

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5e

ACTION ITEM

Date of Meeting June 5, 2012

DATE: May 25, 2012

TO: Tay Yoshitani, Chief Executive Officer

FROM: Robert Duffner, Senior Manager, Aviation Environmental Programs
Don Robbins, Senior Environmental Program Manager, Aviation Environmental Programs
Kathy Bahnick, Manager, Seaport Environmental Programs
Brick Spangler, Environmental Program Manager, Seaport Environmental Programs

SUBJECT: Procurement of Indefinite Delivery, Indefinite Quantity Service Agreements for Seaport and Aviation Environmental Site Management support services

Amount of This Request: \$0

Source of Funds: Future Individual Project Authorizations or Annual Environmental Remediation Liability Spending Authorizations.

ACTION REQUESTED:

Request Commission authorization for the Chief Executive Officer to execute indefinite delivery, indefinite quantity (IDIQ) contracts for environmental site management support services for both the Seaport Environmental and Aviation Environmental programs. Four IDIQ contracts will be issued for the not-to-exceed amount of \$1,500,000 each with a three-year contract ordering period for a total maximum value of \$6,000,000. No funding is associated with this authorization.

SYNOPSIS:

The Port's Aviation Environmental Programs Department and Seaport Environmental Programs Department perform a large number of environmental studies and regulatory compliance activities to implement Port business decisions and to defend and enhance the Port's interests. Port staff relies on environmental consultants to conduct these activities under service agreements. A significant number of these consultant and laboratory contracts will expire in the next 12 months.

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

May 25, 2012

Page 2 of 3

In order to have replacement consulting and laboratory capacity in place before existing contracts expire, and to assure that projects are not disrupted, and that regulatory compliance schedules are met, Aviation Environmental Programs and Seaport Environmental Programs seek Commission authorization to execute contracts for replacement consultant capacity for environmental site management. We propose to conduct a Category III competitive procurement process, to make selections, and issue four IDIQ contracts. The procurement will have goals for participation of small contractors and suppliers (SCS). The goal that the consultant commits to in its proposal will be converted into a contract requirement after selection of the firms. We are currently working with the Office of Social Responsibility in identifying SCS subcontracting participation goals prior to advertisement of the IDIQ.

PROJECT SCOPE OF WORK AND SCHEDULE:

Scope of Work:

- IDIQ contracts would be executed to provide support to Aviation Environmental Programs and Seaport Environmental Programs on an on-call basis, for small-scale and currently unanticipated contaminated sites. The scope of services provided under the proposed contracts is targeted to identification and evaluation of soil and groundwater conditions, and the full range of environmental services required for management of contaminated and potentially contaminated properties, and the liabilities associated with them.
- The Port owns and operates properties that have been the site of past industrial uses and other operations that have released contaminants to soil, ground water, surface water, and other environmental media. Some of these releases have occurred during the period of Port ownership, and some predate Port ownership. Some of these site conditions are already known to the Port, and some will be discovered as the Port engages in future site maintenance and redevelopment, or becomes involved in regional Department of Ecology investigations.
- The proposed procurement is designed to select and execute contracts with up to six consulting firms/teams, scoped to provide a broad, but well-defined array of environmental investigation, evaluation, and management services in support of Port-initiated activities.

Schedule:

It is estimated that the contracts will be executed by January 2013. The contracts will have a three-year ordering period. The contract duration may extend beyond that period to allow for on-going work to be completed. Each service directive will specify the duration and schedule associated with the task or tasks involved.

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

May 25, 2012

Page 3 of 3

FINANCIAL IMPLICATIONS:

Charges to these contracts will be from projects that will be authorized separately within established procedures. 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 or spending authorizations and within the total contract amount.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS:

- Prepare separate procurements each time listed professional services are needed for a specific project. This option would not be the most efficient use of Port resources, as it would result in multiple low dollar contracts for similar services. This is not the recommended alternative.
- Prepare one Category III procurement with multiple awards for a specialized service area. In this case Environmental Site Management support services. This alternative ensures a competitive process, encourages SCS participation, and provides staff with the tools needed to respond in a timely manner as project needs arise. **This is the recommended alternative.**

OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

None.