

*Port of Vancouver USA*  
*Board of Commissioners Meeting*  
AUGUST 13, 2024



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# *Open Forum*

To provide virtual oral comment during the board meeting, you must register no later than 12:00 p.m. Monday, August 12, 2024, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)



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# *Action Items*



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## *Action Item E-1*

Approve Public Works Contract for Bid 24-41:  
Building 3209 Office Demo and Warehouse  
Improvements





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# *Unfinished Business*

PORT CONTRACTS LOGS



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# *New Business*



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# *Accounts Payable*





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# *CEO Report*



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# *CEO Report I-1*

## Project Updates



# *Terminal 1 Dock Bulkhead Wall Project*

CONTRACTOR: ADVANCED AMERICAN



- Project is 40% Complete
- 72 ft and 82 ft Piles



# *Terminal 1 Dock Bulkhead Wall Project*

CONTRACTOR: ADVANCED AMERICAN



- Pile Installation
- King Piles 42"  
Diameter X 3/4"



# *Terminal 1 Dock Bulkhead Wall Project*

CONTRACTOR: ADVANCED AMERICAN



- Pile Template
- Pile Guide System



# *Terminal 1 Dock Bulkhead Wall Project*

CONTRACTOR: ADVANCED AMERICAN



- 30 Piles Installed



# *Terminal 1 LPC Zoom Info Building*

CONTRACTOR: (NOT A PORT PROJECT) ROBERTSON & OLSON



- The Launch
- Stairs and Handrail in Progress



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# *Terminal 1 LPC Zoom Info Building*

CONTRACTOR: (NOT A PORT PROJECT) ROBERTSON & OLSON



- Concrete Work





# *Terminal 1 LPC Zoom Info Building*

CONTRACTOR: (NOT A PORT PROJECT) ROBERTSON & OLSON



- Office Space Buildout
- Retail Space Buildout



# *Block 1 Development*

CONTRACTOR: (NOT A PORT PROJECT) ROBERTSON & OLSON



- Foundation Work in Progress
- Perimeter Shoring Work Complete



# *Terminal 4 Pond Improvements*

CONTRACTOR: PORT CREWS



- Access Road Installed



# *Terminal 4 Pond Improvements*

CONTRACTOR: PORT CREWS



- Armoring of the Berms Starting



# *Terminal 4 Pond Improvements*

CONTRACTOR: PORT CREWS



- Placing of Stove Via Terramac RT7 Along the Northern Berm



# *Terminal 4 Pond Improvements*

CONTRACTOR: PORT CREWS



- Armoring of the Forebay Berm and Spill Way



# *Terminal 4 Pond Improvements*

CONTRACTOR: PORT CREWS



- Armoring of the Berms 95% Complete



# *Terminal 4 Pond Improvements*

CONTRACTOR: PORT CREWS



- Forebay 90%  
Excavated and  
Ready to Be Hauled  
Away
- Project 55%  
Complete





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# *CEO Report I-2*

Future Leaders Intern Update





# *Future Leadership Program Intern*

EMILIANO MENDOZA-SUNDAR



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# *Agenda*

- Who I am
- What I did
- What I've learned



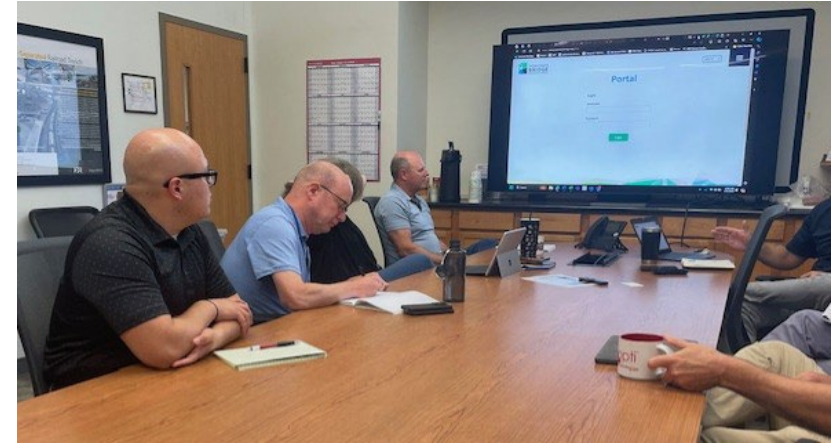
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# *Emiliano Mendoza-Sundar*



