8850 SW State Hwy 3, Bremerton, WA 98312 | 360.674.2381 | www.portofbremerton.org

PORT OF BREMERTON

BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

October 25, 2022
6:00 PM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
BKAT Live Stream

Call to Order

Approval of Agenda

Consent Items

All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

A. Minutes of the regular business meeting of October 11, 2022.

B. Payment of checks #901647 through #901648 and #901649 through #901650 and #84251 through #84274 and #E01206 through #E01220 and #901651 through #901654 from the General Fund for $251,428.10.

   Payment of checks #84275 through #84293 and #E01221 through #E01226 from the General Fund for $60,623.62.

C. Excuse Commissioner Strakeljahn's absence due to personal travel.

Information Items

1. Kitsap Economic Development Alliance Update – Joe Morrison, Executive Director

Work Study Session

1. 2023 Final Preliminary Budget

Citizen Comments: *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing to the Clerk of the Board.*

Action Items

1. Century West Engineering Task Order 18 – Design and Engineering for South Hangar Project Phase 2.

2. Bid Authorization for Mount Jupiter Way Site Development Project

Staff Reports

Commission Reports / New Business

Executive Session *(if necessary)*

Adjournment

Regular business and other meetings that may be attended by members of the Board

Date	*Time*	*Meeting*
10/25	*6:00 pm*	**Commission Regular Meeting via Zoom*
10/27	*10:00 am*	*Puget Sound Regional Council (PSRC) Executive Board*
10/27	*11:45 am*	*PSRC Executive Committee*
11/01	*10:15 am*	*Kitsap Regional Coordinating Council (KRCC) Executive Board*
11/08	*10:00 am*	**Commission Regular Meeting*

Meetings are subject to change or cancellation
**Denotes events in which two (2) or more Commissioners may attend*

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PORT OF BREMERTON

BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

M I N U T E S

October 11, 2022
10:00 AM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
BKAT Live Stream

Commissioners and Staff Present

Commissioners	Staff Members	
Axel Strakeljahn	Jim Rothlin	Monroe Whitman IV
Gary Anderson	Fred Salisbury	Ginger Waye
Cary Bozeman	Arne Bakker	Stephanie Frame
	James Weaver	Anne Montgomery, Atty

Call to Order

President Strakeljahn called the meeting to order at 10:00 a.m.

Approval of Agenda

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

A. Minutes of the regular business meeting and executive session of September 27, 2022.
B. Payment of checks #84192 and #84195 through #84231 and #E01191 through #E01192 from the General Fund for $50,696.04; #84193 through #84191 and #E01190 from the Construction Fund for $287,936.83.

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Citizen Comments - None

Action Items

1. Lease Agreement with The Shack on the Boardwalk, LLC
   Presented by Arne Bakker, Chief Operations Officer

   Following presentation and discussion on the subject lease of a 240 square foot building and a 5' wide portion of the adjacent Bremerton boardwalk space;

   It was moved by BOZEMAN, seconded by ANDERSON to:

   Approve the Lease Agreement with The Shack on the Boardwalk, LLC as presented.

   MOTION CARRIES, 3-0

2. Bid Award to Henderson Partners, LLC for Emergency Culvert Repair at Pirate's Cove Road
   Presented by Arne Bakker, Chief Operations Officer

   Following presentation and discussion;

   It was moved by ANDERSON, seconded by STRAKELJAHN to:

   Approve the bid award to Henderson Partners, LLC for the Emergency Culvert Repair at Pirate's Cove Road and authorize the CEO to execute the contract.

   MOTION CARRIES, 3-0

3. Bid Award to Robblee's Total Security for Security Gates #1 and #12 Electrical Upgrades
   Presented by Arne Bakker, Chief Operations Officer

   Following presentation and discussion;

   It was moved by ANDERSON, seconded by BOZEMAN to:

   Approve the Bid Award to Robblee's Total Security for Security Gates #1 and #12 Electrical Upgrades Project and authorize the CEO to execute the contract.

   MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Reported on the following employee milestones:
  - Brian Robinson, Port Maintenance III, longest standing employee at the Port is celebrating his 33rd anniversary.
  - Taylor Korizon, Contract Administrator, will be sorely missed as she is leaving the Port due to her husband's military move.
  - Welcomed Ellen Ataie as Ms. Korizon's replacement as Contract Administrator.

    - Also welcomed Monroe Whitman IV as the Port's new Airport Manager. Mr. Whitman provided his background.
    - Welcomed back Tami Brackenbury who has added banking and financial transaction experience to her resume and is now a Marina Administrative Specialist.

- Reported on a meeting with Freedom Air regarding the air show scheduled for August 2023 at Bremerton National Airport. Will provide a more in-depth presentation at a future board meeting.
- Collins Investments has broken ground on their new hangar which is one of three scheduled for construction.
- American Cruise lines will be bringing their final cruise of the season in to Bremerton Marina on October 11.
- With the end of boating season, annual dock cleanup and maintenance is being scheduled at the marinas.

Commission Reports / New Business

Commissioner Bozeman

- Discussed his concern with the status of the parking garage at Bremerton Marina. CEO Rothlin stated progress is being made with attorneys cleaning up language in the agreement which will, hopefully, be finalized by November.
- CEO Rothlin responded to Commissioner Bozeman's question related to bonding capacity for the Port Orchard Marina breakwater replacement project stating the Port has the bonding capacity but we are still hopeful of receiving substantial federal and state funding.
- Would like to have a noon timeframe ribbon cutting for the new restaurant when it opens. CEO Rothlin stated Erica Filler, Marketing & Communications Coordinator, is already working on the details and invites.
- Reported on the 35th anniversary celebration of Rice Fergus Miller and the 65th anniversary celebration for Art Anderson Associates.
- Attended the Olympic College Foundation community luncheon.

Commissioner Anderson

- Opened discussion on timing for the opening of the new restaurant which is currently slated for mid-November.
- Discussed upcoming City of Port Orchard projects and asked how the parking arrangements during construction are going. James Weaver, Marine Facilities Director, stated the Port is currently working with the city engineer on a Memorandum of Understanding.
- Will be presenting with CEO Rothlin at an upcoming South Kitsap Rotary meeting.

