

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4g
Date of Meeting February 24, 2015

DATE: February 17, 2015

TO: Ted Fick, Chief Executive Officer

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

SUBJECT: Professional Service Contract for Traffic Engineering and Transportation Planning
Indefinite Delivery Indefinite Quantity (IDIQ)

Amount of This Request: \$0 **Source of Funds:** Not Applicable

Maximum Contract Value: \$500,000

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute one professional service indefinite delivery, indefinite quantity (IDIQ) contract for traffic engineering and transportation planning technical support services in the amount of \$500,000 with a contract ordering period of three years in support of landside facilities and operations as Seattle-Tacoma International Airport. A budget request is not associated with this authorization.

SYNOPSIS

The proposed IDIQ contract is for traffic engineering and transportation planning support services in order to support the operation of landside facilities at the Airport. The ability to obtain technical assistance in evaluating existing facilities and operations, or future planned improvements to facilities, is essential to maintaining an acceptable level of service for Airport employees and passengers.

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. The funding for these service directives will come separately from either annual operating budgets or individual project authorizations.

BACKGROUND

With the recent Airport passenger growth a number of existing landside (curbside, roadways, parking, ground transportation, rental cars) facilities are at or near capacity. The proposed IDIQ is for traffic engineering and transportation planning support services in order to support the continued operation of landside facilities at the Airport. The timing and exact scope of these services are not currently defined. The benefit of an IDIQ contract is the flexibility to meet business requirements as they arise. The ability

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

February 17, 2015

Page 2 of 3

to obtain additional technical assistance in evaluating existing facilities and operations, or planned improvements to existing facilities, is essential to maintaining an acceptable level of service for Airport employees and passengers.

PROJECT JUSTIFICATION AND DETAILS

Competitively procured IDIQ contracts are a widely used public sector contracting tool, consistent with the Port's Resolution No. 3605, as amended by Resolution No. 3628. The IDIQ contract will have a contract ordering period of three years during which service directives may be issued. The actual contract period may extend beyond three years in order to complete the work identified in particular service directive(s). The Port will not issue service directives in excess of the \$500,000 contract value.

The Port will advertise and issue a request for qualifications (RFQ) that includes small business goals, including small contractors and suppliers (SCS); participation as determined jointly with the Office of Social Responsibility (OSR). The program lead will support the small business and SCS goals, which provide opportunities for a variety of small businesses to participate.

FINANCIAL IMPLICATIONS

The total estimated cost for traffic engineering and transportation planning support services will not exceed \$500,000. Work is not guaranteed to the consultants and the Port is not obligated to pay the consultant until a service directive is executed. The funding for these services will either be incorporated into the annual operating budget, or included in project specific authorizations in accordance with Resolution No. 3605, as amended.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) – Separate Procurement for Each Effort

Pros:

- Separate contracts would allow consulting firms multiple opportunities to complete for each individual effort.

Cons:

- This alternative would increase overhead and administrative costs to the Port as we would need to manage more procurement processes and contracts.
- This alternative would add several months to the schedule to complete the procurement process for each individual effort and would impact the ability to meet customer needs.
- Costs to the consulting community may increase as they are responding to multiple procurements.

This is not the recommended alternative.

Alternative 2) – Prepare a Single Procurement Contract

Pros:

- Prepare a single contract with one firm for needs as they arise. This alternative would insure the Port has the necessary professional and technical resources available to assist in time-critical evaluations.

COMMISSION AGENDA

Ted Fick, Chief Executive Officer

February 17, 2015

Page 3 of 3

- This alternative would minimize the number of procurement processes necessary for timely completion of each effort and reduce overhead and administrative costs to the Port.

Cons:

- This alternative would limit the number of opportunities available to firms to compete for work.

This is the recommended alternative.

ATTACHMENTS TO THIS REQUEST

- None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None