

**DRAFT**

**RESOLUTION 20xx-xxx**

**RESOLUTION AUTHORIZING AMENDMENTS TO THE AS NEEDED AGREEMENTS FOR PROJECT MANAGEMENT CONSULTING SERVICES WITH EXCELERATE, LLC AND SZENBRIDGE ASSOCIATES, TO PROVIDE PROJECT MANAGEMENT SERVICES TO SUPPORT THE STRATEGIC PLANNING PROCESS, INCREASE THE MAXIMUM AMOUNT PAYABLE UNDER THE AGREEMENTS BY \$500,000 FOR A TOTAL AGGREGATE AMOUNT NOT TO EXCEED \$675,000 AND EXTEND THE TERM FOR THREE YEARS TO JUNE 30, 2022**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I; and

**WHEREAS**, the Board of Port Commissioners (Board) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials and equipment, and grants; and

**WHEREAS**, over the last three calendar years, staff has been developing a comprehensive, integrated, and Board-aligned approach to management of the District's strategic projects; and

**WHEREAS**, the approach begins with identifying the District's key strategies as shaped by the Board and our engagement with the public and stakeholders, which for the past three years have been to improve our Culture, Operations, Business, and Brand (or COBB); and

**WHEREAS**, the District's Guiding Principles, Vision, and Values govern how the District implements these strategies; and

**WHEREAS**, under each of these strategies, staff reviews and updates the goals and the projects necessary to implement those strategies and meet those goals over an 18-month horizon; and

**WHEREAS**, each year, at its annual retreat, the Board shapes the 18-month strategy through discussion and direction to the President/CEO; and

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**WHEREAS**, in preparation for the 18-month period ending June 30, 2020 staff has worked to align the strategic planning process with development of the District's budget; and

**WHEREAS**, additionally, District staff has been diligently researching whether and to what extent the District should establish a project management office function to facilitate the consistent management and progress reporting of all District strategic projects; and

**WHEREAS**, on February 6, 2018, pursuant to BPC Policy No. 110, District staff issued a Request for Qualifications (RFQ) 18-02KC for As Needed Project Management Consulting Services; and

**WHEREAS**, the RFQ resulted in two as-needed agreements with consultants - Excelerate, LLC and Szenbridge Associates - in the amount of \$175,000 for a period of one year, ending June 30, 2019; and

**WHEREAS**, the consultants assisted with preparation of the current 18-month strategy map, performed research and benchmarking, and provided information to District staff related to the establishment of a project management office; and

**WHEREAS**, based on District staff's estimates of the anticipated work necessary to administer the District's strategic projects, and to ensure support for the 18-month strategic planning cycle for FY20 and beyond, District staff is requesting amendments to the Excelerate and Szenbridge agreements; and

**WHEREAS**, funds for the current fiscal year are budgeted, and funds for future years will be subject to Board approval; and

**WHEREAS**, District staff anticipates an annual expenditure of up to \$175,000 over the extended three-year term, and recommends that the Board authorize amendments to the agreements with Excelerate, LLC and Szenbridge Associates for As-Needed Project Management Consulting Services to increase the maximum amount payable under the agreements by \$500,000 for a total aggregate amount not to exceed \$675,000 and extend the term to June 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director and/or her designated representative is hereby authorized on behalf of the District to enter into amendments to the as-needed agreements for project management consulting services with Excelerate, LLC and Szenbridge Associates, to provide project management services to support the strategic planning process, increase the maximum amount payable under the agreements by \$500,000 for a total aggregate amount not to exceed \$675,000 and

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extend the term for three years to June 30, 2022.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

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By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 12<sup>th</sup> day of February, 2019, by the following vote: