



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda  
Wednesday, July 26, 2017, 5:30 p.m.  
Port Commission Building  
333 Benedict Street  
Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
  - A. Approval of Public Workshop Minutes – July 12, 2017.....1-2
  - Approval of Meeting Minutes – July 12, 2017.....3-7
  - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
  - A. 2018 Draft Operating & Capital Budget Development Schedule.....8-9
- VI. First Reading
  - A. Delegation of Authority.....10-13
- VII. Regular Business
  - A. Amendment #1 to Landau Associates Professional Services Agreement – Boat Haven Boatyard Stormwater Treatment Design.....14-28
  - B. 2017 Stormwater Treatment Improvements – Authorization to Advertise for Bids....29
  - C. US Coast Guard Lease.....30-31
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. Next Public Workshop / Regular Meeting:  
Wednesday, August 9, 2017, workshop at 9:30 a.m., meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XII. Executive Session
  - A. Litigation, pursuant to RCW 42.30.110 (i)
- XIII. Adjournment

**PORT COMMISSION PUBLIC WORKSHOP – July 12, 2017**

The Port of Port Townsend Commission met for a Public Workshop in the Port Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners Hanke & Tucker, Commissioner Clinefelter via telephone  
Executive Director Gibboney  
Auditor Berg  
Director of Operations & Business Development Englin  
Director of Planning Toews  
Communications & Marketing Coordinator Matej  
Recorder Nelson

I. CALL TO ORDER:

Commissioner Hanke called the Workshop to order at 9:30 a.m.

II. AGENDA:

Refer to attached workshop agenda for items discussed.

IV. ADJOURNMENT:

The Workshop adjourned at 11:34 am.

ATTEST:

---

Peter W. Hanke, President

---

Stephen R. Tucker, Secretary

---

Brad A. Clinefelter, Vice President

**Port of Port Townsend  
Public Workshop  
Wednesday, July 12, 2017, 9:30 a.m.  
Port Commission Building  
333 Benedict Street  
Port Townsend, WA**

**AGENDA**

- **MID-YEAR UPDATE**

Discussion of a mid-year update regarding status of capital projects, business initiatives and organizational goals.

Note: This is a Public Port Commission Workshop. Workshops are for information sharing only and no decisions will be made during the session. Public input may be taken at the Commissions' discretion.

## PORT COMMISSION REGULAR MEETING– July 12, 2017

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Hanke and Tucker, and Clinefelter via telephone  
Executive Director Gibboney  
Auditor Berg  
Director of Operations & Business Development Englin  
Director of Planning Toews  
Communications Coordinator Matej  
Attorney Goodstein  
Minutes – Nelson

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 1:00 p.m.

### II. APPROVAL OF AGENDA:

Attorney Goodstein called for an Executive Session on a Litigation update (pursuant to RCW 42.30.110 (i), duration five minutes, no decision.

**Commissioner Hanke moved to approve the Agenda as amended.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

A. Approval of Meeting Minutes – June 28, 2017

B. Approval of Warrants

Warrant #057834 through #057849 in the amount of \$63,387.19 for Payroll & Benefits  
Electronic Payment in the amount of \$100,031.48 for Payroll & Benefits

Warrant #057850 through #057908 in the amount of \$119,153.06 for Accounts Payable

**Commissioner Clinefelter moved to approve the Consent Agenda as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

### VIII. STAFF COMMENTS (read out of order for Staff Introductions) (1:41):

Yard Manager Khile introduced new additions to his staff, Hoist Operators Keith Larrabee and Trevor Manners. He noted how their prior experience allowed them to assist in the assembling of the new Travelift.

### IV. PUBLIC COMMENTS (Not related to agenda) (4:20):

Anne Ricker thanked Mr. Englin for his good work handling the Speers relocation in Quilcene. She discussed Linger Longer Committee and the Quilcene community septic.

George Yount thanked staff for the mid-year discussion at the earlier workshop.

Melinda Bryden agreed with Mr. Yount on the workshop. She also commented on bonding, the IDD, and public restroom access.

Gordon Neilson suggested forming an “immediate action” group for emergencies. He suggested hiring a project manager on a contract basis vs hiring as an employee.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. 2018 Draft Operating & Capital Budget Development Schedule (13:14):

Ms. Berg presented the draft schedule, explaining it was almost a mirror image of last year's schedule, with a few exceptions. New additions to the schedule include upcoming group and individual sessions with department managers and offsite locations for workshop/meetings (during the month of October).

VII. REGULAR BUSINESS:

A. Professional Service Agreement-Point Hudson (16:29):

Mr. Toews discussed the proposed Contract and Scope of Work with Mott MacDonald, engineers for the Point Hudson Jetty project. Contract not to exceed \$330,300 for 100% design work of North and South Jetties. He explained Mott MacDonald requested few minor changes, which include a change to Paragraph #30-Jurisdiction, Venue & Governing Law and some non-substantive changes elsewhere.

Commissioner Hanke asked if insurance requirement was adequate.

**Commissioner Tucker moved to authorize execution of the contract with Mott MacDonald as presented, with the exception of a change to Paragraph #30 - waiving the right to a jury trial; and, subject to review by staff and legal counsel that coverage limits in Paragraph #8a-3 are adequate given the magnitude of the project.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

B. Workyard Resurfacing Project – Bid and Contract Award (26:55):

Ms. Gibboney informed that one bid was received for the gravel-resurfacing project of the travel-ways between the boat and shipyards. She stated the bidder has proved responsive and responsible. Bid amount is \$16K over the engineer's estimate, but considering factors, bid amount is reasonable. Ms. Gibboney requests Commission authorization to issue a Notice of Award and permission to execute the contract, as presented, with Nordland Construction.

Ms. Gibboney discussed details of onsite inspection of delivery of materials, and compaction of gravel to obtain anticipated product.

