



December 6, 2018

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 regular meeting of the Operations and Development Committee scheduled for Monday, December 17, 2018, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505 has been canceled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Monday, December 10, 2018, at 8:00 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

Monday, December 10, 2018

8:00 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.*

▼ ▼ ▼

The following activities are prohibited:

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

▼ ▼ ▼

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.

▼ ▼ ▼

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. November 5, 2018 [See page 1]
4. Contracts and Leases
 - a. Award of Design-Build Agreement to Charles Pankow Builders, Ltd.
Award of Purchase Order to G&S Airport Conveyors for Terminal
B Security Checkpoint & Ticket Counter Renovation Project Number E18-15
 - Staff Report Attached [See page 4]

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for: (i) Award of a Design-Build Agreement in the amount of \$526,777 to Charles Pankow Builders, Ltd. ("Pankow") for renovation of the Terminal B ticket counters and security checkpoint; (ii) Award of a Purchase Order in the amount of \$85,860 to G&S Airport Conveyor ("G&S") for installation of a baggage conveyor belt extension and associated controls in connection with such renovation; (iii) Approval of a project budget for relocation of associated IT hardware and support in the not-to-exceed amount of \$20,000; (iv) Approval of a project budget for construction management and administration for a not-to-exceed amount of \$65,000; and (v) Approval of a project aggregate contingency of \$30,000; (vi) Authorization for the President to execute the contracts.

This project of \$727,637 was not contemplated during the FY 2019 Budget development. It is intended to address requests from the airline and to accommodate airline schedule changes beginning with American Airlines service to Dallas-Ft. Worth next April and Southwest Airlines service to Nashville next June. Subject to the Committee's recommendation, this item has also been placed on the Commission agenda for consideration immediately following the Committee's meeting.

- b. Approval of Change Order #2 to The Stone Collector for Building #36
Data Server Room Upgrades Project Number E17-01
 - Staff Report Attached [See page 8]

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval of Change Order #2, in the amount of \$74,871, to the contract with The Stone Collector for additional scope, revised phasing requirements, and delay costs associated with the Building #36 Server Room Upgrades project.

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 meeting.

c. Award of Contract Elevators Etc. LP for Elevator, Maintenance and Repair Services

- Staff Report Attached **[See page 15]**

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of an Airport Conveyance Equipment Services Agreement ("Agreement") to Elevators Etc. LP ("Elevators Etc.") for preventative maintenance services, on-call repair services, and emergency repair services for six elevators, two escalators, and six moving walkways located throughout the Airport. The Agreement will be for a three-year period with two one-year extension options available to the Authority. For preventative maintenance services during the three-year base term, the annual fee will be \$78,594 and the total fee will be \$235,782. The contract also includes rates for on-call repair and emergency services.

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.

d. Award of Professional Services Agreement MIG, Inc. for Public Design Charrette Workshops Facilitator

- Staff Report Attached **[See page 17]**

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of a Professional Services Agreement ("PSA") to MIG, Inc. ("MIG") in the amount of \$325,490 for Design Charrette Workshops Facilitator services for the Replacement Passenger Terminal ("RPT").

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.

5. Adjournment

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

MONDAY, NOVEMBER 5, 2018

A special 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 8:30 a.m., by Chairman Brown.

ROLL CALL

- Present:** Commissioners Brown, Devine and Tornek
- Absent:** None
- Also Present:** Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Anthony Defrenza, Director of Engineering and
Maintenance; Tom Janowitz, Senior Manager Ground
Access
- 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. October 15, 2018** Draft minutes of the October 15, and October 18,
2018, meetings were presented for approval.
- b. October 18, 2018** Commissioner Devine abstained from commenting on
the minutes as she did not attend those meetings.
The minutes were approved (2-0, one abstention) as
submitted by Staff.
- 4. Contract and Leases**
- a. Exercise of Second Extension
Option Landscaping Service
Agreement Parkwood Landscape
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. The Service
Agreements two one-year option 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. Staff
recommended that the Committee recommend to the
Commission that it exercise the second of the one-
year options which extend the Service Agreement

through December 31, 2019. 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 for landscaping and other related services in the Adopted FY 2019 Budget.

