

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5c
Date of Meeting November 3, 2009

DATE: October 23, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Bob Maruska PE, Assistant Director Engineering

SUBJECT: Select Consultant and execute an ID/IQ (Indefinite Quantity/Indefinite Delivery) Service Agreement to support the Engineering department in performing Airfield Pavement Management Services at Seattle-Tacoma International Airport.

ACTION REQUESTED

Authorization for the Chief Executive Officer to select consultant and execute one ID/IQ (Indefinite Quantity/Indefinite Delivery) contract for a not-to-exceed amount of \$500,000 and duration of three years for pavement management analysis and evaluation, pavement ratings, and airfield pavement design.

SYNOPSIS/BACKGROUND

The Port of Seattle has been responsible for development and operation of Seattle-Tacoma International Airport (STIA) since 1942. Port of Seattle staff is responsible for making recommendations and implementing decisions about the timing and type of maintenance and rehabilitation activities necessary to maintain acceptable pavement surface operation condition and adequate load carrying capacity of the airfield pavements. To assist in the process of making these decisions, the Port of Seattle chose in 1991 to implement an airfield Pavement Management Program.

The Pavement Management Program ensures that STIA is complying with the Federal Aviation Administration (FAA) requirement that all airports have a pavement maintenance management program in-place before federal funds are allocated for pavement improvement projects. This requirement is outlined in Appendix A of FAA Advisory Circular 150/5380-6B and in FAA Grant Assurance Number 11, and was mandated by Public Law 103-305, section 107, which amended Title 49, section 47105 of the United States Code.

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Due to the specialized technical resources necessary to perform the services Port staff is recommending the use of a Consultant as the most efficient means to complete the work. The purpose of this contract is to provide consulting services to complete annual updates of the Pavement Management Program, establish Pavement Classification Number (PCN) and allowable load ratings, provide airfield pavement design services for pavement improvements, and other services related to airfield pavement evaluation and analysis as may be defined by the contract. Examples of these services may include performance of grease tests, smoothness evaluations, non-destructive pavement evaluation and sampling. The successful Consultant will provide professional services to the Port of Seattle in accordance with FAA requirements for Airfield Pavement Management and design services.

During acquisition planning, the Engineering Department evaluated past requirements and potential future needs, and estimated future work within the next three years to be approximately \$500,000. The Office of Social Responsibility, in conjunction with the Engineering Department has established a small business goal for this procurement.

SCOPE OF WORK AND SCHEDULE

In October 2009, the Port advertised for an ID/IQ contract. The Port goal is to have the ID/IQ contract in place by the end of the year.

The ID/IQ type of Service Agreement takes advantage of procurement efficiencies to consolidate multiple tasks into one consultant agreement. This open order type of agreement approach is common among many public agencies, such as the Corps of Engineers, U. S. Coast Guard, Washington State Department of Transportation and King County. This type of agreement is also a good vehicle for new businesses and small businesses interested in doing business with the Port to showcase their firm's capabilities.

This ID/IQ agreement will be procured according to the process detailed in CPO-1. The agreement will be written with a specific not-to-exceed amount of \$500,000 and for a maximum ordering period three years. Should tasks that are ordered during the contract ordering duration exceed the three years, the contract will be extended to allow completion of that work. No new service directives will be placed after the contract ordering duration has expired. 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 assignment has been approved in accordance with Resolution 3605.

ALTERNATIVES CONSIDERED/RECOMMENDED ACTION

1. Do nothing - Under this alternative the Port's Engineering Department would not proceed with selecting a Consultant and awarding an ID/IQ type of Services Agreement. This alternative would result in the Port falling into non compliance with

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FAA grant conditions and requirements. This is not a viable alternative if the Port is committed to maintaining funding opportunities through the FAA Grant Program and meeting our business sponsor needs.

2. Advertisement and award a reduced scope agreement to provide, equipment, training and expertise for Port staff to perform the specialized technical services with in-house resources. This alternative would require the addition of an airfield pavement engineer staff position to ensure a qualified technical resource is available to perform the work. Due to current economic conditions, reduced staffing levels and the time required to train and implement an in-house program, delays in compliance with FAA requirements may occur with this alternative. This alternative is not the most cost effective way to obtaining the range of technical services needed on an intermittent basis.
3. Select Consultant and execute an ID/IQ Service Agreement to allow for the efficient and cost effective use of Consultants to provide the technical services required by Engineering. **This is the recommended alternative.**

FINANCIAL IMPLICATIONS:

Source of Funds:

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 agreement against approved authorizations.

ENVIRONMENTAL SUSTAINABILITY/COMMUNITY BENEFITS:

This ID/IQ agreement will create opportunities for small business participation.