



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8g

ACTION ITEM

Date of Meeting June 8, 2021

DATE : May 4, 2021

TO: Stephen P. Metruck, Executive Director

FROM: Sandra Kilroy, Director, Maritime Environment & Sustainability
Jon Sloan, Senior Manager, Environmental Programs

SUBJECT: Maritime Environmental Management and Compliance IDIQ Service Agreement

Amount of this request: \$0

Total estimated project cost: \$3,500,000.00

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to two consulting services indefinite delivery, indefinite quantity (IDIQ) contracts to provide environmental management and compliance support with a total value of \$3,500,000 and a contract ordering period of five years. No funding is associated with this request.

EXECUTIVE SUMMARY

Maritime Environment & Sustainability provides and manages environmental compliance and response for regulated hazardous materials, dangerous waste, underground storage tanks, spills, and stormwater compliance. The Port anticipates the two IDIQ on-call contracts will be of equal value with one award to a qualified Small Business Enterprise (SBE). The sum of the contracts is not to exceed \$3,500,000 over five years. The value of each IDIQ contract for services will not exceed \$1,750,000. The contract will provide services, as needed, to all Maritime and Economic Development division groups, as well as the Northwest Seaport Alliance, if needed.

JUSTIFICATION

Regulatory compliance is managed for ongoing operations and construction projects for the Maritime and Economic Development divisions. Maritime Environmental also develops and implements a coherent and detailed environmental management program designed to help its internal customers and Port tenants maintain and track compliance with environmental regulations to reduce overall environmental impacts from operations. These contracts provide capacity to assess, plan, carry out, and monitor environmental compliance for Port-owned operations and construction projects for all environmental media. The two contracts will cover

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work on properties the Port currently owns, owned, or used in the past or properties that could be acquired or used in the future.

Procuring multiple IDIQ service agreements will ensure the Port has the capacity to support capital and operational projects with varying scopes and deadlines. The service agreements will provide access to a wide array of technical disciplines required for ongoing and unforeseen environmental compliance activities. While Port managers are responsible for managing Port compliance, technical services and support provided by contractors will ensure the Port meets ongoing requirements.

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

Diversity in Contracting

The proposed procurement plans will execute two service agreements. It is estimated that the contracts may require up to 20,000 hours of professional services over a five-year period. The wide array of required specialized services will provide business opportunities for multiple firms to team on this procurement. In coordination with the Diversity in Contracting Department , both contracts will promote Women & Minority Business Enterprise (WMBE) through a WMBE aspirational goal for subcontractors.

DETAILS

This authorization request will replace expiring contracts, allowing Maritime Environment & Sustainability to maintain both capacity and continuity in providing environmental management and compliance services for maritime operations and capital development.

Scope of Work

The primary focus of the present request for proposals is to provide assistance to the Maritime Environment & Sustainability group in seven major task elements. These task elements primarily provide the fieldwork, oversight, and sampling to support compliance construction monitoring, hazardous material compliance, and general on-call incident response to unforeseen environmental incidents.

To a lesser extent, the request for proposals is to provide expertise to the Maritime Environment & Sustainability group in the development and implementation of environmental management initiatives, such as facility environmental auditing, waste minimization efforts, preparation of spill prevention plans, and development of compliance tracking programs for Maritime, Port Construction Services, and Economic Development.

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Schedule

The IDIQ service agreements will have a contract ordering period of five years during which service directives may be issued. Each service directive will specify the scope, duration, and schedule associated with the work. This contract ordering period will help enable continuity of environmental management and compliance efforts.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

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 and in accordance with the General Delegation of Authority.

Budget Status and Source of Funds

Source of funds will be authorized through annual operations and maintenance budget approved by the Commission or by specific project authorizations. Work elements will be defined by each service directive.

Alternative 1 – Let existing IDIQs expire and instead utilize Port staff

Cost Implications: \$4,195,000

Pros:

- (1) Increases internal continuity of services
- (2) Reduces contracting requirements and expenses
- (3) Less contract management burden on staff

Cons:

- (1) Requires the addition of approximately 3.5 FTE staff to serve over 8 technical disciplines
- (2) Increases costs approximately \$945,000 more over five years relative to the preferred alternative
- (3) Port staff does not have all tools and equipment necessary to perform some of the work
- (4) Staffing costs would remain fixed year-to-year regardless of workload
- (5) Sporadic nature of work requested could create costly delays in service

This is not the recommended alternative.

Alternative 2 – Execute Separate Procurements

Cost Implications: \$3,750,000.00

Executing separate procurements based on scope breakdown would result in a similar contracting capacity with increased monies associated with administrative and procurement efforts.

Pros:

- (1) Flexibility in task delegation through smaller scopes of work
- (2) Increased small business and Small Contractors and Suppliers opportunities

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- (3) Increased ability to acquire needed specialized services

Cons:

- (1) Port Staff would be tied to numerous procurements resulting in inefficient use of staff time
- (2) Multiple low dollar contracts with varying end dates creates a management burden to Port staff.
- (3) Level of service to Maritime Environment & Sustainability internal customers would be delayed possibly resulting in non-compliance issues.
- (4) Smaller scopes of work would inhibit growth of Small Business Enterprise and Small Contractors and Suppliers.

This is not the recommended alternative.

Alternative 3 – Execute New IDIQs

Cost Implications: \$3,500,000.00

Pros:

- (1) Allows staff to maximize and manage productivity by strategically optimizing staff-consultant workloads
- (2) Facilitates Small Business Enterprise/Small Contractors and Suppliers (SBE/SCS) participation and growth by awarding a large contract to a qualified SBE/SCS firm
- (3) Provides a multi-disciplinary team to help accomplish unique and time-sensitive work
- (4) Overlap in scope allows for much-needed capacity in emergency situations

Cons:

- (1) Higher administrative costs associated with contract management
- (2) Complexity of managing work distribution between contracts

This is the recommended alternative.

FINANCIAL IMPLICATIONS

None

Annual Budget Status and Source of Funds

None

Financial Analysis and Summary

None

Future Revenues and Expenses (Total cost of ownership)

None

ADDITIONAL BACKGROUND

None

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ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

February 23, 2016 – The Commission authorized two IDIQ service agreements totaling \$3,250,000 for environmental compliance and management services to support the Maritime Division.

December 4, 2012 – The Commission authorized three IDIQ service agreements totaling \$2,250,000 for environmental compliance and management services to support the Seaport division.

November 3, 2009 – The Commission authorized five IDIQ service agreements totaling \$3,750,000 to support environmental compliance and management services to support the Seaport division.