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COMMISSION

AGENDA MEMORANDUM Item No. 10d

ACTION ITEM Date of Meeting June 28, 2022

DATE: June 21, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Sandra Kilroy, Sr. Director Environment, Sustainability and Engineering

Sarah Cox, Interim Director, Aviation Environment and Sustainability

Josh Feigin, Senior Environmental Specialist

SUBJECT: Aviation Salmon-Safe recertification contracting and competition waiver

Total estimated project cost: \$200,000 NTE

ACTION REQUESTED

Request commission authorization for (1) the commission determine a competitive process is not appropriate or cost effective and exempt this contract from a competitive process consistent with RCW 53.19.020; and (2) the Executive Director to execute contract(s) with Salmon-Safe, a non-profit organization, for a not to exceed amount of \$200,000, for the Port's Salmon-safe certification.

EXECUTIVE SUMMARY

The Seattle-Tacoma International Airport (SEA) has been Salmon-Safe certified since 2016. This is a voluntary environmental certification program, conducted exclusively by the non-profit Salmon-Safe organization for the West Coast. Salmon-Safe certifies that SEA's operations and stormwater/habitat management programs are protective of local streams and Puget Sound and their salmon populations. This certification is a significant validation of SEA's efforts towards environmental sustainability and is a complimentary guideline to the SEA's stated objectives under the Century Agenda. SEA's excellent reputation as a well-known environmental steward also helps the Salmon Safe program promote and encourage participation from other organizations which makes SEA's participation even more valuable to the program's mission. The certification cycle is five years. The current cycle was extended a year into 2022 due to Covid impacting the recertification process originally scheduled to occur in 2021. The requested contract(s) authorization covers the cost to continue the Salmon Safe certification for the next four cycles (20 years). When each cycle nears completion, SEA will verify that Salmon-Safe is the sole organization offering this certification. Following this validation an amendment will be executed to exercise the next option period of 5 (five) years and Aviation Environment and

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Sustainability will budget for the updated recertification fee in the annual budget process. If SEA chooses not to continue participation the certification will lapse, and no further action is required.

JUSTIFICATION

Staff conducted research and have determined that a competitive solicitation is not appropriate or cost effective considering the Salmon-Safe organization has the exclusive, peer-reviewed accreditation program in Washington, Oregon, California, and British Columbia.

The Salmon-Safe non-profit organization exclusively certifies infrastructure projects under the Salmon-Safe certification program, recognizing practices that protect water quality, maintain watershed health and restore habitat. It is consistent with the Century Agenda to be the greenest Port in North America. SEA has participated in this program since 2016, and recertification assessments are due every five years. To keep the Salmon-Safe certification, SEA will perform the required objectives/conditions identified by Salmon-Safe during their assessment process. Since Salmon-Safe is the only organization offering this certification/accreditation, a competition waiver is requested to allow the Port to participate in the Salmon-Safe program.

Diversity in Contracting

Diversity in Contracting is not applicable to this request.

DETAILS

Scope of Work

Salmon-Safe will conduct an assessment for site-wide certification of SEA, including review of restoration master planning and activity to date, landscape management, and stormwater

systems to ensure alignment with Salmon-Safe standards into the future. Policy and field-level evaluations will be conducted using Salmon-Safe's peer-reviewed infrastructure standards to evaluate whether SEA planning, operations and restoration activities are consistent with Salmon-Safe principles of net-positive watershed impact.

The actions for each 5-year certification cycle will include the following (if SEA continues participation in future certification cycles):

- (1) Recertification site visit and document review – Salmon-Safe staff will review pertinent documents regarding environmental projects and operations and will tour the site to evaluate impacts of infrastructure changes.
- (2) Recertification report with conditions – Salmon-Safe staff will provide SEA with a report of findings and recommendations/conditions to adhere to during the new 5-year certification cycle.
- (3) Salmon-Safe support – The Salmon-Safe organization will provide support for SEA public and media outreach as desired.

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(4) Certification verification – SEA will submit annual progress reports and Salmon-Safe will assess progress towards meeting conditions.

