

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

**COMMISSION AGENDA**

**Item No.**

5d

**Date of Meeting**

July 14, 2009

**DATE:** July 14, 2009

**TO:** Tay Yoshitani, Chief Executive Officer

**FROM:** Paul Meyer, Manager, Review and Compliance  
Stephanie Jones Stebbins, Senior Manager, Seaport Environmental Programs  
Elizabeth Leavitt, Director, Aviation Environmental Programs

**SUBJECT:** Procurement of Indefinite Delivery, Indefinites Quantity (IDIQ) Professional Service Agreements for environmental review, permitting, compliance and mitigation services to support Seaport Environmental Programs and Aviation Environmental Programs

**ACTION REQUESTED**

Authorization for the Chief Executive Officer to enter into contract(s) for environmental review and permitting professional services to support Seaport, Real Estate, Aviation and Capital Development Divisions' service directives.

The Port anticipates awarding up to three (3) indefinite delivery, indefinite quantity (IDIQ) type contract(s) with a total value for all contracts not to exceed \$1,800,000. Contract duration will not exceed three (3) years. The value of each IDIQ contract for services may be variable, but will not exceed \$750,000 for an individual contract and will not exceed a total of \$1,800,000. The period of performance of the contract(s) is/are tentatively scheduled to start on or about January 1, 2010 and to be operative through December 31, 2013. IDIQ contracts provide the Port with the flexibility to meet business requirements as they arise by issuing individual Service Directives to accomplish tasks within a general, pre-defined Scope of Work on an as-needed basis for a fixed period of time and a maximum contract amount. Competitively bid IDIQ contracts are a widely used public sector contracting tool, consistent with the Port's Resolution 3605 and governed by CPO-1 policy.

**SYNOPSIS**

The Seaport Environmental Programs and Aviation Environmental Programs provide environmental review, permitting, and compliance and mitigation services for the Seaport, Real Estate, Capital Development and Aviation divisions. The services are for

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the environmental analyses necessary for (1) compliance with the State Environmental Policy Act (SEPA) and/or National Environmental Policy Act (NEPA); (2) preparation of local, state, and federal environmental permit documents and assistance with agency permit review; (3) collection and analysis of site characterization data and information, and; (4) preparation of plans and designs, and compliance with environmental mitigation actions resulting from permitting actions.

Existing open-order environmental services agreements are due to expire at the end of 2009. In order for the Seaport Environmental Programs and Aviation Environmental Programs to continue to support capital, maintenance, and operation projects when needed, new contracts with environmental technical and consultant service providers are needed. Over the last three months, staff held three acquisition planning meetings to identify how best to acquire the proposed services and ensure the procurement process meets the Port's Procedures for Personal and Professional Services (CPO-1).

### **PROJECT SCOPE OF WORK**

The primary focus of the proposed professional service contract(s) is to provide timely, cost efficient consulting services needed to complete studies, reports, plans, specifications, environmental documents and field services that are commonly required to complete SEPA and NEPA review processes and environmental permit applications. The scope of these services, which will support future Port development projects and programmatic actions, will include:

1. Environmental analysis, review, and document preparation for compliance with SEPA/NEPA project impact assessment and decision-making requirements.
2. Preparation and submission of Joint Aquatic Resource Permit Applications (JARPA) in support of local, state, and federal permits.
3. Biological evaluations and project coordination pursuant to Section (7) of the Endangered Species Act.
4. Preparation and submittal of local land use and shoreline permit application documents
5. Compliance monitoring, adaptive management and mitigation services related to project implementation and permit conditions of approval
6. Performance monitoring related to Port of Seattle environmental goals and objectives.

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7. Physical, chemical and biological surveys and sampling, including study- planning, data gathering, testing, and reporting necessary to support SEPA/NEPA documentation and local, state and federal permitting processes.
8. Project controls, project management, QA/QC, report preparation (including supporting graphics/illustrations) and meeting facilitation as necessary to support the environmental review, permitting, compliance and mitigation services described above.

### ALTERNATIVES CONSIDERED/RECOMMENDED ACTION

1. Undertake procurement of a Category III contract(s) for comprehensive environmental review, permitting, compliance and mitigation services. The process required to procure a Category III contract ensures a competitive process, encourages small business participation, and provides staff with the tools needed to respond in a timely manner to request for service. **This is the recommended alternative.**
2. Undertake separate procurement process each time services are needed in any discipline. This option would not be a timely or efficient use of Port resources, as it would result in multiple low dollar contracts for similar services. This is not the recommended alternative.
3. Conduct the permitting and environmental review activities described above using Port resources, without outside consultant assistance. There are insufficient staff resources and expertise to conduct these environmental management tasks without consultant and laboratory support.

### FINANCIAL IMPLICATIONS

There is no funding request associated with this authorization. Individual Service Directives will be executed to authorize the Consultant to perform any specific work on the contract against approved project authorizations under the Capital Improvement Program or maintenance and repair projects funded from operating expense budgets. Individual Service Directives will be executed to authorize the consultant to perform any specific work on the contract against approved project authorizations.

### PROJECT SCHEDULE

This authorization enables initiation of a Category III procurement process in the third quarter of 2009 with contracts executed prior to expiration of existing open order contracts on December 31, 2009. Individual Service Directives will specify schedule, scope and budget for task assigned after contracts are approved.