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COMMISSION

AGENDA MEMORANDUM Item No. 8f

ACTION ITEM Date of Meeting July 12, 2022

DATE: June 21, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Cassie Fritz, WPM Program Controls Manager

SUBJECT: Dock and Diving Indefinite Delivery, Indefinite Quantity Professional Service Agreements

Amount of this request: \$0.00

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to two professional services indefinite delivery, indefinite quantity (IDIQ) contracts for Dock and Diving Support Services totaling no more than \$10,000,000 with a five-year contract ordering period. No funding is associated with this request.

EXECUTIVE SUMMARY

Dock repairs, inspections, replacements, and maintenance are regular events at the Port's maritime terminals. For the next three to five years, continuous improvements, maintenance, and repairs will be necessary to sustain docks and dock areas.

The service agreements resulting from this request will allow the Port to respond to a range of needs including, but not limited to, above or underwater inspections, surveys, design for dock repair or replacement, sediment monitoring, and emergency spill response. Exact scope and timing of these projects are subject to future surveys and business needs of the Port of Seattle or the Northwest Seaport Alliance. The proposed professional services IDIQ contracts would allow the Port to respond to future service needs efficiently.

Docks and Diving Services IDIQs have been regularly procured over the last 10 years to allow nimble response to project needs. The most recent procurement was expected to cover a fiveyear span of time, however, due to expanding program needs the capacity was reached in 18 months. We have reviewed the proposed capital plan projected over the next five-year period to arrive at the amount requested in this authorization request. A sample of previous projects includes:

- Shilshole Bay Marina X dock replacement
- Harbor Island Marina E dock replacement

Template revised January 10, 2019.

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- P66 Shore Power Underwater Cable
- P66 Fender Upgrade

Diversity in Contracting

The project team is partnering with the Diversity in Contracting Department in conducting outreach efforts and will establish a WMBE aspirational goals on this IDIQ contract. The previous IDIQ contract goal was 15%.

Scope of Work

The IDIQ contracts will be procured according to Port policies and procedures in accordance with Delegation of Authority and Procurement policies. The Port will advertise and issue a Request for Qualifications (RFQ) that will include a WMBE participation goal. 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 service directives. Service directives may only be issued during the contract ordering period and within the total original contract value.

Schedule

Contracts are expected to be executed by December of 2022 and will have a five-year ordering period. Each service directive will specify the duration and schedule associated with the task or tasks involved.

Cost:

Charges to these contracts will be from projects separately authorized using standard Port procedures. Consequently, there is no funding request associated with this authorization.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Separate Procurement for Each Project

Cost Implications: Multiple procurements would increase the cost of staff time to prepare multiple commission authorizations, prepare multiple RFQs, complete multiple reviews and interviews, and process multiple contract executions

Pros:

(1) Separate contracts would allow consulting firms multiple opportunities to compete for each individual project.

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 several months to each project schedule to complete the procurement process for each individual project and would impact the ability to meet project and customer needs.

Template revised June 27, 2019 (Diversity in Contracting).

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

This is not the recommended alternative.

Alternative 2 – Prepare a Single Procurement Contract

Cost Implications: Staff time to manage a complete Service Agreement process.

Pros:

(1) Prepare a contract with up to three firms for identified needs as they arise. This alternative would ensure the Port has the necessary professional and technical resources available to assist in time-critical evaluations and delivery of future projects, and that small business participation is part of the criteria.

(2) This alternative would minimize the number of procurement processes necessary for timely completion of projects and reduce overhead and administrative costs to the Port.

(3) Set aside one contract specifically for use by a qualified small business.

Cons:

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

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Charges to these contracts will be from projects separately authorized using standard Port procedures. Consequently, there is no funding request associated with this authorization.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS ACTIONS

The three most recent authorizations for Docks and Diving services IDIQ were authorized in:

November 19, 2019

August 4, 2015

May 8, 2012

Template revised June 27, 2019 (Diversity in Contracting).