

MANAGING MEMBERS
Personal Services Contract Briefing

DATE: **September 2nd, 2022**

TO: Northwest Seaport Alliance Managing Members

FROM: Nicola Graham, Environmental Project Manager, Air Quality & Sustainable Practices
Michelle Walker, Contracts & Procurement Analyst
Jason Jordan, Director Environmental & Planning Services

SUBJECT Notification of Contract No. 071283-On-Call Environmental Legal Support Services (Cascadia Law Group PLLC) - Funding Increase and revised completion date.

Staff is notifying the Managing Members of NWSA, of its intent to increase the funding for Personal Services contract, by adding **\$100,000.00**, and to extend the completion date by 6 months to **6/30/2023**.

A. ACTION REQUESTED

At the request of the Chief Executive Officer, this amendment will be issued in seven (7) business days from the date of this memo on **September 9th, 2022**.

In accordance with Resolution No. 2020-02-PT, Section 8.g-Personal Services Contract:

“ii. When any amendment to a Personal Services Contracts, which was approved by the CEO pursuant to Section (g)(i) herein above, individually or Adopted May 5, 2020 18 cumulatively will exceed 50% of the authorized amount, and that amended cumulative amount remains less than \$300,000.00, then the amendment must be filed with the Managing Members 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 Managing Members. The Managing Members shall determine whether the change warrants the work be awarded as a new contract.”

B. SYNOPSIS

Staff intends to increase the original - On-Call Environmental Legal Support Services (Cascadia Law Group PLLC) contract amount as follows:

Contract Summary	
Description	Amount
Original Contract Amount	\$50,000.00
Amend 01 (Revised completion date)	\$0.00
Amend 02 (Revised completion date)	\$0.00
Amend 03 (Increased Amount)	\$85,000.00
Amend 04 (Increased Amount and revised completion date)	\$100,000.00
Total Not to Exceed Contract Amount	\$235,000.00

The current balance of the contract is \$6,678.11. Work to date has been under two work streams – one is supporting the AQSP in a number of ongoing rulemaking efforts, especially around the Clean Fuel Standard and Climate Commitment Act coming into effect at the start of 2023, how the NWSA will be affected (especially around shore power) and how that funding should be used for NWSA projects. The other stream of work under this contract is to support the development of a Puget Sound Zero Emission Truck Collaborative, currently finalizing a Scoping Report for publication.

Based on revised work scope, continuing to work to set up a Zero Emission Truck Demonstration and regional Collaborative, and further work on state policy development, an additional \$100,000.00 is necessary to continue the service through to a revised completion date of June 30, 2023. Cascadia are currently working on setting up a convening group to help launch the Puget Sound Zero Emission Truck Collaborative at the start of 2023. Cascadia's sub-consultant Gladstein Neandross Associates are currently preparing an RFI to be published in Q4 2022 which will inform the development of a ZE truck demonstration using the \$2.8 million CMAQ grant recently awarded by PSRC. The additional funding is in the 2022 and 23 Air Quality and Sustainable Practices program budget.

C. BACKGROUND

Cascadia Law Group PLLC is providing legal support services to the Port's Environmental Team in support of the following projects:

- NW Ports Clean Air Strategy (2022) project (201007.01) for \$45,000 in support of state policy engagement and advocacy.
- NWSA Clean Truck Program (2022) project (201050.01) for \$40,000.00 in support of work to accelerate transition to zero-emission drayage trucks.