

**PORT OF SEATTLE**  
**MEMORANDUM**

**COMMISSION AGENDA**  
**ACTION ITEM**

**Item No.** 4h  
**Date of Meeting** February 23, 2016

**DATE:** February 16, 2016  
**TO:** Ted Fick, Chief Executive Officer  
**FROM:** Stephanie Jones Stebbins, Director, Maritime Environment and Sustainability  
Paul Meyer, Manager Environmental Programs  
**SUBJECT:** Maritime Environmental Management and Compliance IDIQ Service Agreement

**Amount of This Request:** \$0      **Source of Funds:** No associated  
**Est. Total Project Cost:** \$3,250,000      funding

**ACTION REQUESTED**

Request Commission authorization for the Chief Executive Officer to execute up to two consulting services indefinite delivery, indefinite quantity (IDIQ) contracts to provide environmental management and compliance support with a total value of \$3,250,000 and a contract ordering period of five years. No funding is associated with this request.

**SYNOPSIS**

Maritime Environmental provides and manages environmental compliance and response for regulated hazardous materials, dangerous waste, underground storage tanks, spills, and stormwater compliance. The port anticipates the two IDIQ on-call contracts will be of equal value with one award to a qualified Small Business Enterprise (SBE). The sum of the contracts is not to exceed \$3,250,000 over five years. The value of each IDIQ contract for services will not exceed \$1,625,000. The contract will provide services, as needed, to all Maritime and Economic Development division groups, as well as the Northwest Seaport Alliance, if needed.

**BACKGROUND**

Regulatory compliance is managed for ongoing operations and construction projects for the Maritime, Capital Development, and Economic Development divisions. Maritime Environmental also develops and implements a coherent and detailed environmental management program designed to help its internal customers and Port tenants maintain and track compliance with environmental regulations to reduce overall environmental impacts from operations. These contracts provide capacity to assess, plan, carry out, and monitor environmental compliance for Port-owned operations and Capital Development construction projects for all environmental media. The two contracts will cover work on properties the Port currently owns, owned, or used in the past or properties that could be acquired or used in the future.

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Procuring multiple IDIQ service agreements will ensure the Port has the capacity to support capital and operational projects with varying scopes and deadlines. The service agreements will provide access to a wide array of technical disciplines required for ongoing and unforeseen environmental compliance activities. While Port managers are responsible for managing Port compliance, technical services and support provided by contractors will ensure the Port meets ongoing requirements.

Funding for service directives will come separately from either annual operating budgets or individual project authorizations.

### **PROJECT JUSTIFICATION AND DETAILS**

This authorization request will replace expiring contracts, allowing Maritime Environmental & Planning to maintain both capacity and continuity in providing environmental management and compliance services for maritime operations and capital development.

#### ***Economic Development***

The proposed procurement plans will execute two service agreements. It is estimated that the contracts may require up to 20,000 hours of professional services over a five-year period. The wide array of required specialized services will provide business opportunities for multiple firms to team on this procurement. In coordination with the Office of Social Responsibility, one of the contracts will be awarded to a Small Business. The remaining contract will continue to promote small business utilization through a small contractors and suppliers (SCS) goal for subcontractors.

#### ***Project Objectives***

- Provide Maritime Environmental customer support.
- Provide environmental field services
- Provide project-specific technical expertise
- Provide environmental monitoring and assessment services

#### ***Scope of Work***

The primary focus of the present request for proposals is to provide assistance to the Maritime Environmental and Planning group in seven major focus task elements. These task elements primarily provide the fieldwork, oversight, and sampling to support compliance construction monitoring, hazardous material compliance, and general on-call incident response to unforeseen environmental incidents.

To a lesser extent, the request for proposals is to provide assistance to the Maritime Environmental and Planning group in the development and implementing of environmental management initiatives, such as facility environmental auditing, waste minimization efforts, preparation of spill prevention plans, and development of compliance tracking programs for Maritime, Port Construction Services, and Capital Development divisions.

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### ***Schedule***

The IDIQ service agreements will have a contract ordering period of five years during which service directives may be issued. Each service directive will specify the scope, duration, and schedule associated with the work. This contract ordering period will help enable continuity of environmental management and compliance efforts.

