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**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, July 12, 2023, 1:00 p.m.**

**Revised**

**Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, & via Zoom  
<https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password:  
911887**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Special Presentation: Recognition of 10 Years of Service Donna Frary
- V. Consent Agenda
  - A. Approval of Minutes from June 14, 2023 Workshop and Regular Business Meeting .....3-6
  - B. Approval & Ratification of Warrants .....7-27
  - C. Resolution #793-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal .....24-27
  - D. Resolution #794-23 Modifying the amount of the Auditor's Revolving Fund .....28-30
  - E. Resolution #795-23, Authorizing Execution of Grant Agreements with the U.S. Department of Transportation, Federal Aviation Administration, and Washington Department of Transportation Seeking Grant Funds to Support the New Connector Taxiway A3 at the Jefferson County International Airport, Assuring that it Will Comply with all Understandings and Assurances of Such Grant Agreement and Assuring Further that Local Matching Funds are Available and Authorized .....31-35
  - F. Accounts Receivable Write-off/Collection Register .....36
- VI. Second Reading ~ none
- VII. First Reading ~ none
- VIII. Regular Business
  - A. May 2023 Year-to-Date Financials.....37-42
  - B. Review and Approve 2024 Budget Schedule and Process .....43-45
  - C. Commission Authorization to Award Bid and Execute Contract for the New Connector Taxiway A3, Install Signs Project ..... 60-62
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Meetings are

Washington Public Ports Commissioner Seminar (Alderbrook) July 24-26, 2023  
(quorum of Commission attending)  
Regular Business Meeting Wednesday, July 26, 2023 at 5:30 p.m. is cancelled.  
Workshop and Regular Business Meeting on Wednesday, August 9, 2023 at 9:30 a.m.  
and 1 p.m.

XII. Executive Session

XIII. Adjournment

<u>Informational Items</u> .....	46
• May 2023 Detailed Financials.....	47-50
• Contract Update/Lease Brief .....	51-56
• Northwest School of Wooden Boatbuilding Letter of Thanks .....	57
• Port Commission Schedule .....	58-59

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	July 12, 2023
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	C. Commission Authorization to Award Bid and Execute Contract for the New Connector Taxiway A3, Install Signs Project
<b>STAFF LEAD</b>	Matt Klontz, Director of Capital Projects and Port Engineer
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Informational Memo</li> <li>• Bid Tabulation</li> </ul>

Action: Motion to award the \$721,096.45 contract to Seton Construction.  
 Additionally, motion to authorize the Port Director to enter into a contract with Seton Construction.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 7/12/2023  
**TO:** Commissioners  
**FROM:** Matt Klontz  
**CC:** Eron Berg, Eric Toews, Abigail Berg  
**SUBJECT:** Commission Authorization to Award Bid and Execute Contract for the New Connector Taxiway A3, Install Signs Project

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### **ISSUE**

Should the Port Commission award the construction contract for the New Connector Taxiway A3, Install Signs project at the Jefferson County International Airport to Seton Construction, Inc. (Seton) of Port Townsend, Washington?

### **BACKGROUND**

Due notice of the Call for Bids was given as required by law. The Port of Port Townsend (Port) advertised the project in the Daily Journal of Commerce and the Jefferson County Leader beginning March 29, 2023. The Port received two (2) sealed bids on or before 2:00 p.m. on May 4, 2023. The two bids were opened in public and read aloud shortly after 2:00 p.m. Port staff evaluated the responsiveness and responsibility of all bidders and determined that Seton was the lowest-priced, responsive, and responsible bidder for their bid of \$721,096.45. The engineer's estimate was \$661,746.05.

### **DISCUSSION**

2023. Following the award, the Port will execute a construction contract with Seton. The Port will issue notice to proceed with construction once FAA and WSDOT say it is permissible. This may mean waiting until the grant funding agreements are executed or far enough along in the grant funding process where FAA, WSOT, and the Port are comfortable with proceeding with construction. If notice to proceed is not issued by late August, constructing the project will likely have to wait until the summer of 2024 since constructing in the winter and spring presents unique challenges given the soft subgrade often encountered at the airport during the wet weather season.

### **FISCAL IMPACT**

The 2023 Capital Improvement Budget planned \$556,000 to complete the construction phase. The Port has secured additional funding from the Federal Aviation Administration (FAA) and anticipates receiving additional funding from the Washington State Department of Transportation (WSDOT). FAA and WSDOT funds will provide 95%, or \$827,449, toward funding construction. The remaining 5%, or \$43,550, will be the Port's share of the construction phase cost. The Port Net Operating Income is sufficient for 2023 and has matching funds available to cover its share of project costs.

### **RECOMMENDATION**

Motion to award the \$721,096.45 contract to Seton Construction. Additionally, motion to authorize the Port Director to enter into a contract with Seton Construction.

