



August 12, 2016

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

The regular meeting of the Operations and Development Committee scheduled for Monday, August 15, 2016, has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Monday, August 15, 2016, at 8:00 a.m. in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California 91505. The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom  
Monday, August 15, 2016  
8:00 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. July 7, 2016 [See page 1]
  - b. July 11, 2016 [See page 3]
4. Contracts and Leases
  - a. Award of Contract/Authorizations/Approvals, Project Number E16-04 Engineered Materials Arresting System Replacement Project
    - Staff Report Attached [See page 5]

***This item also has been included in the Commission's August 15, 2016, agenda subject to the review and consideration of the Operations and Development Committee at its meeting immediately prior to the Commission meeting.***

**Staff seeks a Committee recommendation to the Committee that it: (i) award a construction contract in the amount of \$2,829,900 to PALP, Inc., dba Excel Paving Company for the design/build construction for the removal and replacement of the south bed of the Engineered Materials Arresting System; (ii) authorize the issuance of a work order to the existing professional services agreement with RS&H for a lump-sum amount of \$118,129 for designer of record construction administration services, on-site technical services, and inspection; (iii) approve the deployment of TBI Force Account, including in-house consultants for project/construction management services, field observation and security for a not-to-exceed amount of \$142,880; and (iv) authorize the establishment of a project aggregate contingency of \$300,000, which is approximately 10% of the total project.**

5. Items for Discussion

a. Disadvantaged Business Enterprises (DBE) Program Update

**No staff report is attached. Staff seeks to update the Committee on DBE participation for AIP-funded projects for the last ten federal fiscal years in addition to providing a guideline of outreach programs Staff intends to implement.**

b. Branding Presentation – Logos

**No staff report is attached. Staff and representatives from Anyone Collective will continue to present and discuss potential logo designs with the Committee.**

c. RITC Lighting Study

**No Staff Report is attached. Staff will update the Committee on a facility lighting study that will be undertaken in the Regional Intermodal Transportation Center.**

6. Items for Information

a. June 2016 Passenger Statistics and Parking Information

**No staff report is attached. Staff will discuss the June 2016 passenger statistics and will brief the Committee regarding parking revenue for June 2016.**

7. Other Contracts and Leases and Capital Projects

8. Adjournment

Subject to Approval

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

**THURSDAY, JULY 7, 2016**

A special meeting of the Operations and Development Committee was called to order this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 9:00 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown, Selvidge and Sinanyan

**Absent:** None

**Also Present:** Staff: Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; Bob Anderson, Director, Engineering and Planning; Karen Sepulveda, Assistant Airport Engineer; Mike Duong, Senior Manager, Business and Compliance; and Derrick Cheng, Government and Environmental Affairs and Public Relations Departments Administrative Assistant

**1. Approval of Agenda** The agenda was approved as presented.

**2. Public Comment** There were no public speakers.

**3. Contracts and Leases**

**a. Award of Contract/Authorizations/ Approvals, Project Number E15-01, Runway 8/26 Rehabilitation Project (Phase 2A)** Staff presented a proposed contract for the rehabilitation of the east-west runway, Runway 8/26, noting that the design for this project has already been completed; Phase 2A of this project consists of the construction phase only.

Staff provided background regarding the competitive bid process and stated that bids were publicly opened on May 26, 2016, with four contractors submitting bids ranging from \$8,098,985 to \$9,731,712.40. The low bidder was PALP, Inc., dba Excel Paving Company ("Excel Paving") with a bid of \$8,098,985.

The Authority's staff DBE Liaison evaluated each bid as it pertained to DBE participation and mandatory pre-bid conference attendance and confirmed that each bidder who did not achieve the Authority's DBE participation goal of 14% provided evidence of "good faith" efforts as defined by 49 CFR

Part 26.53. The DBE Liaison concluded that all of the bidders engaged in good faith efforts to secure DBE participation.

Separate evaluations were conducted by Staff to determine responsiveness to the bid documents and whether there were any bid deviations. Staff determined that all bids were responsive and that each bidder bid the entirety of the project scope.

On June 15, 2016, Staff received a bid protest from the second low bidder, C. A. Rasmussen contending that Excel Paving's bid was non-responsive for failing to reach the DBE goal and failing to perform a good faith effort to do so. Following the Executive Director's evaluation of the protest, Excel's written response to the bid protest, and a memorandum from the DBE Liaison describing the basis for the finding that Excel had satisfied the good faith efforts requirement, the Executive Director rejected the bid protest.

