



COMMISSION SPECIAL MEETING AGENDA

May 9, 2023

To be held virtually via MS Teams and in person at the Port of Seattle Headquarters Building – Commission Chambers, Pier 69, 2711 Alaskan Way, Seattle WA. You may view the full meeting live at meetings.portseattle.org. To listen live, call in at +1 (425) 660-9954 or (833) 209-2690 and Conference ID 925 899 053#

ORDER OF BUSINESS

10:00 a.m.

1. CALL TO ORDER

2. **EXECUTIVE SESSION** – *if necessary, pursuant to RCW 42.30.110 (executive sessions are not open to the public)*

▶ 12:00 noon – PUBLIC SESSION

Reconvene or Call to Order and Pledge of Allegiance

3. **APPROVAL OF THE AGENDA** (*at this time, commissioners may reorder, add, or remove items from the agenda*)

4. SPECIAL ORDERS OF THE DAY

5. EXECUTIVE DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. **PUBLIC COMMENT** – *procedures available online at <https://www.portseattle.org/page/public-comment-port-commission-meetings>*

During the regular order of business, those wishing to provide public comment on items related to the conduct of the Port will have the opportunity to:

1) Deliver public comment via email: All written comments received by email to commission-public-records@portseattle.org will be distributed to commissioners and attached to the approved minutes.

2) Deliver public comment via phone or Microsoft Teams conference: To take advantage of this option, please email commission-public-records@portseattle.org with your name and the topic related to the conduct of the Port you wish to speak to by 9:00 a.m. PT on Tuesday, May 9, 2023. (***Please be advised that public comment is limited to topics related to the conduct of the Port only.***) You will then be provided with instructions and a link to join the Teams meeting.

3) Deliver public comment in person by signing up to speak on your arrival to the physical meeting location: To take advantage of this option, please arrive at least 15 minutes prior to the start of any regular meeting to sign-up on the public comment sheet available at the entrance to the meeting room to speak on items related to the conduct of the Port.

For additional information, please contact commission-public-records@portseattle.org.

8. **CONSENT AGENDA** (*consent agenda items are adopted by one motion without discussion*)

- 8a. Approval of Minutes of the Regular Meeting of April 18, 2023. **(no enclosure)**
- 8b. Approval of the Claims and Obligations for the Period April 1, 2023, through April 30, 2023, Including Accounts Payable Check Nos. 947941 through 948279 in the Amount of \$6,286,908.65; Accounts Payable ACH Nos. 054029 through 054770 in the Amount of \$52,717,023.94; Accounts Payable Wire Transfer Nos. 016031 through 016058 in the Amount of \$13,201,411.35; Payroll Check Nos. 206491 through 206875 in the Amount of \$144,264.53; and Payroll ACH Nos. 1131011 through 1135451 in the Amount of \$14,165,413.57, for a Fund Total of \$86,515,022.04. **(memo enclosed) (p.3)**
- 8c. Executive Director Delegation Approvals Report - May 2023 **(memo enclosed) -**
(For Information Only, No Action) (p.6)
- 8d. Authorization for the Executive Director to Utilize Port Crews and Take all Steps Necessary to Complete the PCS Facility Improvement Project at Seattle-Tacoma International Airport for a Total Requested Amount of \$4,930,000, and a Total Authorization Amount of \$5,100,000. (CIP# C801359) **(memo and presentation enclosed) (p.8)**
- 8e. Authorization for the Executive Director to Sign an Agreed Order Amendment with the Washington State Department of Ecology to Complete Feasibility Study and Draft Cleanup Action Plan for the Sediment at the Port's Terminal 91 Submerged Land Area, and Amend the Consultant Contract to Authorize Consulting Services in the Amount of \$1,900,000 to Complete the Feasibility Study and Draft Clean Up Action Plan, for a Total Agreed Order Project Cost of \$3,000,000. **(memo and order amendment enclosed) (p.20)**

10. NEW BUSINESS

- 10a. Order No. 2023-07: An Order of the Port of Seattle Commission to Establish the Small Business Committee as an Ad-Hoc Committee of the Port of Seattle Commission. **(order and presentation enclosed) (p.32)**
- 10b. Commission Determination that a Competitive Process is Not Appropriate or Cost-Effective and Exemption of the Contract from a Competitive Process Consistent with RCW 53.19.020; and Authorization for the Executive Director to Execute a New Project-Specific 5-Year Period Contract with Community Attributes Incorporated (CAI) to Perform the Services of Hosting, Maintaining, Updating, and Other Services Related to the Equity Index in an Amount Not-to-Exceed \$750,000, as Part of the Port's Century Agenda Goals to be Resource as a National Port Industry Leader on Equity. **(memo and presentation enclosed) (p.37)**

11. PRESENTATIONS AND STAFF REPORTS

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

13. ADJOURNMENT



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8b

ACTION ITEM

Date of Meeting May 9, 2023

DATE: May 1, 2023
TO: Steve Metruck, Executive Director
FROM: Eloise Olivar, AFR Senior Manager Disbursements
SUBJECT: **Claims and Obligations –April 2023**

ACTION REQUESTED

Request Port Commission approval of the Port Auditor’s payment of the salaries and claims of the Port pursuant to RCW 42.24.180 for payments issued during the period April 1st through 30th, 2023 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	947941	948279	\$ 6,286,908.65
Accounts Payable ACH	054029	054770	\$ 52,717,023.94
Accounts Payable Wire Transfers	016031	016058	\$ 13,201,411.35
Payroll Checks	206491	206875	\$ 144,264.53
Payroll ACH	1131011	1135451	\$ 14,165,413.57
Total Payments			\$ 86,515,022.04

Pursuant to RCW 42.24.180, “the Port’s legislative body” (the Commission) is required to approve in a public meeting all payments of claims within one month of issuance.

OVERSIGHT

All these payments have been previously authorized either through direct Commission action or delegation of authority to the Executive Director and through his or her staff. Detailed information on Port expenditures is provided to the Commission through comprehensive budget presentations as well as the publicly released Budget Document, which provides an even greater level of detail. The Port’s operating and capital budget is approved by resolution in December for the coming fiscal year, and the Commission also approves the Salary and Benefit Resolution around the same time to authorize pay and benefit programs. Notwithstanding the Port’s budget approval, individual capital projects and contracts exceeding certain dollar thresholds are also subsequently brought before the Commission for specific authorization prior to commencement of the project or contract—if they are below the thresholds the Executive Director is delegated authority to approve them. Expenditures are monitored against budgets monthly by management and reported comprehensively to the Commission quarterly.

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Effective internal controls over all Port procurement, contracting and disbursements are also in place to ensure proper central oversight, delegation of authority, separation of duties, payment approval and documentation, and signed perjury statement certifications for all payments. Port disbursements are also regularly monitored against spending authorizations. All payment transactions and internal controls are subject to periodic Port internal audits and annual external audits conducted by both the State Auditor’s Office and the Port’s independent auditors.

For the month of April 2023, over \$72,205,343.94 in payments were made to nearly 676 vendors, comprised of 2,070 invoices and over 8,798 accounting expense transactions. About 92 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Payroll Taxes, Janitorial Services, Utility Expenses, Public Expense, Sales Taxes, Other Liabilities and Maintenance Inventory. Payroll expense for the month of April was \$14,309,678.10.

Top 15 Payment Category Summary:

Category	Payment Amount
Construction	30,404,711.14
Employee Benefits	10,397,836.81
Contracted Services	6,365,274.59
Payroll Taxes	5,739,700.60
Janitorial Services	5,725,336.09
Utility Expenses	2,717,892.38
Public Expense	1,485,570.34
Sales Taxes	1,424,659.13
Other Liabilities	1,282,796.24
Maintenance Inventory	901,370.92
Software	815,646.39
Parking Taxes	609,986.60
Bond Fees	597,251.60
Legal	427,488.08
Environmental Remediation	374,929.87
Other Categories Total:	2,934,893.16
Net Payroll	14,309,678.10
Total Payments:	\$86,515,022.04

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Appropriate and effective internal controls are in place to ensure that the above obligations were processed in accordance with Port of Seattle procurement/payment policies and delegation of authority.



Lisa Lam/Port Auditor

At a meeting of the Port Commission held on May 9, 2023, it is hereby moved that, pursuant to RCW 42.24.180, the Port Commission approves the Port Auditor’s payment of the above salaries and claims of the
Port:

Port Commission

RETURN TO AGENDA



**COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY**

Item No. 8c
Date of Meeting May 9, 2023

DATE: May 2, 2023
TO: Stephen P. Metruck, Executive Director
FROM: Dave Soike, Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions April 2023

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in April 2023.

Category of Approval	Request#	Description of Approvals April 2023	Category Amount
Projects & Associated Contracts	374-2023	Authorization for Construction of the Pier 90 East Pile Cap Rehabilitation	\$1,450,000
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	N/A	No Approvals in April	
Real Property Agreements	N/A	No Approvals in April	
Utilization of Port Crews	N/A	No Approvals in April	
Sale of Surplus Port Property	N/A	No Approvals in April	
Total Value of Executive Director Approvals			\$1,450,000

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TRANSPARENCY:

In approving the delegations for the Executive Director, the Commission requested that staff ensure transparency as it is paramount moving forward. As a result, staff will make approvals visible to the public in two ways. First, these types of approvals will be made visible in public Commission meetings via monthly reporting similar to this one. This approval is both timed and designed to be visible in a similar manner to the monthly Claims and Obligations reporting. Second, staff will publish these delegations to the web by publishing them in a PeopleSoft formatted report on the Port website in the same manner that all procurements, contracts, and other opportunities are made available to public communities.

BACKGROUND:

On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to port staff. The approval made the Delegation of Responsibility and Authority to the Executive Director (DORA) effective on April 3, 2023, and the approvals made by the Executive Director for the month of April are identified in the table above.

The foundation for Resolution No. 3810 included significant data analysis, employee surveys, and internal audit recommendation. Resolution No. 3810 also aligns with the Port Century Agenda in that it helps make the Port a more effective public agency. Many considerations and checks and balances have been built into the associated processes of Executive Director approvals including a high bar of transparency.

Following significant analysis and multiple Commission reviews, the Commission approved the DORA on January 24, 2023. That reporting memo is available for review on the Port website under the January 24, 2023, Commission public meeting, and it provides detailed reasoning and explanation of Resolution No. 3810.

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**COMMISSION
AGENDA MEMORANDUM**

Item No. 8d

ACTION ITEM

Date of Meeting May 9, 2023

DATE: May 1, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Jermaine Murray, Director Port Construction Services
Eileen Francisco, Director, Aviation Project Management Group

SUBJECT: Port Construction Services (PCS) Facility Improvement (C801359)

Amount of this request: \$4,930,000

Total estimated project cost: \$5,100,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to (1) utilize Port crews and (2) take all steps necessary to complete the PCS Facility Improvement project at Seattle-Tacoma International Airport (SEA). This request is in the amount of \$4,930,000 for a total authorization amount of \$5,100,000.

EXECUTIVE SUMMARY

PCS provides construction support to the Aviation, Maritime, and Economic Development operating divisions of the Port. The PCS Facility is located south of SEA. Constructed over twenty years ago, it includes a logistics area, laydown/storage, two modular buildings, and two shops. One of the modular buildings supporting crew operations was purchased twenty-five years ago and requires immediate replacement. To respond to the increasing demand for their services, the PCS crew will nearly double in size and to serve their needs their supporting facilities need to grow with them. Given the long-term property development needs of SEA this project will support the initial expansion of the PCS Facility and is intended to support construction operations for the next five years. A second phase that is currently being programmed will be required in the near future though it is not a part of this request.

JUSTIFICATION

PCS provides vital support to the Aviation, Maritime, and Economic Development operating divisions. PCS supported 175 projects representing approximately \$11 million of construction related work in 2022. This project reinvests in facilities essential to PCS construction operations thereby supporting the following Century Agenda Goals:

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- Position the Puget Sound region as a premier international logistics hub to meet the region’s international trade and cargo needs in an efficient and sustainable manner.
- Advance this region as a leading tourism destination and business gateway by meeting the region’s air transportation needs by delivering vital facilities and infrastructure in a sustainable and cost-effective manner.

Diversity in Contracting

This project will be delivered through a combination of in-house design support, purchased goods, small works contracts, and Port crews. Small works contracts will be administered in support of this project, and the Diversity in Contracting Department along with the project team will be conducting outreach to WMBE businesses of the construction opportunities.

DETAILS

The PCS Facility was originally constructed in 2001 and is located south of SEA in the vicinity of 28th Ave S and S 196th St. The site includes a logistics area, laydown/storage, two modular buildings (one for administration and one for crew operations), and two shops. PCS is currently in the process of expanding their crew size to meet the work demands from the Aviation, Maritime, and Economic Development divisions. In 2022 the PCS crew size increased to 27 people and is planned to expand to 45 people by early 2024. This is a significant increase and warrants additional investment in facilities to support construction operations.

The existing crew operations modular building was purchased in 1998 and has outlived its useful life. The modular building is experiencing roof and window leaks, dry-rot, mold, and plumbing and mechanical system failures. In addition, with the growth in PCS the existing modular building is not large enough to support construction operations. An immediate replacement is required.

SEA is evaluating property needs to support Airport operations over the next twenty years. This includes the PCS Facility site. A phased approach is being taken to support PCS construction operations while the longer-term needs are being assessed. This project is intended to support the immediate and short-term needs over the next five years. A follow-on project will address the longer-term facility needs that are consistent with SEA’s overall property needs. These longer-term facility improvements are not part of this project effort, and the initial planning is anticipated to be completed in Q3 this year. The new modular building supporting crew operations can be repurposed in the future as a construction field office if required.

Adjacent to the PCS Facility is compressed natural gas (CNG) fueling facility operated by Clean Energy. This facility went into operation in 2002 with an initial ten-year lease, followed by a second five-year lease that ended in 2016. Clean Energy has continued to operate at this location on a month-to-month basis and will be relocating their operation to Pacific later this year. This facility will be demolished and incorporated into the PCS Facility as part of this project. SEA has utilized this facility as a backup CNG fueling facility supporting the employee parking and rental

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car transit operations. Alternative operational plans are being put in place utilizing other nearby CNG fueling facilities to ensure the resilience of these transit operations.

Scope of Work

The scope of work includes:

- Demolition of an existing modular building and CNG fueling facility. The tenant, Clean Energy, will be required to remove their equipment and appurtenances.
- Purchase and installation of an expanded modular building that includes an assembly/break area, kitchen, shared offices, locker rooms, restrooms, and a shower.
- Reconfiguration of storage and laydown areas to accommodate additional large vehicles and equipment.
- Expansion of the logistics area that supports vehicle, equipment, and employee parking and vendor deliveries and associated site improvements including lighting, security video system, landscaping, storm water improvements, and a new entrance gate with access control.
- Extension of the sidewalk along S 196th St to the PCS Facility providing pedestrian access to 28th Ave S and the nearby Angle Lake Light Rail Transit Station.

The scope of work also includes an early work phase that provides temporary parking at the CNG fueling facility prior to its suspension of operations in October 2023.

Schedule

Design start	2023 Q2
Construction start	2023 Q4
In-use date	2024 Q2

Cost Breakdown

	This Request	Total Project
Design	\$695,750	\$865,750
Construction	\$4,234,250	\$4,234,250
Total	\$4,930,000	\$5,100,000

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Replace crew operations modular building with same sized facility.

Cost Implications: \$1,500,000

Pros:

- (1) Requires the least amount of investment by the Port.
- (2) Supports development of the long-term property needs at SEA before investing further into the PCS Facility.
- (3) Shortest implementation schedule with completion estimated in Q2 2024.

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Cons:

- (1) Replaces the crew operations modular building in-kind resulting in a significantly undersized facility with non-equitable working conditions.
- (2) Does not expand the PCS Facility logistics space to support construction operations.

This is not the recommended alternative.

Alternative 2 – Expand PCS Facility onto adjacent undeveloped Port-owned parcel.

Cost Implications: \$9,900,000

Pros:

- (1) Replaces the crew operations modular building providing equitable working conditions for PCS crew.
- (2) Expands the PCS Facility logistics space to support construction operations.
- (3) Retains the existing CNG Fueling Facility until the tenant chooses to vacate the facility.

Cons:

- (1) Requires the most capital investment by the Port.
- (2) Longest implementation schedule with completion estimated in Q3 2025.
- (3) Greatest investment in site development that may be contrary to the long-term property needs of SEA.

This is not the recommended alternative.

Alternative 3 – Expand PCS Facility onto adjacent CNG Fueling Facility site.

Cost Implications: \$5,100,000

Pros:

- (1) Replaces the crew operations modular building providing equitable working conditions for PCS crew.
- (2) Expands the PCS Facility logistics space to support construction operations.
- (3) Shorter implementation schedule with completion estimated in Q3 2024.

Cons:

- (1) Greater capital investment required by the Port.
- (2) Requires termination of lease with Clean Energy resulting in some revenue loss to the Port (approximately \$2,800 per month).
- (3) Requires an alternative backup fueling location with greater travel time to provide resiliency for SEA employee parking and rental car transit operations.

This is the recommended alternative.

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FINANCIAL IMPLICATIONS

<i>Cost Estimate/Authorization Summary</i>	Capital	Expense	Total
COST ESTIMATE			
Original estimate	\$4,930,000	\$170,000	\$5,100,000
AUTHORIZATION			
Previous authorizations	\$170,000	\$0	\$170,000
Current request for authorization	\$4,760,000	\$170,000	\$4,930,000
Total authorizations, including this request	\$4,930,000	\$170,000	\$5,100,000
Remaining amount to be authorized	\$0	\$0	\$0

Annual Budget Status and Source of Funds

This project (CIP #C801359) was not included in the 2023-2027 capital budget and plan of finance. The budget of \$4,930,000 was transferred from the Aeronautical reserve. The funding sources will be the Airport Development Fund (ADF) and revenue bonds.

Financial Analysis and Summary

Project cost for analysis	\$5,100,000
Business Unit (BU)	Division-wide, 61.8% airlines cost recovery
Effect on business performance (NOI after depreciation)	NOI after depreciation will increase due to inclusion of capital (and operating) costs in airline rate base.
IRR/NPV (if relevant)	N/A
CPE Impact	\$0.01 in 2024

Future Revenues and Expenses (Total cost of ownership)

As a result of this project, Aviation Maintenance anticipates minor impacts resulting in increased annual operation and maintenance costs. Costs for the crew operations modular building are anticipated to remain the same. The site improvements, including the lighting and landscaping will result in a minor increase in operation and maintenance costs.

ATTACHMENTS TO THIS REQUEST

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None

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Port Construction Services (PCS) Facility Improvement (C801359)

Project Authorization

Project Purpose and Scope

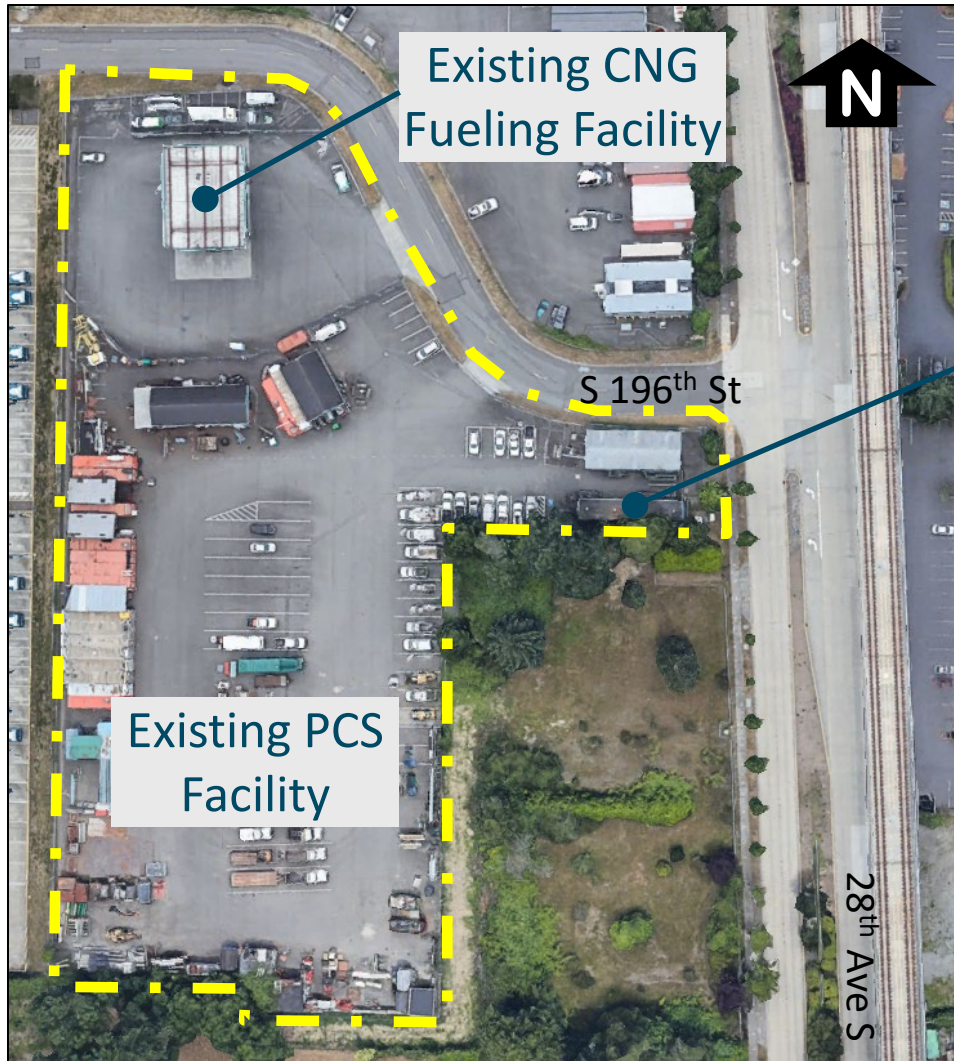
Purpose:

Provide facilities for PCS including a replacement crew operations modular building and expanded logistics space for work vehicles, equipment, employees, and visitors.

Scope:

- Demolition of existing and installation of replacement crew operations modular building
- Expansion of logistics area include lighting, security, landscaping, storm water facilities, sidewalk, and a new access gate

Project Location



Additional Project Information

- SEA is evaluating property needs for airport operations resulting in phased approach for the PCS Facility
 - This project supports construction operations for the next five years
 - Additional investment is required to fully support PCS and is currently being planned
- Requires termination of existing month-to-month CNG Fueling Facility Lease (estimated revenues \$2,800 per month)
 - Requires change to backup fueling operational plans for SEA employee parking and rental car transit operations
- Early work phase providing temporary increase in logistics area

Project Budget & Schedule

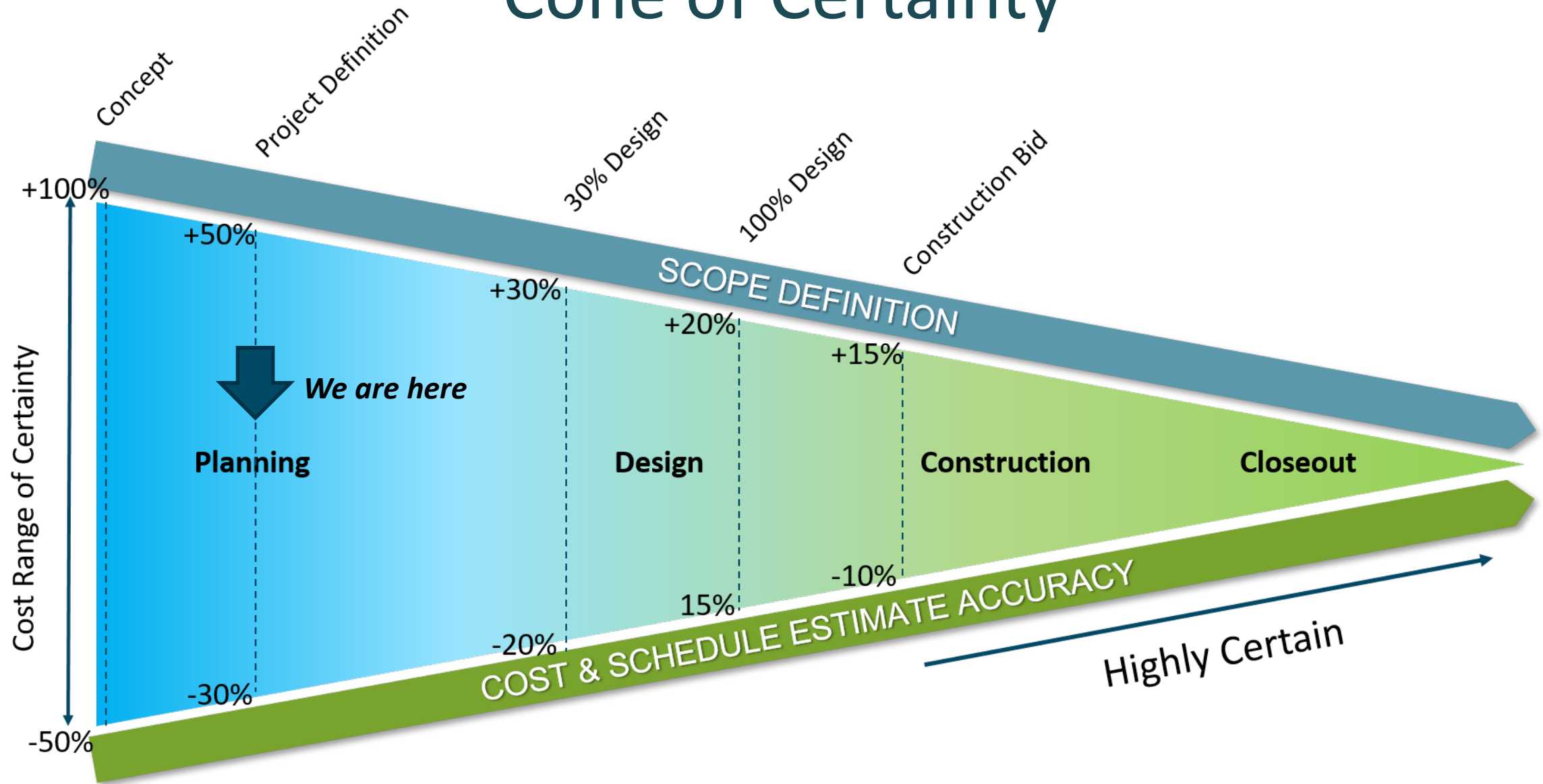
Project Budget:

Original Budget: \$5,100,000

Key Schedule Milestones:

- Design Start: Q2 2023
- Construction Start: Q4 2023
- In-Use Date: Q2 2024

Cone of Certainty



Project Risks and Opportunities

Risk / Opportunity	Description	Probability	Impact	Mitigation Plan
Risk	Long lead material procurements extend schedule	H	M	PCS/ICT to identify lead times and order equipment early
Risk	Demolition of existing trailer may encounter regulated materials	H	L	PCS to complete good faith survey prior to demolition
Opportunity	Crew operations modular building can be repurposed	M	M	Modular building requirements support construction field office

[RETURN TO AGENDA](#)



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8e

ACTION ITEM

Date of Meeting May 9, 2023

DATE: March 23, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Sarah Ogier, Director-Maritime Environment & Sustainability
Kathy Bahnick, Sr. Manager-Environmental Programs
Joanna Florer, Senior Environmental Program Manager

SUBJECT: Terminal 91 Submerged Land Area – Sediment Feasibility Study and Cleanup Action Plan

Amount of this request: \$1,900,000

Total estimated Agreed \$3,000,000

Order project cost:

ACTION REQUESTED

Request Commission authorization for the Executive Director to (1) sign an Agreed Order amendment with the Washington State Department of Ecology to complete Feasibility Study and draft Cleanup Action Plan for the sediment at the Port’s Terminal 91 submerged land area; and (2) amend consultant contract to authorize consulting services in the amount of \$1,900,000 to complete the Feasibility Study and draft Cleanup Action Plan.

No funding is being requested to perform this work because the funding was included in the 2023 – 2027 Environmental Remediation Liability (ERL) Program authorization.

EXECUTIVE SUMMARY

In 2020, the Port and Washington State Department of Ecology (Ecology) negotiated a Model Toxics Control Act (MTCA) order (2020 Order) to conduct a remedial investigation (RI) of the sediments in the submerged land area of Terminal 91. The RI will be completed by Q4 2023.

The next steps in the MTCA cleanup process are to prepare: 1) a feasibility study (FS) that will identify possible sediment cleanup options, and 2) a draft cleanup action plan (dCAP) that will identify Ecology’s preferred sediment cleanup approach. An amendment to the 2020 Order is required to add these tasks, which are anticipated to take 3 years to complete.

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BACKGROUND

Terminal 91 is in an industrial area in the Interbay neighborhood of Seattle formerly owned and operated by the US Navy during the World War II era. Since 1991, the Port has been working with Ecology to address site contamination in the upland portions of the site. The upland cleanup work was completed in 2015 under an Ecology order issued in 2012. Long-term groundwater monitoring and maintenance of the upland cleanup is still ongoing under the 2012 Order. In 2016, the 2012 Order was amended requiring the Port to conduct two new, separate actions:

1. A regrade project to regrade the accumulated shoal material along the southeast portion of Pier 91 in the submerged lands area, which was completed in 2016.
2. Submerged Lands Preliminary Investigation that was completed in 2018, which indicated that an RI was warranted for the submerged lands area of Terminal 91 and initiated the 2020 Order.

The sediment cleanup of Terminal 91 submerged lands area is further complicated due to the existence of discarded military munitions from the Navy’s use of the site.

JUSTIFICATION

The 2020 Order is a binding agreement to perform site environmental investigation work by the Port. The 2020 Order was approved by Commission; therefore, the amendment also requires Commission authorization for the Port to continue cleanup activities. By cleaning up the site, the Port advances the long-term protection of human health and the environment and reduces our environmental liability.

Diversity in Contracting

No procurement is needed. The scope to perform this work was included in the consultant scope when advertised. The prime consultant is a Women Owned Business and more than 20% of the future work will be performed by the prime consultant. Additional WMBE firms are also anticipated to be utilized.

DETAILS

The Scope of Work (SOW) detailed in Ecology’s 2020 Order amendment describes the work required that will require consulting services, sampling and analysis, document preparation, coordination/meetings with Ecology and the Tribes. The FS will include a summary of key elements from the RI in compliance with the State sediment cleanup guidance and environmental policies, collection and chemical analysis of sediment samples for the cleanup evaluation, and a detailed analysis of each remedial alternative. Upon Ecology approval of the draft FS Report, the dCAP will be prepared that will include a general description of the proposed cleanup actions and will identify Ecology’s preferred sediment cleanup approach.

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Scope of Work

The Order’s Scope of Work will be performed by a professional consulting firm hired by the Port. As detailed in Exhibit B of the Order, the Scope of Work is divided into the following major tasks:

- (1) Feasibility Study Work Plan
- (2) Feasibility Study Investigation (field sample collection, lab analysis, data evaluation)
- (3) Draft Feasibility Study Report
- (4) Final Feasibility Study Report with State Environmental Policy Act Compliance
- (5) Draft Cleanup Action Plan

Schedule

The draft schedule of the required work associated with the Ecology 2020 Order Amendment is as follows:

Activity

Commission authorization to sign Ecology 2020 Order Amendment	Q2 – 2023
Amend consultant contract	Q3 - 2023
Prepare an FS Work Plan	Q1 – 2024
Draft FS Report	Q1 - 2025
Final FS Report	Q4 - 2026
Draft Cleanup Action Plan	Q2 - 2027

Additional future work including cleanup design, implementation, and long-term monitoring and maintenance will be required to complete the MTCA cleanup process, which will require entering a new Order and additional contracting approval request for Commission. Additional scope and budget information will be provided in the Commission Memo when the design and construction scope are further developed in 2027 after the dCAP is complete.