### **ATTACHMENTS**

1. Official Bid Tabulation

JEFFERSON COUNTY INTERNATIONAL AIRPORT / PORT OF PORT TOWNSEND  
CONSTRUCT NEW TAXIWAY A3, INSTALL SIGNS  
AIP NO. 3-53-0134-022-2022

BID TABULATION

Bid Opening Date & Time: May 4th, 2023 2:00 p.m.

BASE BID SCHEDULE				ENGINEER'S ESTIMATE		Seton Construction, Inc.		RJS Construction, Inc.	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Construction Survey and Staking	LS	1	\$10,000.00	\$ 10,000.00	\$15,000.00	15,000.00	\$15,521.89	15,521.89
2	Contractor Quality Control Program (CQCP)	LS	1	\$15,000.00	\$ 15,000.00	\$14,000.00	14,000.00	\$9,578.84	9,578.84
3	Temporary Erosion Control	LS	1	\$10,000.00	\$ 10,000.00	\$15,000.00	15,000.00	\$8,811.56	8,811.56
4	Installation and Removal of Straw Wattle	LF	660	\$12.00	\$ 7,920.00	\$7.00	4,620.00	\$8.82	5,821.20
5	Mobilization	LS	1	\$49,000.00	\$ 49,000.00	\$59,000.00	59,000.00	\$15,996.36	15,996.36
6	Demolition	LS	1	\$25,000.00	\$ 25,000.00	\$5,500.00	5,500.00	\$14,905.08	14,905.08
7	Separation Geotextile Fabric	SY	2,170	\$4.00	\$ 8,680.00	\$4.00	8,680.00	\$3.89	8,441.30
8	Asphalt Pavement Removal, Full Depth	SY	300	\$10.00	\$ 3,000.00	\$45.00	13,500.00	\$53.55	16,065.00
9	Unclassified Excavation	CY	930	\$28.00	\$ 26,040.00	\$40.00	37,200.00	\$53.08	49,364.40
10	Muck Excavation	CY	940	\$35.00	\$ 32,900.00	\$35.00	32,900.00	\$52.51	49,359.40
11	Ballast Rock for Muck Excavation Backfill	CY	1,250	\$45.00	\$ 56,250.00	\$80.00	100,000.00	\$135.91	169,887.50
12	Aggregate Base Course	CY	380	\$85.00	\$ 32,300.00	\$72.00	27,360.00	\$157.94	60,017.20
13	HMA Cl. 1/2" PG 64-22	TON	250	\$200.00	\$ 50,000.00	\$245.00	61,250.00	\$305.02	76,255.00
14	Emulsified Asphalt Tack Coat	TON	1	\$1,000.00	\$ 1,000.00	\$2,000.00	2,000.00	\$2,372.35	2,372.35
15	Pavement Marking, Yellow, Two Coat	SF	520	\$10.00	\$ 5,200.00	\$11.00	5,720.00	\$4.75	2,470.00
16	Pavement Marking, Black, One Coat	SF	650	\$5.00	\$ 3,250.00	\$11.00	7,150.00	\$4.75	3,087.50
17	12-Inch Reinforced Concrete Pipe	LF	110	\$100.00	\$ 11,000.00	\$78.00	8,580.00	\$246.48	27,112.80
18	6-Inch Perforated HDPE Pipe	LF	340	\$40.00	\$ 13,600.00	\$58.00	19,720.00	\$49.05	16,677.00
19	Concrete Pipe Sloped End	EA	2	\$2,000.00	\$ 4,000.00	\$2,500.00	5,000.00	\$5,422.50	10,845.00
20	Cleanout	EA	8	\$1,500.00	\$ 12,000.00	\$1,750.00	14,000.00	\$338.91	2,711.28
21	Underdrain Connection to Pipe	EA	4	\$1,000.00	\$ 4,000.00	\$550.00	2,200.00	\$338.91	1,355.64
22	Hydroseeding	AC	4	\$5,000.00	\$ 20,000.00	\$5,500.00	22,000.00	\$3,897.42	15,589.68
23	Compost Amended Vegetated Filter Strip	SY	810	\$30.00	\$ 24,300.00	\$9.00	7,290.00	\$9.21	7,460.10
24	No. 4 AWG, 600V, L-824C Cable	LF	720	\$5.00	\$ 3,600.00	\$2.00	1,440.00	\$11.19	8,056.80
25	No. 8 AWG, 5kV, L-824C Cable	LF	530	\$7.00	\$ 3,710.00	\$2.00	1,060.00	\$9.84	5,215.20
26	No. 10 AWG, 600V, L-824C Cable	LF	720	\$5.00	\$ 3,600.00	\$2.00	1,440.00	\$5.48	3,945.60
27	2-Inch PVC Conduit	LF	1,500	\$8.00	\$ 12,000.00	\$8.00	12,000.00	\$24.20	36,300.00
28	Concrete Encasement of Duct	LF	140	\$100.00	\$ 14,000.00	\$35.00	4,900.00	\$130.73	18,302.20
29	Electrical Trench	LF	490	\$20.00	\$ 9,800.00	\$30.00	14,700.00	\$20.75	10,167.50
30	Electrical Handhole	EA	4	\$8,000.00	\$ 32,000.00	\$7,000.00	28,000.00	\$10,092.20	40,368.80
31	Junction Can	EA	4	\$1,500.00	\$ 6,000.00	\$1,900.00	7,600.00	\$4,142.40	16,569.60
32	Retroreflective Marker	EA	13	\$500.00	\$ 6,500.00	\$350.00	4,550.00	\$981.38	12,757.94
33	New Guidance Sign	EA	1	\$8,000.00	\$ 8,000.00	\$9,000.00	9,000.00	\$18,447.82	18,447.82
34	New Retroreflective Sign, No Entry	EA	2	\$4,000.00	\$ 8,000.00	\$4,500.00	9,000.00	\$6,953.26	13,906.52
35	New Retroreflective Sign, Informational	EA	1	\$4,500.00	\$ 4,500.00	\$5,500.00	5,500.00	\$8,960.91	8,960.91
36	Guidance Sign Panel Replacement	EA	1	\$1,500.00	\$ 1,500.00	\$3,000.00	3,000.00	\$9,261.80	9,261.80
37	MIRL Runway In-Pavement Light	EA	1	\$9,000.00	\$ 9,000.00	\$6,500.00	6,500.00	\$12,264.23	12,264.23
TOTAL OF EXTENDED UNIT PRICE AND LUMP SUM ITEMS LISTED ABOVE					\$ 546,650.00		\$ 596,360.00		\$ 804,231.00
WASHINGTON STATE SALES TAX: 9.1%					\$ 49,745.15		\$ 54,268.76		\$ 73,185.02
TOTAL BASE BID SCHEDULE AMOUNT INCLUDING SALES TAX					\$ 596,395.15		\$ 650,628.76		\$ 877,416.02

