COMMISSION
AGENDA MEMORANDUM **Item No.** 8e

ACTION ITEM **Date of Meeting** November 17, 2026

DATE : October 28, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Janice Zahn, Chief Engineer, Engineering General Services
Brian Sweet, Director Engineering - Construction Management
Perry Welch, Interim Director – Engineering - Design

SUBJECT: Engineering Construction Management and Design Services IDIQ Memo

Amount of this request:	$18,000,000
Total estimated project cost:	$0

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to four indefinite delivery, indefinite quantity (IDIQ) consulting agreements for services related to Construction Management Services, with a cumulative total amount not to exceed $16 million dollars and one Design Services agreement, with a cumulative total amount not to exceed $2 million dollars. Each agreement will have a four-year ordering period. No funding is associated with this request; funding to utilize these agreements will come separately from individual project authorizations.

EXECUTIVE SUMMARY

Within the next four years, over 60 new and continuing major construction projects at the Seattle Tacoma International Airport, Maritime and Economic Development divisions, and the Northwest Seaport Alliance have been identified. With the current and anticipated future project workload, IDIQ contracts provide the Port with the flexibility to meet business requirements as they arise by utilizing external consultants to support the Engineering Construction Management (CM) and Design departments. The specific scope, amounts, and durations of consultant services are established based on projected needs of the Port and the Northwest Seaport Alliance.

This authorization will only authorize the advertisement, procurement and execution of the contracts. A service directive will be issued for each project authorizing the consultant to perform a specified scope of work only after staff have received authorization for the project in accordance with Port policies and procedures. Each agreement/contract will have a four-year ordering period during which services may be separately authorized. The Port will not issue any

service directives in excess of each agreement/contract's value or after expiration of the contract ordering period.

JUSTIFICATION

The Port of Seattle's existing CM Services IDIQ agreements were executed in 2023, and the contracts are approaching their maximum contract amount. When originally executed, the amount requested was estimated based on projected project needs to provide consultant services for 5 years. Actual project needs have led to increased utilization of the contracted agreements and reaching funding capacity much sooner than expected. Of the current six agreements in place, all but one agreement will be fully utilized by first quarter of 2027.

Due to the recent staff reductions, the Design Department will need to augment existing staff capacity with a consultant agreement to support design staff and project workload throughout the Port as required to support Port business needs.

Diversity in Contracting

The intent is to execute up to four Construction Management contracts with the most qualified firms; however, we will redistribute the awarded contract values should we not receive sufficiently qualified firms without exceeding the combined total $16M amount. Two agreements valued at $5 million each will be awarded to the two highest-ranked firms after proposal review and interviews, one agreement valued at $3 million to the next highest ranked firm after proposal review and interviews and one agreement valued at $3 million will be awarded to the highest ranked race neutral, small business. We anticipate a twenty-five percent (25%) WMBE goal will be included in three of the agreements and no goal will be established in the small business agreement We will execute one Design Services agreement to the most qualified firm after proposal review and interviews in the amount of $2 Million and an anticipated 15 percent (15%) WMBE goal will be included in the Design Agreement.

DETAILS

Scope of Work

The services required under these agreements are for Construction Management and Design services in support of various Port projects for the Aviation, Maritime, and Economic Development divisions, and projects related to the Northwest Seaport Alliance. The scope of work may include supporting projects with planning, design, construction and closeout phases of Port major construction or tenant projects, including contracts procured using design-bid-build, as well as the multitude of alternative delivery methods.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Advertise and execute multiple individual project specific contracts.

Cost Implications: Potential impact on project schedules with a strong likelihood of additional project costs due to individualized procurements for each project.

Pros:

(1) Selecting the best consultant expertise to meet the individual project needs.

Cons:

(1) This alternative would require the lengthy and costly process of selecting consultants for each project, thus requiring increased lead time, additional management oversight, additional administrative time in CPO, Construction Management and Design for preparation, and increased advertising fees.
(2) Consulting companies interested in this work would spend more money preparing multiple proposals as part of the selection processes.

This is not the recommended alternative.

Alternative 2 – Advertise and execute multiple IDIQ contracts within a single procurement.

Cost Implications: Procurement process costs.

Pros:

(1) Efficient and effective use of Port staff procuring contracts that address multiple project needs.
(2) Efficient and cost-effective use of consultant resources.
(3) Provides staffing flexibility that helps meet our business sponsor's needs when urgent projects arise.
(4) Minimizes the risk associated with potential project schedule delays due to unavailable staff resources to support a design or construction project.
(5) Aligns with best business practices for effectively utilizing external consulting firms.

Cons:

(1) Consultants with subject matter expertise may not be available when project work is requested.

This is the recommended alternative.

Annual Budget Status and Source of Funds

There is no funding request directly associated with this authorization. No work is guaranteed to the selected consultants. The budget for work performed under each agreement will come from individual service directives authorizing the consultant to perform specific work under the agreement with approved project authorization and within the total contract amount.

ATTACHMENTS

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

July 11, 2023 – Construction Management Services IDIQ approved by Commission for $30 million.