Schedule

The Salmon-Safe evaluations would occur every five years. The 2022-2027 cycle will be addressed in mid-2022, and the next three five-year cycles would occur in 2027, 2032 and 2037. Condition verification reporting would occur annually.

Activity

2022-2027 recertification assessment 2022 Quarter 3

2022-2027 annual verification 2023-2027 Quarter 2

2027-2032 recertification assessment 2027 Quarter 3

2027-2032 annual verifications 2028-2032 Quarter 2

2032-2037 recertification assessment 2032 Quarter 3

2032-2037 annual verifications 2033-2037 Quarter 2

2037-2042 recertification assessment 2037 Quarter 3

2037-2042 annual verifications 2038-2042 Quarter 2

Cost Breakdown Estimated Cost Total Project

2022-2027 Recertification fee \$35,000\* \$35,000

2027-2032 Recertification fee \$40,000 \$75,000

2032-2037 Recertification fee \$45,000 \$120,000

2037-2042 Recertification fee \$50,000 \$170,000

\*This cycle cost is determined. Payment for this cycle only will be split into two parts, with \$17,000 budgeted for 2022 and \$18,000 to be requested in 2023. A \$5,000 increase per cycle is included here as an assumption for cost of inflation over the duration of the contract timeframe. Future cycles will have budget requests for amounts to be determined at that time as part of the annual budget approval process.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Two alternatives are presented. An alternative to contract some other organization to conduct the Salmon-Safe assessments and verifications is not feasible since Salmon-Safe is the only organization that can certify and verify the program that they have developed.

Alternative 1 – No continuation of Salmon-Safe certification for SEA

Cost Implications: No contract costs (\$0)

Pros:

- (1) No further effort expended by staff to retain certification
- (2) No budget needed for recertification, so money is saved

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Cons:

- (1) Discontinuation of Salmon-Safe certification at SEA
- (2) Reduce focus on and community recognition of conducting voluntary and pro-active program that supports salmon protection
- (3) Reduced efforts supporting Century Agenda

This is not the recommended alternative.

Alternative 2 – Grant waiver and authorize a maximum of four recertification cycles

Cost Implications: Initial cycle is \$35,000. Each additional cycle will have a fee with an estimated total amount of \$200,000.

Pros:

- (1) The SEA Salmon-Safe certification would continue as long as desired
- (2) Recertification will support the SEA Century Agenda goals through Salmon-Safe recommended elements
- (3) Community recognition for being a salmon friendly organization

Cons:

- (1) Each recertification cycle has additional costs
- (2) Continued certification will require SEA staff effort for recertification contracting and annual reporting

This is the recommended alternative.

#### FINANCIAL IMPLICATIONS

Cost Estimate/Authorization Summary Capital Expense Total

#### COST ESTIMATE

Original estimate \$0 \$200,000 \$200,000

#### AUTHORIZATION

Current request for authorization 0 \$200,000 \$200,000

#### Annual Budget Status and Source of Funds

Each recertification cycle that SEA decides to pursue will be funded through the annual expense budget request process. The current recertification cycle is being paid in two parts and has \$17,000 approved for 2022. The remaining \$18,000 will be requested as part of the 2023 budget request process.

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#### Future Revenues and Expenses (Total cost of ownership)

Beyond the known recertification fee for the current cycle there are no known expenses.

Estimated fees for future certification cycles have been included in this memo. Future cycles may have conditions of certification that require major expenditures to meet. These conditions will be approved by commission prior to entering into the recertification agreement and funded accordingly through the expense or capital budget process.

#### ADDITIONAL BACKGROUND

The current certification conditions were both one-time and ongoing. SEA has met the one-time conditions and continues to work on the ongoing conditions such as water conservation and clean construction practices. Future recertification cycles will likely continue the ongoing conditions and add measures for continual improvement of SEA's operations related to environment and sustainability.

#### ATTACHMENTS TO THIS

- (1) Presentation slides
- (2) 2016 Salmon-Safe Certification Report

#### PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

June 28, 2016– The Commission approved SEA Salmon-Safe certification

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