



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6e

**BRIEFING ITEM**

**Date of Meeting** June 9, 2020

**DATE:** May 12, 2020

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Sandy Kilroy, Director, Maritime Environment & Sustainability  
Jon Sloan, Sr. Manager, Environmental Programs  
Alex Adams, Sr. Environmental Program Manager  
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**SUBJECT:** Environmental Review, Permitting, and Sustainability Support IDIQ

**Amount of this request:** Service Agreements valued at \$15,000,000 over six years

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute three indefinite delivery, indefinite quantity (IDIQ) consulting agreements for environmental review, permitting and sustainability consulting services with a cumulative total amount not to exceed \$15,000,000 over six years, awarded as three separate service agreements of \$5,000,000 each. This request is for authority to execute service agreements which will be used to support projects and initiatives which are funded separately; no funding is associated with this request.

**EXECUTIVE SUMMARY**

The Maritime Environment & Sustainability Department proposes to advertise and select up to three qualified firms to provide environmental review, design, communications, permitting, air quality, energy, sustainability, and climate adaptation and response services. If authorized, the procured services will replace three existing IDIQ service agreements that are approaching their funding capacity. The three new service agreements will provide capacity to address environmental support needs for a period of six years.

The proposed IDIQ contracts will be used to ensure Port operations, maintenance, capital development, and redevelopment projects meet or exceed environmental standards. They will provide a range of general, as well as specialized services, that are needed to secure permits, document compliance, monitor performance, support environmental initiatives, design/manage habitat restoration projects, and address existing/future environmental liabilities. They will also provide services to support the Port's climate change adaption, mitigation and response work, including air quality assessments, energy conservation, and sustainability efforts. These services will include support of the Port's Sustainable Evaluation Framework Policy Directive (Jan. 2020),

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including assistance with certification programs and subject matter expertise on sustainable design, including application of the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) program, the Institute for Sustainable Infrastructure's Envision framework, Salmon Safe, GreenMarine, and other programs.

The contract will also provide support of the Port's role as a State Environmental Policy Act (SEPA) "lead agency", including environmental review, public notice, and threshold determinations. Completion of National Environmental Policy Act (NEPA) documentation for federal agency approvals will also be supported.

### **JUSTIFICATION**

Timely environmental review, permitting services, scientific and technical assessments, and subject matter expertise are essential to keep operations, maintenance, and capital projects on schedule and budget and to make progress toward ambitious environmental and sustainability goals. Fulfillment of environmental obligations and sustainability efforts through this procurement supports all four of the Port's Century Agenda objectives under the following strategies: (1) position the Puget Sound region as a premier international logistics hub, (2) advance this region as a leading tourism destination and business gateway, (3) use the Port's influence as an institution to promote women and minority business enterprise (WMBE) growth, small business growth, and workforce development, and (4) be the greenest, and most energy-efficient port in North America.

This procurement will allow the Port to responsibly manage finances by providing a cost-effective means of managing programs that have variable workloads, are time-sensitive, and require specialized expertise. The Port's operations, capital program, and expense projects include satisfaction of regulatory requirements such as NEPA/SEPA review, environmental permits, and compliance monitoring. Work under these service agreements will provide general and specialized expertise required to maintain Port infrastructure. The agreements will also support other environment and sustainability programs, including the Northwest Ports Clean Air Strategy, the Port's greenhouse gas emission reduction efforts, energy efficiency and renewable energy programs, the Seattle Waterfront Clean Energy Strategic Plan and associated engagement efforts.

These contracts do not launch new programs, rather these new contracts will replace contracts that are expiring which have covered similar work. The contract duration and value will ensure the Port has continuity and capacity throughout a six-year period. The scope has been developed to be very comprehensive to cover a range of environment and sustainability needs. In the past, the Port advertised three IDIQs independently for different aspects of this work. This year program staff have worked with CPO to streamline this process by advertising all three together. This will save significant procurement administrative time.

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### ***Diversity in Contracting***

Port staff met with the Diversity in Contracting Department within the Economic Development Division to set a woman- and minority-owned business enterprise (WMBE) goal of 20 percent of contract spending. Funding of services under this contract will come separately from annual operating budgets.

### **DETAILS**

Indefinite delivery, indefinite quantity (IDIQ) contracts provide the Port with flexibility to meet business requirements as they arise by issuing individual service directives to accomplish tasks within a general, pre-defined scope of work, on an as-needed basis, for a fixed period of time, and a maximum contract amount. Specifically, this service agreement will allow staff to support port operations and development projects on time and on budget, maintaining compliance with regulations and permit conditions, and advancing essential climate, air quality, energy and other sustainability initiatives.

### ***Scope of Work***

The three IDIQ service agreements will provide environmental services including but not limited to the following: environmental review and permitting; habitat restoration design and management; strategic environmental planning; sustainable development; climate change mitigation, adaptation and resilience; air quality assessment and programs; environmental justice evaluations/programs; and energy conservation programs.

### ***Schedule***

The three IDIQ service agreements will have a contract ordering period of six years during which service directives may be issued. Each service directive will specify the scope, schedule and budget associated with the work. The service agreements may extend past the six-year ordering period, but no new service directives will be issued after the ordering period or when contract funding capacity is reached, whichever occurs first.

### **ALTERNATIVES AND IMPLICATIONS CONSIDERED**

**Alternative 1** – *Let existing IDIQs expire and hire FTEs to cover work*

Cost Implications: Cost associated with several new FTEs with sufficient expertise/bandwidth

#### Pros:

- (1) Reduces cost of consultant contracts
- (2) Increases continuity of services
- (3) Direct access to staff performing the work
- (4) Increases breadth of staff expertise

#### Cons:

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- (1) Over 20 discipline experts are required for general environmental review
- (2) Port could not hire enough staff to cover the breadth of specialized expertise
- (3) Port staff does not have the capacity to undertake this scope at current staffing levels
- (4) Work is episodic in nature so staff workloads would be difficult to manage

This is not the Recommended Alternative

**Alternative 2** – *Procure a single IDIQ contract*

Cost Implications: \$15 million

Pros:

- (1) Allows Port staff to maximize utilization and productivity through use of single contract
- (2) Increases familiarity between staff and consultants by reducing number of consultants
- (3) Reduces internal contract administration costs compare to multiple contracts

Cons:

- (1) Does not maximize opportunities for WMBEs
- (2) Provides less diversity and therefore availability of unique skills
- (3) Decreases overall consultant capacity compared to using multiple contracts
- (4) Does not distribute port spending widely to qualified firms

This is not the recommended alternative.

**Alternative 3** – *Procure three IDIQ service agreements*

Cost Implications: \$15 million

Pros:

- (1) Allows Port staff to maximize utilization and productivity by optimizing staff-consultant work loads
- (2) Increases the diversity of specialized services across consultant teams which expands capability and improves work product quality
- (3) Overlaps in the services provided by each contract allows more efficient delegation of scoped services
- (4) Increases capacity during times of intensive planning and development without increasing cost
- (5) Maximizes opportunities for WMBEs

Cons:

- (1) Higher administrative costs

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- (2) Decreases continuity and increases management complexity

***This is the recommended alternative.***

### **FINANCIAL IMPLICATIONS**

#### **Annual Budget Status and Source of Funds**

There is no funding associated with this request for authorization. Funding for Service Directives under this contract will be for work authorized by either future capital projects or annual operating budgets.

### **ATTACHMENTS TO THIS BRIEFING**

- (1) Presentation Slides

### **PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

March 8, 2016 (Unanimous Consent Calendar Item 4e)