



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6d

ACTION ITEM

Date of Meeting January 28, 2020

DATE: January 4, 2020

TO: Stephen P. Metruck, Executive Director

FROM: Tina Soike, Director Engineering Services
Garry Ensley, Manager Survey and Mapping Services
Bruce Gamble, Manager Construction Safety Management

SUBJECT: Survey and Mapping Services and Construction Safety Management IDIQs

Amount of this request: None

ACTION REQUESTED

Request commission authorization for the Executive Director to execute (1) up to two indefinite delivery, indefinite quantity consulting agreements for services related to survey and mapping services with a cumulative total amount not to exceed \$2 million and (2) up to two indefinite delivery, indefinite quantity consulting agreements for services related to construction safety management with a cumulative total amount not to exceed \$2 million, in support of various port projects. No funding is associated with this request.

EXECUTIVE SUMMARY

The Survey and Mapping Services IDIQs and the Construction Safety Management IDIQs will provide the teams the support needed to meet the project requirements supporting the port's Century Agenda, the Sustainable Airport Master Plan (SAMP), and major construction projects. With the anticipated project workload and the fluctuating design and construction market, indefinite delivery, indefinite quantity (IDIQ) contracts provide the port with the flexibility to meet business requirements as they arise by utilizing outside consultants.

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 agreement/contract will have a base contract period of one year and three option years in which the services may be separately authorized.

The Port will not issue any service directives in excess of each contract's value or after expiration of the contract ordering period.

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JUSTIFICATION

The Port of Seattle’s existing Survey and Mapping IDIQ and Construction Safety IDIQ Service Agreements are nearly at the awarded contract value. When originally executed, the contract values requested were estimated based on projected project needs and were anticipated to have sufficient contract value to provide necessary consultant services. Actual project needs have consumed the available contract values sooner than expected.

Diversity in Contracting

The survey and mapping manager will work with the Diversity in Contracting Department to determine participation opportunities and set goals for women and minority business enterprises (WMBE) attainment.

DETAILS

The port anticipates issuing up to four contracts to provide two different types of consultant services including survey and mapping and construction safety services.

- Survey and Mapping Services: up to two contracts with a cumulative total amount not to exceed \$2 million and will include a small business requirement.
- Construction Safety Services: up to two contracts with a cumulative total amount not to exceed \$2 million and will include a small business requirement.

Scope of Work

The services required under these contracts will include survey and mapping services and construction safety services, in support of various port projects, including projects related to the north harbor for the Northwest Seaport Alliance. Survey and mapping services will operate under the supervision of the Manager of Survey and Mapping, or designee, and they will work in the field and office to perform on site surveying and mapping support. Construction safety services will monitor and enhance construction site safety. Both survey and mapping and safety services will support various large capital projects, small projects, expense projects and all other port department projects as needed.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Procure individual project specific contracts - This alternative would require the process of selecting consultants for each task, thus requiring increased lead time, additional management oversight, and additional administrative preparation.

Cost Implications: Potential impact to project schedules with a strong likelihood of additional project costs which are unmeasurable due to individualized procurements.

Pros:

- (1) Selecting the best consultant to meet the individual specific project expertise.

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- (2) Provide more consulting firms greater opportunity to work

Cons:

- (1) This alternative would require process of selecting consultants for each project, thus requiring increased lead time, additional management oversight and additional administrative preparation.
- (2) Consulting companies interested in this work would expend more money preparing proposals as part of the selection process.

This is not the recommended alternative.

Alternative 2 – Advertise and execute multiple IDIQ contracts for construction safety and survey and mapping services to allow for the efficient and cost-effective use of consultants to provide the services required by Engineering.

Cost Implications:

Pros:

- (1) Efficient and effective use of port staff procuring contracts that address multiple projects.
- (2) Efficient and cost-effective use of consultant’s resources.
- (3) Low risk associated with potential project schedule delays due to an inability to support a construction project.

Cons:

- (1) Less opportunity for consulting firms to compete for projects

This is the recommended alternative.

FINANCIAL IMPLICATIONS

There is no funding request directly associated with this authorization. No work is guaranteed to the selected consultants and the port is not obligated to pay a selected consultant until a service directive is executed and work is done.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None