



May 30, 2024

CALL AND NOTICE OF A REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Executive Committee will be held on Wednesday, June 5, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (978) 990-5000

Access Code: 880737#

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

REGULAR MEETING
OF THE
EXECUTIVE COMMITTEE
Airport Skyroom
Wednesday, June 5, 2024
9:00 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.

When in-person attendance or participation at meetings of the Committee is allowed, members of the public are requested to observe the following rules of decorum:

- *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 three 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

Wednesday, June 5, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Items for Approval
 - a. Replacement Passenger Terminal Program Manager **[See page 1]**
Jacobs Project Management Company Task Order Authorization

A staff report is attached. Staff seeks Staff seeks an Executive Committee recommendation to the Commission to authorize Task Order #4 in the amount of \$11,726,841 with Jacobs Project Management Co. for Replacement Passenger Terminal Project program management services.
5. Items for Information
 - a. Committee Pending Items **[See page 6]**
6. Adjournment

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
JUNE 5, 2024**

**REPLACEMENT PASSENGER TERMINAL PROGRAM MANAGER
JACOBS PROJECT MANAGEMENT COMPANY
TASK ORDER AUTHORIZATION**

Presented by
Patrick Lammerding
Deputy Executive Director, Planning and Development

SUMMARY

Staff seeks an Executive Committee (“Committee”) recommendation to the Commission to authorize Task Order #4 in the amount of \$11,726,841 with Jacobs Project Management Co. (“Jacobs”) for Replacement Passenger Terminal (“RPT”) Project program management services.

BACKGROUND

On April 27, 2022, Jacobs was awarded a five-year Task Order-based Professional Services Agreement with a contract limit of \$42 million, and Task Order #1 in the amount of \$1,419,896 was authorized for the first ninety days of the engagement. On September 19, 2022, Task Order #2 was authorized in the amount of \$1,463,249.51 for support services, project administration and continued program management implementation. On December 19, 2022, Task Order #3 was authorized in the amount of \$10,438,765 for: design oversight; cost management; construction scheduling, phasing, sequencing, and packaging; project management; and safety management and Construction Phase support for early construction work packages. Jacobs has completed all the deliverables detailed in Task Orders 1 and 2 and continues with Task Order #3 while the RPT Project transitions to the Construction Phase. Services under the proposed Task Order #4 include the following:

1. Design Oversight
2. Plan of Financing Support
3. Cost and Schedule Management
4. Quality Assurance Activities
5. Contract Administration Support Services
6. Tracking and Reporting Functions
7. Constructability Review
8. Interface Management
9. Construction Phasing and Safety Reviews
10. Stakeholder Coordination
11. As Needed Support to the Authority

For the proposed Task Order #4 Jacobs will supplement Authority staff by providing management and oversight of the Design-Builder (“DB”). The following presents a summary of the specific activities Jacobs will be performing under this Task Order.

Design/Construction Phase Support Services

Jacobs will continue to function as an extension of Authority staff providing management and oversight of the DB during the remainder of Design and Pre-Construction Phase of the project. The following presents a list of the major deliverables anticipated during this next phase of the project.

1. Design

The DB will provide the following major deliverables during this phase:

- **One Hundred Percent Drawings.**
- **Construction Administration Services.**

2. Cost

The Guaranteed Maximum Price (“GMP”) proposal has been developed and finalized on May 6, 2024. The DB will continue to execute sub-contractor contracts and complete the remainder of construction buyout through September 2024.

3. Construction Scheduling, Phasing, and Sequencing

During the finalizing of design and the ramping up of the Construction Phase, the DB will be finalizing the plan for implementing construction of the project with the subcontractors. The DB will provide the following major deliverables during this phase:

- **Baseline Schedule.** The DB will develop a baseline schedule in collaboration with the subcontractors by August 2024. This schedule will be updated monthly during the Construction Phase.
- **Phasing/Sequencing Plan.** The DB schedule will include details on how it intends to phase and sequence the project. This information will be included within a phasing/sequencing plan and updated on a regular basis.
- **Construction Milestone Summary.** The RPT has a very compressed fast paced schedule and below are a few critical milestones for 2024.
 - Start Terminal Foundations May 2024
 - Start Landside Work June 2024
 - Start Airside Apron Work July 2024
 - Start Parking Garage Foundations August 2024
 - Start Terminal Steel Erection September 2024
 - Start Ancillary Building November 2024

The following presents a summary of the specific activities Jacobs will be performing during the Design/Construction Phase of the project.