Estimated Cost Breakdown

	This Request	Total Project
Remedial Investigation	\$0	\$1,100,000
Feasibility Study	\$1,400,000	\$1,400,000
Draft Cleanup Action Plan	\$500,000	\$500,000
Total	\$1,900,000	\$3,000,000

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Do Not Authorize Signature of the Ecology Order

Cost Implications: Not signing the 2020 Order amendment would likely result in the issuance of an enforcement order by Ecology, or Ecology could elect to perform this work itself (i.e., contract

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the work to its support consultant) and bill the Port for the costs. This would likely increase the Port estimated costs by 1.5 to 2 times.

Pros:

- (1) May delay the Port’s spending by a year or more while Ecology prepares an enforcement order.
- (2) May delay the work and costs while Ecology contracts and performs the work themselves, then compels the Port to reimburse them for the costs.

Cons:

- (1) Increased legal and staff time and efforts to respond to an enforcement order and provide ancillary support to Ecology to conduct the order (gain access to the site, etc.).
- (2) The ultimate costs of the work will be much higher if Ecology performs the work itself.
- (3) Not performing this work could tarnish the Port’s reputation, with Ecology and the community, as an organization committed to public health and being a steward of community resources and the environment.

This is not the recommended alternative.

Alternative 2 – Authorize the Signing of the Ecology Order and perform the work

Cost Implications: \$1.9M, depending on the findings during the work.

Pros:

- (1) Complies with the order and furthers the Port’s collaborative working relationship with Ecology.
- (2) Takes the next step leading to the Terminal 91’s cleanup and long-term protection of human health and the environment at Terminal 91.
- (3) Demonstrates the Port’s value of being a responsible steward of community resources and the environment.
- (4) Could potentially identify other responsible parties to share in the cleanup costs.

Cons:

- (1) Costs of approximately \$1.9M by the Port to complete the Order amendment’s Scope of Work

This is the recommended alternative.

FINANCIAL IMPLICATIONS

No funding is requested. Funding for this work was included in the 2023 – 2027 Environmental Remediation Liability (ERL) Program. Certain costs may also be eligible for the State remedial action grant or insurance reimbursement.

Annual Budget Status and Source of Funds

Environmental cleanup projects have multiple funding sources: (1) Maritime and Economic Development non-operating projects are funded by the Port’s Tax Levy; (2) Maritime and Economic Development operating projects are funded by the General Fund. In addition, there are supplementary outside sources of funding, including the following:

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- Contributions from third parties (payment from cost-sharing or contribution agreements with other liable parties, where the Port functions as a funding conduit for the other liable parties and the Port holds contracts on behalf of these other liable parties).
- Settlements with other liable parties.
- Insurance recoveries from both the Port’s insurers and other liable parties’ insurers; and
- Department of Ecology grants.

ATTACHMENTS TO THIS REQUEST

- (1) Washington State Department of Ecology Agreed Order Amendment including Exhibit A –Scope of Work and Schedule

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

December 10, 2019 – The Commission authorized the Executive Director to sign an Agreed Order with Ecology to complete a sediment RI at the Port’s Terminal 91 property; and procure and execute a project-specific contract to complete the scope of work required by the Ecology Agreed Order and future amendments.

November 29, 2022 – The Commission authorized spending environmental remediation funds for 2023 in the amount of \$11,000,000 and (2) approve a five-year spending plan for \$103,000,000 for the environmental remediation liability program for 2023-2027, of which an estimated not-to-exceed amount of \$30,000,000 will be obligated during 2023 to be spent in future years.

December 8, 2015 - Commission authorized the Chief Executive Officer to execute Agreed the Amendment to Order No. DE 8938 with the Washington State Department of Ecology to perform a historical review and preliminary investigation sampling of the T-91 sediment and to perform the sediment regrading project.

September 10, 2013 – Commission authorized maintenance dredging at Terminal 5 and Terminal 91 for the combined total of \$4,800,000.

March 27, 2012 – Commission authorized the Chief Executive Officer to execute Agreed Order No. DE 8938 with the Washington State Department of Ecology on the implementation of a Cleanup Action Plan and to address contamination in the Upland area of Terminal 91.

**STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY**

In the Matter of Remedial Action by:

The Port of Seattle

FIRST AMENDMENT TO AGREED ORDER

No. DE 24768

TO: Mr. Stephen P. Metruck
Executive Director
Port of Seattle
P.O. Box 1209
Seattle, WA 98121-1209

EXHIBIT

EXHIBIT A Amended Scope of Work and Schedule

I. INTRODUCTION

The State of Washington, Department of Ecology (Ecology) and the Port of Seattle (Port) entered into Agreed Order No. DE 6184 (2020 Order) on January 31, 2020. The 2020 Order requires the Port to conduct a Remedial Investigation (RI) per WAC 173-340-350 and WAC 173-204-550 of the Submerged Lands Area of the Terminal 91 Facility (Facility). Pursuant to Section VIII.J of the 2020 Order, Ecology and the Port hereby stipulate to an Amendment to the 2020 Order.

By this First Amendment, the Port will conduct a Feasibility Study per WAC 173-340-350 and WAC 173-204-560 and develop a draft Cleanup Action Plan (DCAP) per WAC 173-340-350 through 173-340-380 and WAC 173-204-560 through and 173-204-580, addressing contamination in the Submerged Lands Area at the Facility. This Amendment does not attempt to recite all of the provisions of the 2020 Order. Provisions of the 2020 Order not specifically changed in this Amendment remain in full force and effect.

VII. WORK TO BE PERFORMED

J. The Port will complete a Feasibility Study (FS) and a preliminary draft Cleanup Action Plan (DCAP) for the Submerged Lands Area of the Facility per WAC 173-340-350 and WAC 173-204-560 in accordance with the schedule and terms set forth in the Amended Scope of

Work and Schedule, Exhibit A, and all other requirements of this First Amendment to the 2020 Order. The following naming conventions shall be used for applicable documents: Agency Review Draft (designation for the first time Ecology receives a document); Public Review Draft (designates a document ready for public comment); Final (designation for a document after public comment and/or after Ecology approval); and the preliminary DCAP (designation for the Port's version of the DCAP). Ecology is responsible for preparation of the Cleanup Action Plan (CAP); however, with Ecology concurrence, the Port may prepare the DCAP for final approval by Ecology in accordance with WAC 173-304-350 through 173-340-390 and WAC 173-204.

Effective date of this Order: _____

PORT OF SEATTLE

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

STEPHEN P. METRUCK
Executive Director
206-787-3000

RAMAN IYER
Section Manager
Hazardous Waste and Toxics Reduction
Program
Northwest Regional Office
(425) 417-5453.

EXHIBIT A –SCOPE OF WORK (SOW) and SCHEDULE**Terminal 91 – Submerged Lands****PURPOSE**

The work under Agreed Order Amendment 1 No. DE 24768 (AO) requires the Port of Seattle (Port) to develop a Feasibility Study (FS) and preliminary draft Cleanup Action Plan (dCAP) for the Submerged Lands Area (SLA). The purpose of the FS is to evaluate a cleanup alternative for the SLA. A final cleanup action will be chosen by State of Washington, Department of Ecology (Ecology), which will be detailed in a Model Toxics Control Act (MTCA) Cleanup Action Plan.

The Port shall coordinate with Ecology throughout the FS and shall keep Ecology informed of changes to project plans, and of issues and problems as they develop.

The SOW is divided into six major tasks as follows:

- Task 4. Feasibility Study Work Plan
- Task 5. Field Investigation Data Report
- Task 6. Feasibility Study
- Task 7. SEPA Compliance
- Task 8. Public Participation
- Task 9. Preliminary Draft Cleanup Action Plan

TASK 4. FEASIBILITY STUDY WORK PLAN

The Port shall prepare a Feasibility Study (FS) Work Plan (FS Work Plan). The FS Work Plan shall include an overall description and schedule of all FS activities. The FS Work Plan shall clearly describe the project management strategy for implementing and reporting on FS activities. The responsibility and authority of all organizations and key personnel involved in conducting the FS will be outlined.

