

**WASHINGTON STATE
COMMUNITY ECONOMIC REVITALIZATION BOARD
PORT OF SKAMANIA COUNTY
FINAL SCOPE OF WORK
ECONOMIC DEVELOPMENT STUDY / SITE READINESS STUDY**

Project: Cascades Business Park - First Building Planning Project

Project Location: North Bonneville, Skamania County, Washington

CERB Project No.: A2026-217

Total Planning Project Cost: \$93,750 (\$75,000 CERB Planning Grant + \$18,750 Port cash match)

Description of Eligible Expenditures:

The selected consultant will complete the activities below. The scope incorporates the Port's current CERB planning work, the required CERB economic-development planning elements, and the owner-side planning needed to position the first Cascades Business Park building for future Progressive Design-Build procurement and implementation. Task-level costs will be finalized during consultant scope and fee negotiation; the total of all task costs must equal \$93,750.

Activity/Task	Cost
Task 1 - Project Startup and Coordination	
• Conduct kickoff meeting with Port staff; confirm project goals, scope, schedule, communication protocols, meeting cadence, decision-making process, information needs, responsible parties, and key decision points. • Prepare a detailed work plan, schedule, deliverables matrix, meeting/communication plan, and project assumptions register. • Coordinate with Port staff, CERB, and appropriate project stakeholders throughout the study.	
<i>Deliverables: work plan; project schedule; deliverables matrix; meeting/communication plan; assumptions register.</i>	
Task 2 - Existing Information, Site, and Infrastructure Review	
• Review available site plans, prior planning studies, utilities, water and sewer, power, communications and fiber, stormwater, road access, land-use and zoning requirements, environmental information, development information, existing permits and approvals, Columbia River Gorge National Scenic Area considerations, prior cost estimates, and development assumptions. • Assess the site as a uniquely positioned approximately 42-acre Industrial/Business Park and the only undeveloped property zoned Industrial/Business Park within an urban area in Skamania County and within the Columbia River Gorge National Scenic Area. • Identify information gaps, unresolved assumptions, opportunities, constraints, risks, and decisions affecting first-building planning and procurement.	
<i>Deliverables: existing-information review memorandum; opportunities/constraints summary; information-gap and decision-point list; updated assumptions register.</i>	
Task 3 - CERB Economic Development Market, Strategy, and Outcomes Analysis	
• Complete a product/market analysis linked to economic development and identify targeted industries and user types appropriate for the first building and future business park development. • Prepare a market strategy with action elements and timelines, and identify the organization(s) responsible for implementation and their capacity to carry out the strategy. • Complete the required analysis of the site's appropriateness, including zoning, transportation effects, environmental restrictions, cultural resource review, and overall adequacy for anticipated development. • Complete a location analysis of other adequately served vacant industrial land and document the timing/status of funding needed for public-facility improvements. • Analyze how the project supports local economic diversification; identify specific issues to be addressed; define expected economic outcomes, quantifiable success measures, annual progress indicators, data to be collected, and data-collection procedures. • Establish the estimated median hourly wage of jobs expected when development occurs. If the project is determined	

feasible, include in the final report: estimated FTE jobs, employee benefits, wage comparison to county median wage, county three-year unemployment rate compared with the state, five-year county population change, job estimates as percentages of county labor force and unemployed workers, estimated new annual state/local revenue, and estimated private investment.

Deliverables: market analysis; targeted-industry profile; implementation/marketing strategy and timeline; site-appropriateness analysis; industrial-land location analysis; economic diversification analysis; outcomes/performance-measure framework; data-collection plan; required feasible-project economic metrics.

Task 4 - Owner Project Requirements and Building Program

- Confirm intended building purpose and potential uses, target size or size range, operational needs, flexibility and tenant-adaptability requirements, performance goals, building systems expectations, access and circulation, parking and loading, utilities, site interface, sustainability/resilience considerations, and future expansion/phased-development needs.
- Prepare an Owner Project Requirements document establishing required outcomes, performance objectives, operational requirements, decision criteria, and project priorities.

Deliverables: Owner Project Requirements; preliminary building program; target-size assumptions; flexibility/tenant-adaptability criteria; performance goals; site/infrastructure interface requirements.

