



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8d

ACTION ITEM

Date of Meeting March 24, 2026

DATE: March 6, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Stephanie Jones Stebbins, Maritime Managing Director; Director Marine Stormwater Utility

Sandra Kilroy, Sr. Director Environment & Sustainability

Sarah Ogier, Director, Maritime Environment & Sustainability

Jane Dewell, Sr. Manager Environmental Programs/Marine Stormwater Utility

SUBJECT: Indefinite Delivery/Indefinite Quality (IDIQ) Contract to Perform Environmental Regulatory and Infrastructure Support

Amount of this request: \$0

Total requested project cost: \$3.5 million

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute one Indefinite Delivery/Indefinite Quality (IDIQ) contract to perform environmental regulatory and infrastructure support for Port of Seattle (Port) Maritime properties with a total value of up to \$3,500,000 and a contract period of five years plus two option years. No funding is associated with this authorization.

EXECUTIVE SUMMARY

The Port's Marine Stormwater Utility (Utility) proposes to advertise and select one qualified firm to provide infrastructure asset management and environmental regulatory services in support of National Pollutant Discharge Elimination System (NPDES) permit requirements and Utility infrastructure obligations. This IDIQ would be used to meet stormwater regulations and infrastructure rehabilitation goals of the Utility and Port.

The Port has been using a balanced approach of staff and consultants to deliver the specialized work of the Utility. This procurement supports the Port's strategy to manage our finances responsibly, provides a cost-efficient means to secure services for tasks that present variable workload, and allows us to maintain that balance and access specialized stormwater and asset rehabilitation services that we would not be able to adequately provide with in-house staff.

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JUSTIFICATION

The Port operates a Stormwater Utility, which collects fees from Northwest Seaport Alliance (NWSA) North Harbor, tenants, and Port business units in order to assess, maintain, repair, and rehabilitate stormwater infrastructure on Port maritime and waterfront properties. The Port also operates under a NPDES Phase I Municipal Stormwater Permit (MS4 permit) issued by the Washington State Department of Ecology (Ecology) and is required to develop and maintain a stormwater management program that meets MS4 permit requirements. In addition, Port maritime business units have regulatory and asset management priorities that may fall outside the scope of the Utility but are still critical to Port operations and regulatory compliance. To effectively comply with permit and Utility obligations, a variety of specialized environmental services are required including those related to stormwater pollution prevention plans, illicit discharge detection and elimination, stormwater monitoring, inspections, mapping, pre- and post-construction plan review, infrastructure system assessment and rehabilitation, and environmental training.

Consultant support is needed to help fulfill Utility asset management and MS4 permit obligations, as well as Port adherence to current and future local, state and federal regulations. Areas of support include infrastructure evaluation, repair, and rehabilitation; MS4 permit compliance; and research into regulatory, resilience, and stormwater management trends.

The work defined under this IDIQ supports the goal to ‘meet or exceed agency requirements for stormwater leaving Port-owned or operated facilities’ (Century Agenda, Goal 4, Objective 10). Failure to comply with the conditions of the MS4 permit and other NPDES permits could result in permit violations and potential fines.

Diversity in Contracting

Project staff, in coordination with Diversity in Contracting department, have set an aspirational goal of 20 percent for women- and minority-owned business enterprises (WMBE) for this IDIQ contract.

DETAILS

This IDIQ contract will enable the Port to meet stormwater permit requirements and Utility obligations by providing environmental, technical and regulatory expertise to supplement Port staff.

The Port is responsible for complying with MS4 and other NPDES permits issued by Ecology, as well as applicable regulations promulgated and enforced by City of Seattle. To effectively comply with NPDES permit requirements, regular efforts involve developing and updating relevant stormwater pollution prevention plans, updating pollution prevention best management practices for MS4 properties, inspecting infrastructure, responding to and reporting spills and illicit connections, updating operation and maintenance guidance to meet state and city

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regulations, conducting environmental training, and reviewing pre- and post-construction projects for compliance with stormwater and Utility requirements.

The Utility, formed in 2014, is responsible for maintaining MS4 stormwater infrastructure and assets and includes collecting fees for Port maritime, waterfront, and NWSA-managed North Harbor properties that are used to assess, maintain, repair, and rehabilitate stormwater infrastructure. Regular efforts involve coordination with Seattle Public Utilities under an interlocal agreement, evaluating and prioritizing the upgrading of infrastructure, updating the stormwater system GIS map, providing rate billing for properties, establishing annual rates with Commission approval, and long-range planning for system resilience.

Other stormwater program support efforts that may be outside of the Utility’s scope involve coordination with the NWSA on managed properties, support for industrial stormwater permits held by the Port, outreach to tenants, monitoring green and innovative infrastructure elements, technical research on stormwater treatment, and participation in local and regional water quality panels and conferences.

Remaining in compliance with water quality permits and being proactive about performance of our stormwater management system aligns with the Port’s goal of being the greenest Port in North America. Failure to comply with the conditions of the MS4 and other NPDES permits can result in permit violations and potential fines. Failure to assess and repair the stormwater infrastructure can result in property damage, potential environmental impacts, operational delays, and damage to Port operations and tenants.

Individual service directives consisting of a scope, fee agreement, and schedule will be negotiated and processed before any work is performed. Service directives will be used throughout the life of the contract, which is expected to be five plus two years.

Scope of Work

This IDIQ contract is a crucial component for meeting stormwater permit compliance and Utility obligations.

The consultant selected for this IDIQ would address work in five areas:

- (1) Marine Stormwater Utility Assets
- (2) Municipal Stormwater Permit
- (3) Port-held Facility-Specific Permits
- (4) Stormwater Regulatory Research
- (5) Stormwater Resilience, Innovation, and Voluntary Programs

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Schedule

Activity

Commission authorization	2026 Quarter 1
Contract execution	2026 Quarter 3
Service Directive(s) issued	2026 Quarter 4

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – No Action (No IDIQ Contract)

Cost Implications: \$0/year

Pros:

- (1) Lowest cost alternative
- (2) No contract oversight associated with IDIQ and individual service directives

Cons:

- (1) Risk of regulatory non-compliance due to reduced program support
- (2) Expertise to cover all tasks related to stormwater regulations and Utility obligations would not be available with existing staff resources
- (3) Additional Port staff positions may be needed to cover regulatory and asset and infrastructure work previously supported by consultants
- (4) Risk of damage to Port properties if Utility assessment and repairs are not supported

This is not the recommended alternative.

Alternative 2 – Fully Fund IDIQ for Marine Stormwater Utility Consultant Support

Cost Implications: Estimated \$500,000/year

Pros:

- (1) Provides access to highly skilled, specialized and technically broad consultant workforce on demand for varied stormwater regulatory and Utility requirements, including emerging regulatory and stormwater technologies
- (2) Provides flexibility (and potential savings) where low contract utilization will result in reduced costs below the annual estimate
- (3) Continues the balance of Port staff and consultant support to address changes in level of effort needed for regulatory compliance and asset and infrastructure improvement work
- (4) Reduced risk of regulatory non-compliance due to support of consultant staff on an as-needed basis

Cons:

- (1) Higher cost alternative, expending approximately up to \$500,000 a year on consultant support
- (2) Port staff time in managing a large IDIQ contract and individual service directives

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- (3) Increased regulatory risk if Port staff are not able to address all compliance obligations at current staffing levels

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Charges to this IDIQ would be funded in part by the Utility, which is self-funded through collection of stormwater fees from tenants, NWSA, and Port business units. Other funds for work outside of the scope of the Utility, but in support of NPDES programs or infrastructure rehabilitation, would be funded through Port Maritime business units that directly benefit from the work. Funding for each Service Directive under this contract will be from authorized division operating budgets. Consequently, there is no funding request associated with this request.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

September 10, 2019 – The Commission authorized IDIQ Contract to Perform Environmental and Regulatory Support for Marine Stormwater Utility not to exceed \$3,000,000