



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 12

**Agenda Date:** December 12, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Aviation Department

**DEPARTMENT HEAD:** Jesus H. Saenz Jr.

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Amendment to the Executive Program Manager Professional Services Agreement for the Terminal Development Program at the San Antonio International Airport

**SUMMARY:**

This ordinance approves the amendment to the professional services agreement with Anser Advisory Consulting, LLC. (Anser) for Executive Program Manager (EPM) services for the Terminal Development Program (TDP) for the San Antonio International Airport in an amount not to exceed \$24 million for the duration of the program for a new not to exceed contract value of \$30 million. Approved phases of work will be defined as the TDP moves through design, construction, construction administration, and program closeout. Funding for FY 2024 in the amount of \$6 Million is available from Interim Airport Financing and included in the FY 2024 to FY 2029 Capital Improvement Program.

The City will seek reimbursement for eligible project costs through the submission of Federal Aviation Administration grant applications in future fiscal years.

**BACKGROUND INFORMATION:**

On May 18, 2022, the Aviation Department presented to City Council its initial schedule and plan for the design and construction of the New Terminal Facility and its enabling projects and contracts. As part of the B Session briefing, the Aviation Department provided pre-solicitation briefings to City Council for high-profile solicitations to support the delivery of the Terminal Development Program which included the EPM. On September 9, 2022, the Aviation Department presented the selection of Anser as part of the post-solicitation high profile briefing which was approved by City Council on September 29, 2022 through Ordinance 2022-09-29-0757 in the amount not to exceed \$6 million.

During the initial phases of work, the EPM has provided technical and professional services with onboarding, startup procedures, organizational capacity and readiness, governance and decision-making framework, and policies and procedures. Anser has coordinated with the Advanced Terminal Planning Team to set up the foundational framework needed to develop the program, including the project delivery method for the construction of the new terminal. Anser is providing program management oversight and other services that will be continued throughout the duration of the TDP.

#### **ISSUE:**

This ordinance approves the amendment to the professional services agreement with Anser for Executive Program Manager services for the Terminal Development Program (TDP) for the San Antonio International Airport in an amount not to exceed \$24 million for the duration of the program for a new not to exceed contract value of \$30 million. Approved phases of work will be defined as the TDP moves through design, construction, construction administration, and program closeout. Funding for these additional services will be provided from the Terminal Development Fund. Payment is limited to the amounts budgeted in the Capital Improvement Program and are contingent upon City Council approval of the annual budget.

With the approval of the amendment, Anser will continue to contribute technical capabilities and aviation experience to deliver program management oversight through the completion of the TDP. As the Program is defined and clarified, the professional services required to execute it are adjusted. At the time of the original award of the contract, the Terminal Development Program had not been fully developed, scoped or programmed. Over the last year, the City has determined the delivery method for the construction of the new terminal, the enabling projects and contracted for the Master Architect and Program Manager/Construction Manager Services.

The selection of a Construction Manager at Risk (CMAR), and the resulting acceleration in work that results, will require substantially more oversight and management. This amendment will increase contract capacity to ensure the City's TDP goals and objectives are accomplished within the established time frame and funding parameters. The EPM works with the City in collaboration with the Master Architect, Program Manager/Construction Manager, and the CMAR to manage the overall program activities required for the execution of the program and construction of projects throughout the TDP.

This amendment will provide and includes design phase oversight, construction phase oversight,

budget and cost management, quality assurance and compliance, risk management and stakeholder engagement, advisory services, and staff augmentation.

**ALTERNATIVES:**

While City Council could choose not to approve amending the agreement, the action would jeopardize the delivery of the TDP and potentially impact the receipt of grant funds in future years.

**FISCAL IMPACT:**

This ordinance amends the professional services agreement with Anser for the EPM services for the TDP at the San Antonio International Airport in an amount not to exceed \$24 million for a new not to exceed contract value of \$30 million. Approved phases of work will be defined as EPM services progress through completion of the TDP including design phase oversight, construction phase oversight, budget and cost management, quality assurance and compliance, risk management and stakeholder engagement, advisory services, and staff augmentation through program completion. Funding for FY 2024 in the amount of \$6 Million is available from Interim Airport Financing and included in the FY 2024 to FY 2029 Capital Improvement Program. Payment is limited to the amounts budgeted in the Capital Improvement Program and is contingent upon City Council approval of the annual budget.

Expenses for this contract may be paid from the Terminal Development Fund and funded through the Terminal Development Project. All expenses for this contract will be in accordance with the appropriations authorized in the Terminal Development Project.

**RECOMMENDATION:**

Staff recommends the approval of the amendment to the professional services agreement with Anser for the EPM services for the TDP at San Antonio International Airport.