

**CLARK COUNTY
STAFF REPORT**

DEPARTMENT/DIVISION: Board of County Commissioners

DATE: July 14, 2015

REQUEST: That the Board of County Councilors grant signature authority to the director of economic development to execute a second addendum to the Interlocal Agreement with the Port of Vancouver to increase the scope of the industrial land site readiness project and sign all related contract documents.

CHECK ONE: Consent County Administrator

BACKGROUND: Clark County entered into an addendum to the Interlocal Agreement with the Port of Vancouver on December 16, 2014 to conduct the industrial land site readiness project, a joint effort by Clark County and the Port of Vancouver. The project will evaluate sites in the St. Johns/Barberton area as to market readiness with respect to regional economic development goals and target industries, clearly identifying opportunities and constraints for involved stakeholders. Mackenzie, a contractor with experience and established credentials in conducting this type of analysis within the region, was competitively selected using the MRSC roster and entered into a personal services contract with Clark County on December 16, 2014 to execute the scope of the study.

In the intervening period of time additional analysis has been requested of the consultant for GIS work, wetland, environmental and archaeological assessment, necessitating an increase in the project budget as well as additional time to complete the requested analysis.

COMMUNITY OUTREACH: No public outreach is required for this action.

BUDGET AND POLICY IMPLICATIONS: The revised budget for the industrial land site readiness project is funded through \$76,000.00 of general fund and a contribution from the Port of Vancouver in the amount of \$60,988.00 through the Interlocal Agreement.


FISCAL IMPACTS: Yes No

ACTION REQUESTED: That the Board of County Councilors grant signature authority to the director of economic development to execute a second addendum to the Interlocal Agreement with the Port of Vancouver to increase the scope of the industrial land site readiness project and sign all related contract documents.

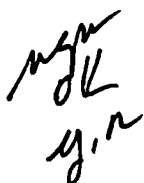
DISTRIBUTION: BOCC, PA, Auditor


Jeff Swanson
Director of Economic Development

JS/js

APPROVED: 
CLARK COUNTY, WASHINGTON
Board of County Commissioners

July 14, 2015
SR 14-15





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FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

The General Fund (0001) paid for the 2013-14 biennium payment of \$70,000 for this project and will pay in 2015-16 for \$6,000 from the railroad existing budget. For the 2015-16 Biennium, spending and revenue collection authority of \$60,988.00 needs to be approved. To accommodate the original and increased scope of work for the project the General Fund will need additional spending authority and revenue collection authority of \$60,988.00 to pay the remainder of the invoices and to collect the contribution from the Port of Vancouver.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
0001/General Fund-Railroad collection from the Port of Vancouver	60,988	60,988				
Total	60,988	60,988				

II. A – Describe the type of revenue (grant, fees, etc.) The revenue used to pay for this project includes General Fund funding in the amount of \$6,000.00 from the railroad 2015-16 budget, and a contribution from the Port of Vancouver in the amount of \$60,988.00 which will be collected in 2015.

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
0001/General Fund-Railroad	0	60,988	60,988				
Total	0	60,988	60,988				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual	60,988	60,988				
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	60,988	60,988				

**ADDENDUM No. 2 TO
INTERLOCAL AGREEMENT
BETWEEN
CLARK COUNTY, WASHINGTON
AND PORT OF VANCOUVER, WASHINGTON**

THIS ADDENDUM No. 2, hereinafter referred to as the "ADDENDUM", to the INTERLOCAL AGREEMENT between the PORT OF VANCOUVER, hereinafter referred to as the "PORT", and CLARK COUNTY, hereinafter referred to as the "COUNTY", is entered into to amend a previously-executed ADDENDUM No. 1 to the INTERLOCAL AGREEMENT, hereinafter referred to as the "PROJECT", as provided for under Section 3 of the INTERLOCAL AGREEMENT.

NOW THEREFORE the COUNTY and the PORT agree:

The language in ADDENDUM NO. 1, SECTION 1: PURPOSE, SCOPE, and DELIVERABLES, is amended to read as follows:

The purpose of the PROJECT is to contract with a consultant to conduct a study entitled the "Clark County Industrial Land Site Readiness Project". The PROJECT is an effort to address the need for industrial employment land in Clark County served by freight rail and truck infrastructure. The PROJECT will evaluate sites in the St. Johns/Barberton area of Clark County as to market readiness with respect to regional economic development goals such as recruitment and retention of targeted industry clusters, clearly identifying opportunities and constraints for involved stakeholders. The PROJECT will also analyze wetland conditions and assess environmental and archaeological issues. Deliverables include reports, data and analysis, as well as presentations of the same to COUNTY and PORT executives, officers, stakeholders and other leadership as appropriate.