Staff and the DBE Liaison answered various questions from the Committee regarding this project, and, Staff noted this is the first federally funded project subsequent to the Commission's adoption and implementation of the FAA-approved DBE program in April 2016.

Following the presentation, Staff recommended that the Committee recommend to the Commission that it: (i) award a construction contract in the amount of \$8,8098, 985 to Excel Paving for the construction of Phase 2A of the Runway 8/26 rehabilitation project; (ii) authorize the issuance of a work order to the existing professional services agreement with RS&H for a lump-sum amount of \$875,782 for designer of record construction administration services, on-site technical services, inspection and materials testing; (iii) approve the development of TBI Force Account, including in-house consultants for project/construction management services, field observation and security for a not-to-exceed amount of \$550,000; and (iv) authorize the establishment of a project aggregate contingency of \$600,000

**Motion**

**Motion Approved**

**4. Other Contracts and Capital Projects**

This item was not discussed.

**5. Adjournment**

There being no further business, the meeting adjourned at 9:27 a.m.

Subject to Approval

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

**MONDAY, JULY 11, 2016**

A special 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 8:32 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown, Selvidge and Sinanyan  
(arrived 8:32 a.m.).

**Absent:** None

**Also Present:** Staff: Dan Feger, Executive Director; Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; David Freedman, Director, Business Development and Administrative Services; Rachel Warecki, Public Relations and Social Media Specialist; Derrick Cheng, Administrative Assistant, Public Relations Department and Government and Environmental Affairs

Anyone Collective: Michael Fiore, Co-CEO and Chief Creative Director, and Stephen Chavez, Co-CEO and Executive Creative Director

**1. Approval of Agenda** Commissioner Selvidge moved approval of the agenda. The agenda was approved 2-0 (one absent).

**2. Public Comment** There were no public speakers.

**3. Approval of Minutes**

- a. June 6, 2016** Commissioner Selvidge moved approval of the minutes of the June 6 and June 13, 2016, meeting.
- b. June 13, 2016** There being no objection, the minutes were approved 2-0 (one absent).

#### **4. Items for Discussion**

##### **a. Airport Branding Presentation – Logos**

Anyone Collective representatives Michael Fiore and Stephen Chavez returned to present to the Committee two additional potential Airport logos for Hollywood Burbank Airport. An initial presentation was made to the Committee at its special meeting on June 13, 2016.

Staff distributed to the Committee a printout of the PowerPoint presentation, which included five concepts: two new logos (Concepts 1 and 3), one updated logo (Concept 5) and two of the previously presented logos (Concepts 2 and 4). Anyone Collective reiterated the creative process and the steps involved in developing a logo for the Airport: (1) establishing an overall objective for the identity; (2) synthesizing defined elements related to the Airport, its business and geographic location; (3) ensuring the end result is aesthetically pleasing, balanced and evocative; (4) creating a unique graphic that differentiates from the Airport competitors; (5) ensuring the graphic will work across platforms; (6) ensuring modularity to allow for evolving design styles and (7) ensuring the graphic is relevant for present and future use and is timeless in nature.

As in the June 13 presentation, the two new logos were illustrated using various applications and graphics, such as on the front of the terminal building, on a billboard, signage, applied as a overlay graphic or as a banner graphic.

After viewing the presentation and receiving input from the Committee, Staff and the Committee agreed to have Anyone Collective return to the Committee to present additional revisions to concepts Concepts 4 and 5 and any new potential logos.

##### **5. Other Contracts and Capital Projects**

There were no other contracts and leases to be discussed.

##### **6. Adjournment**

There being no further business, the meeting was adjourned at 9:10 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
AUGUST 15, 2016**

**AWARD OF CONTRACT/AUTHORIZATIONS/APPROVALS  
PROJECT NUMBER E16-04  
ENGINEERED MATERIALS ARRESTING SYSTEM REPLACEMENT PROJECT**

**SUMMARY**

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it:

- i) Award a construction contract in the amount of \$2,829,900 to PALP, Inc. dba Excel Paving Company ("Excel Paving") for the design/build construction of the removal and replacement of the south bed of the Engineered Materials Arresting System (EMAS);
- ii) Authorize the issuance of a Work Order to the existing professional services agreement with RS&H for a lump sum amount of \$118,129 for designer of record construction administration services, onsite technical services, and inspection;
- iii) Approve the deployment of TBI Force Account including in-house consultants for project/construction management services, field observation and security for a not-to-exceed amount of \$142,880; and
- iv) Authorize the establishment of a Project Aggregate Contingency of \$300,000 which is approximately 10% of the total project.

This project is 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 meeting.