**Commissioner Hanke moved to authorize execution of contract as presented to Nordland Construction NW, Inc.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

C. Stormwater Update (30:41):

Ms. Gibboney briefed on the Level 3 stormwater engineering report submitted the end of May to Department of Ecology (DOE). This was a revision of the first report submitted in 2016. Staff received comments back from DOE. Ms. Gibboney discussed the two main concerns. She stated she hopes for an approval in the near future on the Level 3 report. She explained once that is received, it will go out immediately for bidding or in-house

staff may be used. Ms. Gibboney discussed the work plan and stated the deadline to comply with the Administrative Order remains September 30, 2017.

**VIII. STAFF COMMENTS –cont. (37:42):**

Mr. Englin summarized some of the projects he's been working on including: reviews with department managers of the mid-year plan; a performance review of the (recently implemented) work order system with the maintenance manager; working on a "laundry list" of issues with the maintenance program; graveling and compaction of the former Landfall site parking area; follow-up with Jefferson County Fire on the Interlocal Agreement (land lease with the Port and fire protection services at the airport); communicating with Jefferson County Sheriff on derelict vessel protocol, including risk management of vessels with staff; auction sale of boathouse that had been abandoned at Mats Mats; a recent meeting in Seattle he and Auditor/Finance Director Berg attended with Bond Counsel where discussion included Industrial Development District (IDD) and Industrial Development Corporation (IDC); planning for the removal of the underground storage tank at the airport and planning for the siting of new above ground tank; a meeting he and Maintenance Manager Larry Aase attended with PUD where a future utility corridor is being considered for placement at the south end of airport property and discussion of sharing GIS data; and, last Mr. Englin reported he has been working on lease renewals, including the Coast Guard and WA State Dept. of Fish & Wildlife leases.

Ms. Gibboney reported staff is researching products and techniques for off gassing of creosote in the former Administration Building at Point Hudson (Fish & Wildlife/US Customs location).

She discussed the recent Collaboration Workshop for Point Hudson planning and reported on a follow-up meeting with the Director of the NW Maritime Center (NWMC). Ms. Gibboney reported Jim Darling, with Maul Foster Alonghi, is working up draft elements on entering into a due diligence exploration phase with the NWMC. She discussed her time managing the stormwater issue.

Director Gibboney reported the Interlocal Agreement expiration date of July 31, 2017 with Jefferson Fire at the airport has been extended through the end of the year. She explained it then would be written up as two agreements – a separate land lease at the airport, and a separate agreement on fire services provided to the airport and moorage for the fireboat at Boat Haven. Ms. Gibboney announced she would attend the Fire meeting in mid-August.

She reported immediately after the Commission Meeting, she is departing with the Directors of the Port of Anacortes and Friday Harbor (present in audience) for the WA Public Ports Association Directors Conference.

Ms. Matej discussed the Collaboration workshop she moderated at the NW Maritime Center, stating her goal is to keep interest level high and to continue to reach out. She announced the upcoming Restroom/Laundryroom Renovation Open House on Tuesday, July 18 from 4:00 – 6:00 pm in the Port Administration Building, where drawings would be available for viewing.

Ms. Matej reported the Port submitted a letter of support of the NW School of Wooden Boat Building for the Capital Heritage program.

She mentioned The World Cruise ship that was moored in the waters off downtown and that plans are for the ship to return about every five years.

Ms. Matej reported she worked on visuals with Mr. Toews for the BIG Tier II grant application.

Mr. Toews reported the contract has been signed with Reid Middleton for airport runway rehabilitation design. He added Reid Middleton would have a survey team at the airport Monday through Thursday of next week performing a topographical survey. Mr. Toews stated a public Open House with the FAA, WSDOT Aviation and Reid Middleton is planned for some time in mid-August, date TBA.

He reported he submitted the BIG Tier II grant application for the maximum permissible amount of \$1.4M for the Point Hudson North Jetty. RCO will review and suggest any changes/edits, which the Port will have two weeks to address prior to submittal and final review by RCO. RCO will then forward the application on to USFWL. Mr. Toews stated we would hear the results around March of 2018. He reminded the work on the South Jetty is independent of the North Jetty project, which would occur in 2019/20.

Mr. Toews discussed the amendment to the Port Management Agreement (PMA) for DNR Aquatic Lands to extend the agreement to September of 2047, as required per grant rules. He stated additional survey work is required for the amendment. This would include Point Hudson, Port Hadlock and Boat Haven. Survey work done by Clark Land Office.

Mr. Toews reported progress continues with Tetra Tech on the Quilcene Wastewater Feasibility Study. He stated he hopes to have a report to the Commission at the July 26 meeting. Last, Mr. Toews reported he would be participating more in the Point Hudson planning process.

Ms. Berg reported on projects she has been working on, including: the 2018 budget; updating of reports in the accounting system; working up mid-year actuals through May; staffing projections, including consultants and contracted; working with IT on placing a third work station at the yard office; working on glitches with the Boat Haven's computers; updating the contract with IT-increasing their presence from one day a week to two; employee evaluations; and submitting insurance renewal applications for the marinas.

IX. PUBLIC COMMENTS (1:01:58):

Bill Putney asked a question about the storage tank at the airport.

Gordon Neilson discussed the development of a scorecard for commission use.

Anne Ricker asked about CERB grant consideration for Quilcene.

John Collins commented on Mr. Neilson's idea and said it is also known as a "dashboard".

X. COMMISSIONER COMMENTS (1:08:47):

Commissioner Tucker talked about revenue brought into communities by anglers.

Commissioner Hanke reported he attended a recent Jefferson Co. Pilots Association meeting. They would like maintenance to take care of the weeds growing between cracks on the taxiways between hangars.

Commissioner Hanke noted he is paying close attention to Point Hudson development planning.

XI. NEXT MEETING:

Next regular meeting will be held Wednesday, July 26, 2017 at 5:30 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

A five-minute period was announced to begin at 2:14 pm allowing time for audience members to depart the room. The regular session recessed into Executive Session at 2:19 pm to discuss an update to a Litigation matter, pursuant to RCW 42.30.110 (i), duration of five minutes with no action. At 2:25 pm, Ms. Nelson announced to the public outside that the Executive Session was extended another five minutes.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 2:30 pm, there being no further business to come before the Commission.

