

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4e
Date of Meeting December 9, 2014

DATE: December 2, 2014
TO: Ted Fick, Chief Executive Officer
FROM: Cassie Fritz, Program Controls Manager, Seaport Project Management
SUBJECT: Building related services for Seaport, Real Estate, and Aviation Divisions

Amount of This Request: \$0 **Source of Funds:** Future Individual Project Authorizations

Maximum Value of IDIQ Contracts \$1,500,000

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to advertise and execute one or more consulting services IDIQ contracts for building and structure related design, construction, and other engineering support services for a total not to exceed amount of \$1,500,000 with a three-year contract ordering period. No funding is associated with this authorization.

SYNOPSIS

The Port of Seattle owns and maintains a large variety of facilities of varying age and condition. Building and structure projects are generally those that facilitate the efficient and safe operation of our industrial and commercial facilities, preserve the value of assets, and ensure compliance with state and local codes. These service agreements will provide the Seaport, Real Estate, Aviation, and Capital Development Divisions with subject matter expertise to support building and structure related maintenance, repair, and upgrade projects as needed to ensure ongoing operation of Port of Seattle facilities.

The Service agreements resulting from this request will allow Port staff to respond to a range of project needs, including, but not limited to:

- Building condition assessments
- Design services for new construction and renovation of existing spaces
- Repair and/or maintenance plans for new or existing facilities
- HVAC, boiler, and steam equipment repair and replacement
- Repair and replacement of standpipes, fire control panels, and fire control systems
- Permitting assistance, code interpretation, regulatory assistance recommendations
- Repair services in case of emergencies that may include systems or equipment failure or natural disasters

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The proposed IDIQ contracts would be competitively bid and the Office of Social Responsibility will assist in identifying opportunities for participation by small contractors and suppliers prior to the public advertisement.

Scope of Work

- The contracts will be written with a specific not-to-exceed amount, identify the services required, and will have a contract ordering period (during which the services may be separately authorized) of three years.
- The actual contract duration may extend beyond three years in order to complete work identified in particular service directives. Service directives may be issued during the contract ordering period and within the total original contract value.

Schedule

It is estimated that the contracts will be executed by April 2015 and have a three-year ordering period. Each service directive will specify the duration and schedule associated with the task or tasks involved.

FINANCIAL IMPLICATIONS

Charges to these contracts will be from department budgets and projects that will be authorized separately through established procedures. Consequently, there is no funding request associated with this authorization. Individual service directives will be executed to authorize the consultant to perform any specific work on the contract against approved project authorizations and within the total contract amount.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) – Prepare separate procurements each time listed professional services are needed for specific services. This option would not be the most efficient use of Port resources and may delay Port operations. This is not the recommended alternative.

Alternative 2) – Prepare one Category III procurement for building related architectural and engineering services. This alternative ensures a competitive process, encourages small business participation, and provides staff with the tools needed to respond in a timely manner as project needs arise. **This is the recommended alternative.**

ATTACHMENTS TO THIS REQUEST

- None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None