



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6h

**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:** Dock and Diving Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreements

**Maximum contract Value:** \$2,000,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute up to two indefinite delivery, indefinite quantity professional services agreements for dock-and-diving-related consulting services with a cumulative total amount not to exceed \$2,000,000 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 passed their ordering periods.

The service agreements resulting from this request will allow the Port to respond to a range of needs including, but not limited to, above or underwater inspections, surveys, design for dock repair or replacement, sediment monitoring, and emergency spill response. Exact scope and timing of these projects are subject to future surveys and business needs of the Port of Seattle or the Northwest Seaport Alliance. The proposed professional services IDIQ contracts would allow the Port to respond to future service needs efficiently.

**JUSTIFICATION**

Dock repairs, inspections, replacements, and maintenance are regular events at the Port's maritime terminals. Continuous improvements, maintenance, and repairs are necessary to sustain docks and dock areas.

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. Work under this contract will provide specialized expertise required to work on and around sensitive aquatic environments.

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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 cargo and cruise facilities, piers, marina facilities, and marine terminals.

***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.

**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

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- (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**

August 4, 2015 – Commission authorized to execute up to two professional services IDIQ contracts for Dock and Diving Support Services totaling no more than \$1,500,000 with a three-year contract ordering period.