

MANAGING MEMBERS
Personal Services Contract Briefing

DATE: April 8, 2022
TO: Northwest Seaport Alliance Managing Members
FROM: Steve Nicholas, Sr. PM, Air Quality/Sustainable Practices
Michelle Walker, Contracts Analyst
SUBJECT Authorization for 071154- NWPCAS INTERNATIONAL SUPPORT (Starcrest Consulting Group, LLC) - Funding Increase.

In order to notify the Managing Members of this contract increase and at the request of the Executive Director, this amendment will be issued in seven (7) business days from the date of this memo on **April 15, 2022**.

A. ACTION REQUESTED

In accordance with Resolution No. 2021-08-PT, Section IV.E.(2):

"When an amendment to a contract, individually or cumulatively, which was approved by the Executive Director pursuant to Section (E)(1) herein above will exceed fifty percent (50%) of the original contract amount for the agreement and that amended cumulative amount remains less than \$300,000.00, the amendment must be filed with the Commission and made available for public inspection prior to the proposed starting date of services under the amendments. Substantial changes in contract scope or substantial additions to the scope specified in the formal solicitation documents shall be authorized by the Commission. The Commission shall determine whether the change warrants the work to be awarded as a new contract."

Staff is informing the Commissioners of the Port of its intent to increase the funding for Personal Services contract 071154 by **adding \$45,000.00** to the contract.

B. SYNOPSIS

Staff intends to increase the original - NWPCAS INTERNATIONAL SUPPORT (Starcrest Consulting Group, LLC) amount.

Contract Summary	
Description	Amount
Original Contract Amount	\$50,000.00
Amend 01 (Revised completion date)	\$0.00
Amend 02	\$25,000.00
Amend 03 (Revised completion date)	\$0.00
This Amend 04	\$45,000.00
Total Not to Exceed Contract Amount	\$120,000.00

The current balance of the contract is \$ 12,440.5. Based on revised work scope **an additional \$45,000.00** is necessary to continue the service until its expiration December 31, 2022. This funding is in the 2022 Air Quality and Sustainable Practices program budget.

C. BACKGROUND

Starcrest Consulting Group, LLC is providing international engagement support to the Port's Environmental Team in support of NW Ports Clean Air Strategy (2022) project (201007.01).