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

Motion

Following the presentation, Commissioner Devine 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 November 5, 2018, meeting immediately following the Committee's meeting.

b. Issuance of Purchase Order for On-Demand Shuttle Services Burbank Airport-North Metrolink Station and Hollywood Burbank Airport

On May 7, 2018, Staff advised the Commission of a three-month trial shuttle service between the Airport and the Station, effective with the opening of the Station on May 14, 2018.

SuperShuttle was initially contracted to provide three months of shuttle service on a month-to-month basis. During this initial period, Staff analyzed ridership figures with the goal of identifying an appropriate level of shuttle service. Based on the results, the Commission directed Staff to investigate an on-demand shuttle service.

A Request for Quotes for on-demand shuttle service was issued and no responses were received. Staff approached the Authority's existing vendors for parking and busing, and requested a proposal for the shuttle service. Both vendors responded with SP+ providing the best proposal at \$3,340 per month.

The Right of Entry Agreement with Metro provides the Authority with the discretion to determine the frequency of its shuttles.

The cost of the shuttle service was not included in the adopted FY 2019 budget. Staff is currently seeking alternate funding sources to support the shuttle service; however, if other funding sources are not obtained, a budget amendment may be required in the future.

Staff recommended that the Committee recommend to the Commission issuance of a Purchase Order to SP+ in the amount of \$3,340 per month for on-demand shuttle services between the Airport and the Burbank Airport - North Metrolink Station and authorization for the Executive Director to issue the same.

Motion

Commissioner Tornek moved approval of Staff's recommendation, seconded by Commissioner Devine.

Motion Approved

The motion was approved unanimously (3-0).

Staff noted that this item is included in the Commission's agenda for its November 5, 2018, meeting immediately following the Committee's meeting.

5. Adjournment

There being no further business, the meeting adjourned at 8:40 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 10, 2018**

**AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD.**

**AWARD OF PURCHASE ORDER TO
G&S AIRPORT CONVEYOR**

**FOR
TERMINAL B SECURITY CHECKPOINT & TICKET COUNTER RENOVATION
PROJECT NUMBER E18-15**

SUMMARY

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

- i) Award of a Design-Build Agreement in the amount of \$526,777 to Charles Pankow Builders, Ltd. ("Pankow") for renovation of the Terminal B ticket counters and security checkpoint;
- ii) Award of a Purchase Order in the amount of \$85,860 to G&S Airport Conveyor ("G&S") for installation of a baggage conveyor belt extension and associated controls in connection with such renovation;
- iii) Approval of a project budget for relocation of associated IT hardware and support in the not-to-exceed amount of \$20,000;
- iv) Approval of a project budget for construction management and administration for a not-to-exceed amount of \$65,000;
- v) Approval of a project aggregate contingency of \$30,000; and
- vi) Authorization for the President to execute the contracts.

This project of \$727,637 was not contemplated during the FY 2019 Budget development, however due to airline schedule changes beginning with American Airlines service to Dallas-Ft. Worth next April and Southwest Airlines service to Nashville next June, the airlines have requested Staff to accommodate facility modifications to support the future air schedule. Subject to the Committee's recommendation, this item has also been placed on the Commission agenda for consideration immediately following the Committee's meeting.

BACKGROUND

In addition to the growth in passenger activity in the past two fiscal years, the airlines serving the Airport have announced additional air service to current and new destinations. In order to accommodate the anticipated increase in passenger and baggage activity, Staff, in working with the airlines, has developed the proposed project for improvements to the Terminal B ticket counters, ticket counter baggage belt, and security screening processing facility. The proposed improvements will allow the Alaska Airlines ticket counter operation to be relocated from Terminal A to Terminal B (the departure and arrival point for Alaska Airlines flights).

Additionally, the proposed improvements will allow for the reallocation of Terminal A space to the remaining Terminal A airlines (American Airlines, JetBlue Airways, and Southwest Airlines) to accommodate their increases in air service to their respective operations. The relocation and reallocation of airline operations are made simpler due to the Common Use Passenger Processing System ("CUPPS"), which provides the Authority the flexibility to assign, allocate, and manage the ticket and gate counters and well as aircraft gate assignments.

The Terminal B passenger security screening checkpoint currently has only two lanes for passenger processing and does not have a Transportation Security Administration ("TSA") Pre-Check lane. Additionally, passenger activity has increased, especially for the morning departures, which has impacted the ability of the checkpoint to process the increasing volume of passengers. The Terminal B airlines estimate that more than 40% of the morning passengers are TSA Pre-Check eligible customers.

PROJECT DESCRIPTION AND PHASING

The proposed project will modify and renovate facilities in Terminal B which by increasing the number of available ticket counter positions, extending the ticket counter baggage belt and controls, providing replacement airline ticket office space for Alaska Airlines, and adding a third passenger processing lane to the TSA Security Checkpoint which will be used to accommodate TSA Pre-Check eligible passengers. The proposed project will incorporate space which was formerly rental car counters and is currently vacant; remove an unused office next to the baggage claim belt; reconfigure the dividing wall between bag claim and check-in lobby; and reconfigure the dividing wall between passenger security screening lanes and the Gate B1 and B2 hold room which will slightly reduce the space within this hold room area.

Upon completion, the project will provide for the following changes:

- 1) Relocation of Alaska Airline passenger ticket counter from Terminal A to Terminal B;
- 2) Assignment of the processing of Alaska Airlines checked bags from Terminal A to Terminal B;
- 3) Relocation of Alaska Airlines ticket office from Terminal A to Terminal B;
- 4) Installation of an additional TSA passenger processing security screening lane to accommodate TSA Pre-Check eligible passengers which will reduce lobby congestion; and
- 5) Maximization of the available bag claim area for arriving passengers in Terminal B.

The proposed design-build project scope includes the development of permitted, construction ready design drawings, construction services, and quality control services associated with renovating the existing facility. In summary, the design-builder will perform the following tasks:

- Complete 100% construction ready design drawings based on the concept drawings provided by the Authority;
- Coordinate with Staff to incorporate requirements of the Airport, TSA, G&S, SIDA, and airlines in the final design;
- Complete the plan check and permitting process within the City of Burbank;
- Coordinate with the Airport, TSA, G&S, SIDA, and airlines for the placement and connection of their equipment; and
- Provide construction and quality control services.

PROCUREMENT

Staff publicly solicited responses to a Request for Proposals ("RFP") on the Authority's PlanetBids e-procurement website. Despite significant attendance at the mandatory pre-proposal meeting, only Pankow submitted a proposal.

G&S is currently under contract with the airlines to maintain the Airport's existing baggage belts, carousels and conveyors. A necessary element of the proposed renovation is an extension of the existing baggage conveyor behind the proposed additional check-in counters. A quote was requested from G&S to provide and install the belt extension and associated controls and make necessary modifications to the existing system to accommodate the extension. This scope was specifically excluded from the design builder's scope as it requires integration with the existing system currently maintained by G&S.

SELECTION PROCESS

The proposal received from Pankow was reviewed by Staff from the Procurement and Engineering departments. The proposal met all of the requirements of the RFP and demonstrated that Pankow has appropriate experience and qualifications. However, Pankow's proposed fee was \$720,577 and this price significantly exceeded Staff expectations. Staff invited Pankow to meet and discuss its proposal. Following the initial meeting, Staff undertook a detailed job walk with Pankow and its subcontractor team to clarify elements of the project. Based on these clarifications, Pankow submitted a reduced fee proposal of \$526,777.

OPERATIONAL IMPACTS

The project will require that work at Terminal B be performed at night between the hours of 9 pm – 5 am. This schedule should minimize operational impacts by allowing work to start after the completion of the last flight operation in Terminal B. All Terminal B functions are required to be fully available by 5 am every day with liquidated damages within the contract for any delays experienced.

ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to this project and determined that this project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers minor alteration of existing public facilities involving negligible or no expansion of use.

