

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4c
Date of Meeting September 8, 2015

DATE: September 01, 2015
TO: Ted Fick, Chief Executive Officer
FROM: Bob Duffner, Senior Manager Aviation Environmental Programs
SUBJECT: Surface Water Monitoring and Toxicity Testing Services IDIQ Contract for the Seattle-Tacoma International Airport

Amount of This Request: \$0 **Source of Funds:** Future Operating Budgets and Individual Project Authorizations
Maximum Contract Value \$2,500,000

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 Toxicity Testing Services with a total value of \$2,500,000 and a contract ordering period of five (5) years at the Seattle-Tacoma International Airport (Airport). No funding is associated with this authorization.

SYNOPSIS

The Aviation Environmental Department proposes to advertise and select one qualified firm to provide surface water monitoring and toxicity 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. 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. The contract would also be used by other Port Divisions as needed.

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. The funding for these service directives will come separately from either annual operating budgets or individual project authorizations.

BACKGROUND

The Aviation Division, led by the Aviation Environmental Program, is responsible for ensuring compliance with the Airport's National Pollution Discharge Elimination System (NPDES)

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

September 01, 2015

Page 2 of 7

permit and other environmental permits. The Airport currently operates under an individual NPDES permit that includes comprehensive monitoring and testing of stormwater runoff associated with Airport operations and construction activities. Runoff associated with these activities drain to 11 outfalls discharging to local streams that provide 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 the 1997 Master Plan Update (MPU) projects and King County waste discharge permits. The 1997 MPU related permits contain conditions requiring monitoring and testing for up to 15 years after the November 2008 completion of the Third Runway construction project. King County waste discharge permits include monitoring requirements for discharges from the Airport's Industrial Wastewater System and biffy system to the County's South Treatment Plant in Renton. In addition to existing permit requirements, future CIP projects may require monitoring and testing in support of planning, development, design and operations.

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

PROJECT JUSTIFICATION AND DETAILS

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. Failure to meet these requirements would be a direct violation of the permits and would subject the Port to enforcement actions.

Competitively bid IDIQ contracts are a widely used public sector contracting tool, consistent with the Port's Resolution No. 3605 as amended by Resolution No. 3628 and governed by Central Procurement Office (CPO)-1 policy.

The contract will be procured according to CPO-1 procedures for Category III procurement. The Port will advertise and issue a request for qualifications (RFQ) that includes small business goals, including small contractors and supplies (SCS) participation, as determined jointly with the Office of Social Responsibility (OSR). The program lead will support the small business and SCS goals, which provide opportunities for a variety of small businesses to participate.

An evaluation of the level of outside services required versus Port staff support was performed as detailed in the Alternatives and Implications Considered section below. This evaluation considered cost as well as staff availability, impacts to work schedules and level of in-house expertise. The evaluation concluded that approximately 30 percent of monitoring and inspection

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

September 01, 2015

Page 3 of 7

needs could be met through existing Port staff thereby reducing program costs while maximizing staff utilization. This level of service was taken into account when determining the contract value.

Project Objectives

- Provide a cost effective means for the Port to meet the Airport's NPDES and other permit stormwater and other surface water monitoring requirements.
- Provide access to a variety of specialized stormwater management services on an as needed basis.

Scope of Work

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

- stormwater, surface water and wastewater monitoring associated with industrial activities, construction, site development and other Airport activities;
- toxicity monitoring, testing, reporting, and planning;
- stormwater pollution prevention inspections and assessment;
- stormwater best management practice evaluations;
- receiving waters (lakes and streams) water quality and quantity assessments and other limnology assessments;
- data management;
- quality assurance and data validation;
- historical document review;
- geographic information system services; and
- water rights applications and other related water right support.

Schedule

The IDIQ contract will have a contract ordering period of five years during which service directives may be issued. The Port will execute an agreement with a duration of one year; and at the Port's sole discretion, the Agreement may be extended for up to four optional years in one-year increments. This contract duration and ordering period will ensure continuity of required compliance monitoring and testing efforts through the long-term permit obligations of the airport. The current NPDES is expected to be renewed in December 2015 and will extend for five years. Port staff does not anticipate any changes in the renewed permit that would conflict with the scope of services to be included in this contract

FINANCIAL IMPLICATIONS

The contract will be written with a specific not-to-exceed amount of \$2,500,000. 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.

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

September 01, 2015

Page 4 of 7

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. There are no guarantees that the Port will initiate any Service Directive or that any related projects will be authorized by the Port Commission. The Port will not issue service directives in excess of \$2,500,000 contract dollar value.

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. As such, the primary funding source will be the Airport Development Fund. Funding for surface water related monitoring and testing services supporting specific capital projects will be provided through future individual project authorizations.