The consultant's detailed scope of work is attached as EXHIBITS A, B and C to this ADDENDUM. PROJECT completion is expected by October 31, 2015.

The language in ADDENDUM No. 1, SECTION 2: LEAD PARTY, is amended to read as follows:

COUNTY shall serve as the leading party for the PROJECT. COUNTY will select a qualified consultant through a competitive process using the MRSC roster and enter into a personal services contract with the consultant. PROJECT deliverables shall be jointly owned by COUNTY and PORT. COUNTY agrees to provide \$70,000.00 in funding for the PROJECT upon the effective date of this ADDENDUM and \$6,000.00 in funding for the PROJECT in July, 2015. PORT agrees to provide \$61,800.00 in funding for the PROJECT for which COUNTY will provide a lump-sum invoice in July, 2015.

The language in ADDENDUM No. 1, SECTION 4: INTEGRATION, is amended to read as follows:

The INTERLOCAL AGREEMENT and this ADDENDUM set forth the entire agreement between PORT and COUNTY, superseding any prior understandings between PORT and COUNTY, whether oral or written. In the event of a conflict in the provisions of the INTERLOCAL AGREEMENT and this ADDENDUM, the provisions of the INTERLOCAL AGREEMENT will control. EXHIBITS A, B and C, which constitute the contractor's scope of work attached to this ADDENDUM, will be controlled by the provisions of this ADDENDUM in the event of a conflict. The provisions of this ADDENDUM can only be modified by a written agreement signed by both PORT and COUNTY.

All provisions of ADDENDUM No. 1, except for those explicitly revised by Addendum No. 2, remain in full force and effect.

IN WITNESS THEREOF, PORT and COUNTY execute this ADDENDUM by their duly authorized officers as of the ____ day of _____, 20__.

PORT OF VANCOUVER

CLARK COUNTY

By Todd Coleman

CEO/Executive Director

By Jeff Swanson

Director of Economic Development

APPROVED AS TO FORM ONLY

ANTHONY F. GOLIK

Clark County Prosecuting Attorney



By Christine Cook

Sr. Deputy Prosecuting Attorney

EXHIBIT B

April 6, 2015

Clark County Public Service Center
Attention: Jeff Swanson
Budget Office, Suite 667
1300 Franklin Street
PO Box 5000
Vancouver, WA 98666-5000

Re: **Clark County Industrial Lands Site Readiness Project**
Proposal for Amendment 1
Project Number 2130417.00

Dear Mr. Swanson:

As a follow up to our recent meeting, Mackenzie has prepared the following scope and request for an amendment to provide for additional GIS support services and also to amend the deliverables timelines outlined in our previous scope.

The scope and fee letter revised December 8th, 2014, which is included in the contract for services dated December 16th, 2014, assumed the project would be completed within 4 months of authorization. While the execution of the contract was a formal authorization to proceed, the actual work could not commence until sites were selected and the parcels included in those sites were known. At this time, we anticipate having confirmed site boundaries no later than April 6th, 2015. This amendment acknowledges that the formal authorization to proceed on December 16th does not begin the 4-month completion timeline. The agreed timeline for project completion is no later than October 31st, 2015. There will be no increase in project budget related to this change in agreed timeline. Additional delays to the project schedule beyond October 31st may result in additional fees. The remaining contract provisions, including the definitions in the section titled "Timing," remain unmodified.

In addition to the agreed change in timing, this scope and fee letter also assumes Clark County GIS staff will assist the consultant by providing GIS services and Mapping throughout the project. Upon further discussion with GIS staff, the GIS services needed for this project would be provided by Mackenzie. We therefore propose the following addition to Mackenzie's scope:

- Develop a base map which will include existing comprehensive plan alignments for roads, water, sewer, and rail. GIS data for wetlands, slopes, archaeological resources, contours, habitat areas, lakes, and streams.
- Map the list of 6 sites within the study area, which will be developed based on a county and port developed preliminary list of potential sites, which may be comprised of multiple parcels, and identify the use (light industrial, railroad industrial, commercial, etc.) to be analyzed on each development site. Five of the sites will be 50 acres or less, with one site selected to be up to 300 acres.