PROPOSED BUDGET

CATEGORY OF WORK	AMOUNT
Pankow Design-Build Agreement	\$ 526,777
G&S Airport Conveyor Construction Agreement	\$ 85,860
Construction Management/Contract Administration	\$ 65,000
Associated IT hardware and support	\$ 20,000
Total	\$ 697,637
Project Contingency (See Note below)	\$ 30,000
Project Total	\$ 727,637

FUNDING

The adopted FY 2019 budget includes appropriations in the amount of \$100,000 for Terminal B Security Checkpoint Upgrades programmed to be funded through a pending PFC application. The originally contemplated scope included the addition of a new passenger security screening lane; however, the airline need for additional ticket counter space, office space and relocation were not envisioned at the time of budget development. The additional scope and compressed schedule associated with the need to accommodate next summer air service schedule by May 2019 are the drivers to the significant increase in the total project cost.

The total project is now expected to cost \$727,637. The project will be initially funded utilizing Airport Reserves pending reimbursement from an amended PFC Application.

SCHEDULE

The proposed design phase of the project will commence upon approval by the Commission and execution of the contract with Pankow. If the Committee recommends and the Commission approves the proposed project, then a Notice to Proceed to Pankow will be issued on December 11, 2018, with an anticipated mobilization to be on site in March 2019. It is Staff's expectation that Alaska Airlines check-in functions will be fully operational by the end of April 2019 with all remaining work necessary to obtain substantial completion finished by the end of May 2019.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission: 1) award of a Design-Build Agreement to Pankow in the amount of \$526,777 for the Terminal B Security Checkpoint & Ticket Counter Renovation Project; 2) award of a Purchase Order to G&S in the amount of \$85,860 for installation of a baggage conveyor belt extension and associated controls; 3) approval of a project budget for relocation of associated IT hardware and support in the not-to-exceed amount of \$20,000; 4) approval of a project budget for construction management and administration for a not-to-exceed amount of \$65,000; 5) approval of a project aggregate contingency of \$30,000; and 6) authorization for the President to execute the contracts.

STAFF REPORT\OPERATIONS\12-10-18
AWARD OF DESIGN-BUILD AGREEMENT TO CHARLES PANKOW BUILDERS, LTD.
AWARD OF PURCHASE ORDER TO G&S AIRPORT CONVEYOR FOR TERMINAL B
SECURITY CHECKPOINT & TICKET COUNTER RENOVATION PROJECT NUMBER E18-15

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 10, 2018**

**APPROVAL OF CHANGE ORDER #2
TO
THE STONE COLLECTOR
FOR
BUILDING #36 DATA SERVER ROOM UPGRADES
PROJECT NUMBER E17-01**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval of Change Order #2, in the amount of \$74,871, to the contract with The Stone Collector for additional scope, revised phasing requirements, and delay costs associated with the Building #36 Server Room Upgrades project.

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 meeting.

BACKGROUND

At its March 20, 2017 meeting the Commission awarded a contract to The Stone Collector for the Building #36 Server Room Upgrades project. This project includes: installation of a new HVAC system; replacement of the existing wet sprinklers with a pre-action dry sprinklers system; installation of a fire suppression system; installation of clean-room specific ceiling tiles; sealing all entry points for cables and conduits to meet the airtightness requirements of the new fire suppression system; installation of Title 24 specific lighting; and necessary changes to certain electrical components.

The Stone Collector was given notice to proceed on May 22, 2017, with an expected project duration of 90 calendar days. However, the contractor was placed on hold the third week of June 2017 due to the need to evaluate changes to the project scope in response to the discovery of unanticipated electrical issues. This delay was compounded by impacts associated with the HVAC and electrical work being undertaken in the redundant server room located in the main terminal. In order for the work to proceed in Building #36, the redundant server room needed to be fully operational.

