



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6f

**ACTION ITEM**

**Date of Meeting** April 14, 2020

**DATE:** April 3, 2020

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

**FROM:** Wayne Grotheer, Director, Aviation Project Management

**SUBJECT:** Indefinite Delivery Indefinite Quantity (IDIQ) Service Agreement for Civil Design Support Services

**Amount of this request:** \$0  
**Total estimated contract cost:** \$4,000,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute one indefinite delivery indefinite quantity (IDIQ) professional service agreement for civil design support services in support of multiple capital improvement program projects at Seattle-Tacoma International Airport. The maximum value of the contract is \$4,000,000 with a contract ordering period of five years.

**EXECUTIVE SUMMARY**

There are several capital improvement program projects proposed to occur at Seattle-Tacoma International Airport over the next five years that would require civil design support services. Procuring an IDIQ professional service agreement for civil design support services would support the completion of these projects and minimize overall contract administration costs.

Competitively procured IDIQ contracts are widely used public-sector contracting tools, consistent with the Port's General Delegation of Authority, and governed by CPO-1 policy

There is no funding request associated with this authorization; funding to utilize this contract will come separately from individual project authorizations.

**JUSTIFICATION**

Traditionally, the Port has utilized larger project-specific professional service agreements or in-house design support to provide civil design support services. Given the growth in the Port's capital improvement program it was determined that a civil IDIQ professional service agreement would be appropriate to supplement these services given the number, size and scope of the capital improvement projects.

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The contract would be available to meet the needs of the Aviation Division and would allow the Port to respond to future design service needs efficiently and cost effectively.

***Diversity in Contracting***

This procurement will have a 7% Diversity in Contracting aspirational goal.

***Scope of Work***

The contract is intended to provide civil design support services for a range of anticipated projects located on the landside of the Airport. Anticipated design services could include civil, structural, geotechnical, landscape architecture, mechanical, and electrical disciplines. The range of projects could involve improvements to roadways, surface lots, tunnels, retaining walls, garage structures, landscaping, storm drainage facilities, and treatment plants.

This request is to execute one contract valued at up to \$4,000,000. The contract will have a five-year contract ordering period during which time services may be separately authorized in a service directive. The Port will not issue any service directives that will exceed the contract's maximum value or after expiration of the contract ordering period.

**ALTERNATIVES AND IMPLICATIONS CONSIDERED**

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

Cost Implications: \$0

Pros:

- (1) Procuring up to eight or more separate contracts would allow more procurement opportunities and more firms may be the prime consultant.

Cons:

- (1) This alternative will increase overhead and administrative cost to the Port as we would need to manage more procurement processes and contracts.
- (2) This alternative would add four to six months to each project schedule to complete the procurement process. IDIQ contracts allow the Port to start the consultant working quickly.
- (3) Cost to the consulting community will increase as they are responding to multiple procurements.

This is not the recommended alternative.

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**Alternative 2 – One solicitation for a single contract**

Cost Implications: \$0

Pros:

- (1) This alternative will minimize the number of procurement processes necessary for timely completion of projects and reduce overhead and administrative cost to the Port
- (2) Cost to the consulting community would decrease as they are responding to one procurement.
- (3) One contract with a contract value of \$4,000,000 would support better contract utilization given the range of projects potentially supported.

Cons:

- (1) The region’s Architectural and Engineering firms have expressed to the Port of Seattle that IDIQ contracts are difficult to support since it is difficult to predict what staff is needed.

***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. The budget for work performed under each agreement will come from individual service directives authorizing the consultant to perform specific work on the contract against approved project authorizations and within the total contract amount.

**ATTACHMENTS TO THIS REQUEST**

None

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None