# *Attending Meetings*

- Rotary Club
- Visit Vancouver
- Commission Meetings
- Terminal 1 Construction Work
- Marketplace Design
- Incremental Tax Assessment
- Capital Budgeting
- Contract Lease Analysis
- IBR
- Community Foundation SWW
- WPPA Seminar
- Key Bank Bond Sales
- Chamber of Commerce Golf
- Grants

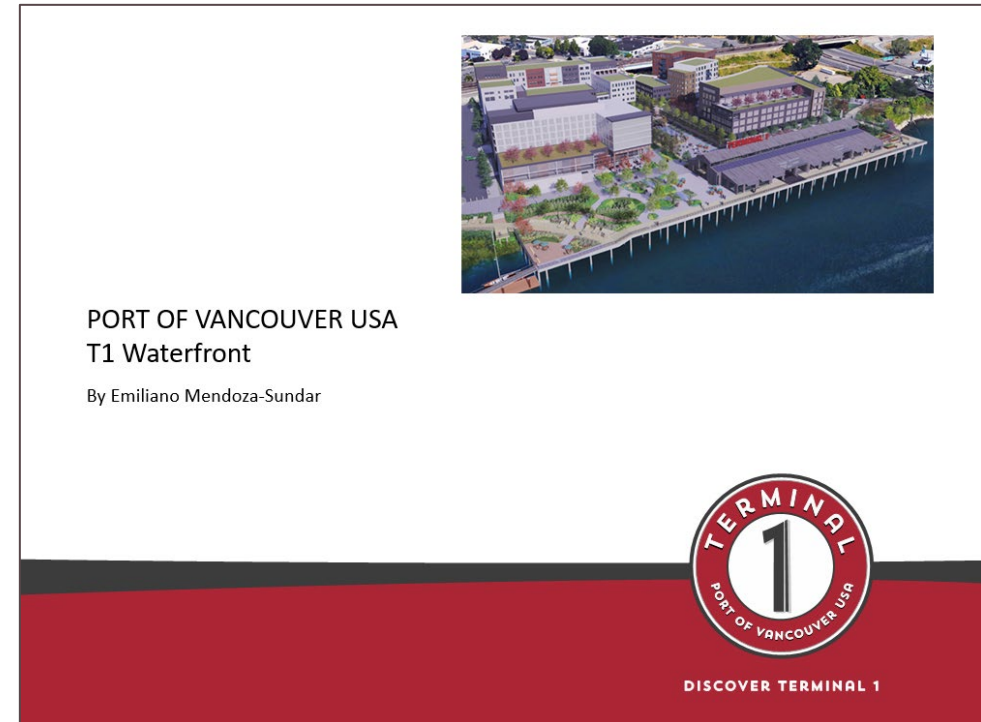


# *WPPA and Chamber of Commerce*



# *What I Worked On*

- I was guided by Jack Flug on the different aspects of creating Proforma Income Statements. (Projecting future income based on financial data and assumptions.)
- I pulled together data from the T1 tenants and current projects to capture the associated Revenue and Expense streams from the Waterfront.
- I was able to present this information to the T1 team at our weekly meeting and give them an idea of the Revenue and costs associated with the waterfront development projects.



I also had the opportunity to research Electric Vehicle Tax Credits and provide input on how to retrieve part of the costs associated with Port EV purchases.



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# *What I've Learned*

- The Port of Vancouver is a massive economic engine for the community
- What it's like to work in a finance role here at the Port
- I got a glance at what kind of work government accounting entails
- I learned how contract procurement occurs
- The importance of creating a strong team and project planning
- Professional development is an ongoing process
- Stakeholder interests vary wildly and might conflict with Port mission
- Tax code
- Internal controls
- Economic development is a key driver in strengthening the surrounding community
- Community outreach is important when seeking buy-in from constituents





Questions?  
Thank You!