ATTEST:

\_\_\_\_\_  
Stephen R. Tucker, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President



## **PORT OF PORT TOWNSEND**

**MEETING OF:** July 26, 2017

**AGENDA ITEM:** V. Second Reading  
A. 2018 DRAFT Operating & Capital Budget Development Schedule

### **BACKGROUND:**

There were no changes made to the Draft 2018 Budget Schedule since the July 12, 2017 Commission Meeting.

### **Executive Director's Recommendation:**

For Commission approval.

## Port of Port Townsend 2018 Operating & Capital Budget Development Schedule

*	July 12, 2017	1:00	<b>Draft 2018 Budget Schedule and process discussed at Commission meeting</b>
	July 24-28, 2017	TBD	Group work sessions with Department Managers and Port Directors to discuss budget.
*	July 26, 2017	5:30	<b>Revised Budget Schedule reviewed &amp; final approved by Commission.</b>
*	August 9, 2017	9:30	<b>Workshop session - discuss issues, goals &amp; assumptions, with review of preliminary 2017 mid-year operating results.</b>
	August 10-15, 2017	TBD	Individual work sessions with Department Managers and Port Directors.
	August 28, 2017	9:00	Group work session with Department Managers and Port Directors to discuss budget - as needed.
*	September 13, 2017	9:30	<b>Workshop session - continue discussion of 2018 Budget issues, and review revenue projections. County Assessor will be in attendance to provide presentation of recommended budgeted tax levy for 2018.</b>
*	September 27, 2017	5:30	<b>1st draft of budget and cash flow presented to Commissioners and public.</b>
	September 27, 2017		1st draft of budget posted on Port website, for public comment.
*	October 11, 2017	1:00	<b>2nd review of draft 2018 Budget and Cash Flow projection.</b>
	October 11-25, 2017		Advertise budget hearings in Leader & PDN per RCW 53.35.020
*	October 25, 2017	5:30	<b>1st public hearing and public comment period on 2018 Budget</b>
*	November 8, 2017	1:00	<b>2nd public hearing and public comment period on 2018 Budget - if needed.</b>
*	November 21, 2017	5:30	<b>Adopt final 2018 Budget, including requisite resolutions.</b>
	November 30, 2017		Tax levy resolutions due to Jefferson County, per RCW.

\* *Commission Meetings*

All workshops & meetings will be held in the Commission Room on 333 Benedict Street, Port Townsend, except October 11th which will be held at the Port Ludlow Fire Station (7650 Oak Bay Road, Port Ludlow) and October 25th which will be held at Quilcene Community Center (294952 Hwy. 101, Quilcene).

**PORT OF PORT TOWNSEND**

**MEETING OF:** July 26, 2017

**AGENDA ITEM:** VI. First Reading  
A. Delegation of Authority

**BACKGROUND:**

To be presented.

**Executive Director's Recommendation:**

Discussion only.

## **RESOLUTION NO. 668-17**

### **A Resolution of the Commission of the Port of Port Townsend**

#### **RESOLUTION AMENDING THE DELEGATION OF AUTHORITY TO PORT MANAGEMENT ADOPTED BY RESOLUTION NO. 655-17**

**WHEREAS**, section 53.12.270 of the Revised Code of Washington provides authority to the Port Commission for delegation of powers to Port Management, and;

**WHEREAS**, the Port Commission has developed a delegation of authority policy requiring annual re-adoption, and;

**WHEREAS**, following the receipt of public comment, the Port Commission discussed and adopted Resolution No. 655-17 on January 25, 2017 which delegated specific authority to port management to the Port District's Executive Director; and

**WHEREAS**, Exhibit "A", was adopted by and incorporated by reference within Commission Resolution No. 655-17, and inter alia, delegates the authority to the Executive Director to enter into real and personal property leases and agreements not exceeding one (1) year in duration; and

**WHEREAS**, Section VI of Exhibit "A" to Resolution No. 655-17 neglected to incorporate criteria and conditions limiting the Executive Director's delegated authority to enter into real and personal property leases and agreements; and

**WHEREAS**, the Commission desires to facilitate the responsive and effective conduct of Port business by amending the existing delegation of authority to allow the Executive Director or her/his designee to execute real property leases and agreements of up to five (5) years in duration subject to clear limitations on authority;

**NOW, THEREFORE BE IT HEREBY RESOLVED:** the Port of Port Townsend Commission as follows:

Section VI of Exhibit "A" to Resolution No. 655-17, setting forth the Executive Director's administrative authority to enter into real and personal property lease and rental agreements shall be amended to read as follows:

#### **VI. REAL & PERSONAL PROPERTY RENTALS OR LEASES**

All real & personal property belonging to the Port, when available for rent or lease, shall, except as otherwise provided herein below, be leased only under an appropriate written lease instrument, approved by the Commission, and accompanied by a lease bond or

other form of security in accordance with RCW 53.08.085. The term lease as used herein may refer to rental agreements, operating agreements or use agreements. ~~Provided,~~ ~~however, in the case of a month to month lease subject to all the following conditions,~~ ~~the ED may execute the lease:~~ However, the Executive Director, or two management level Directors authorized in writing by the ED, may execute short-term leases (i.e., terms of five (5) years or less) subject to the following conditions:

- A. The estimated cost of real property improvements to be undertaken by the Port precedent to lease, exclusive of applicable taxes, will not exceed Twenty-Five Thousand Dollars (\$25,000.00).
- B. The appropriate lease surety must be in place consistent with statutory requirements and the Port's standard form lease, with the exception of State and Federal leases that require use of the tenant's lease form, as long as the content of the lease form does not materially change the intent expressed in the Port's standard lease form.
- C. The arrangements for the short-term occupancy shall be evidenced by the Port's standard form lease (except that any clearly inapplicable provision or provisions inconsistent with the policy set forth herein may be deleted from the standard form).
- D. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with applicable land and shoreline use regulations and any standards of use adopted by the Commission for the same or similar Port property or properties.
- E. The lease may not be renewed or otherwise extended beyond five (5) years

without prior Commission approval.

All other provisions of the delegation of authority to Port management set forth in Exhibit "A" to Resolution No. 655-17, adopted on January 25, 2017, shall remain in effect.