A Key Project Meeting will be held prior to commencing work on drafting the FS Work Plan - the Feasibility Study Planning Meeting. The purpose of this meeting is to review requirements for the FS Work Plan and plan FS field work, discuss the preliminary Conceptual Site Model, and identify other project data needs.

The FS Work Plan shall summarize key elements from the RI, in compliance with the Sediment Cleanup User's Manual II (SCUM II) –Guidance for Implementing the Cleanup Provisions of the Sediment Management Standards, WAC 173-204, WAC 173-340-350, and WAC 173-204-560. As part of the project background, existing environmental data on site sediments presented in the RI will be evaluated for data gaps, including but not limited to, metals, polycyclic aromatic hydrocarbons (PAHs), semi volatile organic compounds (SVOCs), polychlorinated biphenyls (PCBs), discarded military munitions (DMMs), munitions debris (MD), and munitions constituents (MCs). The data gaps will be used as the basis for conducting additional site investigations, if necessary.

The FS Work Plan will also identify specific data collection procedures in a Sampling and Analysis Plan (SAP) and Quality Assurance Project Plan (QAPP) as part of the FS Work Plan in compliance with WAC 173-204, and WAC 173-340-820 for defining the nature and extent

of contamination. The Port will also submit a copy of the Health and Safety Plan (HASP) for the project.

The SAP will identify the proposed number and location of all sediment samples, methods, and depths, and will include a QAPP. The SAP will describe the sampling objectives, the rationale for the sampling approach (based upon the identified data gaps), and plans for data use, and shall provide a detailed description of sampling tasks. The SAP shall describe specifications for sample identifiers; sampling equipment; the type, number, and location of samples to be collected; the analyses to be performed; descriptions of sampling equipment and methods to be used; sample documentation; sample containers, collection and handling; data and records management; and schedule.

The QAPP will be prepared in accordance with the Guidance for Preparation of Quality Assurance Project Plans, EPA Region 10, Quality Data Management Program, QA/R-5 and requirements of the EPA Contract Laboratory Program. The QAPP will also follow Ecology's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies (July 2004 – revised July 2016)¹ and the SCUM II.² Laboratories must meet the accreditation standards established in WAC 173-50. In the event that these Guidance documents conflict, the Port will consult with Ecology.

The SAP, including the QAPP, will be submitted to Ecology for review and approval. As with all environmental work at the site, work may not begin without written approval from Ecology. The plan shall provide seven (7) days' notice to Ecology prior to beginning sampling. Ecology may obtain split samples.

The Port will provide Ecology with an Agency Review Draft FS Work Plan. Once Ecology reviews and approves the FS Work Plan, it will be considered the Final FS Work Plan. The FS Work Plan shall not be implemented until approved by Ecology. Once approved by Ecology, the Port will implement the Final FS Work Plan according to the Schedule in this Exhibit.

The Port shall prepare two (2) copies of the Agency Review Draft FS Work Plan and submit them, including one electronic copy each in Word (.doc) and Adobe (.pdf) formats, to Ecology for review and comment. After the resolution of Ecology's comments on the Agency Review Draft FS Work Plan and after Ecology approval, the Port shall prepare three (3) copies of the Final FS Work Plan and submit them, including one electronic copy each in Word (.doc) and Adobe (.pdf) formats, to Ecology.

TASK 5. T91 FIELD INVESTIGATION DATA REPORT

The Port shall conduct field sampling and analysis in general accordance with the SAP and QAPP. Deviation(s) from the approved SAP and QAPP must be communicated by the Port to Ecology promptly and documented as required by Ecology.

The Port shall prepare the T91 FS Field Investigation Data Report that describes the results of all field sampling and analysis. The Port shall provide laboratory analysis data in electronic format when it has been validated. Raw laboratory data will be provided to Ecology upon request.

¹ Found at <https://fortress.wa.gov/ecy/publications/summarypages/0403030.html>

² Found at <https://fortress.wa.gov/ecy/publications/documents/1209057.pdf>

The Port or their contractors shall submit all new validated sampling data to Ecology's Environmental Information Management System (EIM) in accordance with WAC 173-340-840(5) and Ecology's Toxics Cleanup Program Policy 840: Data Submittal Requirements. Validated data will be entered into the EIM database within 30 days of receipt by the Port or their contractors.

The Port shall prepare two (2) copies of the T91 FS Field Investigation Data Report and submit them, including one electronic copy each in Word (.doc) and Adobe (.pdf) formats, to Ecology for review and comment. Electronic survey data for monitoring locations, electronic lab data, and GIS maps of contaminant distribution shall also be provided either in the report or as attachments. If the data collected during this investigation is insufficient to select a cleanup action, the Port shall conduct an additional phase(s) of investigation to provide the needed information.

TASK 6. FEASIBILITY STUDY

Information obtained in the RI will be used to complete the FS consistent with WAC 173-340-350(8) according to the Schedule. Prior to beginning the FS, a Key Project Meeting will be held to review applicable or relevant and appropriate requirements (ARARs) and potential remedial alternatives. Ecology comments on the Field Investigation Data Report will be incorporated into the FS.

The Agency Review Draft FS Report will provide a detailed analysis of each remedial alternative according to the applicable requirements of WAC 173-340-350. The remedial alternatives will take into account the results of any interim action, and will be evaluated for compliance with the applicable requirements of WAC 173-340-360 and WAC 173-204-570. Surrogate regional background values will be incorporated into the FS to support selection of cleanup levels and evaluation of remedial alternatives. The remedial alternative that is judged to best satisfy the evaluation criteria will be identified and justified in the FS.

Two (2) copies of an Agency Review Draft FS will be submitted to Ecology for review and comment, along with one electronic copy in Word (.docx) and Adobe (.pdf) formats.

After incorporating Ecology's comments on the Agency Review Draft FS Report, three (3) copies of a Public Review Draft FS Report will be submitted to Ecology for distribution and public comment, along with one electronic copy in Word (.docx) and Adobe (.pdf) formats.

The FS Report will not be considered final until after the public review and comment period. After that period, Ecology's and the public's comments will be incorporated into the Public Review Draft FS Report. After Ecology approval, three (3) copies of the Final FS Report will be prepared and submitted to Ecology along with one electronic copy in Word (.docx) and Adobe (.pdf) formats.

TASK 7. SEPA COMPLIANCE

A draft and final environmental checklist will be prepared and submitted. If the result of the threshold determination is a determination of significance (DS), an agency review draft and draft-final Environmental Impact Statements will be prepared. Assistance will be provided to Ecology with coordinating SEPA public involvement requirements with MTCA public involvement requirements whenever practicable, such that public comment periods and meetings or hearings, as applicable, can be held concurrently.

TASK 8. PUBLIC PARTICIPATION

If public meeting(s) or hearing(s) are requested, the Port shall support Ecology in presenting the Investigation(s) results, Public Review Draft FS Report, and dCAP at a public meeting or hearing. The Port also will assist Ecology with presentations at any additional meetings or hearings that may be necessary for MTCA compliance, or as part of the Public Participation Plan.

TASK 9. PRELIMINARY DRAFT CLEANUP ACTION PLAN

Upon Ecology approval of the Public Review Draft FS Report, a Key Project Meeting will be held to discuss the contents of the dCAP and to identify the preferred remedial alternative. An Agency Review preliminary dCAP will be prepared in accordance with WAC 173-340-380. The Agency Review preliminary dCAP will include a general description of the proposed remedial actions, an inadvertent discovery plan, cleanup standards developed from the RI/FS and rationale regarding their selection, a schedule for implementation, description of any institutional controls proposed, and a summary of applicable local, state, and federal laws pertinent to the proposed cleanup actions. Two (2) copies of the Agency Review preliminary dCAP will be prepared and submitted to Ecology, along with one electronic copy in Word (.docx) and Adobe (.pdf) formats, for Ecology review.

SCHEDULE

The schedule for completing the work described in the Agreed Order and the Scope of Work is presented below. If the date for submission of any item or notification required by this Schedule occurs on a weekend, state or federal holiday, the date for submission of that item or notification is extended to the next business day following the weekend or holiday. Where a deliverable due date is triggered by Ecology notification, comments or approval, the starting date for the period shown is the date the Port received such notification, comments or approval by certified mail, return receipt requested, unless otherwise noted below. Where triggered by Ecology receipt of a deliverable, the starting date for the period shown is the date Ecology receives the deliverable by certified mail, return receipt requested, or the date of Ecology signature on a hand-delivery form.