Commissioner Strakeljahn

- Kitsap Regional Coordinating Council is looking at a 30% reduction in expenses so the projected membership fee for the Port should be reduced to $6,601.
- Reported on Puget Sound Regional Council's economic development meeting.
- Will be on vacation for the next few weeks but not sure of exact timing.
- Opened discussion on the Port Orchard pump station project being built over the Port's DNR lease area and any implications. Mr. Weaver discussed the pump station engineering/construction and impacts on parking.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 10:48 a.m.

Submitted,

Jim Rothlin
Chief Executive Officer
October 20, 2022

Approved,

Cary Bozeman
Commission Secretary
October 25, 2022

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No:	Action Item #1
Subject:	Task Order #18 with Century West for Engineering Services, South Hangar Development
Exhibits:	Task Order #18 Agreement
Prepared By:	Monroe Whitman, Airport Manager
Meeting Date:	October 25, 2022

Summary:
The Port of Bremerton desires to undertake the design and engineering for the site development for the South Hangar Phase 2 site. Phase 2 is anticipated to include but not be limited to stormwater improvements, new and separate water quality improvements, electrical service extensions for phase 2 hangars, communication conduit extension (actual service to be installed by others separately), access road pavement development extension and vehicle parking area, fencing improvements and adjustments (as necessary).

NEPA Environmental review/determination and 7460 airspace review coordination has been previously undertaken, coordinated, and approved by FAA. It is assumed no further actions are necessary for NEPA or 7460 review.

Century West will start Phase 2 approximately two weeks after notice to proceed. It is estimated that the length of the project from design to finish will take seven months.

Fiscal Impact:
The 2022 Capital Budget line item for this design is $331,443.00. Project costs with Century West Engineering: $318,861.00

Strategic Purpose:
This action conforms with the Port's strategic plan in strategic goal 4.a to continually assess niche markets in the Port's marina and airfield lines of business for growth opportunities.

Recommendation:
Recommend approval of Task Order #18 with Century West for south hangar development as presented and authorize the CEO to execute the contract.

Motion for Consideration:
Motion to approve Task Order #18 with Century West and authorize the CEO to execute contract.

AGREEMENT AND AUTHORIZATION FOR ENGINEERING CONSULTING SERVICES

By this Agreement dated _____, **Port of Bremerton (PoB)** (Client) authorizes **Century West Engineering Corporation (CWEC)** (Consultant) to carry out and complete the following Services in consideration of the mutual covenants set forth in the Professional Engineering Services Agreement (Master Agreement), executed between PoB and CWEC, and dated on February 2, 2018.

Project: **Task Order #18 - Bremerton National Airport (Owner Port of Bremerton)**
Phase 2 - South Hangars Site Development Design & Bidding Services

Project No.: TBD

Scope of Services:

The scope of work and associated fee are detailed below and in the attached documents.

The scope of services for design and bidding services for the Phase 2 - South Hangars Site Development Project at the Bremerton National Airport, is as detailed in the attached Exhibit A "Scope of Work."

Opinion of Probable Costs:

Fees and payments for authorized services will be as agreed to in the attached fee schedule (Exhibit B). The contract amount is $ 318,861.00 time and expense, not to exceed.

Port of Bremerton

By: _____

Title: _____

Date: _____

Century West Engineering Corporation

By: _____

Title: _____

Date: _____

Exhibit A
Draft Scope of Work_r4
Engineering Design and Bidding Services for
Bremerton National Airport
Phase 2 - South Hangars Site Development Design & Bidding Services

Background:

The Port of Bremerton desires to undertake site development for the South Hangar Phase 2 site.

Alternative hangar and taxilane layouts were developed for the south hangar location as part of Task Order # 5, South Hangar Site Analysis. From these alternatives, a preliminary alternative of the hangar site was developed and utilized to coordinate NEPA and 7460 review with the FAA for both the Phase 1 and Phase2 areas. The Phase 1 hangar site was constructed in 2020. Further refinements of the Phase 2 layout concept will be progressed as a task in this scope of services, and serve as the basis for site development design of the Phase 2 area within this scope of work.

The project layout and phase 2 area are as detailed on the "South Hangar Project Phase 2 Preliminary Site Plan" exhibit. The Phase 2 South Hangar site development project is anticipated to include:

- Site development grading for the Phase 2 Hangar Area, and grading tie-in to constructed Phase 1 grades.
- Stormwater improvements for the Phase 2 area that tie-in to the stormwater system capacity improvements constructed in Phase 1. The Phase 1 improvements included retention pond improvements sized for both Phase 1 and Phase 2 buildout. New and separate water quality improvements will be designed and constructed for the Phase 2 site.
- Structural protection infrastructure or modifications to the existing drainage gallery infrastructure to provide protection with potential embankment and other improvements extending over small portions of gallery.
- Sewer/Septic Tank/Grinder Pump improvements for Phase 2 Hangars. It is assumed system will accommodate flowage from three bathrooms (to be constructed separately outside of this scope). It is assumed the system will be a similar configuration as the Phase 1 system consisting of a holding tank and no drain field. The intent is the holding tank will be managed by manual pumping removal.
- Water system utility extensions and improvements for Phase 2 Hangars
- Electrical service extensions for Phase 2 Hangars
- Communication conduit extension (actual service to be installed by others separately)
- Natural Gas extension for Phase 2 Hangars (service to be design and installed by others separately)
- Phase 2 taxilane and hangar apron pavement development. Apron and taxilane pavement is anticipated for the critical aircraft that will identified during the preliminary engineering project phase. The pavement structure is anticipated to be either asphalt. Pavement markings and edge reflectors are anticipated with the pavement development.
- Access road pavement development extension and vehicle parking area

- Fencing improvements and adjustments (as necessary)

It is assumed the Phase 2 Area is being established to serve Group 1 aircraft.

Improvements for the potential future wash rack and oil/water separator are not anticipated to be designed or implemented as part of this scope of work. It is assumed Phase 2 hangars are to be developed by private parties, and will include water, sewer, and power connections. It is further anticipated the Hangars will **not** incorporate fire sprinkler systems. The Phase 2 area is anticipated to be approximately 8 acres.

NEPA Environmental review/determination and 7460 airspace review coordination has been previously undertaken, coordinated, and approved by FAA for both Phase 1 and 2 areas. It is assumed no further actions are necessary for NEPA or 7460 review.