Since June 2017 work on the Building #36 Data Server Room Upgrades project has been advanced intermittently. Last May, Change Order #1 was executed with The Stone Collector to include installation of anti-static flooring and painting of the server room. This change to the project scope was, in part, to address changes necessary to accommodate certain existing conditions discovered during work to modify the HVAC roof curb and condensate line routing. Change Order #1 was in the amount of \$23,176 and was within the \$46,600 aggregate project

STAFF REPORT\OPERATIONS\12-10-2018
APPROVAL OF CHANGE ORDER #2
TO THE STONE COLLECTOR FOR
BUILDING #36 DATA SERVER ROOM UPGRADES
PROJECT NUMBER E17-01

contingency approved by the Commission.

Separate from the discovery of existing conditions to be addressed, a recommendation to replace the DVSS servers was received due to the number of failures and downtime that began to occur. The electrical requirements for replacement DVSS servers included increased power capacity, power redundancy, and power regularity. To accommodate this power requirement, a change order was negotiated with Cal+Pac, the designer of the Building #36 Server Room Upgrade Project in the amount of \$6,500 to incorporate a new dedicated 100-amp electrical power circuit. This dedicated 100-amp panel will meet the near and long-term needs of the new DVSS servers and the data contained therein.

The revised design drawings incorporating the 100-amp panel were completed and provided to The Stone Collector for pricing. The price proposed by the contractor exceeds the remaining uncommitted project budget authorized in 2017.

PROJECT DETAILS

The scope of the proposed Change Order #2 is as follows:

1. Install a dedicated circuit for the servers with a 100-amp panel in the Building #36 Data Server Room - \$18,500
2. Radio rack relocation power supply - \$4,998
3. Provide and install additional light fixtures - \$6,500
4. Remobilizations expense - \$11,373
5. HVAC Equipment Startup -\$3,500
6. Additional costs due to project delays - \$30,000

The above tasks to complete the project is \$74,871.

SCHEDULE

The work will begin as soon as possible after the execution of Change Order #2 with the work scheduled to be complete by June 30, 2019.

OPERATIONS IMPACTS

All work will be phased and coordinated with the IT, Engineering, Operations and Maintenance departments to have minimal impacts on airport operations.

BUDGET IMPACTS

The adopted FY 2019 budget includes PFC funded appropriations for the completion of this project in the amount of \$350,000. The revised FY 2019 cost to complete the project (including proposed Change Order #2) is \$331,011. These costs will initially be funded through Airport Reserves pending approval of a previously submitted PFC Application.

The total cost of this multi-year project, including the proposed change order, is \$476,047.

RECOMMENDATIONS

Staff recommends that the Committee recommend to the Commission approval of Change Order #2, in the amount of \$74,871, to the contract with The Stone Collector for additional scope, revised phasing requirements, and delay costs associated with the Building #36 Server Room Upgrade Project.

**BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY**

CHANGE ORDER

PROJECT: Building 36 Server Room

CHANGE ORDER NUMBER:02

INITIATION DATE: November 15, 2018

TO: (Contractor)

PROJECT NUMBER:E17-01

The Stone Collector
2220 Skyline Drive
Fullerton, CA 92831

CONTRACT FOR:BLDG. 36 Server Room


CONTRACT DATE: May 22, 2017

You are directed to make the following changes:

1 Install 100 Amp Panel Per Attached DWG	\$	18,500.00
2 Radio Rack Relocation Power Supply	\$	4,998.00
3 Provide & Install Add'l Lighting Fixtures per Attached DWG	\$	6,500.00
4 Add'l time & Expenses Due to Project Delay	\$	11,373.00
5 AC Equipment Start Up	\$	3,500.00
6 Additional Costs Due to Project Delay	\$	30,000.00
7 Project Extension of 365 Days from June 30, 2018 to June 30, 2019	\$	-

GRAND TOTAL **\$74,871.00**

The original Contract Sum was.....	\$378,000.00
Net change by previously authorized Change Orders.....	\$23,175.82
The Contract Sum prior to this Change Order was.....	\$401,175.82
The Contract Sum will be increased by this Change Order.....	\$74,871.00
The new Contract Sum including this Change Order will be.....	\$476,046.82
The Contract Time will be extended to June 30, 2019	

CONTRACTOR	OWNER
The Stone Collector	Burbank-Glendale-Pasadena Airport
ADDRESS	ADDRESS
2220 Skyline Drive	2627 Hollywood Way
Fullerton, CA 92831	Burbank, CA 91505
BY 	BY
DATE 11/15/18	DATE

