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**COMMISSION**

AGENDA MEMORANDUM Item No. 8b

ACTION ITEM Date of Meeting November 29, 2022

DATE : October 29, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Janice Zahn, Interim Director of Engineering

Garry Ensley, Manager Survey & Mapping Services

Bruce Gamble, Manager Construction Safety Management

SUBJECT: Contracts for Survey and Mapping Services and Construction Safety Services IDIQ

Amount of this request: \$0

Total estimated project cost: \$6,000,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute up to (1) two indefinite delivery, indefinite quantity consultant agreements for services related to Survey and Mapping services, with a cumulative total amount not to exceed \$3 million; (2) one indefinite delivery, indefinite quantity consultant agreement for services related to Construction Safety Services with a cumulative total amount not to exceed \$3 million. Each contract will have one base year and a 4-year ordering period. No funding is associated with the request; funding to utilize these contracts will come separately from individual project authorizations.

**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), tenant, terminal, small works and major construction projects Port wide. 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 one base year and a four-year ordering period during which 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 agreements for Survey and Mapping Services and Construction Safety Services are nearly at their awarded contract value. When originally executed in 2020, the contract values requested were estimated based on project needs to provide the necessary consultant services for 4 years. Actual project needs are consuming the available contract values sooner than expected. Both agreements will be out of funds by July 1, 2023.

**Diversity in Contracting**

WMBE goals have not yet been established for these agreements. The Diversity in Contracting team will be working closely with the Requesting Department Representative to establish reasonable goals and will actively notify WMBE firms of these opportunities.

**DETAILS**

The Port anticipates issuing three service agreement contracts to provide two different types of consultant services, Survey and Mapping services and Construction Safety services.

- Survey and Mapping: The intent is to execute two contracts/agreements with the most qualified firms. Due to the nature of these services, subcontracting may not be feasible, however WMBE participation opportunities may be available. Project staff along with the Diversity in Contracting Department will provide outreach and notify WMBE firms of this opportunity.
- Construction Safety Services: The intent is to execute one contract/agreement with the most qualified firm. Due to the nature of these services, subcontracting may not be

feasible, however WMBE participation opportunities may be available. Project staff along with the Diversity in Contracting Department will provide outreach and notify WMBE firms of this opportunity.

#### 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. The on-site survey work will consist of performing topography surveys, boundary surveys, 3D scanning, bathymetry surveys as well as mapping utilities on Port properties for construction projects that require any type of digging or utility relocation work. Construction Safety services will monitor contractors and subcontractors for compliance with the Division of Occupational Safety and Health and enhance construction site safety. They will conduct on-site visits/inspections for project work areas during project work hours and immediately correct imminent danger exposures and notify

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the appropriate Port Construction Safety Staff. Both Survey and Mapping and Construction 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.
- (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.

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#### 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 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

January 28, 2020 – The Commission approved Survey and Mapping Services and Construction Safety Management IDIQ's for a total of \$4 million.

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