

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5b

Date of Meeting November 30, 2009

DATE: November 3, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Robert F. Riley, Director, Aviation Capital Improvement Program

SUBJECT: Architectural ID/IQ for use by staff at Seattle-Tacoma International Airport.

Amount of This Request: \$0 **Source of Funds:** Future Individual Project Authorizations

ACTION REQUESTED

Request Port Commission authorization for the Chief Executive Officer to execute a professional services indefinite delivery indefinite quantity (IDIQ) contract for architectural services totaling \$750,000 for 3 years in support of upcoming capital improvement projects at Seattle Tacoma International Airport (Airport).

SYNOPSIS

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 No. 3605 and governed by CPO-1 policy.

BACKGROUND

To fulfill the business plan objectives for the Airport, a number of projects are being planned for the future. Of these future projects, some have commonality of scope, which could allow for their design needs to be met by a single IDIQ contract rather than individual design contracts per project. Combining these individual designs into a single IDIQ will improve the standardization of design where important to the facility, such as the terminal building. It would also provide more efficient delivery of service by combining these needs into a single procurement process.

The estimated not-to-exceed cost for the contract is \$750,000 for a 3-year period. This authorization will only authorize the execution of the contract. A Service Directive will be

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issued for each project authorizing the consultant to perform specified scope of work only after staff has received authorization for the project in accordance with Resolution No. 3605.

PROJECT DESCRIPTION/SCOPE OF WORK

Prepare one IDIQ type contract for architectural improvement projects for the Airport.

The contract will have a separate Request for Qualifications (RFQ) prepared and advertised. The RFQ will include goals for small business participation. The contract will have a Contract Ordering Period (during which the design services may be separately authorized) of three years. The actual contract duration may extend beyond three years in order to complete construction support services which occur after design. The RFQ has listed projects that would be included in the scope of work for each design contract. Projects not listed but that become necessary may be included in this contract provided they are for architectural projects at the Airport.

The projects listed for each contract are either business plan prospective or conceptual in nature. Representative projects could include modifications to terminal office space, concessions kiosk and cart design, project plan and definition for miscellaneous projects. It is anticipated that some of these projects will move forward for approvals during 2010. It is also anticipated that not all of the projects listed will have designs initiated during the three year Contract Ordering Period. Projects not initiated during this period would be accomplished via future IDIQ consultant selections.

Although the projects are primarily architectural, the intent is for the architectural consultant to retain multidiscipline design teams necessary to produce a complete design. The multidiscipline approach will enable a variety of small businesses to participate during the selection processes.

Project Statement and Objectives:

The consultant shall provide all required professional services for the Architectural Design Services contract on an ID/IQ basis throughout the term of this Agreement. The specific scope of work to be accomplished for each project shall be identified in a Service Directive. The Service Directive will also include the schedule and cost of services to be provided by the Consultant for each project.

ALTERNATIVES CONSIDERED/RECOMMENDED ACTION

1. Prepare separate procurements for each project. This alternative would require many more procurement processes, add more time to projects, and increase administrative costs in order to hire architects for each project. Design standardization and integration would be more difficult to achieve. This is not the recommended alternative.

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2. Prepare a single procurement for an identified set of architectural projects. This alternative would provide a higher degree of standardization and integrity in design and minimize the number of procurement processes necessary for timely completion of projects. This is the recommended alternative.

FINANCIAL IMPLICATIONS

Cost Estimate

The total estimated cost for design services will not exceed \$750,000. The contract will have a not-to-exceed dollar threshold. No work is guaranteed to the consultants, and the Port is not obligated to pay the consultant until a Service Directive is executed. After receiving Commission authorization for each project in accordance with Resolution 3605, the actual work will be defined and the Port will issue individual project-specific Service Directives.

ENVIRONMENTAL SUSTAINABILITY/COMMUNITY BENEFITS

Each project will identify environmental sustainability and community benefits as part of its Resolution No. 3605 authorization.

TRIPLE BOTTOM LINE SUMMARY

Each project will identify a triple bottom line summary as part of its Resolution No. 3605 authorization.

PROJECT SCHEDULE

It is estimated that the contract will be executed by April 2010 and have a three year ordering period. The contract duration may extend beyond that period to allow work to be completed.

PREVIOUS COMMISSION ACTION

No previous Commission action.

ATTACHMENTS

None.