



May 16, 2019

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

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held Monday, May 20, 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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, May 20, 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.*



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

Monday, May 20, 2019

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. May 6, 2019

[See page 1]

4. Contracts and Leases

a. Award of Extension to the Janitorial Services Agreement
Diverse Facility Solutions, Inc.

- Staff report attached.

[See page 4]

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to approve a short-term extension of the Janitorial Services Agreement ("Agreement") with Diverse Facility Solutions, Inc. ("DFS") on a month-to-month basis for a period not to exceed three months at the current fixed monthly cost of \$93,132, excluding supplies. Supplies will continue to be billed monthly at an actual costs basis and are estimated to be approximately \$16,700 per month.

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

b. Approval of Agreements for Verdugo Fire Communications System Upgrades

- Staff report attached.

[See page 8]

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission for approval of the following items to complete Airport Fire Department's communication system upgrades in conjunction with Verdugo Fire Communications equipment and systems upgrades to the joint fire communication system known as "Verdugo System":

1. Memorandum of Understanding ("MOU") with the City of Glendale in the amount of \$15,182 for the Authority's 16.667% share of the Phoenix G2 alerting system upgrade to the Northrup Grumman System Command Point Computer-Aided Dispatch system;
2. Contract with US Digital Designs, Inc. ("USDD") in the amount of \$46,426 for the replacement of the station alerting system to the Phoenix G2 system with an optional annual service agreement fee of \$3,762 that becomes available to the Authority eighteen months after installation;

3. Contract with Bergelectric Corporation ("Bergelectric") in the amount of \$31,054 for installation of the station alerting system; and
4. Contract with Presidio Networked Solutions Group LLC ("Presidio") in the amount of \$58,103 for the acquisition and installation of replacement Mobile Data Terminals ("MDT") and associated data network to support MDTs to be installed in the Airport Fire Department's vehicles.

The total cost of the upgrades for the interoperability with the Verdugo System, not including the optional annual service agreement fee for the station alerting equipment, is \$150,765.

To expedite the acquisition and installation of the equipment and system upgrades, subject to the Committee's recommendation, this item has also been placed on the Commission agenda for its consideration 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, MAY 6, 2019

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 8:00 a.m., by Commissioner Tornek.

ROLL CALL

Present: Commissioners Tornek, Devine and Brown

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Kathy David, Deputy Executive Director, Finance
and Administration; Mark Hardyment, Director of
Transportation and Environmental Programs;
Anthony DeFrenza, Director of Engineering and
Maintenance

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

2. Public Comment Deferred to item 4.a.

3. Approval of the Minutes

a. April 15, 2019 Commissioner Brown moved approval of the minutes of the April 15, 2019, meeting, seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

4. Contract and Leases

Public comment on this item was provided by Mr. Larry Vaccaro, Waste Zero Manager, Athens Environmental Services, Inc.

a. Award of Waste Hauling and Recycling Services Contract

Staff reported that the Authority's waste hauling and recycling needs are currently being met on a month to month basis by Athens Environmental Services, Inc. ("Athens") for properties in Burbank and by Republic Services, Inc. for properties in Los Angeles. As of March 1, 2019, Athens raised the combined approximate average monthly cost for these services to \$23,181.33 (the amount fluctuates with the volume of on-call pick-ups driven by Maintenance Department projects).

Over the past several years, the provision of waste hauling and recycling services for the Authority has changed hands through mergers, acquisitions and contract assignment. Beyond industry consolidation of the service provider market, the California Legislature has enacted several waste diversion and recycling laws that require providers to become compliant with.

On August 28, 2018, through the Authority's PlanetBids e-procurement website, Staff issued a Request for Proposals ("RFP") for waste hauling and recycling services. Despite significant interest in the RFP, as evidenced by several firms attending a mandatory pre-proposal meeting, only Athens submitted a proposal. Staff rejected the sole proposal.

Staff conducted follow-up interviews with firms that declined to provide a proposal. Based on these interviews, Staff amended the Scope of Services and a revised RFP was issued. A pre-proposal meeting for the second solicitation was held and five firms attended.

From the five attendees, two proposals were received, evaluated, and the proposed monthly fees, not including on-call services, were as follows:

1. American Reclamation, Inc. - \$11,467.24
2. Athens Environmental Services, Inc. - \$17,582.83

Staff recommended that the Committee recommend to the Commission, award of a proposed Waste Hauling and Recycling Services Agreement to American Reclamation, Inc. for a three-year term commencing July 1, 2019, and extending to June 30, 2022, at a monthly cost of \$11,467.24 with an allowance for on-call services of \$1,500 per month. The contract also contains two one-year extension options at the Authority's discretion, prices subject to adjustment.

