

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
WORKSHOP and SPECIAL MEETING**
Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, September 24, 2013 at 3:00 p.m.

AGENDA

SPECIAL MEETING

CALL TO ORDER and PLEDGE OF ALLEGIANCE (3:00 p.m.)

POSSESSION RAMP RENOVATION CONSULTANT SELECTION (3:00 – 5:30 p.m.)

Interview with Coast & Harbor Engineering, LLP (3:00 – 3:45 p.m.)

Break (3:45 – 4:00 p.m.)

Interview with Moffatt & Nichol (4:00 – 4:45 p.m.)

Review & Action (4:45 – 5:30p.m.)

SOUTH WHIDBEY HARBOR (5:30 - 6:00 p.m. approx.)

Phase 1 Construction Update

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

September 24, 2013

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Dennis Gregoire (Freeland) and Chris Jerome (Langley)

Others Present

Port Staff: Ed Field* (Port Operations Manager), Angi Mozer (Port Finance Manager), Molly MacLeod-Roberts (Port Clerk)

*Arrived at 4:05 p.m.

Others: Vladimir Shepsis and Joel Darnell (Coast & Harbor Engineering), Matt Kukuk (Saratoga Environmental), Matthew Boyle (Grette Associates), Mike Hemphill (Moffatt & Nichol) and Per Johnson (Shannon & Wilson)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, September 24, 2013, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for Commission and Staff to interview consultants for the Possession boat ramp renovation effort, and to discuss the ongoing South Whidbey Harbor construction project. Although the Meeting was of course open to the public, it was scheduled primarily for Commission and Staff consideration of those specific issues and public participation was not on the Agenda.

Commissioner Gordon, President, called the Special Meeting to order at 3:04 p.m., followed by the Pledge of Allegiance.

POSSESSION RAMP RENOVATION CONSULTANT SELECTION: Three firms responded to the Port's Request for Letter of Interest with Qualifications for Environmental/Predesign/Permit Preparation & Submittal Work for the Possession Boat Ramp Renovation Project (**EXHIBIT A**). Reid Middleton made their presentation during the Port's regular meeting on September 10, 2013 (a copy of which is attached to those Minutes). On that same day, the Recreation & Conservation Office (RCO) notified the Port of some problems with the scope of the proposed Boating Facilities Program grant Project Agreement that may have a significant effect on the project. On September 11, Port Operations Manager Ed Field sent an email to the three firms requesting a follow-up summary submittal (**EXHIBIT B**). Reid Middleton subsequently submitted an Amendment to Summary of Technical Approach (**EXHIBIT C**) and it was forwarded to the Commission for review.

Interview with Coast & Harbor Engineering, LLP (CHE): Vladimir Shepsis (Principal, Civil/Coastal Engineer/Project Manager) and Joel Darnell (Coastal Engineer) of CHE, along with Matthew Boyle (Senior Biologist) of Grette Associates and Matt Kukuk (Principal) of Saratoga Environmental, were on hand to present CHE's Letter of Interest with Qualifications and Summary of Technical and Strategic Approach to the Project (**EXHIBIT D**) and answer questions from Commission and Staff.

Break 3:58 p.m. – 4:05 p.m.

Interview with Moffatt & Nichol (M&N): Mike Hemphill (Project Manager) and Per Johnson (Biologist) of Moffatt & Nichol were on hand to present M&N's Letter of Interest, Statement of Qualifications and Proposed Technical Approach (**EXHIBIT E**) and answer questions from Commission and Staff.

The interviews concluded at 5:00 p.m.

Review & Action: The Commission discussed and compared the presentations and technical approaches of Reid Middleton, Coast & Harbor Engineering and Moffatt & Nichol. Commissioner Dennis Gregoire was strongly supportive of selecting CHE for the project, saying their team “aced it.” Commissioner Chris Jerome said, *“We’ve got a \$100,000 grant. Let’s look at what these three firms say they can deliver. Reid Middleton has said for \$100,000 they can deliver final design documents for one of three alternate plans they’ll develop. CHE says they can’t do that; it will cost 25%-50% to get there. M&N sort of gets there, but we’d only have 30% design on the float and a piling spec. Looking at it purely from what the revised scope of the project was (after RCO dropped a bomb on us) – Reid Middleton is actually the only one that meets the revised project spec.”* Gordon noted that CHE’s proposal indicated they could only replace the ramp exactly as it is for that amount – no improvements. Jerome added that although he liked M&N’s proposal, it was highly speculative and doesn’t give the Port everything that was in the project scope. He was impressed with CHE and thought they’d do a good job, but in order to get an improved boat ramp the Port would have to spend more than the \$100,000 budgeted. Reid Middleton’s proposal says they will provide 3 options to get what the Port wants for \$100,000.

Gordon asked if a decision needed to be made at this meeting. Field said it did not necessarily have to happen today because it is currently on hold at RCO. Gordon suggested it could be decided at the regular October meeting, but Gregoire said he would not be there so he wanted them to make the decision today to select a consultant team, work with RCO, and “get the train moving.”

ACTION: A Motion was made by Jerome and seconded by Gordon to go forward with Reid Middleton’s proposal as submitted.

