

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

February 9, 2021
10:00 AM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
BKAT Live Stream

Call to Order

Approval of Agenda

Consent Items

All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- A. Minutes of the regular business meeting of January 26, 2021.
- B. Payment of checks #82073 through #82085 and #E00373 through #E00376 and #901293 through #901296 and #901297 and #E00377 and #82086 and #82090 through #82111 and #E00380 through #E00384 and #901298 through #901300 and #901302 from the General Fund for \$255,938.50; #82070 through #82072 and #E00378 through #E00379 and #82087 through #82089 and #901301 from the Construction Fund for \$60,725.41.

Citizen Comments: *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing to the Clerk of the Board.*

Action Items

- 1. Final Acceptance for WRG Fire Training Facility Entryway Improvements Project #04-19-0289 with Henderson Partners LLC
- 2. SR3 Frontage Project #04-19-0284 Change Order #6 with Henderson Partners LLC
- 3. SR3 Frontage Project #04-19-0284 Consultant Agreement Amendment 1 with Blue Architecture LLC

Staff Reports

Commission Reports / New Business

Executive Session *(if necessary)*

Adjournment

Regular business and other meetings that may be attended by members of the Board

<u><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Meeting</i></u>
<i>02/09</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting via ZOOM</i>
<i>02/15</i>	<i>All Day</i>	<i>President's Day Holiday – Port Offices Closed</i>
<i>02/16</i>	<i>11:00 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>02/18</i>	<i>9:00 am</i>	<i>Kitsap Economic Development Alliance 2021 Virtual Economic Forecast</i>
<i>02/18</i>	<i>3:00 pm</i>	<i>KRCC TransPOL</i>
<i>02/23</i>	<i>6:00 pm</i>	<i>*Commission Regular Meeting via ZOOM</i>

Meetings are subject to change or cancellation

**Denotes events in which two (2) or more Commissioners may attend*

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

MINUTES

January 26, 2021
10:00 AM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
BKAT Live Stream

Commissioners and Staff Present

Commissioners

Cary Bozeman
Axel Strakeljahn
Gary Anderson

Staff Members

Jim Rothlin	Warren Hendrickson
Fred Salisbury	Kathy Garcia
Sherman Hu	Ginger Waye
Arne Bakker	Taylor Korizon
James Weaver	Anne Montgomery, Atty

Call to Order

President Bozeman called the meeting to order at 6:00 p.m.

Approval of Agenda

It was moved by ANDERSON, seconded by STRAKELJAHN to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting and executive session of January 12, 2021.
- B. Payment of checks #82018 through #82033 and #E00350 through #E00359 and #82036 through #82069 and #E00360 through #E00371 and #E00372 and #901289 through #901291 from the General Fund for \$153,683.54; #82016 through #82017 and #82034 through #82035 from the Construction Fund for \$195,638.06.

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Marina Security Update – James Weaver, Director of Marine Facilities

Mr. Weaver provided background on the marina security services which began June 1, 2020 and is contracted through SAFE Security. He supplied detail on the services and reports provided by SAFE highlighting that there has been a reduction in night-time law enforcement calls since the contracted services began. He responded to questions and comments from the Board and discussed the measures in place for the Port to monitor SAFE Security. He also noted other marinas and ports that utilize full-time night security personnel.

Jason Mims, SAFE Security, responded to questions from the CEO and Board commenting that, now that they are established, they can adjust their methods to better enhance their services. He also discussed questionable night-time watercraft activity within the marinas and Kathy Garcia, Marina Operations Manager, provided history on the derelict boat situation that is a contributing factor to the watercraft activity.

Citizen Comments - None

Action Items

1. Marina Tariff Schedule

Presented by James Weaver, Director of Marine Facilities

Following opening comments by Commissioner Bozeman, Mr. Weaver's presentation, and discussion which included a revision to the Bremerton Marina schedule to set both the 30 amp and 50 amp guest electric rates to \$5.00 per night;

It was moved by ANDERSON, seconded by STRAKELJAHN to:

Approve the 2021 Marina Tariff Schedule for Port Orchard and Bremerton Marinas, with noted revision to set all Bremerton guest electric at \$5.00/night, with an effective date of July 1, 2021.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Executed a lease with Circuit of the Northwest for the last available office space in the Avian building. Provided background on preparing the building's upstairs for individual office spaces.
- Working with a couple of developers for existing tenants looking to expand. Commended Arne Bakker, Director of Business Development for building relationships and connecting developers and tenants.

- Completed guest activity shelter at Port Orchard Marina that was constructed by the marina facilities crew.
- The remote Seattle Boat Show is coming up with 180 plus exhibitors. The Port will be participating with a virtual booth.
- Along with Commissioner Strakeljahn and attorney Anne Montgomery, attended the Kitsap Public Facilities District (KPPFD) meeting during which the Interlocal Agreement for funding for the Circuit of the Northwest public events center project was discussed. There was full discussion with the Board regarding the differences in 5-yr and 10-yr funding payback options.
- Beginning one-on-one reviews with senior staff to discuss goals for this year and confirm we are in line with what we want to accomplish and set timelines for how we plan to achieve these goals.

