

PORT OF BROOKINGS HARBOR

Special Commissioner Meeting

16350 Lower Harbor Rd Suite 202

Wednesday, August 12, 2020 • 3:00pm

Teleconference / Meeting Room (Limited Space)

Teleconference Call-In Number: 1 (301) 715-8592

Meeting ID: 853 8554 9844 Participant ID: # (to mute/unmute: * 6)

When calling in, please announce your arrival and state your name when you join the meeting.

TENTATIVE AGENDA

- | | PAGE |
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| 1. CALL MEETING TO ORDER | |
| • Roll Call | |
| • Modifications, Additions, and Changes to the Agenda | |
| • Declaration of Potential Conflicts of Interest | |
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| 2. APPROVAL OF AGENDA | |
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| 3. PUBLIC COMMENTS (Limited to a maximum of three minutes per person. Please email your comments to danielle@portofbrookingsharbor.com prior to the meeting. ***Please wait to be called on before speaking***) | |
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| 4. ACTION ITEMS | |
| A. Business Oregon IFA Debt..... | 2 |
| B. Kite Field – RV Park Expansion..... | 9 |
| C. Zola’s on the Water Lease Amendment..... | 30 |
| D. Crow/Clay & Associates Contract Amendment No. 2 | |
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| 5. INFORMATION ITEMS | |
| A. None | |
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| 6. COMMISSIONER COMMENTS | |
|
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| 7. NEXT REGULAR MEETING DATE – Tuesday, August 18, 2020 at 6:00pm | |
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| 8. ADJOURNMENT | |

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

ACTION ITEM – D

DATE: August 12, 2020
RE: Crow/Clay & Associates Amendment No. 2
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- CXT prefabricated building for the laundry mat does not have engineered drawings for the mechanical, electrical or plumbing.
- Crow/Clay & Associates bid package will need a complete design package for contractors and suppliers to provide bid costs.
- Additional design increases the contract with Crow/Clay by \$4,140.
- Port legal counsel reviewed and approved Amendment No. 2.

DOCUMENTS

- Draft Crow/Clay & Associates Amendment No. 2, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
 - Motion to approve draft Crow/Clay Associates Amendment No. 2.

**AMENDMENT NO. 2
TO
PORT OF BROOKINGS HARBOR
AGREEMENT FOR PERSONAL SERVICES**

DRAFT

This amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("POBH") and Crow Clay & Associates Inc. ("Contractor") to amend the terms of the Agreement for Personal Services dated September 24, 2019 (the "Agreement").

1. AMENDMENTS. The Agreement as amended by Amendment No. 1 dated _____, 2020, is hereby further amended as follows:

A. Scope of Services. Paragraph 2.0, Scope of Services, of the Agreement is hereby amended to read as follows:

2.0 Scope of Services. Contractor's services under this Agreement consist of the following (the "Work"):

A. Design and prepare construction documents (plans and specifications) to include the following modifications to the RV Park:

- Nine (9) new pull-thru RV sites with utilities;
- Pad and utility connections for a new prefab restroom and prefab laundry buildings;
- Electrical upgrade to 30/50/110 for nine new RV sites;
- Electrical service to the new prefab restroom and laundry buildings;
- One pedestrian walkway adjacent to the three new pull-thru sites and one adjacent to the new prefab restroom;
- Demolition of existing main restroom and small restroom;
- Two (2) new trash bin enclosures;
- Design for alternate bid for electrical upgrade to 30/50/110 on the front row pull-thru sites;
- Design for alternate bid for electrical upgrade to 30/50/110 for the remaining sites;
- Design mechanical, electrical and plumbing for the laundry mat building;

B. Assist in bidding process for construction of the RV Park project.

B. Compensation & Billing. Paragraph 3.01, Compensation, of the Agreement is hereby amended to read as follows:

3.01. Compensation. Contractor will be compensated on a time and materials basis at the rates identified in Exhibit A, attached hereto and incorporated herein by reference:

Design, preparation of plans & specifications, bidding assistance	Not-to-exceed \$19,940.00 plus reimbursables
Construction observation trips to the site	Not-to-exceed \$850 per trip plus reimbursables

2. OTHER TERMS AND CONDITIONS. All other terms and conditions of the Agreement not in conflict with this Amendment No. 2 remain in full force and effect and remain unaffected hereby.

3. EFFECTIVE DATE. This Amendment shall be effective as of the date that it is executed by all parties.

IN WITNESS WHEREOF, the parties have entered into this agreement as of the date last below written at Brookings, Oregon.

PORT OF BROOKINGS-HARBOR	Crow Clay & Associates Inc.
Dated: _____	Dated: _____
By: _____ Roy C. Davis, Board President	By: _____ Mike Crow Its: Principal
ATTEST: _____	
Board Commissioner	