



AGENDA REPORT

PROPOSED ACTION: Resolution: Approve and Authorize the Executive Director to Execute a Professional Services Agreement with Environmental.com LLC for Wastewater and Potable Water Sampling and Reporting for a Five-Year Term with an Optional Extension of Two-Years and a Maximum Compensation Not to Exceed \$500,000; and Finding That the Proposed Action is Exempt Under the California Environmental Quality Act (**Aviation**).

Submitted By: Craig Simon, Director of Aviation; Kristi McKenney, Executive Director

Parties Involved: Environmental.com
LLC, Livermore, CA

Amount: \$500,000 (Operating Expense)

EXECUTIVE SUMMARY: Oakland San Francisco Bay Airport (OAK or Airport) maintains a professional services agreement for wastewater and potable water sampling services essential to maintaining regulatory compliance, upholding the Port of Oakland's (Port) environmental stewardship commitments, and safeguarding public health at OAK. The current agreement for these services expires March 2026 and, as a result, Port Staff issued a Request for Proposal (RFP).

BACKGROUND & ANALYSIS

To ensure continued compliance with the East Bay Municipal Utility District Wastewater Discharge Permit No. 17300332 and applicable federal and state drinking water standards, the Port retains a consultant to provide environmental sampling, laboratory analysis, and regulatory reporting services in support of the Airport wastewater and potable water monitoring programs.

The consultant performs semiannual wastewater sampling, laboratory analysis, and reporting from two designated manholes within OAK's wastewater system. Work includes field sampling, implementation of temporary traffic control, testing using approved analytical methods, and preparation of findings reports submitted to the Port within permit-specified deadlines.

The consultant also conducts monthly potable water sampling, analysis, and reporting at eleven locations within OAK's potable water distribution system. Potable water testing includes microbial, chemical, and physical parameters to assess drinking water quality. Monthly reports summarize analytical results, evaluate compliance with applicable standards, provide historical trend analysis, and include all supporting documentation such as field notes, laboratory data, and chain-of-custody forms.

The Port solicited proposals through a formal RFP issued on August 8, 2025. The RFP was posted on the Port website, publicly advertised in the Oakland Tribune and Aviation

industry publications. Three proposals were received by the September 4, 2025, deadline.

The three proposals were evaluated by Port Staff based on both the submittal and an in-person interview. The RFP evaluation criteria were scored on the following six criteria:

- Adherence to Port Policy and other Requirements and Debarment Statement (Pass/Fail)
- Company Information, Client References, Litigation, Other Information, and Required Forms (20%)
- Knowledge and Experience (25%)
- Plan and Approach (20%)
- Proposed Costs (20%)
- Non-Discrimination and Small Local Business Utilization Policy (15%)

The three proposals were ranked as shown in Table 1.

Table 1
RFP Ranking and Scoring

Company Name	Rank	Costs for One Year	Location
Environmental.com LLC	1	\$49,280	Livermore, CA
BESST Inc	2	\$167,297	San Rafael, CA
Integral Consulting	3	\$149,533	Santa Cruz, CA

Environmental.com LLC received the highest overall ranking and was determined to be the most technically qualified and cost-effective proposer, submitting a bid more than 50 percent lower than the other respondents. In addition, Environmental.com LLC has provided wastewater and potable water sampling and reporting services at OAK for more than seven years. Their long-term experience demonstrates a strong understanding of efficient sampling practices and the operational requirements of working on a busy airfield.

OTHER FINDINGS AND PROVISIONS

ENVIRONMENTAL REVIEW

The proposed action was analyzed under the California Environmental Quality Act (CEQA) and was found to be:

- ☒ Categorically exempt under the following CEQA Guidelines Section:
15306 (Information Collection)
- ☐ "Common Sense" exemption under CEQA Guidelines Section 15061(b)(3).
- ☐ Other/Notes:

BUDGET

- ☐ Administrative (No Impact to Operating, Non-Operating, or Capital Budgets); OR
- ☒ Operating ☐ Non-Operating ☐ Capital

Analysis: There is no budget impact. Costs are included in the adopted Fiscal Year 2026 operating budget and are partially recoverable through airline rates and charges.

STAFFING

- ☒ No Anticipated Staffing Impact.
- ☐ Anticipated Change to Budgeted Headcount.
- Reason:
- ☐ Other Anticipated Staffing Impact (e.g., Temp Help).
- Reason:

MARITIME AND AVIATION PROJECT LABOR AGREEMENT (MAPLA):

Applies? No (Not Aviation or Maritime CIP Project) – proposed action is not covered work on Port's Capital Improvement Program in Aviation or Maritime areas above the threshold cost.

- ☐ Additional Notes:

LIVING WAGE (City Charter § 728):

Applies?

No (No Covered Agreement) – proposed action is not an agreement, contract, lease, or request to provide financial assistance within the meaning of the Living Wage requirements.

- ☐ Additional Notes:

SUSTAINABLE OPPORTUNITIES:

Applies? **No.**

GENERAL PLAN (City Charter § 727):

Conformity Determination:

Maritime/Aviation – proposed action conforms to policies for transportation designation of the General Plan.

Reason: There are no sustainability opportunities related to this proposed action because it does not involve a development project, or operations that presents sustainability opportunities.

STRATEGIC PLAN. The proposed action would help the Port achieve the following goal(s) in the Port's Strategic Plan:

- ☐ Capture Our Market and Grow the Economic Base
- ☐ Modernize and Upgrade Infrastructure
- ☐ Transition to Zero-Emissions and Build Climate Resilience
- ☐ Maximize Land Use Value and Revenues
- ☐ Workforce Training and Jobs Development
- ☒ Create Opportunities for Local Businesses and Community Economic Development