



February 14, 2019

CANCELLATION NOTICE OF THE REGULAR MEETING
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, February 18, 2019, in observance of Presidents' Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, February 18, 2019, 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, February 19, 2019, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. 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, February 19, 2019

8:30 a.m.

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.

Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*

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The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

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

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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

Tuesday, February 19, 2019

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. February 4, 2019

[See page 1]

4. Contracts and Leases

a. Award of Professional Services Agreement to RDM International, Inc. for Taxiway A Rehabilitation Design.

- Staff Report Attached

[See page 3]

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

- (i) Authorize execution of a Professional Services Agreement for an engineering design contract in the amount of \$271,310 to RDM International, Inc. ("RDM");
- (ii) Approve a not-to-exceed amount of \$27,000 for in-house staff design management services; and
- (iii) Establish a Project Aggregate Contingency of approximately 5% of the estimated total project budget in the amount of \$15,000.

Subject to the recommendation of the Committee, in order to maintain the schedule for the Airport Improvement Grant application process, this item is also included on the Commission meeting agenda immediately following the Committee meeting.

5. Adjournment

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

MONDAY, FEBRUARY 4, 2019

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:33 a.m., by Chairman Tornek.

ROLL CALL

Present: Commissioners Tornek and Devine

Absent: Commissioner Brown

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Anthony Defrenza, Director of Engineering and
Maintenance

1. Approval of Agenda There were no adjustments to the agenda.

2. Public Comment There were no public speakers.

3. Approval of the Minutes

a. January 22, 2019 Commissioner Devine moved approval of the minutes of the January 22, 2019, meeting. The draft minutes were approved (2-0, one absent).

4. Contract and Leases

a. Exercise of First Extension Option Fleet Maintenance Service Agreement Keolis Transit Services LLC Staff recommended a Committee recommendation to the Commission to exercise the first of two one-year extension options which extends the Service Agreement through March 31, 2020, for the Fleet Maintenance Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Keolis Transit Services LLC ("Keolis"). The terms and provisions of the Service Agreement shall apply during the extension period.

Staff reported that in March 2016 the Authority entered into a services agreement with Keolis for a three-year period, at predetermined rates. The current rate for labor is \$70.00 an hour for an annual expense of approximately \$145,000. The Service Agreement

of approximately \$145,000. The Service Agreement has two one-year option periods at the fixed hourly price of \$72.50, resulting in an annual price estimated at \$150,000 for labor. Parts and materials ordered through Keolis are charged separately and subject to a 25% markup. In 2018, parts cost approximately \$10,000 per month (including the 25% markup).

Staff further reported that Keolis remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the initial contract period. Staff will continue to monitor and evaluate Keolis's performance and report back to the Committee prior to the expiration of the first extension period. Based on continued monitoring and evaluation, Staff will either, prepare a Request for Proposal for Fleet Maintenance Services, or recommend exercising the second of two extension periods prior to the expiration of the first extension period (March 31, 2020).

Motion

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

Motion Approved

The motion was approved unanimously (2-0, one absent).

5. Adjournment

There being no further business, the meeting adjourned at 9:37 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 19, 2019**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
TO
RDM INTERNATIONAL, INC.
FOR
TAXIWAY A REHABILITATION DESIGN**

SUMMARY

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

- i) Authorize execution of a Professional Services Agreement for an engineering design contract in the amount of \$271,310 to RDM International, Inc. ("RDM");
- ii) Approve a not-to-exceed amount of \$27,000 for in-house staff design management services; and
- iii) Establish a Project Aggregate Contingency of approximately 5% of the estimated total project budget in the amount of \$15,000.

Subject to the recommendation of the Committee, in order to maintain the schedule for the Airport Improvement Grant application process, this item is also included on the Commission meeting agenda immediately following the Committee meeting.

PROJECT DESCRIPTION

Staff has identified the need to rehabilitate the asphalt pavement on Taxiway A. Taxiway A is the Airport's primary taxiway and the pavement in portions of the keel section and several taxiway connectors have exceeded their useful life. New asphalt pavement will improve the conditions of the taxiway by replacing existing material that has become fatigued. It is anticipated that construction to rehabilitate the sections described can be completed within one construction season. The design process will identify the most suitable and cost-effective rehabilitation of the areas within the project scope.

BACKGROUND

Taxiway A was rehabilitated ten years ago in 2008 and the Taxiway has a current Pavement Condition Index (PCI) value of 46 indicating the pavement is in need of rehabilitation.

PROCUREMENT

Staff publicly solicited responses to a combined Request for Qualifications/Request for Proposals ("RFQ/RFP") on the Burbank-Glendale-Pasadena Airport Authority's ("Authority") PlanetBids e-procurement website to 399 targeted, potential firms, and publicly advertised the competitive opportunity on the ACI-NA and AAAE websites, posted an ad in the Los Angeles Times, and placed announcements in the Burbank, Glendale, and Pasadena City Halls.

Staff received five responses from qualified engineering firms. Those five firms, listed alphabetically, are:

- AECOM
- Burns McDonnell
- Kimley Horn
- RDM
- T.Y. Lin International

SELECTION PROCESS

Due to the inclusion of federal funding for this project the selection process was governed by FAA Advisory Circular 150/5100-14E ("AC") *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, which states: "Consultants must be engaged on the basis of their qualifications and experience, with fees determined through negotiations following selection. This can be accomplished by means of Qualifications Based Selection procedures, whereby Statements of Qualifications ("SOQ") are requested from a number of consultants. The qualifications of consultants responding are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee."

PROPOSAL EVALUATIONS

The written responses were individually evaluated by four Airport staff and were given a score based upon five selection criteria. The maximum possible score available was 100 points:

- SC-1 Airport Pavement Design Experience (20 points)
- SC-2 Recent Experience in AIP Funded Projects (20 points)
- SC-3 Project Team (20 points)
- SC-4 Project Understanding (30 points)
- SC-5 Airport Geographic Information System (10 points)

The average scores are presented in the table below:

	SC-1	SC-2	SC-3	SC-4	SC-5	Total
Max Points Possible	20	20	20	30	10	100
AECOM	20	19	17	25	9	90
Burns McDonnell	19	18	19	27	9	92
Kimley Horn	19	18	19	24	10	90
RDM International	18	20	20	28	10	96
TY LIN International	20	17	18	28	9	92

FEE NEGOTIATIONS

Staff was prohibited from any fee discussions with any of the proposers until after a determination of the most qualified firm was reached. Once the establishment of the scope of services with RDM was determined, Staff engaged EQLaunch to provide an independent fee estimate (IFE) to serve as a benchmark in establishing a fair and current market value for the project. After receiving the IFE, Staff requested and received a price proposal from RDM. The negotiation resulted in a final fee price well within 10% of the IFE. AC guidelines state that engineering fees should fall within this range at the end of the negotiation process.

A lump sum fee proposal for Phase 1 Design Services (Work Order #1) was negotiated with RDM in the amount of \$271,310.

The Record of Negotiations and Independent Fee Estimate prepared by EQLaunch was submitted to the FAA by Staff and is currently under review.

A separate fee for Phase 2 Construction Administration services (Work Order #2) will be negotiated and brought back to the Committee concurrent with the recommendation and request for approval of an award of contract for construction services after these services have gone through the appropriate negotiation process. It is anticipated this will occur in June 2019.

DBE PROGRAM

Certain elements of the Authority's adopted "race conscious" Disadvantaged Business Enterprise ("DBE") program and guidelines were incorporated into the proposal documents. The triennial DBE Program Goal is 13%; however, the Goal established for this specific project was set at 24.86% based on the scope of services and work required for the project. Based upon paperwork received by RDM, Staff expects to achieve a DBE participation level of 80.3% on this contract

DESIGN MANAGEMENT AND CONTRACT ADMINISTRATION

Project design phase management is proposed to be performed by the Engineering Department for a not-to-exceed amount of \$27,000. This amount is approximately 10% of the engineering design costs. Engineering Staff will oversee the design process and provide constructability review to ensure the project is compatible with the Authority's requirements.

OPERATIONAL IMPACTS

The field research required to complete the project will either be performed at night or coordinated during the day with little or no operational impacts.

FUNDING

The adopted FY 2019 Facility Development budget includes \$400,000 for Taxiway A design. Staff submitted a pre-application to the FAA and expects the Taxiway A project (design and construction) to be funded via a combination of an Airport Improvement Program ("AIP") grant and local matching funds. Initially, the design will be funded from Airport reserves and reimbursed to the Authority as "project formulation costs" when the AIP grant is issued. The construction phase of this project will be programmed in the next FY 2020 Budget.

PROJECTED COSTS:

RDM	\$ 271,310
Design Management/Project Administration	27,000
Project Aggregate Contingency	<u>15,000</u>
Total	<u>\$ 313,310</u>

SCHEDULE

The design phase of the project will commence after the award and execution of a Professional Services Agreement. Construction plans and specifications for bid are anticipated to be completed in the second quarter of 2019.

STAFF RECOMMENDATION

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

- i) Authorize execution of a Professional Services Agreement for an engineering design contract in the amount of \$271,310 to RDM International, Inc. ("RDM");
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- iii) Establish a Project Aggregate Contingency of approximately 5% of the estimated total project budget in the amount of \$15,000.