The general anticipated project schedule is as follows:

- July 2022 City Pre-Application Meeting
- September/October 2022 – Scope/Fee Development and Negotiation
- TBD – Commission Meeting Notice to Proceed
- November 2022 to April 2023 - Project Design
- May to June 2023 Advertisement and Award
- July to October 2023 - Construction
- October 2023 – Construction Complete

A detailed project schedule will be developed as part of Task 1 per this scope of work.

Task order team is being led by the prime engineering consultant Century West Engineering (CWE). Sub-consultant support is being provided Elcon Associates - electrical/communications engineering, HWA Geosciences - geotechnical engineering, KPG – topographical survey services, and a structural engineering sub-consultant as necesssary. All tasks are performed by CWE unless otherwise noted.

TASK 1 – Project Management

1.1 Carry out project administration including, but not limited to project setup, administration, monitoring design and project schedules, coordination of project with the Port, monitoring and reporting technical and budget issues to the Port, preparation of monthly consultant invoices for submittal to the City. An allowance of 8 hours per month is assumed for this activity over a 7-month period.

1.2 Coordinate project team, subconsultants and administer subconsultant contracts. This effort includes 3 onsite coordination visits to facilitate subconsultant field investigations.

1.3 Perform technical review of subconsultant investigations and assessments for:

1.3.1 Electrical/communications assessments

1.3.2 Geotechnical assessments

1.3.3 Survey documentation

1.4 Initiate coordination for utility extension logistics, applications, design details with electrical/communications service providers. Coordinate with natural gas provider on alignment options for service. Design and construction of natural gas is to be provided by service provider and

is not included in this scope of work.

1.5 Provide a project schedule to the Port. Up to 1 revision is anticipated.

1.6 Prepare design report documenting design rationale, backup calculations, and project parameters. A Single design report will be prepared consolidating design elements of the prime and subconsultants.

1.7 Conduct in-house quality control for each element of design. It is assumed the Principal Engineer will perform QA/QC at the 60% and 100% submittals.

DELIVERABLES:

- Monthly Progress Reports and Invoice via Email
- Project schedule and schedule updates in PDF
- Bi-Weekly Check In Meeting Minutes

TASK 2 – FAA Coordination (NEPA Environmental and Airspace Review)

Although this project is not funded by the FAA, its location and depiction on the Airport Layout Plan necessitates the need for a NEPA determination. NEPA review and determination, as well as 7460 airspace review and approval were previously undertaken and completed for the Phase 2 area, as part of the Phase 1 design effort tasks. It is assumed no further action is required, and hence additional task items are not included within this scope of work.

Where additional NEPA related environmental investigations and documentation, or 7460 review is required, these efforts if necessary would be included in a separate task order.

Elements of this task include: *None*

Deliverables: *None*

TASK 3 – Surveying and Base Map Set Up (KPG)

Topographic survey for this project is required to capture Phase 2 site conditions that in part were altered during the Phase 1 site modifications. Current site conditions and as-built tie-in data will be captured to accommodate design of the Phase 2 improvements.

3.1 Consultant will perform a topographic survey of the proposed South Hangar Site. Topographic survey area is approximately 8 acres located west of Runway 2 and south of the Phase 1 hangar site. Mapping will capture grades, roads, pavements, storm pipe & facilities, water utilities, power utilities, pavement markings, vegetation areas (brush/trees), portion of existing hangar sites corners, geotech locations, stormwater pond, and fences/gates. Mapping shall be sufficient to produce accurate 1' contours. Survey will be tied via GPS to NAD83/2911 and NAVD88. Sufficient survey control and bench marks will be established for use during construction. (KPG)

3.2 Consultant will prepare a (CAD) base map from topographic survey files for use in design and plan development (CWE).

DELIVERABLES:

- Topographic Survey CAD base map

TASK 4 – SEPA Environmental and City Permitting

It is assumed the Port of Bremerton will be the SEPA Lead Agency and prepare SEPA checklist and documentation. It is anticipated Century West will provide technical project information to the Port to assist in their preparation of the SEPA documents. It is assumed grading, waterline, and stormwater design review and permitting is required with the City of Bremerton. The following tasks will be undertaken in support of these requirements.

4.1 Undertake a pre-application meeting with the City to verify grading and stormwater review, and permit submittal requirements.

4.2 Prepare and provide documentation support for the Port's preparation of the SEPA documents.

4.3 Prepare a City of Bremerton Site Development Permit (BMC 20.58.90) application and assembling packet of applicable grading, stormwater, waterline, and pavement documents. It is assumed all project elements will be permitting under the single "Site Development Permit." Port to pay all application fees and costs. This task effort includes preparation and/or assembly of the following submittal requirements:

1) Vicinity map (developed under this task)
2) Site plan (developed under this task)
3) Parking Plan (Not applicable, Not in contract)
4) Landscape Plan (Not applicable, Not in contract)
5) Elevation and/or Perspective drawings (Not applicable, Not in contract)
6) Civil Engineering drawings (developed under separate task)
7) Final Storm Drainage Report (developed under separate task)
8) Erosion and Sediment Control Plan (developed under separate task)
9) Phasing Plan (developed under this task)
10) Narrative (developed under this task)
11) Other Reports (developed under separate task)
12) Plans (developed under separate task)

DELIVERABLES:

- SEPA support documents.
- City Site Development application and packet.

TASK 5 – Geotechnical Support (HWA)

Previous limited geotechnical investigations were undertaken in the Phase 2 project area sufficient to support Phase 1 design. Additional geotechnical investigations are required to investigate and document complete site condition data necessary to design the Phase 2 improvements. Phase 2 geotechnical

investigations include:

5.1 Review prior project geotechnical and environmental reports to assess existing pertinent site information.

5.2 Plan the field work program and conduct a visit to the site to mark the locations of the test pits and cores and arrange for utility locates with an appropriate Location subcontractor.

5.3 Conduct a geotechnical investigation of the site, as needed, to augment geotechnical information available from prior projects. Investigations will include soil sampling, laboratory testing and analysis, soil stability, suitability of soil for construction aspects, subgrade strength determinations for pavement design, seasonal groundwater elevations, infiltration capacity for stormwater design, and infiltration capacity for onsite septic systems.

