

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4g
Date of Meeting June 9, 2015

DATE: June 1, 2015
TO: Ted Fick, Chief Executive Officer
FROM: Wayne Grotheer, Director, Aviation Project Management Group
SUBJECT: Architectural Design Services Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreements

Amount of This Request: \$0
Maximum Value of Contracts \$3,500,000

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute up to three professional services indefinite delivery, indefinite quantity (IDIQ) contracts for Architectural Design Services totaling no more than \$3,500,000 with a three-year contract ordering period. No funding is associated with this authorization.

SYNOPSIS

Aviation Project Management analyzed the number of potential projects expected within the next three years. Several projects were identified with an estimated design cost range from \$100,000 to \$500,000. In addition airline needs are driving many near-term development projects at the Airport. Our evaluation concluded that an IDIQ design contract would be the best method to secure architectural design, and other associated team disciplines, such as electrical and structural engineering, for these projects.

The service agreements resulting from this request will allow the Port to respond to a range of design needs. The contract will be available to meet the needs of the Aviation Division. Exact scope and timing of these projects are subject to future business needs.

The intent is to issue two contracts of \$1,500,000 each and we are setting aside one contract for small business design firms for a third contract of \$500,000.

BACKGROUND

In May 2012, the commission authorized two Architectural IDIQ contracts for a total of \$3,000,000. Both contracts are now nearing capacity. Over the next few years, a number of projects are being planned and significant changes will be coming to the Airport to fulfill

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business plan objectives. Procuring additional Architectural IDIQ contracts will allow the Port to meet the needs of the planned projects in a timely manner.

PROJECT SCOPE OF WORK AND SCHEDULE

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

We estimate that these contracts will be executed by November 2015 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 STATUS AND 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 AND IMPLICATIONS CONSIDERED

Alternative 1) – Separate Procurement for Each Project

Pros:

- Separate contracts would allow consulting firms multiple opportunities to compete for each individual project.

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 may add 4 months to each project schedule to complete the procurement process for each individual project and would impact the ability to meet project and customer needs.
- Costs to the consulting company may increase as they would be responding to multiple procurements.

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This is not the recommended alternative.

Alternative 2) – Prepare a Single Procurement Contract

Pros:

- Prepare a contract with up to three firms for design needs as they arise. This alternative would insure the Port has the necessary professional and technical resources available to assist in time-critical evaluations and delivery of future projects, and that small business participation is part of the criteria.
- This alternative would minimize the number of procurement processes necessary for timely completion of projects and reduce overhead and administrative costs to the Port.
- Set aside one contract of lower dollar value for small business.

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

- May 28, 2013 - The Commission voted to authorize the execution of two professional services indefinite delivery, indefinite quantity contract for architectural service.
- January 10, 2012 - The Commission voted to authorize the execution of a professional services indefinite delivery, indefinite quality contract for architectural services.