
CITY OF KELOWNA

MEMORANDUM

Date: June 11, 2008
File No.: 0550-05
6640-03
To: City Manager
From: Interim Airport General Manager
Subject: 2010 Development Program Management Consultant (T08-037)

RECOMMENDATION:

THAT Council receive the report of the Interim Airport General Manager dated June 11, 2008;

AND THAT Council authorize the City to enter into a contract with Jacobs Consultancy in the amount of \$906,391 (including taxes) to provide comprehensive program management consultant services for the Airport's 2010 Development Program – Air Terminal Building and Car Rental Facilities expansion.

AND THAT the Mayor and City Clerk be authorized to execute the contract.

BACKGROUND:

On April 2, 2008, the Purchasing Division advertised an RFP for Program Management Consultant services for the Airport's 2010 Development Program – Air Terminal Building and Car Rental Facilities expansion. Five proposals were received on May 6, 2008. Subsequent evaluation by a team led by the Purchasing Manager rated the proposals based on the following selection criteria:

- | | |
|-------------------------|--------|
| 1. Company Profile | 30 pts |
| 2. Program Management | 25 pts |
| 3. Proposed Methodology | 20 pts |
| 4. Fee Proposal | 25 pts |

Jacobs Consultancy scored the highest overall, providing the best valued proposal. Jacobs is the leading aviation consulting firm worldwide and has completed over 1,600 assignments in all facets of aviation over the past 60 years. The company specializes in aviation and airport program management and has the experience necessary to manage the program from an aviation business perspective – maintaining airport operations through construction and providing a safe and secure environment for passengers and staff. Additionally, Jacobs Consultancy has successfully worked for Kelowna International Airport in the past (e.g. Okanagan Valley Transborder Air Service Study, Air Service Development – Year Round Toronto Air Service, Common Use Self-Service (CUSS) Kiosk Strategy) and is familiar with City of Kelowna and Airport policies. Jacobs Consultancy offers a one-stop, turnkey approach to managing this vital piece of the region's transportation infrastructure.



INTERNAL CIRCULATION TO:

The Purchasing Manager led the evaluation team and supports the recommendation.

FINANCIAL/BUDGETARY CONSIDERATIONS:

Funding for Program Management Consulting is available out of the Airport's approved 2010 Development Capital Budget request.

EXTERNAL AGENCY/PUBLIC COMMENTS:

The Airport Advisory Committee has approved the 2010 Development Program.

Considerations that were not applicable to this report:

LEGAL/STATUTORY AUTHORITY:

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

EXISTING POLICY:

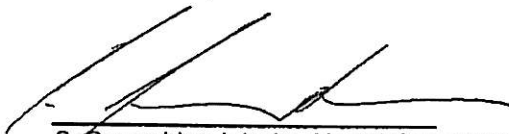
PERSONNEL IMPLICATIONS:

TECHNICAL REQUIREMENTS:

COMMUNICATIONS CONSIDERATIONS:

ALTERNATE RECOMMENDATION:

Submitted by:



S. Samaddar, Interim Airport General Manager

Approved for Inclusion:



[the department director initials here]

cc: Deputy City Clerk