

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4e
Date of Meeting July 1, 2014

DATE: June 24, 2014
TO: Tay Yoshitani, Chief Executive Officer
FROM: Linda Styrk, Managing Director Seaport
Russ Read, Seaport Security Program Manager
SUBJECT: Seaport Security Round 13 - Terminal 91 Visitor Management (CIP #C800436)

Amount of This Request:	\$520,000	Source of Funds:	2013 Port Security Grant Program
Est. Total Project Cost:	\$520,000		Seaport General Fund

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to (1) proceed with the Terminal 91 Visitor Management project; (2) authorize the procurement of required hardware, software, and vendor services; and (3) authorize Port staff to implement the project for a total project cost not to exceed \$520,000.

SYNOPSIS

Approximately 1600 vehicles pass through the gates at Terminal 91 on a non-cruise day. Terminal 91 tenants with gate passes make up half of these visitors, and those without a gate pass are granted access after showing a valid driver's license or government identification and filling out a paper card that they return when they exit the facility. The Terminal 91 Visitor Management project will improve security by only permitting authorized persons to access the facility. Identifying information will be captured when a visitor enters and exits the facility through the expansion of an existing Port Credential Management System. The project will also increase efficiency by allowing automated, credentialed access to tenants.

This project has received grant funding approval from the Department of Homeland Security (DHS) as part of the Fiscal Year 2013 Port Security Grant Program. Total project costs are estimated to be \$520,000 of which an estimated \$260,000 will be reimbursed through the DHS grant. This project is included in the 2014 – 2018 capital budget and plan of finance as part of an \$805,002 business plan prospective project within CIP #C800436, Seaport Security Round 13.

BACKGROUND

In addition to supporting cruise operations, Terminal 91 provides short-term and long-term moorage for commercial workboats and fishing vessels and on-site bunker fuel, fish processing,

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

June 24, 2014

Page 2 of 5

cold-storage, and new-car storage. Regular tenants receive generic gate passes that, when displayed, allow them to enter the facility unchallenged.

Approximately 800 daily visitors without gate passes include business deliveries, dealer auto pickup, students, and event participants during non-cruise operations. Visitors that enter on foot or vehicle drivers are provided a paper form at entry that they are asked to fill out and return upon exit. The information provided is completed on an honor system and is not verified for accuracy. Paper cards are kept in boxes at the guard gate for two years in accordance with the Washington State Destruction Schedule and Coast Guard regulations before being destroyed. During cruise operations, between 2,500-5,000 taxis, buses, limos, town cars, and private vehicles deliver thousands of passengers to their ship. On these days, all gates are open and guards do not request identification or issue paper forms.

In September 2013, the Port was awarded a DHS fiscal year 2013 Port Security grant of \$805,002 for two projects, Terminal 91 Visitor Management and a small capital project, Pier 66 Transportation Workers Identification Card (TWIC). The Pier 66 TWIC project was approved by Seaport leadership in February 2014.

PROJECT JUSTIFICATION AND DETAILS

This project will provide an improved layer of security by capturing information from a valid credential for tenants, vehicle drivers, and pedestrians entering and exiting the facility during non-cruise operations.

- Currently, guards at the gate have no way of identifying someone that shouldn't be provided access. There have been several occurrences where people that have been issued no-trespass orders have been able to gain access to the facility. In one instance, a tenant was threatened with assault on-site even after the problem was pre-identified to security.
- With the paper form process, Port Police are hampered in their ability to investigate suspicious activity or enforce other laws such as trespass. Due to the current honor system of completing paper forms, the forms may not have valid identifying information and it is time consuming to search through boxes of paper to find potential contacts. There is also a risk of exposure of personal information should the paper cards be lost or otherwise compromised.
- The new project will allow tenants to participate in the vetting of their employees, delivery personnel, and visitors by providing an ability to pre-authorize personnel regularly on-site via the Port of Seattle credentialing program.

