



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6e

ACTION ITEM

Date of Meeting September 10, 2019

DATE: August 5, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Elizabeth Leavitt, Senior Director, Environment and Sustainability
Arlyn Purcell, Director, Aviation Environment and Sustainability

SUBJECT: Procurement of an Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreement for Hydraulic and Hydrology Support Services

Total estimated contract cost: \$ 750,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute one indefinite delivery, indefinite quantity (IDIQ) consulting agreement for hydraulic and hydrology support services in support of the Port's Aviation and Maritime Divisions with a cumulative total amount not to exceed \$750,000 over five years. No funding is associated with this request.

EXECUTIVE SUMMARY

The Aviation Environmental Department proposes to advertise and select one qualified firm to provide hydraulic and hydrology services. This IDIQ would be used to ensure development and redevelopment projects meet the conveyance, pumping, detention, and water quality treatment requirements of National Pollutant Discharge Elimination System (NPDES) permits held by the Port. These services will help the Port meet our Century Agenda Strategy 4 – to 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 to utilize professional services for tasks that have variable workloads, are often time sensitive, and require specialized expertise that cannot be effectively provided by Port staff. The requested action is primarily for Aviation Division as there is a known demand for this service at the Airport. At this time, Maritime does not anticipate a need for hydraulic analysis however to provide flexibility Maritime has been identified as a potential user. The contract administration will be performed by Aviation Environmental. Funding for Service Directives under this contract will either be from projects which have already been authorized or from previously-authorized division operating budgets. Consequently, there is no funding request associated with this request.

Meeting Date: September 10, 2019

JUSTIFICATION

Services under this contract will support the Port's Century Agenda Strategy 4 – to be the greenest, and most energy efficient port in North America, and specifically Objective 14 – Meet or exceed agency requirements for stormwater leaving Port-owned or operated facilities. Ongoing hydraulic and hydrology analysis is essential to ensure that the Airport maintains the goal of 100 percent treatment and flow control of stormwater runoff that leads to our local salmon-bearing streams and ultimately Puget Sound.

Failure to comply with conditions of the NPDES permits will result in permit violations and potential fines. Additionally, repeat violations can lead to more stringent permits in the future that would increase the cost and resources to comply. Lastly, permit violations can increase public scrutiny for Port operations and facilities, as well as decrease favorable relations with our neighboring communities.

Diversity in Contracting

The Diversity in Contracting Department has been contacted regarding this procurement and an aspirational goal of seven percent has been established for women- and minority-owned business enterprise.

DETAILS

This contract will provide specialized hydraulic and hydrology expertise to support on-going programs and future development projects. Work under this contract will occur primarily at the Airport, with occasional small projects needed at Maritime properties. Individual service directives consisting of a scope, fee agreement, and schedule will be negotiated and processed before any work is performed. Service directives will span over the life of the contract, which is expected to be five years.

The Port's Building Department and NPDES permit require specific hydraulic and hydrology submittals and analyses for the approval of permits for land-use changes (new construction or re-development).

Scope of Work

Typical services would include modelling, studies and investigations, design, permitting, inspection, and design review for these types of project components:

- (1) Stormwater
- (2) Industrial wastewater
- (3) Sanitary sewer
- (4) Potable water and fire protection
- (5) Streams and open channels
- (6) Dam and embankment safety and stability
- (7) Erosion and sediment control

Meeting Date: September 10, 2019

(8) Stream Restoration and mitigation

Schedule

Commission authorization	2019 Quarter 3
Contract execution	2020 Quarter 1
Completion of various service directives	Throughout contract, ending 2025, Quarter1

Cost Breakdown

Total Contract

From Capital Project Budgets		\$500,000
From Expense Budgets		\$250,000
Total		\$750,000

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Costs for Alternatives 1 and 2 were estimated using best professional judgment.

Alternative 1 – Prepare separate procurements each time hydraulic/hydrology services are needed.

Cost Implications: \$825,000 to 900,000 (plus approximately additional 0.1 to 0.15 FTE Port staff)

Pros:

- (1) Smaller procurements spread out over many years instead of the one-time large procurement effort.
- (2) Ability to change consultants if need be.

Cons:

- (1) Would require each new consultant to “start from scratch” for each small project. Piece-meal smaller contracts (likely by different entities) would not provide the necessary consistent and accurate tracking for ongoing changes to physical systems (e.g., drainage system) and projects occurring over several years.
- (2) Increased risk of model failures and inaccuracies. Many projects occur in the same drainage basin and would not be able to establish/track baseline and ongoing changes.
- (3) Would increase overall consultant fees by an approximate 10 to 20 percent, as well as increase Port staff time to procure and manage multiple smaller contracts.

This is not the recommended alternative.

Meeting Date: September 10, 2019

Alternative 2 – Modeling and analysis conducted by Port staff.

Cost Implications: \$800,000 (consultant training and transition over first few years), in addition approximately 1.0 – 2.0 new Port FTE, as well as software procurement/upgrades/licensing not included in the cost implications.

Pros:

- (1) Contract administration would be eliminated once Port staff are hired and fully trained.
- (2) Port environmental teams would increase overall technical capabilities.

Cons:

- (1) Requires a long transition period for consultant to train new Port staff.
- (2) Current staff does not have experience or sufficient expertise in this area; several years of training would be required.
- (3) Potential hires in this specialized field are in short supply in this region due to high demand.
- (4) Costly specialized software to procure and maintain.

This is not the recommended alternative.

Alternative 3 – Current proposal, IDIQ contract with work being done via Service Directives along with existing Port staff management and interaction.

Cost Implications: \$750,000

Pros:

- (1) Lowest cost alternative
- (2) Proven successful past model to complete this work.
- (3) Avoids the Port having to develop staff with a highly specialized expertise.
- (4) Third-party oversight (*i.e.*, a “different set of eyes”)

Cons:

- (1) Procurement effort.
- (2) Competing needs with consulting firms other clients.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Funding for Service Directives under this contract will either be from projects which have already been authorized or from previously-authorized division operating budgets. Consequently, there is no funding request associated with this request.

ADDITIONAL BACKGROUND

The Airport has had a National Pollutant Discharge Elimination System (NPDES) permit since 1980 that governs stormwater runoff, industrial wastewater, and sanitary discharges. Hydraulic

Meeting Date: September 10, 2019

and hydrology support necessary to comply with the NPDES permit has been sourced via two past indefinite delivery, indefinite quantity (IDIQ) consulting agreements since 2010. In 2010 an IDIQ contract was awarded for \$750,000. In 2016, a \$6 million IDIQ contract was awarded which included a much broader scope including environmental review and permitting that served both maritime and aviation environmental. The requested IDIQ will replace the hydraulic and hydrology scope of the existing contract which is nearing capacity.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None