Warren Hendrickson, Airport Manager

- Provided an update on proposed legislative bills related to: 1) funding for the Community Aviation Revitalization Board (CARB) loan program; 2) extending the timeline for the Commercial Aviation Coordinating Commission (CACC) for two years; and 3) reallocating .5% of the 6.5% sales tax on aviation fuel sales to the Aeronautics Account from the General Fund.

Commission Reports / New Business

Commissioner Strakeljahn

- Worked with Kitsap Transit's Sanjay Bhatt on a Gorst transportation corridor video to be presented to the legislature. Also working on Memorandum of Understanding for the Gorst Coalition. Discussed reasoning for why he would like the Board to entertain a \$20,000 investment toward the coalition.
- Reported on Kitsap Aerospace & Defense Alliance (KADA) meeting held earlier in the day during which it was proposed to move KADA under Kitsap Economic Development Alliance (KEDA). There was discussion by the Board on KADA's return on investment.

Commissioner Anderson

- Excited to be a part of the Port when things are so busy and positive noting that his "planning" hands are full trying to get all meetings scheduled.

Commissioner Bozeman

- Bremerton Rotary requested that he speak at their next meeting because they heard so many things were going on at the Port.
- Reported on the recent Pandemic Coalition meeting stating they are still trying to figure out the best way to distribute the Covid vaccine. The hope is to get back to a semblance of normalcy by late fall, but the plan does not show we'll get there – we all need to do whatever we can to make this happen.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:02 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
February 4, 2021

Gary Anderson
Commission Secretary
February 9, 2021

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item 1

Subject: Final Acceptance Henderson Partners, LLC, for the WRG Training Facility Entry Way Improvements

Exhibits: NONE

Prepared By: Arne Bakker, Director of Business Development

Meeting Date: February 9, 2021

Summary:

On September 22, 2020, Port Commission awarded the WRG Training Facility Entry Way Improvement Project to Henderson Partners, LLC. The base bid was for \$81,367 (\$88,690.03 incl WSST) and consisted of site development and construction of a 4,800-sf entryway to the WRG site.

A final acceptance inspection was completed on January 26, 2021, by Port staff.

There was one change order for this project which included removal of debris found onsite during excavation, removal of excess soils from the site, and a substitution of a specified corrugated pipe for a ductile iron pipe required by the City of Bremerton. The cost of CO-1 was \$3,752.87 (incl WSST).

Total construction costs, including change orders and WSST is \$92,442.90.

Fiscal Impact:

Total project costs including design, engineering, permitting, and construction was \$114,228.05. Of this amount, \$110,475.18 was allocated in the 2020 capital budget for Site, Utility and Building Improvements and \$3,752.87 was allocated in the 2021 capital budget for Site, Utility and Building Improvements.

Strategic Purpose:

Goal 1: Be a significant leader in promoting the local economy and job growth both on and off Port assets. The Port is an economic engine. It is authorized to build and operate facilities as well as provide more programmatic support to the community's efforts to increase job growth.

Recommendation:

Staff recommends accepting as final the construction contract with Henderson Partners, LLC., in amount of \$92, 442.90. The Port will release retainage once all documents are received by Henderson Partners.

Motion for Consideration:

Move as final the construction contract with Henderson Partners, LLC., in amount of \$92, 442.90.

PORT OF BREMERTON **AGENDA SUMMARY**

Agenda Item No: Action Item #2
Subject: Change Order 6: SR3 Frontage – Wedge Development
Exhibits: Change Order 6
Prepared By: Arne Bakker, Director of Business Development
Meeting Date: February 9, 2021

Summary:

On August 9, 2019, Port Commission approved the design and engineering contract for the development of a 12-acre site known as the HWY3 Frontage Development. Site development and construction were approved in the 2020 Capital Budget and was awarded to Henderson Partners, LLC. This project is nearing completion. The future tenant has requested some building improvements which will accommodate their manufacturing as well as increase personnel safety and security once the building is occupied.

Change Order 6 consist of the following changes:

- Tubing and railing to be placed around the electrical paneling to prevent vehicles and trailers from backing into the existing panel.
- Raising the roll up door by 2 feet to give additional clearance to allow clearance of product into and out of building.
- Concrete pathway to roll-up door to allow easy access to move in and out of building.

The cost of this Change Order is \$9,179.98 (Incl WSST). The costs for these improvements will be partially recovered in the lease rate with the future tenant.

Fiscal Impact:

The total cost of construction, with this change order is \$2,454,745.10 which is \$195,254.90 under the total project budget of \$2,650,000.

