DATE: November 7, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Jim Rosmond, Manager, PCS Construction, Port Construction Services
Dwight Rives, Director, PCS, Port Construction Services
Tina Soike, Chief Engineering Director, Engineering Services

SUBJECT: Card Reader Installations at Remote Engineering Offices

Amount of this request:	$350,000
Total estimated project cost:	$350,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to: (1) approve funding for design, construction, and permitting of card (badge) readers at the exterior doors of three large modular buildings staffed by personnel managing capital construction projects at the airport and (2) use port crews and small works contracts for installation.

EXECUTIVE SUMMARY

The modular buildings considered for this work are located at three remote sites on the periphery of Seattle-Tacoma International Airport. They provide ready and convenient access to construction sites and contractors during the Port's capital construction program. Conventional key systems at the building exterior doors will be replaced with a more secure means to limit access of these buildings to Port, consultant, and contractor personnel.

Work for this project began as a small project funded at $272,000. Due to the disclosure of bids for the badge reader installations that were higher than estimated by the Port, Port Construction Services has increased the project budget to $350,000, which triggers the need for Commission authorization under the General Delegation of Authority.

JUSTIFICATION

The need for the badge reader systems is occasioned by recent instances of uninvited persons entering these Port work site buildings that are easily accessible to the public. This will benefit hundreds of port staff and contracted personnel that work with Port staff in these locations on a daily and sometimes 24-hour basis. The Westside Field Office location is expected to be operational for at least 6 years before is it replaced within the westside maintenance campus

development. The other two locations do not have defined replacement plans, the expected building lives are approximately 10 years.

Diversity in Contracting

No minority and women business goals for this project have been established.

DETAILS

 See Executive Summary

Scope of Work

The scope of work for this project is for the procurement and installation of badge readers and associated circuitry, door hardware, and network equipment servicing all exterior doors for three remote modular buildings. A contractor is to install all electrified equipment and accessories. Port in-house resources will assist the contractor with carpentry work and activation of the Access Control System network.

Schedule

- 7/26/2019   Access Controls for Logistics Sites project approved by the Aviation Managing Director.
- 8/23/2019   Project design completed, ready for permit application and contract bid preparation.
- 9/06/2019   Aviation Building Department issues Building Permit.
- 10/03/2019 Bids opened for Port of Seattle Contract #SW-0320006. Apparent Low Bid determined to be Johnson Controls.
- 11/19/2019 Commission approval of $350,000 budget for project.
- 12/03/2019 Notice of Intent to Award contract issued to low bidder.
- 12/17/2019 Contract #SW-0320006 awarded.
- 1/10/2020   Contractor's Site Safety Plan accepted & Notice to Proceed issued.
- 1/20/2020   On site construction begins (projected).

Cost Breakdown	This Request	Total Project
Design	$25,000	$25,000
Construction	$325,000	$325,000
Total	$350,000	$350,000

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Maintain current level of security of the three remote modular buildings with key locks at exterior doors.

Cost Implications: Negligible. A modest operating budget is maintained under the status quo for issuing keys to new personnel for access into the three buildings.

Pros:
  (1)   Building security is presently maintained with locked doors, requiring personnel to either access the buildings with keys in their possession or by summoning receptionists to permit their entry.
  (2)   Costs are limited to the issuance of keys to new personnel authorized entry, or to that of re-keying doors if required.
  (3)   No design is required.

Cons:
  (1)   During normal working hours, buildings are accessible to uninvited visitors if doors are left open or ajar.
  (2)   Receptionist personnel are disrupted frequently to permit entry for authorized visitors or personnel who do not have keys in their possession.

This is not the recommended alternative.

Alternative 2 – Evaluate each of the three buildings for their security risk to determine a hierarchy of needs for installing badge readers. Eliminate installation of the card readers to any building that is deemed to possess an "acceptable" risk to a security breach(es).

Cost Implications: This option could reduce the budget to the Small Jobs Capital level if one or more of the buildings were eliminated from consideration and left to remain on keyed access. A savings of $70,000 to $100,000 (under a $350,000 budget) could be realized by reducing the number of buildings to two.

Pros:
  (1)   This alternative would permit the project to proceed as a Small Jobs Capital project and authorized by the Executive Director under the General Delegation of Authority.
  (2)   The construction duration (projected to be 2.5 months) would be reduced by roughly 3 weeks.

Cons:
  (1)   Two of the three buildings are in highly populated areas near the terminal—thus more susceptible to non-invited intrusions. The westside field office is in a very remote area and much more susceptible to an intrusion when the building is sparsely occupied. All three buildings are of equal size, occupancy, and store valuable property and sensitive documents.
  (2)   Cost. The installation of three buildings under one project employs an economy of scale. Should a third building later be considered for card readers, the cost would be proportionally much higher (at least $150,000 or more).

This is not the recommended alternative.

Alternative 3 – Install badge readers on all 14 exterior doors of the three modular buildings, which will replace the current keyed lock systems. The front doors to each building will have override buttons at reception stations to permit unbadged guests to enter

Cost Implications: This project will require the full funding of $350,000. The proposed capital portion is $25,000 for design, $260,000 for contract work, $30,000 for in-house construction support, and $35,000 for project management costs.

Pros:
    (1)   This alternative provides intended protection of the buildings from direct entry by uninvited personnel.
    (2)   This alternative will obviate the need for frequent summoning of receptionist to permit bypass entries to authorized personnel who don't have keys. Similarly, issuance of keys to new personnel and recall of them from departing personnel will not be required. Positive control of who is authorized to enter these buildings will be maintained.
    (3)   This alternative will enable immediate award of contract to a standing bid, eliminating period of up to 60 days for bid package preparation, advertising, bidding, and award.

Cons:
    (1)   This is the most costly of the three alternatives.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Cost Estimate/Authorization Summary	Capital	Expense	Total
COST ESTIMATE			
Original estimate	$0	$272,000	$272,000
Cost increase	$350,000	($272,000)	$78,000
Revised cost estimate	$350,000	$0	$350,000
AUTHORIZATION			
Previous authorizations	$0	$272,000	$272,000
Current request for authorization	$350,000	$0	$350,000
Total authorizations, including this request	$350,000	$0	$350,000
Remaining amount to be authorized	$0	$0	$0

Annual Budget Status and Source of Funds

This project was originally included in the expense budget. It was approved on July 26, 2019 and activated as a project August 6, 2019. Roughly $25,000 has been expensed or earmarked to date for design and planning efforts. The project is now included under CIP # C800751. The funding source is the Airport Development Fund. The impact on airline cost per enplaned passenger (CPE) is less than $.01.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None