**PROJECT DESCRIPTION AND PHASING**

Staff has identified a multi-phase runway rehabilitation and EMAS program to be executed over the course of three (3) fiscal years (FY 2016, FY 2017 and FY 2018). The phases for this program are as follows:

- |          |   |
|----------|---|
| Phase 1  | Design for Runway 8/26 Rehabilitation, Runway 8/26 EMAS and Runway 15/33 Rehabilitation – encompassed the design phase of both runway rehabilitation projects, and bridging documents for the design-build of the EMAS during Fiscal Year 2016. |
| Phase 2A | Runway 8/26 Rehabilitation- encompasses the construction phase of Runway 8/26 in Fiscal Year 2017.  |
| Phase 2B | EMAS – encompasses the design-build phase of the EMAS in Fiscal Year 2017.  |
| Phase 3  | Runway 15/33 Rehabilitation – encompasses the construction phase of Runway 15-13 which will be proposed to be a part of the Fiscal Year 2018 Capital Plan.  |



This project (Phase 2B) will remove and replace the existing south EMAS bed which is 150 feet in width and 170 feet in length.

### BACKGROUND

In 2000 a Southwest 737 careened off the end of Runway 26 and onto Hollywood Way. In order to mitigate future such incidents, the Authority placed a "bed" that was engineered to slow an errant aircraft down greatly decreasing the potential loss of life and property by "arresting" the aircraft. This bed was constructed in 2001 with an expected minimum usable life of ten years, and was the second of its kind constructed in the country. This bed has greatly exceeded its expected life.

In 2009, the Authority expanded the EMAS to the north of Runway in conjunction with the Taxiway Delta Extension Project in order to encourage errant aircraft to deviate away from the terminal facility, and to increase the width, in the northerly direction, to mimic the width of the Runway Safety Area (which is 250 feet from the centerline of the runway). This bed was similar in engineering but a much improved product compared to the earlier bed installed in 2001. This bed to the north will remain in place, but the south bed requires replacement.

The Authority has engaged the manufacturer of this product (ESCO Zodiac) on multiple occasions to determine the ability of the bed to continue performing its intended function while applying for and securing the appropriate AIP Grant funding for its replacement, with positive results.

### PROJECT DETAILS

The Authority engaged the firm of RS&H under a \$1,085,770 professional services agreement to design both the Runway 8/26 and 15-33 Rehabilitation projects along with the preparation of the bridging documents for the design-build solicitation of the EMAS component of the project. The Phase 2B EMAS Project design/build construction will encompass replacement of the existing south EMAS bed with an upgraded and new bed.

### DBE PROGRAM

The "race conscious" Disadvantaged Business Enterprise ("DBE") goal of 10% was incorporated into the construction bid documents based upon the expectation for the type of contracting work involved. Note that the three-year program goal is 14%, but a particular goal is established per project, based on the types of work associated with each project and available DBE contractors that could perform that work. Staff held a mandatory pre-bid meeting and job walk on June 7, 2016 at 10:00 am in the Sky Room as a means by which disadvantaged, local, small contractors would be afforded the opportunity to meet the prime contractors intending to bid the project. An "e-blast" email was sent to several hundred contractors – General Contractors ("Primes"), DBEs, and local and Small Business Enterprises ("SBEs") in advance of the pre-bid meeting – utilizing an email list assembled during the outreach phase of the Regional Intermodal Transportation Center project.

### PROCUREMENT (SOLICITATION/BID EVALUATION/RECOMMENDATION FOR AWARD)

Staff initiated the bid process on May 21, 2016, by posting bid documents, including design-bid bridging documents, on PlanetBids and advertising in the Dodge Construction News and local and minority newspapers, reaching out to DBEs and local construction companies, and providing public postings on the Internet and in the Burbank, Glendale and Pasadena city

-2-

halls. Bids were opened publicly on June 21, 2016, and three (3) contractors submitted bids with the following results:

CONTRACTOR	BID	"Good Faith" Effort	DBE %
PALP, Inc. dba Excel Paving Company (Long Beach, CA)	\$2,829,900.00	Yes	10.4%
CA Rasmussen (Valencia, CA)	\$3,478,120.00	Yes	1.4%
Karabuild (Encino, CA)	\$3,622,950.00	Yes	0%

#### DBE PROGRAM – BID EVALUATION

Following receipt of the bids, the Disadvantaged Business Enterprise Liaison Officer ("DBELO") evaluated the responsiveness of each bidder specifically as it pertained to DBE Participation, confirming attendance at the mandatory pre-bid conference, and further confirming that each bidder provided evidence of "good faith" efforts as defined by 49 CFR Part 26.53 in the event each was not successful attaining DBE Participation of 10%. The DBELO verified that the apparent low bidder, PALP, Inc. dba Excel Paving Company ("Excel Paving") exceeded the 10% DBE goal thus no good faith effort evaluation was required.

