

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5c

Date of Meeting May 12, 2009

DATE: April 22, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Mark Longridge, Capital Project Manager

SUBJECT: Procurement of Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreements

REQUESTED ACTION

Authorization for the Chief Executive Officer to enter into an Indefinite Delivery, Indefinite Quantity (IDIQ) contracts for geotechnical and underwater diving services to be used to support Seaport, Real Estate, Aviation and Capital Development Divisions Service Directives. IDIQ contract for the services will not exceed \$500,000 each for geotechnical and underwater diving, for a total NTE amount of \$1,000,000.

SYNOPSIS

In accordance with the Port's mission to create economic vitality and of our strategy to be a high performance organization, Seaport Project Management proposes to advertise and select two or more qualified firms to provide Underwater Dive and Geotechnical services to Seaport, Real Estate, Aviation and Capital Development Divisions.

BACKGROUND

The Port enters into a substantial number of Service Agreements each year. Each requires a significant amount of time and paperwork to process.

Over the last three months, staff held three acquisition planning meetings to identify how best to acquire the proposed services and ensure the procurement process meets Central Procurement Office's Procedures for Personal and Professional Services (CPO-1) standards.

These are relatively small contracts that should provide opportunities for small business participation.

Utilizing IDIQ contracts allows a more efficient, cost-effective way to respond to service requests. This type of open order contract is commonly used among many public agencies such as the Corps of Engineers, Navy, Coast Guard, King County, and the Washington State Department of Transportation.

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Page 2 of 2

PROJECT DESCRIPTION/SCOPE OF WORK

IDIQ contracts will be procured according to the process detailed in CPO-1, which became effective January 31, 2009. The contracts will be written with specific not-to-exceed amounts and for a maximum of three years. Individual Service Directives will be negotiated and processed before any work is performed. Service Directives, consisting of a Scope, Fee Agreement and Schedule, will not be established until the project has been approved in accordance with Resolution 3605.

ALTERNATIVES CONSIDERED/RECCOMENDED ACTION

1. Prepare separate procurements each time underwater dive or geotechnical services are needed. This option would not be the most efficient use of Port resources, as it would result in multiple low dollar contracts for similar services. This is not the recommended alternative.
2. Prepare one Category III procurement for each specialized service area. This alternative ensures a competitive process, encourages small business participation, and provides staff with the tools needed to respond in a timely manner to requests for service. This is the recommended alternative.

FINANCIAL IMPLICATIONS

Charges to these contracts will be from projects which have already been authorized within established procedures. Consequently, there is no funding request associated with this authorization.

PROJECT SCHEDULE

Each Service Directive will specify the schedule associated with the tasks involved. The contracts themselves will be awarded for a maximum of three years.

PREVIOUS COMMISSION ACTION

On April 21, 2009, the Commission authorized the first request for IDIQ contracts as established by CPO-1.