The Geotechnical Engineer will investigate soil conditions within the proposed hangar, apron and taxilane areas to support site grading, stormwater improvements, on-site sewer, and pavement design. The investigation will include the following:

a. Excavate a minimum of 8 test pits. To properly assess subgrade conditions, we anticipate test pit depths of about 8 to 10 feet will be required. Conduct in-place density tests in the upper 4 feet of subgrade at each test pit location to assess soil moisture and density. Bulk samples of subgrade soils will also be collected at each location for laboratory testing. HWA will arrange for a backhoe and operator to perform the test pit excavations. The test pits will be backfilled with excavated spoils tamped into place using the bucket of the excavator. Hence, these zones will consist of loose material and will likely settle slightly at the ground surface. Restoration of landscaping, sod, lawn, etc. is not included in this scope of work.
b. Conduct potholing with vactor and DCP within and around the existing storm gallery.
c. If necessary coordinate with the Kitsap Health District to facilitate a representative from the district to attend the test pit investigation.
d. Document the observed groundwater level, probable maximum annual groundwater level, and any observed restrictive layers, such as bedrock or clay.
e. Perform laboratory testing in general accordance with appropriate American Society for Testing Materials (ASTM) standards, including, natural moisture content, grain size analyses, Atterberg Limits, moisture/density relationship (Proctor), and California Bearing Ratio (CBR).
f. Prepare a draft geotechnical engineering report summarizing the results of investigation, laboratory testing, and analyses. HWA will provide recommendations for subgrade preparation, recommend CBR values for pavement design, and long-term design infiltration rates, as appropriate.

DELIVERABLES:

- Geotechnical Report.
- Review comments.

TASK 6 – Stormwater Design, Site Plan, SWPPP, & Permitting Coordination

The purpose of this task is to conduct concept stormwater system planning and provide permitting and design support for Phase 2 construction of the 8-acre Phase 2 site. Tasks are as follows:

6.1 Attend City of Bremerton stormwater kick-off meeting (as necessary) with Century West Engineering

and the Port. This meeting will assist in further identifying City stormwater design and permitting requirements associated with the proposed development.

6.2 Evaluate the basin area, outlet, and point of compliance that includes the Phase 2 area, and the tie-in and compatibility with the Phase 1 full build-out assumptions. Prepare a brief Technical Memorandum (4-6 pages) summarizing the results of the concept analysis. Present the results to the Port for discussion and resolution.

6.3 Stormwater conveyance Layout and water quality design

6.4 Prepare stormwater design sheets that will include: Site Plan (2 sheet); Stormwater Details (2 sheets); TESC Plan (1 sheet); TESC Details (2 sheets). Century West will provide the plan sheet template, base map, and civil design for new impervious surfaces (one version each for 60% and 100%).. The stormwater control design will follow the City of Bremerton stormwater requirements (the Ecology Manual) and also reference the WSDOT Aviation Stormwater Design Manual. Plan sheets will be provided at the 60 and 100 percent design levels. Specifications will be provided or referenced for the 60 percent and 100 percent design levels. Engineer's Opinion of Probable Cost (EOPC) will provided at the 60 and 100 percent design levels under tasks 9 and 10..

6.5 Stormwater modeling to support the design will use existing available modeling and provide modifications, if needed. A draft drainage design report will be prepared at the 60 percent design level (for permitting) and a final report will be prepared for the 100 percent level. A draft only Stormwater Pollution Prevention Plan will be prepared for the bidding materials using existing available templates.

6.6 60% and 100% stormwater design review meetings with the City at the City.

6.7 Address and respond to 60% and 100% City stormwater design review comments.

DELIVERABLES:

- Stormwater Preliminary Design Analysis for Phase 2 Technical Memorandum (4-6 pages).
- Draft Construction Stormwater Pollution Prevention Plan.
- Draft Stormwater Plan Sheets (approximate 60 percent design) for permitting.
- Final Stormwater Plan Sheets (100 percent design).
- Draft Stormwater Technical Report (60 percent design)
- Final Stormwater Technical Report (100 percent design)

TASK 7 – Electrical and Communication Systems (Elcon)

Electrical and communication utilities are available at existing hangars located north of the South Hangar site. The site development will include extending electrical and communication to the Phase 2 project site.

7.1 Perform design level field investigation to identify, confirm, and coordinate electrical and communication existing conditions and services to inform design. Field investigation will determine locations of the nearest connections that will provide adequate service for the sites. The site visit will include field investigations as well as coordination with Port staff to review final electrical/communications elements improvements to be included within project.

7.2 Attend design kick-off and design review meetings at Port office (assume 3 total with 3-hour durations).The initial meeting with the Port staff will facilitate confirming the electrical/communications

elements improvements to be included within project. Subsequent meetings will facilitate design review with Port staff.

7.3 Research and coordinate with service providers to identify requirements for development design and determine the split of developer vs. provider work elements.

7.4 Develop technical memorandum of findings of items 7.1, 7.2, and 7.3.

7.5 For the 60% design, prepare electrical design and development of plans, list of proposed electrical specifications and details for construction of new or relocated electrical items.

7.6 For the 100% final design, incorporate 60% design review comments, prepare electrical design and development of plans, specifications and details for construction of new or relocated electrical items.

7.7 Develop estimate of probable cost for the construction of electrical/communication bid items at each level of design.

7.8 Provide electrical Bidding Assistance: Provide bidding support services relating to the electrical/communication design for the proposed improvements. Electrical/communication bidding support services includes responding to bidding questions, and assisting with addenda.

Deliverables:

- Electrical Investigation Technical assessment memorandum
- 60% design documents (plans, specs)
- 100% final design documents (plans, specs)
- Estimate of probable cost for electrical/communication bid items at each design level

TASK 8 – On-Site Sewage System

On-site sewage system design will be developed for the Phase 2 hangar site development. System will be sized for up to 3-bathroom facilities within the Phase 2 development area. It is assumed the system will be a similar configuration as the Phase 1 system consisting of a holding tank and no drain field. The intent is the holding tank will be managed by manual pumping removal.

The improvements anticipate Review and permitting is required with the Kitsap County Health Department. Tasks associated with this effort are as follows:

8.1 Undertake a pre-application meeting with Kitsap County Health Department to verify on-site sewage system (OSS) design, review, and permit submittal requirements.