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# *CEO Report I-3*

Maritime Intern Update





# *Maritime Intern Experiences*

NICOLE AWALT, CHARLIE PUGH & MIRANDA PALMAREZ



# *Nicole Awalt*



- Harwich, MA
- International Maritime Business
- Massachusetts Maritime Academy



# *Charlie Pugh*

- Milton, MA
- Massachusetts Maritime Academy
- International Maritime Business



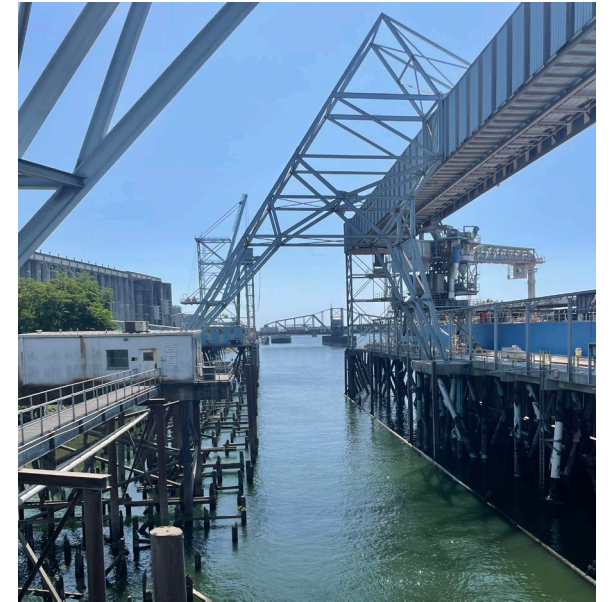
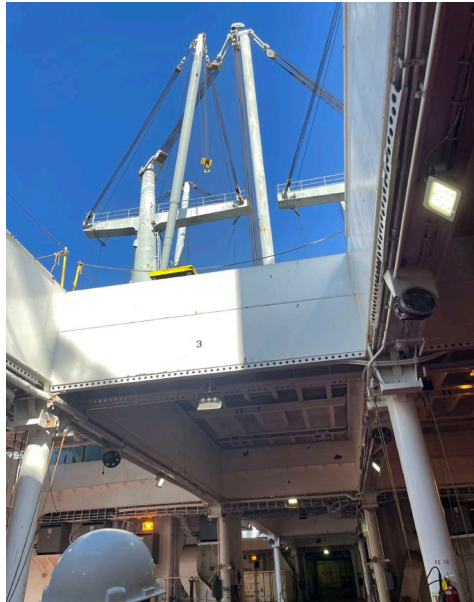
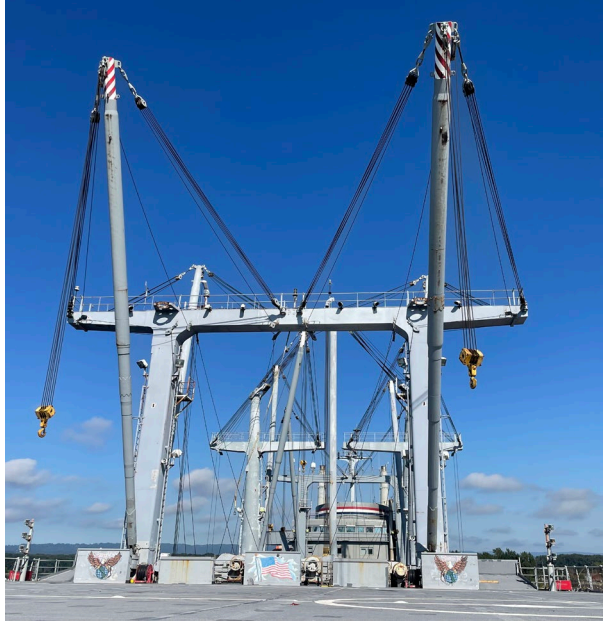
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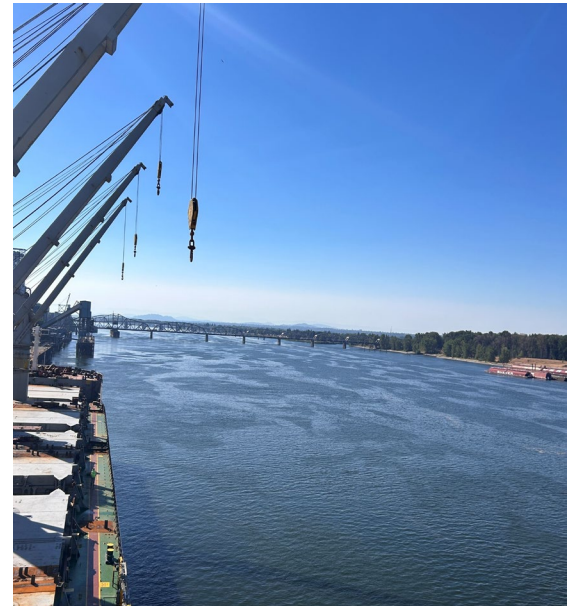
# *Miranda Palmarez*

