

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5d

ACTION ITEM

Date of Meeting October 2, 2012

DATE: September 25, 2012

TO: Tay Yoshitani, Chief Executive Officer

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

SUBJECT: Buildings and Structures: Design and Engineering Support Services
Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreement

Amount of This Request: \$0

Source of Funds: Future Individual Project
Authorizations

Maximum Value of IDIQ Contracts: \$ 1,000,000

ACTION REQUESTED:

Request Commission authorization for the Chief Executive Officer to advertise and execute up to three consulting services indefinite delivery, indefinite quantity (IDIQ) contracts for building and structure related design, construction, and engineering support services for a total not-to-exceed amount of \$1,000,000 with a three-year contract ordering period. No funding is associated with this request.

SYNOPSIS:

The Port of Seattle owns and maintains a large variety of facilities of varying age and condition. Building and structure projects are generally those that facilitate the efficient and safe operation of our industrial and commercial facilities, preserve the value of assets, and ensure compliance with state and local codes. These service agreements will provide the Seaport, Real Estate, and Capital Development Divisions with subject matter expertise to support building and structure related maintenance, repair, and upgrade projects as needed to ensure ongoing operation of Port of Seattle facilities.

The service agreements resulting from this request will allow Port staff to respond to a range of project needs, including, but not limited to:

- Building condition assessments
- Design services for new construction and renovation of existing spaces
- Repair and/or maintenance plans for new or existing facilities

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- HVAC, boiler, and steam equipment repair and replacement
- Repair and replacement of standpipes, fire control panels, and fire control systems
- Permitting assistance, code interpretation, regulatory assistance recommendations
- Repair services in case of emergencies that may include systems or equipment failure or natural disasters

The proposed IDIQ contracts would be competitively bid and the Office of Social Responsibility will assist in identifying opportunities for participation by small contractors and suppliers prior to the public advertisement.

PROJECT SCOPE OF WORK AND SCHEDULE:

Scope of Work:

The contracts will be written with a specific not-to-exceed amount, identify the services required, and will have a three-year contract ordering period during which the services may be separately authorized. 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 April 2013 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 department budgets and projects that will be authorized separately through established procedures. Consequently, 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 professional services are needed for specific services related to building and structure design, construction and other engineering support services. This option would not be the most efficient use of Port resources and may delay Port operations. This is not the recommended alternative.
- Prepare one procurement for consulting services for building and structure related design, construction and other engineering support services. This alternative ensures a competitive process, encourages 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.**

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OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

None