

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4c
Date of Meeting July 1, 2014

DATE: June 23, 2014
TO: Tay Yoshitani, Chief Executive Officer
FROM: Ralph Graves, Managing Director, Capital Development Division
Dwight Rives, Director, Port Construction Services
SUBJECT: IDIQ Contract for Regulated Materials Management Consulting Services.

Amount of This Request:	\$0	Source of Funds:	Future project
Maximum Contract Value:	\$1,500,000		authorizations and annual operating budget

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute up to three indefinite delivery, indefinite quantity contracts for regulated materials management consultant services to support Aviation, Seaport, Real Estate, and Capital Development Division project needs. The contracts will likely not exceed \$500,000 for each contract for a total amount not to exceed \$1,500,000. There is no budget request associated with this authorization. Each contract will have a contract ordering period of three years.

SYNOPSIS

This memorandum requests authorization to execute contracts with consultant firms to provide the Port with regulated materials management (RMM) support for Port-wide facilities. The Port has implemented its Regulated Materials Management Program to provide protection from the effects of asbestos exposure, to control disturbance of asbestos-containing materials during construction and repair and maintenance operations, and to minimize situations that may cause the accidental release of asbestos fibers. The RMM Program also manages lead-based paint, PCB light ballast removal, toxic mold inspections and abatement, several other regulated building materials, and indoor air quality investigations. The primary concern of the RMM Program is the health and safety of Port employees, tenants, consultants, contractors and the public, and to assure regulatory compliance on any project that may disturb any of these regulated materials. This authorization will only authorize the execution of the contract. Service directives for work will be issued authorizing the consultant to perform a specified scope of work only after staff has received authorization and funding for the project in accordance with Port policies and procedures.

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

June 23, 2014

Page 2 of 4

Indefinite delivery, indefinite quantity (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 bid 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.

BACKGROUND

Although the Port Construction Services manages several types of regulated materials, the most common issues involve asbestos-containing materials.

Typical of buildings built before the mid-1980s, the Airport Terminal buildings and many of the Seaport facilities incorporate asbestos in many applications. However, asbestos should not present any risk to health or safety of employees and occupants unless disturbed through construction or inappropriate maintenance practices. The proper management and abatement of asbestos is regulated by a set of very complex and comprehensive federal, state and local regulations. These services are usually provided by specialized consultants who are very familiar with all of the regulatory issues and industry standards.

In 2011, the Port issued three contracts (\$750,000.00 each) for similar services. These contracts are scheduled to expire near the end of 2014.

Port Construction Services (PCS) manages the RMM Program using a combination of Port staff supplemented with a variety of consultant services. These services include:

- Regulated Materials Program Management
- Regulated Materials Surveys
- Regulated Materials Abatement Design Services
- Regulated Materials Project Monitoring Services
- Mold and Indoor Air Quality Investigation Services

PROJECT JUSTIFICATION AND DETAILS

This request is for authorization to execute service agreements that will be used to support projects that will be authorized with established procedures.

Project Objectives

- Prior to conducting any construction, demolition, renovation or maintenance project, the Port is required to perform a good faith inspection to determine if any asbestos will be disturbed by the work. The Port is also required to assure that any other regulated materials that could pose a safety hazard to workers on the project, the public, or the environment are properly identified and managed. The services in the scope of work will assure that regulated materials on Port properties and on Port projects are properly identified and managed.

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

June 23, 2014

Page 3 of 4

- These contracts will provide the services necessary to assure that the Port of Seattle complies with all applicable regulated materials regulations.

Scope of Work

The intent of this agreement is to provide comprehensive regulated materials management support services for all Port facilities. For the purposes of this contract, regulated materials are defined as but not limited to asbestos, lead-based paint, PCB-containing light ballasts, PCB-containing building caulking, mold, and refrigerants.

Schedule

On the current schedule, the contract execution date is expected to be in late October 2014. Each contract will have a contract ordering period of three years. The actual contract duration may extend beyond three years in order to complete the work identified in particular service directive(s). The Port will not issue service directives in excess of each contract's value.

Budget Status and Source of Funds

- Charges to these contracts will be from projects that have previously been authorized by the Commission under separate requests. Consequently, there is no funding request associated with this authorization.
- There is no budget or funding included as part of this request.

STRATEGIES AND OBJECTIVES

- The services to be provided these contracts are critical to achieving strategic objectives relating to environmental stewardship.
- The services assure that the Port has all the required information concerning such materials as asbestos, lead-based paints, and PCB-containing building materials during the planning and construction phases, which will be needed to produce reasonable cost estimates.
- By utilizing the services of these firms, the Port will be able to assure that all of the Port's construction projects comply with all environmental and construction safety regulations relating to asbestos, lead-based paints, PCB-containing building materials, and other regulated building materials.

TRIPLE BOTTOM LINE

Economic Development

- The current procurement plan is to execute service agreements with three separate firms. Procurement of services of multiple consultants in one procurement action will provide business opportunities for and utilization of more firms including small businesses. This type of contract is a good vehicle for new businesses interested in doing business with the Port to showcase their firms' capabilities.

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

June 23, 2014

Page 4 of 4

Environmental Responsibility

- The services provided by these contracts will include giving Port employees and tenants the information they need to enable them to manage their projects in compliance with all safety and environmental regulations.
- The services provided by the contracts will enable the Port and the Port's tenants to complete projects without the risk of releasing regulated building materials, including asbestos, lead, and PCBs into the environment.
- The services will also enable the Port to manage and remove asbestos containing materials in compliance with all applicable regulations.

Community Benefits

- In accordance with Office of Social Responsibility recommendations, small business participation will be considered in the evaluation criteria. Several small businesses in the Puget Sound area marketplace will be able to compete independently for these contracts.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) – Prepare a separate procurement for each of the above services. This option would not be the most efficient use of Port resources, as it would result in multiple low dollar contracts for related services. This is not the recommended alternative.

Alternative 2) – Provide the necessary services with Port staff. During project work, the Port often experiences spikes that require around-the-clock coverage. The need for these services is intermittent depending on project schedules. In addition, some of the work requires specialized certifications that are not practical for Port staff to maintain. This is not the recommended alternative.

Alternative 3) – Prepare one Category III Procurement combining the above services. This alternative ensures a competitive process, and provides Port staff with the information and tools needed to respond in a timely manner for requested services. This alternative also allows for intermittent coverage as dictated by project needs. **This is the recommended alternative.**

ATTACHMENTS TO THIS REQUEST

- None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None