rule development and interim work groups, analyzing the proposed State budget, educating clients about the impact of legislation, advising clients on potential courses of action, and preparing legislative strategies and plans in advance of the legislative session.
- Outline a process for establishing and maintaining strong working relationships with Federal and State legislators and staff representing all political affiliations, public officials and State agencies, special interest and industry groups, local governments, and other organizations involved in the legislative process; and
- Describe legislative information and bill-tracking software used by the firm to identify and monitor introduced legislation of interest to the County and to generate weekly status reports.

Project Understanding and Approach

- Describe from a project management and logistical perspective how the firm would carry out the scope of work specified in this RFP.
- Explain the Firm's philosophy and strategy used to achieve the best possible outcomes for clients as a result of the legislative session.
- Document examples of success in providing lobbying services to clients in the following areas: a. achieving passage of legislation b. defeating legislation c. amending legislation
- Provide assurance that the firm is capable of providing the described services to the Port in addition to other responsibilities or commitments of the Firm.
- Describe the Firm's overall knowledge and understanding of issues that are likely to be of specific concern to the Port.
- Describe the Firm's process for identifying, avoiding, and resolving and/or managing conflicts or potential conflicts that may arise from representing various clients who hold opposing views on legislative issues.
- Outline internal procedures and/or policies related to work quality and cost control.

Project Team

- Describe the Firm's management and organizational structure.
- Explain the extent of involvement with the contracted services by the firm's owner or chief executive officer.
- Provide names and locations of key staff members and provide brief biographical data describing their background, qualifications, and experience. Identify those who would be assigned to work with the Port.
- Describe how the assigned staff members will interact with the Port Commissioners and staff.
- Estimate the number of hours key project staff members will dedicate to the contractual obligations.
- Describe team experience with similar or related contractual services.

Budget

Provide a detailed budget for the full contractual period itemized in accordance with each of the responsibilities, tasks, and activities outlined in the scope of work as well as any additional

elements proposed. The budget should be organized in such a way that each item is priced individually, allowing the Port to select all or a portion of the services and negotiate a total contract price accordingly.

Appendix: Supporting Documentation. Please attach the following supporting documents:

1. Proof of registration with the Washington State Public Disclosure Commission to conduct lobbying with State legislators and public officials.
2. A list of clients from the 2021, 2022, and 2023 congressional and state legislative sessions.
3. An organizational chart.
4. Resumes of key project staff.
5. A sample legislative tracking report.
6. Three references, including a contact name, phone number, and email address, of agencies for which similar services have been performed.

Confidential Information. All proposals submitted in response to this RFP shall become the property of the Port and may be utilized in any manner and for any purpose by the Port. Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary, or otherwise protected from public disclosure (trade secret, etc.), it must be provided as a separate document and clearly identify all such material. The cover page of the separate document must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure". Where authorized by law, and at its sole discretion, the Port will endeavor to resist disclosure of properly identified portions of the proposals.

3.1.3. PROFESSIONAL FEES

Based on the information provided in the proposal, the Port may select all or a portion of the services itemized and will negotiate a total contract price with the successful firm accordingly.

The services will be evaluated annually during the contract term to assess their effectiveness. The evaluation results will determine whether the contract can be continued.

4. FORM OF RESPONSE

There is no page limit for responses. However, Firms are encouraged to submit a response that is prepared simply, clearly, and economically. It should provide a straightforward, concise description of the Firm's capabilities to satisfy the requirements of this Request for Proposal.

4.1. COVER LETTER

Respondents must include a signed cover letter that addresses the Mandatory Requirements stated in Section 3.1.1 above.

1. Confirm understanding and agreement of the terms and conditions of this RFP.
2. Provide a statement of intent to perform the services as outlined.
3. Provide a brief summary of qualifications and experience.
4. State, if any, exceptions taken to the scope of work.
5. Outline any contractual terms and conditions the Firm requires that are not already addressed in this RFP.
6. A single person for possible contact during the RFP review process.

4.2. REFERENCES

Respondents should provide the names and contact information of three (3) clients who previously used or currently use legislative services similar to the Port's legislative services as described in this RFP. References of prior or current government clients are preferable. A Review Committee member or their designee may contact a reference to discuss their opinion of the Firm's legislative services.

4.3. OTHER INFORMATION

Firms may provide any additional information that could support their suitability to provide legislative services to the Port.

5. INSTRUCTIONS FOR SUBMITTING THE RESPONSE

Responses by Firms to be considered must be received by the Port no later than 12 a.m. PDT on May 29, 2024.

Proposals for this RFP will only be accepted utilizing the Bonfire web portal located at <https://portolympia.bonfirehub.com/portal/?tab=openOpportunities>.

Vendors that intend to respond must ensure that they have the necessary software to access and download the RFP and related documents through Bonfire. Vendors that intend to submit a Proposal must consult the portal on a regular basis through "Proposal Submission Due" date in Section 2 for any document updates and/or addenda. Proposals must be based on the most current version of the RFP available on the portal as of the "Addenda Issued No Later Than" date. As a registered Bonfire user, downloading the RFP will automatically trigger notifications of all RFP updates and addenda.

Firms may contact Bonfire support via email at support@gobonfire.com or by phone at (800) 354-8010, Ext 2. Vendors shall not contact the Port for technical assistance as it relates to submitting their Proposals via Bonfire.

The Port will not assume any risk, responsibility, or liability whatsoever to any Vendor for ensuring that the Bonfire portal is in good working order or that the Vendors are able to download and upload documents or other material from or to the Bonfire portal, including, without limitations, delays caused by Bonfire when responding to the Vendor for requests for technical support. It is the Vendor's responsibility to upload their Proposals in sufficient time prior to the Proposal Submission due date and time. The Port makes no representation, warranty, or condition that the Bonfire website will be uninterrupted, timely, secure, or error free.

Proposal Submissions received after the Proposal Submission due date and time will not be considered.

Unless Bonfire is technically unavailable for Proposal Submissions, the Port is not obligated to extend the Proposal Submission due date and time.

Upon Proposal Submission, each Vendor will receive an email confirmation receipt with a unique confirmation number as proof of submission. This will be the only confirmation notice received.

The Port may alter any of the provisions of this RFP at the Port's discretion. No part of this solicitation is to be considered part of a contract, nor is any provision contained herein to be binding on the Port unless expressly included by reference or adoption in a subsequent written agreement executed by or accepted by the Port.

If there are any material changes in the RFP after the submittal deadline, additional information will be transmitted to every prospective Respondent who has timely submitted a response to this RFP. The Port reserves the right to appoint any, or not, in the Port's sole discretion.

Unless the Port agrees otherwise in writing (in response to a request to do so), all information a Respondent submits in response to this RFP will be considered a public document available for public inspection and discussion.