



**COMMISSION**  
**AGENDA MEMORANDUM**

**Item No.**

8h

**ACTION ITEM**

**Date of Meeting**

August 12, 2025

**DATE:** August 5, 2025

**TO:** Stephen P. Metruck, Executive Director

**FROM:** William Shelton – Project Manager, Waterfront Project Management

**SUBJECT:** T91 Program Design Support Service Agreement

**Amount of this request:** \$0

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute a Program Design Support Services Agreement for Terminal 91 capital projects included in the 5-year capital plan. The Agreement will be for \$6,000,000 and a contract duration of five years.

**SUMMARY**

Terminal 91 is one of the busiest and most complex Maritime Division facility, supporting several lines of business that include Cruise, Elliott Bay Fishing and Commercial Operations, as well as a portfolio of buildings used for fishing-related activities. The 5-year Capital Improvement Plan includes several upcoming capital projects at the facility. They are to: 1) rehabilitate structural elements of piers 90 and 91, 2) replace the roof and install solar panels on the Cruise terminal building, 3) upgrade aged electrical and telecommunication infrastructure, 4) install LED lighting at the Cruise terminal building, 5) redesign the West gate, and 6) replace the East guard booth. To accomplish the work more efficiently and allow for better design coordination across projects, staff are requesting the procurement of a T91 Program CAT III Design Support Service Agreement. The list of projects utilizing this program-level Service Agreement may change depending on the 5-year capital plan.

No funding is associated with this request. Budget for work performed under this contract will be authorized for each individual project.

**SCOPE OF WORK**

The Terminal 91 Program CAT III Design Support Service Agreement may include any or all, but not limited to, the following elements:

- Waterfront, Utility, Structural, and Infrastructure Inspections, Surveys, and Testing: Perform inspections, surveys, and material testing for waterfront structures, utilities, building, structures, and other facilities and infrastructure and provide reports detailing the findings of the inspections and recommended actions based on the findings.

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- Design Services: Perform design services for projects to include preliminary design through ready for construction design packages to include support during the construction bid period. This also includes the development of construction phasing plans to limit impacts to Terminal 91 operations. Specific types of design services may include, but are not limited to the following:
  - Utilities, including stormwater
  - Site/Civil
  - Sustainability
  - Permit support
  - Geotechnical
  - Architectural
  - Mechanical
  - Electrical
  - Structural
  - Marine infrastructure
  - Overwater structures
- Design and Engineering Support During Construction and Close Out: This may include but is not limited to review of submittals; change order preparations; answer bidder and contractor questions; inspections; manage construction-related documentation for third-party environmental certifications and provide as-builts that incorporate the contractor's red-line drawings in an approved POS format.
- Scheduling: Development, updating, coordination and reporting, including integrated programmatic scheduling, and resource management.
- Estimating: Development of all classes of estimate from initial planning through Engineer's estimate. Validate estimates created by designers or other estimators. Provide professional advice on trends in the local construction market that could impact estimates.
- Cost Engineering: Including cost control, estimate-at-completion development, project risk analysis, cash flow development, asset booking, life-cycle cost analysis, and project closeout.
- Permitting Assistance: Assist the Port of Seattle with preparing permit packages for submission to the permitting agencies. This may also include the consultant submitting permits on behalf of the Port as well as coordinating with permitting and governing agencies to determine which permits and codes are applicable to a project.
- Sustainability analysis as required by the Port Sustainable Evaluation Framework.

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- Reporting – Maintain existing report cadence and provide ad hoc reports as needed.

Projects might use a range of delivery methods as allowed by statutes and determined through the Port Acquisition Planning process.

**DIVERSITY IN CONTRACTING**

The proposed Terminal 91 Program CAT III Design Support Service Agreement will be competitively bid with a WMBE aspirational goal of 15%.

**FINANCIAL IMPLICATIONS**

Budget for work under this contract will come from individual projects, authorized separately through established procedures so there is no funding request associated with this authorization. No work is guaranteed to the consultant, and the Port is not obligated to pay the consultant until a service directed is executed and work performed.

There are no attachments to this memo.