

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5b

Date of Meeting July 27, 2010

DATE: July 9, 2010

TO: Tay Yoshitani, Chief Executive Officer

FROM: Michael Ehl, Director, Airport Operations
Wayne Grotheer, Director, Aviation Project Management Group

SUBJECT: Passenger Loading Bridges Design Services IDIQ contract for Seattle-Tacoma International Airport (CIP # C800105 and future CIPs).

Amount of This Request: \$0 **Source of Funds:** Current and Future Operating Budgets;
Future Individual Project Authorizations

**Maximum Value of IDIQ
Contract:** \$750,000

ACTION REQUESTED:

Request Commission authorization for the Chief Executive Officer to execute a professional services Indefinite Delivery Indefinite Quantity (IDIQ) contract for Passenger Loading Bridges Design and Construction Support Services (CIP # C800105 and future CIPs) totaling \$750,000 with a Contract Ordering Period of four (4) years in support of upcoming capital improvement projects at Seattle-Tacoma International Airport (Airport). No funding is associated with this authorization.

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. Small business opportunities may be available within this IDIQ. The Port's Office of Social Responsibility will assist in identifying any small business opportunities prior to the time of public advertisement of the IDIQ. This IDIQ contract would be used to replace aging airline-owned passenger loading bridges with new Airport-owned passenger loading bridges, to increase flexibility for the Airport in assigning gates to various airlines throughout each day.

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BACKGROUND:

Passenger loading bridge projects are being planned for the future. Of these future projects, most have commonality of scope, which could allow for their design and construction support needs to be met by a single IDIQ contract rather than individual design and construction support contracts per project. Combining these individual design and construction support efforts into a single IDIQ will improve the integrity of planning and design. It will also provide more efficient delivery of service by combining these needs into a single procurement process.

The not-to-exceed cost for the contract is \$750,000 for a 4 year Contract Ordering Period. This authorization will only authorize the execution of the contract. A Service Directive will be issued for each project authorizing the consultant to perform a specified scope of work only after staff has received authorization for the project in accordance with Port policies and procedures.

PROJECT DESCRIPTION/SCOPE OF WORK:

Prepare one IDIQ type contract for Passenger Loading Bridges Design Services for the Airport.

1. Airline Realignment: This component is in support of the Alaska Airlines Relocation Plan that consolidates their operations on Concourse C and the North Satellite and relocates affected carriers. In addition, it would support other potential airline realignment requests (such as United with Continental in response to their recent merger) to address their business initiatives.
2. This request will also support the Airport's program to replace passenger loading bridges that have reached the end of their useful life, and to potentially purchase airline-owned passenger loading bridges to provide flexibility in airline gate assignments. It will support installation by providing design documents and construction support of standardized loading bridges at up to fifteen (15) various gates. Loading bridges removed and replaced will be based on maintenance and operational needs.

The contract will be competitively bid using a Request for Qualifications (RFQ). The RFQ will include goals for small business participation. The contract will have a Contract Ordering Period of 4 years during which time the Port may issue Service Directives. The actual contract duration may extend beyond 4 years in order to complete work started or ordered in a Service Directive(s).

The consultant shall provide all required professional services for the Passenger Loading Bridge Design Services contract on an IDIQ 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. Service Directives will be based on the contract scope of work. The Service Directive will also include the schedule and cost of services to be provided by the consultant for each project.

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FINANCIAL IMPLICATIONS:

The total estimated cost for services will not exceed \$750,000. The contract will have a not-to-exceed dollar threshold. No work is guaranteed to the consultant, and the Port is not obligated to pay the consultant until a Service Directive is executed. The budget for work performed under this contract will come from individual authorizations for capital project work.

ENVIRONMENTAL SUSTAINABILITY/COMMUNITY BENEFITS:

Each project will identify environmental sustainability and community benefits as part of its authorization.

TRIPLE BOTTOM LINE SUMMARY:

Each project will identify a triple bottom line summary as part of its authorization.

PROJECT SCHEDULE:

It is estimated that the contract will be executed by December 2010 and have a 4 year ordering period. The contract duration may extend beyond that period to allow work to be completed.

ALTERNATIVES CONSIDERED/RECOMMENDED ACTION:

Alternative 1 - Prepare a single procurement for identified Passenger Loading Bridges. This alternative would provide a higher degree of integrity in planning for design and minimize the number of procurement processes necessary for timely completion of projects. **This is the recommended alternative.**

Alternative 2 - 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 consultant design teams for each project. Project integration would be more difficult to achieve. This is not the recommended alternative.

PREVIOUS COMMISSION ACTION:

No previous Commission action.