	<i>Task or Deliverable</i>	<i>Due Date^a</i>
4.	Agency Review Draft FS Work Plan issued	90 days after approval of Port/Contractor Service Directive
4.	Final FS Work Plan issued	45 days after receipt of Ecology comments – document is considered final upon Ecology’s written approval
5.	Field work for FS begins	30 days after Ecology’s approval of FS Work Plan
5.	FS field investigations completed^b	150 days after Ecology’s approval of the Final FS Work Plan
5.	T91 FS Field Investigation Data Report	60 days following completion of FS field investigations
6.	Agency Review Draft FS Report issued	90 days following submittal of T91 FS Field Investigation Data Report
6.	Public Review Draft FS Report issued	30 days after receipt of Ecology comments on the Agency Review Draft FS Report. If additional iterations of the draft document are deemed necessary by Ecology, each iteration will be due 30 days after receipt of Ecology comments.
9.	Agency Review preliminary Draft Cleanup Action Plan (DCAP)	90 days following approval of Feasibility Study

^a Due dates shown are for initial draft and final deliverables. This schedule assumes only a single revised document will be submitted following receipt of comments from Ecology. Documents become final only upon approval by Ecology.

^b Completed means the field requirements of the FS Work Plan have been satisfied.

1
2
3 **ORDER 2023-07**
4 **AN ORDER OF THE PORT OF SEATTLE COMMISSION**

5 ...To establish the Small Business Committee as an ad-hoc
6 committee of the Port of Seattle Commission.

7
8 **PROPOSED**
9 **MAY 9, 2023**

10
11 **INTRODUCTION**
12

13 Commissioners Cho and Mohamed have developed and supported several small business
14 initiatives, met with community members and small business interests, and submitted budget
15 requests to advance these initiatives. These emerging initiatives and current portwide work in
16 small business assistance will be advanced by establishing an ad hoc committee dedicated to
17 small business, as an area not currently covered by existing committees. Some examples of work
18 discussed in this committee includes initiatives such as the Community Business Connectors,
19 Port Accelerators and Incubators, and ideas still in early stages of development such as the
20 International South King County Public Market Feasibility study.

21
22 Establishing an ad hoc committee will create the opportunity for a regular cadence of oversight,
23 and further engagement with members of the public. Agendas and meetings will be shared on the
24 Commission's public website. An overview of the workplan is included in the statement of
25 support.

26
27 **TEXT OF THE ORDER**
28

29 The Port Commission hereby establishes the Small Business Committee as an ad hoc committee
30 for the Port of Seattle Commission for 2023. The Small Business Committee membership shall
31 include Commissioner Hamdi Mohamed and Commissioner Sam Cho.

32
33 The Committee will provide information, advice, and recommendations about fulfilling the
34 Port's Century Agenda goals through the Port's work to support small businesses as part of our
35 mission to advance economic development. The committee shall focus on initiatives led by the
36 Economic Development Division.

37
38 The Port of Seattle Economic Development Director will support the committee as the primary
39 executive staff contact. The role of the executive staff contact shall be to inform the Executive
40 Director about committee progress, support the committee with timely and responsive
41 information, coordinate with other executive staff in support of the committee's work; and serve
42 as a resource for committee deliberation.

STATEMENT IN SUPPORT OF THE ORDER

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The current roster of standing Commission committees includes Aviation, Equity and Workforce Development, Waterfront and Industrial Lands, Energy and Sustainability, and Audit. Each of these committees includes a charter which details the issues and topics that fall under the purview of each committee related to the Port’s lines of business.

Small Business Ad Hoc Committee Order

Presenter:

Vy Nguyen, Commission Office

Background

- Drafted to formalize the creation of Small Business Ad Hoc Committee
- About the Small Business Ad Hoc Committee
 - Members: Commissioners Cho & Mohamed
 - Focused on small business initiatives and topics that do not fit under the purview of current standing committees, per Res 3770 and Res 3613 (Aviation, Equity & WFD, WIL, Energy/Sustainability, and Audit)
 - Meets through 2023

Thank You

Questions?

[RETURN TO AGENDA](#)



**COMMISSION
AGENDA MEMORANDUM**

Item No. 10b

ACTION ITEM

Date of Meeting May 9, 2023

DATE: May 9, 2023

TO: Executive Director Stephen P. Metruck

FROM: Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion

SUBJECT: Competitive Exemption for the Consultant Community Attributes Incorporated (CAI) to Perform Services Related to the Port’s Equity Index

Total contract request: \$750,000

ACTION REQUESTED

(1) Commission determination that a competitive process is not appropriate or cost-effective and exemption of the contract from a competitive process consistent with RCW 53.19.020; and (2) authorization for the Executive Director to execute a new project-specific 5-year period contract with Community Attributes Incorporated (CAI) to perform the services of hosting, maintaining, updating, and other services related to the Equity Index in an amount not-to-exceed \$750,000, as part of the Port’s Century Agenda goals to be resource as a national port industry leader on equity.

EXECUTIVE SUMMARY

In 2019, the Port of Seattle established the Office of Equity, Diversity and Inclusion (OEDI). OEDI’s mission is to build capacity across the organization to address institutional oppression, to transform Port policies, practices, and processes, and to position the Port of Seattle as a leader on equity within the port industry. The Equity Index has been instrumental to the launch and success of the South King County Community Impact Fund by helping us target Port investments in communities with disparate quality of life conditions or outcomes. The Equity Index aggregates publicly available data through methodology developed by the Kirwan Institute for the Study of Race and Ethnicity; the map then displays a ranking on the level of equity communities across King County. In addition to helping users understand equity via data, the Equity Index has been used by Port departments to inform programs and strategies related to Port operations and initiatives, such as the Sound Insulation program.

JUSTIFICATION

Throughout 2022 and into early 2023, OEDI has been working to identify a likely successor that we may solicit bids from to continue services required for the Equity Index. Through engagement with peers via GARE as well as industry experts, we have learned the pool of potential vendors is incredibly small due to the technical knowledge, experience in providing specialized GIS services to government entities, and an understanding of local communities. For this reason, OEDI would

Meeting Date: May 9, 2023

like to pursue continued services to host, maintain, and update the Equity Index with CAI due to their expertise and knowledge to deliver the technical services and their understanding of the local communities included on the existing map.

Competing this contract at this time is neither cost effective nor appropriate as we do not anticipate the RFP process to generate enough bids from qualified and experienced firms; the work to stand up a competitive process would consume significant staff time and unlikely to provide meaningful options to consider for Equity Index service needs in 2024 and beyond.

BACKGROUND

In 2020, the Port of Seattle entered a contract with the consulting firm Community Attributes Inc for \$76,125 for Equity Mapping Platform Development in accordance with RCW 53.19.020 (4). This initial competitive contract included development of the Equity Index GIS map, hosting of the map by CAI, and technical assistance related to the Equity Index map. In December 2021, this contract was amended to add \$96,185 to increase the scope of work via Equity Map enhancements, adding South King County Fund features, data and indicator updates, and Maritime added 2022 Economic Analysis for Port Cruise Business. We are now asking to execute a new contract and to work with this firm again from 2024-2029 for CAI to continue hosting the Equity Index map and conduct relevant updates and maintenance of the map.

It is notable that since the creation of the Equity Index, the Port has received local and national recognition for this groundbreaking, cutting-edge tool. In October 2022, the Port received the American Association of Port Authorities’ (AAPA) Lighthouse Award in Information Technology for the creation and use of the Port’s Equity Index. The index has been an integral part of Port projects and community effort, including for programs like the South King County Fund and Sound Insulation Program.

Scope of Work Details

- (1) Help develop a framework for the use of index in Environmental Justice work.
- (2) With support of Port staff and community stakeholders identify additional indicators and Update to populate the online mapping application.
- (3) Develop Equity index Map Enhancements features which makes the map more user friendly and easier to apply for the Port staff and community stakeholders.
- (4) Conduct User and Administrator Training with Port staff and OEDI team.
- (5) Annual Updates, Hosting, and Maintenance of the index.

