



**COMMISSION
AGENDA MEMORANDUM**

ACTION ITEM

Item No.	Item 8n
Date of Meeting	March 11, 2025

DATE: March 4, 2025

TO: Stephen P. Metruck, Executive Director

FROM: Cassie Fritz, Sr. Manager Waterfront Program Controls
Rod Jackson, Capital Project Manager

SUBJECT: Increase IDIQ – Roofing Inspection and Design Support Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreement

Increased Authorization: \$700,000

New Authorization Total: \$2,700,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to increase and amend the Indefinite Delivery, Indefinite Quantity (IDIQ) professional services agreements for Roofing related consulting services with a cumulative total amount not to exceed \$2,700,000.

The amount of this request is \$700,000 for a total authorization not to exceed \$2,700,000. No funding is associated with this request, funds will come from already authorized project budgets.

SUMMARY

In accordance with CPO-1 Policy for Consulting Services, Section 9.3.3, the Port may increase an IDIQ value under exceptional circumstances. The contract was competitively procured in an open, public market on October 7, 2022. All proposals received were evaluated and selection made in accordance with the procurement process for Category 3, Professional Services. The CPO-1 Policy further indicates the Port will document its rationale via a competition waiver and obtain written concurrence.

The service agreement P-00321216, resulting from this request will allow the Port to continue to respond to the project needs of P66 Grand Staircase Replacement and the FT C15 Building Improvements, including, but not limited to, design and construction oversight at these facilities at Port of Seattle properties. The proposed consulting contracts will allow the Port to continue to service needs efficiently and cost effectively.

Follow-up discussions took place between the Central Procurement Office (CPO) and Waterfront Project Management (WPM) regarding options to cover the construction support services necessary to bring the project to a successful conclusion as there were insufficient funds left on

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the IDIQ contract to cover the two Modifications for P66 Grand Staircase and Fishermen's Terminal C15 projects and the cost of construction support services for both projects.

These discussions included using the existing design resources and contract due to the specialized nature of the design, the urgency of completing this work as a top Maritime division priority, and the need to complete bring the Pier 66 Grand Staircase Project (N10429/C801371) and Fishermen's Terminal C15 Building Misc. Improvements Project (N10301/C801096) as soon as possible. The Port of Seattle Commission authorized construction funding for Pier 66 Grand Staircase project on November 19, 2024, and Fishermen's Terminal C15 Building Misc. Improvements on July 23, 2024.

JUSTIFICATION FOR WAIVER

An exception was evaluated to determine:

- a) Why another firm could not be retained to perform the services.
- b) Urgency of the services is immediate.
- c) Urgency was not a result of lack of planning or management.

The design approach and execution of two Service Directives under contract P-00321216 were selected. At the time, the full extent of scope expansion for these projects, particularly the Fishermen's Terminal C15 building, was not fully anticipated. A significant portion of the additional costs is due to the C15 project, which expanded beyond the original window and siding scope to include additional SEF requirements approved by the SEAC committee on May 31, 2024.

Additionally, no reservation was made under this IDIQ contract to cover all project phases, while other Project Managers used available funds for assessments and design work, limiting resources. Moving forward, this oversight will be addressed in future WPM IDIQ contracts. We acknowledge this is not standard contracting practice, and the decision to forgo separate project-specific contracts introduced risks that have proven less than optimal as the projects evolved and expanded.

There are no attachments to this memo.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

March 23, 2021 – Roofing Inspection and Design Support Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreement