



January 11, 2018

REGULAR MEETING CANCELLATION NOTICE
AND
CALL AND NOTICE OF A SPECIAL MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will be closed on Monday, January 15, 2018, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 15, 2018, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, January 16, 2018, at 8:15 a.m. in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Tuesday, January 16, 2018
8:15 A.M.

NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. December 4, 2017 [See page 1]
4. Contracts and Leases
 - a. Award of Professional Services Agreement for Additional Design Services for Baggage Recapitalization System Modification Project.
 - Staff report is attached. [See page 3]

Staff seeks an Operations and Development Committee recommendation to the Commission for award of a Professional Services Agreement to Swanson Rink, Inc. in the amount of \$25,000 for additional design services for the Baggage Recapitalization System Modification Project.

- b. Award of Professional Services Agreement for Concept Validation, Planning, and Cost Estimating for Replacement Passenger Terminal and Support Projects.

- Staff report is attached.

[See page 5]

Staff seeks an Operations and Development Committee recommendation to the Commission for award of a Professional Services Agreement to Buro Happold Consulting Engineers, Inc. in the amount of \$604,500 for concept validation, planning, and cost estimating consulting services for the replacement terminal and related support projects.

- c. Award of Professional Services Agreement for Safety Management System Consulting Services

- Staff report is attached.

[See page 10]

Staff seeks an Operations and Development Committee recommendation to the Commission for award of a Professional Services Agreement to Garver, LLC in a not-to-exceed amount of \$398,139.63 for safety management system consulting services for fiscal years ("FY") 2018 through FY 2020.

Subject to the recommendation of the Committee, this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

5. Items for Information

- a. October and November 2017 Parking Revenue Statistics

No Staff report is attached. Staff will present the October and November 2017 parking revenue results.

- b. October and November 2017 Transportation Network Companies ("TNC") Activity

No Staff report is attached. Staff will update the Committee on the latest activities of the TNCs.

- c. October and November 2017 Hollywood Burbank Airport and Regional Airport Passenger Statistics

No Staff report is attached. Staff will present the October and November 2017 Hollywood Burbank Airport and Regional Airport Passenger Statistics.

6. Adjournment

Subject to Approval

**MINUTES OF THE REGULAR MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, DECEMBER 4, 2017

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 8:30 a.m., by Chairman Brown.

ROLL CALL

Present: Commissioners Brown, Tornek and Devine.

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Scott Kimball, Director of Operations and
Maintenance

1. Approval of Agenda Commissioner Brown moved approval of the agenda. The agenda was approved unanimously (3-0).

2. Public Comment There were no public speakers.

3. Approval of Minutes
November 13, 2017 Commissioner Tornek moved approval of the minutes of the November 13, 2017, meeting, seconded by Commissioner Devine. The minutes were approved unanimously (3-0).

4. Contracts and Leases

a. Award of First Extension Option Landscaping Services Agreement Parkwood Landscaping Maintenance, Inc. The Authority entered into a Landscaping Services Agreement ("Service Agreement") with Conejo Crest Landscaping Inc., ("Conejo Crest") for a three-year period, at a predetermined price beginning at \$137,820 escalating to \$145,920 for the second and third year of the Service Agreement. The two one-year options periods are fixed at \$149,940 per year. In May 2017, Conejo Crest merged with Parkwood Landscaping Maintenance, Inc., ("Parkwood") with Parkwood assuming all obligations and commitments of Conejo Crest. The initial three year term expires on December 31, 2017, and Staff is recommending that the Commission exercise the first of two one-

year options to extend the Service Agreement through December 31, 2018. The terms and provisions of the Service Agreement shall apply during the extension period.

Staff noted that the appropriations for the landscaping services in the amount of \$149,940 are included in the \$205,500 line item for landscaping and other related services in the Adopted FY 2018 Budget.

Staff recommended that the Committee recommend to the Commission that it exercise the first of two one-year extension options to the Landscaping Service Agreement between the Authority and Parkwood Landscape Maintenance, Inc. and authorize the Executive Director to issue a notice to Parkwood exercising the first option.

Motion

Following the presentation Commissioner Brown moved approval of Staff's recommendation.

Motion Approved

The motion was approved unanimously (3-0).

Staff noted that this item is included in the Commission's agenda for its December 4, 2017, meeting immediately following the Committee's meeting.

5. Adjournment

There being no further business, the meeting adjourned at 8:37 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 16, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR
ADDITIONAL DESIGN SERVICES FOR
BAGGAGE RECAPITALIZATION SYSTEM MODIFICATION PROJECT**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of a Professional Services Agreement ("PSA") to Swanson Rink, Inc. ("Swanson Rink") in the amount of \$25,000 for additional design services for the Baggage Recapitalization System Modification Project.