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 10, 2018**

**AWARD OF CONTRACT
ELEVATORS ETC. LP
FOR
ELEVATOR, ESCALATOR AND MOVING WALKWAY
INSPECTION, MAINTENANCE AND REPAIR SERVICES**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of an Airport Conveyance Equipment Services Agreement ("Agreement") to Elevators Etc. LP ("Elevators Etc.") for preventative maintenance services, on-call repair services, and emergency repair services for six elevators, two escalators, and six moving walkways located throughout the Airport. The Agreement will be for a three-year period with two one-year extension options available to the Authority. For preventative maintenance services during the three-year base term, the annual fee will be \$78,594 and the total fee will be \$235,782. The contract also includes rates for on-call repair and emergency services.

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 November 2015, the Authority awarded two purchase orders to Excelsior Elevator ("Excelsior") for monthly inspection and preventative maintenance for the previously described conveyance systems and for time and material as-needed repairs cost. These conveyance systems are located in the elevated covered walkway and North Tower, the Replacement Parking Structure, the Short-Term Parking Structure, Building #10 of the terminal, and Building #36. There are escalators and elevators within the Regional Intermodal Transportation Center which are the responsibility of the rental car companies to maintain and are not included in the scope of the proposed contract.

REQUEST FOR PROPOSALS

In September 2018 Staff issued a Request for Proposals ("RFP") for the inspection, preventative maintenance, on-call repair, and emergency repair services for elevators, escalators and moving walkways. Proposals were received from two firms, Elevators Etc. and Excelsior.

EVALUATION AND SELECTION PROCESS

Proposals were evaluated by a panel consisting of three staff members. The firms were scored based upon five selection criteria for a total of 100 maximum points possible as described below:

- SC-1 Experience and Past Performance (20 points)
- SC-2 Firm Capabilities (20 points)
- SC-3 Technical Approach (20 points)
- SC-4 Agreement Acceptance (10 points)
- SC-5 Price (30 points)

The average scores are presented in the table below and demonstrate that, despite the higher annual price for preventative maintenance, it is the determination of the evaluation panel that Elevators Etc. would provide the best value to the Authority.

	Annual PM Price	SC-1	SC-2	SC-3	SC-4	SC-5	Total
Max Points Possible		20	20	20	10	30	100
Excelsior	\$ 39,906	15.7	14.0	11.0	10.0	27.0	77.7
Elevators Etc.	\$ 78,594	19.7	20.0	20.0	10.0	20.0	89.7

The current annual preventative maintenance cost for the elevators, escalators, and moving walkways described above is \$49,962. However, to date, in the current fiscal year the Authority has already spent \$80,473.73 on repair service calls in addition to the monthly preventative service cost. It is staff's expectation that a more robust preventative maintenance service program will result in fewer service calls for repairs and less equipment downtime. Based on a review of the submitted proposals, the panel determined that Elevators Etc. presented a more complete preventative maintenance program which should improve the equipment reliability and reduce down time. The additional money spent on preventative maintenance is expected to be offset by a reduction in the amount of on-call and emergency repair services.

FUNDING

The annual cost for preventative maintenance services by Elevators Etc. is \$78,594. This amounts to \$235,782 for preventative services for the three-year base term of the contract. Any identified repairs will be charged at predetermined rate on an as-needed basis. It needs to be noted that the rental car companies are responsible for 90% of the annual preventative maintenance cost for the conveyance facilities for the elevated covered walkway. The remaining costs are the Authority's responsibility, which are part of the annual O&M budget which is passed onto the airlines.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission award of the Agreement to Elevators Etc. and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE
OPERATIONS AND DEVELOPMENT COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
MIG, INC.
FOR
PUBLIC DESIGN CHARRETTE WORKSHOPS FACILITATOR**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of a Professional Services Agreement ("PSA") to MIG, Inc. ("MIG") in the amount of \$325,490 for Design Charrette Workshops Facilitator services for the Replacement Passenger Terminal ("RPT").

