



PORT OF HOOD RIVER COMMISSION

AGENDA

Tuesday, October 18, 2022

Port Conference Room

1000 E. Port Marina Drive, Hood River

1. Call to Order – 5:00 p.m.
 - a. Modifications, Additions to Agenda
 - b. Public Comment (5 minutes per person per subject; 30-minute limit)
2. Consent Agenda
 - a. Approve Minutes from the October 4, 2022 Regular Session (*Patty Rosas, Page 3*)
 - b. Approve Lease with Chief Consulting in the Timber Incubator Building (*Greg Hagbery, Page 7*)
 - c. Approve Amendment No. 2 to Lease with Columbia River Acupuncture in the Marina Park #1 Building (*Greg Hagbery, Page 21*)
 - d. Approve Accounts Payable to Jaques Sharp in the Amount of \$19,062.14 (*Jana Scoggins, Page 25*)
3. Informational Reports
 - a. Bridge Replacement Project Update (*Michael Shannon, HNTB, Page 29*)
4. Presentations & Discussion Items
 - a. Bridge Fracture Critical Inspection Report & Load Limit Update, Mark Libby, HDR Engineering (*Kevin Greenwood, Page 35*)
5. Executive Director Report (*Kevin Greenwood, Page 55*)
6. Commissioner, Committee Reports
7. Action Items
 - a. Approve Resolution 2022-23-2 Authorizing Bank Account Signatories (*Genevieve Scholl, Page 59*)
 - b. Approve Amendment No. 1 to Contract with HNTB for Consulting Services Related to Bridge Replacement (*Kevin Greenwood, Page 63*)
 - c. Approve Issuance of Request for Developer Interest for the N. Apron at the Airport (*Greg Hagbery, Page 117*)
 - d. Approve Task Order No. 2 with Precision Approach Engineering for Phase I (Design & Bidding) Services for the AWOS Replacement Project at the Airport Not to Exceed \$84,650 (*Greg Hagbery, Page 131*)
8. Commission Call
9. Confirmation of Commission Directives to Staff

10. Executive Session under ORS 192.660 (2) (e) to conduct deliberations with persons designated to negotiate real property transactions.

11. Possible Action

12. Adjourn

If you have a disability that requires any special materials, services, or assistance, please contact us at 541,386,1645 so we may arrange for appropriate accommodations.

*The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

**Port of Hood River Commission
Meeting Minutes of October 4, 2022 Regular Session
Via Remote Video Conference & Marina Center Boardroom
5:00 p.m.**

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

**5:00 p.m.
Regular Session**

PRESENT: Commissioners: Ben Sheppard, Kristi Chapman (arrived at 5:06 p.m.), Mike Fox, Hoby Streich, and Heather Gehring. Legal Counsel: Anna Cavaleri. From Staff: Genevieve Scholl, Kevin Greenwood, Greg Hagbery, Daryl Stafford, John Mann, Michael Shannon, and Patty Rosas. Guests: None

ABSENT: None

MEDIA: Noah Noteboom

1. CALL TO ORDER: President Ben Sheppard called the meeting to order at 5:00 p.m.

a. **Modifications or additions to the agenda:**

- 1) Remove Action Item 7(b)
- 2) Add updated recommendation to Action Item 7(d) – Wire Rope Replacement.

b. **Public Comment:** Written public comment received from Hood River residents Rose Gaither and Janelle Koester regarding the public safety concern of off-leash dogs on the waterfront.

2. CONSENT AGENDA:

- a. Approve Minutes from September 13, 2022 Regular Session and September 23, 2022 Special Session
- b. Approve Disposal of Degraded Docks Pursuant to Port’s Surplus Property Procedure

Motion: Approve consent agenda

Move: Hoby Streich

Second: Mike Fox

Discussion: None

Vote: Unanimous

MOTION CARRIED

3. INFORMATIONAL REPORTS: Bridge replacement project update by Michael Shannon accepted as written.

4. PRESENTATION & DISCUSSION ITEMS:

a. **Food Concessions on the Event Site Dock Discussion** – Daryl Stafford, Waterfront Manager, is seeking direction from the Commission on locating food carts at the Event Site Dock. Stafford provided a few different options for the Commission to consider. Commission consensus was not to move forward with food carts at the Event Site Dock and requested that staff explore other possible locations for food carts in the future. Commissioner Mike Fox requested an update on the development of Lot #1.

5. EXECUTIVE DIRECTOR REPORT: Kevin Greenwood, Executive Director, reported that the Finance Director recruitment has been posted. The new Finance Director is expected to be on board by early January. Greenwood commented that the Request for Proposal (RFP) for general counsel legal services has also been posted and no responses have yet been received.

Commissioner Fox noted that they need to have a discussion on the Commission Formation Agreement (CFA) for the Bi-State Bridge Authority (BSBA). The current draft notes 3 members from Oregon and 3 from Washington. The members are appointed by Klickitat County and Hood River County. During the

last Bi-State Working Group (BSWG) meeting a suggestion was made that White Salmon and Bingen provide two nominations into Klickitat County. Commissioner Fox commented that the Port should have some involvement with BSBA and suggested having a Port representative on the BSBA Board. Anna Cavaleri of Legal Counsel commented that the composition of the BSBA is perhaps mandated by legislation and therefore they would be unable to change the representatives. Commission consensus was to include a Port representative on the BSBA Board once Anna Cavaleri confirms if this is possible.

6. Commissioner, Committee Reports: None

7. ACTION ITEMS:

a. Approve Resolution 2022-23-1 Authorizing Port Bank Account Signatories.

Motion: Approve Resolution No. 2022-23-1 Authorizing Kevin Greenwood, Ben Sheppard, Kristi Chapman, Hoby Streich, Heather Gehring, and Fred Kowell as Signatories for Port bank accounts.

Move: Hoby Streich

Second: Kristi Chapman

Discussion: Commissioner Fox does not agree that Fred Kowell should be an authorized Port bank account signatory but will approve the resolution.

Vote: Unanimous

MOTION CARRIED

~~**b. Approve Resolution 2022-23-2 Naming Kevin Greenwood, Executive Director, as the Registered Agent of the Port of Hood River.**~~

c. Approve Intent to Award Contract for Wire Ropes Replacement Project. John Mann, Facilities Director, noted that once the wire ropes are installed there will be an inspection in six months. If the wire ropes have stretched, they will need to rehang the counterweights resulting in another 4-day bridge closure.

Motion: Authorize Intent to Award Contract to Hamilton Construction Company for Wire Ropes Replacement Project in an Amount Not to Exceed \$1,119,250.00 and authorize the Executive Director to sign the contract, subject to legal review and barring no protest.

Move: Mike Fox

Second: Heather Gehring

Discussion: Commissioner Fox requested that the contract include a start and end date for the project. Commissioner Kristi Chapman recommended that the public be notified as soon as possible of the bridge closure.

Vote: Unanimous

MOTION CARRIED

d. Approve Contract with Arup US, Inc. for Consulting Services Related to Replacement Bridge Management Contract Not to Exceed \$50,000.

Motion: Authorize Personal Services Contract for Procurement Advising with Arup US, Inc. in an amount not to exceed \$50,000.

Move: Kristi Chapman

Second: Hoby Streich
Discussion: None
Vote: Unanimous

MOTION CARRIED

8. COMMISSION CALL:

- a. Commissioner Streich requested a roundtable to discuss revenue streams for the waterfront, airport, and marina. Commission consensus to conduct a roundtable in January to set goals that can then be incorporated into the budget process.
- b. Commissioner Fox noted that the BSWG has been meeting with several legislators and added that there is a tour scheduled on October 14 for Oregon and Washington representatives.
- c. Commissioner Heather Gehring commented that she enjoyed Kevin Greenwood’s community meet and greet last Friday.
- d. Commissioner Chapman commended the BSWG for all their work on the Replacement Bridge Project.

9. CONFIRMATION OF COMMISSION DIRECTIVES TO STAFF:

- a. Staff to explore possible locations for future food carts.
- b. Staff to provide an update on the development of Lot #1.
- c. Staff to coordinate a roundtable for Commissioners in January.
- d. Staff to include verbiage in Wire Ropes contract that includes start and end date of project.

10. EXECUTIVE SESSION: President Ben Sheppard recessed Regular Session at 5:53 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) to conduct deliberations with persons designated to negotiate real property transactions.

11. POSSIBLE ACTION: None

12. ADJOURN:

Motion: Adjourn the meeting
Vote: Unanimous
MOTION CARRIED

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Patty Rosas

ATTEST:

Mike Fox, Secretary

Ben Sheppard, President (In absence of Secretary)

Commission Memo

Prepared by: Greg Hagbery
Date: October 18, 2022
Re: Chief Consulting Group LLC – New Lease



Chief Consulting Group LLC has been a tenant in the Timber Incubator Building at 3875 Heron Drive, Odell since November 2017, for the purpose of processing industrial hemp and distillation of alcohol beverages.

The existing lease is set to expire on October 31, 2022, with no additional extension options available. Chief Consulting has requested a new lease agreement that will allow them to remain in the Timber Incubator Building.

Additionally, a new lease agreement will use the new Triple Net lease structure that was developed by the Port in 2019. This new structure collects “Additional Rent” to cover costs that were previously uncaptured in older lease agreements, such as maintenance and utility costs.

RECOMMENDATION: Approve Lease with Chief Consulting Company in Suite 300 of the Timber Incubator Building.

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LEASE

THIS LEASE is entered into at Hood River, Oregon by and between **PORT OF HOOD RIVER**, an Oregon municipal corporation, hereinafter referred to as “Lessor,” and Chief Consulting Group LLC, an Oregon limited liability company, hereinafter referred to as “Lessee.” Lessor and Lessee may hereafter be referred to individually as a “party” or collectively as the “parties”.

- 1. Leased Premises Description.** In consideration of the covenants of the parties, Lessor Leases to Lessee approximately 2,500 square feet of space in Lessor’s building commonly known as the Timber Incubator Building (“Building”) located at Suite 300, 3875 Heron Drive, Oregon (“Leased Premises”). The Leased Premises are identified in the attached “Exhibit A.”

Building Name:	Timber Incubator
Building Address:	3872 Heron Drive. Odell, OR 97044
Lessee Suite/Description:	Suite 300
Leased Area:	2,500
Rentable Area:	2,500

- 2. Term.** The Lease shall be binding when both parties sign the Lease. The Lease Term shall be for the period effective on **November 1, 2022** and continuing through **October 31, 2025** if not in default under the Lease, and if Lessee pays Lessor all Rent Lessee owes or may be responsible to pay under the Lease, Lessee has the option to extend the Lease for two extension term(s) of two year(s) each, through October 31, 2029 provided Lessee gives Lessor written notice of Lessee’s intent to renew the Lease for the additional term while the Lease is in effect. To be effective, Lessee’s notice to renew must be received by Lessor no later than ninety (90) calendar days prior to the Lease termination date.

Effective Date:	November 1, 2022
Lease Expiration Date:	October 31, 2025
Renewal Options:	2 (2) year options
Renewal Notice Requirement:	90 days

- 3. Allowed Use.** Lessee shall use the Leased Premises for Hemp processing and distribution (excluding psychoactive drugs such as marijuana or hashish) and/or distillation of alcohol beverages and distribution. The Leased Premises shall not be used for any other purposes without the written consent of Lessor, which may be granted or denied in Lessor’s discretion.

4. Rent

The rents Lessee owes Lessor shall be and consist of Base Rent (“Base Rent”), plus Additional Rent (“Additional Rent”). For purposes of this Lease, Base Rent and Additional Rent are referred to collectively as “Rent”.

- 4.1 Base Rent.** Beginning on the Effective Date, Base Rent shown below shall be payable in equal monthly installments in advance on the first day of each calendar month during the Term of this Lease, except to the extent otherwise specifically provided elsewhere in this Lease. However, if the Lease does not begin on the first day of a month rental for the first

month shall be prorated to reflect the actual number of days in that month that the Lease is in effect and shall be payable immediately.

<u>Suite #</u>	<u>Rentable Area Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly Base Rent</u>
300	2,500	\$0.71	\$1,775

4.1.1 Consumer Price Index (CPI). Starting on the first anniversary of the Effective Date, and occurring annually thereafter, including any extensions of this Lease, Base Rent will be adjusted by adding to the monthly Base Rent amount payable during the previous 12-month period a percentage increase equal to the previous twelve months Base Rent amount times the percentage change in the Consumer Price Index for the Western Region Class BC, or a similar U.S. Government inflation index selected by Lessor (“CPI”) for the most recent 12-month period for which a published CPI is available. However, in no event will the annual increase be less than one (1) percent or more than five (5) percent.

4.2 Additional Rent. Additional Rent shall be all other sums of money that shall become due from and payable by Lessee to Lessor under this Lease, including without limitations, Operating Expenses as defined in Section 5.3.1 and Taxes and Assessments as defined in Section 5.3.2. Additional Rent shall be payable by Lessee to Lessor on the first calendar day of each month.

4.3 Additional Rent Calculation.

<u>Rentable Area (Square Footage)</u>	<u>Estimated rate per s.f. per month</u>	<u>Monthly Estimated Additional Rent</u>
2,500	.22	\$550

4.3.1 Operating Expenses. Operating Expenses shall include all costs for the operation, repair and maintenance of the Building, Building Common Areas, and “Building Exterior Areas” which are located on Lessor property adjacent and related to the Building, whether designated for a particular Building tenant or which benefit some or all Building tenants. Operating expenses may include but are not limited to:

4.3.1.1 All costs and expenses incurred by Lessor in maintaining and repairing the Building, the Building Common Areas and Building Exterior Areas, including but not limited to:

- 4.3.1.1.1** General Building Exterior Areas maintenance and repairs of paved areas including; resurfacing, painting, restriping, cleaning, sidewalks, curbs, snow removal, storm systems, drainage systems and sweeping;
- 4.3.1.1.2** Maintenance and repair of landscaping including plantings, irrigation and sprinkler systems, general landscaping maintenance;
- 4.3.1.1.3** Services for Building Common Areas such as janitorial, fire suppression, security and door locking system, elevator and HVAC maintenance;

4.3.1.1.4 General maintenance and repair of Building systems including plumbing, lighting and fixtures, siding and trim, flooring, HVAC, roof and fixtures and garbage service.

4.3.1.1.5 Property management and administration fees required to enable the Building to be used by tenants and maintained.

4.3.1.2 All costs and expenses incurred by Lessor for utility usage that is not separately metered and payable by Lessee or another Building tenant, including but not limited to: electricity, gas, water, telecommunications and internet provided in suite, as well as Building Exterior Areas, and Building Common Areas.

4.3.1.3 Operating Expenses shall not include (a) Lessor's capital expenditures, determined pursuant to Generally Accepted Accounting Principles as interpreted by Lessor, consistently applied, made in connection with Building, Building Common Areas or Building Exterior Areas or any equipment therein or thereon, except for those (i) required to comply with laws enacted after the date of this Lease, or (ii) made for the primary purpose of reducing Operating Expenses (b) attorneys' fees incurred in enforcing the terms of any Building lease; (c) any amount paid to an entity or individual affiliated with or otherwise related to Lessor which exceeds the amount which would be paid for similar goods or services on an arms-length basis between unrelated parties; (d) any cost of selling, exchanging or refinancing the Building and Building Common Areas and any tax increase caused by their revaluation by virtue of a sale by Lessor; (e) Lessor's general administrative overhead not directly attributable to management or operation of the Building, Building Common Areas and Building Exterior Areas and (f) costs for services normally provided by a property manager where the Operating Expenses already include a management fee.

4.3.2 **Taxes and Assessments.** Lessee shall pay its proportionate share of all current assessments, real estate taxes, other taxes, fees and other charges levied or imposed by any governmental body against the Leased Premises, the Building, Building Common Areas and Building Exterior Areas and the property on which those sit, whether or not now customary or within the contemplation of the parties. Payment of the taxes shall be made as an Additional Rent charge. Lessee's proportionate share of any taxes shall be based only on that portion of the taxes which is allocated to the Leased Premises including the Load Factor during the Lease Term. Lessee shall directly pay all taxes levied on or with respect to Lessee's personal property located on the Leased Premises.

4.3.3 **Annual Adjustment/Reconciliations.** Within a reasonable time following the end of each Lessor fiscal year ending June 30 ("Fiscal Year") during the Term, Lessor shall furnish to Lessee an itemized statement prepared by Lessor setting forth Lessee's total Rent, including Additional Rent, for the preceding Fiscal Year, the estimated amount of Lessee's share of future Additional Rent for the upcoming Fiscal Year, and the Rent payments made by Lessee, including Additional Rent, during the prior Fiscal Year ("Itemized Statement"). Should Lessee's prior Fiscal Year Additional Rent payments exceed the actual Additional Rent owed, Lessor shall credit Lessee that

over payment amount to apply to the next Fiscal Year Additional Rent amount. Should Lessee's prior Fiscal Year Additional Rent payments be less than actual Additional Rent owed, Lessee shall pay Lessor for such deficiency in a lump sum within thirty (30) calendar days after receipt of the Itemized Statement.

The upcoming Fiscal Year Additional Rent payable by Lessee will be based on the preceding Fiscal Year actual expenses allocated to Lessee and any new or higher costs or expenses allocated to Lessee which Lessee will owe based on Lessor's forecast of the future Fiscal Year expenses, which shall be reflected in the Itemized Statement. The new monthly Additional Rent amount will be sent to Lessee by Lessor in the annual Itemized Statement. Lessor shall adjust the Additional Rent monthly payment amount beginning every July 1 of the Term, which Lessee shall pay monthly in advance on the first day of each month during the Fiscal Year. The updated Additional Rent payment payable by Lessee for July and any other month that begins after the Itemized Statement is sent by Lessor to Lessee shall be due within ten (10) days after the date Lessor sends the Itemized Statement to Lessee.

- 4.3.4 Market Rent Payable If Lease Option Is Exercised.** If the Lease is in effect one hundred eighty (180) calendar days prior to its renewal term, then not more than one hundred eighty (180) days from such renewal term, Lessor will notify Lessee in writing what the monthly Rent amount for the Leased Premises will be on the date of the renewal term, if Lessee exercises Lessee's option to renew the Lease. The renewal term Rent amount will be based on Lessor's good faith estimate of the fair market monthly rental rate for the Leased Premises upon the start of the renewal term including a CPI adjustment, provided however, the Rent amount will not be less than the most recent monthly Rent amount payable by Lessee prior to the renewal term. When Lessor notifies Lessee what the renewal term monthly Rent amount will be, Lessor will provide Lessee with information Lessor has used to determine the fair market monthly Rent amount, in Lessor's opinion. If Lessee exercises Lessee's option to renew the Lease the fair market monthly Rent amount established by Lessor will be payable by Lessee beginning on the first day of the renewal term. The foregoing notwithstanding, if Lessee is dissatisfied with or has questions about the fair market monthly Rent amount Lessor will charge Lessee beginning at the renewal term, Lessee may discuss the matter with Lessor prior to exercising Lessee's option to renew the Lease. Lessor may agree to change the monthly Rent amount payable beginning of the renewal term, or not, in Lessor's discretion. If Lessor agrees to change the monthly Rent amount beginning at the renewal term, that agreement must be in writing signed by Lessee and Lessor.
- 5. Building Common Areas and Building Exterior Areas.** Building Common Areas and Building Exterior Areas are provided by Lessor for the joint use and benefit of Building tenants, including Lessee, their employees, customers, suppliers and other invitees. Building Common Areas and Building Exterior Areas are identified in the attached "Exhibit B". Use of available Building Common Areas and Building Exterior Areas shall be subject to compatible, non-exclusive use on the part of other Building tenants. Lessee agrees that its usage of such Building Common Areas and Exterior Building Areas shall not interfere or be inconsistent with the similar rights of other Building tenants. All Building Common Areas and Exterior Building Areas shall be subject to the exclusive control and management of Lessor. Lessor shall have the right from time to time to

establish, modify and enforce equitable rules with respect to all Building Common Areas and Building Exterior Areas, which Lessee agrees to abide by. Lessee understands and agrees that other tenants may occupy the Building.

5.1 Building Exterior Areas include: public parking areas, access roads, driveways, entrances and exits, landscaped areas, and sidewalks, excepting those parking spaces that may be designated for use by particular Building tenants as shown in the attached Exhibit B.

5.2 Building Common Areas include interior Building space which is not available for lease to a third party and that is shared by Building tenants and shall include, but is not limited to: entry areas, hallways, stairwells, mechanical, IT, electrical and janitorial closets, shared restrooms and elevators.

6. Parking. Lessee may park vehicles in Building Exterior Areas designated by Lessor for vehicle parking when parking spaces are available.

7. Maintenance and Repair.

Expenses of any maintenance or repair activity that is not considered a Capital Expenditure is an Operating Expense described in section 5.3.1 of this Lease. A portion of the cost of Lessor maintenance and repair activities related to Lessee's occupancy of the Leased Premises shall be payable by Lessee as Additional Rent.

7.1 Lessor Obligations. Lessor shall maintain the Building except for the Leased Premises and other tenant occupied leased areas which are the responsibility of Building tenants, and shall maintain the Building Exterior Areas, and Building Common Areas, including stairs, corridors, restrooms, exterior and interior windows, plumbing and electrical equipment serving the Building, roof and elevators, except for equipment owned or leased by Lessee and other building tenants, in reasonably good order and condition except for damage occasioned by the Lessee or Lessee's licensees or invitees, which damage Lessee shall promptly repair or may be repaired by Lessor at Lessee's expense in Lessor's discretion, in which case Lessee shall promptly reimburse Lessor. Lessor shall cause water and electric services to be provided to the Building. However, in no event shall Lessor be responsible or liable for an interruption or failure in the supply of any utilities to the Building or Leased Premises or for inconvenience or costs incurred by Lessee resulting from Lessor maintenance.

7.2 Lessee Obligations. During the Lease Term Lessee shall at Lessee's sole cost and expense keep the Leased Premises in good order, condition and repair. This obligation shall include, without limitation, the obligation to maintain and repair when damaged, not functioning or worn beyond ordinary wear and tear: floor coverings, wall coverings and paint, casework, ceiling tiles, HVAC exclusively serving the Leased Premises, window coverings, light bulbs, ballasts and fixtures, locks and hardware and all tenant improvements. Lessee shall promptly pay bills for Lessee's utility services provided directly to Lessee and shall reimburse Lessor for utilities services paid for by Lessor as Operating Expenses.

8. Insurance

8.1 Lessee Hold Harmless Agreement. Lessee agrees to indemnify and save Lessor, Lessor's Port Commissioners, officers, employees and agents harmless from any claims by any persons,

firms, or corporations arising from business conducted on the Leased Premises or from anything done by Lessee at the Leased Premises, and will further indemnify and save Lessor, Lessor's Port Commissioners, officers, employees and agents, harmless from all claims arising as a result of any breach or default on the part of Lessee under the terms of this Lease, or arising from any willful or negligent act or omission of Lessee's agents, contractors, employees, or licensees in or about the Leased Premises, and from all costs, attorney fees, and liabilities incurred in any action or proceeding brought thereon; and in case any action or proceeding is brought against Lessor, Lessor's Port Commissioners, officers, employees or agents by reason of any such claim, Lessee, upon notice from Lessor covenants to resist and defend such action or proceeding with the assistance of qualified legal counsel.

8.2 Lessee Insurance. On or before the effective date of the Lease and thereafter during the Lease Term, Lessee shall maintain insurance and provide Lessor with current certificates of insurance, including an additional insured endorsement, ensuring coverage of:

(a). Commercial General Liability insurance covering the insured against claims arising out of Lessee's operations, assumed liabilities under this Lease and use of the Leased Premises. The combined single limit shall not be less than Two Million Dollars (\$2,000,000) per occurrence with a Four Million Dollar (\$4,000,000) aggregate limit. Lessee agrees to keep the policy in effect for the duration of the Lease Term. The policy shall name Lessor as additional insured, and expressly include Lessor's Port Commissioners, officers, employees, and agents as additional named insured. The policy shall state that the coverage is primary and will not seek any contribution from any insurance or self-insurance carried by Lessor and shall contain a clause that the insurer will not cancel or change the insurance without first giving Lessor at least fourteen (14) calendar days prior written notice. The insurance shall be provided by an insurance company registered to do business in the State of Oregon, or by a company approved by Lessor.

(b). Property Damage insurance covering (a) all furniture, trade fixtures, equipment, merchandise and all other items of Lessee's property on the Leased Premises and all alterations and other improvements and additions to the Leased Premises whether owned or constructed by Lessee or Lessor pursuant to the Lease. Such insurance shall be written on an "all risks" of physical loss or damage basis, for the guaranteed replacement costs new value without deduction for depreciation of the covered items and in amounts that meet any co-insurance clauses of the policies.

8.3 Building Damage or Destruction. Lessor shall maintain property insurance covering the Building, Exterior Building Areas and Building Common Areas providing protection against "all risk of physical loss". If the Leased Premises or Building are partially destroyed (more than 25%) by fire or other casualty, Lessor may decide to repair the Leased Premises or Building, or not, in Lessor's sole discretion. Lessor shall notify Lessee in writing of Lessor's intent regarding repair within thirty (30) calendar days after the date of the damage. If Lessor notifies Lessee that Lessor does not intend to repair the damage the Lease shall terminate effectively at the date of the damage. If Lessor notifies Lessee that Lessor intends to repair the damage the Lease shall continue and Lessor shall return the Leased Premises or Building to as good a condition as existed prior to the damage, in a prompt manner reasonable under the circumstances. If Lessee's use of the Leased Premises is disrupted during Lessor's repairs a reasonable portion of the Rent shall be abated during the

disruption. In no event shall Lessor be required to repair or replace Lessee's property including Lessee's fixtures, furniture, floor coverings or equipment. In no event shall Lessee be entitled to recover damages from Lessor related to destruction of the Leased Premises or Building or related to repairs undertaken by Lessor.

9. Lessor Funded Tenant Improvements. If Lessor has agreed to make or pay for tenant improvements to the Leased Premises prior to or during the Lease Term, a description of the improvements, costs and Lessee's obligation to pay for such improvements shall be set forth in a separate written agreement that will be an amendment to and become part of this Lease.

10. Tenant Alterations. Lessee shall not make any alterations, additions, or improvements ("Alterations") in, on or to the Leased Premises or any part thereof without the prior written consent of Lessor which Lessor may agree to, with or without conditions, or deny in Lessor's discretion. After receiving a Lessee request to make Alterations Lessor will consider the following, among other issues: (i) the Alterations are nonstructural, do not impair the strength of the Building or any part thereof, and are not visible from the exterior of the Leased Premises; (ii) the Alterations do not affect the proper functioning of the Building heating, ventilation and air conditioning, mechanical, electrical, sanitary or other utilities systems and services of the Building; (iii) Lessor shall have reviewed and approved the final plans and specifications for the Alterations; (iv) Lessee pays Lessor a fee for Lessor's indirect costs, field supervision or coordination in connection with the Alterations equal to five percent (5%) of the actual cost of such Alterations or such other sum as Lessor determines if Lessee agrees; (v) materials used are consistent with existing materials in the Leased Premises and Building and comply with Lessor's Building standards; and (vi) before proceeding with any Alteration, which will cost more than \$10,000, Lessee obtains and delivers to Lessor a performance bond and a labor and materials payment bond for the benefit of Lessor, issued by a corporate surety licensed to do business in Oregon each in an amount equal to one hundred twenty five percent (125%) of the estimated cost of the Alterations and in form satisfactory to Lessor, or such other security as shall be satisfactory to Lessor.

12. Fixtures and Personal Property. Lessee shall not suffer or give cause for the filing of any lien against the Leased Premises or Building. Lessee shall promptly notify Lessor of, and shall defend, indemnify and save harmless, Lessor from and against any and all construction and other liens and encumbrances filed in connection with Alterations, or any other work, labor, services or materials done for or supplied to Lessee.

At the expiration or earlier termination of the Lease Term Lessee shall remove all furnishings, furniture, equipment, other personal property and trade fixtures from the Leased Premises in a way that does not cause damage to the Leased Premises. If Lessee fails to remove any personal property, this shall be an abandonment of such property, and Lessor may retain Lessee's abandoned property and all rights of Lessee with respect to it shall cease; provided however, that Lessor may give Lessee written notice within 30 days after the Lease expiration or termination date electing to hold Lessee to its obligation of removal. If Lessor elects to require Lessee to remove personal property and Lessee fails to promptly do so, Lessor may affect a removal and place the property in storage for Lessee's account. Lessee shall be liable to Lessor for the cost of removal, transportation to storage, storage, disposal, and other costs incurred by Lessor with regard to such personal property.

13. Condemnation. If more than twenty- five percent (25%) of the Leased Premises and/or Building shall be taken or appropriated under the power of eminent domain or conveyed in lieu thereof, Lessor shall have the right to terminate this Lease. If the Lease is terminated, Lessor shall receive all income, rent award or any interest thereon which may be paid or owed in connection with the exercise of such power of eminent domain or convey in lieu thereof, and Lessee shall have no claim against Lessor or the agency exercising such power or receiving such conveyance for any part of such payments. If Lessor elects not to terminate the Lease, Lessor shall receive any and all income, rent award or any interest thereon paid or owed in connection with such taking, appropriation or condemnation.

14. Signs. Lessee shall not erect or install any signs, flags, lights or advertising media nor window or door lettering or placards visible from outside the Leased Premises or visible from the Building Common Areas or Exterior Common Areas without the prior written consent of Lessor, which Lessor may grant or deny in Lessor's discretion. Lessee agrees to maintain in good condition any signs or displays which are allowed.

15. Leased Premises Condition; Lessor Access. Lessee has inspected the Leased Premises and accepts them in AS IS condition. Lessee shall return the Leased Premises to Lessor in the condition when leased or as improved in good, broom clean condition except for ordinary wear and tear at the termination of this Lease. Any cost to bring the Leased Premises back to an acceptable condition shall be the sole responsibility of Lessee.

Upon termination or expiration of this Lease, Lessor shall inspect the Leased Premises and shall either accept the condition AS IS or require Lessee to remove personal property and/or repair the Leased Premises to a condition that is acceptable including reasonable wear and tear. Any cost to bring the Leased Premises back to an acceptable condition shall be the sole responsibility of Lessee.

Lessor shall have the right to enter upon the Leased Premises at all reasonable hours after twenty four (24) hours oral notice (without notice to protect public health and safety in an emergency) to inspect it or to make repairs, additions or Alterations to the Leased Premises or any property owned or controlled by Lessor. E-mail from Lessor to Lessee (or Lessee's on-site manager if any) may serve as notice of inspection of the Leased Premises. If Lessor deems any repairs reasonably required to be made by Lessee to be necessary, Lessor may give notice that Lessee shall make the same within thirty (30) calendar days (immediately in an emergency involving public health and safety), and if Lessee refuses or neglects to commence such repairs and complete the same satisfactory to Lessor in a timely manner, Lessor may make or cause such repairs to be made. If Lessor makes or causes such repairs to be made Lessee agrees that it will, within 30 days, pay to Lessor the cost thereof and pay Lessor's related costs.

Lessor shall provide up to 5 access keys to the Leased Premises or up to five (5) access cards. Additional keys or lost keys may be purchased from Lessor for \$20 per key. Additional access cards may be purchased from Lessor for \$25 per card. If Lessor is managing a key system which requires issuance of a rekey Lessee shall be responsible for the cost associated with Lessor issuing a rekey.

- 16. Entire Agreement; Amendments.** This Lease contains the entire agreement of the parties with respect to the Leased Premises. No prior agreement, statement, or promise made by any party to the other not contained herein shall be valid or binding. This Lease may not be modified, supplemented or amended in any manner except by written instrument signed by both parties.
- 17. Quiet Enjoyment.** From the date the Lease commences Lessee will have the right to use the Leased Premises consistent with this Lease without hindrance or interruption by Lessor or any other persons claiming by, through or under Lessor, subject, however, to the terms and conditions of this Lease. The foregoing notwithstanding, Lessee agrees that Lessor may make improvements to the Building and adjacent areas which may cause noise or otherwise temporarily disrupt Lessee's quiet enjoyment of the Leased Premises.
- 18. Waiver.** One or more waivers of any covenants or conditions by either party shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to any act by Lessee requiring Lessor's consent or approval shall not be construed as consent or approval to any subsequent similar act by Lessee.
- 19. Assignment.** Lessee agrees not to assign or in any manner transfer this Lease or any estate or interest therein without the previous written consent of Lessor, and not to sublet the Leased Premises or part or parts thereof without like consent. Lessor will not unreasonably withhold its consent.
- 20. Default.** Time is of the essence of performance of all the requirements of this Lease. If any Rent or other sums payable by Lessee to Lessor shall be and remain unpaid for more than ten (10) calendar days after the same are due and payable, or if Lessee shall fail to comply with any term or condition or fulfill any obligation of the Lease (other than the payment of Rent or other charges) within fourteen (14) calendar days after written notice to Lessee specifying the nature of the default with reasonable particularity, or if Lessee shall declare bankruptcy or be insolvent according to law or if an assignment of Lessee's property shall be made for the benefit of creditors or if Lessee shall abandon the Leased Premises, then in any of said events Lessee shall be deemed in default hereunder. In the event of a default the Lease may be terminated at the option of Lessor. If the Lease is terminated, Lessee's liability to Lessor for Rent and damages shall survive such termination and Lessor may re-enter, take possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Lessor under applicable law.
- 21. Holdover.** If Lessee does not vacate the Leased Premises when the Lease Term expires, Lessor shall have the option to treat Lessee as a month to month tenant, subject to all the provisions of this Lease except the provisions for term and renewal, and at a rental rate equal to one hundred and fifty percent (150%) of the daily prorated amount of the Rent for the last period prior to the date of expiration. Lessor may choose to lower the rental rate and will notify Lessee of such choice in writing once Lessee is holding over. Failure by Lessee to remove fixtures, furnishings, trade fixtures, or other personal property which Lessee is required to remove under this Lease shall constitute a failure to vacate to which this paragraph shall apply. If a month-to-month tenancy results from holdover by Lessee under this paragraph, the tenancy shall be terminable at the end of any monthly rental period on written notice from Lessor given to Lessee not less than ten (10) calendar days prior to the termination date specified in Lessor's notice. Lessee

waives any notice which would otherwise be required by this Lease or by law with respect to month-to-month tenancy.

22. Notices. Whenever under this Lease a provision is made for notice of any kind, it shall be deemed sufficient if such notice to Lessee is in writing delivered personally to Lessee’s registered agent if any, to the person signing the Lease, or to Lessee’s on site manager if any who at the date of this Lease is Johnathan Vanella, or sent by certified mail with postage prepaid to the address indicated on the signature page of this Lease; and if such notice is to Lessor, delivered personally to the Executive Director of the Port of Hood River at the Port of Hood River’s office located at, 1000 E. Port Marina Drive, Hood River, OR 97031 or sent by certified mail with postage prepaid to the address indicated on the signature page of this Lease. Notice shall be deemed given on the date of personal delivery or if mailed, two business days after the date of mailing.

23. Governing Law and Dispute Resolution. This Lease shall be governed by and construed in accordance with the laws of the State of Oregon. Any dispute involving this Lease may be resolved by court action or mediation if both parties agree. If the parties agree to use a mediator they will each pay one half the costs of mediation. If mediation does not occur or does not result in a resolution satisfactory to both parties the dispute shall be resolved by arbitration. Any arbitration shall be in accordance with the rules of the Arbitration Service of Portland then in effect. The parties shall use a single arbitrator mutually agreeable to them. If they are unable to agree on an arbitrator, or a process to select one, either party may apply to the Hood River County Circuit Court to appoint an arbitrator. The award rendered by an arbitrator shall be binding on the parties and may be entered in the Hood River County Circuit Court. The prevailing party in court action, or arbitration proceeding, including any appeal therefrom or enforcement action, shall be entitled to recover their reasonable attorney’s fees and costs and disbursements incident thereto.

24. Authority to Execute. The persons executing this Lease on behalf of Lessee and Lessor warrant that they have the authority to do so.

DATED this ____ day of _____, 2022.

Lessee: Chief Consulting Group LLC

Lessor: Port of Hood River

Signed: _____

Signed: _____

By: Johnathan Vanella
Its: Owner
Address: 5009 NE 39th Ave
Vancouver, WA 98661
Email/phone: (360) 690-5775
cghemp@gmail.com

By: Kevin M. Greenwood
Its: Executive Director
Address: 1000 E. Port Marina Drive
Hood River, OR 97031
Email/phone: (541) 386-1645
kgreenwood@portofhoodriver.com

**Exhibit A
LEASED PREMISES**

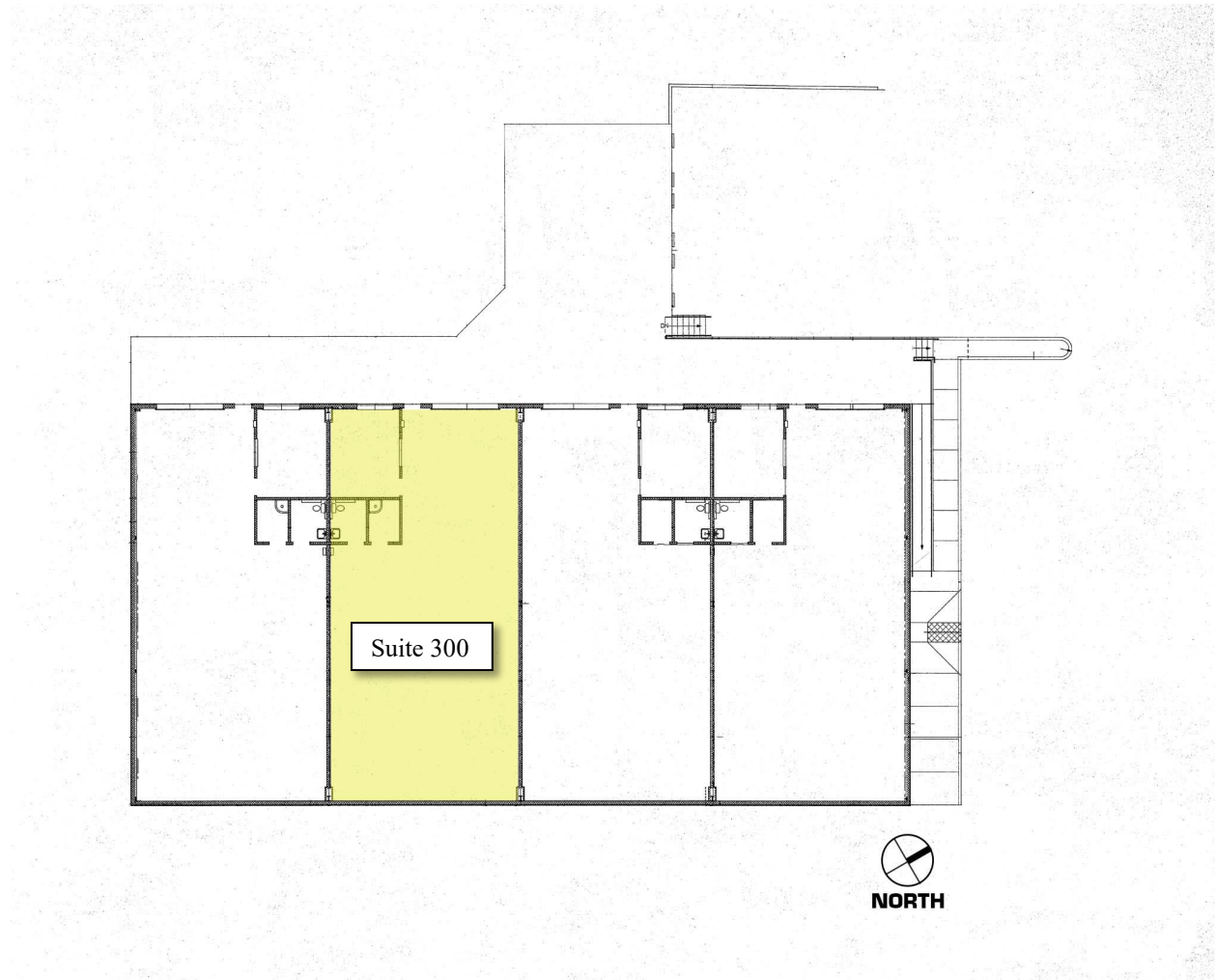


Exhibit B
COMMON AREAS AND BUILDING EXTERIOR AREAS



Commission Memo



Prepared by: Greg Hagbery
Date: October 18, 2022
Re: Lease Amendment No. 2 –
Columbia River Acupuncture

Columbia River Acupuncture has leased Suite 100 in the Marina Park #1 Building since 2017. The terms of the 2017 Lease Agreement provide an option to extend the lease term for one additional year. Susan Froehlich has contacted the Port to express the desire to use her option to extend.

RECOMMENDATION: Approve Addendum No. 2 to Lease with Columbia River Acupuncture in the Marina Park #1 Building.

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ADDENDUM NO. 2 TO LEASE

Whereas, the Port of Hood River (“Lessor” or “Port”) and Susan Froehlich dba Columbia River Acupuncture, (“Lessee”) entered into a lease of Suite 100 in the Marina Park #1 Building (“Building”) located at 700 E. Port Marina Drive, Hood River, Oregon (“Leased Premises”), effective September 1, 2017 (“Lease”); and,

Whereas, Pursuant to Section 2 of the Lease Agreement, Lessee has requested a one (1) year extension of the Lease; and,

Therefore, Lessor and Lessee agree the Lease is amended as follows:

1. The Lease term is extended, and the Lease shall remain in effect through August 31, 2023.

Except as modified by this Addendum No. 2, to Lease, all terms and conditions of the Lease shall remain in full force and effect.

DATED THIS _____ DAY OF _____, 2022.

By: _____
Kevin M. Greenwood, Port Executive Director

By: _____
Susan Froehlich, Owner

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Commission Memo



Prepared by: Jana Scoggins
Date: October 18, 2022
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$19,062.14
---------------------	--------------------

Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	\$19,062.14
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JAQUES SHARP

— ATTORNEYS AT LAW —

205 3RD STREET / PO BOX 457
 HOOD RIVER, OR 97031
 (Phone) 541-386-1311 (Fax) 541-386-8771

CREDIT CARDS ACCEPTED
 TARJETAS DE CREDITO ACEPTADAS

HOOD RIVER, PORT OF
 1000 E. PORT MARINA DRIVE
 HOOD RIVER OR 97031

Page: 1
 October 05, 2022
 Account No: PORTOHAM

Previous Balance	Fees	Expenses	Advances	Payments	Balance	
MISCELLANEOUS MATTERS						
JJ	3,950.00	2,850.00	0.00	0.00	-3,950.00	\$2,850.00
ORDINANCE #24	325.00	950.00	0.00	0.00	-325.00	\$950.00
LEASE TURTLE ISLAND	825.00	0.00	0.00	0.00	-825.00	\$0.00
EASEMENT (CenturyLink)	125.00	0.00	0.00	0.00	-125.00	\$0.00
Charter Internet License (Marina Green)	100.00	0.00	0.00	0.00	-100.00	\$0.00
BRIDGE EASEMENT-CENRTYLINK (United Telephone Compa	50.00	0.00	0.00	0.00	-50.00	\$0.00
NORTHWEST PIPELINE EASEMENT	175.00	1,100.00	0.00	0.00	-175.00	\$1,100.00
BRIDGE TELECOM EASEMENT	0.00	700.00	0.00	0.00	0.00	\$700.00

HOOD RIVER, PORT OF

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance
BRIDGE CABLE EASEMENT (Falcon)					
125.00	800.00	0.00	0.00	-125.00	\$800.00
MARINA - BOATHOUSE MATTERS					
2,875.00	625.00	0.00	0.00	-2,875.00	\$625.00
BARMAN PROPERTY					
2,450.00	1,025.00	0.00	0.00	-2,450.00	\$1,025.00
WAAAM HANGAR LEASE					
3,725.00	25.00	0.00	0.00	-3,725.00	\$25.00
REPLACEMENT BRIDGE MANAGEMENT CONTRACT					
75.00	0.00	0.00	0.00	-75.00	\$0.00
PROFESSIONAL SERVICES SOLICITATIONS					
0.00	3,475.00	0.00	0.00	0.00	\$3,475.00
2022 EMPLOYMENT MATTERS					
3,250.00	950.00	0.00	137.14	-3,250.00	\$1,087.14
BISTATE BRIDGE COMMISSION (OR)					
8,125.00	2,025.00	0.00	0.00	-8,125.00	\$2,025.00
BRIDGE CONTRACT - WIRE ROPE REPLACEMENT (OR)					
1,225.00	225.00	0.00	0.00	-1,225.00	\$225.00
PORTWAY STORMWATER PIPELINE PROJECT					
0.00	1,950.00	0.00	0.00	0.00	\$1,950.00
USDOT/FHWA GRANT					
0.00	1,525.00	0.00	0.00	0.00	\$1,525.00
CG OPERATIONS LEASE					
0.00	700.00	0.00	0.00	0.00	\$700.00
<u>27,400.00</u>	<u>18,925.00</u>	<u>0.00</u>	<u>137.14</u>	<u>-27,400.00</u>	<u>\$19,062.14</u>

**THIS STATEMENT REFLECTS SERVICES PROVIDED AND
 PAYMENTS RECEIVED THROUGH THE 30th OF SEPTEMBER
 UNLESS OTHERWISE STATED**



Project Director Report
October 18th, 2022

The following summarizes Bridge Replacement Project activities from Oct 1st to Oct 17th, 2022:

PROJECT MANAGEMENT

- *We have had Industry contacts from DEA, AECOM, Skanska and TY Lin with interest into the project and its status.*
- *HTNB is continuing to meet with WSP, ODOT and FHWA related to the NEPA/FEIS process.*
- *HNTB submitted their scope and fee their Amendment 1. ARUP has provided their independent review of the scope and fee. The amendment is being submitted for action by the BSWG. The amendment covers early Geotechnical Work, Preliminary Engineering that will support the development of an RFP/RFQ for the final designer/contractor on the project and bring key staff to full time on the project.*

FUNDING FINANCE & TOLLING

- *WSTC T&R Analysis*
 - *WSTC team will do an update presentation to the BSWG and PORT Commission in December.*
 - *HNTB and PORT attended the first Technical Working Group meeting with WSTC team on October 11. The meeting discussed the collaboration and complimentary efforts of WSTC tasks and the Ports upcoming Revenue Optimization Study.*

GRANT FUNDING UPDATES

- *Multimodal Project Discretionary Grant (MPDG)*
 - *Mega Project is still pending*
 - *Rural is still pending*
- *Bridge Infrastructure Program (BIP)*
 - *Should hear back this fall before the November election.*
 - *50% match required (other state grants/appropriations and bonds count)*
 - *Obligation date: September 30, 2025 (within 18-month period)*
 - *Amount requested: \$100M*
- *Safe Street and Roads for All (SS4A). For bike/ped facility.*
 - *There was an error in the submittal process of this application and our submittal was not accepted for this cycle. The information that was compiled will be used for a future submittal when available.*
- **BUILD20**
 - *Fully Executed Agreement received from FHWA on September 23*
 - *Period of Performance: September 30, 2022, to December 31, 2024*
 - *Funding: \$5M – Federal Share, \$1.25M Local Match (Washington Grant) – Total\$6.25M*

- *ARPA (Oregon Grant)*
 - *Our 3rd Quarter report was submitted to ODOT/FHWA on October 10th, 2022. \$107,824.28 was submitted for reimbursement for this Quarter which ran from July 1, 2022, thru September 30, 2022.*

GOVERNMENT AFFAIRS UPDATE

- *State Legislative Day – October 14th –The event was held from 9am to Noon. The event was very well received, representatives from both states were in attendance.*
 - *We had 16 elected officials from Washington attend and 18 elected officials from Oregon attend the event. The agenda started with a presentation on the condition of the existing bridge and the need for its replacement with a Q&A session. We then did a walking tour from the PORT offices to the Best Western Conference Room. At the Best Western there was a presentation on Funding Finance and Tolling. The day concluded with a panel of local business owners and emergency service providers who discussed the impact the bridge has on their businesses and ability to provide services to the community.*
- *One on one Oregon Legislative briefings have begun, Mayor McBride, Commissioner Fox and Commissioner Anderson were able to attend the meetings with the following members:*
 - *Oregon*
 - *Matt Garrett; Climate, Energy and Transportation Policy Advisor to Governor Brown*
 - *Jason Trombley; Legislative Director to House Majority Leader Fahey*
 - *Senator Steiner-Hayward (D-NW Portland/Beaverton)*
 - *Tony Lapiz, Legislative Director and Jenn Baker, Chief of Staff; Speaker Rayfield’s Office (D-Corvallis)*
 - *Senator Findley (R-Vale)*
 - *Senator Beyer (D-Springfield)*
- *Meetings will continue for the next few weeks.*
- *The next trip to Washington DC has been set for Dec 6th – 8th. Hal Hiemstra is finalizing the details of this trip.*

GOVERNANCE/BRIDGE AUTHORITY PROGRESS

- *The 2nd Draft of the Commission Formation Agreements is in review by all parties. Upon receipt and resolution of comments in October, a 3rd and final draft will be presented to the BSWG in November for approval.*
- *Steven S has developed a draft report on the Primary Place of business determination. The report looked at several key factors and identified three options for the BSWG to consider in how we move forward.*
- *Local Govt nominations/appointments was reviewed and recommended*
- *As the bridge project transitions from the Port to the new Bridge Authority in 2023, the Port will likely serve an administrative role for the Mid-Columbia Bridge Authority (MCBA). This means that during the budget process, the Port’s Bridge Replacement Fund will also serve as the MCBA’s interim fund. The Port will start tracking allocated expenses for replacement with the intent of showing the true, actual costs related to the effort. Once the MCBA has its*

own staff and financial system in place, the replacement fund will then transition to the MCBA. There are many legal, financial and policy considerations that will arise during this process, but conceptually this will be the staff/consultant recommendation.

FINAL EIS/RECORD OF DECISION/TREATY MOA's

- *Environmental Impact Statement technical reports are available at <https://cdxapps.epa.gov/cdx-enepa-ll/public/action/eis/details?eisId=314171>*
- *National Marine Fisheries (NMFS) Biological Opinion (BiOp) Update. Denis Reich, ODOT State Environmental Manager, reported that the Columbia interior branch chief rejected our draft of the BiOp in July. The branch chief was ready to sign a revised version but the Quality Control (QC) manager reviewed it and advised the branch chief not to sign due to formatting protocols. The BiOp was written following a “condensed version” that the Lower Willamette branch has been endorsing in recent years did not adequately account for the level of risk associated with a project the size of the Hood River Bridge. The ODOT environmental team will be rewriting the pieces that can continue to be used. Nancy Munn, QC manager for the Interior Columbia branch will be working directly with the ODOT biologists writing the document to ensure the format only needs one review by the branch chief and NMFA general counsel. Reich felt that his team could deliver the work by end of the year and that it” is a priority for our headquarters folks and we now have extra bodies on it...” This likely pushes the ROD completion too early in 2023.*
- *Tribal Consultation Update*
 - ***Yakama Nation (YN).***
 - *HNTB will be taking over the lead on this agreement and a draft MOA is in development and legal review and we are reaching to YM to do a review in October.*
 - ***Nez Perce***
 - *A meeting will be set up with David Cummings our new point of contact through the end of the year.*
 - ***Umatilla (CTUIR).***
 - *There has been a change in the legal contact for CTUIR, Brent Hall our previous contact has left his position and our new contact is Joe Pitt. A meeting is being coordinated to meet with Joe in October.*
 - ***Warm Springs.***
 - *ODOT managing this relationship.*

OTHER ITEMS

- *Commission Fox and Michael Shannon attended the PNWA Annual Convention Oct 12th and 13th.*

KEY STAKEHOLDER MEETINGS

Date:	Subject:
<i>10.11</i>	<i>WSTC Technical Working Group</i>



Bridge Replacement Project

Project update

The Hood River-White Salmon Interstate Bridge is a vital transportation link connecting Hood River, Oregon with the communities of White Salmon and Bingen in Washington. Since 2003, the Port of Hood River (Port) has been working to advance the replacement of this bridge that was originally constructed in 1924. Currently, the Port is advancing the design of the replacement bridge, completing environmental review and pursuing funding for design and construction. A Bi-State Working Group (BSWG) consisting of Mayors and County Commissioners from both Hood River and Klickitat Counties monitors the project and advises the Port on bridge replacement activities.

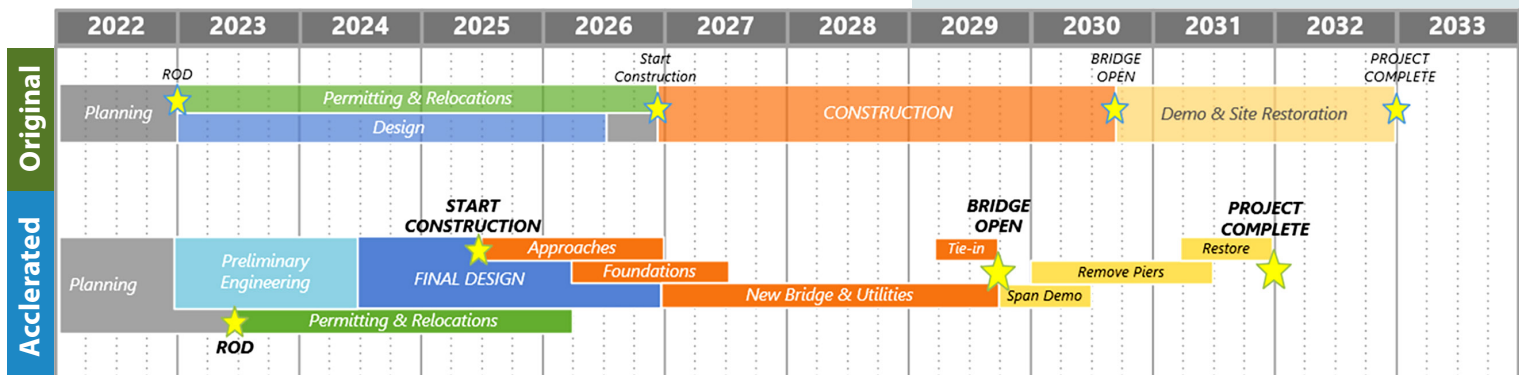
Current project activities:

- POHR Board of Commissioners promoted Bridge Replacement Project Director, Kevin Greenwood, to Executive Director effective October 1.
- The project is developing a Revenue Optimization Plan and working with the Washington State Transportation Commission on a Traffic and Revenue Study, all aimed at studying and modeling different scenarios for tolling to provide long-term, secure funding and financing for the bridge.
- Preliminary work for the geotechnical services are underway; geotechnical services are expected to begin in early 2023.
- On October 14, POHR will host legislators from Oregon and Washington to discuss the critical need for a replacement bridge and pathways to secure state funding.
- POHR and Klickitat County jointly applied for three grants of \$195 million (INFRA, MEGA, and RURAL) under the Multimodal Project Discretionary Grant within USDOT. The project was not awarded the INFRA grant, but the applications under MEGA and RURAL are still pending.
- POHR and Klickitat County also applied for an additional \$100M grant under the Bridge Investment Program (BIP), also under USDOT. The application is pending.
- POHR and Klickitat County jointly applied for a \$2.5 million Safe Streets and Roads for All (SS4A) planning grant to create an Action Plan to ensure that safe bicycle and pedestrian access is included on the new bridge.

How would bridge replacement benefit the Columbia River Gorge communities?

The Hood River Bridge provides a critical connection for residents and visitors to the Columbia River Gorge National Scenic Area. One of only three bridges spanning the Columbia in this region, the bridge is a critical rural freight network facility for agriculture, forestry, heavy industry and high-tech companies with freight originating throughout the northwest. The existing bridge is nearing the end of its serviceable life and is obsolete for modern vehicles with height, width, and weight restrictions and is also a navigational hazard for marine freight vessels. The bridge has no sidewalks or bicycle lanes for non-motorized travel and would likely not withstand a large earthquake.

If project funding is secured, the new bridge would provide a safe and reliable way for everyone to cross or navigate the Columbia River—by car, truck, bus, bicycle, on foot, or on the water. A new bridge would support a thriving economy and livable communities.



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Commission Memo



Prepared by: Kevin Greenwood
Date: October 18, 2022
Re: HDR Bridge Supplemental
Load Rating Analysis

On August 24, 2021, the Commission approved Amendment No. 2 to Task Order No. 11 which authorized HDR Engineering, Inc. (“HDR”) to conduct live-load testing and engineering analysis related to restoration of the 64k weight limit on the Hood River Bridge in January 2021. The live-load testing and subsequent engineering analysis was completed and presented to the Commission on March 1, 2022. HDR Engineer Mark Libby will attend the meeting to provide an update on the project and to present the proposed maintenance work based on the recently completed bridge inspection reports.

Mr. Libby notes that the supplemental load rating now requires no additional rehab work, due to the presence of splice plates in Span 3. The attached maintenance repairs exhibit identifies the expected work for two bid packages – 1) for the Pier 6, 8 patching below water, 2) everything else. Mr. Libby anticipates the overall cost of the maintenance repairs would be \$200,000 and the underwater pier repairs would be between \$200,000-\$300,000 to complete. These costs would be funded through the Bridge Repair & Replacement Fund.

RECOMMENDATION: Informational.

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Supplemental Load Rating Exhibit



OREGON D.O.T. BRIDGE SECTION LRFR LOAD RATING SUMMARY REPORT (PAGE 1)

Latest Revision 2/19/2019

QUALITY CONTROL...

FIRM QC REVIEWER(S): ODOT QC CHECK BY:

Draft

BRIDGE DATA...

BRIDGE #: <input type="text" value="06645"/>	NBI FEATURE: <input type="text" value="Columbia River"/>
BRIDGE NAME: <input type="text" value="Columbia River, Hwy 2 Conn (White Salmon)"/>	
HIGHWAY NAME: <input type="text" value="I-84 White Salmon"/>	
REGION: <input type="text" value="1"/>	DIST: <input type="text" value="2C"/>
COUNTY: <input type="text" value="Hood River"/>	HIGHWAY #: <input type="text" value="002DU"/>
	MILEPOST: <input type="text" value="64.62"/>
YEAR BUILT: <input type="text" value="1924"/>	DESIGN LOADING: <input type="text" value="H15"/>
OWNER: <input type="text" value="Port of Hood River"/>	
SPAN DESCR: <input type="text" value="2-40' St Strs, 3-214' St Dk Truss, 7-208' St Dk Truss, 1-262.5' St Lift Spn, 8-208' St Dk Truss, 8-40' RC Gir"/>	
OTHER DESCR: <input type="text"/>	

LOAD RATING ENGINEER DATA...

RATING DATE: FIRM: LOAD RATER: CALCULATION BOOK:

LATEST INSPECTION DATA...

INSP. DATE: ADT: ADTT: YEAR of ADT (2 digits): A.C. DEPTH, INCHES:

DECK: SUPERSTR.: SUBSTR.: ROADWAY IMPACT (Elem. 999):

CONDITION RATINGS ---->

RATING DATA...