8.2 On-site Sewage System Design:

The Engineer shall complete the following design tasks:

a. Review design guidelines, including:
    1. Kitsap County Board of Health Onsite Sewage System and General Sanitation Regulations
    2. WAC Section 246-272A On-site Sewage Systems
    3. EPA Onsite Wastewater Treatment Systems Manual

b. Prepare design calculations for the sewage conveyance and septic system, including the following elements:
    1. Review findings from geotechnical investigation and determine location options best suited for the septic tank. Drainfields are not anticipated with this design.
    2. Develop design flows for the proposed hangar buildings
    3. Determine anticipated levels of waste strength for CBOD, TSS, and oils and grease
    4. Specify septic tank locations and sizes
    5. Design conveyance piping
    6. Perform design calculations for sewage delivery system. Delivery system may include a pressurized pipe system or gravity (drip irrigation) system depending on soil limiting layer, design flow, and conveyance system profile. Use of grinder pumps will be investigated as needed.
    7. Perform one field visit to verify locations, depths, and other site conditions necessary to complete the design.
    8. Treatment system design will not be included. It is assumed the system will include a holding tank that is anticipated to hold and be managed by pump and off-site removal.
    9. Design report: Document the design calculations and prepare a summary to be included in the project design report. A separate report specific to the septic system design will not be included.

8.3 On-site Sewage System Design Review, Coordination, and Permitting

a. Coordination: The Engineer shall coordinate with Kitsap Public Health District (KPHD) to develop the final design and address review comments from KPHD and the Owner. Design will be coordinated with KPHD at 60% and 100%, or as specified in the pre-application meeting.

b. This task shall not require any site visits but will consist of phone and email correspondence as necessary to address questions, comments, or concerns.

d. Permitting and coordination with KPHD

a. Complete a Building Site Application for the proposed septic system and submit to KPHD. It is assumed that no additional design report for the septic system is required for submittal to KPHD. This task effort includes preparation and/or assembly of the submittal requirements per Kitsap County Board of Health Ordinance 2008A-01.

DELIVERABLES:

- County On-Site Sewage System Permit application and plan packet.
- On-Site Sewage System Design Narrative

TASK 9 – 60% DESIGN

9.1 Review past mapping, plans, documents, and other available information pertaining to the project.

9.2 Undertake structural investigation analysis, and design of structural improvements to the existing storm gallery infrastructure as necessary, to adequately protect system with Phase 2 grade and

improvement changes that could influence loading, stability, or functionality of the existing system. **(Structural Engineer Subconsultant)**

9.3 Develop a detailed final Phase 2 site grading design. Grading design includes a complete Phase 2 site grading as well as apron and taxilane grade design.

9.4 Develop access road and vehicle parking area grade and pavement design.

9.5 Develop pavement marking layout.

9.6 Prepare (as necessary) a rough grading design relative to excess quantities generated from the South Hangar Site that would be placed on on-airport waste site (if desired).

9.7 Develop a pavement section designs for the Phase 2 new taxilane and apron areas. Pavement design will be based on critical use aircraft parameters defined by the Port. Pavement design, assumes the use of asphalt pavement.

9.8 Develop water system extension design per City of Bremerton Code requirements. Water system extension shall be designed for extension to the phase 2 area, and assumes the system will be a looped system.

9.9 Prepare a 60% level Construction Safety Phasing Plan (CSPP). The draft CSPP will not be submitted to FAA.

9.10 Review 60% level electrical design prepared by subconsultant and incorporate into 60% plan documents.

9.11 Review 60% level communication design prepared by subconsultant and incorporate into 60% plan documents.

9.12 Prepare 60% design plans. See plan sheet schedule in Attachment 1 for the anticipated drawing type and number of sheets to be included at each design level.

9.13 Prepare preliminary quantity and construction cost estimates for the project.

9.14 Assemble preliminary (60%) plans for Port review. 11”x17” PDF plans will be distributed via email. The 60% review by the Port will consist of plans and listing of specifications only. Port review time is anticipated to be 2 weeks.

9.15 Attend a 60% review meeting at the airport with the Port to discuss plans and costs and perform design site investigation. Up to 4 consultant and subconsultant staff may attend the meeting. Prepare an agenda and meeting minutes for the meeting.

DELIVERABLES:

- 60% Design Plans (PDF)
- Draft CSPP (PDF)
- Preliminary quantity and construction costs estimates (MS Excel and PDF)

TASK 10 – 100% DESIGN

10.1 Incorporate 60% design comments and respond as necessary to requests for additional information.

10.2 Prepare a final Construction Safety Phasing Plan (CSPP).

10.3 Review final level electrical design prepared by subconsultant and incorporate into 100% plan documents.

10.4 Review final level communication design prepared by subconsultant and incorporate into 100% plan documents.

10.5 Prepare final design plans. See plan sheet schedule in Attachment 1 for the anticipated drawing type and number of sheets to be included at each design level.

10.6 Prepare final bidding documents and technical specifications per WSDOT, FAA, and Port standards. Specifications will incorporate pertinent standards from the FAA as well as the current version of the WSDOT Standard Specifications for road, bridge, and municipal construction.

10.7 Prepare final level quantity and construction cost estimates for the project.

10.8 Assemble final plans for Port review. 11”x17” PDF plans will be distributed via email.

10.9 Perform review meeting of final documents with the Port. Incorporate any final Port comments into final bid documents.

10.10 Provide 2 sets of contract construction documents (contract manual and full-size drawings) for bidding. CWE will scan copies of plans and specifications and distribute to Port.

DELIVERABLES:

- (2) full size, signed, hard copy of plans
- (2) hard copies of specifications
- (1) Final quantity and construction costs estimates (MS Excel and PDF)
- (1) PDF electronic copy of final documents
- CAD files of plans (AutoCAD 2018)
- (2) CD, DVD, or USB of final documents with deliverables

TASK 11 – BIDDING SERVICES

11.1 Provide an advertisement for the public bidding of the project using Port boilerplate verbiage. The Port shall send the Invitation to Bid to media outlets for advertisement, and pay advertising fee.

11.2 Bid documents will be submitted in pdf format to Quest CDN. Bid documents will be accessible for bidders via the quest CDN project web page.

11.3 Assist in answering questions from potential bidders and technical questions during the bidding process.

11.4 Prepare addenda as necessary to clarify bid documents. CWE will upload to Quest CDN.

11.5 Organize, attend, and conduct a pre-bid conference at the Airport. The project manager and project engineer will attend the meeting. Prepare an agenda and meeting minutes.