- Marine Engineering Technology major at Texas A&M University from Richmond, Texas



# Field







# Thank You!



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# *CEO Report I-4*

## Federal Legislative Update



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# *CEO Report*



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# *Commissioners Reports*



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# *Upcoming Events*

## **Next Commission Meeting**

- Regular Commission Meeting – Tuesday, August 27, 9:30 a.m.

## **Community Events**

- Final Waterfront Concert - Thursday, Aug. 15, 6:30 p.m. - 8:30 p.m., featuring Latin and funk sounds of Sabroso. Free concert at city park, at the waterfront.
- Movie Nights in the Parks - Friday, Aug. 16 movie is "Migration" at David Douglas Community Park; Friday, Aug. 23 movie is "Barbie" at Columbia Tech Center Park. Both free events start at 7:00 p.m. and feature food and refreshments; movies at dusk.
- Foundation for Vancouver Public Schools Supply Drive - port is a participant and supplies can be dropped off in our lobby up to Aug. 20. For an approved list of supplies needed, visit: [foundationforvps.org/write-from-the-start](http://foundationforvps.org/write-from-the-start)
- Visit Downtown Vancouver Farmers Market - fresh produce, flowers, baked goods, artisan creations and more. Saturday market open 9:00 a.m. - 3:00 p.m.; Sunday market open 10:00 a.m. - 3:00 p.m.
- NW Book Fun in the Sun - Saturday., Aug. 17, 10:00 a.m. - 3:00 p.m., Covington House, free event. Meet 30+ northwest authors; children's books, mysteries, non-fiction, history and more. More info at [nwbookfun.com](http://nwbookfun.com)



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# *Communicating with the Commission*

- Share your thoughts during Open Forum, the public comment period for all regularly scheduled commission meetings.
- Email the commissioners at [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)
- Speak to the commissioners by calling the port office at 360-693-3611 for specific contact information.
- Mail your comments to:  
POV Board of Commissioners  
3103 NW Lower River Road, Vancouver, WA 98660
- For more information, visit the port's website: [www.portvanusa.com](http://www.portvanusa.com)



# *Port of Vancouver USA*

3103 NW Lower River Road

Vancouver, WA 98660

[info@portvanusa.com](mailto:info@portvanusa.com)

360-693-3611



# *Workshop*

## PROCUREMENT/CONTRACTS OVERVIEW & UPDATE





# Contracts Department

## PROCUREMENT SERVICES – THE TEAM



**Dawn Egbert,**  
**Director of Procurement and Administrative Services**  
Final Solicitation/Contract Review  
Final Agenda Item Review  
Monitor Legislative Developments  
Ensure POV Compliance  
Policy & Procedure Development  
Procurement Best Management Practices



**Jennifer Brower, Contract Manager**  
Purchasing Card Administrator  
Small Works Contracts < \$150,000  
Goods/Materials/Equipment < \$150,000  
Purchase Orders  
Cooperative Contracts



**Rick Cline, Contract Manager**  
Personal Services Contracts  
Professional Services  
    or A/E Agreements  
IT Contracts  
Interlocal Agreements



