



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6f

ACTION ITEM

Date of Meeting November 19, 2019

DATE: November 12, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Cassie Fritz, Program Controls Manager, Seaport Project Management

SUBJECT: Buildings and Structures Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreements

Maximum contract value: \$3,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to two indefinite delivery, indefinite quantity professional services agreements for building- and structure-related consulting services with a cumulative total amount not to exceed \$3,000,000 and a contract ordering period of five years. No funding is associated with this request.

EXECUTIVE SUMMARY

Seaport Project Management Program Controls proposes to advertise and select qualified firms to provide consulting services. If authorized, the procured services will replace existing IDIQ contracts that have reached their funding limit.

The Service agreements resulting from this request will allow Port staff to respond to a range of project needs, including, but not limited to:

- Building condition assessments
- Design services for new construction and renovation of existing spaces
- Repair and/or maintenance plans for new or existing facilities
- HVAC, boiler, and steam equipment repair and replacement
- Repair and replacement of standpipes, fire control panels, and fire control systems
- Permitting assistance, code interpretation, regulatory assistance recommendations
- Repair services in case of emergencies that may include systems or equipment failure or natural disasters

JUSTIFICATION

The Port of Seattle owns and maintains a large variety of facilities of varying age and condition. Building and structure projects are generally those that facilitate the efficient and safe operation of our industrial and commercial facilities, preserve the value of assets, and ensure

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compliance with state and local codes. These service agreements will provide the Port of Seattle with subject matter expertise to support building and structure related maintenance, repair, and upgrade projects as needed to ensure ongoing operation of port facilities.

This procurement will allow the Port to responsibly manage finances by providing a cost-effective means of managing projects that have variable workloads, are time-sensitive, and require specialized expertise.

The contract duration and value will ensure the Port has continuity and capacity throughout the capital improvement program horizon to support permitting, design, and construction for individual projects and programs.

Diversity in Contracting

The proposed IDIQ contracts will be competitively bid and the procurements will identify opportunities for participation by WMBE and small business designated suppliers, consultants and contractors

DETAILS

The IDIQ contracts will be procured according to Port policies and procedures in accordance with Delegation of Authority and Procurement policies. The contracts will be written with specific not-to-exceed amounts and identify the services required. Each contract will have a contract ordering period (during which the services may be separately authorized) of five years. The actual contract duration may extend beyond five years to complete work identified in service directives. Service directives may only be issued during the contract ordering period and within the total original contract value.

Individual service directives consisting of a scope, level of effort, and schedule will be negotiated and executed as needed. Funds will be derived from separate project authorization requests so there is no funding request associated with this memo.

Scope of Work

General scope of work will cover planning, design, permitting and construction support pertaining to development, use or redevelopment of buildings and structures on Port of Seattle properties.

Schedule

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

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ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Procure project-specific contracts to support capital and operational activities

Pros:

- (1) Expands opportunities for firms to participate.

Cons:

- (1) Doesn't allow for preliminary work to support capital projects or operational activities
- (2) Does not allow for time-sensitive tasks, leading to delays and increased costs.
- (3) Inhibits continuity and development of institutional knowledge.
- (4) Staffing costs significantly increase to support contract procurement and administration.

This is not the recommended alternative.

Alternative 2 – Current proposal for IDIQ contracts managed by Port staff

Pros:

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

Cons: None.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

There is no funding associated with this request for authorization. Funding for Service Directives under this contract will be for work authorized by future capital projects.

ATTACHMENTS TO THIS REQUEST

None.

PREVIOUS COMMISSION ACTIONS or BRIEFINGS

December 12, 2017 – Commission authorized to execute up to two IDIQ contracts for Buildings and Structures Architectural and Engineering Services. One for \$700,000 with a small business subcontracting goal, and one for \$300,000 as a small business set-aside, with a contract ordering period of five years (365 days with four one-year options).