LRFR FACTORS: IMPACT 1+: γ_{bc} γ_{dw}

LRFR RATINGS FOR N.B.I.: INVENTORY (Item 66): Tons OPERATING (Item 64): Tons

SECTIONS EVALUATED: COMMENTS:

NBI STATUS ITEMS:

Operational Status (Item 41):	<input type="text" value="A"/>
Bridge Posting Status (Item 70):	<input type="text" value="5"/>
Temporary Status (Item 103):	<input type="text"/>

LOAD:	TL	←-----1st rating control-----→							←-----2nd rating control-----→						
		R.F.	Limit State	Force Type	Φ	CONTROLLING... MEMBER	SPAN	LOCATION	R.F.	Limit State	Force Type	Φ	CONTROLLING... MEMBER	SPAN	LOCATION
DESIGN & LEGAL VEHICLES															
HL93 (INVENTORY)	1.750														
TYPE 3 (50K)	1.330	1.17	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L	1.28	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.9L
TYPE 3S2 (80K)	1.330	1.18	St1	T	0.855	Builtup I-Section	4 of 19	U8L7	1.20	St1	T	0.855	Builtup I-Section	4 of 19	U3L4
TYPE 3-3 (80K)	1.330	1.17	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L	1.18	St1	T	0.855	Builtup I-Section	4 of 19	U3L4
TYPE 3-3 & LEGAL LANE															
TYPE 3-3 TRAIN & LEGAL LANE															
SU4 TRUCK (54K)	1.330	1.04	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L	1.14	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.9L
SU5 TRUCK (62K)	1.330	1.05	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L	1.14	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.9L
SU6 TRUCK (69.5K)	1.330	1.04	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L	1.10	St1	+M	1.000	EXT STR	OR App 1	0.45L
SU7 TRUCK (77.5K)	1.330	1.03	St1	+M	1.000	EXT STR	OR App 1	0.45L	1.04	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L
EV2 TRUCK (57.5K)	1.330	1.01	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L	1.10	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.9L
EV3 TRUCK (86K)	1.330	0.69	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.923L	0.75	St1	V	0.900	INT RCDG Gdr 3	WA Span	0.9L
CTP VEHICLE, MULTI-LANE															
OR-CTP-2A (105.5K)															
OR-CTP-2B (105.5K)															
OR-CTP-3 (98K)															
STP VEHICLE, MULTI-LANE															
OR-STP-3(120.5K)															
OR-STP-4A (99K)															
OR-STP-4B (185K)															
OR-STP-4C (150.5K)															
OR-STP-4D (162.5K)															
OR-STP-4E (258K)															
OR-STP-5BW (204K)															
SPECIAL															
STP VEHICLE, SINGLE LANE W/ESCORT															
OR-STP-3(120.5K)															
OR-STP-4A (99K)															
OR-STP-4B (185K)															
OR-STP-4C (150.5K)															
OR-STP-4D (162.5K)															
OR-STP-4E (258K)															
OR-STP-5BW (204K)															
SPECIAL															

All rating factors > 1.0 for legal loads, except for EV3 truck.

Inspection photos revealed splice plates are present at chord splices in Span 3 (not shown in plans). This eliminates the retrofit that otherwise would be required to restore loads.

This page shows the lowest rating factors, specific location rating factors are on following pages.



OREGON D.O.T. BRIDGE SECTION

LRFR LOAD RATING WORKSHEET (PAGE 2)

BRIDGE NO: 06645
 BRIDGE NAME: Columbia River, Hwy 2 Conn (White Salmon)

RATING DATE: 10/13/2022

Draft

SECTION EVALUATED	1	2	3	4	5	6	7	8
LRFD Brass_OUT File Name: FORCE TYPE (+/-M, V, T, C or B): PHI (Resistance Factor): MEMBER (eg. Int. girder): SPAN (eg. 1 of 4): LOCATION (eg. 0.1L): SINGLE LANE DF MULTI-LANE DF	OR_Braced_Tables +M 1.000 EXT STR OR App 1 of 2 0.45L	OR_Braced_Tables -M 1.000 INT STR OR App 1 of 2 0.95L	Sp2_FlBm_Tables +M 0.900 Span 2 FB INT 2 of 19 0.5L	GussPL_Rating.xlsm Chord Splice 0.855 Gusset Plate L4 3 of 19 L4L3	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L4 3 of 19 L4L3	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L4 3 of 19 L4L5	GussPL_Rating.xlsm Chord Splice 0.855 Gusset Plate L8 3 of 19 L8L9	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L8 3 of 19 L8L9
DESIGN & LEGAL VEHICLES								
HL93 (INVENTORY)								
TYPE 3 (50K)	1.51 St1	2.47 St1	1.80 St1	1.86 St1	6.89 St1	6.55 St1	2.26 St1	8.30 St1
TYPE 3S2 (80K)	1.44 St1	1.49 St1	1.74 St1	1.40 St1	5.06 St1	4.88 St1	1.62 St1	5.88 St1
TYPE 3-3 (80K)	1.94 St1	1.88 St1	2.31 St1	1.38 St1	5.02 St1	4.82 St1	1.65 St1	6.01 St1
TYPE 3-3 & LEGAL LANE								
TYPE 3-3 TRAIN & LEGAL LANE								
SU4 TRUCK (54K)	1.28 St1	2.15 St1	1.52 St1	1.83 St1	6.64 St1	6.45 St1	2.48 St1	9.67 St1
SU5 TRUCK (62K)	1.21 St1	1.98 St1	1.43 St1	1.53 St1	5.61 St1	5.34 St1	1.85 St1	6.74 St1
SU6 TRUCK (69.5K)	1.10 St1	1.81 St1	1.29 St1	1.38 St1	5.06 St1	4.81 St1	1.67 St1	6.08 St1
SU7 TRUCK (77.5K)	1.03 St1	1.67 St1	1.21 St1	1.25 St1	4.60 St1	4.37 St1	1.51 St1	5.52 St1
EV2 TRUCK (57.5K)	1.37 St1	2.16 St1	1.63 St1	1.72 St1	6.33 St1	6.04 St1	2.08 St1	7.56 St1
EV3 TRUCK (86K)	0.89 St1	1.45 St1	1.09 St1	1.18 St1	4.30 St1	4.10 St1	1.41 St1	5.11 St1
CTP VEHICLE, MULTI-LANE								
OR-CTP-2A (105.5K)								
OR-CTP-2B (105.5K)								
OR-CTP-3 (98K)								
STP VEHICLE, MULTI-LANE								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								
STP VEHICLE, SINGLE LANE W/ESCORT								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								

Supplemental Load Rating Exhibit



OREGON D.O.T. BRIDGE SECTION
LRFR LOAD RATING WORKSHEET (PAGE 3)

Draft

BRIDGE NO: 06645 RATING DATE: 10/13/2022
 BRIDGE NAME: Columbia River, Hwy 2 Conn (White Salmon)

SECTION EVALUATED	9	10	11	12	13	14	15	16
LRFD Brass .OUT File Name: FORCE TYPE (+/-M, V, T, C or B): PHI (Resistance Factor): MEMBER (eg. Int. girder): SPAN (eg. 1 of 4): LOCATION (eg. 0.1L): SINGLE LANE DF MULTI-LANE DF	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L8 3 of 19 L8L7	GussPL_Rating.xlsm Chord Splice 0.855 Gusset Plate L10 3 of 19 L10L9	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L10 3 of 19 L10L9	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L10 3 of 19 L10L11	Sp4_Truss_Tables C 0.855 Builtup Box Section 4 of 19 U4L4	Sp4_Truss_Tables C 0.855 Builtup Box Section 4 of 19 U7L7	Sp4_Truss_Tables T 0.855 Builtup I-Section 4 of 19 U3L4	Sp4_Truss_Tables T 0.855 Builtup I-Section 4 of 19 U8L7
DESIGN & LEGAL VEHICLES								
HL93 (INVENTORY)								
TYPE 3 (50K)	7.46 St1	2.90 St1	10.57 St1	18.05 St1	1.92 St1	2.02 St1	1.57 St1	1.62 St1
TYPE 3S2 (80K)	5.32 St1	2.08 St1	7.46 St1	12.68 St1	1.47 St1	1.49 St1	1.20 St1	1.18 St1
TYPE 3-3 (80K)	5.39 St1	2.16 St1	7.74 St1	13.51 St1	1.47 St1	1.59 St1	1.18 St1	1.25 St1
TYPE 3-3 & LEGAL LANE								
TYPE 3-3 TRAIN & LEGAL LANE								
SU4 TRUCK (54K)	8.19 St1	2.58 St1	13.64 St1	24.63 St1	1.89 St1	1.72 St1	1.55 St1	1.38 St1
SU5 TRUCK (62K)	6.06 St1	2.41 St1	8.56 St1	14.49 St1	1.57 St1	1.66 St1	1.28 St1	1.33 St1
SU6 TRUCK (69.5K)	5.45 St1	2.18 St1	7.74 St1	13.11 St1	1.42 St1	1.51 St1	1.16 St1	1.21 St1
SU7 TRUCK (77.5K)	4.95 St1	1.99 St1	7.03 St1	11.93 St1	1.30 St1	1.38 St1	1.06 St1	1.10 St1
EV2 TRUCK (57.5K)	6.84 St1	2.65 St1	9.57 St1	15.99 St1	1.77 St1	1.80 St1	1.45 St1	1.46 St1
EV3 TRUCK (86K)	4.62 St1	1.79 St1	6.47 St1	10.68 St1	1.19 St1	1.27 St1	0.97 St1	1.02 St1
CTP VEHICLE, MULTI-LANE								
OR-CTP-2A (105.5K)								
OR-CTP-2B (105.5K)								
OR-CTP-3 (98K)								
STP VEHICLE, MULTI-LANE								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								
STP VEHICLE, SINGLE LANE W/ESCORT								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								



OREGON D.O.T. BRIDGE SECTION

LRFR LOAD RATING WORKSHEET (PAGE 4)

Draft

BRIDGE NO: 06645

RATING DATE: 10/13/2022

BRIDGE NAME: Columbia River, Hwy 2 Conn (White Salmon)

SECTION EVALUATED	17	18	19	20	21	22	23	24
LRFD Brass .OUT File Name: FORCE TYPE (+/-M, V, T, C or B): PHI (Resistance Factor): MEMBER (eg. Int. girder): SPAN (eg. 1 of 4): LOCATION (eg. 0.1L): SINGLE LANE DF MULTI-LANE DF	GussPL_Rating.xlsm Chord Splice 0.855 Gusset Plate L7 4 of 19 L7L8	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L7 4 of 19 L7L8	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L7 4 of 19 L6L7	GussPL_Rating.xlsm Chord Splice 0.855 Gusset Plate L7 18 of 19 L7L8	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L7 18 of 19 L7L8	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L7 18 of 19 L6L7	Span_19_Tables C 0.855 Builtup Box Section 19 of 19 U4U5	Span_19_Tables C 0.855 Builtup Box Section 19 of 19 U6U7
DESIGN & LEGAL VEHICLES								
HL93 (INVENTORY)								
TYPE 3 (50K)	2.62 St1	7.47 St1	6.05 St1	1.93 St1	7.11 St1	6.69 St1	6.23 St1	6.30 St1
TYPE 3S2 (80K)	1.88 St1	5.29 St1	4.32 St1	1.39 St1	5.04 St1	4.77 St1	5.25 St1	5.04 St1
TYPE 3-3 (80K)	1.90 St1	5.41 St1	4.37 St1	1.40 St1	5.15 St1	4.83 St1	5.24 St1	5.24 St1
TYPE 3-3 & LEGAL LANE								
TYPE 3-3 TRAIN & LEGAL LANE								
SU4 TRUCK (54K)	2.81 St1	8.66 St1	6.48 St1	2.07 St1	8.24 St1	7.17 St1	5.62 St1	5.65 St1
SU5 TRUCK (62K)	2.12 St1	6.06 St1	4.89 St1	1.57 St1	5.77 St1	5.40 St1	5.06 St1	5.09 St1
SU6 TRUCK (69.5K)	1.91 St1	5.45 St1	4.40 St1	1.41 St1	5.19 St1	4.86 St1	4.54 St1	4.56 St1
SU7 TRUCK (77.5K)	1.74 St1	4.95 St1	3.99 St1	1.28 St1	4.71 St1	4.41 St1	4.14 St1	4.16 St1
EV2 TRUCK (57.5K)	2.40 St1	6.80 St1	5.53 St1	1.77 St1	6.48 St1	6.12 St1	5.73 St1	5.81 St1
EV3 TRUCK (86K)	1.62 St1	4.59 St1	3.72 St1	1.20 St1	4.37 St1	4.11 St1	3.78 St1	3.82 St1
CTP VEHICLE, MULTI-LANE								
OR-CTP-2A (105.5K)								
OR-CTP-2B (105.5K)								
OR-CTP-3 (98K)								
STP VEHICLE, MULTI-LANE								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								
STP VEHICLE, SINGLE LANE W/ESCORT								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								

Supplemental Load Rating Exhibit



OREGON D.O.T. BRIDGE SECTION

LRFR LOAD RATING WORKSHEET (PAGE 5)

Draft

BRIDGE NO: 06645
BRIDGE NAME: Columbia River, Hwy 2 Conn (White Salmon)

RATING DATE: 10/13/2022

SECTION EVALUATED	25	26	27	28	29	30	31	32
LRFD Brass_OUT File Name: FORCE TYPE (+/-M, V, T, C or B): PHI (Resistance Factor): MEMBER (eg. Int. girder): SPAN (eg. 1 of 4): LOCATION (eg. 0.1L): SINGLE LANE DF MULTI-LANE DF	Span_19_Tables C 0.855 Builtup Box Section 19 of 19 U10L11	Span_19_Tables T 0.855 Builtup Box Section 19 of 19 L5L6	Span_19_Tables T 0.855 Builtup Box Section 19 of 19 L6L7	Span_19_Tables T 0.855 Builtup I-Section 19 of 19 U10L9	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L7 19 of 19 L6L7	GussPL_Rating.xlsm Chord Splice 0.855 Gusset Plate L7 19 of 19 L7L8	GussPL_Rating.xlsm Tension 0.855 Gusset Plate L7 19 of 19 L7L8	VA_App_Sp23_Table: +M 0.900 INT RCDG Gdr 2 WA Span 23 0.25L
DESIGN & LEGAL VEHICLES								
HL93 (INVENTORY)								
TYPE 3 (50K)	3.45 St1	2.07 St1	2.33 St1	2.05 St1	7.89 St1	2.16 St1	8.61 St1	1.55 St1
TYPE 3S2 (80K)	2.45 St1	1.52 St1	1.66 St1	1.47 St1	5.70 St1	1.57 St1	6.20 St1	1.90 St1
TYPE 3-3 (80K)	2.58 St1	1.49 St1	1.66 St1	1.53 St1	5.72 St1	1.58 St1	6.26 St1	1.50 St1
TYPE 3-3 & LEGAL LANE								
TYPE 3-3 TRAIN & LEGAL LANE								
SU4 TRUCK (54K)	3.16 St1	1.92 St1	2.13 St1	1.90 St1	7.26 St1	2.00 St1	7.92 St1	1.37 St1
SU5 TRUCK (62K)	2.84 St1	1.69 St1	1.88 St1	1.69 St1	6.45 St1	1.78 St1	7.05 St1	1.31 St1
SU6 TRUCK (69.5K)	2.56 St1	1.52 St1	1.69 St1	1.53 St1	5.81 St1	1.60 St1	6.36 St1	1.13 St1
SU7 TRUCK (77.5K)	2.32 St1	1.37 St1	1.53 St1	1.39 St1	5.27 St1	1.46 St1	5.77 St1	1.11 St1
EV2 TRUCK (57.5K)	3.10 St1	1.91 St1	2.14 St1	1.86 St1	7.28 St1	2.00 St1	7.93 St1	1.33 St1
EV3 TRUCK (86K)	2.15 St1	1.28 St1	1.43 St1	1.28 St1	4.95 St1	1.37 St1	5.41 St1	0.88 St1
CTP VEHICLE, MULTI-LANE								
OR-CTP-2A (105.5K)								
OR-CTP-2B (105.5K)								
OR-CTP-3 (98K)								
STP VEHICLE, MULTI-LANE								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								
STP VEHICLE, SINGLE LANE W/ESCORT								
OR-STP-3(120.5K)								
OR-STP-4A (99K)								
OR-STP-4B (185K)								
OR-STP-4C (150.5K)								
OR-STP-4D (162.5K)								
OR-STP-4E (258K)								
OR-STP-5BW (204K)								
SPECIAL								

Supplemental Load Rating Exhibit



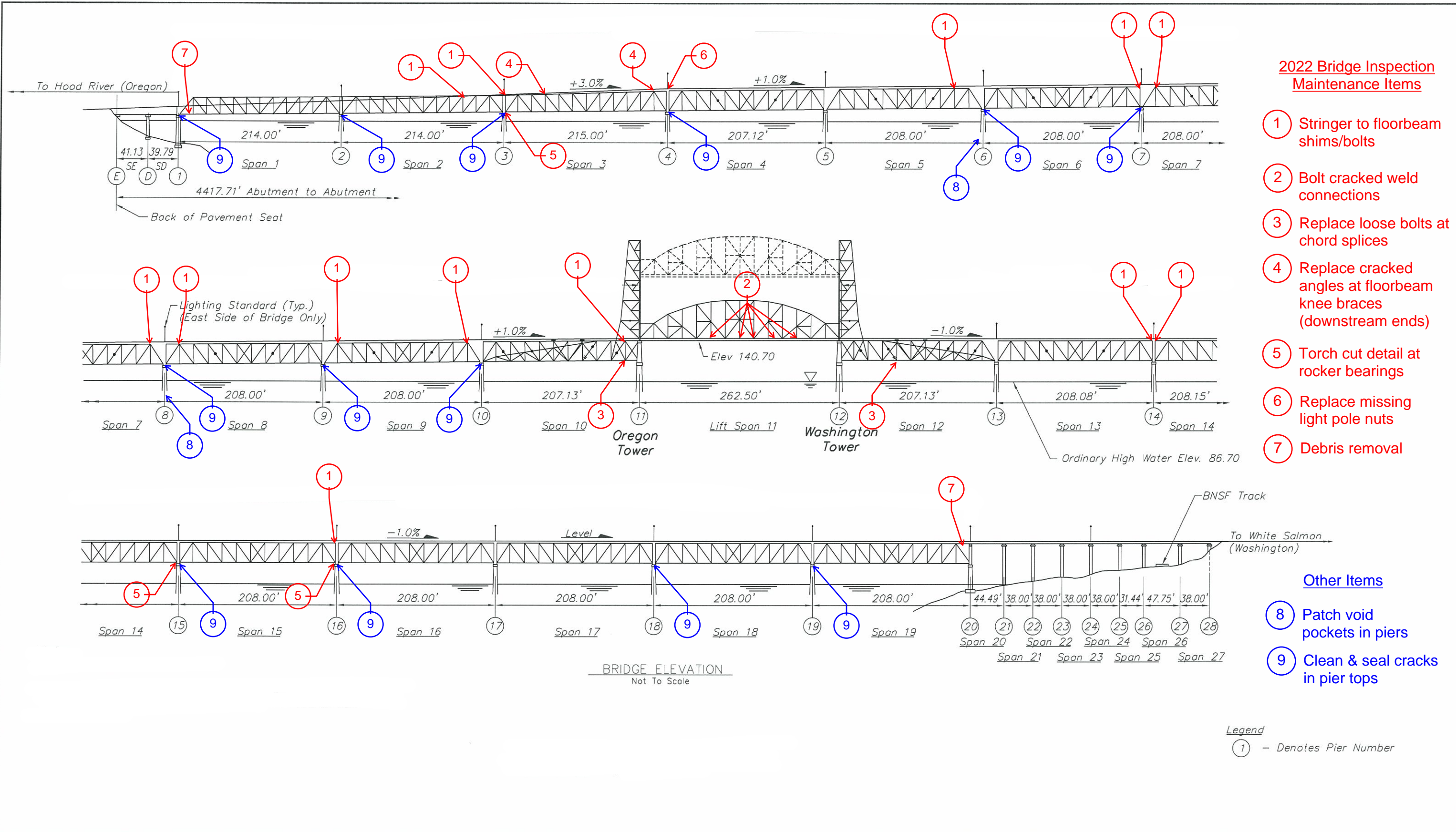
OREGON D.O.T. BRIDGE SECTION

LRFR LOAD RATING WORKSHEET (PAGE 6)

Draft

BRIDGE NO: 06645 RATING DATE: 10/13/2022
 BRIDGE NAME: Columbia River, Hwy 2 Conn (White Salmon)

SECTION EVALUATED	33	34	35	36	37	38	39	40
LRFD Brass .OUT File Name: FORCE TYPE (+/-M, V, T, C or B): PHI (Resistance Factor): MEMBER (eg. Int. girder): SPAN (eg. 1 of 4): LOCATION (eg. 0.1L): SINGLE LANE DF MULTI-LANE DF	VA_App_Sp23_Table V 0.900 INT RCDG Gdr 3 WA Span 23 0.9L	VA_App_Sp23_Table V 0.900 INT RCDG Gdr 3 WA Span 23 0.923L	VA_App_Sp26_Table +M 0.900 INT RCDG Gdr 3 WA Span 26 0.275L	VA_App_Sp26_Table V 0.900 INT RCDG Gdr 5 WA Span 26 0.9L	VA_App_Sp26_Table V 0.900 INT RCDG Gdr 5 WA Span 26 0.938L			
DESIGN & LEGAL VEHICLES								
HL93 (INVENTORY) TYPE 3 (50K) TYPE 3S2 (80K) TYPE 3-3 (80K) TYPE 3-3 & LEGAL LANE TYPE 3-3 TRAIN & LEGAL LANE	1.28 St1 1.57 St1 1.27 St1	1.17 St1 1.43 St1 1.17 St1	2.07 St1 2.05 St1 2.51 St1	1.59 St1 1.88 St1 1.61 St1	1.40 St1 1.63 St1 1.41 St1			
SU4 TRUCK (54K) SU5 TRUCK (62K) SU6 TRUCK (69.5K) SU7 TRUCK (77.5K) EV2 TRUCK (57.5K) EV3 TRUCK (86K)	1.14 St1 1.14 St1 1.14 St1 1.14 St1 1.10 St1 0.75 St1	1.04 St1 1.05 St1 1.04 St1 1.04 St1 1.01 St1 0.69 St1	1.83 St1 1.71 St1 1.64 St1 1.57 St1 1.81 St1 1.20 St1	1.41 St1 1.42 St1 1.40 St1 1.39 St1 1.38 St1 0.94 St1	1.24 St1 1.21 St1 1.19 St1 1.19 St1 1.21 St1 0.82 St1			
CTP VEHICLE, MULTI-LANE								
OR-CTP-2A (105.5K) OR-CTP-2B (105.5K) OR-CTP-3 (98K)								
STP VEHICLE, MULTI-LANE								
OR-STP-3(120.5K) OR-STP-4A (99K) OR-STP-4B (185K) OR-STP-4C (150.5K) OR-STP-4D (162.5K) OR-STP-4E (258K) OR-STP-5BW (204K) SPECIAL								
STP VEHICLE, SINGLE LANE W/ESCORT								
OR-STP-3(120.5K) OR-STP-4A (99K) OR-STP-4B (185K) OR-STP-4C (150.5K) OR-STP-4D (162.5K) OR-STP-4E (258K) OR-STP-5BW (204K) SPECIAL								



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Top side cracks >0.03" to be cleaned and sealed

Apply torch cut detail at rocker bearings
Crack and Bearing Summary

Pier Crack & Bearing Exhibit

Approximate Crack Length by Size (feet)							Expansion Bearing Condition		
Pier	Location	< 0.02	0.02 - 0.03	0.03 - 0.04	0.04 - 0.05	> 0.05	Location	Alignment	Notched/Gap
1	Top	11	1		1		Left	plumb	No / 3/4"-1"
	Sides	8	3	3		1	Right	plumb	No / 3/4"-1"
2	Top	5	2	1	1		Left	+ 2-3 deg	No / 1/2"
	Sides	7	4	1			Right	+ 2-3 deg	No / 1/4"-3/8"
3	Top	6	3	1			Left	plumb	No / contact
	Sides	6	2				Right	plumb	No / 1/8"-1/4"
4	Top	1	2		2	1	Left	plumb	No / 1/2"
	Sides	5	1	1	1	2	Right	+ 2-3 deg	No / 3/4"
5	Top	2	1				Left	+ 9-10 deg	NA
	Sides	1	1				Right	+ 9-10 deg	NA
6	Top	2	3	1	1		Left	+ 11 deg	NA
	Sides	4	3		1	1	Right	+ 11 deg	NA
7	Top	1	2	2	2		Left	+ 2-3 deg	NA
	Sides	4	5	1	5		Right	+ 2-3 deg	NA
8	Top	2	1	1	3		Left	+ 4 deg	NA
	Sides	4	3	4	3		Right	+ 4 deg	NA
9	Top		1	2	1		Left	+ 12 deg	NA
	Sides	6	4	4		1	Right	+ 12 deg	NA
10	Top	3			2		Left	plumb	NA
	Sides	4	6	2		1	Right	plumb	NA
11	Top						Left	NA	NA
	Sides						Right	NA	NA
12	Top						Left	NA	NA
	Sides						Right	NA	NA
13	Top	2					Left	+ 1-2 deg	NA
	Sides	2					Right	+ 1-2 deg	NA
14	Top	4	1				Left	- 10 deg	NA
	Sides	7	1				Right	- 10 deg	NA
15	Top	2	5	4	1		Left	+ 1-2 deg	No / 1/4"-1/2"
	Sides	6	7	2		2	Right	plumb	No / 1/8"-1/4"
16	Top		2	1			Left	+ 1-2 deg	No / 1/8"-1/4"
	Sides	2	1				Right	+ 1-2 deg	No / 1/8"-1/4"
17	Top	4	2				Left	+ 1-2 deg	Yes
	Sides	4	1				Right	+ 1-2 deg	Yes
18	Top	1	3	1	1		Left	plumb	Yes
	Sides	5		2			Right	plumb	Yes
19	Top	1	1	1	1		Left	+ 1-2 deg	Yes
	Sides	2	1	1	1		Right	+ 1-2 deg	Yes
20	Top	1	2				Left	plumb	Yes
	Sides	3	2	1		1	Right	plumb	Yes
Totals	Top	48	32	15	16	1	+ = expansion - = contraction NA represents nested rocker bearings or no cracks		
	Sides	80	45	22	11	9			
Sub-Totals		128	77	37	27	10			
% of Total		46%	28%	13%	10%	4%			
Size Legend (inches)		< 0.02	0.02 - 0.03	0.03 - 0.04	0.04 - 0.05	> 0.05			

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HDR Inc.

Mr. Mark Libby,

November 11, 2019

On October 14, 2019 Cascade Dive Company provided an underwater video inspection Of the Hood River Bridge piers 6 & 8, as per proposal dated October 3, 2019.



Pier 6

South Side:

- 1) Armor plate filled with concrete
- 2) 1" w x 5" tall x 2' deep void ← 2' depth is hole through web wall.
- 3) Approx. 4' wide band of Spalling rock 1" depth
- 4) Tapered Spalling area 10" – 0" approx. 3' long 1-4" deep
- 5) False work with steel round bar band imbedded into web
- 6) 7" x 10" x 8" void with timber imbed
- 7) 6' upstream of downstream pier Spalling 3'8" x 16" 3-7" depth
- 8) Large rock pocket approx. 6' tall 2-4" depth
- 9) False work
- 10) Severe erosion 10 lf average width 4' depth from 6"-13" deep
- 11) Large boulder approx. 5'x4'x3'
- 12) 4' mound of Rip Rap
- 13) False work metal restraint bands
- 14) Wooden false work

Sample photos (before and after) of patching work at Burnside Bridge Pier; section shown is above water but similar to work done below water. Steel plate forms are anchored to concrete face with a compressible seal around perimeter; grout injected through ports in plates displacing the water till area is filled.

Boxed descriptions are proposed repair areas; also shown on sketch sheets below. Extents to be reconfirmed from dive videos.

