

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5a

Date of Meeting September 1, 2009

DATE: July 28, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Elizabeth Leavitt, Director, Aviation Environmental Program

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

REQUESTED ACTION

Authorization for the Chief Executive Officer to enter into an Indefinite Delivery, Indefinite Quantity (IDIQ) contract for professional services to be used to support Aviation, Seaport, Real Estate, and Capital Development Divisions' Service Directives. The IDIQ contract term will be three years and the services will not exceed \$750,000.

SYNOPSIS

Aviation Environmental Department proposes to advertise and select one qualified firm to provide hydrologic and hydraulic professional services to Aviation, Seaport, Real Estate, and Capital Development Divisions.

Various departments across the Port periodically have needs to perform hydrologic and hydraulic studies, designs, and investigations. Examples include design of conveyance systems, detention and storage facilities, stream restoration and environmental mitigation, and modifications to dams, spillways, and embankments. It is most efficient to bundle these activities into one contract rather than several contracts. Budget for this work would come from prior or future Commission approved projects or division expense budgets, and as a result, no budget is requested within this authorization request. This request seeks authorization to prepare a contract to be ready and responsive when these technical services are necessary.

BACKGROUND

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. Representatives from each division identified their potential needs for hydrologic and hydraulic support services to serve both capital development projects and division operating functions.

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

PROJECT DESCRIPTION/SCOPE OF WORK

The IDIQ contract will be procured according to the process detailed in CPO-1, which became effective January 31, 2009. The contract will be written with a specific not-to-exceed amount of \$750,000 and for a maximum term 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/RECOMMENDED ACTION

1. Prepare separate procurements each time hydrologic and/or hydraulic 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 the 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 either be from projects which have already been authorized within established procedures or from previously authorized division operating budgets, consequently there is no budget request associated with this authorization.

PROJECT SCHEDULE

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

PREVIOUS COMMISSION ACTION

None