ADDITIVE BID A SCHEDULE				ENGINEER'S ESTIMATE		Seton Construction, Inc.		RJS Construction, Inc.	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
A-1	Construction Survey and Staking	LS	1	\$2,000.00	\$ 2,000.00	\$2,500.00	\$ 2,500.00	\$3,835.63	\$ 3,835.63
A-2	Temporary Erosion Control	LS	1	\$1,500.00	\$ 1,500.00	\$12,000.00	\$ 12,000.00	\$6,996.19	\$ 6,996.19
A-3	Mobilization	LS	1	\$6,000.00	\$ 6,000.00	\$3,000.00	\$ 3,000.00	\$7,671.26	\$ 7,671.26
A-4	Unclassified Excavation	CY	180	\$25.00	\$ 4,500.00	\$33.00	\$ 5,940.00	\$59.46	\$ 10,702.80
A-5	Storm Drain Trench, Existing Pavement Area	LF	60	\$125.00	\$ 7,500.00	\$50.00	\$ 3,000.00	\$42.20	\$ 2,532.00
A-6	6-Inch HDPE Pipe	LF	360	\$40.00	\$ 14,400.00	\$55.00	\$ 19,800.00	\$52.85	\$ 19,026.00
A-7	Catch Basin	EA	2	\$6,000.00	\$ 12,000.00	\$3,000.00	\$ 6,000.00	\$767.13	\$ 1,534.26
A-8	Storm Drain Outfall	EA	2	\$1,000.00	\$ 2,000.00	\$675.00	\$ 1,350.00	\$767.13	\$ 1,534.26
A-9	Hydroseeding	AC	2	\$5,000.00	\$ 10,000.00	\$5,500.00	\$ 11,000.00	\$4,410.97	\$ 8,821.94
TOTAL OF EXTENDED UNIT PRICE AND LUMP SUM ITEMS LISTED ABOVE					\$ 59,900.00		\$64,590.00		\$62,654.34
WASHINGTON STATE SALES TAX: 9.1%					\$ 5,450.90		\$5,877.69		\$5,701.54
TOTAL ADDITIVE BID SCHEDULE A AMOUNT INCLUDING SALES TAX					\$ 65,350.90		\$70,467.69		\$68,355.88

TOTAL BIDS SUMMARY				ENGINEER'S ESTIMATE		Seton Construction, Inc.		RJS Construction, Inc.	
Base Bid Schedule Total Including Sales Tax					\$ 596,395.15		\$ 650,628.76		\$ 877,416.02
Additive Bid A Schedule Total Including Sales Tax					\$ 65,350.90		\$70,467.69		\$68,355.88
GRAND TOTAL ALL BID SCHEDULES (Base and Additive Bid A) Incl. Sales Tax					\$ 661,746.05		\$721,096.45		\$945,771.90