**Callie White, Contract Manager**  
Public Works Contracts  
Small Works Contracts > \$150,000  
Goods/Materials/Equipment Contracts > \$150,000  
Maintenance Agreements  
Purchased Services Agreements



# *Contracts Department*

The Port of Vancouver Contracts Department Serves as a Centralized Procurement Department with the Purposes of:

- Ensuring Open, Fair, and Competitive Procurement Processes
- Establishing a Procurement System of Quality and Integrity
- Maximizing the Purchasing Value of Public Funds
- Administering Procurements to Maximize Economies of Scale, Consistency in Port Practices, and Accountability Procedures



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# *Contracts Department*

## PROCUREMENT SERVICES

Department Activities Include:

- Purchased Services, Interlocal Agreements, IT and Other Contracts
- Personal Services (PSC)/Professional Services, Architect & Engineering (PSA)
- Public Works/Small Works
- Goods, Materials and Equipment



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# *Contracts Department*

## PROCUREMENT SERVICES

### Department Activities Continued...

- Purchasing Card (P-Card) Administration
- Involvement in Legislation
- Training
- Outreach
- Organizational Initiatives like Data Governance, Sustainability, Grants, etc.



# *Contracts Department*

## ADVANCING STRATEGIC PLAN INITIATIVES

- Supporting the Development of a Skilled Workforce to Align with Regional Needs and Increase Job Opportunities in the Port District
- Building Partnerships to Advance and Communicate Shared Goals
- Maintaining the Port's Sustainability Program to Ensure that Port Operations are Based on Economic, Environmental, and Social Values
- Ensuring Alignment of Key Port Planning Documents



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# *Contracts Department*

## APPRENTICESHIP UTILIZATION PROGRAM

- Meets Strategic Plan Goals
- Apprenticeship Utilization Program Details
- July 1, 2024, Implementation
- Report on Voluntary Program
  - 15 Qualifying Projects Since Inception
  - 4 Contractors Received Incentive Under Program



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# *Contracts Department*

## SMALL WORKS

- Statutory Change from 39.04.155 to 39.04.151 and 39.04.152
- July 1, 2024, Implementation
- Statewide Roster
- New Small Business Certification
- Process Changes
- Reporting Changes



# Contracts Department

JENNIFER BROWER  
CONTRACT MANAGER



- Purchasing Card Administrator
- Small Works Contracts < \$150,000
- Goods/Materials/Equipment < \$150,000
- Purchase Orders
- Cooperative Contracts
- Outreach





# *Contracts Department*

## **SMALL WORKS/PUBLIC WORKS CONSTRUCTION PROJECTS & MAINTENANCE CONTRACTS**

<\$40,000

### **DIRECT**

Selection from Small Works Roster Required

Minimum of 3 Quotes Recommended

Insurance and Prevailing Wage Required

Contract and/or PO Required

\$40K - \$150K

### **QUOTE**

Selection from Small Works Roster Required

Direct Contract \*\* OR Invitation to All on Appropriate Small Works Roster

Required for  $\geq$ \$40,000

Insurance and Prevailing Wage Required

Contract and/or PO Required



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# *Contracts Department*

## **GOODS, MATERIALS, EQUIPMENT & PURCHASED SERVICES**

### Purchasing Thresholds

#### **DIRECT**

<\$40,000

Selection from Vendor List Recommended

Minimum of 3 Quotes Recommended

Contract, PO or P-Card Required

#### **QUOTE**

\$40K - \$150K

Selection from Vendor List Recommended

Minimum of 3 Written Quotes Required

Contract, PO or P-Card Required



# *Contracts Department*

CALLIE WHITE  
CONTRACT MANAGER



- Public Works Contracts
- Small Works Contracts > \$150,000
- Goods/Materials/Equipment Contracts > \$150,000
- Maintenance Agreements
- Purchased Services Agreements