11.6 Analyze bids and make a recommendation to the Port for award of bid. Port shall conduct the bid opening and send bid results to the Consultant for review and analysis. The Consultant will not attend the bid opening.

Deliverables:

- Advertisement
- Addenda (as required)
- Pre-construction meeting minutes and sign-in sheet

Assumptions/Exclusions

1. Authorization to begin design will occur in November 2022.
2. The project deliverables will be for a single bid package.
3. FAA and other federal funds are not used on this project. FAA design review is not required for this project.
4. DBE goals will not be included in the project specifications.
5. FAA–owned facilities, utilities, NAVAIDs, or NAVAID signals are not included in the project.
6. It is assumed that Modification of Standards will not be required for this project and are not part of this task order.
7. Construction management and support during the construction of the project are not part of this task order, and will be established as part of a subsequent task.
8. City of Bremerton will be the permitting agency for a grading, stormwater, and water system permits.
9. The Port will prepare and be the lead agency for SEPA.
10. Kitsap County Health Department will be the permitting agency for an on-site sewage system.
11. No wetland, biological, critical areas, cultural, or other environmental investigations will be required for NEPA or SEPA permitting. Should environmental investigations and documentation be required these efforts would be undertaken under a separate future task order.
12. Natural gas extension design, bidding, and construction is to be provided by service provider and is not included in this scope of work.

Attachment 1
Plan Sheet Schedule
Engineering Design and Bidding Services for
Bremerton National Airport
South Hangars Site Development

The plan sheet schedule is as follows:

Plan Sheet Schedule	# Sheets	60%	100%
Cover Sheet/Vicinity Map	1	Y	Y
Site and Survey Control Plan	1	Y	Y
General Notes, Legend, Abbreviations	1	Y	Y
Construction Safety and Phasing Plan & Notes	2	Y	Y
Erosion Control Plan	2	Y	Y
Erosion Control Plan Notes and Details	1	Y	Y
Demolition Plan	1	Y	Y
Grading Plan	3	Y	Y
Grading Sectional Views	2	Y	Y
Paving Plan Profile (Ramp, Taxilane, Road)	6	Y	Y
Paving details (Ramp, Taxilane, Road)	2	Y	Y
Storm Water Plan & Details	4	Y	Y
Storm Gallery Structural Plan/Details	2	Y	Y
Utility Site Plan (Water, and Septic)	2	Y	Y
Utility Details	3	Y	Y
Utility Plan/Profiles	3	Y	Y
Electrical/Communication Construction Plan	2	Y	Y
Electrical Diagram - Construction	2	Y	Y
TOTAL	40	40	40

Exhibit B

CENTURY WEST ENGINEERING

AIRPORT: BREMERTON NATIONAL AIRPORT
PROJECT TITLE: PHASE 2 -SOUTH HANGARS SITE DEVELOPMENT DESIGN & BIDDING SERVICES
CLIENT: PORT OF BREMERTON
JOB NUMBER: 12445.

1/6/2019 PROJECT TASK		(102) PRINCIPAL VP/ENGR $245.00	(165) SR PROJ MGR $210.00	(103) PROJ PM ENGR $160.00	(106) SR. STAFF ENGR $122.00	(195) STAFF ENGR (EIT) $110.00	(103E) ELEC PM ENGR $175.00	(117) CLER. $103.00	TOTAL HRS	PROJECT COST	TASK COST
TASK 1 - Administration											$35,758.00
1.1	Project Administration	2	0	40	0	0	0	14	56	$8,332.00	
1.2	Project Team Site Coordination	4	0	30	0	0	0	0	34	$5,780.00	
1.3	Technical Review of Site Investigations	2	0	9	0	0	0	0	11	$1,930.00	
1.4	Initial Utility Service Provider Coordination (3 Providers)	0	24	12	0	0	0	0	36	$6,960.00	
1.5	Project Schedule	0	2	2	0	0	0	0	4	$740.00	
1.6	Design Report	0	2	8	12	8	0	4	34	$4,456.00	
1.7	Quality Control (60% and 100% Deliverables)	24	8	0	0	0	0	0	32	$7,560.00	
TASK 2 - FAA NEPA & Airspace Coordination											$0.00
	Not Applicable/Not Included										
TASK 3 - Survey											$0.00
3.1-3.2	Topographic Survey & Base Map	Work included as part of Subconsultant Task Item listed below									
TASK 4 - SEPA Environmental & City Permitting											$12,380.00
4.1	City Pre-Application Meeting	2	0	8	0	0	0	0	10	$1,770.00	
4.2	Support Documentation for Port Prepared SEPA	2	0	8	6	4	0	0	20	$2,942.00	
4.3	Prepare and Coordinate City Site Development Permit	0	2	16	24	16	0	0	58	$7,668.00	
TASK 5- Geotechnical (HWA)											
5.1-5.3	Geotechnical Investigation	Work included as part of Subconsultant Task Item listed below									
TASK 6- Stormwater Design, Site Plan, SWPPP, & Permitting											$51,300.00
6.1	Stormwater City Kick-off Meeting	0	8	8	4	0	0	0	20	$3,448.00	
6.2	Phase 2 Basin Area Evaluation Confirmation with Phase 1 Design	0	16	0	16	0	0	0	32	$5,312.00	
6.3	Stormwater Conveyance and Water Quality Design (60% & 100%)	0	16	0	24	0	0	0	40	$6,288.00	
6.4	Prepare Stormwater Plans, 4 Plan Sheet Preparation (60% & 100%)	0	16	0	48	8	0	0	72	$10,096.00	
6.5	Stormwater Modeling Design and Report (60% & 100%)	0	32	0	48	0	0	0	80	$12,576.00	
6.6	60% & 100% City Stormwater Review Meetings	0	16	16	6	0	0	0	38	$6,652.00	
6.7	Address 60% & 100% City Stormwater Review Comments	0	16	4	24	0	0	0	44	$6,928.00	
TASK 7- Electrical and Communication Systems (Elcon)											
7.1-7.8	Electrical and Communication Investigation, Design, Bidding Support	Work included as part of Subconsultant Task Item listed below									
TASK 8 - OnSite Sewege System (OSS)											$27,504.00
8.1	Pre-Application Coordination and Meeting with KCHD	0	8	8	2	0	0	0	18	$3,204.00	
8.2	System Design (OSS)	0	40	2	54	0	24	0	120	$19,508.00	
8.3	System Design Review, Coordination, and Permitting	0	12	2	16	0	0	0	30	$4,792.00	
TASK 9 - 60% Design											$68,438.00
9.1	Review Historical Data	0	1	4	0	4	0	0	9	$1,290.00	
9.2	Structural Engineering Drainage Gallery Protections	Work included as part of Subconsultant Task Item listed below									
9.3	Grading Design Phase 2 detailed design	0	0	16	40	0	0	0	56	$7,440.00	
9.4	Access Road, Parking Area, Grade and Pavement Design	0	0	12	0	24	0	0	36	$4,560.00	
9.5	Pavement Marking Layout Design	0	0	2	0	6	0	0	8	$980.00	
9.6	Grading concept for Waste Site	0	0	2	0	4	0	0	6	$760.00	
9.7	Taxilane/Apron Pavement Design Analysis	2	0	12	0	2	0	0	16	$2,630.00	
9.8	Develop Water System Extension Design	0	16	4	16	0	0	0	36	$5,952.00	
9.9	60% Construction Safety & Phasing Plan	0	0	12	12	0	0	0	24	$3,384.00	
9.10	60% Review of Subconsultant Electrical design	0	4	4	0	2	0	0	10	$1,700.00	
9.11	60% Review of Subconsultant Communication design	0	2	4	0	2	0	0	8	$1,280.00	
9.12	60% Plan Development	0	14	50	64	64	2	0	194	$26,138.00	
9.13	60% Estimate	0	4	12	12	12	0	0	40	$5,544.00	
9.14	Assemble 60% Review Documents	0	0	2	0	4	0	0	6	$760.00	
9.15	60% Review Meeting and Site Investigation at Airport	0	10	10	10	10	0	0	40	$6,020.00	
TASK 10 - 100% Design											$47,678.00
10.1	Incorporate 60% Comments	0	4	8	4	8	0	0	24	$3,488.00	
10.2	100% Construction Safety & Phasing Plan	0	0	8	0	8	0	0	16	$2,160.00	
10.3	100% Review of Subconsultant Electrical design	0	2	4	0	1	0	0	7	$1,170.00	
10.4	100% Review of Subconsultant Communication design	0	2	4	0	1	0	0	7	$1,170.00	
10.5	100% Plan Development	0	10	40	40	40	2	0	132	$18,130.00	
10.6	100% Bid Document Specifications	0	12	12	60	0	2	4	90	$12,522.00	
10.7	100% Estimate	0	4	8	10	10	0	0	32	$4,440.00	
10.8	Assemble Final Documents	0	0	2	0	4	0	0	6	$760.00	
10.9	Review Meeting with Airport & Address any comments	0	2	8	6	6	0	0	22	$3,092.00	
10.10	Print and provide documents for Bidding	0	0	2	0	2	0	2	6	$746.00	
TASK 11 - Bidding Services											$9,975.00
11.1	Prepare Bid Advertisement	0	0	2	0	0	0	1	3	$423.00	
11.2	Prepare Bid Documents for online Bid Center	0	0	2	2	0	0	0	4	$564.00	
11.3	Bidding questions	0	2	10	10	0	0	0	22	$3,240.00	
11.4	Addenda	0	4	8	8	0	0	0	20	$3,096.00	

11.5	Pre Bid Conference	0	0	8	0	0	0	0	8	$1,280.00	
11.6	Analyze Bids & Recommendation of Award Letter	0	0	4	6	0	0	0	10	$1,372.00	
	Labor Subtotal	38	311	449	584	250	30	25	1687	$253,033.00	$253,033.00
	Hrs/Wk	1.9	15.6	22.5	29.2	12.5	1.5	1.3			

Primary Work Period Project Duration (wks): 20
Avg hrs/wk 84

EXPENSES:

Travel:	Cost Per Unit	Air Trips	Ground Trips	Days	R.T. Miles	Markup	
Lodging	$0.00			0		1.0	$0.00
Rental Car/Fuel/Milage	$0.600		14		140	1.0	$1,176.00
Ferry R/T	$35.00		14			1.0	$490.00
Meals	$35.00			0		1.0	$0.00

Misc. expenses:		
MISC		$100.00
PHOTO COPIES		$100.00
POSTAGE		$0.00
PRINTING		$1,000.00
PLOTTING		$500.00
FIELD SUPPLIES		$0.00

Sub-Consultants:	Sub-Fee	Markup	
TASK 3 - Survey (KPG)	$8,340.00	1.0	$8,340.00
TASK 5 - Geotechnical (HWA)	$28,442.00	1.0	$28,442.00
TASK 7- Electrical and Communication Systems (Elcon)	$15,680.00	1.0	$15,680.00
TASK 9.2 - Structural Protection Design (Structural Engineer)	$10,000.00	1.0	$10,000.00

Subtotal - Expenses	$3,366.00
Subtotal - Subconsultants	$62,462.00
Total -	**$318,861.00**

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No:	Action Item #2
Subject:	Bid Authorization for Mount Jupiter Way Site Development Project number 04-21-4001
Exhibit A:	Site Drawings
Prepared By:	Arne Bakker, COO
Meeting Date:	October 25, 2022

Summary:
As part of the Port's strategic mission of creating pad ready locations, the Port is looking to add infrastructure at Mount Jupiter Way in order to prepare for a future tenant, Steelhead Group Holdings, LLC., (Steelhead) and further development opportunities in the Olympic View Industrial Park. Steelhead has entered into a land lease with the Port of Bremerton for a 4.41 acre parcel in the Olympic View Industrial Park. This lease is set to commence when Steelhead group begins construction. The Port committed to creating a pad ready site for Steelhead Group Holdings. Steelhead Group Holdings has designed the site to include utilities to and beyond the site including water, sewer, electricals, natural gas and added extra conduit for future development. Currently, the permit application has been approved by the City of Bremerton. Port staff is currently waiting for approval of Department of Ecology due to its proximity to the Norseland Landfill and the restrictive covenant that has been placed on this site. Port staff is expecting this approval within 2-4 weeks.