1. Design Oversight

Jacobs will continue to provide design oversight services. Under these services Jacobs will continue to provide a design manager for the remainder of the Design Phase. In addition, Jacobs will provide experienced technical professionals in various disciplines as needed to conduct design reviews and provide input to the DB for the final design documents. Jacobs will continue to provide Subject Matter Experts (“SMEs”) to review the final design to ensure that the DB’s design meets the project requirements as specified in the contract documents. These SMEs include:

- a. Mechanical/Electrical/Plumbing (MEP)
- b. Baggage handling
- c. Structural Engineering
- d. Environmental/Sustainability
- e. IT/Special systems
- f. Landside
- g. Airside
- h. Concessions
- i. Constructability

Jacobs will continue monitoring the design to ensure compliance with the contract documents related to the development of the Computer-Aided Design and Drafting drawings and Building Information Modeling requirements. Working with the DB during the design process, Jacobs will also provide expert decision-making support related to cost/benefit analysis and value engineering for project design development.

During the Design/Construction Phase Jacobs will provide coordination of external and internal stakeholder input as required for the remainder of the design. Jacobs will facilitate internal and external stakeholder design reviews as required and as requested by the Authority. Jacobs will also help facilitate final design presentations to the Commission to facilitate the decision-making process.

Jacobs’ project manager will continue to serve as chair of the RPT Project Committee. The following is a list of the primary stakeholders anticipated to provide input during the design process.

- a. Airport Departments
- b. Airlines
- c. Ground Service Providers
- d. Transportation Security Administration
- e. Federal Aviation Administration
- f. Concessionaires

In addition to design oversight, Jacobs will continue to lead the Art in Public Places activities. Jacobs continues to have on retainer an art consultant who will assist in the coordination of the public art program with the City of Burbank. Authority staff and Jacobs will continue to work closely with the DB to ensure the art program is integrated into the final design.

2. **Cost Management**

Jacobs will provide cost management support during the Design/Construction Phase of the project.

- **Change Management.** Jacobs will oversee and manage the change order process working closely with the DB and Authority staff to minimize costs and schedule impacts. All potential change orders will be reviewed, validated, and approved by Jacobs prior to submission to Commission.
- **Cost Tracking.** Jacobs will work closely with the DB and Authority staff to track the cost of the construction elements to support the federal funding requirements.

3. **Construction Scheduling, Phasing, Sequencing, and Packaging**

Jacobs will provide schedule management support during the Design/Construction Phase of the project. The project controls manager, with support from the project scheduler will review the baseline project schedule for compliance. Additionally, Jacobs will analyze all monthly schedule updates from the DB to monitor construction progress. The schedule analysis will focus on consistency with the approved schedule and compliance with funding availability. Jacobs' construction manager and construction logistics coordinator will work closely with the DB to monitoring the phasing, and sequencing of the work.

4. **Project Management**

In addition to the services related to the DB deliverables listed above, Jacobs will continue to provide ongoing project management support during this phase of the project. These activities will include:

- a. **Invoice Management:** Jacobs will assist Authority staff with invoice processing. All DB invoices will be reviewed for accuracy, contract compliance, and validation that the costs being invoiced are only for work that has been properly completed. Jacobs will submit compliant invoices to Authority staff for payment.
- b. **Project Controls Management:** Jacobs will update the Project Management Information System providing real-time project information through the project dashboards.
- c. **Monthly Status Reports:** Jacobs will provide monthly project status reports to Authority staff with each Jacobs invoice. Updates will be provided to the Commission, its standing committees, and others as requested.
- d. **Continued maintenance of the document controls system.**
- e. **Jacobs will continue to provide support and coordination with the regulatory agencies during the performance of work.**

-4-

- f. Continued maintenance and updating of the Project Risk Register.
- g. Management of the Project Labor Agreement and monitoring of DB compliance.

5. Additional Services as Needed

The DB has commenced with early work packages and the construction phase is ramping up quickly. Jacobs will provide additional services as presented below to continue the oversight of the work.