# *Contracts Department*

## **SMALL WORKS/PUBLIC WORKS CONSTRUCTION PROJECTS & MAINTENANCE CONTRACTS**

### **INFORMAL**

\$150K - \$350K

Sealed Solicitation/Public Bid Opening

Selection from Small Works Roster Required

Advertise – Website

Insurance, Bonds & Prevailing Wage Contract Required

### **FORMAL**

> \$350K

Sealed Solicitation/Public Bid Opening

Advertise – Newspaper & Website

Insurance, Bonds & Prevailing Wage Required

Formal Award by Commission



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# *Contracts Department*

## **GOODS, MATERIALS, EQUIPMENT & PURCHASED SERVICES**

\$150K - \$350K

### **INFORMAL**

Sealed Solicitation with Public Bid Opening

Advertisement on Website Required

> \$350K

### **FORMAL**

Sealed Solicitation with Public Bid Opening

Advertisement on Website and Newspaper Required

Formal Award by Commission



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# *Contracts Department*

## AWARDING PUBLIC WORKS

Per RCW 39.04.350, Bidders Must Meet the Following Mandatory Responsible Bidder Criteria for Projects in the State of Washington:

### At the Time of Bid

- Current Registration as a Washington Contractor

### Prior to award

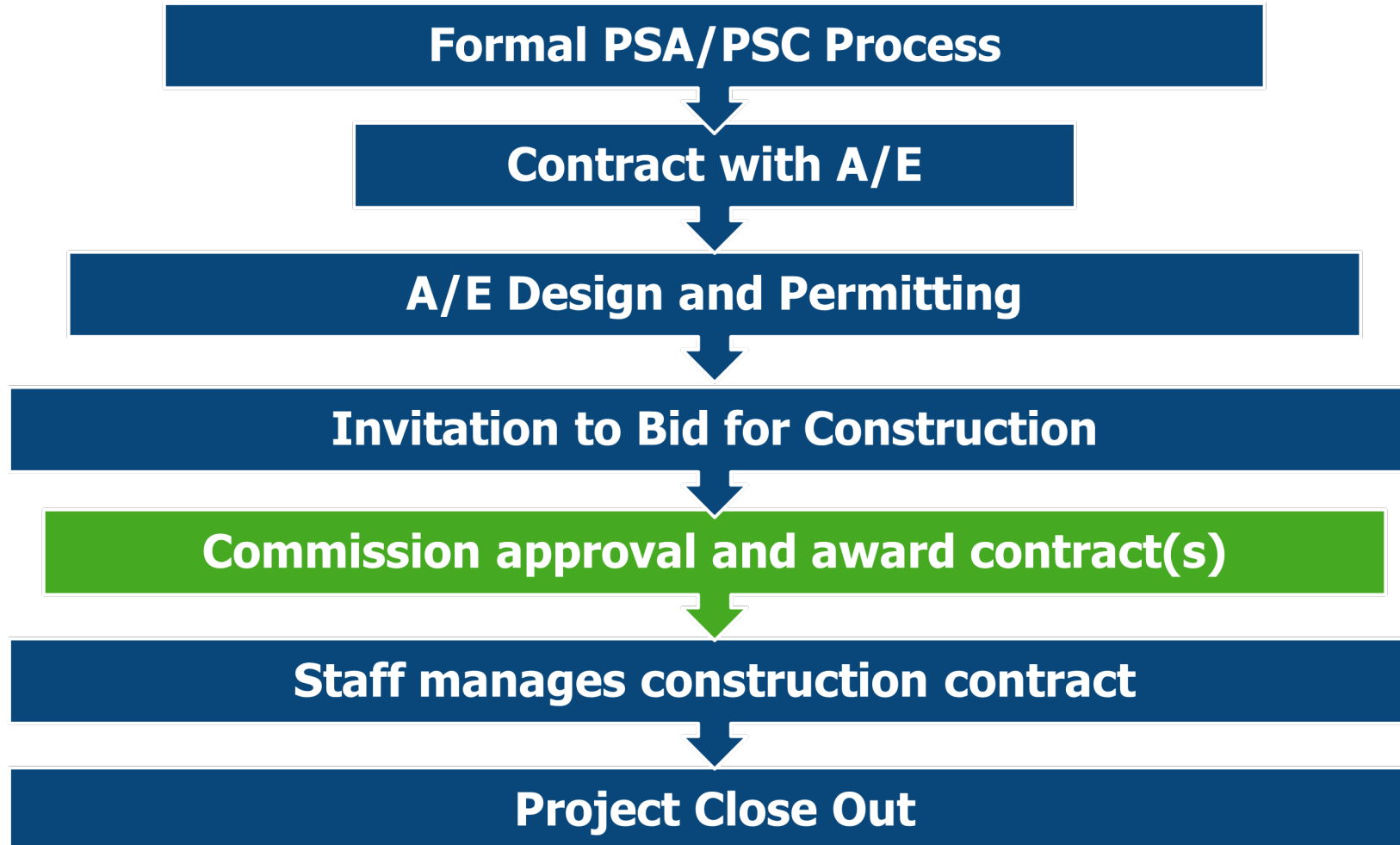
- Current UBI Number
- Industrial Insurance Coverage
- Employment Security Department Number
- State Excise Tax Registration Number
- Received Prevailing Wage Training
- Within a 3-Year Period of the Date of Solicitation, No Violations of Prevailing Wage Requirements
- Not Disqualified from Bidding
- Compliance with Apprenticeship Utilization Requirements of RCW 39.04.320
- Compliance with Off-Site Prefabricated Items Submission of Information