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

With the approval of Measure B by Burbank voters on November 8, 2016, Hollywood Burbank Airport is working with the community and neighboring cities to build a 14-gate replacement terminal that meets current FAA safety standards for separation from runways and taxiways, and that also meets modern seismic standards. In the planning process for the replacement terminal, the Authority has completed the following:

- Certification of an Environmental Impact Report for the Project pursuant to the California Environmental Quality Act.
- Negotiation of a Development Agreement and entitlements for the Project.
- An affirmative vote by Burbank citizens ratifying the Development Agreement and entitlements for the Project.
- Conditional Approval of the project from the FAA through the Airport Layout Plan
- Concept Validation Report and Cost Estimate

The next steps are:

- FAA completion of an Environmental Impact Statement pursuant to the National Environmental Policy Act (ongoing)
- Public Design Charrette Workshop process
- Finalization of project delivery method and funding
- Selection of Program Manager
- Start of design and construction services

In 2016, the Authority entered into a Development Agreement with the City of Burbank providing a vested right to build the RPT. One of the requirements of the Development Agreement is for the Authority to conduct a Public Design Charrette Workshop process, consisting of six workshops in the City of Burbank. The Authority has also chosen to conduct additional workshops in the Cities of Glendale, Pasadena, and Los Angeles.

PROJECT DETAILS

The Public Design Charrette Workshop process will provide information for the ultimate design of the replacement terminal, particularly in regard to aesthetics, amenities, and integration into the community. The workshops will be an iterative process, addressing large, medium, and small design aspects of the project. A successful workshop facilitator will guide attendees through a process that will create a useful and meaningful deliverable to inform a designer of the desires of the community for the new building. The deliverable will allow the final design to contain identifiable elements obtained from the workshop process.

SOLICITATION AND EVALUATION – 1ST STEP – REQUEST FOR QUALIFICATIONS

Utilizing a two-step procurement process, Staff issued a Request for Qualifications (“RFQ”) via PlanetBids on May 24, 2018, soliciting Statements of Qualifications (“SOQs”) from qualified consulting firms specializing in architectural design, public outreach and engineering, and advertised the competitive opportunity in several local newspapers, as well as public postings on the Internet and in the Burbank, Glendale, and Pasadena City Halls. Staff received SOQs from five (5) firms. Those five firms, listed alphabetically, are:

- Collaborate, Inc.
- Dudek
- Gruen Associates
- MIG, Inc.
- North Star Alliances

The first evaluation step was the review of the written SOQs received, to determine which 3 firms were most qualified based on the selection criteria listed in the RFQ: Management and Financial Strength (20 points), Firm Capability and Experience (30 points), Understanding of Design Charrettes Project as described (30 points), Firm Key Personnel’s qualifications and background (20 points) – 100 potential points totals. The evaluation committee was comprised of three staff members; Mr. Patrick Prescott, Community Development Director, City of Burbank; Mr. Tom Flavin, CEO, Burbank Chamber of Commerce; and Ms. Sue Georgino of Georgino Consulting. The resultant cumulative averaged scoring was as follows: Collaborate Inc. – 45.0 points; Dudek – 94.0 points; Gruen Associates – 83.2 points; MIG Inc. – 89.5 points; and North Star Alliances – 57.0 points. This scoring resulted in Dudek, Gruen Associates, and MIG, Inc. being selected as the three most qualified firms to move onto the next step in the acquisition.

The detailed evaluation score sheet is attached. (Attachment 1)

SOLICITATION AND EVALUATION – 2ND STEP – REQUEST FOR PROPOSALS

A Request for Proposals (“RFP”) was issued on July 23, 2018, via PlanetBids to the three shortlisted firms identified through the RFQ process.