Safety Management

- a. Monitor the DB's compliance with the project site safety plan.
- b. Construction safety observations and reporting.
- c. Participate in weekly construction site safety walks.
- d. Review and monitor safety metrics.

Construction Phase support

- a. Construction coordination with the DB.
- b. Coordination with the City of Burbank Building and Safety Department.
- c. Coordination of construction site access and security.
- d. Inspect and monitor compliance with environmental regulations.
- e. Coordination of special inspections firm with the DB.

FUNDING

Appropriations for Task Order #4 will be included in the FY 2025 budget request for the RPT Program Management services.

RECOMMENDATION

Staff recommends that the Committee recommend to the Commission authorization of Task Order #4 with Jacobs in the amount of \$11,726,841.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
JUNE 5, 2024**

COMMITTEE PENDING ITEMS

	<u>Tentative Presentation</u>
1. Approval of Additional Artwork Opportunity Infrastructure - Replacement Passenger Terminal	July 3
2. Approval of Additional Artwork Opportunity Program and Request for Qualifications Replacement Passenger Terminal	TBD



Procurement Department
 2627 N. Hollywood Way
 Burbank, CA 91505
 P: 818-840-8840 E: purchasing@bur.org
 Burbank-Glendale-Pasadena Airport Authority

TASK ORDER (TO)

To Firm: Jacobs Program Management Company	
SA/P.O. No: A-7110	Account No.: 40701-9705
T.O. Order No: TO-4	Effective Date: 07/01/2024
T.O. Revision No:	Revision Date:
Originator: Patrick Lammerding	Phone No: (818) 729-2250

This Task Order (TO) is issued pursuant to the applicable Services Agreement (SA) between the Burbank-Glendale-Pasadena Airport Authority (Authority), owner/operator of Hollywood Burbank Airport and your Firm, pursuant to terms and conditions of the SA indicated, for the services described below.

Additional sheet(s) attached? Yes No

Please check if applicable: Statement of Work attached Specification attached Other attachment

DESCRIPTION / SERVICE CATEGORY:
Task 4 - Phase 3 - Construction Phase Support Services (BUR-TO29)
Scope of Work and Price Breakdown attached.

Task Order Pricing Basis

Time & Materials, Fee Schedule/Rates:	<input checked="" type="checkbox"/>
Estimated not-to-exceed amount:	\$ 11,726,841
Estimated revision amount:	\$ 0
Total of previous revisions:	\$ 0
Current estimated not-to-exceed amount:	\$ 11,726,841

This Task Order is also a Notice to Proceed immediately with the services described, with final completion on June 30, 2025. **Time shall be of the essence in the performance of this Task Order.**

All services are subject to acceptance by the Authority. All required supporting documentation to be included with Invoice Applications for Payment including a copy of the fully executed Task Order.

Except as may be modified herein, all other contract terms and conditions are unchanged.

This Task Order is accepted and agreed by authorized representatives of the parties as indicated below:

Jacobs Program Management Company
 Company Name

Issam Khalaf Digitally signed by Issam Khalaf
Date: 2024.05.28 10:41:45 -07'00'
 Authorized Signature

Issam Khalaf
 Name

Vice President, Director PMCM Western US
 Title

05/28/2024
 Date

Burbank-Glendale-Pasadena Airport Authority
 Company Name

 Authorized Signature

 Name

 Title

 Date



**Challenging today.
Reinventing tomorrow.**

3061 North Hollywood Way
Burbank, CA 91505
United States

T -754-215-1770
www.jacobs.com

May 28, 2024

Attn: Frank Miller
Executive Director
Burbank-Glendale-Pasadena Airport Authority
2627 N. Hollywood Way
Burbank, CA 91505

Project name: Replacement Passenger Terminal (RPT)
Project no: PO #A7110

Subject: Task Order 4 – Phase 3 – Construction Phase Support Services (LTR015)

Dear Mr. Miller,

Jacobs is very proud and appreciative of the continued opportunity to support the Burbank-Glendale-Pasadena Airport Authority (BGPAA) with the implementation of the Hollywood Burbank Airport Replacement Passenger Terminal (RPT) Project. When we were presented the challenge of accepting the Program Management role, the project was approximately \$500 million over budget and opening day was forecasted for 2028.

