

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5d

ACTION ITEM

Date of Meeting November 6, 2012

DATE: October 30, 2012

TO: Tay Yoshitani, Chief Executive Officer

FROM: Geri Poor, Manager, Regional Transportation, Public Affairs
Christine Wolf, Transportation Program Planner, Seaport Leasing and Asset Management

SUBJECT: Indefinite delivery, indefinite quantity (IDIQ) service agreements for transportation consulting services.

Maximum Value of IDIQ Contracts: \$500,000 for up to two contracts

Source of Funds: Department annual expense budgets and future individual project authorizations

ACTION REQUESTED:

Request Port Commission authorization for the Chief Executive Officer to execute up to two indefinite delivery, indefinite quantity (IDIQ) consulting contracts for transportation planning, analysis, review, conceptual design, and strategic advisory services, for a combined value not to exceed \$500,000 and for a contract ordering period of four years. There is no funding request associated with this authorization.

SYNOPSIS:

These contracts will provide transportation planning, engineering, and policy/strategic consulting services to (1) ensure adequate representation of the Port during meetings with other agencies, businesses and community stakeholders on issues affecting Port access and freight mobility; (2) review and evaluate technical analyses and documents prepared by other agencies, the private sector, or their consultants, or prepare such analysis as needed for Port use; (3) provide strategic advice regarding transportation issues and evolving policies related to transportation infrastructure plans, projects, programs and funding; and (4) provide executive management with advice about staffing and other resources to strengthen the Port's role in regional transportation projects and policy.

Ensuring the availability of qualified outside transportation planning, engineering and policy/strategic professional service support contracts is necessary to support the essential functions expected of Seaport Transportation Planning and Public Affairs staff. The specific outside professional services requested will ensure that Port staff has the ability to provide cost-effective and technically sound responses, in order to meet time-sensitive project, plan, strategy and policy decision information needs. They enable both the Seaport and the Public Affairs teams to determine

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ways to meet the goals and objectives of their respective business plans and the Century Agenda. A joint procurement process will reduce the staff time and effort required to carry out two separate processes, consolidate contract management requirements, and enable staff to carry out a procurement process that will reach a broader audience than two separate smaller contracts.

PROJECT SCOPE OF WORK AND SCHEDULE:

The contracts will be written with stipulated not-to-exceed amounts and identified scope of services. Each contract will have a contract-ordering period of four years during which time service directives may be issued. The initial contract period will be four years; however, the contract may be extended to allow time to complete all executed service directives. Each service directive will specify the scope, duration, and schedule associated with the work. 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.

FINANCIAL IMPLICATIONS:

There is no funding request associated with this authorization. Individual service directives will be executed to authorize the consultant to perform work on the contract pursuant to approved project or expense budget authorizations in accordance with Resolution 3605, as amended by Resolution No. 3628.

Source of Funds

The source of funds will be based on the approved expense budgets or project authorizations associated with each service directive.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS:

- Undertake a separate procurement process each time services are needed in any discipline. This option would not be a timely and efficient use of Port resources, as it would result in multiple contracts for similar services. This is not the recommended alternative.
- Undertake a separate procurement process each for Seaport and Public Affairs. This option would not be a timely and efficient use of Port resources, as it would result in multiple contracts for similar services. This is not the recommended alternative.
- Undertake a joint competitive procurement for transportation planning, analysis, conceptual design, review and strategic advisory services, resulting in up to two contracts that will provide staff with the tools needed to respond in a timely manner to requests for service. **This is the recommended alternative.**

OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:

- None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

- None