



# City of San Antonio

## Agenda Memorandum

### File Number:

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**Agenda Item Number:** 43

**Agenda Date:** September 29, 2022

**In Control:** City Council A Session

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**DEPARTMENT:** Aviation Department

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

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Executive Program Manager for the San Antonio International Airport

**SUMMARY:**

Ordinance approving a professional services agreement with Anser Advisory Consulting, LLC (Anser) for the Executive Program Manager (EPM) for the Terminal Development Program for the San Antonio International Airport in an amount not to exceed \$6,000,000.00. Funding is available in the amount of \$5,092,000.00 from the Airport Interim Financing Fund and \$908,000.00 from Airport Infrastructure Grant funds in future fiscal years.

The Executive Program Manager will provide technical capabilities and aviation experience to provide Program Management support services for the Terminal Development Program through its completion. Anser will act as the bridge among the City, Master Architect, Project Management/Construction Management consultant, construction firms, other design firms and technical advisors throughout the development of the Terminal Development Program. The City will seek reimbursement for eligible project costs through the submittal of Federal Aviation Administration grant applications in future fiscal years.

**BACKGROUND INFORMATION:**

On November 18, 2021, City Council approved the Strategic Development Plan for the San Antonio International Airport which identified the need of for a new terminal facility to meet the current demand for air travel as well as the forecasted growth of the community. On May 18, 2022, the Aviation Department presented its initial schedule and plan for the design and construction of Terminal C and its enabling projects by the end of the second quarter of 2028. As part of the presentation, Council was briefed on several high-profile solicitations to support the plan including the Executive Program Manager. Airports utilize Executive Program Manager services for complex capital programs such as the design and construction of new terminals to ensure the successful completion and commissioning of the Terminal Development Program in compliance with the approved scope, schedule, budget and level of quality expected.

The Executive Program Manager for the Terminal Development Program (TDP) at the San Antonio International Airport will be responsible for assisting the City in developing an implementation plan for the TDP. The EPM will coordinate with the Advanced Planning Team to assist the City complete a successful TDP. This plan will include initiation and process analysis to help set up with the foundational framework needed to develop the program. The program delivery framework will be developed by the EPM to allow the City to make the best decisions on how to deliver the program. Lastly, program management oversight and additional services will be carried out throughout the duration of the program to completion. Tasks include:

- Initiation and Process Analysis
  - On-boarding and Start-up Procedures
  - Organizational Capacity and Readiness
  - Governance and Decision-Making Framework
  - Policies and Procedures
- Program Delivery Framework
  - Project Delivery Methods for the TDP Components
  - Systems and Implementation
- Program Management Oversight
  - Program Management Support
  - Stakeholder Engagement
  - Project Management
  - Development

## **ISSUE:**

On May 18, 2022, City Council was briefed on this solicitation during a B Session and approved moving forward with its release. On June 1, 2022, a Request for Qualifications (RFQ) was released and four proposals were received on July 1, 2022 and deemed responsive for moving forward for full proposal evaluation. The evaluation committee representatives was comprised of representatives from the City Manager's Office, Aviation Department, Transportation Department and Airport Advisory Commission. The evaluation committee decided to interview all four firms based on the published criteria of experience, background, qualifications of the firm, understanding of the project and proposed management plan, and participation in the Disadvantaged Business Enterprise program. The four firms were interviewed on July 15, 2022. The committee recommended awarding the contract to Anser. The solicitation was briefed to City Council during the Aviation Department Budget Worksession on September 7.

The solicitation was released under the FAA Disadvantaged Business Enterprise (DBE) Program. The Small Business Section for the Aviation Department has reviewed and approved the DBE Good Faith Effort Plan. The DBE goal for this contract was set at 14%, which Anser has committed to exceed.

Anser has provided executive program development services for Charlotte Douglas International Airport since 2017, overseeing a \$3.5 billion capital program which includes new concourses for 19 gates, new elevated roadway and terminal curb front, terminal lobby expansion, rehabilitation of five existing concourses and a new fourth parallel runway. Anser provides similar services for the Salt Lake City's International Airport's Airport Redevelopment Program which includes the construction of 73 new gates, rental car facilities, parking garage, central utility plant, landside and airside terminals, and airfield improvements including fueling, roadways, and associated infrastructure. Anser is also providing capital program delivery services for the Sacramento International Airport and Owner's Representative Services for the Des Moines International Airport.

#### **ALTERNATIVES:**

While City Council could choose not to approve awarding the agreement, the action would likely jeopardize the delivery of the Terminal Development Program and potentially impact receiving grant funds in future years. This solicitation process followed local, state and federal procurement policies and procedures.

#### **FISCAL IMPACT:**

This ordinance approves a professional services agreement with Anser for Executive Program Management services for the Terminal Development Program at the San Antonio International Airport in an amount not to exceed \$6,000,000.00 over the duration of the program. Funding is available in the amount of \$5,092,000.00 from the Airport Interim Financing Fund and \$908,000.00 from Airport Infrastructure Grant funds. The City will seek reimbursement for eligible project costs through the submittal of future fiscal year submittals for Federal Aviation Administration grant funds. Funding is available from and included in the FY 2023 - FY 2028 Capital Improvement Program.

#### **RECOMMENDATION:**

Staff recommends the approval of a professional services agreement with Anser Advisory Consulting, LLC for the Executive Program Manager services for the Terminal Development Program for the San Antonio International Airport.