Pier 6

North Side:

- 1) 2" deep spalling area ← 7" deep rock pocket
- 2) False work restraint bands
- 3) Spalling 2"-4" depth full width of web
- 4) Form restraint bands
- 5) 1-2" spalling full width of web
- 6) Wood false work
- 7) 4' mound of 6" Rip Rap
- 8) 7" h x 6" d x 3' long void
- 9) 2.5' x 2' x 5-7" deep void pocket

Pier 8

South side:

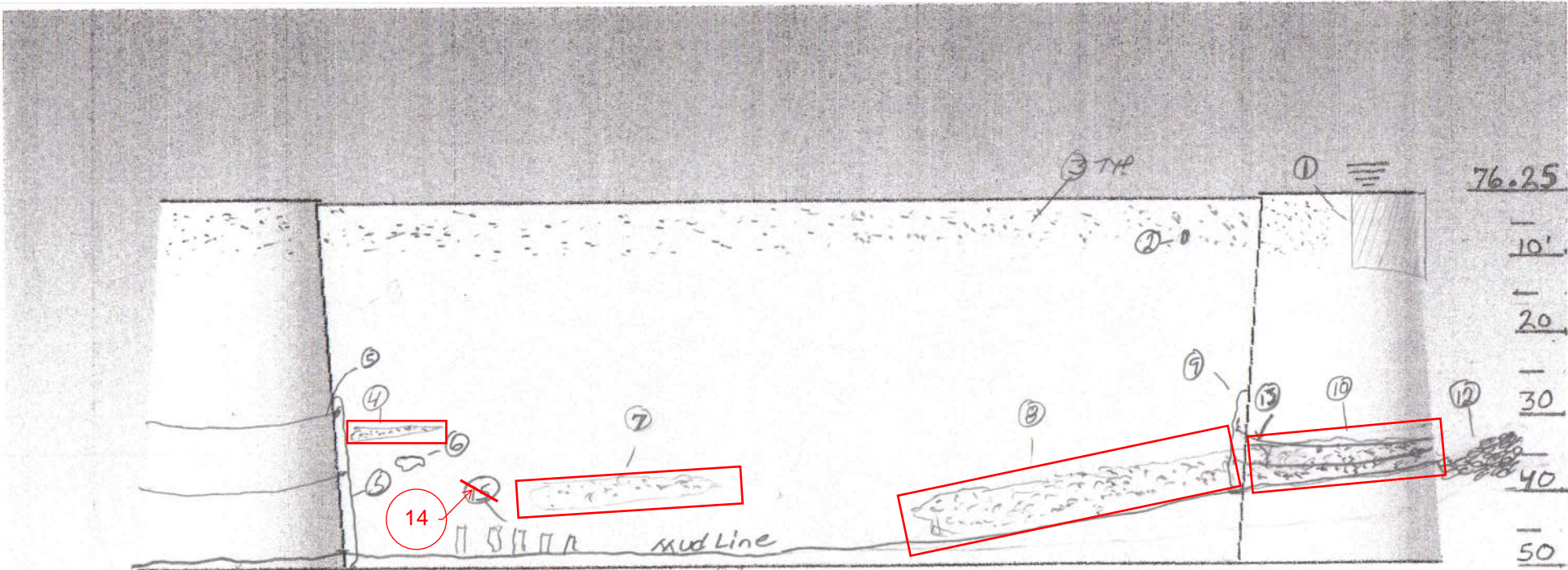
- 1) Cable for support structure
- 2) Spalling rock 1"-1-1/2" depth
- 3) Steel form filled with concrete bolted to web
- 4) 13" x 8" x 25" hole thru web
- 5) Large void thru web
- 6) 6" wide x 4" deep rock pocket
- 7) Rip Rap
- 8) False work
- 9) Exposed rebar
- 10) Large rock pocket around base of column 2' tall 4"- 10" deep
- 11) Loose aggregate throughout full width of web
- 12) Various voids throughout web
- 13) False work restraint bands
- 14) Exposed rebar

Pier 8

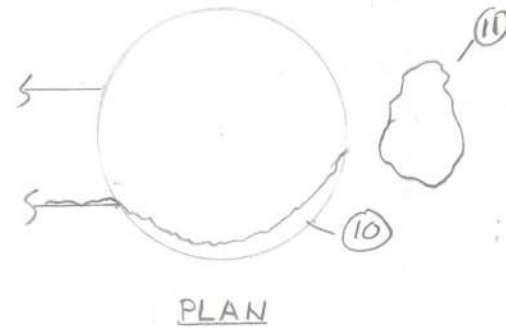
North side:

- 1) Large rock pocket band approximately 1'tall by 4-6" deep
- 2) Large rock pocket band 1-2" high 4-8" deep
- 3) Spalled area full width of web average 1-1/2" depth
- 4) False work
- 5) False work restraint bands
- 6) Various elongated voids throughout web

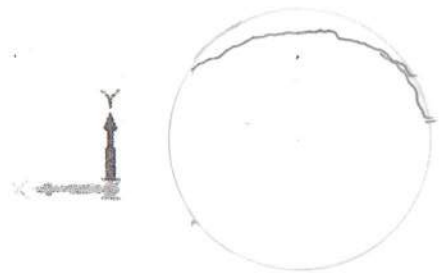
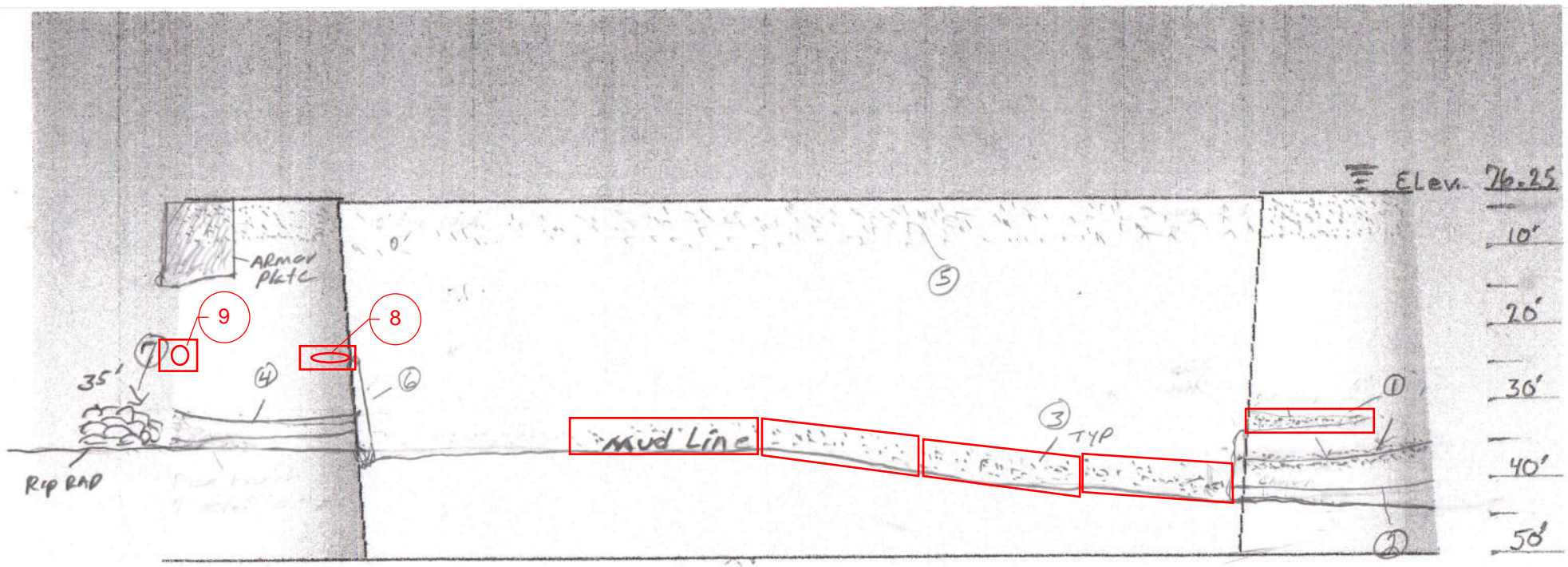
Pier 6 & 8
Repair Exhibit



Pier 6 ← Flow
South Side



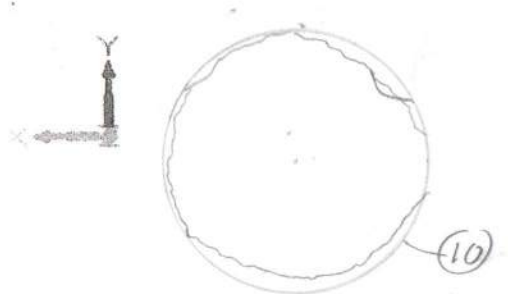
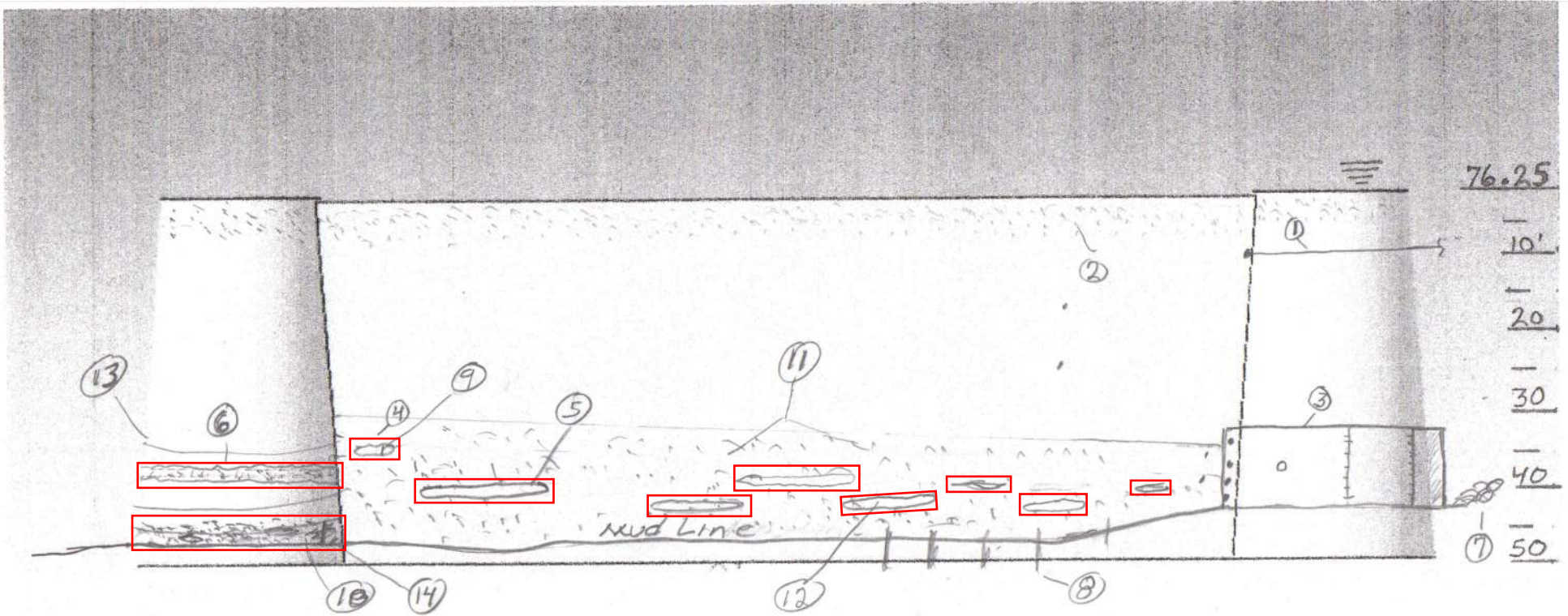
Pier 6 & 8
Repair Exhibit



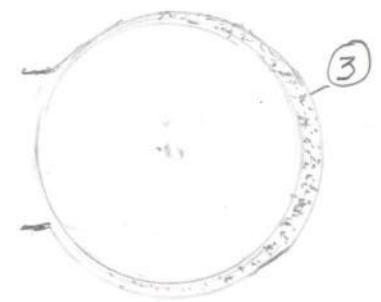
PLAN

Pier 6 FLOW →
North Side

Pier 6 & 8
Repair Exhibit

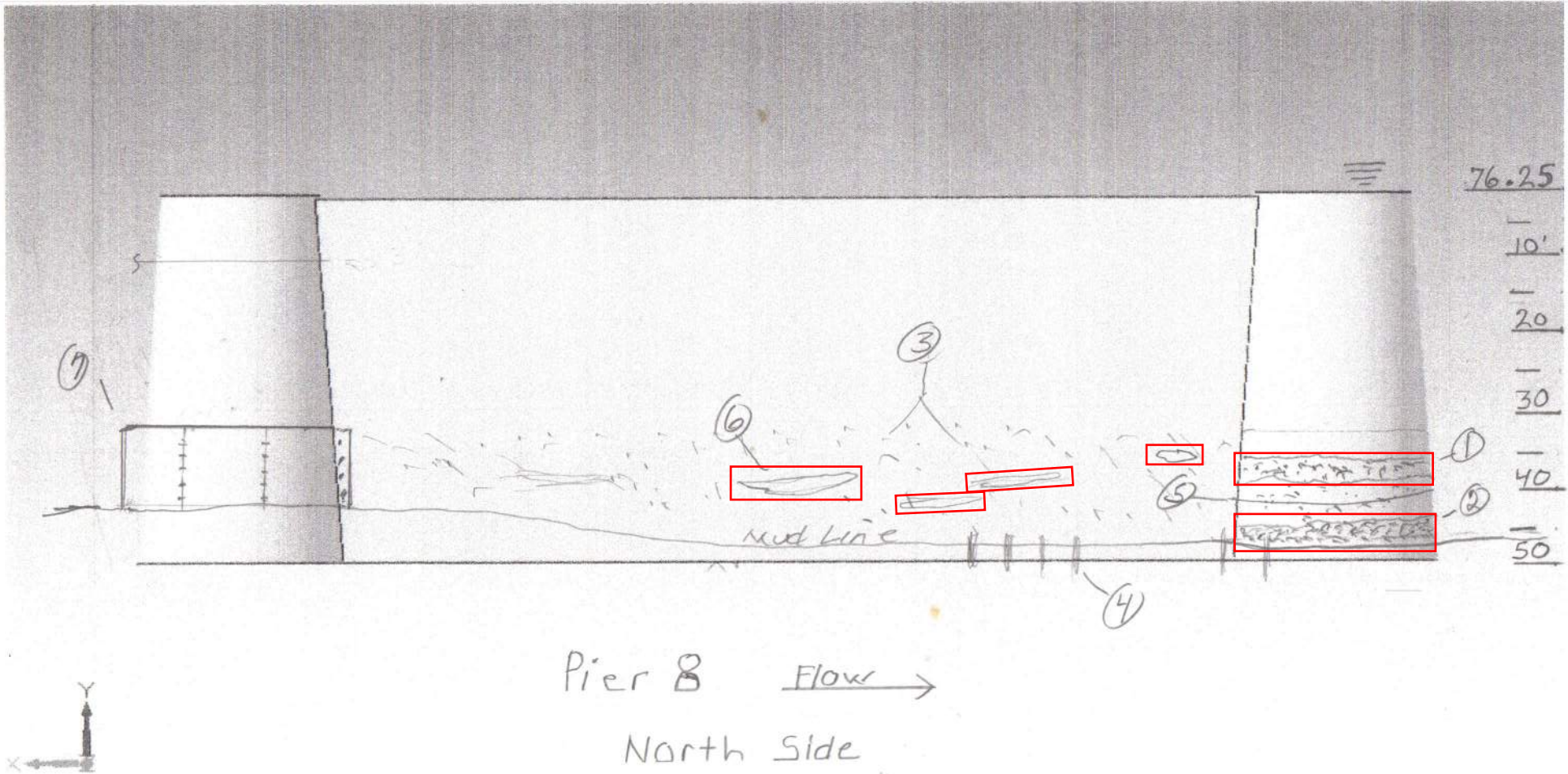


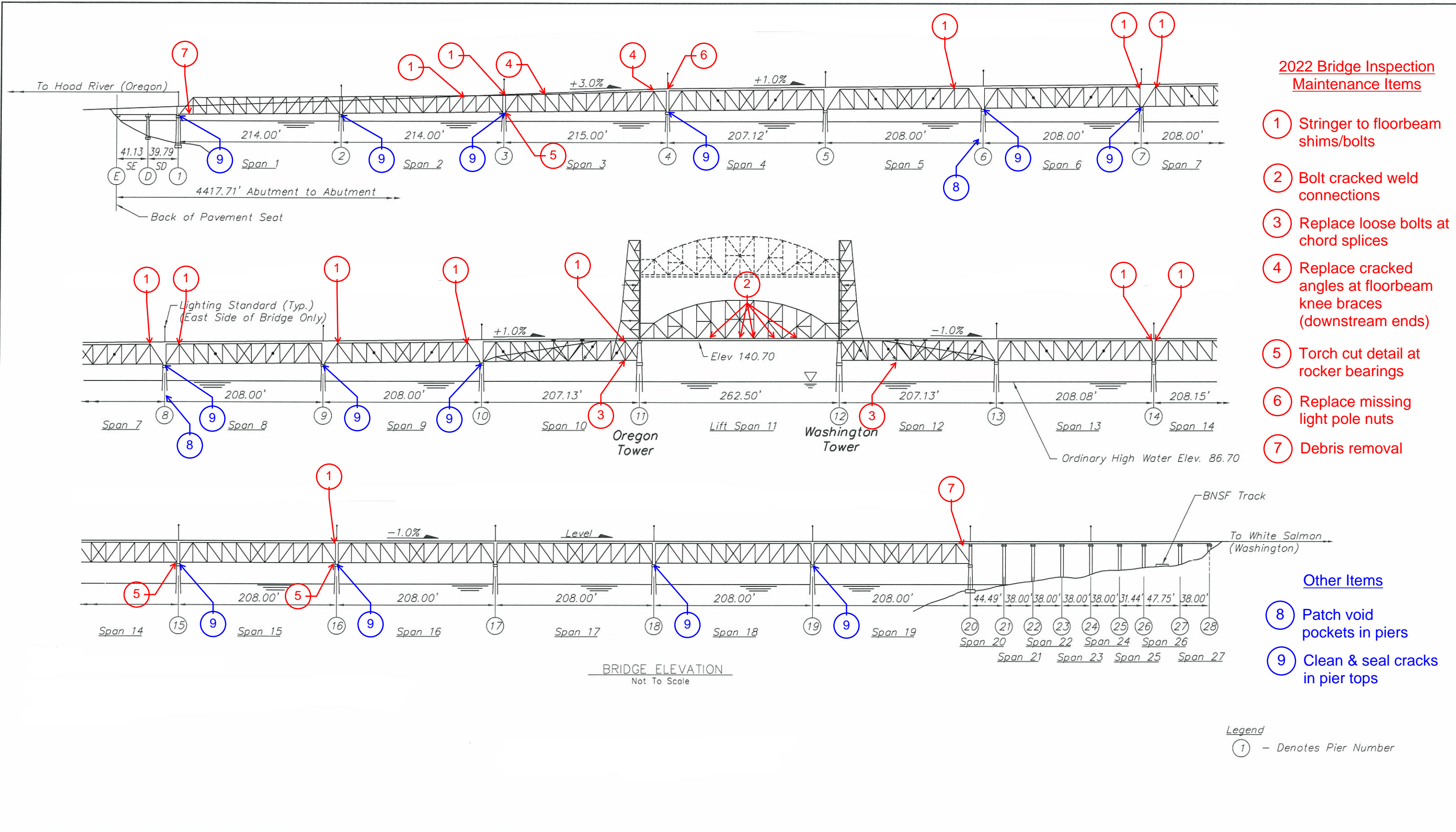
Pier 8 ← FLOW
South Side



PLAN

Pier 6 & 8
Repair Exhibit





2022 Bridge Inspection Maintenance Items

- ① Stringer to floorbeam shims/bolts
- ② Bolt cracked weld connections
- ③ Replace loose bolts at chord splices
- ④ Replace cracked angles at floorbeam knee braces (downstream ends)
- ⑤ Torch cut detail at rocker bearings
- ⑥ Replace missing light pole nuts
- ⑦ Debris removal

Other Items

- ⑧ Patch void pockets in piers
- ⑨ Clean & seal cracks in pier tops

Legend
① - Denotes Pier Number

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Executive Director's Report
October 18, 2022

ADMINISTRATION

- *Special Work Session/Regular Meeting scheduled for November 15. Work Session will begin at 11:00 at the Mountainview Room at the Best Western Lunch will be provided and a brief regular business meeting will be conducted afterwards. The draft agenda for the work session looks like the following:*
 - *Future of the Port, 15 min.*
 - *Waterfront Development, 30 min.*
 - *Airport Development, 30 min.*
 - *Lower Mill, 30 min.*
 - *Staff Directives, 15 min.*
- *Staff is preparing a comprehensive fee and rates schedule that can be reviewed and approved by the Port Commission annually.*
- *The legal service procurement process is underway. Responses are due October 25th. Jaques Sharp's service to the Port ends December 1. Have received one qualifying response to date.*
- *Two of three bridge utility licenses complete. Legal counsel continues to negotiate on Northwest Pipeline license.*
- *Letters of Support signed for historic US30 grant and Agriculture Technology Education Alliance (ATEA).*

FINANCE – JANA SCOGGINS, DEPUTY FINANCE MANAGER

- *FY 2021-22 Final Audit is underway*
- *Participating in training & meetings for 2023 Payroll Updates*
- *Monthly Reconciliation of Port's Activities*
- *Monthly Accounts Receivable / Payable*
- *Quarterly Financial Reports*
- *Beginning Stages of Financial Reporting in Great Plains*
- *Payroll Wage Schedule Updates / Employee Handbook Updates for 2023*
- *Finance Director recruitment is underway. Deadline for application is Oct. 30; Preliminary interviews, week of Nov. 7; Finalist interviews/selection, week of Nov. 14; Approximate start date, Jan. 1*

RECREATION/MARINA – DARYL STAFFORD, WATERFRONT MANAGER

- *Waterfront-*
 - *All concessions are now closed for the season*
 - *There are no more scheduled events for 2022*
 - *Restrooms are closed and the water/irrigation has been shut down for the season*
- *Marina-*
 - *Cruise ship dockings continue through the end of October*
 - *Pump out station is now closed for the season*

- Boat Ramp Float dock replacement is on schedule with an estimated completion date of November 1st.
- **DEVELOPMENT/PROPERTY – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER**
- Anchor Way/First Ave. Project (Lot 1)
 - Received urban renewal report from Elaine Howard and her team. Follow on discussion clarified likely scenarios the Port may wish to proceed. Eileen to provide memo describing various options for consideration. Information expected to be presented at November 1, 2022 meeting.
 - Determining approach for civil engineering contract to complete drawings required for bidding process and submittal for permits.
 - Project had an initial contract amount of \$4M with an engineering estimate of \$600k.
- Lot 900: Reviewed and revised draft Development Agreement and Ground Lease with Port counsel. Sent to Project^ for first round of review/comments.
- Researched viable options for mobile Food concession locations at the Waterfront. Findings to be presented during November 1, 2022.
- Received updated survey from Terra Surveying for Port/ODOT property transfer. Sent to ODOT representative for review. Follow on meeting with ODOT to discuss is to be scheduled.
- **AIRPORT – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER**
- North Apron Request for Developer Interest (RDFI) developed. Included in the October 18, 2022, agenda for Commission review.
- Negotiating long-term Lease Agreement with Hood-Tech/TacAero for SDS Hangar.
- Developing a small works contract to trench and set new vault at North Apron to support installation of 3-phase power necessary for the new AVGAS tank.

BRIDGE/TRANSPORTATION – JOHN MANN, FACILITIES DIRECTOR

- Facilities has hired Morgan Andrews to our year-round full-time staff (pictured at right). We are excited to welcome her to our full-time team.
- Lower Mill Wetlands work still underway. The new pipeline should be completed the week of October 24-25, 2022. We pulled off this to work on the Boat launch Floats project.
- Boat Launch Floats project. Floats have been removed and ramp demo was completed October 13, 2022. Contractor on-site October 18, 2022 to install the new docks. One week of installation.
- Portway Storm Project is out to add with a bid due date of October 25, 2022. We had two local contractors at the non-mandatory walk-through October 10, 2022. Crestline Construction and Beam Construction.
- Wire Rope Replacement Project awarded October 14, 2022 to Hamilton Construction Co. The contract lists the



project start date as ten calendar days after issuance of the notice to proceed, with physical working days limited to four consecutive calendar days Friday through Monday, and final completion 180 days from the start date and no later than May 31, 2023.

- *Working through quote process for the replacement tractor which was totaled in an accident.*
- *All restrooms are closed for the season.*
- *Facilities has kept Kevin Torez has been kept on to help us through the fall projects. He will work until the end of October.*
- *Staff continues its search for a security company for night patrols and lock up.*

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Commission Memo



Prepared by: Genevieve Scholl
Date: October 18, 2022
Re: Authorized check signatories

The Port is governed by ORS 777.405 which requires two signatures on any check or warrant. With the hiring of new Executive Director Kevin Greenwood, new signature cards for the Port bank accounts are needed. The attached Resolution No. 2022-23-2 updates and corrects Resolution No. 2022-23-1, approved on October 4, to remove retired former finance director Fred Kowell as a listed authorized signer and lists Genevieve Scholl as the second staff member. If approved, during the meeting, staff from Columbia Bank will collect signatures to streamline the update process.

RECOMMENDATION: Approve Resolution No. 2022-23-2 Authorizing Kevin Greenwood, Ben Sheppard, Kristi Chapman, Hoby Streich, Heather Gehring, and Genevieve Scholl as signatories for Port bank accounts.

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RESOLUTION NO. 2022-23-2

Resolution Approving Check Signing Authorization

WHEREAS, the Port of Hood River Port Commission is authorized under ORS 777.405 to authorize persons to sign and countersign checks on behalf of the Port, now therefore, for all Port of Hood River accounts at Columbia Bank;

BE IT RESOLVED:

1. Three Commissioners of the Port of Hood River, one being the Treasurer; the Executive Director; and a designee are signatories duly authorized to sign checks on the Port’s behalf.
2. The current signors are as follows:
 - Genevieve Scholl – Deputy Executive Director
 - Fred Kowell – Designee
 - Ben Sheppard – Commission President
 - Kristi Chapman – Commission Vice President
 - Heather Gehring – Commission Treasurer
3. By this resolution, the signatory authority of Fred Kowell, Designee is terminated.
4. By this resolution, the Port authorizes the following signatories for all Port bank accounts:
 - Kevin Greenwood, Executive Director
 - Genevieve Scholl, Deputy Executive Director
 - Ben Sheppard, Commission President
 - Kristi Chapman, Commission Vice President
 - Heather Gehring, Commission Treasurer
5. This resolution updates any previous resolution authorizing signature authority on checks issued against Port of Hood River bank accounts.

ADOPTED BY THE BOARD OF COMMISSIONERS this 13th day of October, 2022.

Ben Sheppard

Kristi Chapman

Heather Gehring

Hoby Streich

Michael Fox

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Commission Memo



Prepared by: Kevin Greenwood
Date: October 18, 2022
Re: HNTB Amendment No. 1

In an effort to accelerate work related to the bridge replacement, the BSWG and HNTB have been discussing an increased work plan and making Michael Shannon a full time Project Director. The original contract had him working at half time.

The Port has hired Arup to serve as a peer reviewer of the proposal. Arup also served in the same role during the original contract negotiations. Commissioner Fox and staff met with Arup and HNTB three times to clarify work and effort. Arup's memo to the Port is attached.

Additions to this amendment include:

1. Completion of the project delivery analysis
2. Geotechnical borings and analysis
3. Preliminary engineering leading to an RFP for design/construction services
4. Increasing two HNTB staff to full time on the project

This amendment is eligible for reimbursement from both the Oregon ARPA and Washington SB5165 funding. Staff is recommending that the Port Commission authorize signing Amendment No. 1 with HNTB for project management services.

RECOMMENDATION: Approve Amendment No. 1 to Contract with HNTB for consulting services related to bridge replacement.

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By email

October 13, 2022

Kevin Greenwood, Executive Director
Port of Hood River
1000 E Port Marina Drive
Hood River, OR 97031
kgreenwood@portofhoodriver.com

77 Water Street
New York, NY 10005
USA

t +1 212 896 3000

arup.com

Our ref 287474-00

Dear Mr. Greenwood,

Hood River Bridge - Owner's Engineer Break of Cost – RBMC Amendment 1

The Port of Hood River (“Port”) contracted with Arup US, Inc. (“Arup”) to provide services for use in the technical evaluation of the procurement of the Project Manager and Owner’s Representation service (“PM/OR”) for the replacement of the Hood River-White Salmon Bridge (“Project”). HNTB was previously selected to act as the Replacement Bridge Management Consultant (“RBMC”) for the project.

Under this agreement, Arup developed a cost and hours build-up (“break of cost”) for Amendment 1 to the RBMC Contract. The Port provided the following documents to us, which we used as the basis of our understanding of the new scope of work:

- Detailed Work Plan prepared by HNTB for the RBMC role, with redline markups identifying the additional work added by Amendment 1.
- Hours and cost proposal from HNTB, including hours proposed for each key role and task and other direct costs.

We compared HNTB’s cost estimate for this scope of work against our estimate and reported our findings to the Port. We have attached a reconciliation of any differences between our estimate and HNTB. Our reconciliation is based on meetings with the Port on October 7 and 11, 2022 at which the following was discussed: hours and scope expectations by task, average staff salaries, overhead rates, and direct costs. We also reviewed the level of resourcing proposed by HNTB and confirmed this met the Port’s expectations.

We write to report that the level of effort proposed by the RBMC consultant is generally consistent with the expectations for the required scope of work and in line with our independent estimate. We note that our reconciliation is based on expectations and clarifications from our meetings with the Port which are in addition to the written Detailed Work Plan prepared by HNTB. The differences that exist between our estimate and that of the RBMC consultant have been discussed with the Port. Generally, these differences reflect the varying approaches to delivering the work that can be expected from different consultants based on the available resources, staff experience, and historic knowledge of the project.

Our ref

28747400

Date

October 12, 2022

The following exhibits have been enclosed in this letter in support of the findings:

- Exhibit A - Comparison and Reconciliation | Additional Redlined Scope
- Exhibit B - Comparison and Reconciliation | Other Scope based on Clarifications
- Exhibit C – Comparison and Reconciliation | Other Direct Costs

We appreciate the opportunity to support the Port in the advancement of this project.

