



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6c

ACTION ITEM

Date of Meeting April 16, 2019

DATE: April 8, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Ralph Graves, Senior Director Capital Development

SUBJECT: 3rd Party Commissioning Agent Indefinite Delivery Indefinite Quantity (IDIQ) Service Agreement consultant contracts (Short Form)

Amount of this request: \$0
Total estimated contract cost: \$1,500,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to amend third-party commissioning services indefinite delivery, indefinite quantity contracts P-00319466 and P-00319465 by \$300,000 each for a total contract value of \$600,000 and \$900,000 respectively.

SUMMARY

Third-party commissioning agent services provide verification that the Port's investment in high-performance systems is yielding optimum results, both in long-term cost reductions and operational efficiencies. The third-party commissioning agent indefinite delivery, indefinite quantity (IDIQ) contracts will provide commissioning services for known and potential CIP projects in addition to unknown projects that may occur over the next three to five years.

On July 24, 2018, Commission authorization was granted for the Port to award up to three third-party commissioning agent IDIQ contracts. After completion of proposal evaluation and interviews, three commissioning agent firms were selected for award.

The Port has negotiated and executed contracts with two of the three firms, one of which is a small business. After three negotiating sessions, the Port and the third firm have not been able to come to an agreement on rates and negotiations have been formally terminated. Staff recommends that the third authorized and unexecuted contract in the amount of \$600,000 be divided equally among the two firms with executed contracts and their contracts be amended and increased by \$300,000 each.

In accordance with RCW 39.80.050: Procurement of architectural and engineering services—Contract negotiations, on March 17, 2019, a formal notice was sent to the firm notifying them that negotiations had formally been terminated.

There are no attachments to this memo.