



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6d

**ACTION ITEM**

**Date of Meeting** February 13, 2018

**DATE:** February 2, 2018

**TO:** Stephen P. Metruck, Executive Director

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

**SUBJECT:** Professional Service Contracts for Airfield Technical Support Services, Indefinite Delivery Indefinite Quantity (IDIQ)

**Amount of this request:** \$0

**Maximum Contract Value:** \$6,000,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute four professional services indefinite delivery, indefinite quantity (IDIQ) contracts for airfield technical support services, two in the amount of \$2,500,000 per contract and two in the amount of \$500,000 per contract for a total of \$6,000,000, with a contract ordering period of three years in support of upcoming airfield capital improvement projects at Seattle-Tacoma International Airport. No funding request is associated with this authorization.

**EXECUTIVE SUMMARY**

Over the next several years, the Port of Seattle will embark on several large capital development programs to fulfill business goals and Century Agenda objectives. Procuring airfield technical support services IDIQ contracts will allow the Port to meet the needs of the planned projects in a timely manner.

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.

**JUSTIFICATION and DETAILS**

Contracts for architectural and engineering services are addressed in Chapter 39.80 RCW, which requires selection be based on the most highly qualified firm at a price that is considered fair and reasonable to the agency.

As part of the solicitation, the Port will advertise and select four firms in total. Two of the four contracts will be set aside for small businesses, and small business participation percentages

Meeting Date: February 13, 2018

will be applied to all four contracts in an effort to attract participation from small and women-owned and minority-owned businesses.

Each contract will have an ordering period (during which the design services may be separately authorized) of three years. The actual contract period may extend beyond three years in order to complete the work identified in particular service directive(s). Service directives may be issued only during the contract ordering period. The Port will not issue service directives in excess of the contract value.

Representative projects could include, but are not limited to, airfield operational analysis, general aviation planning, aircraft parking and gate layout planning, airfield electrical system upgrades, wildlife data analysis, refueling and fuel management systems, storm water and Industrial Waste Sewer system evaluation, Computer Aided Drafting support services and safety risk assessments. It is anticipated that many of these projects and other non-identified projects will move forward for approvals based on the improvements and their timing identified to support the Sustainable Airport Master Plan. Each service directive will include the project specific scope, duration and schedule associated with the work.

**Schedule**

Execute Contracts	2018 Quarter 3

**ALTERNATIVES AND IMPLICATIONS CONSIDERED**

**Alternative 1** – Separate procurement for each project

Cost Implications: \$0

Pros:

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

Cons:

- 1) This alternative would increase overhead and administrative costs to the Port as we would need to manage more procurement processes and contracts.
- 2) This alternative would add 4 to 6 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.
- 3) Costs to the consulting community may increase as they are responding to multiple procurements.

*This is not the recommended alternative.*

Meeting Date: February 13, 2018

**Alternative 2** – Single solicitation to procure four (4) design teams, two (2) of which are small businesses

Cost Implications: \$0

Pros:

- (1) Prepare a single contract with four firms for identified 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.
- (2) Two small business firms will be selected in this procurement
- (3) This alternative would minimize the number of procurement processes necessary for timely completion of projects and reduce overhead and administrative costs to the Port.

Cons:

- (1) This alternative would limit the number of opportunities available to firms to compete for work during the contract ordering period.

***This is the recommended alternative.***

#### **FINANCIAL IMPLICATIONS**

The total estimated cost for technical support services will not exceed \$6,000,000. Two contracts will have a not-to-exceed threshold of \$2,500,000 and two small business contracts will have a not-to-exceed threshold of \$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. After receiving authorization for each specific project in accordance with the General Delegation of Authority, the actual scope of work will be fully defined and the Port will issue individual project-specific service directives. The scope and cost of the various service directives will be separately authorized either as part of capital project authorizations or, if expense work, as part of the annual operating budget approval.

#### **ATTACHMENTS TO THIS REQUEST**

None

#### **PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None