**ADOPTED** this 9<sup>th</sup> day of August 2017, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

\_\_\_\_\_  
Stephen R. Tucker, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney

## **PORT OF PORT TOWNSEND**

**MEETING OF:** July 26, 2017

**AGENDA ITEM:** VII. Regular Business

**A. Amendment #1 to Landau Associates Professional Services Agreement – Boat Haven Boatyard Stormwater Treatment Design**

**BACKGROUND:**

As part of the process to comply with the stormwater treatment improvements required by the Department of Ecology (Ecology), Landau Associates was placed under a professional services agreement (PSA) on April 14, 2017 to complete a Level Three Response Engineering Report and Compliance Plan meeting the requirements of WAC 173-240. The report was completed and submitted to Ecology in early June. Ecology continues to review the report.

Improvements outlined in the Engineering Report specify a redesign and rebuild of the filtration units throughout the Boatyard. These include 4 in-ground sand filters that will have their filtration media changed from sand to a multi-component media to better trap metals. Similarly, the above ground "Aquip" units will have their media replaced with new multi-component materials. Some piping and drainage changes will also be included to better manage and treat the stormwater.

Ecology has required the upgrades to be completed by September 30<sup>th</sup> of this year, so it is important to complete the design and specifications for the improvements in time to advertise and select contractors to complete the work. The attached Amendment #1 to the Professional Services Agreement would extend the contract duration through December 31, 2017, change the Scope of Work to address the final engineering design effort, and amend the upset limit to cover the additional work tasks. The work conducted proposed amended Scope of Work will involve 100% design, preparation of the bid package, construction phase engineering support for the stormwater improvements, and on-call permit assistance (relating to stormwater compliance). At the Port's option, it may also include construction oversight and/or construction management.

The Original Contract with Landau (for preparation of the Level Three Response Engineering Report) had an upset limit of \$28,800. The proposed amendment would establish an upset limit of \$80,800 (i.e., the original \$28,800 plus \$52,000 for the amended and expanded Scope of Works). Because the amended upset limit exceeds the Executive Director's spending authority, the proposed amendment requires Commission approval. Due to the summer schedule and impending deadlines, Landau has initiated up to \$10,000 of the final design work upon written authorization of the Executive Director. With approval of the contract amendment by the Commission, final design work can be completed and the project can proceed to bid, contractor selection, and construction.

**Executive Director's Recommendation:**

Approve the attached Professional Services Agreement Amendment #1 with Landau Associates, Inc., including changes to the 1) scope of work; 2) time and duration of the contract; and 3) the reimbursement amount.

## **PROFESSIONAL SERVICES AGREEMENT AMENDMENT #1**

**THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT #1** is entered into between the PORT OF PORT TOWNSEND, hereinafter referred to as the "PORT," and LANDAU ASSOCIATES, INC., hereinafter referred to as "CONSULTANT," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

### **WITNESSETH:**

1. On the 14<sup>th</sup> day of April 2017, the parties entered into a Professional Services Agreement whereby the PORT retained CONSULTANT to stormwater compliance and engineering services, for the Port Townsend Boat Haven facility; specifically an engineering report meeting the requirements of Washington Administrative Code (WAC) 173-240-130 addressing the requirements for a Level Three Response under the Port's Boatyard General Permit (Permit No. WAG031006). The Professional Services Agreement of April 14, 2017 is hereinafter referred to as the "Original Agreement".
2. Paragraph #3 of the Original Agreement speaks to the Scope of Work to be performed by the CONSULTANT.
3. The parties are agreed that the Scope of Work attached to the Original Agreement should be amended and expanded to include additional Tasks 4 through 8, as follows: Task 4) Construction Bid Package (i.e., based on the engineering report submitted to, and approved by, the Department of Ecology); Task 5) Engineering Support During Construction; Task 6) On-Call Permit Assistance (related to stormwater compliance); Task 7) Construction Oversight (optional); and Task 8) and Construction Management (optional).
4. Paragraph #4 of the Original Agreement specifies the "Time and Duration of Agreement" between the PORT and ENGINEER. Specifically, the contract was to run between April 17, 2017 and May 30, 2017.
5. The parties are agreed that the Time and Duration of Agreement established in the Original Agreement was in error, that the Original Agreement should have established a term running through December 31<sup>st</sup>, 2017, rather than May 30, 2017, and that the Original Agreement should now be amended and given effect from and after April 17, 2017 extending through December 31<sup>st</sup>, 2017.
6. Paragraph #5 of the Original Agreement speaks to the amount of reimbursement to be provided to the CONSULTANT. Specifically, an amount not to exceed \$28,800 was to be reimbursed to the CONSULTANT during the effective period of the Agreement.
7. The parties are agreed that the reimbursement amount in the Original Agreement should be amended to reflect a reimbursement amount not to exceed \$80,800 to



CONSULTANT (i.e., the \$28,800 set forth in the Original Agreement and \$52,000 for the amended Scope of Work outlined in #3, above).

8. The parties are agreed that the changes made by this Amendment #1 to the Original Agreement should be given effect from and after April 17, 2017, NUNC PRO TUNC, as if these terms had been included in the Original Agreement.

**NOW, THEREFORE:**

This Amendment #1 to the Professional Services Agreement dated April 14, 2017, is effective NUNC PRO TUNC from and after April 17, 2017, is hereby approved this 27<sup>th</sup> day of July 2017, and shall read as follows:

3. **Scope of Services.** CONSULTANT shall provide the services as agreed upon with the PORT and detailed in Tasks 1 through 8 as set forth in Attachment "A" to this agreement, which is incorporated herein by this reference.
4. **Time and Duration of Agreement.** This contract shall be for the period April 17, 2017 through ~~May 30~~ December 31, 2017 unless otherwise terminated (see paragraph 13 below).
5. **Reimbursement.** CONSULTANT shall be compensated an amount not to exceed ~~\$28,800.00~~ \$80,800 for the work performed hereunder. The PORT shall make no payments in advance or in anticipation of services or supplies to be provided under this agreement.

