



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6d

ACTION ITEM

Date of Meeting October 23, 2018

DATE: September 30, 2018

TO: Stephen P. Metruck, Executive Director

FROM: Jeffrey Brown, Director, Aviation Facilities and Capital Programs

SUBJECT: Planning Services Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Service Agreements

Amount of this request \$0

Maximum value of contracts \$15,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute two indefinite delivery, indefinite quantity contracts for Airport Planning Services totaling no more than \$15,000,000 with a three-year ordering period and two one-year options. No funding is associated with this authorization.

EXECUTIVE SUMMARY

In Q4 2016, Aviation Planning executed four IDIQ contracts for Airport Planning Services totaling \$10,000,000. These contracts are now approaching the end of their authorization capacity and additional planning is needed over the next five years.

In addition to strategic and day to day planning work requested by staff, initiatives and projects, on-going planning is needed to advance the Sustainable Airport Master Plan (SAMP) capital program, including: 1) a more detailed and dimensioned analysis to validate the feasibility of individual projects and program elements; 2) planning necessary to transition projects to design, and; 3) refinement of project phasing, definition, schedule and cost.

The intent is to execute two \$7,500,000 contracts that include Woman and Minority Business Enterprise (WMBE) aspirational goals. Once the contracts have been awarded and executed, the WMBE aspirational goals will become a requirement.

Meeting Date: October 23, 2018

JUSTIFICATION

On-going planning is required to provide Port leadership and project teams information necessary to guide program development and define projects. Given the dramatic growth that is currently straining facilities, the constrained physical conditions at Sea-Tac and the large capital program defined by the SAMP, this additional planning is substantial and necessary. Additional planning will provide a more refined analysis of the overall SAMP program and ensure that capital investments are properly sequenced and well defined in order to transition projects to design.

On-going planning is also needed to address emerging and sometimes unforeseen issues. Given the often time sensitive and sporadic nature of the work load, the most cost effective and efficient way to conduct planning is for Planning staff who have knowledge of Sea-Tac facilities and processes to conduct a portion of this work in-house and also lead planning efforts that rely on a combination of consultant resources and in-house expertise from Planning and other departments.

DETAILS

Under the Airport Planning Services IDIQ contracts, the consultants shall provide the necessary professional, technical, and advisory services, including all labor, equipment, and materials to successfully provide on-call planning support services. Assigned work will consist of providing studies and producing reports, memos and technical documents for review and approval by Port staff. Detailed scopes of work and cost estimates will be prepared on an individual basis for each task.

The professional, technical and advisory services are to address a broad range of airport facilities and operations including: airside, terminal, cargo, airport support, airline support and landside planning; conceptual design; capital programming; airport operations; and Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory, planning considerations.

Scope of Work

The IDIQ contracts will be procured according to Port policies and procedures in accordance with the General Delegation of Authority and procurement policy CPO-1. The Port will advertise and issue a solicitation. 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 with two one-year options to extend the ordering period. The actual contract duration may extend beyond five years in order to complete the work identified in the particular service directives. Service directives may be issued during the contract-ordering period and within the total original contract value. The Port will have the option of moving money between contracts if the Port determines that a contracted current firm cannot adequately complete future work requests.

Meeting Date: October 23, 2018

Port staff is partnering with the Small Business Development Department in outreaching to small and WMBE businesses, informing them of the upcoming opportunities that align within the IDIQ scopes of work.

Schedule

We estimate that these contracts will be executed in Q1 2019 and have a three-year ordering period with two one-year options to extend the ordering period. Each service directive will specify the duration and schedule associated with the task or tasks involved.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Build up in-house staff on a limited duration basis to provide required planning services

Pros:

- (1) Over the length of the work, this option may show cost savings

Cons:

- (1) Time to build up adequate staff with the necessary specific skill sets would take 18 to 24 months. This would substantially delay additional Advanced Planning which has an overall delay to the capital program that would be following and integrated with the Advanced Planning. This would also delay our current planning backlog and future planning requests even further.
- (2) The type of work needed has an expected lifespan and will not be continuous. Adding full time in-house staff would create long term costs that would potentially be unnecessary during certain times of the work and in the longer term future and it would be difficult to attract talent on a limited duration basis.
- (3) To be cost effective, the new Port staff would need to have a broad set of specific skills which would be difficult to acquire in a manageable number of additions. Consultants have staff with these specific skills and can utilize them on an hour by hour basis as needed.

This is not the recommended alternative.

Alternative 2 – Separate Procurement for Each Task

Pros:

- (1) Separate contract procurements would allow consulting firms multiple opportunities to compete for each individual task.

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 may add months to each task to complete the procurement process

Meeting Date: October 23, 2018

for each individual project and would impact the ability to meet the needs of the airport.

- (3) Costs to the consulting companies may increase as they would be responding to multiple procurements.

This is not the recommended alternative.

Alternative 3 – Prepare Single Procurement Process Resulting in Two Contracts

Pros:

- (1) This alternative would insure the Port has the necessary professional, technical and advisory resources available to assist with time critical planning efforts and delivery of potential future capital work.
- (2) Small business participation will be a contract requirement.
- (3) This alternative would minimize the number of procurement processes necessary for timely completion of tasks and reduce overhead and administrative costs to the Port and consultants.

Cons:

- (1) This alternative would limit the number of opportunities available to firms to compete for more discrete packages of work.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Charges to these contracts will be from the Aviation Division's operating expense budget. Consequently, there is no funding request associated with this authorization.

Annual 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 budget authorizations and within the total contract amount.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- August 9, 2016 – Commission authorization for the Chief Executive Officer to execute up to 4 IDIQ contracts for Airport Planning Services totaling no more than \$10,000,000.