Subject to the recommendation of the Committee, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

BACKGROUND

In 2012, the Transportation Security Administration ("TSA") began to undertake efforts to prepare for the upgrade and/or replacement of checked baggage screening equipment with newer technologies at the Airport. To initiate the process, the TSA authorized an Other Transaction Agreement ("OTA") to provide pass-through reimbursement funding for the work necessary to implement the project, which is now known as the Baggage Recapitalization System Modification Project ("Project").

On June 14, 2013, based on the receipt of an OTA, the Commission awarded Swanson Rink a PSA in the amount of \$288,771 to develop the design for the Project. This work was completed and approved by TSA, and the Request for Bids for construction issued shortly thereafter in 2016.

On June 19, 2017, the Commission awarded G and S Mechanical USA, Inc. an agreement in the amount of \$998,600 to prepare areas for the installation and connection of new baggage screening equipment. Concurrently, the Commission awarded Swanson Rink a new PSA in the amount of \$78,200 to provide construction administration services for that work. These contract awards were part of the TSA's multi-year OTA financial support in the amount of \$1,870,130 to enhance the baggage inspection system at the Airport.

Subsequent to these contract awards, TSA asked staff to modify the baggage handling system further for additional upgrades to support the new CTX machines. These modifications require new permits and, consequently, require design documents that were not a part of Swanson Rink's original scope of design services.

PROJECT DETAILS

Due to a change in requirements, TSA requested modifications to the design of the replacement baggage system. After reviewing TSA's request, Swanson Rink determined that it is able to complete the requested changes to the design package for an additional fee of \$13,265. However, based on the history of the Project, Staff sought TSA authorization of an additional \$25,000 for design services to address any further changes that may be required by TSA. TSA has reviewed Swanson Rink's proposal and Staff's request, and has approved the additional design fee increase.

FUNDING

TSA has authorized the increase in design costs funding through the current OTA of \$1,870,130, less the amounts awarded for construction (\$998,600) and construction administration (\$78,200). Further, due to the uncertainties with the federal budget, Staff reconfirmed with the TSA that funding for the Project and OTA is in place and is not affected by future federal appropriation actions.

RECOMMENDATION

Staff recommends that the Committee recommend to the Commission award of a PSA to Swanson Rink in the amount of \$25,000 for additional design services for the Project.

Subject to the recommendation of the Committee, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 16, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR
CONCEPT VALIDATION, PLANNING, AND COST ESTIMATING FOR
REPLACEMENT PASSENGER TERMINAL AND SUPPORT PROJECTS**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of a Professional Services Agreement ("PSA") to Buro Happold Consulting Engineers, Inc. ("Buro Happold") in the amount of \$604,500 for concept validation, planning, and cost estimating consulting services for the replacement passenger terminal ("RPT") and related support projects (collectively, the "Project").

Subject to the recommendation of the Committee, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

BACKGROUND

The existing terminal building ("ETB") is an aged facility and does not meet current Federal Aviation Administration ("FAA") standards for lateral separation from the adjacent runways. Correction of this situation necessitates construction of an RPT and demolition of the ETB, which creates the opportunity to also correct the functional deficiencies and low levels of service associated with the ETB relative to more modern airport terminal facilities. Additionally, there is an opportunity to incorporate more conveniences, amenities, and diverse features into the RPT, as well as to have the RPT more fully reflect the unique character of Burbank.

Although the RPT is the centerpiece, the Project also includes other development elements needed to provide for a fully functional RPT. The components of the Project are as follows:

RPT and Support Facilities

- Replacement Passenger Terminal Building with associated:
 - Aircraft Airfield Access Pavement and Airline Aircraft Parking Ramp
 - Terminal Curbfront Roadways
 - Delivery Truck Staging Area and Access Roadway
- Public Auto Parking Structure
- Employee Auto Parking Structure
- Entrance, Loop and Recirculation Roadway
- Secondary Access Roadway
- Replacement Air Cargo Building and site improvements
- Ground Service Equipment/Terminal Maintenance Building and site improvements
- Aircraft Rescue and Fire Fighting/Police/Emergency Operations Center Building and site improvements
- Electric Substation and Other Utility Systems
- Ground Access Vehicle Staging Areas

STAFF REPORT OPERATIONS 1-16-18
AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR
CONCEPT VALIDATION, PLANNING, AND COST ESTIMATION FOR
REPLACEMENT PASSENGER TERMINAL AND SUPPORT PROJECTS

ETB Site Redevelopment

- Realignment of Avenue A
- Demolition of the Existing Terminal Building
- Demolition of Elevated Parking Structure
- Taxiway A Extension
- Taxiway C Extension

On November 7, 2016, Burbank voters approved Measure B and ratified a Development Agreement and entitlements that allow the Authority to develop the Project. Since then, the Authority has undertaken a number of preliminary steps necessary for the Project, including processing an Airport Layout Plan revision with the FAA and completing a human health risk assessment for the Adjacent Property, the preferred location for the RPT.