Strategic Purpose:

Goal 1: Be a significant leader in promoting the local economy and job growth both on and off Port assets

Recommendation:

Port staff recommends approval of Change Order 6 in the amount of \$9,179.98 for the installation of building upgrades for the future tenant and authorize the CEO to execute the Change Order.

Motion for Consideration:

Move to approve Change Order 6 in the amount of \$9,179.98 for the installation of building upgrades for future tenant and authorize the CEO to execute the Change Order.

PORT OF BREMERTON
CHANGE ORDER NO. 6

Contract Title: SR3 Frontage - Wedge Development

Project No. 04-19-0284

Date: 2-2-2021

To: Jon Wall, Henderson Partners, LLC; Matt King, BLUE Architects

Prepared by: 
Arne Bakker, Project Manager

You are hereby directed to make the changes listed below in the subject contract. All other provisions of the contract remain in full force and effect. This Change Order represents a full and final resolution of these items; all costs and time effects are resolved.

Nature of Change

See Attachment

Justification of Change

New garage door was placed raising it by 2' with a concrete driveway to access door. Protective tubing to be placed around electrical panels for life safety and security.

The changes result in the following adjustment of the Contract Price and Time:

Contract Value Prior to this Change Order	\$ 2,268,892.21
Net (increase) (decrease) Resulting from this Change Order	\$ 9,179.98
Current Contract Price Including this Change Order	\$ 2,278,072.19

Date of Completion Prior to this Change Order	<u>N/A</u>
Net (increase) Resulting from this Change Order	<u>9,179.98</u>
Current Contract Time Including this Change Order	<u>N/A</u>

**The above Changes
Are Recommended**

**The Above Changes
Are Accepted**

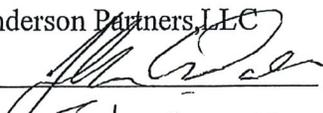
**The Above Changes
Are Approved**

Engineer:

Contractor:

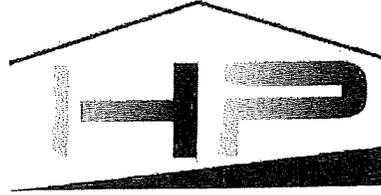
Owner:

Blue Architects, LLC
By: James M King 
Date: 02.02.2021
Matt King

Henderson Partners, LLC
By: 
Date: Feb-2-2021

Port of Bremerton
By: _____
Date: _____

Henderson Partners,LLC.
11302 Burnham Drive NW
Gig Harbor, WA 98332
fax (253) 851- 5826
off (253) 851-5896



Contractor Number HENDEPL922M

POB wedge change order Added T.I work

Estimate submitted to:
Port of Bremerton
Attn: Arne Bakker

Work to be performed at:
Imperial Way
Bremerton, WA

Estimate Includes: T.I

- Supply and Installation of an insulated garage door
- Concrete access to door with road fabric and compacted gravel sub base.
- Protective tube and mechanically attached bollards to for electrical.
- Excludes all permits and special inspections
-

General Contractor to provide:

- Approved plans and engineering to HP on or before the first day of construction
- Site plan on site
- Access to front of job for Panel trailer and Pump truck
- Power on site (if none HP will charge \$65.00 a day for use of our generator)

TOTAL PRICE: Building \$8,422.00(wholesale cost)

***State resale certificate required if tax deferred. If none is furnished billing invoice will show sales tax in addition to wholesale cost. Invoices are submitted by the 25th of each month based on work that will be completed by the end of the month. Payment (in full invoice amount) will be due by the 10th of the following month.

Respectfully submitted:

Date:

12-7-20

PORT OF BREMERTON

AGENDA SUMMARY

Agenda Item No: Action Item #3
Subject: Contract Amendment 1 – BLUE Architecture, SR 3 Frontage
Exhibits: Contract Amendment
Prepared By: Arne Bakker, Director of Business Development
Meeting Date: February 9, 2021

Summary:

On August 9, 2019 Port Staff entered into a Consultant Agreement with BLUE Architecture, LLC, for the Bid Phase, Construction Contract Administration, and Project Close-out for the SR 3 Frontage – Wedge Development. During the Construction phase, several changes in site conditions were encountered which required additional engineering and construction administration services beyond Blue's current scope of work. These changes included replacement of a section of the Port's sewer line caused by age and deterioration, and a water line relocation requested by the City of Bremerton. This contract amendment is for \$19,000.

On August 25, 2020, the Port Commission approved Change Order #5 with Henderson Partners in the amount of \$139,566.91. Within this Change Order, \$14,000 was identified for civil engineering services payable to Blue Architect, LLC. These services should have been documented as a separate engineering amendment and not via a construction change order. The purpose of this amendment is to combine the previously authorized \$14,000 and an additional \$5,000 needed for required as-built drawings of the sewer and water line and close out of the project. Subject to PSE electrical, Port staff is looking to finalize construction in March of 2021.

