



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8i

ACTION ITEM

Date of Meeting December 13, 2022

DATE: November 30, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Pearse Edwards, Senior Director External Relations
Geri Poor, Senior Manager, Regional Transportation, External Relations

**SUBJECT: Service Agreement for IDIQ Contract for Regional Transportation
Project and Planning Services IDIQ Contracts**

Contract total: \$400,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute contracts for regional transportation and planning services related to Port activities/assets and the transportation systems that are key to the Port's and the region's long-term vitality, for a cost not to exceed \$400,000 and duration of up to four years. There is no funding request associated with this authorization.

EXECUTIVE SUMMARY

The Port anticipates a need for regional transportation consultant services for transportation planning, design, design review, traffic modelling or data collection, monitoring or analysis, related to Port activities or assets and the broader transportation system. This need may be related to limitations on staff resource availability or staff expertise and may be a short or long-term need.

Indefinite delivery, indefinite quantity (IDIQ) contracts provide the Port with flexibility to meet business requirements as they arise, issuing individual service directives to accomplish tasks within a general, pre-defined scope of work, on an as-needed basis, for a fixed period, and a maximum contract amount. Our Diversity in Contracting department within the Economic Development Division set a women- and minority-owned business enterprise (WMBE) goal of 10-percent of contract spending. Funding of services under this contract will come separately from annual operating budgets.

JUSTIFICATION

There are several situations where External Relations or other Port departments may benefit from Regional Transportation project and planning services by a consultant. The use of consulting services may occur because they bring unique knowledge or specialized skills or experience that Port staff may not possess. In other situations, an issue may emerge

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unexpectedly, and Port staff might not have the ability to shift other responsibilities to assume this new work. Another example where an objective third party is valuable is to assess Port activities or assessment.

Anticipated work in the coming four years may be related to city arterials and regional highways, bicycle or pedestrian corridors, transit planning and design, ground transportation components of Green Corridors, wayfinding and signage, freight mobility and truck parking, funding mechanisms and priorities, capacity restrictions, reductions or enhancements or other regional transportation issues. Two items from the 2023 commissioner budget priorities that may be completed under this contracting authority are related to waterfront signage and SEA bike and pedestrian commuter improvements.

Diversity in Contracting

Procurement for consultants to support this work is covered under separate Commission actions. Diversity in contracting will be included in the procurement for this contract authorization. Procurements have included a minimum of 10% WMBE utilization commitment.

DETAILS

Scope of Work

The consultant will assist the Port in project and planning services.

The consultant assistance may include the following work:

- (1) Evaluate and review technical analysis and documents produced by other
- (2) Conduct original technical analysis or conceptual design
- (3) Develop and facilitate solutions to transportation issues affecting the Port
- (4) Support Port staff in communicating Port-related transportation issues
- (5) Support transportation grant planning, development, and completion for federal, state regional or other grant opportunities.

Deliverables will be negotiated at the time of issuance of a service directive and may include:

- (1) Summary of technical review
- (2) Draft and final analyses or designs
- (3) Meeting summaries, presentations, documents, graphics, mapping or other
- (4) Grant applications or components thereof
- (5) Other documents needed to support tasks authorized under service directives, as directed by Port staff.

Schedule

The contracts are estimated to be executed in the first half of 2023.

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ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Contract for regional transportation planning or project consultant on a project-by-project basis.

Cost Implications: Increase in costs due to individual additional procurements.

Pros:

- (1) Separate contracts will provide multiple opportunities for consulting firms to compete for work.
- (2) Flexible staffing resources.

Cons:

- (1) This alternative would require additional time and cost to procure a consultant for each project, requiring additional lead time, management oversight and additional administrative preparation.
- (2) Consultant firms may need to spend more time and money responding to individual project-based procurements.
- (3) This alternative may lead to more non-competitive contracts.

This is not the recommended alternative.

Alternative 2 –

Establish two or more contracts for a total of \$400,000 for regional transportation planning or project consultant services Portwide.

Cost Implications: \$400,000

Pros:

- (1) This provides a competitive process to establish multiple contracts and assures the Port has critical consultant service available on short notice.
- (2) Retain consultant to perform specific work on service directives in an expeditious manner since the contract and prices will already be established. Port will only need to negotiate specific scope and associated fee.

Cons:

- (1) Fewer opportunities for firms to compete for various projects.
- (2) Staff may rely too heavily on readily available consulting services rather than first exploring lower-cost options.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

There is no funding request associated with this authorization. No work is guaranteed to the consultants. The Port is not obligated to pay the consultant until a service directive is executed.

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ATTACHMENTS TO THIS REQUEST

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None.