



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8c

ACTION ITEM

Date of Meeting July 14, 2026

DATE : June 18, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Sarah Cox, Director of Aviation Environment & Sustainability
Allie Bull, Senior Environmental Management Specialist
Steve Rybolt, Senior Environmental Program Manager

SUBJECT: Aviation Environmental Review, Permitting, & Sustainability On-Call Contract Advertisement and Execution

Amount of this request: \$6,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to two indefinite delivery, indefinite quantity (IDIQ) professional services agreements for environmental review and permitting consulting services in support of the Aviation Division with a cumulative total amount not to exceed \$6,000,000 and a contract ordering period of five years plus three option years. The ordering period aligns with airport mitigation compliance and capital planning horizons. No funding is associated with this request.

EXECUTIVE SUMMARY

The Aviation Environment & Sustainability Department proposes advertising and selecting up to two qualified firms to provide environmental review and permitting services. If authorized, the procured services will replace an existing IDIQ contract anticipated to reach its funding limit in early 2027. The proposed IDIQ will be used to ensure development and redevelopment projects meet or exceed environmental standards by conducting State Environmental Policy Act (SEPA) and National Environmental Policy Act (NEPA) review; obtaining federal, state and local environmental permits, and ensuring compliance with environmental determinations and permit conditions. The contract will also provide services to support airport sustainability initiatives such as the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) programs, Airport Carbon Accreditation program, and the Port's Sustainable Evaluation Framework (SEF). These services are essential for enabling economic development; achieving the Port's Century Agenda Strategy 4 – to be the greenest, and most energy efficient port in North America; and responsibly stewarding community financial, social, and environmental resources.

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*There may be up to two Service Agreements executed to ensure there is adequate local, state, and federal experts represented on the consultant team(s).

JUSTIFICATION

Timely environmental review and permitting is essential for keeping operations and capital projects on schedule and budget. Therefore, fulfilling environmental regulatory obligations through this procurement supports the Port’s Century Agenda objective to meet the region’s transportation needs. It also supports positioning the Puget Sound region as a premier logistics and transportation hub as the airport maintains and grows infrastructure investments.

This procurement will allow the Port to responsibly manage finances by providing a cost-effective means of managing programs that have variable workloads, are time-sensitive, and require specialized expertise. The Aviation Capital Process, Airport Building Department and any required NEPA/SEPA determination or environmental permits require specific submittals and environmental analyses for approval. Work under this contract will provide specialized expertise required at the Airport, which operates as a utility with a unique regulatory environment. Importantly, this contract also provides capacity for third-party review of projects.

The contract duration and value will ensure the Port has continuity and capacity throughout an eight-year capital improvement program horizon to support permitting, environmental design, and construction for individual projects and programs. The contract scope will also support long-term compliance monitoring efforts.

Diversity in Contracting

Port staff consulted the Diversity in Contracting Department within the Economic Development Division to set a woman- and minority-owned business enterprise (WMBE) goal. A goal of sixteen percent has been recommended, based on previous IDIQ contracts. Funding of services under this contract will come separately from annual operating budgets.

DETAILS

IDIQ contracts provide the Port with the necessary flexibility to meet business requirements as they arise by issuing individual service directives to accomplish tasks within a general, pre-defined scope of work, on an as-needed basis, for a fixed period of time, and a maximum contract amount. Specifically, this service agreement will allow Aviation Environment & Sustainability to review and permit airport operational and development projects on time and on schedule; maintain compliance and environmental permits; and continue to integrate sustainability initiatives into airport programs and processes. Services will also include as-needed support for the activities of other Port groups such as Economic Development, Aviation Properties, Aviation Facilities, and Legal.

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Individual service directives consisting of a scope, level of effort, and scheduled will be negotiated and executed as needed. Funds will be derived primarily from Aviation Environment & Sustainability annual operating budgets but will also use Capital Funds for approved projects as needed.

Scope of Work

The service agreement will provide services to implement environmental review, permitting and compliance, and sustainability initiatives. Specific support services may include conducting preliminary environmental review and strategy development; preparing, negotiating, and obtaining environmental permits, including associated documentation; support post-project administration, monitoring, and compliance; developing conceptual and preliminary environmental designs, and researching and preparing documentation related to sustainability initiatives such as LEED and Airport Carbon Accreditation. The above tasks include specialized environmental monitoring and data collection; compiling and managing data; and assessing, analyzing, modeling, or otherwise using the data to support decision-making, materials preparation, and communications.

This service agreement is not intended to support the Sustainable Airport Master Plan Near-Term Projects environmental review.

Schedule

The IDIQ service agreement will have a contract ordering period of five years plus three option years during which service directives may be issued. Each service directive will specify the scope, duration, and schedule associated with the work. The contract ordering period will ensure continuity of environmental review, permitting, and compliance efforts. The contract may extend past the eight-year ordering period, but no new services directives will be issued after the ordering period or when contract funding capacity is reached, whichever occurs first.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Utilize existing Port staff.

Cost Implications: \$0

Pros:

- (1) Minimizes expenses
- (2) Allows for development of institutional knowledge
- (3) Continuity across projects reduces ramp-up time

Cons:

- (1) Staff capacity is limited
- (2) Less access to specialized expertise on technical topics
- (3) Risk of internal blind spots

This is not the recommended alternative.

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Alternative 2 – Utilize project-specific contracting

Cost Implications: \$50-300,000 per project

Pros:

- (1) Allows for clear scope and project-specific deliverables
- (2) Costs can be integrated into project budgets

Cons:

- (1) Time-consuming to initiate on a project-by-project basis
- (2) Expertise would only be available to specific projects
- (3) Lack of ability to utilize expertise for other projects

This is not the recommended alternative.

Alternative 3 – Current proposal for an IDIQ managed by senior Port staff.

Cost Implications: \$6,000,000

Pros:

- (1) Enables time-sensitive projects.
- (2) Enables high-capacity projects.
- (3) Aligns staff and technical expertise to varying workloads.
- (4) Reduces contract procurement and administration as well as technical staffing costs.

Cons:

- (1) Less cost predictability

This is the recommended alternative.

FINANCIAL IMPLICATIONS

There is no funding associated with this request for authorization. Funding for Service Directives under this contract will be for work authorized by either future capital projects or annual Aviation Division operating budgets.

ADDITIONAL BACKGROUND

Environmental review and permitting services to support aviation capital development and operations have been procured via IDIQ service agreements dating back to at least the 1997 Master Plan Update. Contracts were procured most recently in 2009, 2012, 2016, and 2019. The 2019 procurement was for 5 years and \$6.5 million. That contract is set to use remaining funds by mid-2027. New procurements for stormwater services have been authorized separately. With no planned increase in staffing, this procurement anticipates a significant increase in development activities and related environmental impacts and proposes a commensurate increase in funding.

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ATTACHMENTS TO THIS REQUEST

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

November 19, 2019 – Commission Action: “Aviation Environmental Review and Permitting IDIQ Contract”

March 6, 2016 – Commission Action: “Aviation Environmental Review and Permitting IDIQ Service Agreement”