STRATEGIES AND OBJECTIVES

This procurement would support the Port's ongoing efforts to meet or exceed agency requirements for storm water leaving facilities owned or operated by the port. Technical services made available would allow the Port to respond to day to day compliance requirements and to advance initiatives that will support salmon recovery throughout the Puget Sound.

This procurement would support the Port's strategy to manage our finances responsibly by providing a cost efficient means secure professional services for tasks which present variable workload and require specialized expertise that cannot be effectively provided by Port staff.

TRIPLE BOTTOM LINE

Economic Development

The contract will include provisions for small business participation as specified by the Port's Office of Social Responsibility.

- It is estimated that the surface water and testing services contract may require up to 15,000 hours of professional services over a five-year period.
- The current procurement plan is to execute one service agreement. The specialized services required will provide business opportunities for multiple firms to team on this procurement.
- In accordance with the Office of Social Responsibility (OSR) recommendations, small business participation will be considered in the evaluation criteria. Several small businesses in the Puget Sound area marketplace will be able to compete independently for this contract.

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

September 01, 2015

Page 5 of 7

Environmental Responsibility

- Airport operations can have a significant effect on the local streams and Puget Sound. 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.

Community Benefits

- As noted above, the contract will benefit the community by providing opportunities Puget Sound small businesses.
- The local streams receiving stormwater runoff from the Airport are a shared and valued water resource. A number of community groups are actively involved in grass roots watershed restoration efforts. Monitoring completed through this contract will ensure that Airport stormwater management supports community values and restoration efforts.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Three alternatives for meeting the Airport's Surface Water Monitoring and Toxicity Testing requirements were evaluated. The alternatives evaluated methods of performing monitoring and inspection tasks through contracted services, Port staff, or a combination of both. Annual costs for each alternative were evaluated based on the anticipated demand for stormwater monitoring and inspection work during a typical year. Although the level required services may vary year to year, the relative costs for each alternative were shown to remain the same and therefore not affect the evaluation of alternatives presented below. Toxicity testing and other special studies must be performed through contracted services as required by permit condition or the unique nature of the work. These tasks they were not included in the alternatives evaluation since they would be the same in each case.

Alternative 1) - All Monitoring and Inspection Completed through IDIQ Contract

Estimated Annual Monitoring and Inspection Costs: \$366,000 per year

Pros

- Does not require additional Port staff.
- Provides ability to increase or decrease service level as conditions change.
- Provides trained workforce with specific expertise in Ecology-required methodology.

Cons

- Costs greater than Alternative 3.
- Does not utilize available Port staff.
- Reduces technical development opportunities for Port staff.
- Increased contract administration cost due to greater number of service directives and scope.

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

September 01, 2015

Page 6 of 7

Alternative 2) – All Monitoring and Inspection Completed by Port Staff

Estimated Annual Monitoring and Inspection Costs: \$622,000

Pros

- Additional hired employees would provide Port flexible work force.
- Provides complete workforce to respond to high demand years.
- Increases Port staff technical development.

Cons

- Costs greater than Alternatives 1 and 3.
- Requires addition of four Port staff to complete response team.
- Due to limited and intermittent nature of the work, additional staff would not be fully utilized resulting in additional costs to the stormwater program.
- Costs remain the same year to year regardless of demand for work due to a fixed workforce.
- Extensive training required of team of including telemetry/sampling operations and clean sampling protocol, and sample management.
- Increase chance of permit violations in first and second quarter of 2016 as training is being completed.

Alternative 3) – Monitoring and Inspection Completed through IDIQ Contract and Port Staff

Estimated Annual Monitoring and Inspection Costs : \$320,000

Pros

- Lowest cost alternative.
- Maximizes utilization of existing staff for base program work without requiring new hires.
- Costs remain lower than Alternatives 1 and 2 in years with high, average and low demand for services due use of Port staff for base work and ability to use contract for variable work only as needed.
- Provides immediate trained workforce with specific expertise in Ecology-required methodology.
- Provides Port staff technical development in stormwater management techniques.

Cons

- Increased contract administration cost due to greater number of service directives and scope.

This is the recommended alternative.

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

September 01, 2015

Page 7 of 7

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- June 28, 2011 - Request Commission authorization to execute one (1) professional services IDIQ contract to perform Surface Water Monitoring and Testing Services at the Seattle-Tacoma International Airport with a total value of \$3,000,000 over four years.
- September 23, 2008 - Request Commission authorization to execute one (1) professional services IDIQ contract to perform Surface Water Monitoring and Testing Services at the Seattle-Tacoma International Airport with a total value of 5,500,000 over five years.
- April 13, 2004 - Request Commission authorization to execute multiple Professional Services Agreements to conduct mandatory NPDES stormwater monitoring and related work at the Seattle-Tacoma International Airport for the lesser of \$5,500,000 or five years.