



**COMMISSION
AGENDA
MEMORANDUM**

ACTION ITEM

Item No.

8g

Date of Meeting

October 14, 2025

DATE: September 10, 2025

TO: Stephen P. Metruck, Executive Director

FROM: Cassie Fritz, Assistant Director Waterfront Project Management Program Controls

SUBJECT: Planning and Project Management Services Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts

Amount of this request: \$0.00

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to three (3) professional services Indefinite Delivery, Indefinite Quantity (IDIQ) contracts to provide planning and project management services in support of capital programs, tenant improvement, and expense projects, with a total value of \$12,000,000 and a contract ordering period of five (5) years.

EXECUTIVE SUMMARY

The long-range capital plans for the Port of Seattle Maritime Division and the Northwest Seaport Alliance (NWSA) North Harbor include substantial investment in capital and major expense construction projects. Executing these contracts will allow flexibility in staffing to meet the challenges of delivering a varied capital program. No funding authorization is included with this request as the funding for this work will come from separately authorized project budgets.

JUSTIFICATION

These contracts will allow the Port to manage finances by providing a flexible means of managing projects based on changing business needs.

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.

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Diversity in Contracting

The project team is working with the Diversity in Contracting office to identify an appropriate WMBE aspirational goal for the IDIQs. Historically IDIQ goals fall between 15-20% of the not to exceed total.

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

Scope of work for these IDIQ contracts includes all services necessary to support planning and project management, including but not limited to:

Master, strategic, and capital planning	Shoreline and environmental planning
Financial and business assessment	Forecasts and trends for Maritime lines of business
Land use planning and review of zoning and regulatory requirements	Project definition development
Feasibility and alternatives analysis	Facility demand / capacity analysis
Decarbonization assessments/implementation planning	Water conservation assessment
Waste reduction assessment	Equity analysis
Climate resilience planning	Operational efficiency planning
Project initiation and definition	Design reviews
Construction project meetings	Scope development
Risk management	Schedule development
Report creation	Budget management

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Project meeting attendance	Project report updates
Estimate creation	Commission and Managing Members Memo creation
Technology Infrastructure Planning	Group and Stakeholder Facilitation

ALTERNATIVES AND IMPLICATIONS CONSIDERED**Alternative 1 – Execute 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 – Hire staff to respond to increases in workload and layoff for decreases**Pros:**

- (1) Retains subject matter expertise and institutional knowledge in house

Cons:

- (1) Hiring and training FTE staff is expensive
- (2) Hiring processes can take a great deal of time, so response time will be impacted
- (3) Opens the possibility of layoffs if workload fluctuates

This is not the recommended alternative.

Alternative 3 – Execute 3 IDIQ contracts for planning and project management services**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: Possibility of fewer firms participating in procurement

This is the recommended alternative.

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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

On December 14, 2021, Commission meeting authorized last round of Project Management Services