

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5c

ACTION ITEM

Date of Meeting December 4, 2012

DATE: November 21, 2012

TO: Tay Yoshitani, Chief Executive Officer

FROM: Paul Meyer, Manager, Seaport Environmental & Planning
Mike DeSota, Env Program Manager, Seaport Environmental & Planning

SUBJECT: Indefinite delivery, indefinite quantity (IDIQ) service agreements for environmental compliance and management services

Amount of This Request: \$0

Source of Funds: N/A

Maximum Value of IDIQ Contracts: \$2,250,000

ACTION REQUESTED:

Request Commission authorization for the Chief Executive Officer to execute up to three indefinite delivery, indefinite quantity (IDIQ) consulting contracts for environmental compliance and management services in support of Seaport Environmental Programs, for a combined total value of \$2,250,000 with a three-year ordering period. There is no funding request associated with this authorization.

SYNOPSIS:

These contracts will provide environmental analyses and management for (1) required compliance with local, state, and federal environmental regulations including regulated hazardous materials, underground storage tanks, surface and subsurface spills and stormwater programs; (2) services for sampling various environmental media for regulatory compliance purposes; (3) construction/project related field support services; (4) assistance with compliance programs to ensure tenant and Port activities are being executed to reduce overall impact to the environment; and (5) preparation of plans and reports to meet regulatory timelines and goals.

Ensuring the availability of qualified outside environmental professional service support contracts is necessary to support the essential functions expected of Seaport Environmental Programs. The specific outside professional services requested provide cost-effective, time-critical responses in coordination with Port environmental staff to meet program needs. Development of multi-disciplined teams aimed at providing program specific expertise helps ensure the Port of Seattle is maintaining its compliance and outreach programs to the highest level, therefore reducing overall risk associated with potential non-compliance.

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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. Individual tasks will be directed through establishment of service directives that 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) subcontracting 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 No. 3605, as amended.

Source of Funds

Source of funding for the compliance and environmental management tasks will be established from approved project authorizations or from approved operating budgets necessary to maintain compliance.

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 compliance and management 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

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

- None