Fiscal Impact:

Total increase for Amendment 1 with BLUE Architecture, LLC, is \$19,000. \$14,000 has previously been approved in Change Order 5. Total project budget for the HWY3 Frontage – Wedge Development is \$2,650,000 and with this amendment the estimated final cost is \$2,454,745.10

Strategic Purpose:

Goal 1: Be a significant leader in promoting the local economy and job growth both on and off Port assets

Recommendation:

Staff recommends the approval of Consultant Amendment 1 with BLUE Architecture, LLC in the amount of \$19,000 and authorize the CEO to execute the Contract Amendment.

Motion for Consideration:

Move to approve Consultant Amendment 1 with BLUE Architecture, LLC., in the amount of \$19,000 and authorize the CEO to execute the Amendment.

**PORT OF BREMERTON
AMENDMENT NO. 1**

Agreement Title: SR 3 Frontage - Wedge Development

Project No. 04-19-0284

Date: 2-2-2021

To: Matt King, BLUE Architects

You are hereby directed to make the changes listed below in the subject contract. All other provisions of the contract remain in full force and effect. This Amendment represents a full and final resolution of these items; all costs and time effects are resolved.

Nature of Amendment

See attachment

Justification of Amendment

Extra design services for the replacement of the sewer main that was corroded and Civil, MEP and architectural services as required by the City of Bremerton

The changes result in the following adjustment of the Contract Price and Time:

Contract Value Prior to this Amendment	\$	35,900
Net (increase) (decrease) Resulting from this Amendment	\$	19,000
Current Contract Price Including this Amendment	\$	54,900

Date of Completion Prior to this Amendment	<u>N/A</u>
Net (increase) Resulting from this Amendment	<u>19,000</u>
Current Contract Time Including this Amendment	<u>N/A</u>

**The above Changes
Are Recommended**

**The above Amendment
is accepted**

**The above Amendment
is approved**

Engineer:

Contractor:

Owner:

Blue Architects, LLC

N/A

Port of Bremerton

By: James M King
Digitally signed by James M King
DN: E=J.M. King@blue-arch.com, O=Blue
Arch, OU=Blue Arch, CN=James M King
Date: 2021.02.02 12:42:44-08'00'

By: _____

By: _____

Date: 02.02.2021

Date: _____

Date: _____

Matt King



N.L. OLSON & ASSOCIATES, INC.
Engineering, Planning & Land Surveying

2453 Bethel Avenue
Port Orchard, WA 98366
P. 360-876-2284 / F. 360-876-1487
www.nlolson.com

MEMORANDUM

Project: Wedge – Lot 1
To: Matt King, Blue Architecture
From: Norm Olson *NO*
Subject: Extra Design Services
Date: August 21, 2020

This memorandum summarizes the extra design services N.L. Olson & Associates (NLO) has provided for the project for three unexpected reasons:

1. The Existing AC City watermain was located by the City in the wrong location resulting in a relocation of the main to be able to construct the cul-de-sac serving Lot 1, which is extra work. \$6,500
2. The fire line was added to the project and the location of the line into the building determined. Significant coordination with the City Fire Marshal on the required permitting, as well as coordination with the design team and owner on the placement of the fire line has resulted in extra work. \$5,500
3. The existing sewer main owned by the Port of Bremerton was found to be severely degraded and requires replacement. Field investigation and design recommendations for replacement have been required resulting in required extra work. Note that at the time this memorandum is prepared, formal design for the relocation has not been requested. \$2,000

Therefore, the total of NLO extra work services as of August 21st is \$14,000.00. Please call if you have questions.

Thank you



Proposed Authorization to Proceed Fee

Date: January 27, 2021
 Project: Port of Bremerton – Wedge Lot 1 Closeout Fees
 Project #: 2018227.02

This document suggests an interim working agreement with Blue Architecture, LLC to proceed with design services for the Owner of the project. The scope of the services and fee authorized by this document are listed below.

Owner:
 Port of Bremerton
 8850 SW State Hwy 3
 Bremerton, WA 98312

Authorized Representative:
 Arne Bakker

Project Description:
 Port of Bremerton – Wedge Lot Closeout Fees

Scope of Services of this Authorization:
 Civil, Architectural and Mechanical Construction Administration

Maximum Compensation of this Authorization:

Civil, MEP and Architectural	Construction Admin	\$5,000.00
Total		\$5,000.00

 For Owner by

 Date

James M King
Digitally signed by James M King
 DN: cn=US, email=mat@blue-nw.com,
 o=Blue Arch, ou=Blue Arch,
 cn=James M King
 Date: 2021.01.27 09:53:18-0800'

 for Blue Architecture, LLC by

01.27.2021

 Date