Yours sincerely

Matt Carter

Principal | Arup Fellow

p +1-917-565-7297

e matt.carter@arup.com

Enc Comparison and Reconciliation between HNTB and Break of Cost Estimate – RMBC Amendment 1

cc Mike Fox, Port of Hood River
Jennifer Sudario, Arup
Kirk Ellison, Arup
Eric Brunning, Arup

Exhibit A - Comparison and Reconciliation between HNTB and Break of Cost – RBMC Amendment 1 | Additional Redlined Scope

The following table compares the hours and costs proposed by HNTB to the Break of Cost (“BOC”) level of effort estimate, only for the portion of scope which is redlined in the Detailed Work Plan prepared by HNTB:

Task	HNTB		Break of Cost	
	Hours	Cost	Hours	Cost
2.3 Risk Register	280	\$ 58,298.00	175	\$ 28,810.00
2.4 Project Cost Estimate	120	\$ 25,615.00	120	\$ 21,985.00
3.2 Change Management Plan	120	\$ 25,615.00	122	\$ 17,895.00
4.3 Quality Assurance	304	\$ 65,993.00	262	\$ 48,218.00
9.5 Tribal Coordination	70	\$ 18,533.00	106	\$ 22,502.00
9.6 Railroad Coordination	320	\$ 60,320.00	447	\$ 59,578.00
9.7 Geotechnical Investigations Regulatory Permitting	362	\$ 49,628.00	372	\$ 67,137.00
10.0 Right-of-Way Acquisition Plan	96	\$ 8,730.00	402	\$ 50,574.00
11.1 Preliminary Engineering	3380	\$ 556,993.00	3250	\$ 481,436.00
11.3 Site Reconnaissance	25	\$ 4,571.00	24	\$ 4,640.00
11.4 Subsurface Exploration Plan and Permit Support	204	\$ 33,422.00	160	\$ 35,200.00
11.5 Subsurface Explorations and Testing	720	\$ 102,701.00	540	\$ 102,400.00
11.6 Laboratory Testing	104	\$ 17,684.00	60	\$ 11,600.00
11.7 Geotechnical Data Report	258	\$ 37,777.00	184	\$ 35,440.00
11.8 Preliminary Geotechnical Analysis	856	\$ 139,689.00	704	\$ 122,640.00
11.9 Meetings	112	\$ 23,963.00	112	\$ 23,520.00
11.10 Contract Management	124	\$ 20,423.00	60	\$ 12,000.00
11.12 Utility Relocation	400	\$ 53,907.00	616	\$ 81,276.00
11.13 Survey	952	\$ 102,538.00	672	\$ 92,881.00
12.1 Construction Staging Evaluation	120	\$ 38,265.00	120	\$ 31,690.00
Totals	8927	\$ 1,444,665.00	8490	\$ 1,351,422.00

Reconciliation Notes:

- Task 2.3: Based on the October 11, 2022 meeting, we understand the Port requested HNTB to reduce the hours for this task by 100 hours. HNTB’s estimate will remain higher than the BOC due to higher average salary rates versus what was assumed in the BOC.
- Task 11.1 Based on the October 11, 2022, meeting, we understand that HNTB’s salary rate for this task represents an average staff member of approximately one ASCE grade level higher than assumed in the BOC. The difference may be explained by additional engineering hours in the BOC in Task 10.0.

Exhibit B - Comparison and Reconciliation between HNTB and Break of Cost – RBMC Amendment 1 | Other Scope based on Clarifications

In addition to the redlined scope provided in the Detailed Work Plan, we understand the following items are included in Amendment #1 based on discussions with the Port on October 7 and October 11, 2022 and other clarifications provided by HNTB. These items are not directly reflected in the redlines to the written Detailed Work Plan, and as such we cannot independently estimate the hours and costs associated with the added scope. We understand the following is generally accepted by the Port:

- The HNTB project Manager (Michael Shannon) will be full-time on the project. This is approximately 1000 hours, added primarily to Task 1 Project Management and Administration.
- Additional hours are added to Task 1 Project Management and Administration for a project administrator role to provide project-specific tasks such as general administration, document control, and preparing meeting minutes.
- The Project Controls Manager will be full time on the project. This represents the balance of hours added to Task 1.
- Hours are added to Task 5, 6, 7, and 9.1 for the participation by the HNTB Project Manager and/or Project Control Manager in these tasks, where such participation was not included in the original contract.
- There will be additional communication efforts for the geotechnical work.

The average salary rate for these additional hours is commensurate with the high-level staffing commitments to the project noted above.

Task	Hours	Cost
Task 1 – Project Management and Administration	1994	\$ 421,431
Task 5 – Project Controls	80	\$ 17,076
Task 6 – Communication	140	\$ 37,066
Task 7 – Funding, Financing and Tolling	150	\$ 35,609
Task 9.1 – Environmental Coordination (NEPA)	32	\$ 8,472
Total	2396	\$ 519,654

Exhibit C - Comparison and Reconciliation between HNTB and Break of Cost – RBMC Amendment 1 | Other Direct Costs

HNTB Proposed the following Other Direct Costs (“ODCs”) in Amendment #1.

Service	Unit	Estimated Quantity	Estimated Cost
1. Lodging - Fed per diem (average 2 people)	\$100/night	250 nights	\$ 25,000.00
2. General Per Diem (average 2 people on site)	\$59/day	350 days	\$ 20,650.00
3. Misc Travel Expenses	-	-	\$ 5,000.00
4. Survey expenses, traffic control, flagging	-	-	\$ 10,000.00
5. Geotechnical Lab Testing	-	-	\$ 39,466.00
6. Subsurface testing prep time, travel, monitoring	-	-	\$ 13,786.00
7. Geotechnical Drilling	-	-	\$ 455,848.00
Total			\$ 569,750.00

Items 1 to 4 are consistent with allowable federal per diem costs, and we understand the staff site presence proposed by HNTB is consistent with the Port’s expectations.

A comparison of Items 5 to 7 are provided below:

Service	HNTB	Break of Cost
5. Geotechnical Lab Testing	\$ 39,466.00	\$ 31,200.00
6. Subsurface testing prep time, travel, monitoring	\$ 13,786.00	\$ 423,500.00
7. Geotechnical Drilling	\$ 455,848.00	
Total	\$ 509,100.00	\$ 454,700.00

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**PORT OF HOOD RIVER
ENGINEERING AND RELATED SERVICES CONTRACT
Contract Number: POHR 2022-01
AMENDMENT No. 1**

This Amendment No. 01 (the “**Amendment**”) to the Port of Hood River Engineering and Related Services Contract No. 2022-01, dated July 12, 2022 (the “**Agreement**”) is entered into between the Port of Hood River and HNTB Corporation, a Missouri Corporation (collectively, the “**Parties**”).

RECITALS

WHEREAS, the July 12, 2022, Engineering and Related Services Contract included an expiration date of December 31, 2026.

WHEREAS, based upon the needs of the project, this amendment allows for changes to the Statement of Work (Exhibit A), including an increase in the consultant compensation.

NOW, in consideration of the mutual promises contained herein, and for good and valuable consideration, the Parties agree as follows:

AGREEMENT:

1. **Exhibit A:** The Parties hereby replace Exhibit A with the “Amendment 1 Detailed Work Plan Updated October 20, 2022” Exhibit A attached hereto.
2. **Exhibit B:** The Parties hereby add Exhibit B with the “Amendment 1 Amendment Estimate by Month”
3. The Parties hereby agree to amend the Total Not to Exceed (“NTE”) amount for this contract value to the total value of \$4,273,976 based on amended Exhibit A.
4. **REMAINING CONTRACT PROVISIONS.** Except as specifically modified by this Amendment, the Parties understand and agree that all provisions of the Agreement remain in full force and effect.

HNTB Corporation Inc.

Thomas Schnetzer, NWD Operations & Date
Delivery Officer

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
(541) 386-1645

Kevin Greenwood, Executive Director Date

Approved for Legal Sufficiency

William J. Ohle, Port Counsel Date

AMENDMENT 1 DETAILED WORK PLAN

Dated October 20, 2022

HNTB JOB #74620 / POHR #2022-01

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Port of Hood River Bridge

Contract Number: POHR 2022-01/HNTB 74620

Amendment 1
Detailed Work Plan Dated Oct 20, 2022
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INTRODUCTION

This Detailed Work Plan is incorporated into Exhibit A, Statement of Work, to the Port of Hood River Contract Number: POHR 2022-01 (“Contract”) between the Port of Hood River (“AGENCY”) and HNTB Corporation (“CONSULTANT”) to provide strategic program management and related services (the SERVICES), for the planning, design, and construction of a replacement structure for the Port of Hood River Bridge (the PROJECT).

FUNCTION AND PURPOSE OF THE DETAILED WORK PLAN

The function and purpose of the Detailed Work Plan is as stated in Exhibit A to the Contract. Internally and through third-party consultants, the AGENCY has developed and will continue to develop PROJECT related documents, materials and other technical information that will be available to CONSULTANT during the term of this Contract. Subject to the CONSULTANT’S Professional Standard of Care, the AGENCY represents that the CONSULTANT shall have the right to rely on the accuracy and completeness of any documents or other materials provided by AGENCY and other participants on the PROJECT to the CONSULTANT and that CONSULTANT’s use of such documents and material will not infringe upon any third parties’ rights.

CONSULTANT DELIVERABLE STANDARDS

The CONSULTANT shall provide the following types of deliverables in the format, quantity, and timeframes stipulated below, unless otherwise defined in a task:

- Agendas – submit at least one (1) business day before scheduled meetings or workshops – one (1) electronic copy in Microsoft Word format
- Meeting Minutes – submit within three (3) business days following the meeting, workshop, or other event – one (1) electronic copy in Microsoft Word
- Other Documents – submit one (1) electronic copy in Microsoft Word format
- Unless stated otherwise in this Scope of Work, deliverables will first be submitted by CONSULTANT to AGENCY as drafts for AGENCY review and comment, with one (1) review of each draft by AGENCY, and then a final submittal that incorporates AGENCY’s comments, subject to one (1) additional review by AGENCY and adjustment by CONSULTANT
- AGENCY will have a reasonable time to review and provide comments on CONSULTANT’s deliverables that are reviewed within AGENCY with the understanding that Agency does not have control over others outside the AGENCY. Consultant shall not be responsible for unreasonable AGENCY or other reviews outside of Consultant’s control. AGENCY and CONSULTANT will identify anticipated reviewers and timelines when planning the schedule and work plan for each deliverable

GENERAL PROVISIONS

- Workshops – in addition to the number of CONSULTANT attendees identified in the Tasks below, up to one (1) facilitator and one (1) designated notetaker will also attend meetings or workshops as agreed between AGENCY and CONSULTANT
- Development and preparation of Meeting Agenda, Material, Notes and Action Items shall average of one (1) hour per meeting for each CONSULTANT attending
- Development and preparation of Meeting Agenda, Material, Notes and Action Items shall average of one (1) hour per meeting for each CONSULTANT attending.

Meetings, Workshops and Trainings will have a virtual and in-person option, with 50% of meetings in person for estimating. Video/phone conference format of meetings shall mean either Microsoft Teams, WebEx programs, or other format agreed to by the participants.

DETAILED WORK PLAN – YEAR 1

TASK 1 – PROJECT MANAGEMENT

The CONSULTANT shall actively coordinate with AGENCY and manage all aspects of the CONSULTANT's SERVICES such as identifying and resolving issues in a timely manner.

Subtask 1.1 – Project Management

Conditions:

- One (1) CONSULTANT project review per month attended by up to two (2) CONSULTANT staff and will average one (1) hour.
- Monthly update meetings with AGENCY will be attended by up to six (6) CONSULTANT, including sub-consultant, staff and average one (1) hour.
- Monthly CONSULTANT Team Leader meeting will be attended by up to eight (8) CONSULTANT, including sub-consultant, staff and average one (1) hours.
- The Initial PMP will be provided to AGENCY for review.
- The Initial PMP will be updated in future Detailed Work Plans as the Project is further defined.
- The labor expense details for this scope item include hours for CONSULTANT staff to perform general management of the Project and CONSULTANT team. These hours are in addition to the performance of the deliverables outlined above.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Manage, administer, and coordinate CONSULTANT activities.
- Manage the scope, schedule, and budget as provided in this Detailed Work Plan.
- Coordinate and meet with AGENCY in meetings to discuss and plan key activities and issues related to project scope, schedule, and budget.
- Prepare an Initial Project Management Plan (PMP). The Initial PMP will include the following:
 - Roles and Responsibilities for AGENCY and CONSULTANT team
 - Work Breakdown Structure (WBS)
 - Components: Work Plan, Project Quality Plan, Risk Management Plan, Change Management Plan, Communication Plan, Document Control Plan, Project Controls Management Plan
- Develop a CONSULTANT Communication Plan that describes how AGENCY and CONSULTANT team will communicate and coordinate with each other and with outside agencies to manage and implement CONSULTANT's work. The CONSULTANT shall conduct one project review each month with the CONSULTANT Principal in Charge or their designee. The meeting will address the CONSULTANT team's performance of scope, schedule, budget, and quality.
- Maintain an Action Items Log of current action items, technical issues requiring resolution and documentation of the decisions

Deliverables:

- 1.1.1. Initial Project Management Plan (PMP) due 09/30/2022.
- 1.1.2. Action item log updated Monthly.
- 1.1.3. Director Update's - Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 1.1.4. CONSULTANT Team Lead's - Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 1.1.5. Monthly Project Review - Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 1.2 – Chartering Workshop

Conditions:

- The workshop will be attended by up to eight (8) CONSULTANT staff, including sub-consultants, and will last up to four (4) hours.
One (1) workshop preparation meeting will be attended by up to eight (8) CONSULTANT staff, including sub-consultants and will last up to one (1) hour each.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Facilitate and participate in a workshop with AGENCY leadership team, BSWG and Port of Hood River Commission to align the PROJECT purpose, establish consistent goals and develop a process/milestone schedule and decision-making matrix.
- Identify strategies the AGENCY should use in evaluating and making decisions about funding opportunities and delivery method
- Engage AGENCY leadership in setting the overall direction for the bridge replacement and to define clear project definition and decision making.

Deliverables:

- 1.2.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 1.2.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 1.3 – Document Control

Conditions:

- The Initial Document Control Plan will be provided to AGENCY for review.
- The Initial Document Control Plan will be updated in subsequent Detailed Work Plans as the PROJECT and associated document types are better defined.

Activities

The CONSULTANT shall perform the following in support of the SERVICES:

- Develop an Initial Document Control Plan as part of the PMP described in Subtask 1.1 that outlines an electronic folder structure to be used by CONSULTANT for PROJECT-related documents. The Plan will also identify procedures CONSULTANT will use for the storage and management of public and non-public documents.

- Manage, establish, organize, implement and update an electronic document control system for use by the AGENCY, CONSULTANT and subconsultant staff for the PROJECT, consistent with the Initial Document Control Plan. This system will organize, and store PROJECT-related documents being produced or received by CONSULTANT.
- Provide access to this document control system for AGENCY staff as requested by AGENCY.
- Provide one training session, up to one (1) hour in duration, to AGENCY and twenty (20) CONSULTANT staff for implementing the Document Control Plan and using the system.

Deliverables:

- 1.3.1. Initial Document Control Plan due 09/30/2022.
- 1.3.2. Implement & Update Document Control System.
- 1.3.3. Training on Document Control System no later than 09/30/2022.

Subtask 1.4 – Project Debriefs (Existing Contracts)

Conditions:

- The CONSULTANT will work with the AGENCY to identify the AGENCY’s current consultant contracts for coordination
- Meetings with AGENCY and five (5) of the AGENCY’s existing consultants will be attended by up to three (3) CONSULTANT, including sub-consultant, staff and will last for four (4) hours.
- CONSULTANT will schedule and attend meetings as requested by the AGENCY

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Attend debriefing meetings and events to coordinate with AGENCY and AGENCY’s other consultants performing work related to the PROJECT to inform the CONSULTANT of the project status and existing challenges and opportunities

Deliverables:

- 1.4.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 1.4.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 1.5 – Contract Administration

Conditions:

- The labor expense details for this scope item include certain hours for CONSULTANT staff to perform general contract administration for the CONSULTANT team. These hours are in addition to performance of the activities described below

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Coordinate, execute, and manage CONSULTANT and sub-consultant agreements
- Monitor CONSULTANT and sub-consultant budget and schedule performance
- Communicate and meet with CONSULTANT task leads and sub-consultants to review and update work progress related to scope, schedule, budget
- Track and monitor CONSULTANT and sub-consultant schedule performance and meet with CONSULTANT task leads and sub-consultants to review and update work progress related to scope, schedule, budget
- Update reports with CONSULTANT and sub-consultant actuals, percent complete, and forecasted related to scope, schedule, budget
- Establish Work Breakdown Structure (WBS) and reporting templates to actively track and manage CONSULTANT and sub-consultant budgets and costs
- Document, track, and report on PROJECT changes related to budget with HNTB's Project Manager, Deputy Project Manager, and AGENCY, as needed
- Update CONSULTANT and sub-consultant agreements as PROJECT progresses
- Update WBS and cost reporting templates as PROJECT progresses

Deliverables:

1.5.1. Contract Administration Services throughout the Term of the Contract.

Subtask 1.6 – Invoicing & Progress Reporting

Conditions:

- Monthly invoices will be submitted for the duration of this Detailed Work Plan.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Manager and Develop invoicing and reporting guidelines per AGENCY invoicing policies
- Update and submit monthly invoice documenting services performed by the CONSULTANT and its sub-consultants
- Meet with subconsultants, as needed, for adherence to invoicing and reporting guidelines
- Update and submit monthly progress report detailing, in written form, services completed during the invoicing period
- Update invoicing and reporting guidelines as PROJECT progresses

Deliverables:

- 1.6.1. Monthly invoice
- 1.6.2. Invoicing guidelines and workflow due 08/31/2022.
- 1.6.3. Monthly progress report

Subtask 1.7 – Meetings

Conditions:

- Bi-State Working Group will be attended monthly on average by up to two (2) CONSULTANT staff, including sub-consultants, and will last up to two (2) hours.
- Port Commission Meetings will be attended semi-monthly on average by up to two (2) CONSULTANT staff, including sub-consultants, and will last up to two (2) hours
- Key Stakeholders will be attended Monthly on average by up to four (4) CONSULTANT staff, including sub-consultants, and will last up to one (1) hour
- Regional/Local regulatory agencies will be attended monthly on average by up to four (4) CONSULTANT staff, including sub-consultants, and will last up to one (1) hours
- State Elected Officials of Oregon and Washington Meetings that will be attended quarterly on average by up to two (2) CONSULTANT staff, including sub-consultants, and will last up to one (1) hour

Activities

The CONSULTANT shall perform the following in support of the SERVICES:

- Participate in meetings with the following:
 - Bi-State Working Group
 - Port Commission
 - Key Stakeholders
 - State/Regional/Local Regulatory Agencies
 - State/National Elected Officials for Oregon and Washington

Deliverables:

- 1.7.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 1.7.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

TASK 2 – RISK MANAGEMENT

Subtask 2.1 – Risk Management Plan

Conditions:

- The Risk Management Plan will incorporate work already performed by the AGENCY and expand based on project progress and updated project information.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Develop a Risk Management Plan as part of the PMP described in Subtask 1.1 after the initial Risk Management workshop is completed. The Risk Management Plan will include the following:
 - Identification and ranking of project risks in a risk register that summarizes the nature and occurrence of each risk.

- A risk action plan that can be used as an ongoing management tool that identifies at least one person from CONSULTANT or AGENCY who will lead the management of each risk and the actions and timelines necessary for managing the risk.
- Review the risk evaluation progress to date, expand to include more detailed risk evaluation and mitigation strategies and set the basis of the risk register

Deliverables:

2.1.1. Initial Risk Management Plan due 09/30/2022.

Subtask 2.2 – Risk Workshop

Conditions:

- The Risk Management Workshop will be attended by AGENCY staff and up to twelve (12) CONSULTANT, including sub-consultant, staff. The workshop will last up to four (4) hours.
- CONSULTANT will schedule the workshop.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Facilitate and participate in a Risk Management Workshop to document and update AGENCY’s risk evaluation activities to date.
- Draft preliminary list of risk factors.

Deliverables:

- 2.2.1. Preliminary list of risk factors due 08/31/2022.
- 2.2.2. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 2.2.3. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 2.3 – Risk Register

Conditions:

- CONSULTANT team will track and update the risk register six (6) times per year. A meeting will be held with the AGENCY staff and up to two (2) CONSULTANT, including sub consultant staff and average one (1) hour.
- Risk reviews, monitoring and risk register updates average 2 days per month.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Develop and maintain the project risk register
- Develop a risk register log that will identify/list project risks
- Establish a risk order (highest risk to lowest risk)
- Assign probabilities of risk occurring both in cost and schedule
- Evaluate and assign potential costs and/or schedule impacts of the risk
- Update Risk Register on a monthly basis

- Update risk register with Delivery Method Selection process

Deliverables:

- 2.3.1. Risk Register due 08/31/2022.
- 2.3.2. Maintain and update Risk Register at least quarterly.
- 2.3.3. Risk Review Meetings as per CONSULTANT DELIVERABLE STANDARDS.
- 2.3.4. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 2.3.5. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 2.4 – Project Cost Estimate (PCE)

Conditions:

- The original PCE is provided by the AGENCY for review and incorporation into project planning.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Review the existing Project Cost Estimate (PCE) and perform estimate updates based on changes to project information, assumptions, major changes in market conditions, and potential scope changes.
- Use the existing and updated PCE to inform fund source programming, funding needs, and delivery method selection process.
- .

Deliverables:

- 2.4.1. Programming and Funding Need One-Pagers for Key Project Stakeholders

TASK 3 – CHANGE MANAGEMENT PLAN

Subtask 3.1 – Change Management Plan

Conditions:

- No Conditions for this Subtask.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare a Change Management Plan (CMP) for the PROJECT and submit to the AGENCY for review and approval.
- Define the process for identification, notification, processing, and documentation of all project changes.
- Maintain change control log of proposed, pending, and executed changes internal and external to the PROJECT
- Define the change approval process

Deliverables:

3.1.1. Change Management Plan

TASK 4 – QUALITY

Subtask 4.1 – Quality Management Plan (QMP)

Conditions:

- The CONSULTANT's Initial Draft QMP will be provided to AGENCY for review.
- The CONSULTANT's Final QMP will be provided to AGENCY for review.
- The Quality Management Plan will only cover quality activities expected during the duration of the Detailed Work Plan (12 months) and will be updated to add additional activities during future Detailed Work Plans(s).
- QC activities will be performed according to the procedures and schedules outlined in the QMP, and QC labor hours are budgeted with each deliverable under individual subtasks throughout this Scope of Work.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Develop procedures for quality control and quality assurance review processes
 - Draft Quality Management Plan as part of the PMP described in Subtask 1.1
 - Coordinate a list of deliverables
 - Identify of which quality review procedures that apply to each identified deliverable and who will perform each quality review.
 - Quality certification by the CONSULTANT's Project Quality Manager and signature forms for each of the PROJECT'S delivery milestones
- Quality Assurance (QA) of SERVICES provided under this Detailed Work Plan. QA activities include verifying that CONSULTANT's QC activities are being performed and documented for each deliverable according to the QMP procedures and monitoring and documenting CONSULTANT's overall compliance with the QMP requirements.

Deliverables:

4.1.1. Quality Management Plan (QMP) due 08/31/2022

Subtask 4.2 – Quality Training

Conditions:

- The QMP will be reviewed by all CONSULTANT team members working on deliverables during the term of this Detailed Work Plan, all team members as they onboard the project, and will last up to one (1) hour.
- CONSULTANT staff will need to be trained as part of a future authorization.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Provide QMP for review by CONSULTANT and sub-consultant team

Deliverables:

4.2.1. QMP Training (Initial Training) held no later than 08/31/2022.

Subtask 4.3 – Quality Assurance

Conditions:

- Quality Control activities performed for each deliverable according to procedures and schedules outlined in QMP

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Provide Quality Assurance of deliverables provided in the Work Authorization
- Verify CONSULTANT's Quality Control activities being performed and documented for each deliverable according to QMP procedures
- Monitor and document CONSULTANT's overall compliance with QMP requirements

Deliverables:

4.3.1. Quality Assurance Log

TASK 5 – PROJECT CONTROLS

Subtask 5.1 – Project Controls Plan

Conditions:

- The Project Controls Plan will be updated in subsequent Detailed Work Plans as the PROJECT is better defined.
- The CONSULTANT Project Controls Plan will be provided to AGENCY for review. A single review-and-comment cycle by the AGENCY is assumed.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare a Project Controls Management Plan as part of the PMP described in Subtask 1.1 that identifies the tools, processes, and systems that will be evaluated and implemented by the CONSULTANT
- Address the CONSULTANT's data collection, processing, and reporting needs and solutions during the term of this Detailed Work Plan
- Identify potential future needs, options, collaboration, and evolution that may be needed in later phases.

Deliverables:

5.1.1. Initial Project Controls Plan due 08/31/2022.

Subtask 5.2 – Project Dashboard

Conditions:

- The Project Dashboard will be web-based, accessible with appropriate permissions by the CONSULTANT and AGENCY only.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Develop and maintain a Project Dashboard showcasing key performance indicators (KPIs) as determined by the CONSULTANT and the AGENCY.
- Address the CONSULTANT's critical items influencing short-term goals during the term of this Detailed Work Plan, and it will evolve to show the relevant, project specific KPIs of each project phase.

Deliverables:

5.2.1. Project Dashboard

Subtask 5.3 – Integrated Project Schedule

Conditions:

- The Project Schedule will be developed in the latest version of Primavera P6.
- The Project Schedule will be made available in printable PDF format and through online schedule review tools, such as ProjectControls.online.
- The Schedule will be presented in relevant summary formats using various visualization tools and techniques.
- Changes to the Project Baseline will require the approval of the Project Manager and the AGENCY.
- Initial Project assumptions shall be documented in conjunction with the approval of the Baseline Schedule.
- The Project Schedule will be updated monthly.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare an integrated master schedule (Project Schedule) that encompasses all known and potential activities to complete the Project based on the interaction of sub-project schedules and in alignment with completion milestones
- Baseline after the review and approval by the CONSULTANT and the AGENCY
- Document and track project assumptions influencing or driving the Project Schedule Baseline
- Update the Project Schedule with progress from active sub-project schedules and refine the Schedule to reflect the current project status and assumptions

Deliverables:

5.3.1. Integrated Master Project Schedule Baseline due 08/31/2022.

5.3.2. Project Schedule Updates, provided quarterly

Subtask 5.4 – **Sub Project Schedule**

Conditions:

- The sub-project Schedules will be developed in the latest version of Primavera P6 or converted from their native formats to Primavera P6.
- The sub-project Schedules will be made available in printable PDF format and through online schedule review tools, such as ProjectControls.online.
- The schedules will be presented in relevant summary formats using various visualization tools and techniques.
- Changes to the sub-project Baselines will require the approval of the Project Manager.
- Initial Sub-project assumptions shall be documented in conjunction with the approval of the Baseline Schedule.
- The known sub-project schedules include but are not limited to: Design, Funding, Delivery Method Selection, Permitting, Outreach, Procurement, and Governance.
- The Sub-Project Schedule will be updated monthly.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare, review, and maintain sub-project schedules that encompasses all known and potential activities to complete each phase of the project in alignment with completion milestones
- Baselined after the review and approval by the CONSULTANT team
- Document and track project assumptions influencing or driving the sub-project schedules
- Update the schedules with progress from active work and refine the scheduled to reflect the current sub-project status and assumptions.

Deliverables:

- 5.4.1. Baseline Sub-Project Schedules due 08/31/2022.
- 5.4.2. Sub-Project Schedule Updates, provided quarterly

TASK 6 – **COMMUNICATIONS**

Subtask 6.1 – **Public Involvement & Communications Plan**

Conditions:

- The labor expense details for this scope item include certain hours for CONSULTANT staff to coordinate with AGENCY and AGENCY's public engagement and other consultants. These hours are in addition to performance of the deliverables and activities outlined below.
- CONSULTANT will participate in up to twelve (12) meetings with AGENCY partners for Strategic Communications as requested. Each meeting will be attended by up to two (2) CONSULTANT, including sub-consultant, and each will last up to two (2) hours.
- Deliverables will be provided two (2) times for AGENCY review and comment prior to distribution of one (1) final version.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Public Involvement and Communications Plan
 - Review relevant project documents and information to understand work done to date
 - Produce public involvement and communications plan which will outline: decision-making process; demographics analysis; team roles; outreach strategies; key messages; and schedule;
 - Produce and manage comprehensive list of stakeholders to engage throughout project
- Project Branding
 - Consultant to design a project logo that can be used throughout the remainder of the project; includes 2 2-hour branding meetings to discuss logo and project visual identity
 - Development of project templates, including a PowerPoint presentation and Memo template
 - A project Look Book that sets the project identity, including project fonts, colors and use of the logo
- Project Website
 - Design and production of a bilingual project website
 - Includes up to 1 1-hour meetings to discuss project website with the PMT prior to launching
 - A minimum of monthly website updates to inform the community about the project, public input opportunities and what's being considered with the design and other important project topics
 - Website content, images and formatting to meet all Oregon and Washington state ADA guidelines

Deliverables:

- 6.1.1. Public Involvement and Communications Plan (PICP) due 09/30/2022.
- 6.1.2. Project Branding, including project colors, logo, Look Book, PowerPoint Template, and Project Memo template due 09/30/2022.
- 6.1.3. Project Website – website in English and Spanish languages updated monthly.

Subtask 6.2 – Strategic Communications Support

Conditions:

- Strategic Communications Plan will be one (1) draft and one (1) final submittal
- Strategic Communications Plan will be a component of the Public Involvement and Communications Plan (Deliverable 6.1.1)

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Develop a strategic communications plan for AGENCY with their partner agencies, regulatory agencies, and elected officials as it relates to the PROJECT.

Deliverables:

- 6.2.1. Strategic Communications Plan due 09/30/2022.

