

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5f

ACTION ITEM

Date of Meeting June 26, 2012

DATE: June 15, 2012

TO: Tay Yoshitani, Chief Executive Officer

FROM: Cassie Fritz, Manager, Seaport Project Management Support Services

SUBJECT: Roofing Inspection and Design Support Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreements

Amount of This Request: \$0

Source of Funds: Future Individual Project Authorizations

Maximum Value of IDIQ Contracts: \$2,000,000 with up to two contracts for \$1,000,000 each

ACTION REQUESTED:

Request Commission authorization for the Chief Executive Officer to execute up to two professional services indefinite delivery, indefinite quantity (IDIQ) contracts for Roofing Inspection and Design support services for \$2,000,000 (\$1,000,000 each) with a three-year contract ordering period. No funding is associated with this authorization.

SYNOPSIS:

Seaport Project Management in conjunction with Real Estate and Seaport Divisions analyzed the number of potential roof repair or replacement projects expected within the next three years. Nine projects were identified with an estimated design cost range from \$35,000 to \$316,000, including the Pier 69 Roof Replacement project. In addition to replacement, this contract would cover tasks associated with general maintenance and roof repairs. The evaluation process concluded that an IDIQ design contract would be the best method to secure design and engineering support for these projects.

The service agreements resulting from this request will allow the Port to respond to a range of needs, including, but not limited to, roof inspections, surveys, and design for roof repair or replacement. Exact scope and timing of these projects are subject to future surveys and business needs of the Port. The proposed professional services IDIQ contracts would allow the Port to respond to future service needs efficiently and cost effectively. The Office of Social Responsibility will assist in identifying opportunities for small contractors and suppliers (SCS) participation prior to the public advertisement of the IDIQ.

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PROJECT SCOPE OF WORK AND SCHEDULE:

Scope of Work:

The IDIQ contracts will be procured according to Port policies and procedures in accordance with Resolution No. 3605, as amended, and procurement policy CPO-1. The Port will advertise and issue a request for qualifications (RFQ) that will include a goal for small business participation. The contracts will be written with specific not-to-exceed amounts and identify the services required. Each contract will have a contract ordering period (during which the services may be separately authorized) of three years. The actual contract duration may extend beyond three years in order to complete work identified in particular service directives. Service directives may be issued during the contract ordering period and within the total original contract value.

Schedule:

It is estimated that the contracts will be executed by November 2012 and have a three-year ordering period. Each service directive will specify the duration and schedule associated with the task or tasks involved.

FINANCIAL IMPLICATIONS:

Charges to these contracts will be from projects that will be authorized separately through established procedures. Consequently, there is no funding request associated with this authorization.

Budget/Authorization Summary

There is no budget or funding included as part of this request.

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 contract against approved project authorizations and within the total contract amount.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS:

- Prepare separate procurements each time listed professional services are needed for a specific project. This option would not be the most efficient use of Port resources and may delay Port projects. This is not the recommended alternative.
- Prepare one Category III procurement for a specialized roofing support services that will result in up to two contracts. This alternative ensures a competitive process, encourages

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small business participation, and provides staff with the tools needed to respond in a timely manner as project needs arise. **This is the recommended alternative.**

OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

None.