



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 9/1/2020

To: Board of Supervisors

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number: Johannes J. Hoevertsz 707-565-2231

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Award of Agreement for Airport Management Software at Charles M. Schulz - Sonoma County Airport

Recommended Action:

Approve and authorize the Chair to execute an agreement with GCR Inc. for an Airport Management Software Solution at Charles M. Schulz - Sonoma County Airport

Executive Summary:

The Department of Transportation and Public Works - Airport Division (TPW) requests the Board of Supervisors approve and authorize the Chair to execute an agreement with GCR Inc. for an Airport Management Software solution at the Charles M. Schulz - Sonoma County Airport for an amount of \$547,994.

Discussion:

Background: The Charles M. Schulz - Sonoma County Airport (Airport) is a non-hub, commercial airport, accommodating all phases of air transportation, including scheduled air service and general aviation. The Airport has experienced rapid growth in commercial air service and is in the process of a terminal expansion scheduled to be completed in 2022. Prior to COVID-19, an average peak day at the Airport consisted of between 1,500 and 2,500 passengers moving through the terminal. Additionally, the Airport manages over 488 lease agreements, operating agreements, rental agreements for hangars and aircraft tie downs, contracts for concessions, grant commitments, external contracts, special events, a promotional merchandise retail operation, noise and general complaints and other landlord/tenant relationships.

Currently, the Airport relies on manual processes to manage day-to-day Airport administrative operations. The current process has proven to be cumbersome and inefficient. Administrative duties have increased as Airport services have expanded. As the Airport has developed and grown, the need for expedited customer service and more timely and accurate record keeping and data management has increased as well. The proposed solution would provide a relational database solution tool for staff to manage many of the Airport administrative tasks more efficiently. Doing so would improve customer service to the public and airport tenants as well as increasing the accuracy of data management and compliance.

As part of the Purchasing Department requirements for formal solicitations, TPW released a formal Request for Proposals (RFP) in the summer of 2019 in order to find interested parties able to provide a software solution to manage most of the Airport's daily operations. The RFP listed several primary desirables:

- Functional system and hardware requirements
- Peripheral requirements
- Contract management
- Grant management
- Insurance management
- Accounts receivable management
- Invoicing
- Auditing management
- Queries and reports management
- Work order management
- Online tenant portal
- Situational awareness module
- Training and support

Proposals were due July 12, 2019, and four interested parties submitted proposals. All four interested parties were evaluated by an impartial scoring committee comprised of various County staff and representatives from out of area Airports. Evaluation criteria were based on several factors including: a demonstrated ability to perform the services described, airport experience, qualifications, expertise, work schedule, testing, cost relative to the scope of services, and a willingness to accept the County’s standard contract terms. The scoring committee interviewed the highest scoring proposals to determine a final recommendation. The scoring committee recommended GCR Inc. as the best and most qualified company providing the greatest value.

This project will be implemented using a phased approach. Phase 1, estimated for September 1, 2020 through June 30, 2021 will include implementation and training on the base system. Phase 2, estimated for July 1, 2021 through June 30, 2022 will include the addition of the Safety and Compliance, Project Manager and Concession modules and related training. The phased approach also takes into consideration the operating of parallel systems until such time that the accuracy and reliability of the new system is proven at which time any duplication of effort will be streamlined if not eliminated. Both the office of the Auditor-Controller-Treasurer-Tax Collector and the Information Systems Department were involved in the RFP process and will be instrumental in providing due diligence while verifying the systems accuracy and reliability.

TPW recommends the Board of Supervisors approve and authorize the Chair to execute an agreement with GCR Inc. for an Airport Management Software solution at the Charles M. Schulz - Sonoma County Airport, for a term of four years for an amount not to exceed \$547,994. The fourth contract year expense is built into the year 3 budget to allow for reimbursement under the current Coronavirus Aid, Relief and Economic Security (CARES) Act grant. There are options available for two additional years at a guaranteed cost of \$112,247 for year five and \$112,851 for year six which would be payable in FY 24-25 and FY 25-26 if the options are taken

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	\$153,730	\$171,514	\$222,750

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Additional Appropriation Requested			
Total Expenditures	\$153,730	\$171,514	\$222,750
Funding Sources			
General Fund/WA GF			
State/Federal	\$153,730	\$171,514	\$222,750
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$153,730	\$171,514	\$222,750

Narrative Explanation of Fiscal Impacts:

Federal Aviation Administration grant funding will be provided by AIP 59, the CARES Act grant with no additional matching requirement. The listed price includes normal updates and maintenance through June 30, 2024 with two additional one year options available at the noted additional cost. The two optional year extensions would be a normal budgetary cost at this time as the CARES Act grant would have expired.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

None

Related Items "On File" with the Clerk of the Board:

Airport Management Software Agreement