### **FINANCIAL IMPLICATIONS**

There is no funding request associated with this authorization. Individual service directives will be executed to authorize the consultant to perform work on the contract pursuant to approved project authorizations and in accordance with the General Delegation of Authority.

### ***Budget Status and Source of Funds***

Source of funds will be authorized through annual operations and maintenance budget approved by the Commission or by specific project authorizations. Work elements will be defined by each service directive.

The following is a summary of the status of contracts constituting the \$2,250,000 authorized for similar services in 2012:

- SA-00316412 (EA Engineering Science & Technology Inc.) expires in May 2016. To date, the contract has committed \$702,000 of the available \$750,000.
- SA-00317480(DH Environmental Inc.) expires in April 2016. To date, the contract has committed \$612,000 of the available \$750,000.
- SA-00317482(Conestoga Rovers & Associates) expires in March 2016. To date, the contract has committed \$295,000 of the available \$750,000.

### **STRATEGIES AND OBJECTIVES**

This procurement supports the Port's Century Agenda objective to be the greenest and most energy efficient port in North America. By ensuring we are prepared to address possible impacts of our operations, as well as meeting or exceeding strict multi-media environmental regulations such as the Resource Conservation and Recovery Act, Clean Water Act, as well as state and local laws, regulations, and ordinances. These efforts show the Port of Seattle's commitment to the region and the environment.

The requested service agreements will support the Port's strategy to manage its finances responsibly because they are a cost-effective means to provide on-call services for projects and programs with varying scopes and schedules that may require substantially different levels of effort and technical expertise.

### **ALTERNATIVES AND IMPLICATIONS CONSIDERED**

#### **Alternative 1) – Let existing IDIQs expire and instead utilize Port staff**

Cost Estimate: \$4,195,000

#### Pros:

- Increases internal continuity of services
- Reduces contracting requirements and expenses
- Less contract management burden on staff

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### Cons:

- Requires the addition of approximately 3.5 FTE staff to serve over 8 technical disciplines
- Increases costs approximately \$945,000 more over five years relative to the preferred alternative
- Port staff does not have all tools and equipment necessary to perform some of the work
- Staffing costs would remain fixed year-to-year regardless of work load
- Sporadic nature of work requested could create costly delays in service

This is not the Recommended Alternative.

### **Alternative 2) – Execute Separate Procurements**

Cost Estimate: \$3,250,000

Executing separate procurements based on scope breakdown would result in a similar contracting capacity with increased monies associated with administrative and procurement efforts.

### Pros:

- Flexibility in task delegation through smaller scopes of work
- Increased small business and Small Contractors and Suppliers opportunities
- Increased ability to acquire needed specialized services

### Cons:

- Port Staff would be tied to numerous procurements resulting in inefficient use of staff time
- Multiple low dollar contracts with varying end dates creates a management burden to Port staff.
- Level of service to Maritime Environmental's internal customers would be delayed possibly resulting in non-compliance issues.
- Smaller scopes of work would inhibit growth of small business and Small Contractors and Suppliers

This is not the recommended alternative

### **Alternative 3) – Procure two IDIQ contracts to supplement Port resources**

Cost Estimate: \$3,250,000

### Pros:

- Allows staff to maximize and manage productivity by strategically optimizing staff-consultant workloads
- Facilitates SBE/SCS participation and growth by awarding a large contract to a qualified SBE/SCS firm
- Provides a multi-disciplinary team to help accomplish unique and time-sensitive work
- Overlap in scope allows for much-needed capacity in emergency situations

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### Cons:

- Higher administrative costs associated with contract management
- Complexity of managing work distribution between contracts

**This is the recommended alternative.**

## **ATTACHMENTS TO THIS REQUEST**

- None

## **PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

- December 4, 2012 – The Commission authorized three IDIQ service agreements totaling \$2,250,000 for environmental compliance and management services to support the Seaport division.
- November 3, 2009 – The Commission authorized five IDIQ service agreements totaling \$3,750,000 to support environmental compliance and management services to support the Seaport division.