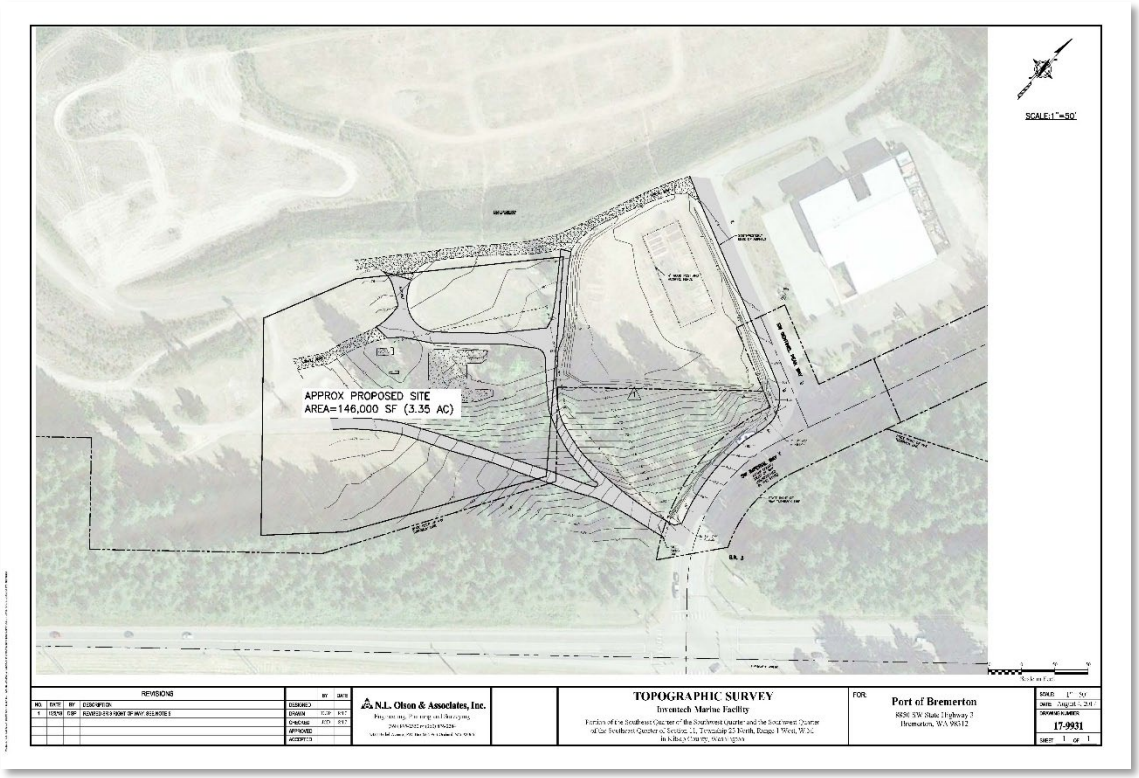
Fiscal Impact:
The estimated costs of the Site Development is $1,000,000. Funding for this project will come from the 2021 Capital Budget for the Inventech Marine Construction: $1,200,000

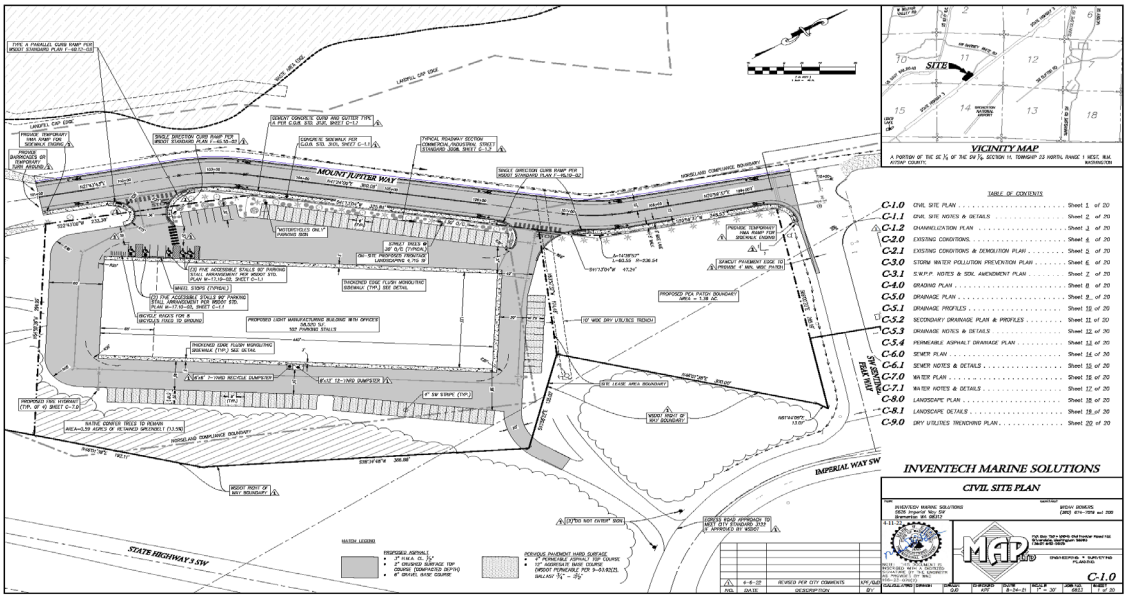
Strategic Purpose:
This action conforms with the Port's strategic plan in Goal 1. To be a significant leader in promoting the local economy and job growth

Recommendation:
Port staff recommends the authorization by commission to go out to bid for the infrastructure site development improvements which benefit the Steelhead Group Holdings site and future developments on the additional 250 acres connected to this property.

Motion for Consideration:
Move to authorize Port staff to go out to bid for the site development improvements for the Steelhead Group Holdings site and future developments.

EXHIBIT A


APPROX PROPOSED SITE
AREA=146,000 SF (3.35 AC)
SCALE:1"=50'
TOPOGRAPHIC SURVEY
Inventech Marine Facility
N.L. Olson & Associates, Inc.
Port of Bremerton
17-9931


MOUNT JUPITER WAY
IMPERIAL WAY SW
STATE HIGHWAY 3 SW
VICINITY MAP
SITE
TABLE OF CONTENTS
INVENTECH MARINE SOLUTIONS
CIVIL SITE PLAN
C-1.0