Once proposals were received, the proposals were reviewed and scored by the same evaluation panel as reviewed the SOQs. Scoring for proposal evaluation was as follows: Overall Project Management Approach (20 points); Firm Capabilities (20 points); Technical Approach (20 points); PSA language acceptance (15 points); and Price (25 points) – 100 potential points totals. Additionally, the firms were each invited to participate in an interview to describe their approach to the project, introduce their teams, and answer any questions the

evaluation committee may have had, for an additional 100 points in evaluation scoring, bringing the total potential score tally to 200 points. The panel conducting the interviews was the same as it was from the review of the SOQs and proposals, except for Tom Flavin, CEO, Burbank Chamber of Commerce, who was unable to attend the interviews due to schedule conflicts. After the interviews were conducted and scored, further evaluation was performed to compare the quality of services proposed by each of the respondents. Negotiations with MIG resulted in a reduction of the proposed price from the proposed \$392,445 to \$325,490.

The final scoring for the proposals and interviews is as follows:

MIG Inc.	177.3 points
Dudek	172.5 points
Gruen Assoc.	159.2 points

The detailed evaluation score sheet is attached. (Attachment 2).

FUNDING

The adopted FY 2019 budget includes appropriations in the amount of \$285,000 as part of the Replacement Passenger Terminal project line item. The additional \$40,490 required to fund this agreement, which totals \$325,490, will utilize Airport Reserves.

RECOMMENDATIONS

Staff recommends that the Committee recommend to the Commission that it approve a PSA with MIG, Inc. in the amount of \$325,490 to conduct the Public Design Charrette Workshops process related to the Replacement Passenger Terminal project.

		Management/ Financial Strength	Experience- Firm Capability	Conveyed understanding of project	Key personnel	TOTAL
	Points Available	20	30	30	20	100
E1	Collaborate Inc.	0	28	0	19	47
	Dudek	20	30	30	20	100
	Gruen Associates	20	30	30	20	100
	MIG Inc	20	28	28	19	95
	North Star Alliances	20	29	15	19	83
E2	Collaborate Inc.	0	10	20	10	40
	Dudek	20	25	25	15	85
	Gruen Associates	0	20	20	10	50
	MIG Inc	20	20	20	15	75
	North Star Alliances	5	10	25	5	45
E3	Collaborate Inc.	0	20	22	16	58
	Dudek	20	27	30	18	95
	Gruen Associates	15	28	27	19	89
	MIG Inc	20	28	27	20	95
	North Star Alliances	20	24	23	17	84
E4	Collaborate Inc.	0	15	10	10	35
	Dudek	20	30	30	20	100
	Gruen Associates	10	30	30	20	90
	MIG Inc	20	30	30	20	100
	North Star Alliances	5	10	10	10	35
E5	Collaborate Inc.	0	20	10	15	45
	Dudek	20	30	30	20	100
	Gruen Associates	10	30	30	20	90
	MIG Inc	20	30	30	20	100
	North Star Alliances	5	15	15	10	45
E6	Collaborate Inc.	5	15	15	10	45
	Dudek	17	25	25	17	84
	Gruen Associates	15	25	25	15	80
	MIG Inc	15	20	25	12	72
	North Star Alliances	10	15	15	10	50
MEDIAN	Collaborate Inc.	0.8	18.0	12.8	13.3	45.0
	Dudek	19.5	27.8	28.3	18.3	94.0
	Gruen Associates	11.7	27.2	27.0	17.3	83.2
	MIG Inc	19.2	26.0	26.7	17.7	89.5
	North Star Alliances	10.8	17.2	17.2	11.8	57.0

	Overall Project Management Approach	Firm Capabilities	Technical Approach	PSA Acceptance	Price	Interview	Comments	Total
Weighting Factor:	1	1	1	1	1	1		
Maximum Points Possible	20	20	20	15	25	100		200
Dudek	18.8	18.5	18.2	14.5	22.5	80.0	Good proposal and interview, but needed more outreach focus. No online component discussed at interview.	172.5
Gruen Associates	16.3	17.5	16.8	14.5	25.0	69.0	Good proposal, interview missed type of work needed.	159.2
MIG Inc.	17.3	18.7	17.2	14.5	17.0	92.6	Good proposal, excellent interview, would have liked to hear more from the whole team participating.	177.3

Evaluator: _____ Date: 9/21/2018
 Averaged Cumulative Score _____
 A. DeHoyos