We have celebrated several very important milestones in the past two years and below are just a few.

- a. *Jacobs joined the Burbank RPT Team in May 2022.*
- b. *The Design Builder's contract was executed December 2022.*
- c. *Received approval for the Icon design concept in April 2023.*
- d. *Design progressed on schedule to allow the execution of the first CGMP package in October 2023.*
- e. *Broke Ground in December 2023, exactly 1 year from DB NTP for Phase 1.*
- f. *Held a successful groundbreaking ceremony on January 2024*
- g. *Executed the Guaranteed Maximum Price for the Phase 2 NTP in May 2024 within budget.*

With this letter we are transmitting the scope, schedule, and budget for work to be performed in FY 2025 from July 1, 2024, through June of 2025 under Task Order 4, Phase 3 – Construction Phase Support Services as outlined in the Professional Services Agreement.

Jacobs will concurrently provide Phase 2 – Design Phase Support Services while transitioning into Phase 3 – Construction Support Services which includes the following:

1. Design Oversight
2. Plan of Financing Support
3. Cost and Schedule Management
4. Quality Assurance Activities
5. Contract Administration Support Services
6. Tracking and Reporting Functions
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8. Interface Management
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11. As Needed Support to BGPAA

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Date: 28 May 2024

Subject: Task Order 4 – Phase 3 – Construction Phase Support Services (LTR015)



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Date: 28 May 2024

Subject: Task Order 4 – Phase 3 – Construction Phase Support Services (LTR015)



Safety Management

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Construction Phase support

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- d. Inspect and monitor compliance with environmental regulations.
- e. Coordination of special inspections firm with the DB.

Cost Estimate

Jacobs' estimated costs for Task Order 4 is **\$11,726,841**. This is inclusive of Jacobs' labor, subcontractor labor, and other direct costs. A breakdown of these costs is presented on the attached spreadsheet.

Jacobs appreciates the continued opportunity to support BGPAA in this exciting project. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Perry L. Martin".

Perry L. Martin, PMP
Sr. Program Manager

754-215-1770

A handwritten signature in black ink, appearing to read "Ronald C. Siecke".

Ronald C. Siecke, P.E.
V.P. Principal-In-Charge

310-488-1466



**Challenging today.
Reinventing tomorrow.**

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Burbank, CA 91505
United States

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Task Order 4 Estimate Summary

Jacobs & Sub-Consultant Labor	\$10,896,642.00
3% Markup of Subconsultant's Labor	\$ 142,599.00
Other Direct Cost (ODC) Expenses	<u>\$ 687,600.00</u>
TOTAL for TO-4	\$11,726,841.00

Committed to Date

TO-1 (Actual)	\$ 1,419,796.00
TO-2 (Actual)	\$ 1,125,722.00
TO-3 (Projected Actual)	<u>\$ 8,857,765.00</u> (Orig. Auth. \$10,438,765.00)
TOTAL	\$11,403,283.00
Total Commitment for TO 1,2,3 & 4	\$23,130,124.00

Future Task Order Projections

FY 2026	\$8,600,000.00
FY 2027	\$5,700,000.00
FY 2028	\$4,100,000.00

Date: 28 May 2024

Subject: Task Order 4 – Phase 3 – Construction Phase Support Services (LTR015)



Other Direct Costs Summary

Monthly Expense Estimate

Category	Monthly Estimate	No. of Months	Totals
Office Supplies	\$500.00	12	\$6,000
Working Meals	\$500.00	12	\$6,000
Computer Hardware/Unifier software			\$96,000
ORAT Management Software			\$350,000
Site Vehicles (4)	\$3,000.00	12	\$36,000
Site Vehicle fuel	\$800.00	12	\$9,600
Air Fare	\$5,000.00	12	\$60,000
Hotel and Meals	\$4,000.00	12	\$48,000
Rental Vehicles	\$800.00	12	\$9,600
Rental Vehicle Fuel	\$300.00	12	\$3,600
Internet/WiFi	\$400.00	12	\$4,800
Travel Mileage	\$500.00	12	\$6,000
Travel-Taxi/Tolls/Parking	\$500.00	12	\$6,000
Safety Expenses	\$300.00	12	\$3,600
Contingency/Misc.			\$42,400
Total			\$687,600

Organization Chart