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ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Compete this work through a new solicitation process.

Pros:

- (1) Provide firms with the opportunity to compete for and do business with the Port of Seattle.

Cons:

- (1) Community Attributes is the only firm we are aware of doing this work, and as a result, the RFP may not generate enough bids from qualified and experienced firms; the work to stand up a competitive process would consume significant staff time and unlikely to provide meaningful options.

This is not the recommended alternative.

Alternative 2 – Increase the current contract value.

Pros:

- (1) Increase the contract by \$27K via commission notification, allowing the platform to be supported for 3 additional years.

Cons:

- (1) Does not allow for needed updates to the platform. Does not solve for a long-term strategy.

This is not the recommended alternative.

Alternative 3 - Do a competitive exemption and execute a new contract.

Pros: Community Attributes has the expertise and knowledge to deliver the technical services and their understanding of the local communities included on the existing map, should continue hosting, maintaining, and updating the Equity Index.

Cons:

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

The source of funds is the Office of Equity, Diversity, and Inclusion expense budget. The budget for the last two years has been about \$100,000 per year. Our annual spending on this contract will vary based on the approval of the budget each year.

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ATTACHMENTS TO THIS REQUEST

(1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

September 14, 2021- The Commission was briefed on the Equity Index, which was created with the initial intent to equitably guide funding decisions for the South King County Fund, serving as a component of the criteria for applications. Beyond the South King County Fund, the Index will be used to visualize variations in exposure to pollution, access to economic opportunity, and health outcomes to direct resources towards the areas of greatest need.



Office of Equity, Diversity & Inclusion

Commission Request

OEDI is requesting permission to execute a contract with Community Attributes Incorporated (CAI) to perform the services of hosting, maintaining, updating, and other services related to the Equity Index. This contract would not exceed \$750,000 during a five-year period, and it furthers the Port's Century Agenda goal to be resource as a national port industry leader on equity.

What is the Port's Equity Index?

The Port of Seattle's Equity Index is an interactive map that displays a visual representation of social and environmental disparities in King County. Using 21 indicators within four categories, the Equity Index illustrates the degree to which different communities experience pollution burdens and social inequities.

- Created in 2020
- Aggregated by Census Blocks Groups
- 4 Equally Weighted Determinant Categories
- 21 Indicators
- Racial Demographic Overlay

Methodology

Accessibility

- Proximity to Parks and Open Space
- Access to Healthy Food
- Pedestrian and Bike Facilities
- Internet Access
- Voter Participation

Environmental

- Diesel Emissions and NOx Emissions
- Average Annual PM 2.5
- Risk of Toxic Releases from Facilities
- Traffic density



Livability

- Housing Cost Burden
- Transit Access
- Access to Jobs by Transit
- Crime Index
- Life Expectancy
- High School Graduation Rate

Economy

- Poverty Rate
- Unemployment Rate
- Median Household Income
- Educational Attainment
- Job Density

Categories | Century Agenda | Definitions

Accessibility

Goal #5 Become a model for equity, diversity, and inclusion.

Indicators that are not necessary for survival but advance the standard of living in a community so that people of all abilities can fully access and participate in public life (e.g. proximity to parks and open space, access to healthy food, pedestrian and bike facilities).

Economy

Goal #3 Responsibly invest in the economic growth of the region and all its communities.

Indicators that demonstrate the opportunity for the creation, retention, transfer, and accumulation of wealth within a community for residents, businesses, and community stakeholders (e.g. poverty rate, median household income, educational attainment).

Environment

Goal #4 Be the greenest and most energy efficient port in North America.

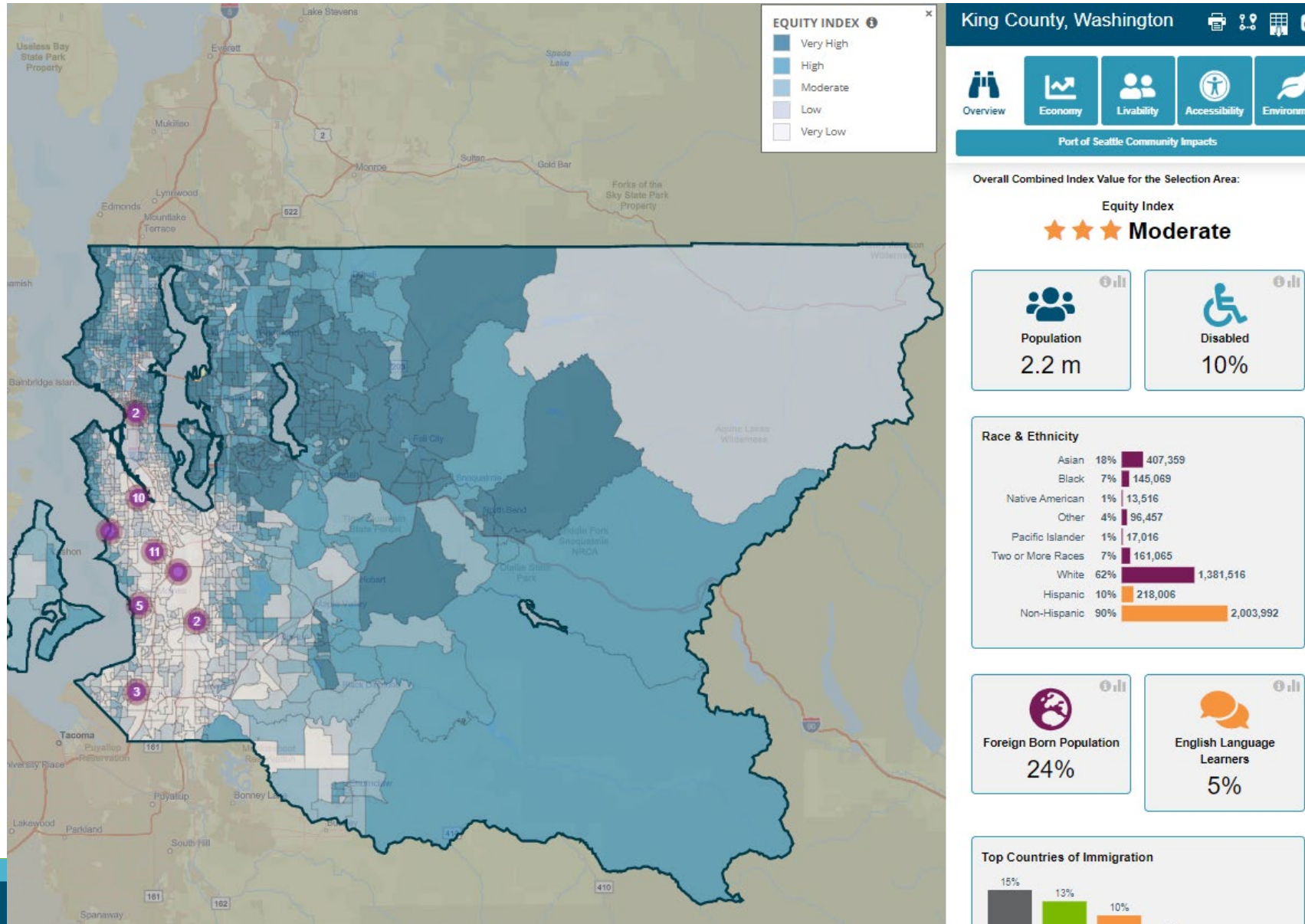
Indicators that represent the health of the environment, including human-made impacts and bio-physical elements, and thus the vitality of the community (e.g. diesel emissions, risk of toxic release from facilities, traffic density).

Livability

Goal #6 Be a highly effective public agency.
Objective #18 Partner and engage with external stakeholders to build healthy, safe, and equitable communities.

Indicators that demonstrate a safe and healthy standard of living (e.g. housing cost burden, home ownership rate, transit access).

Port of Seattle's Equity Index



Next Steps

Case Studies

Additional
Indicators

External and
internal
Presentation

Story Maps

Questions?

Thank You

[RETURN TO AGENDA](#)

