

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No.	<u>6b</u>
Date of Meeting	<u>6/28/2011</u>

DATE: June 16, 2011

TO: Tay Yoshitani, Chief Executive Officer

FROM: Elizabeth Leavitt, Director, Aviation Planning and Environmental Programs
Bob Duffner, Manager, Aviation Environmental Program

SUBJECT: Surface Water Monitoring and Toxicity Testing Services IDIQ Contract for the Seattle-Tacoma International Airport

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

Maximum Value of IDIQ Contract: \$3,000,000

ACTION REQUESTED:

Request Commission authorization for the Chief Executive Officer to execute one (1) professional services Indefinite Delivery/Indefinite Quantity (IDIQ) contract to perform Surface Water Monitoring and Testing Services with a total value of \$3,000,000 and a contract duration of four (4) years at the Seattle-Tacoma International Airport (Airport). No funding is associated with this authorization.

SYNOPSIS:

In accordance with the Port's strategies to be a high performance organization and to exhibit environmental stewardship through our actions, Aviation Environmental Department proposes to advertise and select one qualified firm to provide surface water monitoring and testing services. This IDIQ would be used to meet requirements of the Airport's National Pollution Discharge Elimination System (NPDES) permit and other environmental permits. Failure to meet these requirements would be a direct violation of the permits and would subject the Port to enforcement actions.

The IDIQ contract would also provide surface water monitoring and testing support to the Airport's Capital Improvement Program (CIP), planning and development initiatives, and other strategic interests. It is estimated that the surface water and testing services contract may require over 15,000 hours of professional services over a four-year period. The contract will include provisions for small business participation as specified by the Port's Office of Social Responsibility.

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IDIQ contracts provide the Port with flexibility to meet business requirements as they arise by issuing individual service directives to accomplish tasks within the 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 No. 3605, as amended, and governed by Central Procurement Office (CPO)-1 policy.

BACKGROUND:

The Aviation Division, led by the Aviation Environmental Program, is responsible for ensuring compliance with the Airport's NPDES and other environmental permits. The Airport currently operates under an individual NPDES permit that includes comprehensive monitoring and testing of runoff associated with Airport operations and construction activities. Runoff associated with these activities drain to eleven (11) outfalls discharging to local streams that provide vital habitat to recovering salmon populations and other aquatic resources. The permit also regulates runoff associated with Airport fueling and deicing operations that discharge to Puget Sound. In addition to receiving water discharges, the permit requires monitoring and testing of industrial wastewater discharges to local sanitary sewer systems.

Other Airport permits requiring surface water monitoring and testing include the Section 404 permit and Section 401 Water Quality Certification for Master Plan Update (MPU) projects. Those permits contain conditions requiring monitoring and testing of stormwater runoff, groundwater discharges to surface waters, and local streams for up to 15 years after the November 2008 completion of the Third Runway construction project. Similar to the MPU, future CIP projects may require monitoring and testing to support planning, development and design as well as to comply with associated permits.

In order to effectively comply with these requirements, a variety of specialized but cohesive environmental services are required including those areas related to environmental sample collection and testing, toxicology, stream hydrology, limnology, modeling, facility process analyses, mapping, and pollution fate and transport.

PROJECT JUSTIFICATION:

This contract will enable the Port to meet the surface water-related monitoring and testing requirements of the Airport's NPDES and other environmental permits in a timely and cost effective manner. The work performed under this contract will be similar regardless of whether it is performed to meet NPDES requirements or for other surface-water-related monitoring and testing. Failure to meet these requirements would be a direct violation of the permits and would subject the Port to enforcement actions.

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PROJECT SCOPE OF WORK AND SCHEDULE:

Prepare and execute one (1) IDIQ contract for Surface Water Monitoring and Testing Services for the Airport. Services to be included in this IDIQ contract will include:

- Surface water monitoring and testing services related to stormwater runoff, receiving waters, sediment, and sanitary/industrial sewer discharges;
- Maintenance and operation of equipment supporting surface water monitoring and testing;
- Collection and management of samples, field testing, inspections, sample processing, data management, reporting and mapping;
- Laboratory and field-based toxicity testing;
- Completion of receiving water and stormwater runoff studies; and
- Planning and design support related to surface water management.

