



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6g

ACTION ITEM

Date of Meeting June 9, 2020

DATE: May 29, 2020
TO: Stephen P. Metruck, Executive Director
FROM: Cassie Fritz, Seaport Project Management Program Controls Manager
SUBJECT: Dredging Support Services Indefinite Delivery, Indefinite Quantity Professional Service Agreements

Amount of this request: \$0.00
Total maximum contract value: \$2,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to two professional services indefinite delivery, indefinite quantity (IDIQ) contracts for Dredging Support Services totaling no more than \$2,000,000 with a five-year contract ordering period. No funding is associated with this request.

SYNOPSIS

Dredging is required to maintain and improve essential navigational access at existing Port of Seattle and NWSA operated Maritime Terminals and Marinas. Exact scope and timing of these projects are subject to future surveys and business needs. The proposed professional services IDIQ contracts would allow the Port to be able to respond to future service needs efficiently. Previously procured dredging IDIQ contracts are now beyond their ordering periods.

Diversity in Contracting

The project team is working with the Diversity in Contracting department to identify WMBE aspirational goals and inclusion plans in association with these IDIQ contracts.

DETAILS

The IDIQ contracts will be procured according to Port policies and procedures in accordance with Delegation of Authority and Procurement policies. 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 five years. The actual contract duration may extend beyond five years to complete work identified in

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service directives. Service directives may only be issued during the contract ordering period and within the total original contract value.

Individual service directives consisting of a scope, level of effort, and schedule will be negotiated and executed as needed. Funds will be derived from separate project authorization requests so there is no funding request associated with this memo.

Scope of Work

General scope of work will cover planning, design, permitting and construction support pertaining to dredging and navigational access at Port of Seattle and NWSA Maritime facilities.

Schedule

The IDIQ service agreement will have a contract ordering period of five years during which service directives may be issued. Each service directive will specify the scope, duration, and schedule associated with the work. This contract ordering period will ensure continuity of efforts. The contract may extend past the five-year ordering period, but no new service directives will be issued after the ordering period or when contract funding capacity is reached, whichever occurs first.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Procure project-specific contracts to support capital and operational activities

Pros:

- (1) Expands opportunities for firms to participate.

Cons:

- (1) Doesn't allow for preliminary work to support capital projects or operational activities
- (2) Does not allow for time-sensitive tasks, leading to delays and increased costs.
- (3) Inhibits continuity and development of institutional knowledge.
- (4) Staffing costs significantly increase to support contract procurement and administration.

This is not the recommended alternative.

Alternative 2 – channelization drawings Enter into IDIQ contracts managed by Port staff

Pros:

- (1) Enables time-sensitive projects.
- (2) Enables high-capacity projects.
- (3) Aligns staff and technical expertise to varying workloads.
- (4) Improves continuity and institutional knowledge.
- (5) Reduces contract procurement and administration as well as technical staffing costs.

Cons: None.

This is the recommended alternative.

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FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

There is no funding associated with this request for authorization. Funding for Service Directives under this contract will be for work authorized by future capital projects.