#### ENGINEERING – BID EVALUATION

The bids were evaluated by Staff to determine responsiveness to the bid documents. Staff reviewed the inventory of documentation required of each bidder and determined that all were "responsive" as 100% of the documentation requirements were received by each bidder. An additional evaluation was conducted to determine whether there were any bid anomalies and it was determined that each bidder had bid the entirety of the scope of the project.

#### ENGINEER'S ESTIMATE

An Engineer's Construction Estimate, prepared by RS&H estimated the construction cost for Phase 2B at \$3,200,000 (excluding contingency). The low bid was approximately 11% below the engineer's estimate.

#### SCHEDULE

The contractor's performance period is 90 calendar days and will commence as soon as possible following Commission approval, following receipt by Staff of all contractual prerequisites to the commencement of construction and following the issuance of a Notice to Proceed.

#### CONSTRUCTION ADMINISTRATION: TECHNICAL SERVICES AND TESTING

As part of the competitive selection process for the design team, RS&H was also selected to provide construction administration, and inspection and materials testing services. Those services include regular site visits, weekly progress meeting participation, materials compliance testing (quality assurance/quality acceptance), compaction testing, non-

compliance reporting, follow up on corrective action, and FAA Acceptance Testing Summary reporting. Staff negotiated Work Order #2 with RS&H in the lump sum amount of \$118,129.

**FORCE ACCOUNT (TBI) / IN-HOUSE CONSULTANTS**

Project and construction management, field coordination, and security is proposed to be performed by the combined TBI Engineering, Operations and Maintenance Departments and two “in-house consultants”—Azrial (Dan Lichtner) and EQLaunch (Randy Duncan)—for a budgeted amount of \$142,880, which is approximately 10% of the total project costs. These efforts will be augmented by RS&H and its subcontractors to supplement in areas where additional assistance or expertise is required.

**OPERATIONS IMPACTS**

Construction will primarily be performed during night shifts, with the contractor authorized to work seven (7) days a week and closures of the work area will be closely coordinated with the Runway 8/26 construction as Excel Paving will be the contractor for both projects.

**FISCAL IMPACTS**

The Phase 2B project is to be funded through an 80% FAA grant and 20% Passenger Facility Charges (“PFCs”) with an FAA pre-application for \$5,000,000 submitted to the FAA on March 28, 2016. FAA policy requires that the Authority obtain construction bids before receiving federal grant funding. There are no fiscal impacts other than the planned utilization of airport funds for the grant matching portion of the project prior to receiving approval of PFC utilization by the FAA. The Airport will reimburse it expenses through the PFC program once the FAA has approved the requisite PFC application.

CATEGORY OF WORK	AMOUNT	% of Costs
Construction	\$2,829,900	91.6%
Construction Administration/Testing	118,129	3.8%
TBI Force Amount / In-House Consultants Construction Management	142,880	4.6%
<b>Total – Phase 2B (excluding contingency)</b>	<b>3,090,909</b>	<b>100.0%</b>
Project Aggregate Contingency	300,000	9.7%
<b>Project Total (Phase 2B)</b>	<b>3,390,909</b>	

The Project Aggregate Contingency of \$300,000 represents approximately 10% of the project total for Phase 2B.

**BUDGET IMPACTS**

The EMAS Rehabilitation Project – Phase 2B is part of the “Runway 8/26 and EMAS Project, within the Taxiway, Runways, and Roadways” section of the proposed FY 2017 (FY 2016/FY 2017) Capital Plan with an approved budget of \$5,000,000.

## STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission that it:

- i) Award a construction contract in the amount of \$2,829,900 to PALP, Inc. dba Excel Paving Company ("Excel Paving") for the design/build construction of the removal and replacement of the south bed of the Engineered Materials Arresting System (EMAS);
- ii) Authorize the issuance of a Work Order to the existing professional services agreement with RS&H for a lump sum amount of \$118,129 for designer of record construction administration services, onsite technical services, and inspection;
- iii) Approve the deployment of TBI Force Account including in-house consultants for project/construction management services, field observation and security for a not-to-exceed amount of \$142,880; and
- iv) Authorize the establishment of a Project Aggregate Contingency of \$300,000 which is approximately 10% of the total project.