

COMMISSION

Personal Services Contract Amendment Briefing

DATE: May 13, 2022
TO: Port of Tacoma Commission
FROM: Sarah Weeks, Environmental Project Manager
Michelle Walker, Contracts & Procurement Analyst
SUBJECT Notification for Contract No. 071511 - Parcel 105 UST Investigation (GHD, Inc.) - Funding Increase.

Port Staff is notifying Port of Tacoma Commission of intent to increase funding for a Personal Services contract by more than fifty percent (50%) of the original contract amount by adding \$127,230.00, for a total not-to-exceed amount of \$199,533.00. The contract is for investigation and cleanup planning on Parcel 105 (the former Weyerhaeuser log export facility, also known as West Hylebos Terminal).

A. MASTER POLICY REQUIREMENT

At the request of the Executive Director, this amendment will be issued seven (7) days from the date of this memo on **May 20, 2022**.

This memo serves to fulfill the requirements of the Master Policy in accordance with Resolution No. 2022-06-PT, Section IV.E-Personal Services Contract:

"(2) When an amendment to a contract, individually or cumulatively, which was approved by the Executive Director pursuant to Section (E)(1) herein above will exceed fifty percent (50%) of the original contract amount for the agreement and that amended cumulative amount remains less than \$300,000.00, the amendment must be filed with the Commission and made available for public inspection prior to the proposed starting date of services under the amendments. Substantial changes in contract scope or substantial additions to the scope specified in the formal solicitation documents shall be authorized by the Commission. The Commission shall determine whether the change warrants the work to be awarded as a new contract."

B. SYNOPSIS

In Q2 2021, the Port competitively procured an environmental consultant, GHD, Inc., to complete investigation and planning work for the Parcel 105 Underground Storage Tank (UST) cleanup. The original contract was awarded for \$54,000.00 in July 2021 to complete the first phase of the project: pre-Remedial Investigation (RI) tasks, including repairing the monitoring well network, groundwater sampling, and drafting the RI Work Plan. In February 2022, the contract was amended to \$72,303.00 to add a scope item, a decommissioning study for the derelict debarker that occupies two (2) acres of the property. It was always staff's intent to amend the contract for a second phase of work: RI implementation and drafting of the Cleanup Action Plan.

Executing the contract in phases deters scope creep and helps control costs. The current contract amendment of \$127,230.00 is for the second phase of work and will bring the total contract amount to \$199,533.00.

The current balance of the contract is \$9,661.56. The scope and budget are within existing executive authorization and allocated in the CIP.

Contract Summary – Personal Services Agreement #071511	
Description	Amount
Original contract amount	\$54,000.00
Amendment 01 (additional funding)	\$18,303.00
Current contract amount	\$72,303.00
This Amendment 02 (additional funding)	\$127,230.00
Total Not to Exceed Contract Amount	\$199,533.00

C. BACKGROUND

The site is listed by Department of Ecology (Ecology) and the Tacoma-Pierce County Health Department (TPCHD) due to a petroleum release discovered in 1990 related to underground fuel storage. The Port must pay an annual Tank Removal Permit fee to TPCHD until compliance with unrestricted land use criteria is met, or cleanup is achieved through Ecology. In 2021, Ecology awarded the Port an Integrated Planning Grant (IPG) to fund site assessment. The IPG award is for \$200,000.00 and does not require a match.

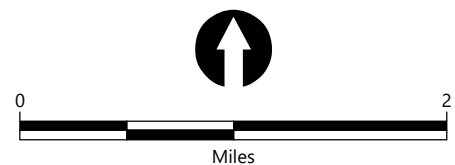


LEGEND:

Site Location

NOTES:

1. Aerial Imagery georeferenced from Google Earth (Imagery date: 7/1/2018)



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Figure 1
Site Vicinity Map

Sampling and Analysis Plan
 Weyerhaeuser UST Site Investigation
 Port of Tacoma, Washington