

EVERETT PORT COMMISSION  
AGENDA ITEM COVER SHEET

**Project/Requested Action:**

On-Call Material Testing & Inspection: Request for Proposal

**Initialed by:**  
**Executive Director:**



**Chief Finance Officer:**

*ER*

**Location:**

Port-Wide

**Originating Dept.:**  
**Department Head:**  
**Contact Person:**  
**Phone Number:**

Procurement  
Eric Russell  
Maija Lampinen  
425.388.0606

**MEETING OF:** April 6, 2021

**Agenda Item Type:**              x   Action

**Attachments for Commission Meeting Packet (please identify):** None

**Expenditure Required:**  
**Amount Budgeted:**

\$ 0

**Account/CIP:** Misc.

\$ Amounts are budgeted under individual CIPs

**Summary Statement:**

The Port utilizes a material testing and inspection firm under an on-call contract to ensure the quality of materials installed on Port projects meet specifications requirements as well as to monitor contractor field activities. Materials testing, and inspection includes taking samples of materials, performing laboratory and on-site testing, making visual inspections, attending project meetings, and other related services to assist the Port in verifying code and specification compliance. Hiring an independent testing and inspection firm allows the Port to achieve quality standards in various public work and environmental cleanup projects.

The current firm, GeoTest, was selected in 2017 under a formal solicitation process. That contract is reaching term expiration and contract capacity. With the upcoming terminal expansion project at the Seaport, Waterfront Place buildings and infrastructure as well as the additional projects outlined in our Capital Improvement Plan, it is time to resolicit proposals for material testing and inspection services. Since this will be a formal solicitation, the initial contract will be \$500,000 with the ability to increase the contract capacity as needed over the next five years to accommodate our capital program needs. Once we have completed the RFP process, staff will bring a contract award recommendation to the Commission.

**Recommendation (Exact action requested of Commission):**

Authorize staff to issue a Request for Proposals for Material Inspection and Testing Services with a contract term of five years and an initial contract amount of \$500,000.