



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6d

ACTION ITEM

Date of Meeting February 27, 2018

DATE:

TO: Stephen P. Metruck, Executive Director

FROM: Ralph Graves, Senior Director, Capital Development
Janice Zahn, Assistant Engineering Director, Construction Services
Garry Ensley, Manager Survey & Mapping Services, Engineering

SUBJECT: Engineering Special Testing, Inspection and Investigation Services IDIQs and Survey and Mapping Services IDIQs

Amount of this request: NONE

Total estimated project cost:

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute: 1) up to four indefinite delivery, indefinite quantity (IDIQ) consulting agreements for services related to special testing, inspection and investigation, with a cumulative total amount not to exceed \$2 million; and 2) up to two indefinite delivery, indefinite quantity (IDIQ) consulting agreements for survey and mapping services with a cumulative total amount not to exceed \$1 million, in support of various Port projects. No funding is associated with this request.

EXECUTIVE SUMMARY

As a condition of construction permits, Building Officials require independent special inspections in addition to the inspections performed by Construction Management inspectors or the contractors. The requirements may include structural and geotechnical special inspections. Special inspection agencies evaluate components of construction that are critical to the safety of the structure and site stability. The project owner selects and pays the special inspection agencies; however the special inspection agencies provide inspection information to the Building Official. Special Inspection agencies are typically independent, third party entities. Additionally, in the instance that a contractor performs testing, the Port may hire a testing and inspection firm to provide oversight.

These contracts will provide the Survey and Mapping Department the flexibility to meet project requirements as they arise through augmenting Survey and Mapping Staff with outside consultants. The tasks and services that these contracts will provide on projects are, but not limited to, Topography Surveys, 3D Scanning, As built Surveys, Easement and Lease legal

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descriptions and exhibits, Property Surveys, GPS Surveys, Bathymetry Surveys, Land Title Surveys, etc.

The Port intends to advertise a Special Testing, Inspections and Investigations Services IDIQ procurement with the goal to execute up to four contracts: one valued at \$1.1 million which will be awarded to the highest ranked firm; and the other three contracts, valued at \$300k each, awarded to the 1st, 2nd, and 3rd highest-ranked small business enterprise firms.

The Port will advertise a separate procurement for Survey and Mapping Services IDIQ. The intent is to award two contracts: one valued at \$700k to the highest ranked firm; and the second valued at \$300k to the highest-ranked small business enterprise firm. For both procurements, Small Business will evaluate an appropriate small business goal.

This authorization will only authorize the execution of the contracts. A service directive will be issued for each project authorizing the consultant to perform a specified scope of work only after staff has received authorization for the project in accordance with Port policies and procedures. Each contract will have a base contract period of one (1) year and three (3) option years in which the services may be separately authorized. The actual contract duration may extend beyond four (4) years in order to complete the work identified in a particular service directive. The Port will not issue service directives in excess of each contract's value or after expiration of the contract ordering period.

JUSTIFICATION

Within the next four (4) years, over 65 projects are identified as having construction costs over \$300,000 per project. To support the special testing, inspection and investigation services (e.g. concrete strength tests, soil density testing and structural steel testing) and Survey and Mapping services on these projects, a request for proposal (RFP) would be issued to execute multiple IDIQ contracts to provide these services. The types, numbers, amounts, and durations of consultant services are established based on projected needs of the Capital Improvement Programs for Aviation, Maritime, and the Economic Development Divisions.

DETAILS

Staff anticipates issuing up to four (4) IDIQ contracts to provide special testing and inspection consultant services to support construction projects for all core business units. The current agreements expire May of 2018. Special testing and inspection services may include concrete strength tests, soil density testing, and structural steel testing. It is anticipated that there will be up to two (2) Survey and Mapping IDIQ contracts issued. The current agreement is set to run out of funds based on the current workload by May, 2018.

With the anticipated project workload and the fluctuating market, 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

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basis for a fixed period of time and a maximum contract amount. The Port’s Small Business Office will assist in identifying any small business opportunities prior to the time of public advertisement. The RFP will include goals for small business participation.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Procure individual project specific contracts - This alternative would require the lengthy and costly process of selecting consultants for each task, thus requiring increased lead time, additional management oversight, additional administrative preparation, and increased advertising fees. This is not a viable alternative if the Port is committed to best practices for capital project delivery and meeting our business sponsor needs. This is not the recommended alternative.

Cost Implications: Additional staff soft costs and management, higher costs on individual tests and survey and mapping services.

Pros:

- (1) None

Cons:

- (1) Projects being slowed down or put on hold in order to procure a testing and inspection consultant
- (2) Higher costs associated with tests

This is not the recommended alternative if the Port is committed to best practices for capital project delivery and meeting our business sponsor needs.

Alternative 2 – Advertise and execute up to six (6) IDIQ services agreements to allow for the efficient and cost effective use of consultants to provide the technical services required by Engineering.

Cost Implications: None

Pros:

- (1) Efficient and cost effective use of consultants time and rates

Cons:

- (1) None

This is the recommended alternative.

FINANCIAL IMPLICATIONS

There is no funding being requested in this memo. Individual service directives will be executed to authorize the Consultant to perform any specific work on the contract against approved project authorizations.

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ATTACHMENTS TO THIS BRIEFING

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None