Clark County Public Service Center
Clark County Industrial Lands Site Readiness Project
Project Number 2130417.00
April 6, 2015
Page 2

- Update list of 6 sites' base maps.
- Conceptual development site plans conversion (created by consultant in AutoCAD) into GIS shapefiles and geodatabases, if determined necessary throughout the project.

The additional fee to provide the above GIS services will be \$6,000. We are still assuming we will have access to Clark County GIS data at no cost.

Sincerely,

Todd Johnson
Senior Associate

EXHIBIT C

April 3, 2015 (*Revised May 5, 2015*)

Clark County Public Service Center
Attention: Jeff Swanson, Director of Economic Development
PO Box 5000
Vancouver, WA 98666-5000

Re: **Regional Industrial Site Readiness Evaluation**
Additional Scope for Environmental and Archaeological Investigation
Project Number 2130417.00

Dear Mr. Swanson:

In response to our recent discussions on additional detailed data on approximately 125 acres of site #6 in the industrial land readiness study, we are proposing the following scope of services as a supplement to our previously identified scope. These services include work for brownfield investigation through a phase I environmental analysis, Wetland and Habitat identification and classification, and archaeological reconnaissance to determine the likeliness of there being archaeological resources on the site. This work will require access to the site, and will require the property owners to complete a questionnaire about present and past uses of the site.

We reviewed the sketch that you provided. It appears that the site is approximately 125 acres, is used for residential and agricultural purposes, and is crossed by railroad tracks and includes lands abutting Curtin Creek. The site appears to consist of approximately ten tax lots; however, based on the names on the sketch, we assume there are only four unique property owners. Following is the scope of services for each of the study areas, with some budget options to consider.

WETLANDS

1. GPS mapping (and flagging) of wetlands, streams or oak habitat, preliminary categorization, preliminary buffers, and a deliverable of critical areas map showing wetlands/streams/oak habitat and preliminary buffers, as well as a memo with a table of findings.
2. Critical Areas Report, all data sheets, all wetland ratings, suitable for wetland verification by Corps/Ecology and Clark County.
3. Meetings with client and project designers.

Please see the itemized Wetlands Budget on Page 2.

Wetlands Budget	
Subconsultant proposal:	\$16,000
4% Markup:	\$640
Additional Mackenzie staff time:	\$2,240
Total:	\$18,880

PHASE I ESA

A Phase I ESA can be performed at the site, in accordance with ASTM International in E 1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment process. This work would include all of the requirements of the ASTM E 1527-13 standard (i.e., file review, site reconnaissance, interviews, historical record review, and environmental lien search). This cost assumes that four lien searches are performed (one for each unique property owner). If additional lien searches are required, total costs would increase by approximately \$300 per lien search.

The work would be supervised by a Washington Licensed Geologist that meets the EPA standard for an Environmental Professional.

Phase I ESA Budget	
Subconsultant proposal:	\$5,000
4% Markup:	\$200
Additional Mackenzie staff time:	\$500
Total:	\$5,700

ARCHAEOLOGICAL ASSESSMENT

1. A review of DAHP data on previously conducted studies and previously recorded sites in the area.
2. A review of historic maps and other information on the history of the properties and past environments to assess the potential for archaeological resources.
3. A field visit, which would not constitute any form of survey but primarily to get an on-the-ground sense of the terrain and current conditions.
4. A tech memo that present the results of the first three tasks and outlines any future actions that may be required to meet County requirements and any possible or federal requirements.

Archaeological Site Assessment Budget	
Subconsultant proposal:	\$3,200
4% Markup:	\$128
Additional Mackenzie staff time:	\$980
Total:	\$4,308

We believe these additional analyses will provide you with the information needed to better evaluate portions of the site and will also provide us some better information to use in the study.

Clark County Public Service Center
Regional Industrial Site Readiness Evaluation
Project Number 2130417.00
April 3, 2015 (Revised May 5, 2015)
Page 3

We propose to add this scope and budget to our existing project with Clark County. The total fee for all three of the studies above is \$28,888. This would be a fee increase to our previously approved project budget.

Sincerely,

Todd Johnson, Senior Associate

Enclosure(s): Map showing area to be analyzed

c: Katy Brooks, Port of Vancouver