Supplemental Responsible Bidder Criteria May be Used in the Solicitation



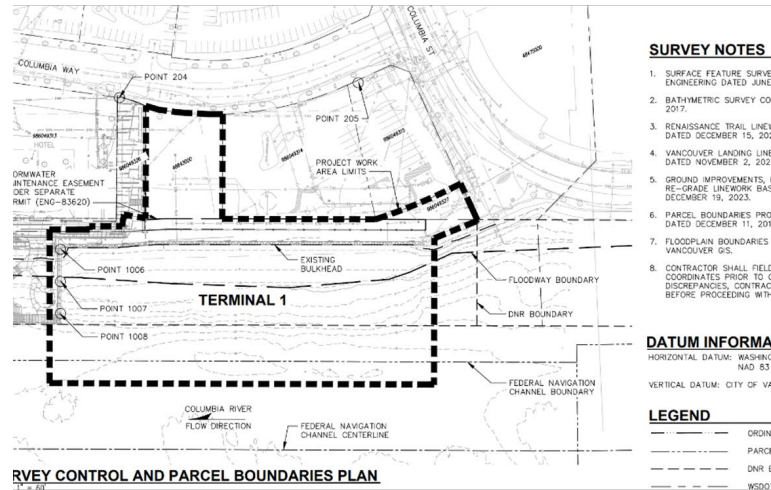
# *Contracts Department*

AWARDING PUBLIC WORKS



# Contracts Department

RICK CLINE  
CONTRACT MANAGER



- Personal Services Contracts
- Professional Services or Architectural/Engineering (A/E) Agreements
- IT Contracts
- Interlocal Agreements





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# *Contracts Department*

**PSA / PSC**

Purchasing Thresholds

## **DIRECT**

< \$50K

Selection from Consultant List Recommended  
Minimum of 3 Proposals Recommended

## **INFORMAL**

\$50K - \$350K

Request for Proposal (RFP) or  
Request for Qualifications (RFQ) Process  
Advertise – Website  
Evaluation Criteria/Committee



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# *Contracts Department*

**PSA / PSC**

**FORMAL**

> \$350K

Formal Request for Proposal (RFP) or  
Request for Qualifications (RFQ) Process

Advertise – Newspaper & Website

Evaluation Criteria/Committee

Formal Award by Commission



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# *Contracts Department*

AWARDING PSC/PSA/A&E

Personal and Professional Services Consultants Need to Comply with Applicable RCWs (53.19, 39.80 and 18.08) to be Eligible for Award