Payment shall be made as follows:

CONSULTANT will provide either electronic or hard copy invoices to the PORT no more than once per month. Invoices should be sent to S. Abigail Berg, Director of Finance/Port Auditor. The PORT will pay invoices within 30 days of receipt, unless there is a question or need for additional documentation, in which case resolution will be sought expeditiously. The final invoice for payment under this agreement must be submitted to the Port no later than thirty (30) days from ~~submission of the Final Engineering Report to the PORT's project manager, subject to the PORT's approval of the Final Engineering Report~~ the termination date of this agreement.

~~The PORT shall make no payments in advance or in anticipation of services to be provided under this agreement.~~

All other terms and conditions of the Professional Services Agreement dated April 14, 2017, shall remain in effect.

**APPROVED** this 27<sup>th</sup> day of July 2017, by the Executive Director of the Port of Port Townsend.

**CONSULTANT**

**PORT OF PORT TOWNSEND**

\_\_\_\_\_  
Joseph Kalmar, P.E., Principal  
Landau Associates, Inc.

\_\_\_\_\_  
Sam Gibboney, Executive Director

**Approved as to Form:**

\_\_\_\_\_  
Port Attorney

## **Attachment A**

### **Scope of Services**

Landau Associates, Inc. (LAI) has provided stormwater compliance and engineering services to the Port of Port Townsend (Port) at the Port Townsend Boat Haven (Facility), which is covered under Washington State Department of Ecology (Ecology) Boatyard General Permit (Permit) No. WAG031006. We are pleased to provide this proposed scope of service and cost estimate to continue working with the Port to support the Facility's stormwater design needs. We have revised this proposal to include additional bid and construction support tasks requested by the Port.

### **Project Understanding**

In 2013, the Facility exceeded six benchmarks for zinc, which triggered a Level 3 Corrective Action. The Port implemented Level 1, 2, and 3 responses, in accordance with the Permit, but zinc and copper concentrations remained above benchmarks. Due to these ongoing exceedances, Ecology issued a Modification of Permit Coverage (Administrative Order No. 13279), which required the Port to submit a new engineering report to Ecology by October 30, 2016, and to implement an advanced treatment best management practice (BMP) by September 30, 2017.

The Port retained a consultant to prepare an engineering report that included a plan to construct a stormwater infiltration facility; however, the cost of that proposed treatment BMP exceeded what the Port could accommodate in its budget. Therefore, the Port has requested that LAI propose an alternate treatment approach, and prepare a new engineering report, that will achieve the same objective of meeting permit benchmark values for copper and zinc, without such a large capital cost.

Based on discussions between the Port and LAI, as well as a meeting with the Port and Ecology on March 27, 2017, LAI understands that the following general stormwater treatment design approach would be acceptable to the Port and Ecology:

- Reroute stormwater flows to existing treatment units, where possible, to maximize the function of existing features (sand filters and Aquip® units)
  - Modify inlet weirs and flow splitters to maximize flow routed to sand filters and ensure that design flows are treated before overflow bypass, while preventing overflows or excessive ponding
  - Evaluate the use of the existing West Sims sand filter to treat additional area from the Vault 2 Basin by adding pumps within Vault 2 and pumping water from Vault 2 via a new force main pipe; an alternative could be to treat Vault 2 stormwater using the Aquip unit relocated from the Vault 4 location. Evaluation of these options will consider the timeline required for implementation, and feasibility of meeting the September 30 Ecology deadline.
- Modify existing treatment units and/or add new treatment units

- Evaluate options to rehabilitate the function of the existing sand filters to ensure sufficient flow distribution and contact time within the filter
  - Replace the sand in the perimeter sand filters with an enhanced filter media mix, which may include a non-proprietary combination of sand, compost, oyster shell, and/or biochar)
  - Gather all available data and evaluate the placement of the existing AQUIP units to determine if they could better function elsewhere on site (for example, moving the Vault 4 AQUIP unit to the Vault 2 basin)
  - Evaluate additional options for treatment including chitosan pretreatment prior to the sand filters, modifying Vault 2 by adding an underdrain and oyster shell filter media, or pumping from Vault 2 to a new aboveground media filter. Evaluation of these options will consider the timeline required for implementation, and feasibility of meeting the September 30 Ecology deadline.
- In addition to treatment, enhance source controls where feasible
    - In priority areas of worn-down gravel surfacing, cap with cleaner material to prevent precipitation contacting contaminated gravel and mobilizing fines
    - Consider pipeline cleaning, especially in areas downstream of treatment units
    - Confirm tide gate valves are functioning correctly, and test conductivity along with water quality sampling
    - Improve operational protocols so that saturated soils are not graded and left uncompacted and subject to erosion, and so that washwater at the heavy haul-out is contained.

## Proposed Scope of Services

LAI will prepare a new engineering report that focuses on a design approach to improve and upgrade existing facility features and stormwater treatment units in order to meet Permit benchmarks. This scope of services is divided into eight tasks. Each task includes the related project management effort for LAI to manage project staffing and budgets, prepare monthly invoices, and provide status updates to the Port.

### Task 1: Alternatives Assessment and Initial BMP Improvements

Under Task 1, LAI will:

- Coordinate with the Port and Ecology as necessary in order to establish expectations for preparing an engineering report that meets the requirements of the Administrative Order.
- Provide geotechnical engineering assistance to the Port to specify a gravel material suitable for capping of worn areas, which will resist abrasion and minimize the amount of fines that are generated by heavy traffic; specifications will also include applicable contractor submittals and testing requirements.
- Review existing storm drain design drawings and conduct an initial site visit for LAI's project team to meet with Facility personnel and view site features for which improvements will be incorporated into the engineering report. The site visit includes up to 3 hours of investigation

of the facility stormwater infrastructure by two LAI staff members plus mileage, tolls, and travel time.

- Submit a data request to the Port's surveyor to confirm the elevation of critical components necessary for design. A full topographic survey will not be conducted.
- Conduct a preliminary assessment of the alternatives described above for modifying existing treatment structures or adding new structures, including planning-level design and cost estimates, and feasibility of installation prior to the September 30 Ecology deadline. The Port will select final preferred alternatives based on this assessment.

