

**PORT OF SEATTLE**  
**MEMORANDUM**

**COMMISSION AGENDA**  
**ACTION ITEM**

<b>Item No.</b>	<u>5c</u>
<b>Date of Meeting</b>	<u>March 11, 2014</u>

**DATE:** March 4, 2014  
**TO:** Tay Yoshitani, Chief Executive Officer  
**FROM:** Cassie Fritz, Manager, Seaport Project Management Support Services  
**SUBJECT:** Geotechnical Services for Airport, Seaport and Real Estate Divisions

<b>Amount of This Request:</b>	\$0	<b>Source of Funds:</b>	Future project authorizations and annual operating budget
<b>Maximum contract value:</b>	\$1,500,000		

**ACTION REQUESTED**

Request Commission authorization for the Chief Executive Officer to execute professional services indefinite delivery, indefinite quantity (IDIQ) contracts for geotechnical services in the amount of \$1,500,000 with a contract duration of three years and an ordering period of three years in support of upcoming capital improvement and major expense projects for the Aviation, Seaport, and Real Estate Divisions. There is no budget request associated with this authorization.

**SYNOPSIS**

In the next few years, the Port of Seattle will embark on several large development programs to fulfill business goals and Century Agenda Objectives. Procuring geotechnical services IDIQ contracts will allow the Port to meet the needs of the planned projects in a timely manner.

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.

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. The public advertisement for these contracts will contain goals for inclusion of small businesses. Budgets to utilize these contracts will come separately from either annual operating budget or individual project authorizations.

**PROJECT SCOPE OF WORK AND SCHEDULE**

Geotechnical services may consist of soil sampling, testing and analysis, site condition surveys, and other ground improvement site work.

Service directives will be written with stipulated not-to-exceed amounts and will identify the scope of services. The contract will have duration of three years; however, because there is a

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three-year ordering period, the contract duration may be extended to allow for work initiated during the contract ordering period to be fully implemented. Each service directive will specify the specific scope, duration, and schedule associated with the work.

## **FINANCIAL IMPLICATIONS**

The total estimated project control services will not exceed \$1,500,000. No work is guaranteed to the consultants 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 Port policy, the actual work will be fully defined and the Port will issue individual project-specific service directives.

## **SMALL BUSINESS PARTICIPATION**

The project manager and the Central Procurement Office will coordinate with the Office of Social Responsibility to determine small business participation opportunities in accordance with the Port's Small Business Resolution No. 3618.

## **ALTERNATIVES AND IMPLICATIONS CONSIDERED**

**Alternative 1)** – Prepare separate procurements each time geotechnical service are required. This alternative would require many more procurement processes, add time to projects, and increase administrative costs in order to hire consultants for each project. This is not the recommended alternative.

**Alternative 2)** – Prepare a single procurement to contract with a geotechnical consultant for needs as they arise. This alternative would minimize 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