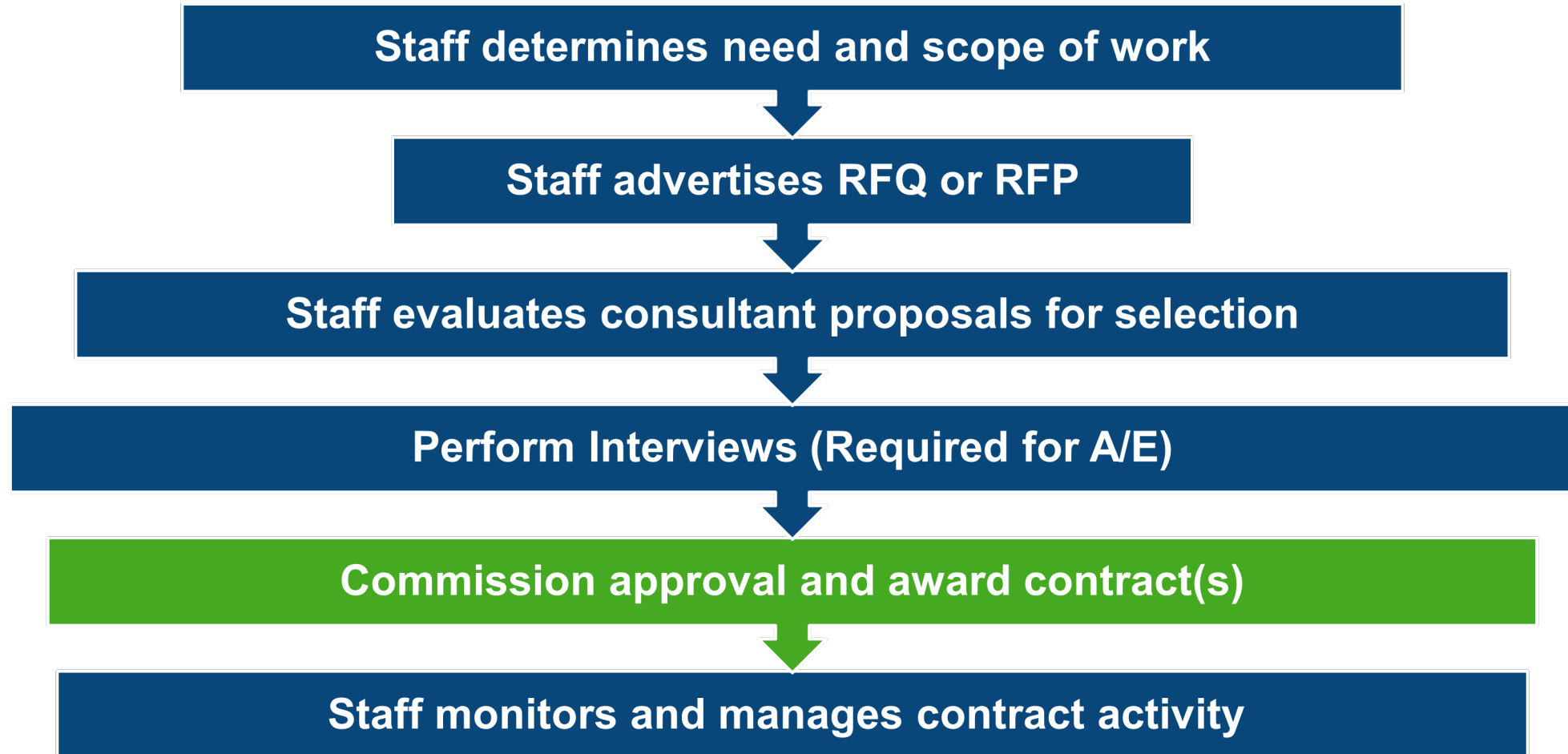
At Time of Award, Each Consultant Contract Must:

- Meet All Appropriate Licensing Requirements
- Be Registered with the State to Perform Business in Their Capacity
- Provide a Certificate of Insurance for Most Services



# *Contracts Department*

AWARDING PSC/PSA/A&E



# *Contracts Department*

## PRIORITIES

- Training – 2<sup>nd</sup> Annual Training For All Employees
- Succession Planning
- Diversity and Small Business Inclusion Plans
- 2025 Legislative Session



*Thank You!*



Port of Vancouver USA