

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/8/2019
TO: Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Boat Haven Stormwater – Amendment to Parametrix Personal Services Agreement for Infiltration Feasibility Study

ISSUE: Should the Commission authorize the Executive Director to execute an amendment to the Professional Services Agreement with Parametrix, Inc. (dated February 22, 2019) to increase the contract upset limit to address unanticipated expenses related to field testing and rental equipment?

BACKGROUND: On February 22 of this year, the Port executed a standard Professional Services Agreement with Parametrix, Inc. to provide professional engineering services relating to the feasibility of a stormwater infiltration system at Boat Haven. Consistent with the Delegation of Authority Resolution 694-19 and policy (Section IV(D)), the contract upset limit was established at \$25,000.00. The work conducted by Parametrix (now complete) has exceeded the authorized contract amount by \$622.24. Staff requires Commission authorization to amend the upset limit of the contract in order to reimburse Parametrix for these expenses.

DISCUSSION: A high priority of the Port this year was achieving compliance with the requirements of the Boatyard General Stormwater Permit for Boat Haven and improving the Port's relationships with the Department of Ecology. Part of this effort involved exploring the feasibility of a stormwater infiltration system that could be pursued in the event that system improvements undertaken in 2017 proved unsuccessful. Parametrix, Inc. was selected by the Port to conduct this feasibility analysis. Their work has demonstrated that such a system is unworkable at Boat Haven due to a number of issues including depth to groundwater and infiltration rates. Their feasibility analysis was included in an updated Level 3 Engineering Response Report (prepared by Landau) that was forwarded to Ecology on June 24, 2019. The Port is now in a good position with respect to stormwater compliance, thanks in part to the work accomplished by Parametrix. Most importantly, the Department of Ecology is pleased with the Port's diligent and successful stormwater compliance efforts.

FISCAL IMPACT: Approval of the requested contract amendment would increase the upset limit of the Parametrix contract by \$622.24 and allow their final invoice to be paid in full.

RECOMMENDATION: Authorize the Executive Director to amend the upset limit of the existing Professional Services Agreement with Parametrix, Inc. to allow them to be fully compensated for their work on stormwater infiltration system feasibility.

ATTACHMENTS:

1. None.