The contract will be procured according to CPO-1. The contract period will be for four (4) years from the date of execution. The actual contract duration may extend beyond four years in order to complete work started or ordered in a Service Directive executed during the contract period.

FINANCIAL IMPLICATIONS:

Budget/Authorization Summary

The contract will be written with a not-to-exceed amount of \$3,000,000. Approximately 85 percent of the contract budget will support required and defined permit compliance. The remaining 15 percent is contingent funds needed to respond to unforeseen compliance issues. The Port will authorize work under individual service directives as specific work tasks are required and funding for that work is authorized by the Commission.

Individual service directives will be negotiated and processed before any work is performed. Service directives, consisting of a scope, fee agreement and schedule, will not be established until the project has been approved in accordance with Resolution 3605, as amended. There are no guarantees that the Port will initiate any service directive or that any related projects will be authorized by the Port Commission.

No budget authorization request is associated with this Commission action.

Budget Status and Source of Funds

The costs for the majority of services to be performed under this IDIQ contract will be included in the Aviation Environmental annual operating budget requests and subject to Commission approval. Funding for surface water related monitoring and testing services supporting specific CIP projects will be provided through future CIP project budget authorizations.

ENVIRONMENT AND SUSTAINABILITY:

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The streams the Airport discharges into are a vital asset of the community. This contract will allow Port staff to effectively monitor the effectiveness of Airport pollution prevention practices and treatment controls to ensure these resources are protected.

STRATEGIC OBJECTIVES:

This agreement supports the Port's strategy to create a high performance organization by providing a cost-efficient means to secure professional services for tasks that present variable workload and require specialized expertise that cannot be provided effectively by Port staff.

In addition, this agreement supports the Port's strategy to exhibit environmental stewardship through our actions by providing support needed to comply with the Airport's environmental permits.

BUSINESS PLAN OBJECTIVES:

It is estimated that the surface water and testing services contract may require over 15,000 hours of professional services over a four-year period. The contract will include provisions for small business participation as specified by the Port's Office of Social Responsibility.

TRIPLE BOTTOM LINE SUMMARY:

This IDIQ contract will provide a financially responsible means to ensure the Port meets mandatory requirements of the Airport's environmental permits. The contract will enable Port staff to assess the effectiveness of Airport operations on the aquatic environment while providing opportunities for small business enterprises in the local economy.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS:

Alternative 1) Do nothing: This alternative would result in an inability to perform specific monitoring required by the Airport's NPDES permit and 401/404 permit for MPU projects. Failure to perform required monitoring would constitute a violation of the permits. *This is not the recommended alternative.*

Alternative 2) Hire four full-time employees with specialized monitoring and testing experience. Monitoring requirements would require these employees to be on-call seven days a week/24 hours a day. Work days and period worked would be highly variable. In addition, the Port would be required to establish a state accredited toxicity testing laboratory. *This is not the recommended alternative.*

Alternative 3) Prepare multiple procurements on an as needed basis. This alternative would result in additional contract management costs and decreased continuity of service for NPDES and 401 permit related monitoring. *This is not the recommended alternative.*

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Alternative 4) Prepare one Category III procurement for the specialized service area. This alternative ensures a competitive process, encourages small business participation, and provides staff with the tools needed to respond in a timely manner to requests for service. **This is the recommended alternative.**

OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:

There are no other documents associated with this request.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

On October 28, 2008, the Commission authorized performance of a Category C selection process and execution of Professional Services Agreements to conduct mandatory NPDES stormwater monitoring and related work at the Seattle-Tacoma International Airport for the lesser of \$2,200,000 or three years. The three-year term will expire in December 2011.