



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8h

ACTION ITEM

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

Amount of this request: \$0.00

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to two (2) Indefinite Delivery, Indefinite Quantity (IDIQ) professional services agreements for roofing-related consulting services with a cumulative total amount not to exceed \$6,000,000 and a contract ordering period of five years. No funding is associated with this request.

EXECUTIVE SUMMARY

The service agreements resulting from this request will allow the Port to respond to a range of needs, including, but not limited to, roof inspections, roof surveys, and design for roof repair, replacement, or solar panel installation at Port of Seattle properties. The proposed consulting contracts will allow the Port to respond to future service needs efficiently and cost effectively.

JUSTIFICATION

The Port of Seattle owns and maintains a large variety of facilities of varying age and condition. These service agreements will provide the Port of Seattle with subject matter expertise to support Roofing related maintenance, repair, and replacement projects as needed to ensure ongoing operation of port facilities.

These contracts will allow the Port to 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, alternative analysis, design, and construction for individual projects and programs.

Diversity in Contracting

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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

General scope of work will cover planning, design, permitting and construction support pertaining to surveys, repairs, or replacement of roofing structures at Port of Seattle properties.

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 – Execute 2 IDIQ contracts for related design work

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.

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Cons: Possibility of fewer firms participating in procurement

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

March 23, 2021 - Commission meeting authorized last round of Roofing design Services IDIQs