Because of the large number of visitors during cruise operations or a major event, the gates will continue to be opened on those days without capturing credentials to ensure the efficient flow of traffic. While information on persons entering the facility is not captured during this timeframe, the presence of a significant additional security guard presence helps to mitigate security threats during the times that access credentials are not checked. These additional security guard expenses are charged back to the event sponsor.

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

June 24, 2014

Page 3 of 5

Project Objectives

- Increase security at Terminal 91 during non-cruise operations by only permitting authorized vehicle drivers and pedestrians to enter the facility.
- Improve security and efficiency by offering pre-authorization by tenants for their employees, vendors and contractors, and integrating with the access control and credentialing systems.

Scope of Work

- Configure the Port's Credential System, Quantam Secure's SAFE system, to pre-enroll and authorize tenants using their driver's license or other government identification as a credential. This will eliminate operational costs to print and maintain Port badges.
- Procure and implement the SAFE module for visitor management.
- Procure and install credential readers and integrate with the SAFE and Port Access Control systems.

Schedule

Commission Approval	July 2014
Procurement Complete	May 2015
Installation Complete	May 2016

FINANCIAL IMPLICATIONS

Budget/Authorization Summary

	Capital	Expense	Total Project
Original Budget	\$520,000	\$0	\$520,000
Previous Authorizations	\$0	\$0	\$0
Current request for authorization	\$520,000	\$0	\$520,000
Total Authorizations, including this request	\$520,000	\$0	\$520,000
Remaining budget to be authorized	\$0	\$0	\$0
Total Estimated Project Cost	\$520,000	\$0	\$520,000

Project Cost Breakdown

	This Request	Total Project
Hardware/Software	\$133,000	\$133,000
Vendor Services	\$77,000	\$77,000
Project Management	\$100,000	\$100,000
ICT Labor	\$58,500	\$58,500
Equipment Installation	\$50,000	\$50,000
State & Local Taxes (estimated)	\$12,500	\$12,500
Contingency ~20%	\$89,000	\$89,000
Total	\$520,000	\$520,000

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

June 24, 2014

Page 4 of 5

Budget Status and Source of Funds

This project is included in the 2014 – 2018 capital budget and plan of finance as part of an \$805,002 business plan prospective project within CIP #C800436, Seaport Security Round 13. \$260,000 of the total \$520,000 is eligible for reimbursement through the approved Department of Homeland Security, Fiscal Year 2013 Port Security Grant Program. The source of funds is the General Fund.

Financial Analysis and Summary

CIP Category	Renewal/Enhancement
Project Type	Technology
Risk adjusted discount rate	N/A
Key risk factors	N/A
Project cost for analysis	\$520,000
Business Unit (BU)	Seaport Security
Effect on business performance	N/A
IRR/NPV	N/A
CPE Impact	N/A

Lifecycle Cost and Savings

Additional annual software license costs and ICT labor costs for maintenance, estimated at \$33,000, will be budgeted in the ICT Operating Budget.

STRATEGIES AND OBJECTIVES

This project supports the Century Agenda strategy to advance this region as a leading tourism destination and business getaway. This project improves the safety and security of our tenants and the public at Terminal 91.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) – Identify visitors or vehicles through driver’s license or license plate only. While this less costly alternative will provide a record of people entering and exiting the facility, it offers little efficiency improvement and no ability for the tenant to pre-authorize or regulate visitors. This is not the recommended alternative.

Alternative 2) – Pre-authorization for tenants, visitor management, and license plate recognition. The delivery of license plate recognition and recording did not sufficiently increase security to justify the additional \$300,000 cost. This is not the recommended alternative.

Alternative 3) – Pre-authorization for tenants with identification of visitors using driver’s license or other government credential. This solution provides the additional security of capturing a valid credential for vehicle drivers and pedestrians as well as improved efficiency

COMMISSION AGENDA

Tay Yoshitani, Chief Executive Officer

June 24, 2014

Page 5 of 5

through pre-authorization and integration with access control. **This is the recommended alternative.**

ATTACHMENTS TO THIS REQUEST

- None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None.