

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5b

Date of Meeting July 28, 2009

DATE: July 13, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Ralph Graves, Managing Director, Capital Development Division

SUBJECT: Procurement of Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Services Agreements for Regulated Materials Management Consulting.

REQUESTED ACTION

Authorization for the Chief Executive Officer (CEO) to advertise for and to enter into **one or two** Indefinite Delivery, Indefinite Quantity (IDIQ) contracts for regulated materials management (RMM) consultant services to support Aviation, Seaport, Real Estate, and Capital Development Division project needs. IDIQ contracts will not exceed \$500,000 for each contract for a total NTE amount of not more than \$1,000,000.

SYNOPSIS

This memorandum requests authorization to advertise and select one or more consulting firms to provide the Port with regulated materials management (RMM) support for port wide facilities. The Port of Seattle (POS) has implemented the POS Regulated Materials Management Program to provide protection from the effects of asbestos exposure, to control disturbance of asbestos-containing materials (ACM) during 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 abatement, PCB light ballast removal, and toxic mold inspections and abatement. The primary concern of the POS RMM Program is the health and safety of POS employees, tenants, consultants, contractors and the public. This request is only for contracting authority – funding is authorized separately.

BACKGROUND

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

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

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The Port has typically issued separate service agreements for each of these services. Under CPO-1 these service agreements were Category 1 and Category 2 contracts. Most of these service agreements are approaching their expiration dates.

PROJECT DESCRIPTION/SCOPE OF WORK

This procurement will be to select one or more consulting firms to enter into IDIQ, non-project specific, service agreement(s). The intent of these agreements is to provide comprehensive regulated materials support services for all Port of Seattle facilities. These services will include, but not be limited to:

- Regulated Materials Surveys (Good Faith Inspections)
- Regulated Materials Design Services (including abatement plans and specifications)
- Abatement Cost Estimating
- Abatement Project Monitoring and Project Oversight Inspection Services
- Contractor Quality Control Monitoring and Inspections
- Construction Management Support Services (including document review, and project closeout assistance).
- Tenant Asbestos Notification Program Support, including: updating surveys, assistance with maintaining the AIMS Data Base, and preparing tenant notification letters.
- Operations & Maintenance Program Support
- Indoor Air Quality Investigations and reports

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 3605 and governed by CPO-1 policy.

ALTERNATIVES CONSIDERED/RECOMMENDED ACTION

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.
2. Prepare one Category III Procurement combining the above services. This alternative ensures a competitive process, and provides Port staff with the tools needed to respond in a timely manner for requested services. This is the recommended alternative.

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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 task involved. The contracts themselves will be awarded for a maximum of three years.

PREVIOUS COMMISSION ACTION

There has been no previous Commission action on the item.