



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8h

ACTION ITEM

Date of Meeting November 14, 2023

DATE: October 13, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Cassie Fritz, Manager, Waterfront Project Management Program Controls

SUBJECT: Buildings and Structures Indefinite Delivery, Indefinite Quantity Professional Service Agreements

Amount of this request: \$0.00
Total Requested Project Cost: \$9,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute up to three (3) Indefinite Delivery, Indefinite Quantity (IDIQ) professional services agreements for Building and Structure related consulting and design services with a cumulative total amount not to exceed \$9,000,000 and a contract ordering period of five years. No funding is associated with this request.

SUMMARY

The Port of Seattle owns and maintains a large variety of facilities of varying age and condition. Building and structure projects are generally those that facilitate the efficient and safe operation of our industrial and commercial facilities, preserve the value of assets, and ensure compliance with state and local codes.

These service agreements will provide the Port of Seattle with subject matter expertise to support building and structure related maintenance, repair, and upgrade projects as needed to ensure ongoing operation of port facilities.

Waterfront Project Management Program Controls proposes to advertise and select qualified firms to provide consulting and design services. If authorized, the procured services will replace existing IDIQ contracts that have reached their capacity limits.

The Service agreements resulting from this request will allow Port staff to respond to a range of project needs, including, but not limited to:

- Building condition assessments
- Design services for new construction and renovation of existing spaces
- Repair and/or maintenance plans for new or existing facilities

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- HVAC, boiler, and steam equipment repair and replacement.
- Repair and replacement of standpipes, fire control panels, and fire control systems.
- Permitting assistance, code interpretation, regulatory assistance recommendations.

This procurement will allow the Port to responsibly manage finances by providing a cost-effective means of managing projects that have variable workloads, are time-sensitive, and require specialized expertise.

Diversity in Contracting

The proposed IDIQ contracts will be competitively bid, and the procurements will identify opportunities for participation by WMBE and small business designated suppliers, consultants, and contractors.

Funds will be obtained from separate project authorization requests so there is no funding request associated with this memo.

ATTACHMENTS

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

November 19, 2019 – Commission authorized to execute IDIQ contracts for Buildings and Structures related consulting Services for a total not to exceed \$3,000,000, with a contract ordering period of five years.

December 12, 2017 - Commission authorized to execute IDIQ contracts for Buildings and Structures Architectural and Engineering Services. One for \$700,000 with a small business subcontracting goal, and one for \$300,000 as a small business set-aside, with a contract ordering period of five years.