Jerome said Reid Middleton’s proposal gets the project to final design documents with either a ramp that looks just like the existing one or a better alternative if they can come up with it from the 3 others they will provide. He said, *“I think we have a chance of getting where we want to go with Reid Middleton within the scope of the grant without having to scramble for more money to do it.”* Gregoire said, *“On the record, Reid Middleton doesn’t have the biological and the local permitting and I guarantee you they ain’t going to deliver the project for us at that figure. It will be more.”*

Jerome noted that all 3 firms were informed of the change in scope, but CHE’s written proposal does not address that change in scope at all – it just talks about 30% design. So if the Port wants to consider going with CHE, he thinks the Port needs them to provide a written scope that says CHE can get us to 100% design documents for whatever amount before we can go forward. Gordon thought they made it clear during their presentation that they would just do a replacement of the existing ramp and floats.

Gordon called for a vote on the Motion. The Motion failed due to a split vote: Jerome voted in favor, Gregoire voted against, and Gordon abstained.

The Commission agreed the choice was between Reid Middleton and Coast & Harbor Engineering. Jerome suggested they could ask both of the firms to provide clarifications of their proposals. The Commission continued to discuss the qualifications, strengths & weaknesses of both firms in regard to permitting and engineering. Jerome said, *“We have a comfort level with Reid Middleton and their proposal is more responsive in terms of the scope of work for the amount of money.”* Gregoire said, *“CHE’s team is more compact, Vladimir has control over it, the modelling is internal, and their engineering, their biological and their permitting are crackerjack.”* Jerome said if CHE was proposing to do the same thing as Reid Middleton for the same amount of money, they wouldn’t be having this discussion. But CHE is not; if the Port wants 3 alternatives other than just replacement of the existing ramp, CHE requires more money. Gordon added that he was disappointed that CHE did not address the reduced scope more directly. The Commission agreed both firms were well qualified. Gordon noted that Reid Middleton is a large firm, and he would love to work with a small, local firm.

ACTION: A Motion was made by Jerome and seconded by Gregoire to request a revised Scope of Work from Coast & Harbor Engineering specifying what can be done for the original amount \$100,000. The Motion passed unanimously.

Field was directed to contact CHE accordingly, and follow up with RCO to confirm the grant is still pending, and let the RCO agent know that the Port does have at least one proposal that will get us to final design and construction documents and meet the grant requirements. Port Finance Manager Angi Mozer suggested CHE should be asked to respond fully to the 3 possible approaches for proceeding that were outlined in Field's 9/12/13 email. They specifically need to address the first one: *"Agree to the new RCO scope requirements under the current grant budget, and endeavor to complete BOTH the planning & predesign work AND the permit approvals & final Bid Documents within an approximate 2+ year time frame."* The Commission agreed with Mozer's suggestion.

SOUTH WHIDBEY HARBOR

Phase 1 Construction Update: Field said they are finally making progress. Neptune Marine has resumed work offshore (after replacement of the crane that sank) and the 9th pile went in today. The approximate schedule includes pile driving for the rest of the week, moving the breakwater off late this week or early next week, and then separating (saw cut) the breakwater next week. Neptune's focus will be only on the offshore work, and that seems to be moving pretty well toward completion. Field said the water line work has been a "monstrous challenge" because of the City of Langley's focus on small details and responsiveness in a "non-timely" manner. The conditions were finally issued last Friday morning, and the accompanying email from the City seemed to expect the Port to meet with the City to negotiate the terms that afternoon. Field explained that was not possible without time to review and discuss the conditions with the Port's engineer, etc. The City is looking for an increased level of inspection and involvement by the Engineer of Record, which is more than the Port was expecting. Field's arrival at this meeting was delayed because he met with Langley Mayor Fred McCarthy for two hours, and they went through every item on the 25-item list. Field said, *"Basically, in order to get this thing going, we are going to bring on Wayne Haeefele as the Engineer of Record for the water line work only. Reid Middleton will stay as the Engineer of Record for the overall project."* The City waived a lot of the scheduling notices, etc. and potholing will start tomorrow, with the pre-construction meeting scheduled for Thursday morning. The Mayor also waived the \$5,000 Line of Credit, and the Port agreed to issue the as-builts & easements within 60 days of substantial completion. Field summarized, *"I think we may have finally gotten past it."*

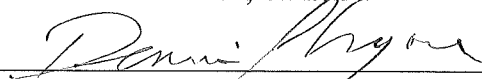
Gordon had spoken with Jack Seipel of Reid Middleton, and Seipel went over all eight drawings and renditions that he had done for the City. Gordon said he believes that the City did not provide Reid Middleton with enough information up front and that was very unfair. He believes Reid Middleton's format for water line design is very different from what the City is used to seeing and they made poor assumptions due to that, resulting with both parties taking way too long at loggerheads because of it.

ADJOURNMENT: The Special Meeting was adjourned at 6:17 p.m.


Approved:



Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland



Commissioner Chris Jerome, Langley

Minutes reviewed by:



Edwin S. Field, Port Operations Manager

- Exhibit A: Port Request for Letter of Interest with Qualifications for Possession Boat Ramp Renovation
- Exhibit B: Email dated 9/11/13 from Field requesting follow-up summary submittals
- Exhibit C: Reid Middleton's Amendment to Summary of Technical Approach
- Exhibit D: Coast & Harbor Engineering's Letter of Interest with Qualifications and Summary of Technical and Strategic Approach to the Project
- Exhibit E: Moffatt & Nichol's Letter of Interest, Statement of Qualifications and Proposed Technical Approach