### **Task 1 Deliverables**

- Brief technical memorandum outlining the recommended gravel and associated specifications (to be completed within two weeks of authorization)
- Preliminary assessment summary, including sketches and cost estimates, to support Port selection of the final alternative.

### **Task 2: Design Drawings**

Under Task 2, LAI will:

- Prepare draft design drawings for the stormwater treatment modifications, based on the concept selected by the Port in Task 1. The preliminary drawings will include:
  - Treatment system plan view (1 sheet)
  - Treatment system modification details (2 sheets)
  - Conveyance plan and profile (1 sheet).
- Review and address comments from the Port, as appropriate, and incorporate revisions into the final design drawings.

### **Task 2 Deliverables**

- Draft and final design drawings in PDF format.

### **Task 3: Engineering Report**

Under Task 3, LAI will:

- Prepare a draft stormwater treatment engineering report, to accompany the drawings prepared under Task 2.
- Work with the Port to develop a list of BMP improvements that will be implemented along with treatment improvements, to be incorporated into the Engineering Report.
- Review and address comments from the Port, as appropriate, and incorporate revisions into the final engineering report.
- Submit the final engineering report and drawings to Ecology, with the report including the elements required by the Permit and the Ecology Order.
- Coordinate with Ecology as required regarding the treatment design and engineering report.

- Prepare a scope and budget for Tasks 4, 5, 6, and 7, using the final drawings submitted to Ecology and input from the Port regarding the planned construction approach. Tasks 4 through 7 are anticipated to be:
  - Task 4: Construction Bid Package Preparation
  - Task 5: Construction Support
  - Task 6: Analysis of Treatment Enhancements
  - Task 7: Sampling Assistance.

These tasks will likely be required immediately following Ecology approval of the Engineering Report. The scope and budget for these tasks will depend on the final design submitted to Ecology and on the Port's decision to bid or self-perform the work; therefore, the scope and budget will be developed as part of Task 3.

### **Task 3 Deliverables**

- Draft and final engineering report in PDF format
- Tasks 4, 5, 6, and 7 scope and budget estimates.

### **Tasks 1-3 Assumptions**

- Western Washington Hydrologic Model (WWHM) water quality flow modeling from previous engineering reports will be used as a basis for design. There will not be a need to repeat the previous analyses.
- The existing CAD site plan from Reid Middleton will be used as a basis for the design drawings. LAI will incorporate any Port-provided known storm drain changes in one round of edits, but we have not assumed any independent effort to reconcile the drawing to as-built conditions that may differ from the CAD site plan other than the initial Facility visit.
- LAI survey data requests will be fulfilled within 2 weeks of submittal to the Port.
- The Port will provide review comments within 1 week of receiving documents.
- Drawings will be developed to a level of detail sufficient for Ecology review. Additional revisions may be required prior to issuing for bidding and construction.
- This scope of services includes one round of revision in response to minor Ecology review comments. If additional revisions are needed, or new design plans must be developed in order to respond to comments, LAI will prepare a separate scope of services and budget for this effort.

### **Task 4: Construction Bid Package**

The scope for this task includes:

- Prepare construction drawings based on the drawings submitted to Ecology with the Engineering Report, in accordance with City of Port Townsend and Washington State Department of Transportation (WSDOT) standards
- Prepare technical specifications for the construction drawings, in accordance with the example specifications provided by the Port

- Prepare an Engineer's Cost Estimate for the construction bid package

#### **Task 4 Deliverables**

- Draft and final drawings and specifications in PDF format
- Engineer's cost estimate in Microsoft Excel format

#### **Task 4 Assumptions**

- Ecology's comments on the engineering report will not require substantial revisions to the proposed design. In the event that substantial changes are required, LAI will prepare a supplemental scope of services and budget for the Port.
- The Port will provide the construction contract terms (Division 0) and general construction specifications (Division 1).
- The Port will provide an example construction specifications package from a previous capital project in Microsoft Word format for LAI modification.
- Upon review of the draft construction drawings, the Port will select which portions of the proposed construction will be put out for bid to a contractor, and which will be self-performed. The Port will provide this information to LAI along with its review comments on the draft construction drawings.

### **Task 5: Engineering Support During Construction**

The scope for this task includes:

- Providing permitting assistance for the Port to obtain City of Port Townsend or Jefferson County permits necessary for construction (grading, construction stormwater, etc.).
- Attending the construction kickoff meeting with the Port and the selected contractor. We have assumed one 2-hour meeting, plus travel time, for two LAI staff members. Other staff may join by phone as necessary.
- Providing engineering support during construction, including submittal review, response to contractor Requests For Information (RFIs), or review of change orders. We have assumed an effort of 4 hours per week for an 8-week construction duration, for a total of 32 hours.
- Attending periodic progress meetings by phone with the Port and contractor staff to respond to questions and provide progress updates. We have assumed a total of four 1-hour meetings.
- Preparing construction record drawings, based on field documentation by LAI (or others) and surveyed elevations provided by the contractor.

#### **Task 5 Deliverables**

- Technical information for permit submittals
- Kickoff meeting agenda and notes
- Submittal review responses, RFI responses, and change orders
- Construction record drawings, in PDF (stamped and scanned) and CAD format (unstamped).

## Task 5 Assumptions

- The duration of construction will be approximately 8 weeks. If the construction schedule is affected by weather or other delays, LAI will prepare a supplemental proposal for the Port for additional support as needed.
- The Port will lead the administrative preparation and submittal of all permit applications. LAI will provide technical documentation to support permit applications as requested by the Port.
- The Port will contract directly with a general contractor for construction of the improvements.
- The construction record drawings will be prepared as redlines of the construction drawings, showing items that changed due to field conditions or construction changes, with survey elevations provided by the construction contractor. The Port will separately contract with a licensed surveyor for an as-built survey of the constructed stormwater improvements, if desired.
- If Task 7 (Construction Oversight) is not performed by LAI, the Port will provide construction oversight daily logs and photographic reports to LAI to support the construction record drawings.

