

DATE: August 5th, 2024

TO: Port of Tacoma Commissioners

CC: Eric Johnson, Executive Director
Heather Burgess, PORT Legal Counsel

FROM: Stanley Ryter, Sr. Engineering Project Manager

SUBJECT: 072132 Columbia Strategic Consulting Group LLC Funding Increase
– Amendment 01 & Competition Waiver Justification (Project 101549.01)

A. BRIEFING

Staff has identified the need for specialized experience in rail advocacy services as requested by the PORT. Staff previously entered into a contract with Columbia for those services for \$50,000. An increase of \$75,000 is necessary to complete the work. This increase is greater than fifty percent. Per Port Master Policy Resolution No. 2024-03-PT, Section IV.E.3, when an amendment to a personal services contract, individually or cumulatively, exceeds 50% of the original contract amount the amendment must be sent to the Commission and made available for public inspection seven days prior to the proposed starting date of services under the amendment. In addition, under the same authority, sole source contracts must be sent to the Commission and made available to the public for three days prior to the start date of services.

B. BACKGROUND

The Port is working to develop a Maritime Center at Parcel 94 in conjunction with the Tacoma Public School District. The Port is designing a Port Business Center, and the district is designing the Maritime 253 skills center. A BNSF spur rail line runs through the property.

C. JUSTIFICATION

The Port does not have the necessary expertise on staff to obtain a private rail crossing on the BNSF spur on the Wheeler Osgood (Parcel 94) of the Port's property.

D. ORIGINAL SCOPE OF WORK

The Consultant will be assisting the Port with all of the following:

1. Using data already gathered by the Port, assess the current operations of the spur, as well as the current track conditions.
2. Review the safety and engineering analysis developed by the Port's current project development team
3. Develop an outreach strategy with the BNSF Railway to obtain a private rail crossing or crossings from the railroad on the Wheeler-Osgood property.
4. Implement an outreach strategy with the BNSF Railway, in partnership with the Port and its project development team, to obtain a crossing or crossings that enable completion of the Maritime Center project.
5. Assess additional safety improvements that can be made to the entire rail spur to the North of the Wheeler-Osgood property
6. Develop a strategy for engaging BNSF in cleanup planning and cleanup implementation for the Maritime Center Cleanup Site
7. Develop a strategy for area wide visioning and next phases of development on the east side of the Thea Foss Waterway.
8. Participation in meetings over teleconference (Tacoma) and in-person in Ft. Worth
9. Other non-routine items as requested by the Port Project Manager.

Deliverables

Deliverables will be coordinated between the Port Project Manager and the Consultant in addition to coordination with the Port Contract Administrator.

E. ADDITIONAL SCOPE OF WORK

The Consultant will be assisting the Port with continuing support through the final crossing agreement through March 2025.

F. FINANCIAL SUMMARY

The current balance of the contract is \$50,000. An increase of \$75,000.00 is necessary to continue the service at expected usage rates through end of year. This funding will be included as part of the project authorization budget request for Maritime Center remediation scheduled for the August 20, 2024, Commission meeting.

Upon receipt of project authorization, staff intends to increase PSA 072132 – Columbia Strategic Consulting Group LLC – as follows:

Contract Summary	
Description	Amount
Original Contract Amount	\$50,000.00
This Amendment 01 (Increase Funding)	\$75,000.00
Total Not to Exceed Contract Amount	\$125,000.00

G. ADMINISTRATION

Sole Source Contracts with Columbia Strategic Consulting Group LLC

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Per RCW 53.19.060(2), this memorandum will be filed on August 5th, with the Commission and made available for public inspection on the Port of Tacoma public website for seven days.