

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No.	5h
Date of Meeting	July 9, 2013

DATE: June 26, 2013

TO: Tay Yoshitani, Chief Executive Officer

FROM: Tina Soike, Director, Engineering Services
Garry Ensley, Manager, Survey & Mapping Services

SUBJECT: Survey & Mapping Services Indefinite Delivery/Indefinite Quantity (IDIQ)
Contract

Amount of This Request: \$0 **Source of Funds:** Current and Future Operating
Budgets and Individual
Capital and Expense Project
Authorizations

Maximum Contract Value: \$300,000

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute an indefinite delivery, indefinite quantity (IDIQ) contract for survey and mapping services totaling \$300,000 with a contract ordering period of three years, in support of various programs at the Port of Seattle. There is no budget request associated with this authorization.

SYNOPSIS

Staff anticipates a need for an IDIQ contract to provide survey and mapping consultant services, to support the Port's Survey & Mapping Services staff on major construction projects for all core business units. In the next three years, over 60 projects have been identified with a cumulative construction cost of over \$300 million, the majority of which are in the Aviation Division. With the fluctuating project workload, IDIQ contracts provide the Port with the flexibility to meet business requirements as they arise by issuing individual service directives to accomplish tasks within a general pre-defined scope of work, on an as-needed basis, for a fixed period of time, and a maximum contract amount. The Port's Office of Social Responsibility will assist in identifying any small business opportunities prior to the time of public advertisement of the IDIQ contract. Budgets to utilize this contract will come separately from either annual operating budgets or individual project authorizations.

Competitively procured IDIQ contracts are a widely used public sector contracting tool, consistent with the Port's Resolution No. 3605, as amended by Resolution No. 3628, and governed by CPO-1 policy.

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BACKGROUND

Work on this contract may consist of various survey and mapping duties such as developing topographic maps, providing construction and wetland site demarcations, providing Global Positioning System surveys, identifying property lines, developing legal descriptions, maps, exhibits, etc. This contract will supplement our staff when the demand of the projects are more than our current staff can provide, or are in need of services that our staff is not able to perform. The need for outside technical support can be substantial, and each service agreement procurement involves a significant amount of time and effort. Each procurement involves consultant interviews, consultant selection and negotiation, contract preparation, and insurance requirements. These activities inhibit rapid response and reduce the management and staff time available for other engineering and surveying activities. Significant economic efficiencies can be obtained by procuring an IDIQ contract and thereby reducing the number of selection processes. This authorization will only authorize the execution of the contract. A service directive will be issued for each task authorizing the consultant to perform a specified scope of work only after staff has received authorization for the project in accordance with Port policies and procedures.

PROJECT JUSTIFICATION AND DETAILS

Within the next three years, over 60 projects have been identified with a cumulative construction cost totaling over \$300 million, the majority of which are in the Aviation Division. The request for qualifications will include goals for small business participation. The contract will have a contract ordering period of three years during which the services may be authorized. The actual contract duration may extend beyond three years in order to complete the work identified in a particular service directive. The goal is to have this service agreement in place by the end of 2013.

Schedule:

It is estimated that this IDIQ contract will be executed in the fourth quarter of 2013 and will have a three-year ordering period. The contract duration may extend beyond that period to allow work begun earlier to be completed.

FINANCIAL IMPLICATIONS

Source of Funds:

There is no funding request associated with this authorization. The total estimated cost for the Survey & Mapping Services IDIQ will not exceed \$300,000. No work is guaranteed to the consultant and the Port is not obligated to pay the consultant until a service directive is executed. After receiving authorization for each project in accordance with Resolution No. 3605, as amended by Resolution No. 3628, the actual work will be defined and the Port will issue individual project-specific service directives.

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ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) – Prepare individual project procurements. This alternative would require the lengthy and costly process of selecting consultants for each task, thus increasing lead time, additional management oversight, additional administrative preparation, and increased advertising fees. This is not the recommended alternative.

Alternative 2) – Hire an additional full-time employee. Projected workload does not justify a full-time employee. Only intermittent services are necessary when Port staff do not have capacity to accomplish the additional work. This is not the recommended alternative.

Alternative 3) – Advertise and execute an IDIQ service agreement to allow for the efficient and cost-effective use of consultants to provide the technical services required by Survey & Mapping Services. This minimizes the number of procurement processes necessary for timely completion of projects. **This is the recommended alternative.**

ATTACHMENTS TO THIS REQUEST

- None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None.