CONCEPT VALIDATION/PLANNING/COST ESTIMATING SERVICES

The development agreement and entitlements for the Project incorporate initial development review plans. Those plans were based on an extensive analysis of individual facility physical and operational requirements, and they sought to create a balance of all project elements within the available acreage. However, some aspects of the Project are in need of additional definition prior to the commencement of any design effort, including the design charrette workshop series that will obtain public input on qualitative features, functionality, appearance and aesthetics of the RPT and parking structures. Thus, Staff has identified a need for a consultant to perform the following critical tasks that represent the next steps in the implementation of the Project:

1. Complete a concept validation and refinement of the planning work and definitions completed to date:
 - 1.1. Independently validate requirements
 - 1.2. Provide new input, refinement, and dimensional criteria
 - 1.3. Develop unit cost estimates and quantities
 - 1.4. Prepare alternative imaging
2. Review and incorporate the Development Agreement's conditions of approval, design requirements, and project design features exhibits into a refined conceptual plan.

It is important to emphasize that this work is not a design effort.

PROCUREMENT

Staff publicly solicited responses to a Request for Qualifications ("RFQ") for concept validation, planning, and cost estimating consulting services on the Authority's PlanetBids e-procurement website. Additionally, Staff advertised the competitive opportunity in several local newspapers, as well as in public postings on the Internet and in the Burbank, Glendale, and Pasadena City Halls. Five engineering firms submitted a Statement of Qualifications ("SOQ"). Those five firms, listed alphabetically, are:

- Arup North America – Los Angeles, California
- Buro Happold – Los Angeles, California
- C & S Engineers – West Hollywood, California
- Leo A Daly – Los Angeles, California
- Ricondo & Associates – Carlsbad, California

SELECTION PROCESS

Staff instituted a three-step selection process. First, an evaluation committee reviewed the SOQs to determine which three firms were most qualified based on the selection criteria specified in the RFQ. In addition to senior staff personnel, the evaluation committee included Conway Consulting (the Authority's airport and engineering planning consultant) and AirAvPros (representing the Airline Airport Affairs Committee). Based on the cumulative averaged scoring, the evaluation committee ranked Buro Happold, Leo A Daly, and Ricondo & Associates the highest.

Second, the evaluation committee interviewed the three top-ranked firms. Each was provided an opportunity to describe its approach to the services, introduce its team, and answer questions from the evaluation committee. Based on interview scoring, the evaluation committee ranked Buro Happold as the most qualified firm (see attached averaged total scores).

Finally, Staff negotiated a detailed scope of work and fee schedule with Buro Happold.

PROJECT DETAILS

The concept validation, planning, and cost estimating deliverables will provide Staff with the necessary information to move the Project forward. The scope includes services in the areas of planning, structural design, mechanical/electrical/plumbing, architecture, civil engineering, roadway engineering, parking, baggage, façade, visual renderings, demolition, and cost estimating. The deliverables consist of narrative reports, tables, visuals, conceptual plan documents, and a terminal functional plan. Collectively, the deliverables will provide a validation that the concept for the Project is viable and will inform the design and funding strategy.

The negotiated fee is a lump sum of \$604,500. The original budget for this work was \$450,000 with a \$50,000 contingency. The higher negotiated amount is due to a refinement and clarification of what is necessary from the deliverables, as well as cost escalations in the industry since the budget item was created.

FUNDING

The Fiscal Year 2018 budget carried a line item for this contract at \$450,000 with an additional \$50,000 contingency. The additional funds to reach the negotiated fee amount will come from the Facility Development Reserve Account.

RECOMMENDATIONS

Staff recommends that the Committee recommend to the Commission award of a PSA to Buro Happold in the amount of \$604,500 for concept validation, planning, and cost estimating consulting services for the Project.