Subtask 6.3 – Workshops

Conditions:

- Public Involvement Kick Off Workshop:
 - Held within the first month of NTP
 - May be held in combination with larger team kick off meeting
 - Held in-person at the Port for two (2) hours.
 - Staffing will include 3 – 4 CONSULTANT staff; assumes some prep time
- Stakeholder Interviews
 - Assumed to be one (1) hour in duration
 - Include 2 CONSULTANT staff for each interview and will include travel.
 - Completed within the first 3 months following NTP

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Public Involvement Kick Off Workshop
 - Public involvement goals and what's needed during year one and during the design phase
 - Key messages
 - Working together and team roles for public engagement
 - Key stakeholders and working with the public
 - Decision-making structure and process
 - Concerns that may need to be followed up on
 - Media planning, and more
 - Comments received from the meeting will be incorporated into the PICP
- Stakeholder and Comment Tracking/ Engagement Project Success Measurement
 - Track, code and maintain participation in engagement activities and comments received throughout the project
 - Track stakeholders who participate in outreach activities or those who would like to receive project updates throughout the project
- Stakeholder Interviews and Ongoing Engagement
 - Stakeholder interviews with up to 15 stakeholders that have been involved with the project in prior phases and/or that have key interests with the project
 - Develop an interview plan with questions and interview roles and responsibilities, schedule all interviews and summarize the conversations in an interview summary
 - Document key concerns and opportunities for design and test project branding and key messaging with stakeholders prior to the first media campaign
 - Interviews will also inform overall engagement strategy throughout the remainder of the work
- Jurisdictional/ Community Presentations and Key Stakeholder Direct Engagement
 - Attend and present at jurisdictional standing meetings to discuss the project and ask for feedback as appropriate
 - Contact key stakeholders to discuss the project, key concerns, and opportunities throughout the project
 - Provide notes on stakeholder conversations weekly to keep the project team informed of conversations
 - Prepare for in-person presentations with PowerPoint slides and materials as appropriate

Deliverables:

- 6.3.1. Public Involvement Kick Off Workshop - one draft and one final agenda
- 6.3.2. Stakeholder and Comment Tracking - Regular updates to stakeholder comment log; Quarterly updates on progress and measurements of success
- 6.3.3. Stakeholder Interviews and Ongoing Engagement - one draft and one final Interview Plan; one draft and one final Interview Summary
- 6.3.4. Jurisdictional/ Community Presentations – Weekly recap notes on stakeholder conversations; Comments tracked in the comment log; Presentation materials per stakeholder group for in-person presentations and meetings

Subtask 6.4 – Public Involvement & Project Branding

Conditions:

- Spanish language interpretation will need to be added with future Detailed Work Plan to produce Spanish-language materials

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

Media Campaigns (Multimedia)

- Media + On-Going Project Communications Support
 - Comprehensive communications and media support including:
 - Production of monthly communications for stakeholder emails to keep everyone in the know
 - Develop and track press releases on important events to local and regional media and nonprofit organizations
 - Monthly updates to project team talking points
 - Tracking media coverage for the project
- Factsheets
 - Consultant to design and produce factsheets at key project milestones.
 - Anticipated to produce up to 4 factsheets in year 1
 - Factsheets will provide important project information including why this work is needed, overall schedule, and how interested parties can be involved and track the process.
 - Factsheets are assumed to be a double-sided 8.5x11 material
 - Consultant will print factsheets for use at community events and presentations
- Social Media
 - Production and management of three social media accounts for the project. Recommended Facebook, Twitter and Instagram.
 - 2 - 3 posts per week on each account, including content and graphics
 - Management and response to public comments on accounts
 - Social media posts in Spanish

Deliverables:

- 6.4.1. Media and On-Going Project Communications Support - Updated media strategy including monthly communications for stakeholder email and partner communications and talking points for the project team.
- 6.4.2. Social Media - Project Facebook account; Project Twitter account; Project Instagram account
- 6.4.3. Two (2) Factsheets – one draft and one final factsheet per factsheet; produced bi-annually the first due 09/30/2022

Subtask 6.5 – Meetings

Conditions:

- Meetings to be held in-person at the Port; travel required
- CONSULTANT will provide three (3) staff at each meeting
- CONSULTANT will prepare and distribute meeting notes
- Assumes two to three 1-hour meetings monthly

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Attend Consultant team meetings and meetings with the Project Management Team, assumes 2 - 3 one-hour meetings monthly
- Overall email coordination with the Port of Hood River, Project Management Team and project partners
- Provide support with calendar invitations and coordination of meetings, as needed

Deliverables:

- 6.5.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 6.5.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

TASK 7 – FUNDING, FINANCE AND TOLLING (FFT)

CONSULTANT will collaborate with AGENCY to develop and maintain up-to-date update project financial plans including cash flow models and financial and economic analyses. CONSULTANT shall conduct workshops to identify and refine funding, finance options, and develop a 2-year funding and finance roadmap. CONSULTANT will support AGENCY in efforts to secure funds and financing, including preparation of grant applications, lobbying support, meeting facilitation etc. CONSULTANT will coordinate with T&R consultants retained by others and, if necessary, will conduct or assist in the procurement of T&R services for the project. CONSULTANT will prepare reports and attend meetings as required or requested

Subtask 7.1 – Financial Planning, Modeling and Scenarios

Conditions:

- AGENCY and consultants currently under contract are available to participate as needed

- Funding and Cash Flow Model: Development of basic model – Scenario testing budgeted separately.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Develop and maintain comprehensive Project Financial Plan
 - Deep-dive evaluation of current budgets, financial plans, and funding commitments/agreements.
 - Funding source evaluation of all relevant potential federal, state, and local sources. Analysis will include an evaluation of federal grant programs and development of a funding matrix.
 - Project Financial Plan will be a living document that will be updated as the project develops.
 - Financial Analysis for feasibility and debt capacity scenarios, including toll finance simulations. This could include financial aspects of a Delivery Options analysis for relevant Design Build (DB) and Public Private Partnership (P3) delivery options.
 - Funding and cash flow model to document funding sources and scenarios and include cash flow projections.

Deliverables:

7.1.1. Initial Project Financial Plan due 09/30/2022.

Subtask 7.2 – FFT Workshops

Conditions:

- Workshops will be four (4) hours and will have the option to be attended both virtually and in-person
- Each workshop attended by eight (8) CONSULTANT personnel and AGENCY representatives as agreed

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- CONSULTANT will plan, conduct, and document one (1) workshop:
 - Workshop will establish policy preferences, identify potential funding sources, and discuss applicability and viability of various sources.
 - High level evaluation of policy, feasibility, and delivery options analysis around toll revenue scenarios.
 - High level prioritization of funding scenarios and approaches to securing requisite funding

Deliverables:

- 7.2.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 7.2.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 7.3 – **Competitive Grant Services**

Conditions:

- Comprehensive application development includes development of project narrative, update of benefit-cost-analysis and supporting materials for application submission.
- One (1) Application
- Maximum of one (1) active grant
- AGENCY will provide BCA and other relevant materials from 2022 BUILD application that will be referenced or reused.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Grant Applications – Prepare applications for signature and submittal by AGENCY.
- Advocacy – Support legislative and agency advocacy in support of grants and/or TIFIA, Bonding or other financing mechanisms as identified.
- Grant Agreements – Negotiate and document grant agreements. Prepare documentation for execution by AGENCY.
- Grant Administration – Prepare and file required reports, support audits, and provide support accounting for grant funds.

Deliverables:

- 7.3.1. Grant Applications within reasonable time for the AGENCY to review and execute
- 7.3.2. Grant Advocacy
- 7.3.3. Grant Agreements, Administration and Reporting

Subtask 7.4 – **Traffic and Revenue Advisory Services**

Conditions:

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Cursory review of Washington State’s independent Traffic and Revenue (T&R) consultant report

Deliverables:

- 7.4.1. Monitor Washington State Transportation Commission (WSTC) T&R Consultant

Subtask 7.5 – **Meetings**

Conditions:

- Four (4) Briefings and engagement with POHR and BSWG Commissioners and staff outside monthly meetings
- Four (4) Briefings and engagement with stakeholders outside ones listed in Task 1
- Two (2) Briefings, engagement and develop collateral material to support lobbying efforts
- Bi-Monthly, to include attendance and presentation at meetings (6 meetings)
- Attendance at selected meetings by specialty CONSULTANT personnel (3 meetings)

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Support development of an Aging Plan to program \$75M WA contribution
- Financial Briefings and Engagement as necessary
- Stakeholder engagement support (local and state agencies, legislatures, federal, tribal, and private stakeholders)
- Advocacy support (agency and legislative, state and federal) Includes development of collateral marketing materials, developing “elevator speech” script, supporting legislators, staff and lobbyists, facilitating meetings

Deliverables:

- 7.5.1. Stakeholder Engagement Support
- 7.5.2. Advocacy Support
- 7.5.3. Support for WSDOT Aging Plan
- 7.5.4. Support for BSBC Transition

TASK 8 – DELIVERY METHOD

Subtask 8.1 – **Delivery Method Analysis**

Conditions:

- The information gathered during Subtasks 8.2 and 8.3 will be considered and incorporated into this analysis and recommendations.
- The Delivery Method Analysis Report will be approximately 30 pages total including appendices.
- Coordination meetings will be held every two weeks between relevant representatives from the CONSULTANT and the AGENCY, will last up to two (2) hours and be attended virtually by at least one (1) person from the CONSULTANT representing the Delivery Method Analysis.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Conduct a qualitative analysis of potential project delivery methods for the PROJECT, based in part on the discussion and outcomes of Subtasks 8.2, 8.3. The analysis will identify and consider various factors agreed with the AGENCY and evaluate them under each of the potential project delivery methods
- Identify and assess the risks related to the project delivery methods, including those identified as part of Subtask 2.2
- Provide documentation of the project delivery analysis and recommendations in the form of a Delivery Method Analysis Report
- Participate in regular coordination meetings with AGENCY

Deliverables:

- 8.1.1. Delivery Method Analysis Report due 2/1/2023.

Subtask 8.2 – Delivery Method Workshop

Conditions:

- Each of the two (2) Delivery Method Workshops will be conducted in person at the AGENCY's offices, and a video/phone conference option will be offered.
- Each of the two (2) Delivery Method Workshops will last up to six (6) hours.
- CONSULTANT will coordinate with AGENCY to schedule the first workshop as an early activity, and the second workshop as a closeout activity, associated with the Delivery Method Analysis work in Subtask 8.1.
- Each Delivery Method Workshop will be attended by AGENCY staff and up to six (6) CONSULTANTS, including sub-consultant, staff.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Facilitate and participate in two Delivery Method Workshops with AGENCY
 - The first workshop will be conducted early in this first phase. The primary objectives of the first workshop are to:
 - present a structured approach to assist AGENCY in making a project delivery decision
 - provide initial identification of project goals
 - provide initial analysis of certain risks, especially as they relate to delivery method bring considered for the project
 - The second workshop will be conducted later in this first phase to present the findings and recommendations of the Delivery Method Analysis Report developed in Subtask 8.1.

Deliverables:

8.2.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.

8.2.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 8.3 – Industry Outreach

Conditions:

- The RFI document will be approximately ten pages in length and will outline the purpose of the RFI, details about the project, goals of the project, status of key approvals and project development, tolling considerations, project delivery methods under consideration, the types of information being requested and whether subsequent one-on-one meetings are being considered to engage in follow-up discussions with interested industry firms.
- Up to ten (08) RFIs will be received by AGENCY for review and summary by CONSULTANT.
- CONSULTANT will identify up to two (2) industry events, to be hosted at AGENCY facility or at an offsite conference or facility hosted by others, relevant to bridge construction and alternative delivery methods. Each event will be attended by up to two (2) CONSULTANT staff and could include up to one (1) hour of presentation and four (4) individual two (2)-hour meetings with industry teams.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare a Request for Information (RFI) document and process that outlines the project scope and solicits written responses from industry on project delivery options, risk matters and questions.
- Review and summarize RFI responses submitted to AGENCY by others.
- Facilitate and participate with AGENCY at up to two industry outreach events, which could include presentation of the project to an audience of industry representatives or meetings with individual entities including design or construction companies that are interested in future construction-related delivery of the project. The purpose of each industry outreach event will be to inform industry about the PROJECT and seek industry input on project delivery options, risk matters and questions. This industry outreach will be considered as part of the project delivery analysis and recommendations in Subtask 8.1.

Deliverables:

- 8.3.1. Request for Information (RFI) document due 06/30/2023.
- 8.3.2. Agenda and Materials prior to each industry event and Meeting notes and Action Items after each industry event as per CONSULTANT DELIVERABLE STANDARDS.
- 8.3.3. Meeting participation as per CONSULTANT DELIVERABLE STANDARDS.

TASK 9 – ENVIRONMENTAL AND REGULATORY

Subtask 9.1 – Environmental Coordination (NEPA)

Conditions:

- Two (2) CONSULTANT staff will attend up to six (6) NEPA coordination meetings with Agency, Project NEPA team, and regulatory agencies.
- Each of the individual NEPA coordination meetings will not exceed four (4) hours of CONSULTANT Environmental Lead time inclusive of travel.
- CONSULTANT will support the AGENCY with NEPA meetings but will not be preparing agendas or meeting materials, time under this subtask if for meeting attendance only.
- Effort anticipates Record of Decision (ROD) to be obtained by December 1, 2022. CONSULTANT efforts beyond this date or beyond the assumptions above will be completed through a future Detailed Work Plan.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Coordinate with Agency and the Project NEPA team to track remaining environmental coordination, decisions, and deliverables associated with the completion of the NEPA process and issuance of the NEPA Record of Decision.
- Attend up to six (6) NEPA coordination meetings including, but not limited to, Section 4(f), Tribal Coordination, Section 106, and NMFS Biological Opinion meetings to track Project environmental compliance and support future regulatory compliance.

- Update the Project Environmental Compliance Plan (Task 9.2) as necessary based on information obtained during NEPA coordination efforts.

Deliverables:

- 9.1.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 9.1.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 9.2 – Environmental Compliance Plan

Conditions:

- The Environmental Compliance Plan (ECP) will be one (1) Draft, and (1) Final submittal.
- The ECP shall be prepared prior to Agency selection of Project delivery method and A/E team procurement.
- The ECP permitting schedule may require one (1) revision after selection of the Project delivery method to update the permitting schedule. No other ECP updates are included in this SOW.
- The construction phase ECP update shall be completed prior to construction after all permits are issued under a future CONSULTANT team contract amendment with the Agency.
- The ECP shall be updated in a future authorization after all permits have been issued and specific environmental commitments, requirements, and mitigation have been identified to support environmental compliance during the Project's construction phase.
- The future construction phase ECP shall also include details regarding environmental compliance team responsibilities and authority, reporting requirements, identify procedures for achieving environmental compliance, and establish procedures for identifying and resolving issues of non-compliance.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare an Environmental Compliance Plan (ECP) that:
 - Identifies all applicable environmental permits and authorizations required for the project.
 - Identifies key regulatory agency contacts.
 - Includes schedules for permit application preparation, agency review timelines, and permit issuance aligned with Project design milestones.

Deliverables:

- 9.2.1. Environmental Compliance Plan due 12/1/2022.

Subtask 9.3 – Environmental Compliance Workshop

Conditions:

- The Environmental Permitting Workshop will be attended by AGENCY and up to four (4) CONSULTANT team members.

- The Environmental Permitting Workshop will last up to eight (8) hours, inclusive of travel, and will be conducted in person in Hood River.
- CONSULTANT will prepare the workshop agenda, coordinate with participants to schedule the workshop, and provide Workshop meeting notes to participants

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Coordinate with AGENCY to plan, conduct, and document an Environmental Compliance Workshop after completion of the ECP to review the ECP and project environmental compliance requirements.
- The workshop will focus on integrating environmental planning, permitting, and regulatory agency coordination activities with overall project development and delivery
- Facilitate discussion to outline the ECP's schedule for developing environmental documentation, permitting products, and milestones
- Will support selection of the project delivery method by outlining critical path permitting efforts for planning and scheduling purposes

Deliverables:

9.3.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.

9.3.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 9.4 – Regulatory Agency Coordination

Conditions:

- CONSULTANT shall attend up to ten (10) coordination meetings with applicable regulatory agency staff and Agency under this SOW to include US Coast Guard, Columbia Gorge Commission, US Army Corps of Engineers, National Park Service, Oregon Park and Recreation.
- Up to four (4) CONSULTANT staff shall attend the regulatory agency coordination meetings.
- Regulatory agency coordination meetings shall last up to five (5) hours, inclusive of travel, and shall be conducted in person in Hood River.
- CONSULTANT labor for regulatory agency coordination, outside of in person coordination meetings, shall be limited to 80 hours.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Coordinate with applicable regulatory agencies to discuss permitting timelines and requirements for development of the Project ECP
- Coordinate and facilitate coordination meetings with regulatory agency staff and Agency to discuss specific regulatory permitting requirements, compliance needs, and permitting schedules

Deliverables:

- 9.4.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 9.4.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 9.5 – Tribal Coordination

Conditions:

- CONSULTANT will coordinate with the following tribes.
 - Confederated Tribes and Bands of the Yakama Nation [Yakama Nation]
 - Confederated Tribes of the Warm Springs Reservation of Oregon [Warm Springs]
 - Confederated Tribes of the Umatilla Indian Reservation [CTUIR]
 - Nez Perce Tribe
 - Cowlitz Indian Tribe, Confederated Tribes of the Siletz Indians (CTSI)
 - Confederated Tribes of the Grand Ronde Community of Oregon (Grand Ronde)
- CONSULTANT will hold six (6) coordination meetings one (1) with each tribe, each attended by up to two (2) CONSULTANT, including sub-consultant, staff. Each meeting is assumed to be two (2) hours in length.
- Three (3) of the six meetings will be held in person, averaging six (6) hours including travel time. Three (3) of the meetings will be held virtually.
- CONSULTANT will coordinate with the AGENCY on contact information for key tribal officials within the identified tribes and to develop background information about AGENCY's previous discussions or correspondence with elected officials.
- AGENCY will obtain all MOAs by December 1, 2022. Any support past this date will be done under future Detailed Work Plan

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Tribal Consultation Support
 - Develop a Tribal Coordination Plan, to include a briefing with each tribe, definition of project roles with respect to tribal coordination, and information on stakeholders and other organization impacted by the PROJECT.
 - Provide AGENCY tribal contacts.
 - Advise AGENCY on ways to resolve potential conflicts between tribes, both at government level and at staff level.
 - Review AGENCY's existing monitoring plan and provide comments. Advise on how to resolve comments from the tribes.
 - Provide input to project Action Item Log and Risk Register
- Assistance with Development of Memorandum of Agreements (MOAs)
 - Research existing MOAs with tribes and provide examples for review.
 - Review draft MOA's and provide comment.
 - Advise on how to approach tribes about potential sensitive issues.
 - Assist on identifying impacts from new bridge construction to the White Salmon Treaty Fishing Access Site and other tribal cultural resource sites.
 - Advise on how to approach the tribes with potential mitigation solutions.

- Assist with coordination of potential Native American elements or motifs that can be incorporated into the bridge design.
- Cultural Training
 - Provide training on the history and differences of the tribes in the Columbia River Gorge, fishing and first foods practices, history and development of the In-lieu and Treaty Fishing Access Sites, and other issues the tribes may raise with respect to the Bridge Replacement.
 - Provide archaeological monitoring of geotechnical exploration by a qualified archaeologist.
 - Prepare daily field notes describing work done and results
 - Review existing Inadvertent Discovery Plan and any associated MOA's prepared to date by WSA, ODOT, or WSDOT

Deliverables:

- 9.5.1. Tribal Coordination Plan due 09/30/2022.
- 9.5.2. Cultural Training no later than 09/30/2022.
- 9.5.3. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 9.5.4. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.
- 9.5.5. Draft and Final Summary Report of archaeological findings

Subtask 9.6 – Railroad Coordination

Conditions:

- Existing railroad facilities will remain in operation during construction except for limited, shortterm work.
- CONSULTANT will hold quarterly coordination meetings with BNSF and UP, up to six (6) total per year. Up to two (2) CONSULTANT, including sub-consultant, staff will attend meetings that will average one (1) hour.
- CONSULTANT will coordinate with the AGENCY on the names and contact info for key railroad officials with BNSF and UP and to develop background information about AGENCY's previous discussions or correspondence with elected officials.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Support the AGENCY in coordination and discussions with BNSF and UP.
- Establish minimum horizontal and vertical clearance envelopes for existing tracks. Prepare exhibit to document these envelopes.
- Coordinate with structures design team regarding the required railroad criteria.
- Develop railroad mitigation agreement

Deliverables:

- 9.6.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.
- 9.6.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Subtask 9.7 – Geotechnical Investigations Regulatory Permitting

Conditions:

- The project will qualify for a USACE Nationwide Permit 6 for survey activities.
- Geotechnical investigations will not affect wetlands. No fieldwork will be required by Contractor to complete the permitting work.
- Individual Section 401 water quality certifications will be required from DEQ and Ecology.
- The project will result in no effect on ESA-listed species and will not require an individual ESA consultation with NOAA Fisheries or the U.S. Fish and Wildlife Service (USFWS).
 - A Biological Assessment will not be required for geotechnical investigations.
- No resource mitigation will be required for geotechnical site investigations.
- The activity is exempt from State Environmental Policy Act (SEPA), Shoreline Management Act (Revised Code of Washington 90.58.030), and local agency permitting requirements.
- CONSULTANT will attend up to two (2) meetings as required with Port staff and/or regulatory agency staff in Hood River to discuss permitting details.
- AGENCY will be responsible for all permit application fees.
- JPA/JARPA coordination will include up to six (6) figures.
- No effect letter will include up to four (4) figures.
- Consultant will provide up to twelve (12) hours of post-application coordination with USACE, WDFW, DSL, DEQ, Ecology, DNR, and City of White Salmon.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare permit applications and documentation necessary to secure permits to conduct in-water geotechnical investigations necessary for advancing project design. Applications will include:
 - US Army Corps of Engineers (USACE) Section 404 Nationwide Permit No. 6 – Survey Activities
 - National Marine Fisheries Service (NMFS) Standard Local Operating Procedures for Endangered Species (SLOPES) 5 Programmatic Biological Opinion Compliance
 - Oregon Department of Environmental (DEQ) Quality Section 401 Water Quality Certification
 - Oregon Department of State Lands (DSL) – Waterway Authorization
 - Washington Department of Ecology (Ecology) Section 401 Water Quality Certification
 - Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA)
 - Washington Department of Natural Resources (DNR) Aquatic Land Use Authorization/Easement
 - Written State Environmental Policy Act (SEPA) exemption from City of White Salmon
 - Written Shoreline Substantial Development exemption from City of White Salmon

- Coordinate with USCAE and appropriate fish and wildlife agencies to obtain an in-water work window variance that extends the Columbia River’s in-water work window to spring, summer, and fall seasons
- Prepare necessary permitting information including a Joint Permit Application (JPA)/Joint Aquatic Resources Permit Applications (JARPA) and figures. Applications will include:
 - Necessary supplemental forms
 - Aquatic survey
 - PROJECT background information
 - Best Management Practices (BPMs)
 - Cultural resources information
 - No effect memorandum for ESA compliance
- Coordinate with permitting agencies to authorize in-water geotechnical borings in ten (10) locations
- Prepare exemption applications for submittal to City of White Salmon
- Prepare Shoreline Substantial Development Permit

Deliverables:

- 9.7.1. USACE/DSL Joint Permit Application
- 9.7.2. NMFS SLOPES V Compliance
- 9.7.3. DEQ 401 C Water Quality Certification
- 9.7.4. Washington JARPA and Aquatic Use Authorization
- 9.7.5. Oregon and Washington short-term Waterway Lease Application
- 9.7.6. City of White Salmon SEPA and Shoreline Exemption

TASK 10 –RIGHT OF WAY (ROW)

Subtask 10.1 – Right of Way Acquisition Plan

Conditions:

- A separate Detailed Work Plan will be developed if a need for property acquisition and acquisition services is identified:
- Sub-consultant shall provide labor, equipment and materials to provide acquisition support for the project by obtaining title reports, rights of entry, appraisal reports and acquisition services for properties identified by the team
- R/W activities shall conform to the standards contained in the Uniform Act of 1970 and amendments, on both ODOT and WSDOT Requirements, policies and procedures.
- Assume two borings, two CPT’s on Oregon land (POHR right of way)
- Assume ten in-water borings (5 on Oregon side, 5 on Washington side)
- Assume one boring on Washington Land (WSDOT right of way)

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Provide AGENCY a Right of Way Acquisition Plan for the right of way process, including State and Federal Requirements that must be followed.
- Identify parcels needed for the Geotech Scope defined in this Amendment project. Order and review Preliminary Title Reports for ownership and encumbrances.

Coordinate with the Project Team on investigations determining ownership. Complete additional research if additional information is needed. Provide report identifying existing easements and potential needs. This work would include:

- Research River ownership and report
- Review the legal descriptions for each property
- Review Assessors data for each property
- Obtain owner contact information
- Provide an acquisition plan and preliminary schedule for the right of way process following State and Federal Guidelines
- Prepare rights of entry documents for sites needed for drilling explorations if needed.

Deliverables:

10.1.1. Right of Way Acquisition Plan due 06/30/2023

10.1.2. Right of Way Needs Memo

TASK 11 – **ENGINEERING**

Subtask 11.1 – **Preliminary Engineering**

Conditions:

- Preliminary engineering will be aligned with the Project Delivery Method Workshop outcomes and to the Design Acceptance Package (DAP) level
- Scope of engineering to be aligned with Project Delivery Method decisions.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Support development of a report and recommendation on project delivery method.
- Develop engineering content for or provide engineering review of procurement documents developed under TASK 13 – CONTRACTING.
- Develop CAD standards and guidelines
- Provide CAD services to support Project needs.
- Develop vertical and horizontal alignments to set final navigational clearances
- Develop vertical and horizontal alignments to set minimum clearance envelopes for railroad
- Advance engineering to develop project performance criteria and specifications
- Develop engineering to support regulatory compliance in submittal of permit applications
- Evaluate Superstructure Alternatives
- Evaluate Substructure Alternatives
- Define typical section elements for the project including analysis for bike/ped accommodation
- Develop pavement designs
- Define traffic data, provide preliminary recommendations on lane configurations, turning lanes, intersection control type
- Develop allowable lane/roadway closure hours
- Develop conceptual MOT plans

Deliverables:

- 11.1.1. Project Performance Criteria
- 11.1.2. CAD Standards and Guidelines Memo
- 11.1.3. Superstructure Memo
- 11.1.4. Substructure Memo
- 11.1.5. Baseline Geometric Layout
- 11.1.6. Traffic Analysis Memo
- 11.1.7. Pavement Design
- 11.1.8. Maintenance of Traffic Closure Hours and Conceptual Plans

Subtask 11.2 – Geotechnical Explorations

Conditions:

- A full subsurface exploration and testing work plan is not included in this scope of work.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Review the historical geotechnical and hazardous materials documents prepared by the NEPA team and information readily available in PROJECT records.
- Perform a site reconnaissance to facilitate understanding of the site constraints for field explorations, construction, and traffic staging.
- Support the permitting process with review and comments on the in-water work permit to allow the PROJECT to resubmit the permit for the next phase of geotechnical explorations.
- Support the PROJECT in evaluating the extent of geotechnical explorations recommended to be completed in upcoming project phases.
- Support the PROJECT in concept-level geotechnical risk considerations.
- Develop a Geotechnical Exploration Memo that includes a high-level cost estimate and recommendation for early Geotechnical Work

Deliverables:

- 11.2.1. Geotechnical Exploration Memo due on 09/30/2022

Subtask 11.3 – Site Reconnaissance

Conditions:

- AGENCY will provide access to AGENCY property
- Facilitate understanding of site conditions and constraints for completing subsurface explorations.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Observe surface conditions indicative of subsurface conditions
- Identify site constraints, equipment access, and staging concerns for the exploration program
- Identify and clearly mark proposed land exploration locations

- Attend meetings with Agency or other parties to discuss, review, and ascertain site conditions relevant to the geotechnical work for the PROJECT

Deliverables:

No Deliverables are expected for this Subtask.

Subtask 11.4 – Subsurface Exploration Plan and Permit Support

Conditions:

- CONSULTANT shall prepare a Subsurface Exploration Plan (SEP) that shows proposed exploration locations.
- The SEP shall outline the planned exploration procedures and must outline the recommended number of locations, type, sampling and testing of subsurface explorations.
- The SEP shall include a Field Safety Plan (FSP) for all fieldwork and a Traffic Control Plan (TCP) for any on-land explorations within roadways.
- Preparation of the TCPs shall be by a flagging company licensed to work in the State of Oregon and Washington.
- The SEP shall outline CONSULTANT’s proposed site restoration procedures for any areas that are disturbed during completion of the explorations.
- Review and acceptance of SEP by the AGENCY to be completed at least five (5) days prior to start of scheduled field explorations.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Review available as-built drawings of all utilities and roadway structures that the AGENCY provides
- Utilize the public On-Call Utility Locating System to locate all utilities with required use of private utility locators
- Support PROJECT permitting application/renewal process for geotechnical activities by providing relevant information and documentation

Deliverables:

11.4.1. Subsurface Exploration Plan

Subtask 11.5 – Subsurface Explorations and Testing

Conditions:

- No restriction of work hours.
- CONSULTANT shall coordinate with AGENCY and receive AGENCY’s permits for all subsurface explorations located within the public right of way (ROW).
- Washington land borings are within WSDOT ROW and no coordination with railroads is required.
- AGENCY shall provide a slip to dock boat used for daily transport between land and barge.
- CONSULTANT shall proceed with subsurface explorations only after receiving notification that all required permits, archeological clearances, and utility locates are completed.

- CONSULTANT shall construct all monitoring wells according to ODWR regulations.
- Oregon land borings are within AGENCY property/ROW.
- AGENCY shall provide a staging area to store drilling supplies and equipment.
- The AGENCY boat ramp shall be available to load and unload the drill rig.
- Investigation-derived waste (IDW) like soil cuttings, drilling fluid, etc., assumed to be clean and will be disposed of as clean material.
- Casing assumed to be not required to perform suspension logging in borings.
- CONSULTANT shall provide an engineer or geologist to supervise field operations and document explorations.
- Archeological or tribal monitoring will not impede drilling progress.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Perform subsurface explorations as detailed below:
 - Two (2) Mud Rotary Borings (with one (1) VWP to be installed in one (1) boring) between depths of 80 to 100 feet for the Oregon approach/abutment
 - Two (2) Cone Penetration Tests between depths of 70 to 100 feet for the Oregon approach/abutment
 - 10 Mud Rotary Borings (with suspension logging performed in two (2) borings) between depths 35 to 160 feet for in-water bridge bents
- Complete suspension logging to collect in-situ shear wave velocity measurements in two (2) in-water borings
- Install a vibrating wire piezometer with datalogger to measure groundwater levels at the Oregon approach for geotechnical analysis and design
- Download groundwater data from datalogger at approximate six (6) month intervals for two (2) years after installation
- Backfill resulting holes in accordance with applicable requirements and patch borings advanced through paved surfaces with AGENCY approved quick-setting, non-shrink grout
- Place soil cuttings in DOT-approved 55-gallon drums and transport to an appropriate facility
- Complete analytical testing to characterize materials for disposal
- Dispose material at an appropriate off-site landfill

Deliverables:

- 11.5.1. Weekly email summary of drilling progress

Subtask 11.6 – Laboratory Testing

Conditions:

- All rock cores shall be photographed prior to testing.
- In addition to standard testing of soil and rock samples, up to four (4) suites of cyclic direct simple shear (CDSS) testing on undisturbed samples of fine-grained soils focused on the in-water borings, and up to two (2) Cerchar Abrasivity Index tests on rock core sample are also anticipated.
- AGENCY shall provide a location to store samples through duration of construction.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Perform laboratory testing on soil and rock samples obtained from the explorations to verify field characterizations, assist in determining geological unit boundaries, and provide engineering parameters for geotechnical design by stratigraphic layers.