Task 5 - Industrial Park Design Framework

- Establish park-wide performance and design guidance so the first building sets an intentional precedent for future development while remaining functionally industrial, flexible, visually appropriate, and community-compatible.
- Address site and streetscape character, landscaped setbacks, signage zones, screened outdoor storage, pedestrian entries, truck circulation, loading orientation, building form and massing, office/public-facing glazing, roofline/facade articulation, durable materials, lighting, landscaping, stormwater integration, and preservation of important views where practical.
- Develop performance-based guidance for flexible light-industrial/flex configurations, divisible tenant spaces, changing tenant needs, loading requirements, future expansion, and phased development without over-prescribing detailed architectural solutions.

Deliverables: Industrial Park Design Framework; park-wide performance/design standards; site/streetscape/circulation/screening guidance; building form/materials/landscaping/signage/lighting guidance; light-industrial/flex prototype criteria.

Task 6 - Preliminary Criteria, Cost, Risk, and Phasing

- Develop preliminary performance-based design criteria and confirm major site/building assumptions consistent with the Owner Project Requirements and Industrial Park Design Framework.
- Develop a risk-informed cost model and project budget framework identifying cost drivers, assumptions, allowances, escalation, contingencies, probable funding gaps, value opportunities, and major decision thresholds.
- Prepare a preliminary risk register and evaluate constructability, utility capacity/connections, stormwater, site work, access, parking, loading, circulation, phasing, and future expansion.

Deliverables: preliminary concept/performance criteria; risk-informed cost model; project budget framework; cost-driver summary; preliminary risk register; phasing/constructability memorandum; utility/site-interface memorandum.

Task 7 - Progressive Design-Build Procurement and PRC Strategy

- Prepare a recommended Progressive Design-Build procurement strategy addressing procurement sequence, solicitation structure, project packaging, qualifications, evaluation/selection criteria, shortlisting/interviews, price and technical proposals, commercial/contractual considerations, open-book pricing, cost validation, Port decision points, risk allocation, schedule, and pre-procurement information needs.
- Evaluate the proposed delivery approach under Chapter 39.10 RCW, including Progressive Design-Build eligibility and the applicable Washington State Project Review Committee (PRC) approval pathway.
- If project-specific PRC approval is required, assist the Port with the Design-Build Project Application and supporting materials, including project justification, owner-team qualifications and management structure, budget, schedule, risk considerations, procurement strategy, presentation materials, rehearsal, and responses to PRC questions.
- Prepare draft RFQ/RFP materials or a procurement framework for the later, separate public procurement of the Progressive Design-Builder.

Deliverables: PDB procurement strategy; selection process; evaluation criteria; draft RFQ/RFP framework; procurement schedule; decision matrix; supporting-documents list; Chapter 39.10 RCW/PRC pathway memorandum; draft PRC application/supporting materials if required; owner-team management/qualifications documentation.

Task 8 - Implementation Roadmap and Final Report

- Prepare an implementation roadmap addressing design-builder procurement, price validation, design refinement,

permitting, funding coordination, stakeholder coordination, approvals, construction-readiness activities, sequencing, schedule, and decision points.

- Prepare draft and final reports; facilitate Port review; incorporate comments; compile all findings into a decision-ready planning and procurement package.
- Provide editable source files and accessible PDF final products suitable for Port, CERB, funding, permitting, and future procurement use.

Deliverables: draft report; review meeting; comment-response summary; final report; implementation roadmap; editable procurement-support materials; accessible PDF and editable source files.

TOTAL

** Task-level costs are intentionally left TBD pending consultant scope and fee negotiation. Before signature, each task cost must be completed and the total must equal \$93,750 (CERB + match).*

Project Schedule and Completion

All activities will be completed within the CERB contract period and no later than two years from contract execution.

Current planning target: consultant start following CERB contract execution and notice to proceed; draft report targeted for November 2027; final report targeted for May 2028; overall project completion targeted for June 2028, subject to the final CERB contract and negotiated consultant schedule.

Required Study Outcome

The final study will provide the Port with a practical, decision-ready planning and procurement package that can be used to advance the first Cascades Business Park building. The Port should be left with CERB-required market and economic-development analysis, measurable outcomes, Owner Project Requirements, an Industrial Park Design Framework, performance criteria, cost and risk information, Progressive Design-Build/PRC strategy, procurement materials, and an implementation roadmap - not merely concepts.

Consultant

Signature _____

Name, Title _____

Date _____

Firm _____

CERB Applicant

Signature _____

Name, Title Pat Albaugh, Executive Director

Date _____

Applicant Port of Skamania County