

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY
COUNTY AIRPORT AUTHORITY (MSCAA) August 20, 2020

CALL TO ORDER

***Board Meeting provided via ZOOM Webcast to Airport Authority Staff and
the Public.***

APPROVAL OF BOARD MEETING MINUTES *July 23, 2020*

Resolution for Approval This Month

Status Update -Security Guard Services
(postponed from the July 23rd meeting)

Approval of Amendment No. 8 – Concourse Modernization- Design Professional
Engineering Services – Urban Arch Associates

Approval of Amendment No. 1 – Construction Administration-Inspection & Mgmt.
Program – Parsons Transportation Group, Inc.

Approval of Contract – Concourse B -Beam Seating Furniture - Arconas Place
Series (PowerPoint Presentation)

Division Reports

TREASURER and PROPERTIES REPORTS

Forrest Artz, Vice President of Finance and Administration/CFO

OPERATIONS REPORT

Terry Blue, Vice President of Operations

INFORMATION ITEMS

NEXT BOARD MEETING – September 17, 2020

RESOLUTION

WHEREAS, by Resolution No. 14-4687, adopted November 6, 2014, approval was granted for award of contract for design and engineering services and construction administrative assistance as necessary for planning, designing and detailing the reconstruction and modernization of Concourse B to UrbanARCH Associates in the amount of \$10,060,000.00 for the project described as:

**CONCOURSE MODERNIZATION - DESIGN
PROFESSIONAL ENGINEERING SERVICES
MSCAA PROJECT NO. 13-1370-01**

WHEREAS, by Resolution No. 15-4724, adopted September 17, 2015, approval was granted for Amendment No. 1 to increase design services as appropriate (including optional services, reimbursable expenses, and construction administration services) in a lump sum amount of Two Million Six Hundred Thirteen Thousand dollars (\$2,613,000.00); and,

WHEREAS, it is now Airport Management's desire to implement Amendment No. 8 for additional Construction Support Services for the Concourse B Modernization; and,

WHEREAS, the additional Construction Support Services are required to support the project through to substantial completion and project closeout and includes utilization and reallocation of certain unused reimbursable expense budget funds; and,

WHEREAS, staff has negotiated the Amendment to increase design services as appropriate (including construction administration services) in a lump sum net amount of Eight Hundred Fifty-Five Thousand dollars (\$855,000.00); and,

WHEREAS, Management proposes to amend the contract as follows:

Original Amount of Contract	\$ 10,060,000.00
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Contract Amendment No. 1	\$ 2,613,000.00
Contract Amendment No. 2	\$.00
Contract Amendment No. 3	\$ 35,000.00
Contract Amendment No. 4	\$ 53,525.00
Contract Amendment No. 5	\$ 87,800.00
Contract Amendment No. 6	\$ 69,700.00
Contract Amendment No. 7	\$ 64,500.00
Contract Amendment No. 8	\$ 855,000.00
TOTAL AMENDED CONTRACT AMOUNT	\$ 13,838,525.00

and,

WHEREAS, the Airport Management's Capital Program Executive Staff (CPES), by action taken on August 13, 2020, recommends approval of Amendment No. 8 to Contract Agreement No. 13-1370-01; and,

WHEREAS, Management recommends approval of Contract Amendment No. 8, incorporating those items into the contract agreement; and,

WHEREAS, in furtherance of its Disadvantaged Business Enterprise (DBE) Program, the Airport Authority established a DBE goal of 28% for the full term of this contract; and,

WHEREAS, UrbanARCH has proposed to utilize the same DBE partners as they have used on this project;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, Memphis-Shelby County Airport Authority, that the President and CEO or his designee, is hereby authorized to execute Amendment No. 8 to Contract Agreement No. 13-1370-

01 with UrbanARCH Associates, as herein described, cost to be paid from Authority Capital Funds, Federal Grant and State Grant funds or any other funds identified by the CFO.

08-20-20

RESOLUTION

WHEREAS, by Resolution 19-4885, adopted May 16, 2019, the Board of Commissioners (“Board”) of the Memphis-Shelby County Airport Authority (“Airport Authority”) authorized the execution of a multi-year contract agreement with Parsons Transportation Group, Inc. (“Parsons”) to provide construction administration, inspection, and program management services in support of the Authority’s Capital Improvement Program for the project described as:

**CONSTRUCTION ADMINISTRATION,
INSPECTION AND PROGRAM MANAGEMENT SERVICES
PROFESSIONAL ENGINEERING SERVICES
MSCAA PROJECT NO. 19-1422-00**

WHEREAS, Contract No. 19-1422-00 was executed effective August 23, 2019 (“Contract”) and established a scope of services with commensurate unit billing rates and a not-to-exceed budget for the first contract year of \$7,100,000; and,

WHEREAS, Article 1, Section 1.02, (a) of the contract agreement, provides for annual adjustment of unit billing rates; requires establishment of an estimated not-to-exceed budget for each successive contract year; and requires incorporation of the written amendment into the contract agreement; and,

WHEREAS, Airport Management has negotiated billing rates for the second year of the contract, and has established an estimated not-to-exceed budget for the second year in the amount of \$6,900,000 (based on currently active and anticipated projects) to be tracked by specific project and expenditures; and,

WHEREAS, the Airport Management’s Capital Program Executive Staff (CPES), by action taken on August 13, 2020, recommends approval of Amendment No. 1 to Contract Agreement 19-1422-00; and,

WHEREAS, Management recommends approval of Contract Amendment No. 1 incorporating those items into the contract agreement effective September 1, 2020; and,

WHEREAS, in furtherance of its Disadvantaged Business Enterprise (DBE) Program, the Airport Authority established a DBE goal of 30% for the full term of this contract; and,

WHEREAS, Parsons has proposed maintaining its same DBE participant team which consists of three (3) local firms and one firm out of Southaven, MS representing an estimated \$2.0 million in annual fees;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee, is hereby authorized to execute Amendment No. 1 to Contract Agreement 19-1422-00 with Parsons Transportation Group, Inc., as herein described, effective September 1, 2020, cost to be paid from various funding based on related and designated projects.

08-20-20

RESOLUTION

WHEREAS, pursuant to public advertisement, proposals for beam seating furniture for the Memphis-Shelby County Airport Authority (“Airport Authority”) were received as follows:

REQUEST FOR PROPOSALS
BEAM SEATING FURNITURE
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received July 7, 2020

PROPOSER (PRODUCT NAME)	TOTAL BASE PROPOSAL PRICE	ALTERNATE NO. 1 PRICE	BASE + ALT. NO. 1 PRICE	SELECTED FOR INTERVIEW
A. Pomerantz & Co. (Senator Destination)*	\$ 1,918,202.59	\$ 89,354.02	\$ 2,007,556.61	No
Airport Seating Alliance (Gateway Upholstered)	\$ 1,345,235.00	\$ 138,227.00	\$ 1,483,462.00	Yes
Airport Seating Alliance (Gateway Polyurethane)	\$ 1,265,808.00	N/A	\$ 1,265,808.00	No
Arconas (Bernu Aero Series – Upholstered)*	\$ 1,390,926.00	\$ 145,350.00	\$ 1,536,276.00	Yes
Arconas (Bernu Aero Series – Polyurethane)*	\$ 1,455,606.00	N/A	\$ 1,455,606.00	Yes
Arconas (Place Series)*	\$ 2,237,600.00	\$ 331,870.00	\$ 2,569,470.00	Yes
Tecno (Aeris)*	\$ 2,416,888.00	\$ 310,529.00	\$ 2,727,417.00	No
Vitra (Meda Gate)*	\$ 2,218,557.52	N/A	\$ 2,218,557.52	Yes
Zoefitg (Contact Plus)*	\$ 1,129,033.13	\$ 414,491.50	\$ 1,543,524.63	No
Zoefitg (Zinky Plus)*	\$ 1,370,148.97	\$ 114,117.56	\$ 1,484,266.53	Yes

**Out of town firms*

and,

WHEREAS, the scope of services includes furnishing and installing beam seating with integrated power receptacles; and,

WHEREAS, Alternate #1 consists of an upgrade for upholstered ELeather seat and is not applicable where the base proposal is for a polyurethane product; and,

WHEREAS, all ten (10) proposals are within the Airport Authority’s budget for the

project; and,

WHEREAS, in the furtherance of its Disadvantage Business Enterprise (DBE) Program, the Airport Authority established a DBE goal of 3% for the full term of this contract; and,

WHEREAS, the recommended vendor has proposed utilizing a local DBE to provide these services; and,

WHEREAS, the proposals were evaluated according to established criteria; and,

WHEREAS, the selection committee, comprised of six staff members, evaluated all ten (10) proposals, and after review, the top four (4) proposers were interviewed by the selection committee; and,

WHEREAS, five (5) members of this Board of Commissioners evaluated the samples provided by the top four rated proposers; and,

WHEREAS, of the six members on the selection committee and of the five members of the Board who evaluated the samples, Arconas Place Series was identified as the top proposal and/or sample by eight (8) of the eleven (11) evaluators; and,

WHEREAS, based on historical usage and replacement trends, furniture placed within the modernized Concourse B are expected to last ten to twenty years with appropriate ongoing maintenance; and,

WHEREAS, the base proposal price is for a preliminary seat layout with limited options, but the final seat layout and options are highly configurable, based upon the selected proposal; and,

WHEREAS, Airport Authority staff, along with the project architect, will design a final layout with selected options for a resulting final price with the top ranked proposer;

and,

WHEREAS, Airport Authority Management recommends that Arconas Place Series be designated the top ranked proposer;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that Arconas Place Series be hereby designated the top ranked proposer and the President and CEO or his designee be hereby authorized to execute a contract for beam seating furniture in accordance with this Resolution, with cost to be paid from the Airport Authority's annual operating funds or any other funds as identified by the CFO.

08-20-20