Subject to the recommendation of the Committee, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Weighting Factor: Maximum Points Possible	Experience/Part Performance of Prime Firm and Subs		Experience and Strengths in Required Disciplines		Experience and Qualifications of Project Assigned Personnel		Technical Approach and Understanding of Project		Total Technical Points		Baseline 100 Pts (per RFQ)		Interview	Comments	Total
	1	1	1	1	1	1	1	1	1	1	1	1			
50	250	100	100	100	100	100	Sum RFQ Pts (Sum/500)*100	100	200						
Arup North America	40	160	80	90	370	74	74	74	74						74
Buro Happold	35	160	40	100	335	67	67	100	167						167
C&S Engineers	40	177	80	75	372	74	74		74						74
Leo A Daly	40	218	90	90	438	88	88	75	163						163
Ricondo & Associates	45	222	90	90	447	89	89	50	139						139

Insert Your Rating Scores in the "Yellow" Cells

Evaluator: _____ Date: _____

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 16, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR
SAFETY MANAGEMENT SYSTEM CONSULTING SERVICES**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of a Professional Services Agreement to Garver, LLC ("Garver") in a not-to-exceed amount of \$398,139.63 for safety management system ("SMS") consulting services for fiscal years ("FY") 2018 through FY 2020.

Subject to the recommendation of the Committee, this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

BACKGROUND

The International Civil Aviation Organization ("ICAO") provides a global forum for 191 member states, including the United States, to adopt aviation standards. One of ICAO's aviation standards involves implementation of an SMS. The purposes of an SMS include: infusion of safety into all parts of the system; provide system insight and awareness of incident precursors; validate existing safety controls; identify gaps in safety systems; improve resource allocation toward root causes; verify effectiveness of safety culture; and provide specific methods to predict hazards from employee reports and data collection.

The Federal Aviation Administration ("FAA") has been addressing ICAO's SMS aviation standard incrementally through a process with extended public comment opportunities. First, the FAA conducted pilot studies from 2007- 2009. Next, from 2010-2011, the FAA issued internal order and SMS procedures. Between 2011-2016, the FAA undertook a Notice of Proposed Rulemaking and a Supplemental Notice of Proposed Rulemaking. The FAA is expected to adopt a final SMS rule in April 2018. The final SMS rule will require airports to:

- Implement an SMS for movement and non-movement areas
- Submit an implementation plan within 12 month of the final rule
- Submit and implement an SMS Manual and/or Airport Certification Manual update within 24 months of the final rule

PROCUREMENT

On September 13, 2017, through the PlanetBids system, Staff issued a request for proposals ("RFP") for SMS consulting services. The specific services to be performed by the consultant are: preparation of an action plan; planning and related services to develop and implement an SMS that satisfies the FAA's final SMS rule; and coordination between the Authority and the FAA to accomplish the scope of services.

The PlanetBids system provided an outreach to potential proposers and the Authority received proposals from three firms. Upon review, the three proposals were deemed to be responsive to the RFP requirements. The three firms were, in alphabetical order:

- Airport Safety Management Consultants, LLC (ASMC)
- Garver, LLC (Garver)
- RS&H

EVALUATION PROCESS

The proposal evaluation criteria were as follows, with a potential 100 points total availability:

- Experience/Past Performance (25 pts)
- Firm Capabilities/Suitability for Project (25 pts)
- Technical approach (20 pts)
- PSA Language Acceptance (15 pts)
- Not To Exceed Full, Fixed Price (15 pts)

A four-person evaluation team reviewed the proposals based on the available points by each scoring category. The team consisted of the Director-Financial Services; the Director-Operations and Maintenance; the Deputy Executive Director, Operations and Maintenance; and the Senior Manager of Operations.

The four evaluators' scores were tallied and averaged. For the price category, the not to exceed, firm fixed proposal prices were rank ordered lowest to highest, and the firm with the lowest priced proposal received 15 points in this category, the second lowest 10 points, and the third lowest 5 points. The three responding firms' proposals are ranked (and priced) as follows:

<u>Firm</u>	<u>Points</u>	<u>Price</u>
1) Garver, LLC (Garver)	86.75	\$398,139.63
2) Airport Safety Management Consultants, LLC. (ASMC)	81.25	\$285,000.00
3) RS & H	76.50	\$468,486.00

While Garver's proposed price is higher than ASMC, Garver's level of experience with implementing a successful SMS program, beginning with its participation in the FAA's SMS pilot program, significantly exceeded that of the other two proposers. This experience level placed Garver at the top of the evaluation. Based on these results, Staff is recommending that Garver be awarded the contract to assist with the soon to be mandated SMS program.

BUDGET IMPACT

An appropriation was budgeted in the FY2018 budget of \$140,000.00 for the SMS. The remaining appropriation of \$258,139.63 will be budgeted in the subsequent fiscal years FY2019 and FY2020.

RECOMMENDATION

Staff recommends that the Committee recommend to the Commission award of a Professional Services Agreement to Garver in a not-to-exceed amount of \$398,139.63 for SMS consulting services.