## Task 6: On-Call Permit Assistance

This task is intended to cover a range of support services related to stormwater permit compliance.

The scope for this task could include the following items, at the request of the Port:

- Assisting the Port to develop sampling protocols to ensure that data collection is consistent, matches the requirements of the Boatyard General Permit, and supports the performance assessment and optimal operation of the treatment systems.
  - The sampling protocols will be developed along with the design documents to ensure that treatment system design will allow for representative sampling and flow measurement of effluent from each of the treatment units (with the exception of the roof drain downspout treatment units).
  - LAI will prepare draft sampling protocols for the Port to submit to Ecology. The Port will provide LAI with any Ecology review comments necessary to finalize the protocols. The Port will include the final protocols in a revised Boatyard Stormwater Pollution Prevention Plan (to be prepared by others).
  - We estimate a budget of \$2,000 to \$2,500 for this effort.
- Developing a schematic flow diagram of the Facility's stormwater system to assist in identifying sampling locations, and to document system operation for the future.
  - This diagram will include the treatment improvements constructed in 2017, and will be formatted as a figure to be included in the revised Boatyard Stormwater Pollution Prevention Plan (to be prepared by others).
  - This figure will be an expanded version of Figure 3 that was included in the engineering report.
  - We estimate a budget of \$2,000 to \$2,500 for this effort.
- Communicating with Ecology or other stakeholders related to permit compliance.



- Maintaining laboratory stormwater sampling results in a database for easy tracking and comparison to Boatyard Permit benchmark values and to track treatment system performance.
- Providing assistance in preparation of discharge monitoring reports for Port review and Ecology online submittal.

### **Task 6 Deliverables**

- Dependent on tasks requested.

### **Task 6 Assumptions**

- The budget allocated for this task will be used at the request of the Port. LAI will notify the Port when the available budget has been exhausted.

## **Task 7: Construction Oversight (optional)**

The scope for this task includes:

- Providing targeted construction oversight for key construction milestones in coordination with the Port's selected contractor. Oversight will include written and photographic documentation of contractor activities and confirmation that the constructed facilities are in accordance with the design plans. We have assumed an effort of 8 hours per week (including travel time from Kingston) for an 8-week construction duration, for a total of 64 hours.

### **Task 7 Deliverables**

- Construction daily logs and photographs

### **Task 7 Assumptions**

- The duration of construction will be approximately 8 weeks. If the construction schedule is affected by weather or other delays, LAI will prepare a supplemental proposal for the Port for additional support as needed.
- The Port will contract directly with a general contractor for construction of the improvements.

## **Task 8: Construction Management (optional)**

The scope for this task includes:

- Providing construction management support as requested by the Port. This could include review of contractor pay requests, communication with the Port and the contractor regarding scheduling and project completion, and/or leading construction meetings. We have assumed an effort of 4 hours per week (including travel time) for an 8-week construction duration, for a total of 32 hours.
- Attending periodic progress meetings by phone with the Port and contractor staff to respond to questions and provide progress updates. We have assumed a total of four 1-hour meetings.

### **Task 8: Deliverables**

- Approved invoices, construction meeting notes, etc.

## **Task 8 Assumptions**

- The duration of construction will be approximately 8 weeks. If the construction schedule is affected by weather or other delays, LAI will prepare a supplemental proposal for the Port for additional support as needed.
- The Port will contract directly with a general contractor for construction of the improvements.

## **Schedule**

We understand that the Port is under an Ecology deadline to construct the proposed stormwater treatment improvements by September 30, 2017. Upon authorization by the Port, LAI will complete Tasks 1 through 3, including submittal of the engineering report to Ecology by May 30, 2017.

LAI is prepared to begin Tasks 4-8 upon authorization by the Port. Key project milestones and estimated dates include:

- Final Ecology approval of engineering report: by July 28, 2017
- Bid advertisement: August 4, 2017
- Bid opening: August 18, 2017
- Contractor selection and Notice to Proceed: August 21, 2017 (pending Port Commission schedule)
- Contractor mobilization: August 28, 2017
- Construction substantial completion: September 29, 2017
- Construction final completion: October 6, 2017.

These milestones assume that Ecology approval will be final by July 28, 2017, that the Port is comfortable with a 2-week bid window, and that contractor selection and notice to proceed can be issued within one day of bid opening. These milestones also assume that construction substantial completion can be finalized within 5 weeks of mobilization.

## **Project Personnel**

Joe Kalmar, PE, Principal, has more than 20 years of stormwater permit compliance experience with LAI. Joe will act as the Principal-in-Charge and will continue to provide senior technical consulting and review. Katie Saltanovitz, PE, Associate, will provide project management and will lead the stormwater conveyance and treatment design. Carolyn Carlstrom, Senior Technician II, will assist Katie with design. Evelyn Ives, PE, Project Engineer, and Carolyn Carlstrom will provide construction management support and construction oversight.

As needed, other LAI technical staff may assist with compliance support as determined by project needs and relevant staff expertise.

## Proposed Budget and Terms and Conditions

LAI's services will be provided on a time-and-expenses basis and invoiced monthly in accordance with the attached Compensation Schedule. The estimated budgets for each task are summarized in the table below. The total for all tasks (including optional Tasks 7 and 8) is \$80,800. LAI will not exceed this total amount without your authorization.

Task	Deliverables	Estimated Completion	Budget
<b>Task 1. Alternatives Assessment and BMP Improvements</b>	Gravel specifications; Alternatives assessment summary	May 1	\$10,400
<b>Task 2. Design Drawings</b>	Design Drawings	May 30	\$7,800
<b>Task 3. Engineering Report</b>	Engineering Report; Tasks 4-6 scope and costs	May 30	\$10,600
<b>Task 4: Construction Bid Package</b>	Draft and final bid package, including plans, specifications, and engineer's estimate	July 17	\$13,300
<b>Task 5: Engineering Support During Construction</b>	Technical information for permit submittals Kickoff meeting agenda and notes Submittal review responses, RFI responses, and change orders Construction record drawings	December 31	\$16,000
<b>Task 6: On-Call Permit Assistance</b>	Sampling plan and treatment system flow diagram Other deliverables dependent on tasks requested	December 31	\$10,000
<b>Task 7: Construction Oversight (optional)</b>	Construction daily logs and photographs	October 31	\$7,100
<b>Task 8: Construction Management (optional)</b>	Approved invoices, construction meeting notes, etc.	October 31	\$5,600
<b>TOTAL</b>			<b>\$80,800</b>

We thank you for this opportunity to continue to support the Port with stormwater design needs. If any questions arise regarding this proposal, please feel free to contact me.

LANDAU ASSOCIATES, INC.



Katie Saltanovitz, PE  
Associate



Joseph (Joe) Kalmar, PE  
Principal

KMS/JAK/ccy

2017-4757

X:\P\_Port\_Townsend\2017-06\_Stormwater Construction Support\LAI PoPT SW Construction\_prop - Attachment A\_rev071917.docx

Attachments: Compensation Schedule

## COMPENSATION SCHEDULE – 2017



Personnel Labor	Hourly Rate
Senior Principal	243
Principal	223
Senior Associate	204
Associate	184
Senior	165
Senior Project	150
Project	136
GIS Analyst	136
Senior Staff / CAD Designer	121
Staff / Senior Technician II	110
Data Specialist	110
CAD / GIS Technician	107
Project Coordinator	99
Assistant / Senior Technician I	92
Technician	76
Support Staff	65

Expert professional testimony in court, deposition, declaration, arbitration, or public testimony is charged at 1.5 times the hourly rate.

Rates apply to all labor, including overtime.

### Equipment

Field, laboratory, and office equipment used in the direct performance of authorized work is charged at unit rates. A rate schedule will be provided on request.

### Subcontractor Services and Other Expenses

Subcontractor billing and other project expenses incurred in the direct performance of authorized routine services will normally be charged at a rate of cost plus a twelve percent (12%) handling charge. A higher handling charge for technical subconsultants and for high-risk field operations may be negotiated on an individual project basis; similarly, a lower handling charge may be negotiated on projects requiring disproportionately high subconsultant involvement.

### Invoices

Invoices for Landau Associates' services will be issued monthly. Interest of 1½ percent per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days.

### Term

Unless otherwise agreed, Landau Associates reserves the right to make reasonable adjustments to our compensation rates over time (e.g., long-term continuing projects).

## **PORT OF PORT TOWNSEND**

**MEETING OF:** July 26, 2017

**AGENDA ITEM:** VII. Regular Business  
B. 2017 Stormwater Treatment Improvements  
Authorization to Advertise for Bids

### **BACKGROUND:**

For over a year, staff and consultants have been working on the best way to meet the Department of Ecology's Administrative Order requiring improvements to the stormwater treatment systems.

The recently submitted Engineering Report specifies a re-design and re-build of the filtration units throughout the Workyard. These include 4 in-ground sand filters which will have their filtration media changed from sand to a multi-component media to better trap metals. Similarly, the above ground "Aquip" units will have their media replaced with new multi-component materials. Some piping and drainage changes will also be included to better manage and treat the stormwater.

Ecology's Administrative Order requires installation of treatment improvements by September 30, 2017. Preparation of plans and specifications has been initiated and should go to bid as soon as Ecology has approved the Engineering Report to provide the best opportunity to meet the deadline.

Consequently, this request is provided in advance of final plans and specifications. However, based on the partially completed plans, the engineer's estimate is \$353,701.

### **Executive Director's Recommendation:**

Requesting the Commission authorize the Executive Director, upon Ecology approval of the Engineering Report, to advertise for bids for the 2017 Stormwater Improvements (Contract 2017-08-01).

## **PORT OF PORT TOWNSEND**

**MEETING OF:**           **July 26, 2017**

**AGENDA ITEM:**       **VII. Regular Business**  
                              **C. US Coast Guard Lease**

### **BACKGROUND:**

Director of Operations Englin will present the attached Supplemental Lease Agreement for the US Coast Guard.

### **Executive Director's Recommendation:**

For discussion and Commission approval.

<b>SUPPLEMENTAL LEASE AGREEMENT</b>	<b>SUPPLEMENTAL AGREEMENT</b>	
	NO 0001	July 19, 2017
	TO LEASE NO.  HSCG89-16-1-0107	

**PREMISES** Port Townsend Mooring and Support Facility, Port Townsend, WA

**THIS AGREEMENT**, made and entered into this date by and between

Port of Port Townsend

Whose address, is P.O. Box 1180  
Port Townsend, WA 99368

Hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease.

**NOW THEREFORE**, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective 1 October 2017 as follows:

- Provision 5 of the Lease is changed from 3 months to three consecutive 1-year options with an escalator of 3% of the preceding year's annual rent for Government Fiscal Years 2018 and 2019 and 2020.
- Provision #5 is hereby changed to read as follows:  
This Lease may be extended at the option of the Government for three consecutive 1-year options. The Coast Guard authorizes payment of this Lease for FY 2018 (October 1, 2017 thru 30 September 2018) at \$60,255 per annum but paid at \$5,021.25 per month, and with rent for option years two and three subject to a 3% annual escalator of the preceding years annual rent. If the options are exercised, rent for FY2019 will be \$62,062.65 (\$5,171.89 per month); and rent for FY2020 will be \$63,924.53 (\$5,327.04 per month- rounded). All payments are subject to annual appropriations being provided by Congress.
- Provisions 5.a., b., c., and d. remain unchanged.

All other terms and conditions of the lease shall remain in force and effect.  
/////LAST ITEM/////

This extension is authorized under direct leasing authority 14 U.S.C 92(f).

**IN WITNESS WHEREOF**, the parties subscribed their names as of the above date.

**LESSOR:**

BY \_\_\_\_\_  
(Signature) (Title)

**IN PRESENCE OF**

\_\_\_\_\_  
(Signature) (Title)

**UNITED STATES OF AMERICA**

BY \_\_\_\_\_  
(Signature)

David E. Brumley  
Real Estate Contracting Officer  
U.S. Coast Guard  
\_\_\_\_\_  
(Title)