Deliverables:

No deliverables are expected as part of this Subtask.

Subtask 11.7 – Geotechnical Data Report

Conditions:

- CONSULTANT shall prepare one (1) draft and one (1) final Geotechnical Data Report.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare a Geotechnical Data Report documenting the field exploration methods and observations, subsurface conditions, field testing results, laboratory test data and results, exploration logs, and exploration photos

Deliverables:

11.7.1. Draft Geotechnical Data Report

11.7.2. Final Geotechnical Data Report

Subtask 11.8 – Preliminary Geotechnical Analysis and Memorandum

Conditions:

- The analysis shall include the following key geotechnical issues:
 - Seismic design criteria
 - Up to three seismic site response profiles
 - Seismic and geological hazards
 - Development of geologic profile for proposed bridge alignment
 - Liquefaction and lateral spread analyses for existing conditions
 - Limited equilibrium analyses and Newmark-based deformation analyses for existing conditions
 - North and South approaches static and seismic stability and settlement
 - Mitigation alternatives for seismic and geologic hazards
 - Conceptual-level ground improvement options and footprint
 - Limit equilibrium analyses and Newmark-based deformation analyses for conceptual ground improvement footprint and target deformation
 - Preliminary deep foundation options, including drilled shafts and driven piles
 - Estimates of axial and lateral capacity for up to four foundation types/diameters for up to five representative pier locations
- Memorandum is at conceptual/preliminary design level of effort

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Preliminary analyses of the field and laboratory test data to develop initial geotechnical recommendations for design and construction of proposed improvements

Deliverables:

11.8.1. Preliminary Geotechnical Analysis and Memorandum

Subtask 11.9 – Meetings

Conditions:

- CONSULTANT shall prepare for attend one (1) in-person kick-off meeting for up to four (4) hours, and twelve (12) ad-hoc Geotech specific meetings for up to two (2) hours with one (1) hour preparation time and follow up.

Activities:

No specific Activities for this Subtask.

Deliverables:

11.9.1. E-mail meeting summaries as appropriate

Subtask 11.10 – Contract Management

Conditions:

No specific Conditions for this Subtask.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Prepare monthly invoices and progress reports
- Update and maintain PROJECT records
- Manage Geotechnical contracts

Deliverables:

11.10.1. Monthly invoices

11.10.2. Monthly progress reports

Subtask 11.11 – **Optional Services (HazMat?)**

Conditions:

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Perform optional services agreed upon between CONSULTANT and AGENCY

Deliverables:

11.11.1. As agreed, upon between CONSULTANT and AGENCY

Subtask 11.12 – **Utility Relocation**

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Research and gather available existing record drawing information from franchise utilities.
- Prepare a summary of potential utility conflicts in a tabular form to include name of public or private utility company affected; description of conflict; action to be taken to resolve conflict.
- Perform utility coordination including document reviews.
- Contact known utility providers to verify existing infrastructure.
- Identify needs for Memoranda of Agreement with utility owners and local jurisdictions.
- Summarize potential utility conflicts and potential areas that would benefit from future pothole investigations
- Develop existing utility plans.

Deliverables:

11.12.1. Utility Conflict Matrix

11.12.2. Utility Coordination Plan

Subtask 11.13 – **Survey**

Conditions:

- Land side only survey shall be performed in the mapped areas of the PROJECT NEPA footprint with additional coverage at the Port's marina area.
- Right of way will be from previous/HHPR work.
- Project datum will match previous/HHPR work.
- Detailed, final design-level topographical and bathymetric survey will be part of a future authorization

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Coordinate with AGENCY on data gathering and validation of data provided by the AGENCY and other sources.
- Coordinate with AGENCY to receive and evaluate existing aerial mapping and photogrammetry.
- Evaluate existing fieldwork, surveying, and as-built data to confirm PROJECT existing conditions.
- Establish new survey control as needed
- Mark all existing planimetric features
- Mark all underground utilities, including inverts where measurable, using 811 utility locates and private locates
- Develop a PROJECT Digital Terrain Model (DTM) that models the existing ground surface shape adequately to prepare base mapping with one-foot interval contours
- Using conceptual bridge design information, provide recommended fieldwork and surveying information for future work authorizations.

Deliverables:

- 11.13.1. Technical memorandum outlining analysis, findings and recommendations related to the survey work outlined above
- 11.13.2. Microstation base map

TASK 12 – **CONSTRUCTION**

Subtask 12.1 – **Constructability Staging Evaluation**

Conditions:

- Scheme project constructability with the AGENCY. Up to six (6) CONSULTANT, including sub-consultant, staff, will attend. Meeting will last up to four (4) hours.
- Up to eight (8) hours of preparatory work per consultant.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Identify and evaluate potential construction staging and laydown areas
- Evaluate Wind currents, river tides, staging, yard availability, casting yard, etc.
- Review logistics of access for delivering, assembling, and disassembling cranes and material
- Review similarities/differences of construction options
- Evaluate marine vessel traffic to define short term (24 to 72 hour) channel closures requirements
- Marine/Logistics Analysis

Deliverables:

- 12.1.1. Summarize Constructability Staging Options
- 12.1.2. Develop Strategic Action Items from Staging Construction

TASK 13 –CONTRACTING

Subtask 13.1 – Contract Procurement

Conditions:

- Professional Services procurements will be qualifications-based selections consistent with Oregon and Federal Architectural and Engineering rules and will not be evaluated on basis of cost during evaluation process.
- Contracts will be written to conform with regulations of financial source of funds for the contract.
- CONSULTANT will develop procurement notices and advertisements. AGENCY will publish procurement notices and advertisements on appropriate forums, and will post procurement documents for all contracts on, e.g., Oregon Buys, DJC.
- AGENCY will provide panel members for review and scoring and acceptance of requested procurement documents; CONSULTANT will provide the Procurement Specialist for each procurement, who will not be an evaluator on procurements.
- Up to two (2) CONSULTANT or sub-consultant staff are assumed to be part of the evaluation committee for each procurement.
- AGENCY will maintain final authority to accept or reject proposals.
- Legal reviews and approvals will be by the AGENCY’s designated legal counsel.
- Final deliverable review assumes one internal review draft, one external review draft, and a final version for public dissemination.
- AGENCY review will be completed within ten (10) working days of delivery from CONSULTANT.
- External review periods are assumed to be ten (10) working days. Delayed response by external reviewers will affect delivery schedule.
- Reviews involving Oregon Department of Justice (DOJ) are assumed to be twenty (20) working days from delivery of review document(s) from CONSULTANT.
- CONSULTANT will deliver procurement documents digitally (.docx for drafts and .PDF for final).
- Proposal responses will be received digitally; no hard-copy prints will be made.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Author contract procurement documents (e.g., requests for qualification, requests for proposals) for the following procurements:
 - Contract 1 – A&E designer
- CONSULTANT will host a pre-proposal meeting for each procurement. Each meeting will be one (1) hour in length and be attended by three (3) project team members. CONSULTANT will prepare a presentation and manage attendance lists.
- CONSULTANT will respond to questions from proposers and prepare addendum(s) as needed.
- CONSULTANT will author evaluation criteria for each procurement, train evaluators, and facilitate evaluation review meetings.
- CONSULTANT will compile and organize responses.
- CONSULTANT will provide an independent cost estimate (ICE) for each procurement.

Deliverables:

13.1.1. Procurement Documents

Subtask 13.2 – Meetings

Conditions:

- General coordination meetings are separately scoped and budgeted under Task 1.
- Assumptions for staffing, duration and number of each meeting conducted under this subtask are detailed in the deliverables.
- Pre-proposal, proposal review/evaluation committee and interview will be in-person. All other meetings will be virtual.

Activities:

The CONSULTANT shall perform the following in support of the SERVICES:

- Meetings related to each procurement will include:
 - Procurement briefing with the AGENCY and up to two (2) CONSULTANT, including sub-consultant, staff, and it will last up to one (1) hour and will be conducted in person and/or virtually by video/phone conference.
 - External procurement briefing between the AGENCY and up to two (2) CONSULTANT including sub-consultant, staff, and WSDOT, ODOT and FHWA each will last up to one (1) hour and will be conducted in person and/or virtually by video/phone conference.
 - External procurement briefing between the AGENCY and up to two (2) CONSULTANT including sub-consultant, staff, and Oregon DOJ it will last up to one (1) hour and will be conducted in person and/or virtually by video/phone conference
 - Legal counsel or advisor sufficiency reviews will be attended by the AGENCY and up to two (2) CONSULTANT staff. Meetings will last up to one (1) hour each and are assumed to be virtual
- Each procurement will include up to three (3) meetings between the AGENCY and up to four (4) CONSULTANT including sub-consultant, staff, and three (3) proposers each will last up to two (2) hours and will be conducted in person and/or virtually by video/phone conference.
- Meetings and events with evaluation committees are included in Subtask 13.2 scope and budget.

Deliverables:

13.2.1. Agenda and Meeting Materials as per CONSULTANT DELIVERABLE STANDARDS.

13.2.2. Meeting Notes and Action items as per CONSULTANT DELIVERABLE STANDARDS.

Project: **Hood River - White Salmon Bridge Replacement Project**
 Contract: **Replacement Bridge Management Contract**
 Amend #: **01** thru 6/30/2022
 Proposal: **Geotech/Preliminary Engineering**
 Date: **October 17, 2022**

EXHIBIT B



AMENDMENT ESTIMATE

		TOTAL COST	\$ 409,050	\$ 768,106	\$ 380,229	\$ -	\$ 49,760	\$ 170,764	\$ -	\$ 82,153	\$ -	\$ 38,265	\$ -	\$ -	\$ 65,993	\$ -	\$ 1,964,319
		TOTAL HOURS	1866	5068	2403	0	240	800	0	522	0	120	0	0	304	0	11,323
Task ID	Task Description	PM	PE	GEO	CTR	EST	SCH	COMM	REG	TRB	CN	FFT	PDM	QUAL	HS	Total Hours	Total Cost
1	Project Management & Administration	1554	80	0	0	0	360	0	0	0	0	0	0	0	0	1,994	\$ 421,431
1.1	Project Management	924					300									1,224	\$ 244,917
1.2	Chartering Workshop															-	\$ -
1.3	Document Control Plan	150														150	\$ 34,305
1.4	Project Debriefs (Existing Contracts)	70														70	\$ 18,533
1.5	Contract Administration	200	80													280	\$ 55,270
1.6	Invoice/Progress Reporting	70														70	\$ 18,533
1.7	Meetings	140					60									200	\$ 49,873
2	Risk Management	0	0	0	0	240	160	0	0	0	0	0	0	0	0	400	\$ 83,913
2.1	Risk Management Plan															-	\$ -
2.2	Risk Workshop															-	\$ -
2.3	Risk Register					240	40									280	\$ 58,298
2.4	Project Cost Estimate						120									120	\$ 25,615
																-	\$ -
																-	\$ -
3	Change Management	0	0	0	0	0	120	0	0	0	0	0	0	0	0	120	\$ 25,615
3.1	Change Management Plan						120									120	\$ 25,615
																-	\$ -
																-	\$ -
																-	\$ -
																-	\$ -
4	Quality	0	0	0	0	0	0	0	0	0	0	0	0	304	0	304	\$ 65,993
4.1	Quality Management Plan															-	\$ -
4.2	Quality Training															-	\$ -
4.3	Quality Assurance															-	\$ 65,993
																-	\$ -
																-	\$ -
																-	\$ -
5	Project Controls	0	0	0	0	0	80	0	0	0	0	0	0	0	0	80	\$ 17,076
5.1	Project Control Plan															-	\$ -
5.2	Project Dashboard															-	\$ -
5.3	Integrated Project Schedule															-	\$ -
5.4	Sub Project Schedules						80									80	\$ 17,076
5.5	Technology Plan															-	\$ -
																-	\$ -
6	Communication	140	0	0	0	0	0	0	0	0	0	0	0	0	0	140	\$ 37,066
6.1	Public Involvement and Communication Plan															-	\$ -
6.2	Strategic Communication Support															-	\$ -

		TOTAL COST	\$ 409,050	\$ 768,106	\$ 380,229	\$ -	\$ 49,760	\$ 170,764	\$ -	\$ 82,153	\$ -	\$ 38,265	\$ -	\$ -	\$ 65,993	\$ -	\$ 1,964,319
		TOTAL HOURS	1866	5068	2403	0	240	800	0	522	0	120	0	0	304	0	11,323
Task ID	Task Description	PM	PE	GEO	CTR	EST	SCH	COMM	REG	TRB	CN	FFT	PDM	QUAL	HS	Total Hours	Total Cost
6.3	Workshops															-	\$ -
6.4	Public Involvement & Project Branding															-	\$ -
6.5	Meetings	140														140	\$ 37,066
																-	\$ -
7	Funding, Financing and Tolling	70	0	0	0	0	80	0	0	0	0	0	0	0	0	150	\$ 35,609
7.1	Financial Planning/Modeling & Scenarios						80									80	\$ 17,076
7.2	Workshops															-	\$ -
7.3	Competitive Grant Services															-	\$ -
7.4	Traffic and Revenue Advisory Services															-	\$ -
7.5	Reports	70														70	\$ 18,533
																-	\$ -
8	Delivery Method	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	\$ -
8.1	Delivery Method Analysis															-	\$ -
8.2	Delivery Method Workshop															-	\$ -
8.3	Industry Outreach															-	\$ -
8.4	Case Study Review															-	\$ -
																-	\$ -
																-	\$ -
9	Environmental & Regulatory	102	160	0	0	0	0	0	522	0	0	0	0	0	0	784	\$ 136,954
9.1	Environmental Coordination (NEPA)	32														32	\$ 8,472
9.2	Environmental Compliance Plan															-	\$ -
9.3	Environmental Compliance Workshop															-	\$ -
9.4	Regulatory Agency Coordination															-	\$ -
9.5	Tribal Coordination	70														70	\$ 18,533
9.6	Railroad Coordination		160						160							320	\$ 60,320
9.7	Geotechnical Investigations Regulatory Permitting								362							362	\$ 49,628
																-	\$ -
																-	\$ -
																-	\$ -
10	Right-Of-Way	0	96	0	0	0	0	0	0	0	0	0	0	0	0	96	\$ 8,730
10.1	Right of Way (ROW) - Acquisition Plan		96													96	\$ 8,730
																-	\$ -
																-	\$ -
																-	\$ -
																-	\$ -
11	Engineering	0	4732	2403	0	0	0	0	0	0	0	0	0	0	0	7,135	\$ 1,093,668
11.1	Preliminary Engineering		3380													3,380	\$ 556,993
11.2	Geotechnical - Exploration Memo															-	\$ -
11.3	Geotechnical - Site Reconnaissance			25												25	\$ 4,571
11.4	Geotechnical - Subsurface Exploration Plan			204												204	\$ 33,422
11.5	Geotechnical - Subsurface Explorations			720												720	\$ 102,701
11.6	Geotechnical - Laboratory Testing			104												104	\$ 17,684
11.7	Geotechnical - Geotech Data Report			258												258	\$ 37,777
11.8	Geotechnical - Preliminary Analysis and Memo			856												856	\$ 139,689
11.9	Geotechnical - Meetings			112												112	\$ 23,963

		TOTAL COST	\$ 409,050	\$ 768,106	\$ 380,229	\$ -	\$ 49,760	\$ 170,764	\$ -	\$ 82,153	\$ -	\$ 38,265	\$ -	\$ -	\$ 65,993	\$ -	\$ 1,964,319	
		TOTAL HOURS	1866	5068	2403	0	240	800	0	522	0	120	0	0	304	0	11,323	
Task ID	Task Description	PM	PE	GEO	CTR	EST	SCH	COMM	REG	TRB	CN	FFT	PDM	QUAL	HS	Total Hours	Total Cost	
11.10*	Geotechnical - Contract Management			124												124	\$ 20,423	
11.11	Geotechnical - Hazmat Contingency															-	\$ -	
11.12	Utility Relocation Management		400													400	\$ 53,907	
11.13	Survey		952													952	\$ 102,538	
																-	\$ -	
12	Construction	0	0	0	0	0	0	0	0	0	120	0	0	0	0	120	\$ 38,265	
12.1	Project Cost Estimate Support										120					120	\$ 38,265	
12.2	#N/A															-	\$ -	
																-	\$ -	
																-	\$ -	
																-	\$ -	
13	Contracting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	\$ -	
13.1	Procurement and Contract Management															0	\$ -	
13.2	Contract Procurements															0	\$ -	
13.3	Meetings															0	\$ -	
																0	\$ -	
																0	\$ -	
																0	\$ -	
Tasks Summary of Hours		1866	5068	2403	0	240	800	0	522	0	120	0	0	304	0	11,323	\$ 1,964,319	
																LABOR ESCALATION	0.0%	\$ -
																SUBTOTAL - DIRECT LABOR		\$ 1,964,319

DIRECT EXPENSES		Assumption	Measure	QTY	Cost	Total
Lodging	Fed Per Diem - Lodging	Average 2 people on site (250 nights, average \$100/night)	nights	250	\$ 100	\$ 25,000
Per Diem	Fed Per Diem - \$59 Day 175 Days @ 2	Average 2 people on site (350 days, \$59/day)	days	350	\$ 59	\$ 20,650
Misc	Misc Travel Exp	Miscellaneous Travel expenses	LS	1	\$ 5,000	\$ 5,000
Survey	Misc	Utility locates and traffic control/flagging as needed	LS	1	\$ 10,000	\$ 10,000
Lab	Geotech Laboratory Testing	Laboratory Testing Program	LS	1	\$ 39,466	\$ 39,466
Testing	Geotech Subsurface Exploration and Testing	Travel/Prep time, Drilling and Testing, GW Monitoring	LS	1	\$ 13,786	\$ 13,786
Drilling	Geotech Drilling	WSSC Water	LS	1	\$ 455,848	\$ 455,848
					SUBTOTAL - DIRECT EXPENSES	\$ 569,750

AMENDMENT TOTAL	\$ 2,534,069
ORIGINAL CONTRACT AMOUNT	\$ 1,739,908
CURRENT CONTRACT AMOUNT	\$ 4,273,976

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Commission Memo



Prepared by: Greg Hagbery
Date: October 18, 2022
Re: Airport-North Apron RFDI

The Port recently completed an expansion project at the North Apron of the Ken Jernstedt Airfield, in preparation for future development. Two shovel ready building sites were included with the overall project. The Port had originally anticipated constructing a new commercial hangar on the eastern most shovel ready site of the new North Apron.

Unfortunately, the sharp increase in overall construction costs and reduced interest from prospective tenants, post Covid, prompted the Port to refrain from progressing with construction of a new hangar. Staff determined that the project would not provide a favorable return if the Port chose to construct with current construction costs.

Staff has developed the attached Request for Developer Interest (RFDI) to query the private market for development potential and demand. The attached RFDI seeks to attract business proposals for development through a Land Lease. While a Land Lease is seen as less profitable than a traditional lease, a Land Lease would require significantly less capital investment from the Port.

The Port may cancel, suspend, or delay this solicitation or procurement, or reject any or all proposals in whole or part, in accordance with ORS 279B.100.

RECOMMENDATION: Approve issuance of a Request for Developer Interest for the North Apron at the Ken Jernstedt Airfield.

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Request for Developer Interest (RFDI)

NORTH APRON
KEN JERNSTEDT AIRFIELD (4S2)
Hood River, Oregon



Proposals Due: January 10, 2023

Project Contact

Greg Hagbery, Development and Property Manager

PORT OF HOOD RIVER

Telephone (541) 386-5116

ghagbery@portofhoodriver.com

DEVELOPMENT OPPORTUNITY

The Port of Hood River (“Port”) is seeking to identify a qualified developer or business to propose a development plan at Ken Jernstedt Airfield (4S2) in Hood River, Oregon. An expansion project for the North apron at Ken Jernstedt Airfield was recently completed in preparation for future development. The Port will consider approaches that develop all or part of the 74K square foot, shovel ready site through a long-term ground lease.

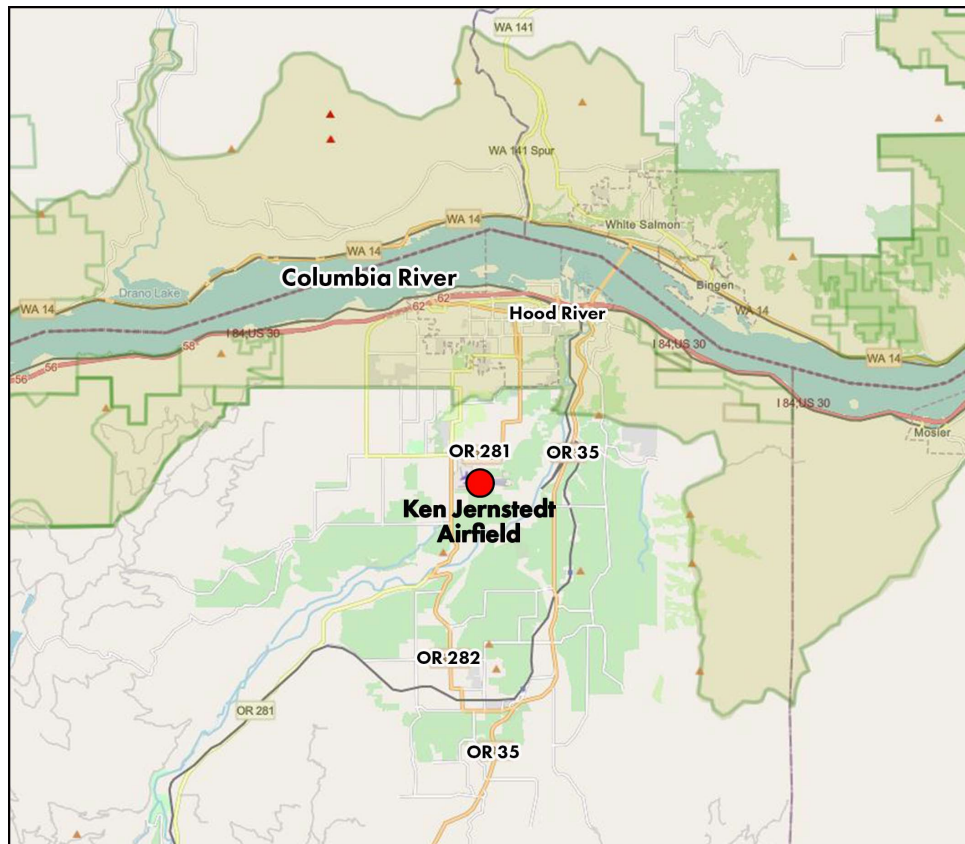
This RFDI describes the development requirements and objectives of the Port pertaining to the development of the North Apron at the Ken Jernstedt Airfield, and the information to be submitted to the Port by a developer or business (“Developer”) interested in leasing and developing the site. Following a Port decision to proceed with a proposal, the Port would engage in negotiations with the selected developer intended to reach agreement on the terms and conditions of a memorandum of understanding, ground lease and, if applicable, public-private partnership agreement.



Subject property highlighted above. View to the north.

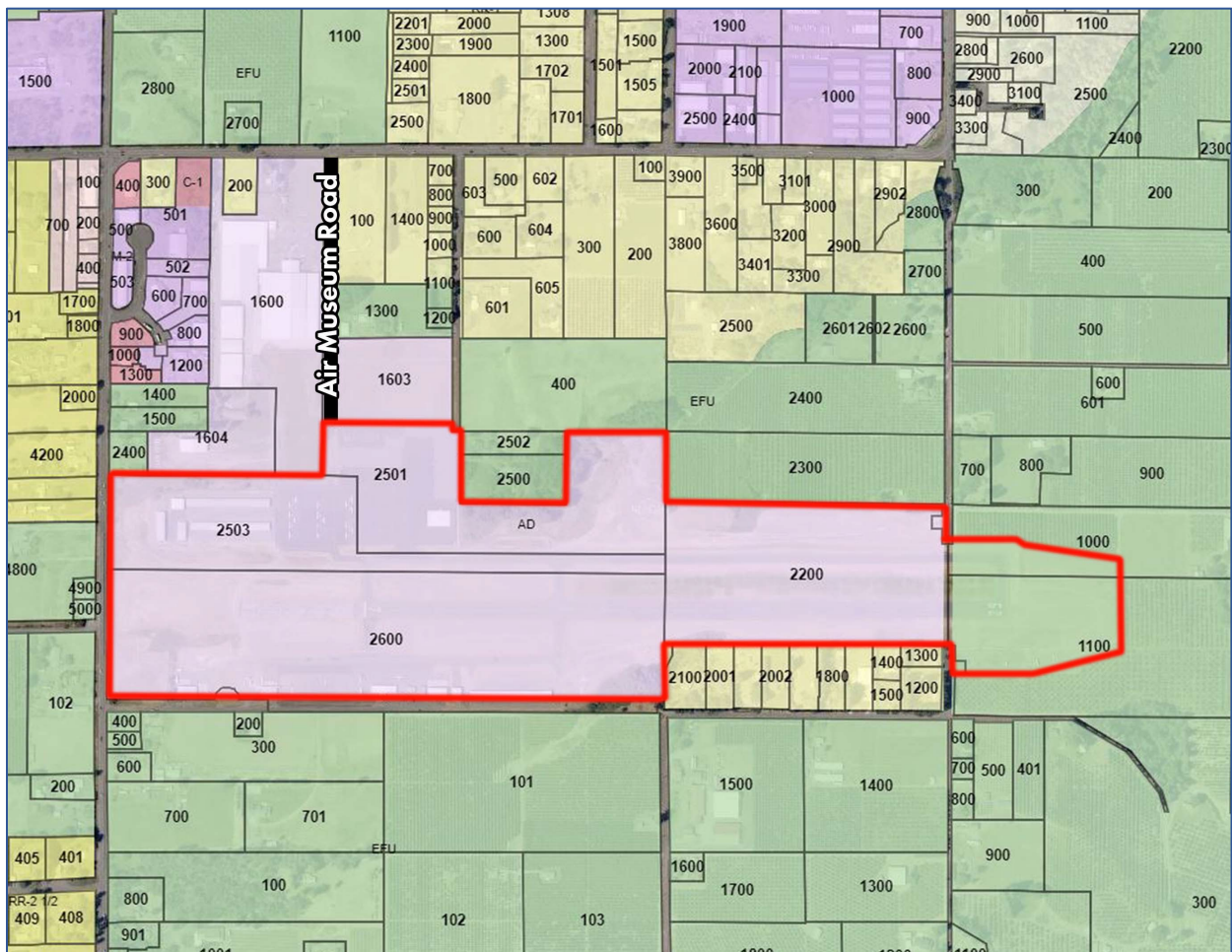
PROPERTY DESCRIPTION

- **Location/Context** – The Ken Jernstedt Airfield is located approximately 3 miles southwest of Hood River, beyond the City of Hood River city limits and urban growth boundary (UGB), in unincorporated Hood River County. Surface access to the airport is provided via Tucker Road (State Highway 281) with connections to Airport Drive (south side of airport); and Air Museum Road (north side of airport). A location map for Ken Jernstedt Airfield is provided below.
- Elevations within the county range from 51 feet above mean sea level (MSL) along the Columbia River to 10,239 feet MSL at Mt. Hood, located approximately 22 miles to the southwest of the airport. A review of the Seattle Sectional aeronautical chart identifies Maximum Elevation Figures (MEF), representing the highest terrain in the vicinity of the airport. The MEFS in the four quadrants surrounding the airport are 5,600 feet (NW); 4,600 feet (NE); 11,600 feet (SW); and 6,300 feet (SE). The elevation of Ken Jernstedt Airfield is 638 feet (MSL).
- The Port of Hood River recently completed an expansion project on the North Apron of the airfield. The expansion included a new AVGAS fuel tank pad and two shovel ready pads at 41,346 SF (#1) and 32,621 SF (#2), respectively.



Ken Jernstedt Airfield Location Map

- Zoning: Airport Development (AD)
- Height Limit: Consult Article 33 Airport Development Zone in the HRC Community Development Zoning Ordinance.
- Access: North Apron only accessible for vehicles from Air Museum Road.
- Setbacks: No building shall be constructed closer to a residential or farm zone than the height of the building. Please consult ORD 33.35 of HRC Community Development Zoning Ordinance for further guidance.
- Allowed Uses: Must be directly dependent upon and directly associated with the airport.
- Special Conditions: Enterprise Zone



Zoning Map

DEVELOPMENT GOALS AND REQUIREMENTS

The Port of Hood River, in partnership with local citizens, developers and businesses, has made great strides to maintain a vital, active airfield. A recent expansion project on the North Apron prepared two shovel ready sites for development.

