

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5c

ACTION ITEM

Date of Meeting July 10, 2012

DATE: June 28, 2012

TO: Tay Yoshitani, Chief Executive Officer

FROM: Paul Meyer, Manager, Seaport Environmental Programs
Steve Rybolt, Environmental Management Specialist, Aviation Environmental Programs

SUBJECT: Procurement of professional services indefinite delivery, indefinite quantity (IDIQ) service agreements for environmental review, permitting, compliance and mitigation services

Maximum Value of IDIQ Contracts: \$2,100,000 with two contracts for \$1,050,000 each

Source of Funds: future individual project authorizations

ACTION REQUESTED:

Request Port Commission authorization for the Chief Executive Officer to execute two indefinite delivery, indefinite quantity (IDIQ) consulting contracts for environmental review, permitting, compliance and mitigation services, in the amount of \$1,050,000 each. There is no funding request associated with this authorization.

SYNOPSIS:

These contracts will provide environmental analyses necessary for (1) compliance with the State Environmental Policy Act (SEPA) 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 for implementation and compliance with environmental mitigation actions resulting from permitting actions.

Ensuring the availability of qualified outside environmental professional service support contracts is necessary to support the essential functions expected of the Seaport and Aviation Environmental Programs. The specific outside professional services requested provide cost-effective, time-critical responses in coordination with Port environmental staff to meet time-sensitive project needs. Acquisition of permits and resulting compliance with the project approval conditions and local, state, and federal regulations minimizes potential adverse environmental effects, identifies and manages Port liabilities, and provides a comprehensive and objective project record. Successful project review, approval, and compliance align with the goals and objectives of the Port business plan.

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PROJECT SCOPE OF WORK AND SCHEDULE:

The contracts will be written with stipulated not-to-exceed amounts and identified scope of services. Each contract will have a contract-ordering period of three years during which time service directives may be issued. The initial contract period will be three years; however, the contract may be extended to allow time to complete all executed service directives. Each service directive will specify the scope, duration, and schedule associated with the work. The procurement will promote the utilization of small businesses through a small contractors and suppliers (SCS) goal.

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 in accordance with Resolution 3628.

Source of Funds

Source of funds will be based on the approved project authorizations associated with each service directive.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS:

- Undertake separate procurement process each time services are needed in any discipline. This option would not be a timely and efficient use of Port resources, as it would result in multiple contracts for similar services. This is not the recommended alternative.
- Undertake a competitive procurement for comprehensive environmental review, permitting, compliance and mitigation services, which contracts will provide 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:

- None