



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8g

**ACTION ITEM**

**Date of Meeting** June 25, 2024

**DATE:** June 7, 2024

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Cassie Fritz, Senior Manager, Waterfront Program Controls

**SUBJECT: Project Controls Services Indefinite Delivery, Indefinite Quantity Agreements**

**Amount of this request:** \$ 0.00

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute up to four Project Control Services Indefinite Delivery, Indefinite Quantity (IDIQ) service agreements. Agreements will be for \$5,000,000 each and be executed for a five-year contract ordering period.

No funding is associated with this request.

**SUMMARY**

A critical factor in the successful delivery of projects is applying the appropriate level of project controls. These IDIQs will provide Port staff support in the development and validation of estimates, review, and updating of project and programmatic schedules, cost control/tracking including forecasting, cash flows, and reporting and other project controls tasks as needed.

For efficiency in process, these contracts will be procured cooperatively with Aviation Program Controls and the resulting contracts will be available for use port wide.

**Scope of Work**

Project controls services may include any or all, but not limited to, the following elements:

- Scheduling – development, updating, coordination and reporting, including integrated programmatic scheduling, and resource management.
- Estimating – development of all classes of estimate from initial planning through Engineer’s estimate. Validate estimates created by designers or other estimators. Provide professional advice on trends in the local construction market that could impact estimates.
- Cost engineering, including cost control, estimate-at-completion development, project risk analysis, cash flow development, asset booking, and project closeout.
- Reporting – maintain existing report cadence and provide ad hoc reports as needed.

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**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.

**FINANCIAL IMPLICATIONS** Budget for work under this contract will come from individual projects, authorized separately through established procedures so there is no funding request associated with this authorization. No work is guaranteed to the consultant and the Port is not obligated to pay the consultant until a service directed is executed and work performed.

**There are no attachments to this memo.**

**Previous related Commission actions:**

- October 10, 2017
- November 15, 2015
- June 25, 2013