Proposed uses need to be aviation related. Respondents should consider approaches that are responsive to the overall vision for the airfield, including the following key goals:

- High Quality Design & Construction
- Environmental Sustainability
- High job quality and density

Prior completed plans, Airport Layout Plan, and background information pertaining to the site and the overall vision for the Ken Jernstedt Airfield can be found at www.portofhoodriver.com. Proposers will benefit from reviewing this website in preparation for responding to this RFDI. Any information the Port makes available to proposers is as a convenience to the proposer and without representation or warranty of any kind.

APPROACH

Following the Port's decision to proceed with a proposal, the Port and the selected Developer will undertake the following:

- Developer and Port will negotiate and, if mutually acceptable, execute a binding Memorandum of Understanding (MOU) that defines respective roles, general development program, and timeframe for leasing and development. The MOU will provide the Developer an exclusive period for its due diligence and require certain deliverables from the Developer within specified time periods.
- Developer completes its due diligence within required time period, and prepares for the Port's review a refined scope, concept level plan, cost estimate, and financing plan for the proposed development program, including any material financial or other terms, conditions, and arrangements proposed between the Port and Developer. In conjunction with these plans, Developer must provide evidence that it has or is reasonably anticipated to have the financial commitments to undertake the development.
- Port will review the refined development proposal and evidence of funding and determine whether to proceed with the proposal.
- If the Port accepts the refined development proposal, the Port will prepare, and the Port/Developer will negotiate and, if mutually acceptable, execute a long-term lease agreement that includes specific design, permitting, financing and construction

milestones and requirements; and any other documents required to complete the transaction (for example, a Public-Private Partnership Agreement if part of the program).

- Subject to the terms and conditions of the lease and other agreements between the Port and developer, Developer will:
 - Prepare all necessary site, design, and construction documents required for City permits and approvals.
 - Secure all necessary permits and land use entitlements. The Port will establish a Project Management Group (PMG) of public staff and consultants to provide technical review for the Port and, if requested by the developer, to assist the developer with the regulatory and entitlement process.
 - Finance and construct the development program.

The Port reserves the right to adjust the sequence of steps described above.

Anticipated Schedule

The following approximate schedule shows key events and deadlines for this procurement. The schedule is subject to change.

October 10, 2022	Issue RFDI
January 10, 2023	Responses Due
March 10, 2023	Respondent Interviews (if necessary)
May 10, 2023	Commission Decision

SUBMISSION REQUIREMENTS

To be considered, developers and businesses interested in leasing and developing at Ken Jernstedt Airfield must submit all the “Required Materials” and any “**Optional Materials**” to the Port by the due date. These categories are described as follows.

Required Materials

- A letter of introduction, including name and address of the business entity, the name and address of the principal contact. If applicable, include the name, contact information, and role of any partners, shareholders, or other entities or persons with significant involvement in the proposed development program.
- Written description of the developer’s interest in pursuing a project on this property, including any assumed or required terms, conditions, and financial arrangements between the business/developer and the Port that pertain to the business/ developer’s interest.

- Written description of the proposed development type and programmatic elements, the size and scale of proposed project and responses to the Required and Preferred Elements listed above. If a business, provide a description of business service or product and employee types and number.
- Summaries of key personnel to execute the project and their experience.
- A description of 3-5 projects completed by developer, or its principals, that best illustrates developer's experience and capabilities.
- A completed Organizational Disclosure Form attached as Exhibit A. The Form should be marked TRADE SECRET AND/OR CONFIDENTIAL INFORMATION and submitted in a separate sealed envelope as described below.

Optional Materials

- Conceptual site plan Indicating building footprint.
- Preliminary building elevations with sufficient detail to convey building scale character, materials, etc.

TRADE SECRET AND/OR CONFIDENTIAL INFORMATION

If necessary or beneficial to submit trade secrets or other confidential information in response to this RFDI, the trade secret or other confidential information must be submitted in a separate, sealed envelope marked "TRADE SECRET AND/OR CONFIDENTIAL INFORMATION." Additionally, each page within the envelope containing the trade secret or other confidential information must be marked "TRADE SECRET AND/OR CONFIDENTIAL INFORMATION."

By submitting the TRADE SECRET AND/OR CONFIDENTIAL INFORMATION to the Port, the proposer agrees to indemnify and hold harmless the Port, its commissioners, officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the proposer has designated as a trade secret and/or as confidential information.

The Port must comply with public disclosure requirements under ORS 192.311, et seq ***Only information that is a trade secret or otherwise exempt from public disclosure under Oregon law can be kept confidential.*** When responding to a public records request, the Port will independently assess if the requested information is exempt from public disclosure, and, unless otherwise reversed by judicial action, the Port's determination will be final.

The Port may disclose trade secret or other confidential information contained in the proposal under the following circumstances:

- The Port may reveal any trade secret or other confidential information to any Port or City of Hood River staff, outside consultant, or third party engaged with in reviewing proposals or negotiating agreements pursuant to this RFDI; and
- The Port may publicly disclose any trade secret or other confidential information used by the Port Commission to select the Developer, and any proposed or final MOU, lease, or other agreement with the Developer, each of which may include information designated in the proposal as exempt from public disclosure.

SELECTION PROCESS

The Port will use the responses to select a business or developer to potentially lease land for a commercial development that achieves Port and community objectives for the Ken Jernstedt Airfield. The Port will select a proposal, if any, that is most advantageous to the Port based on the following objectives:

- Facilitate the development of the site in a manner that increases aviation related operations at the airfield.
- Maximize the revenues made available to the Port for its programs.
- Minimize the risk to the Port associated with the successful development of the site.

In making this determination, the Port will consider those factors that it considers applicable, including:

- The proven ability of the developer to successfully finance, develop, and implement the proposed development program.
- The extent to which the proposed development program includes the required and preferred elements and achieves the goals set by the Port for the Ken Jernstedt Airfield and site.
- The extent to which any major financial concepts, including any assistance requested of the Port, terms, and conditions that the developer assumes or requires for its interest in the site appear potentially reasonable and appropriate.
- The allocation of risk in the proposed terms and conditions for the proposal, lease, and other agreements with the Port.

Staff will evaluate each response and present both that evaluation and the submitted materials to the Port Commission in Executive Session for review and comments. The Port Commission may not take any formal action regard the selection of the Developer while in Executive Session. However, the Port Commission could at this time direct staff to, for example, seek additional information from one or more proposers, schedule presentations to the Commission by respondents, and/or schedule a final decision at a future regular meeting of the Commission.

The Commission may take no action or may direct staff to arrange a time for one of more respondents to present their development ideas directly to the Port Commission. The Commission will determine whether to seek additional information, direct staff to initiate MOU negotiations with a single respondent or terminate the project entirely. If the Commission decides to proceed with MOU negotiations and those efforts are unsuccessful, the Commission may direct staff to pursue negotiations with another respondent.

Proposals may be submitted to the address below in person or by a postal, messenger or delivery person. Proposals may also be submitted electronic mail. Proposals will be time-stamped upon receipt by the Port.

Proposals submitted after the due date and time will not be accepted.

The Port may cancel, suspend, or delay this solicitation or procurement, or reject any or all proposals in whole or part, in accordance with ORS 279B.100. If the procurement is cancelled, proposals will be returned to proposers upon request. The Port reserves the right to, at any time, extend, or modify proposal due date and/or submission requirements.

Responses Due 5:00 p.m., January 10, 2023

Address Responses to:

Greg Hagbery, Development & Property Manager

Port of Hood River

1000 E. Port Marina Dr.

Hood River, OR 97031

Email: ghagbery@portofhoodriver.com

Exhibit A

Required Developer Disclosure Form

Has the Developer, or Developer's parent corporation, LLC, or partnership, subsidiary or affiliated corporation, LLC, or partnership, if any, or any of the Developer's officers, principal members, major shareholders or investors been adjudged bankrupt, voluntary or involuntary, within the past ten years?

Yes _____ No _____

If yes, give date, place and under what name and, describe the circumstances:

Has the Developer or Developer's parent corporation, LLC, or partnership, subsidiary, or affiliated corporation, LLC, or partnership, if any, or any of the Developer's officers, principal members, major shareholders, or investors been convicted of a felony within the past ten years?

Yes _____ No _____

If yes, for each case give: person, date, place, charge, court, circumstances, and action taken.

Has the Developer, or Developer's parent corporation LLC, or partnership, subsidiary or affiliated corporation, LLC, or partnership, if any, or any of the Developer's officers, principal members, major shareholders or investors been adjudged to be in breach of contract or involved in the settlement of a breach of contract dispute within the past ten years?

Yes _____ No _____

If yes, give date, place and under what name and, describe the circumstances:

The proposer and each party identified in the proposal accepts all risk of adverse public notice, damages, financial loss, or criticism, that may result from any disclosure or publication of any material or information in this form. The proposer and each party identified in the proposal expressly waives, on behalf of itself, its

partners, joint venturers, officers, employees, representatives, and agents, any claim against the Director, the Commission, the Port, and their officers, representatives, agents, and employees for any damages that may arise therefrom.

Certification:

If the Developer is a corporation, the form should be signed by the President and Secretary of the Corporation; if an individual, by such individual; if a partnership, by one of the partners if an entity not having a president or secretary, by one of its chief officers.

I (we) _____, certify that this Developer's Statement and the attached evidence are true and correct to the best of my (our) knowledge and belief.

Date:

Date:

Signature:

Signature:

Title:

Title:

Address:

Address:

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Commission Memo



Prepared by: Greg Hagbery
Date: October 18, 2022
Re: AWOS Project – PAE – Task Order 2

At the September 13, 2022 meeting, the Commission authorized acceptance of FAA grant offer No. 3-41-0026-017-2022 to support the replacement of the Automated Weather Observing System (AWOS) at the Ken Jernstedt Airfield.

The Port's airport engineering consultant, Precision Approach Engineering (PAE), has submitted the corresponding Task Order No.2 for \$84,650 to start work on Phase I – Design and Bidding services for the project.

RECOMMENDATION: Approve of Task Order No. 2 with Precision Approach Engineering for Phase I – Design and Bidding services for the AWOS replacement project at Ken Jernstedt Airfield, not to exceed \$84,650.

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U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Seattle Airports District Office
2200 S. 216th Street, Room 1W-420
Des Moines, WA 98198

July 11, 2022

Mr. Greg Hagbery
Development-Property Manager/Airport Manager
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
ghagbery@portofhoodriver.com

Ken Jernstedt Airfield (4S2) - Port of Hood River, Oregon
Airport Improvement Program (AIP) Project No. 3-41-0026-017-2022
Install AWOS III P/T Phase I (Engineering Design and Bidding Services)
Scope of Work and Fee Approval

Dear Mr. Greg Hagbery:

We have reviewed your scope of work, fee proposal, and record of negotiations for engineering design services by Precision Approach Engineering (PAE), for the subject project. You attached your record of negotiations to your letter dated June 16, 2022. Based on your cost and price analysis, we accept these costs as reasonable for engineer design and bidding services, and hereby approved. Please maintain a copy of your analysis for future audit purposes.

The fee(s) proposed for engineering services have been approved subject to the following conditions:

1. If this is a lump sum contract, the consultant and sub-consultant payment request should include a spreadsheet that distributes the approved cost and fixed fee equitably by major tasks. Your consultant should attach an updated project schedule and brief statement of what was accomplished, and what is planned with each invoice. If this is a not-to-exceed contract, please note that this is a maximum fee and the sponsor can only be reimbursed for actual costs incurred assuming associated construction work is completed.
2. Any amendments to this engineering agreement will require Federal Aviation Administration (FAA) approval.
3. Design must conform to FAA standards and specifications.
4. Construction must conform to contract documents.

The following items appear eligible for federal participation assuming the associated work is completed.

Engineering Design Task 1 through Task 8 =	\$65,762.80
Bidding Services Task 9 =	\$6,443.20
Engineering Reimbursable Expenses =	\$1,644.00
Engineering Design Sub-consultants	\$10,800.00
Grand Total	\$84,650.00

We encourage all sponsors to review their engineering services and construction agreements in detail and be familiar with them. Under the AIP, the sponsor is the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues arising from the procurements entered into.

Please provide our office with a copy of the executed engineering agreement. The contract must include [Required Contract Provisions for AIP and Obligated Sponsors \(updated 6/19/2018\)](#) for professional services.

If you have not done so, please submit the following certification:

Sponsor Certification for Selection of Consultants. This certification indicates that you have reviewed and followed the FAA standards and guidance in the selection of your consultant and in the negotiation process, to determine fair and reasonable fees.

If you have questions, please call me at (206) 231.4131.

Sincerely,

MARY Digitally signed
by MARY VARGAS
VARGAS Date: 2022.07.11
20:59:25 -0700

Mary Vargas, (SEA-633)
Project Manager
Seattle Airports District Office

1 Attachment

cc: Geoff Vaughn, P.E., Project Manager, Precision Approach Engineering,
GVaughn@preappinc.com

ATTACHMENT 1

Hood River Airport (4S2), Port of Hood River, Oregon
 Airport Improvement Program (AIP) Project No. 3-41-0026-017-2022
 Install an AWOS III P/T, Phase 1 - Design
INFORMATION

1. INFORMATION

- a) Design and construction must use guidance in [AC Checklist for AIP and PFC Projects \(January 31, 2022\)](#) (PDF). FAA Form 5100-132 - Sponsor Certification of Plans and Specifications is attached to the airport sponsor’s grant application. This certification is intended to enhance a sponsor’s knowledge and ensure their compliance with their obligations. This certification attest that sponsors will comply with statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP).
- b) Per [Order 5100.38D, Airport Improvement Program Handbook \(Includes Change 1\)](#), grant administrative closeout requirements includes -

<small>Department of Labor Issues, and the final OOL participation rates.</small>	
c. Additional Sponsor Documentation Required by the ADO for AWOS projects	<ul style="list-style-type: none"> (1) The FAA must have determined that the AWOS has been successfully commissioned, and the sponsor must have provided the ADO with the FAA initial inspection and successful commissioning documentation. (2) The sponsor must have provided the ADO with a copy of the Weather Message Switching Center reporting contract with the third party interface provider if the sponsor has a connection to the Weather Message Switching Center Replacement (WMSCR). (Note that AWOS-A, A/V, I and II are not eligible for reporting, so this is not required.)

- c) Please be advised Flight Procedures Office requires WMSCR to publish an IAP, or a back-up altimeter must be available. If you have questions on this matter please contact David Parker, FAA Line of Business - Flight Procedures Team, David.G.Parker@faa.gov.

2. RESOURCES:

- [Order 6700.20B, Supplement F, Establishing a Non-Federal System \(faa.gov\)](#), [AJW-144 Weather Processors and Sensors - Non-Federal AWOS](#), and [Non-Federal Program: Overview \(faa.gov\)](#) are relevant resource for Non-Federal AWOS design, installation, commissioning and maintenance of a non-Federal AWOS. AWOS must meet non-federal equipment standards, and AIP eligibility criteria. Please continue to work with Kasandra Brown, WSA Non-Fed PIM on this project. Her contact information is
 Kasandra Brown
 Non-Fed PIM
 FAA, Western Service Area, AJV-W36
 Office 206-231-2959
 The SEA-ADO is available to answer questions on AIP project eligibility.
- FAA Policy for Modification of Standards and Specification Clarification provided in an email dated 6/10/2022.

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**TASK ORDER NO. 2
AWOS IMPROVEMENTS
PHASE I: DESIGN AND BIDDING SERVICES**

**KEN JERNSTEDT AIRFIELD (4S2)
AIP Project No. 3-41-0026-017-2022**

Included herein is TASK ORDER NO. 2 to the Professional Services Agreement dated August 27, 2021, hereinafter called CONTRACT, between PORT OF HOOD RIVER, hereinafter called OWNER, and PRECISION APPROACH ENGINEERING, INC., hereinafter called CONSULTANT.

WHEREAS, the OWNER has defined a PROJECT at Ken Jernstedt Airfield (4S2) and is desirous to seek the assistance of the CONSULTANT in accordance with Section A of the CONTRACT for the PROJECT listed above, and further defined in attached Exhibit A, Scope of Services for Design Engineering Services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto do mutually agree as follows:

A. EMPLOYMENT OF CONSULTANT

The OWNER hereby employs the CONSULTANT and the CONSULTANT accepts and agrees to perform the following engineering services to the PROJECT.

1. The OWNER hereby employs the CONSULTANT and the CONSULTANT accepts and agrees to perform the engineering services for the PROJECT as described in **Exhibit A**, Scope of Services, attached.
2. The CONSULTANT shall prepare contract documents including construction drawings, specifications, the invitation to bid, and related contract forms for the work listed above. The CONSULTANT shall also provide opinions of construction costs. The OWNER AND FAA shall approve the final drawings and specifications prior to advertisement for bid.

B. OWNER'S RESPONSIBILITIES

1. The OWNER shall make available to CONSULTANT all technical data in OWNER's possession that contain pertinent information required by CONSULTANT relating to this work.
2. The OWNER shall pay publishing costs for the advertisement of notices, public hearings, requests for bids, and other similar items; pay for all permits and licenses that may be required by local, state, or federal authorities; and secure the necessary land, easements, rights-of-way, required for the project.
3. The OWNER shall provide access to the site as necessary to allow the performance of engineering services.
4. Other OWNER's responsibilities shall be as stated in the Professional Services Agreement.

C. COMPENSATION FOR CONSULTING SERVICES

The OWNER shall pay the CONSULTANT the appropriate fee as complete compensation for all services rendered as herein agreed and as stated in the PROFESSIONAL SERVICES AGREEMENT:

1. The OWNER shall pay the CONSULTANT as complete compensation for the ENGINEERING DESIGN SERVICES set forth in Exhibit A, attached, a Lump Sum of **EIGHTY-FOUR THOUSAND SIX HUNDRED FIFTY Dollars (\$84,650)**.
2. Any amount over the maximum estimated cost for the services as set forth in Exhibit A because of a scope of work changes will be negotiated and agreed upon between the OWNER and the CONSULTANT in writing prior to beginning of additional work.

D. AUTHORIZE SIGNER

Each person signing this Amendment represents and warrants that they are duly authorized and has the legal capacity to execute and deliver this Task Order to Professional Services Agreement.

WITNESSETH that the parties hereto do mutually agree to all mutual covenants and agreements contained within the CONTRACT.

PORT OF HOOD RIVER

By: _____
Title: _____
Date: _____

PRECISION APPROACH ENGINEERING, INC.

By: Cortney McFarland
Title: President
Date: 10/4/2022

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EXHIBIT A to TASK ORDER No. 2

**SCOPE OF SERVICES (SOW) FOR
AWOS IMPROVEMENTS
PHASE I: DESIGN AND BIDDING SERVICES**

**KEN JERNSTEDT AIRFIELD (4S2)
AIP Project No. 3-41-0026-017-2022**

PROJECT DESCRIPTION/JUSTIFICATION

This Phase I – Design and Bidding project is the first phase of a two-phase project that will ultimately complete the construction of the *AWOS Improvements* project at the Ken Jernstedt Airfield (4S2). The project will ultimately replace the existing Automated Weather Observing System (AWOS) with a new AWOS III-P/T system. In addition, the project will relocate and replace the existing wind sensor (anemometer).

The current AWOS system was installed and commissioned in 2003 and is beyond its useful life. Additionally, since 2003, trees located off airport property have grown substantially, blocking the anemometer and causing erroneous readings of the surface wind conditions. These erroneous wind readings are creating safety-related issues for pilots operating at the airfield.

This Phase I - Design and Bidding project will complete the project design and biddings tasks in preparation for a future (FY 2023) Phase II – Construction project.

This *AWOS Improvements* project has been broken into two (2) phases:

1. Phase I: Design and Bidding Design and Bidding
2. Phase II: Construction Construction and Services During Construction (SDC)

The Federal Aviation Administration (FAA) and the Port of Hood River (PHR) have determined that both phases of this project are justified and eligible for funding thru the FAA’s Airport Improvement Program (AIP) grant program. The project is currently programmed to be funded with a FY 2022 AIP grant (Phase I) and a FY 2023 AIP grant (Phase II).

CONSULTANT ELEMENTS OF WORK

Precision Approach Engineering (PAE) and its subconsultants will provide professional civil engineering Design services as listed below. Work will follow FAA standards and guidelines.

ANTICIPATED PROJECT SCHEDULE

It is planned that services associated with this Phase I - Design work will be completed over sixteen (16) months (June 2022 – September 2023) and will generally occur as outlined below:

- Project coordination/management is anticipated to occur from June 2022 – March 2023
- Project Design will take 2-3 months and will be completed July 2022– December 2023
- Project advertisement for bids will take approx. 4-6 weeks and is anticipated to occur sometime December 2022 – March 2023
- Project Closeout is anticipated to occur March 2023 – September 2023

Note that this SOW only covers the Phase I - Design and Bidding work associated with this project. It is anticipated that the Phase II – Construction project work will be initiated with PHR and FAA in March - July 2023.

SCOPE OF SERVICES

Task 1 – Project Administration/Management

PAE will manage internal project efforts and coordination with the PHR, FAA, and subconsultants.

PAE’s specific responsibilities/activities consist of:

- a. Project management/administration
- b. PHR communications and information exchange
- c. FAA communications, coordination, and information exchange
- d. Contracting with PHR (includes the development of detailed scope of work, Draft, and Final)
- e. Prepare and maintain the project schedule
- f. Coordination and communication with subconsultants, including the development of detailed subconsultant scope of work
 - Electrical Engineer – Willamette Power and Energy
 - AWOS Specialist – AVCOM Company
- g. In-house file and network management (anticipate up to 16 months)
- h. Project Invoicing (anticipate up to 16 months)
- i. Preparation of FAA required Quarterly Performance Reports (anticipate 5 submittals)

Deliverables

- Contract and/or contract exhibits as required
- Monthly invoices
- Project schedule
- FAA Quarterly Performance Reports to PHR for submittal to FAA

Task 2 – Environmental

The project was previously evaluated by the Seattle ADO and it was determined that it qualifies for a Categorical Exclusion pursuant to FAA Order 1050.1F, Paragraph 5-6.3(c).

Task 3 – Kickoff and Design Progress/Review Meetings

PAE will coordinate and attend on-site and on-line conference meetings to review the status of the project with PHR, FAA, and Subconsultants.

PAE’s specific responsibilities/activities consist of:

- a. On-site meeting, including meeting preparation for project kickoff and 95 percent submittals. (2 on-site meetings total). It is anticipated that the PM and Design Engineer will attend both meetings. Includes meeting prep and travel time

- b. On-line conference meetings with FAA/PHR, including meeting preparation, to discuss project Predesign Checklist Conference, project progress, and to review FAA comments to design submittals (Up to 2 On-line conference meetings total)
- c. On-line conference meetings with PHR, including meeting preparation, to discuss project progress/incorporate changes/answer questions (Up to 2 On-line conference meetings total)

Deliverables:

- Minutes for meetings and conference calls, if requested

Task 4 – Permitting

- a. Prepare and submit up to one (1) FAA 7460-1 submittal associated with the FAA Construction Safety and Phasing Plan, up to four (4) FAA 7460-1 submittals associated with temporary construction impacts, and two (2) for AWOS-III P/T sensor location.

Task 5 – Preliminary Design

Predesign services will include elements of work necessary for the proposed work in preparation for the final design.

PAE's specific responsibilities/activities consist of:

- a. Site visit to perform visual field investigation of project work elements – Completed in association with an on-site kickoff meeting (see item 3.a above)
- b. Review and evaluate AWOS siting criteria per FAA order 6560.20C, FAA Advisory Circular 150/5220-16E, including Change 1 for relocated wind sensor (anemometer) - includes evaluation of up to two (2) locations. Includes coordination with Electrical Engineer and AWOS Specialist Subconsultants
- c. Review and evaluate existing AWOS equipment infrastructure for compatibility with the installation of new AWOS III-P/T equipment at the existing AWOS site utilizing existing infrastructure (i.e., Equipment foundations, tower, masts, etc.). Includes coordination with Electrical Engineer and AWOS Specialist Subconsultants
- d. Evaluate the existing electrical system and any improvements that may be necessary for the installation of the new AWOS. Includes review of power supply capability, conduit availability, and new power/conduit requirements. Includes coordination with Electrical Engineer and AWOS Specialist Subconsultants

Task 6 – Final Design (In accordance with current FAA AC's)

Final design services will include elements of work necessary for the proposed work in preparation for bidding and construction.

PAE's specific responsibilities/activities consist of:

- a. Coordination with FAA to verify any project requirements to maintain existing AWOS frequency. Includes coordination AWOS Specialist Subconsultant
- b. Provide information and coordinate project with the Non-Federal Program Implementation Manager (PIM)
- c. Design of new (replacement) AWOS III-P/T equipment and installation requirements based on evaluation of existing AWOS infrastructure (to be determined during Preliminary Design, see

- item 5.c above). Includes coordination with Electrical Engineer and AWOS Specialist Subconsultants
- d. Design of new electrical improvements (if needed – to be determined during Preliminary Design, see item 5.d above), including power and communication cables to AWOS installation site. Includes coordination with Electrical Engineer
- e. Bi-weekly in-house project team meetings

Task 7 – General Tasks

During the course of providing professional design services, certain general tasks will be required in conjunction with the deliverables.

PAE’s specific responsibilities/activities consist of:

- a. Prepare predesign conference agenda based on FAA predesign conference checklist (RG 620-03) and conduct a predesign conference call with PHR and FAA. Also includes the preparation of predesign conference minutes.
- b. FAA Construction Phasing and Safety Plan (CSPP) in accordance with AC 150/5370-2G. Includes draft submittal to PHR and FAA, followed by incorporation of comments and final document upload to the FAA OE/AAA portal. Includes development of FAA Construction Safety and Phasing Plan (CSPP) drawings (Up to 4 drawings).
- c. Prepare Design Report per FAA NW Mountain Regional Guidance 620-04 (95%, and final submittals).
- d. Prepare draft grant application including project sketch for PHR submittal to FAA (grant is for Phase I: Engineering Design and Bidding)
- e. Update FAA-required 3-year Disadvantaged Business Enterprise (DBE) Program Goal to include fiscal years 2023 (includes coordination with FAA office of Civil Rights)
 - Develop overall goal and/or project goals, as needed
 - Conduct consultation with interested stakeholders (scheduled, direct, interactive exchange). Consultation to be conducted via on-line conference (no site visit anticipated)
 - Coordination of draft goal with FAA office of Civil Rights (anticipate up to 2 revisions).
- f. DBE Reporting – Provide a summary of DBE Engineer and Contractor participation (draft FAA “Uniform Report of DBE Awards or Commitments and Payments) for PHR input into the db-connect system for current New AWOS project
- g. Assist PHR with AIP Design grant closeout

Deliverables:

- Predesign conference agenda to PHR and FAA
- Completed predesign conference checklist minutes to PHR and FAA
- Draft and final CSPP submittal to PHR and FAA
- FAA 7460-1 submittals through OE/AAA portal
- 95% and Final Design report
- Draft grant application
- DBE goal updates and reporting submittals

- AIP grant closeout reports

Task 8 – Construction Documents

Documents for construction will incorporate the consultant’s elements of work for bidding and construction of the project.

PAE’s specific responsibilities/activities consist of:

- a. Create construction drawings incorporating design concepts (Approximately 12 drawings)
- b. Technical Specifications (FAA AC 150/5370-10H including errata) – Includes General Requirements and approximately 12 technical specifications. Includes submittal of technical specifications showing “Project Specific Specification Clarifications” in a track changes format at 95% submittal documenting all proposed changes to FAA boilerplate (required to clarify, update references to standards that are no longer current, meet the specific needs of the project, and/or provide enhancement to FAA boilerplate) followed by final submittal. It also includes submittal of the “Project Specific Specification Clarifications” justification form for the FAA review/determination of acceptance for all changes proposed to FAA boilerplate. Includes coordination with AWOS Specialist and Electrical Engineer Subconsultants
- c. Prepare draft Legal Specifications for PHR and FAA review
- d. Incorporate PHR and FAA 95% submittal review comments into final plans and specifications
- e. Construction Quantities – 95% and final submittals
- f. Construction Cost Opinion – 95% and final submittals
- g. Compile, prepare, and print contract documents

Task 9 – Bidding Services

PAE will assist Port Staff, attend onsite meetings, and review bids with PHR, FAA, and Contractors for proposed work.

PAE’s specific responsibilities/activities consist of:

- a. Assist PHR with text and publishing of bid advertisement
- b. Prepare project files (.pdf) for advertisement on QuestCDN website
- c. Respond to technical questions during bidding
- d. Prepare and distribute addenda as required to clarify bid documents
- e. Prepare for and conduct a pre-bid conference at the airport (site visit). It is anticipated that the PM will attend the pre-bid conference. Prepare meeting agenda, sign-in sheet and minutes
- f. Review bid proposals, prepare bid abstract with recommendations for bid acceptance and assist in necessary approvals for awarding the contract

ADDITIONAL EXCLUSIONS

This Phase I Design and Bidding Scope of Services is completed upon the opening of bids and the Engineer's recommendation for the award of the construction contract to DLS and FAA. It is anticipated that a Construction Administration/Services During Construction contract will be negotiated with DLS prior to construction that will cover construction-related activities required during project award, project construction, and project/grant closeout.

The following items are specifically excluded from this scope of services:

- Airports Geographic Information System (Airports GIS) - It is anticipated that no AGIS survey or deliverables will be required for this design or future construction project.
- Topographic Survey – A Topographic Survey is not required for the completion of this project.
- Geotechnical Investigation – A Geotechnical Investigation is not required for the completion of this project.

Environmental – National Environmental Policy Act (NEPA) environmental requirements (CatEx) and FAA determination: The project was evaluated by the Seattle ADO and it was determined that it qualifies for a Categorical Exclusion pursuant to FAA Order 1050.1F, Paragraph 5-6.3(c).

- No additional Environmental work is anticipated for this project, or included in this Phase I: Design and Bidding Scope of Work.

This scope of services does not include performance of any further special studies or services beyond those specifically stated. Should the project be found to require further studies or services, a revised scope, and fee additions will be proposed.