

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5d

Date of Meeting June 14, 2011

DATE: June 7, 2011

TO: Tay Yoshitani, Chief Executive Officer

FROM: Sarah Flagg, Senior Environmental Program Manager
Kate Deaver, Capital Project Manager

SUBJECT: Consulting Services Indefinite Delivery/Indefinite Quantity Contract for Seaport Environmental Clean Air Programs.

Amount of This Request: \$0 **Source of Funds:** Current and Future Operating Budgets:
Future Individual Project Authorizations

Maximum Value of ID/IQ Contract: \$500,000

ACTION REQUESTED:

Request authorization for the Chief Executive Officer to execute one Indefinite Delivery, Indefinite Quantity (IDIQ) contract to perform environmental support services for the Seaport air quality programs including the Northwest Ports Clean Air Strategy (Strategy), the Green Gateway Initiative, the Green Gateways Partners Award Program and other Seaport air quality programs for a total amount of \$500,000 for a three-year term with the option to extend for two additional years. The contract will support and provide continuity for the next phase of the Clean Air Program that is due to be implemented in 2015. No funding is associated with this authorization.

SYNOPSIS:

The Clean Air Strategy is a proactive and voluntary effort of the Port of Seattle (Port), Port of Tacoma, and Port Metro Vancouver (B.C.) to reduce greenhouse gas and diesel particulate emissions from Maritime Operations in advance of regulation. The Strategy established short-term (2010) and long-term (2015) targets for ocean-going vessels, cargo-handling equipment, rail, trucking and harbor vessels in ways that encourage innovation and take in to account differing business needs. The Port is currently in the process of developing implementation plans to meet the 2015 Strategy goals.

The Port anticipates that the implementation of the Strategy will require gathering, analyzing, and disseminating highly technical information, working closely with other groups and agencies

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to ensure the Strategy is effective and meets both business and environmental goals, and developing programs within the Port to meet the goals. The RFQ will include goals for small business participation.

ID/IQ 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 procured ID/IQ contracts are a widely used public sector contracting tool, consistent with the Port's Resolution No. 3605 and governed by CPO-1 policy.

The use of an ID/IQ contract for this scope of work is ideal; it allows for an holistic approach to the Clean Air Strategy, provides the flexibility to obtain the most up to date information on technology related to clean air data in a quick and efficient manner, and ensures that no Port funds are wasted through duplication of effort.

PROJECT STATEMENT AND OBJECTIVES:

Project Statement:

The overall goal of the Strategy is to reduce diesel and greenhouse gas emissions in the region by achieving early reductions in advance of, and complementary to, applicable regulations.

Project Objectives:

- Reduce maritime and port-related air quality impacts on human health, the environment, and the economy
- Reduce contributions to climate change through co-benefits associated with reducing air quality impacts
- Help the Georgia Basin-Puget Sound airshed to continue to meet air quality standards and objectives

PROJECT SCOPE OF WORK AND SCHEDULE:

Scope of Work:

Prepare one ID/IQ type contract for the Clean Air Program at the Seaport. Examples of work elements that may be required include:

- Guidance on program development, design, and implementation
- Technical and policy analysis for ocean-going vessel, cargo-handling equipment, rail, harbor vessel, and drayage truck emission reduction solutions. Analysis will likely include, but not be limited to, technology and fuel options, cost/benefit, emissions, and maintenance and operational considerations.
- Stakeholder outreach and communication, including development of fact sheets, frequently asked questions, and informational handouts
- Analysis for Clean Truck Program automation options, such as radio-frequency identification (RFID)

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- Generation of reports and studies
- Emission reduction calculations
- Program auditing and reporting
- Project management and oversight
- Grant preparation and reporting
- Preparation of annual Strategy Implementation reports and data, as needed
- Management and updates of the Drayage Truck Registry, as needed.

The RFQ will include goals for small business participation.

Schedule:

The contract will be for a three-year term with the option to extend for two additional years.

The anticipated contract execution start date is September/October 2011. The contract will have a Contract Ordering Period (during which the design services may be separately authorized) of no more than five years. The actual contract duration may extend beyond the five years in order to complete the work identified in a particular service directive(s). Work not initiated during the Contract Ordering Period will be accomplished via future consultant selections.

FINANCIAL IMPLICATIONS:

Charges to these contracts will be from projects and/or operating budgets which have previously been authorized by the Commission under separate requests. Consequently, there is no funding request associated with this authorization.

Budget/Authorization Summary

There is no budget or funding included as part of this request.

Source of Funds

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.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS:

Alternative 1 - Prepare a separate procurement for each of the above services. This option would not be the most efficient use of Port resources, as it would result in multiple low dollar contracts for related services. This is not the recommended alternative.

Alternative 2 - Prepare one Category III Procurement combining the above services. This contract ensures a competitive process, provides Port staff with timely information and analysis needed to meet the 2015 Strategy goals, and allows for consistency and efficiency in implementing the Strategy. **This is the recommended alternative.**