

**PORT OF SEATTLE**  
**MEMORANDUM**

**COMMISSION AGENDA**

**Item No.** 5a

**Date of Meeting** January 26, 2010

**DATE:** January 5, 2010

**TO:** Tay Yoshitani, Chief Executive Officer

**FROM:** Wayne Grotheer, Director, Aviation Capital Improvement Program  
David Soike, Director, Aviation Facilities and Maintenance

**SUBJECT:** Vertical Conveyance Design Services ID/IQ for 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 vertical conveyance design services totaling \$5,000,000 for 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.

**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.

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The not-to-exceed cost for the contract is \$5,000,000 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 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 vertical conveyance improvement projects for the Airport. Vertical conveyance includes both elevators and escalators; horizontal moving walkways would also be considered. The work will include additional new constructions as well as renewal and replacement of existing elevators and escalators and ancillary work. This work does not include the project for renewal and replacement of 42 escalators, the design of which was authorized on July 22, 2008.

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 four years. The actual contract duration may extend beyond four years in order to complete the work identified in the Service Directive. 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 vertical conveyance projects at the Airport and work is ordered via a Service Directive during the contract ordering period. The Port will not issue Service Directives in excess of the \$5,000,000 contract value.

The projects listed for this contract are either business plan prospective or conceptual in nature. Representative projects could include upgrades to multiple elevators and escalators in the main terminal, satellites, concourses, garage, or other Airport facilities. 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 four year Contract Ordering Period. Projects not initiated during this period would be accomplished via future IDIQ consultant selections.

Although the projects are primarily for improvements or new vertical conveyances, the intent is for the consultant to retain multidiscipline design teams necessary to produce a complete design for the vertical conveyance. 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 Vertical Conveyance 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

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Service Directive will also include the schedule and cost of services to be provided by the Consultant for each project.

### **FINANCIAL IMPLICATIONS:**

The total estimated cost for services will not exceed \$5,000,000. 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.

### **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 four year ordering period. The contract duration may extend beyond that period to allow work to be completed.

### **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 consultant design teams for each project. Design standardization and integration would be more difficult to achieve. This is not the recommended alternative.
2. Prepare a single procurement for an identified set of vertical conveyance 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.

### **PREVIOUS COMMISSION ACTION:**

No previous Commission action.

### **ATTACHMENTS:**

None.