Motion

Following the presentation, Staff and Mr. Mark Border, of American Reclamation, responded to various questions from the Committee. Commissioner Devine moved approval of Staff's recommendation, seconded by Commissioner Brown.

Motion Approved

The motion was approved unanimously (3-0).

b. Award of Janitorial Services Contract

Staff recommended that the Committee recommend to the Commission that it enter into a Janitorial Services Agreement ("Agreement") with Diverse Facility Solutions, Inc. ("DFS") for a three-year period, with two one-year extension options, for a fixed price of \$1,663,620 annually (\$138,635 monthly), excluding supplies, which will be billed monthly at an actual cost basis. Supplies are estimated to cost approximately \$16,700 per month.

Staff developed a Request for Proposals ("RFP") that incorporates all areas of the Airport covered under the current Agreement. The cleaning frequencies identified in the scope of work were enhanced to address the anticipated changes in passenger volumes and airport operational needs.

Motion

After Staff's presentation, the Committee had questions regarding the RFP process. Commissioner Tornek requested Staff to get a short-term extension with the current provider while Staff works on obtaining additional information and clarification.

5. Items for Discussion

a. Operational Impacts of Proposed FY 2020 Capital Projects

Staff reviewed with the Committee the proposed FY 2020 Budget capital program.

6. Adjournment

There being no further business, the meeting adjourned at 9:00 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
MAY 20, 2019**

**AWARD OF EXTENSION TO THE
JANITORIAL SERVICES AGREEMENT
DIVERSE FACILITY SOLUTIONS INC.**

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to approve a short-term extension of the Janitorial Services Agreement ("Agreement"), copy attached, with Diverse Facility Solutions, Inc. ("DFS") on a month-to-month basis for a period not to exceed three months at the current fixed monthly cost of \$93,132, excluding supplies. Supplies will continue to be billed monthly at an actual cost basis and are estimated to be approximately \$16,700 per month.

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

BACKGROUND

In April 2014, DFS was awarded an agreement for janitorial services at the Airport following a competitive selection process. The initial term of the agreement was for three years, with two one-year options. The Commission exercised both options bringing the expiration date of the current agreement to May 31, 2019.

In February 2019, Staff publicly solicited proposals from firms interested in providing janitorial services at the Airport. The Request for Proposals ("RFP") was posted on the Authority's PlanetBids website and resulted in receipt of nine proposals. Two of the nine proposals were deemed non-responsive and seven remaining proposals were evaluated. Of the seven responsive proposals, four firms were short-listed and invited to participate in the interview phase of the selection process. Both proposals and interviews were evaluated in accordance with selection criteria identified in the RFP by an evaluation panel consisting of five staff members.

Following a discussion with the Committee on May 6th, Staff was asked by the Committee to provide additional information and clarifications on the evaluation of the short-listed firms. To address this request, Staff has initiated a process by which best and final offers ("BAFO") have been requested of the four short-listed firms in a format that Staff believes addresses the comments and concerns of the Committee.

It is the expectation that the BAFO process will be able to be completed prior to the end of the fiscal year. However, with the existing contract for these services scheduled to expire at the end of May, and at the request of the Committee, a short-term month-to-month extension, not to exceed three month of the existing contract at its current pricing, is presented to the Committee for recommendation to the Commission, subject to the recommendation of the Committee, to allow Staff the time necessary to complete the BAFO process.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission that it approve a month-to-month extension of the existing Agreement with DFS for a period not to exceed three months for the fixed monthly price of \$93,132, excluding supplies. Supplies will continue to be billed monthly on an actual cost basis and are estimated to be approximately \$16,700 per month.

**AMENDMENT NO. 2 TO
JANITORIAL SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority/Diverse Facility Solutions, Inc.)**

THIS AMENDMENT NO. 2 ("Second Amendment") to the April 21, 2014 Janitorial Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency ("Authority"), and Diverse Facility Solutions, Inc. ("Contractor"), an Illinois corporation, is dated May 20, 2019 for reference purposes.

R E C I T A L S

- A. The parties executed the Agreement to provide for the Authority's retention of Consultant as an independent contractor to provide janitorial maintenance services at the Bob Hope Airport.
- B. The parties executed a May 1, 2017 Amendment No. 1 ("First Amendment") to extend the term by one year.
- C. The parties desire to amend the Agreement to extend the term on a month-to-month basis.

NOW, THEREFORE, the parties agree as follows:

1. **Amendment of Section 3.** Section 3 ("Term") of the Agreement is amended to read as follows:

"3. **TERM.**

3.1 **Initial Term.** The initial term of this Agreement, inclusive of extension options exercised by the Authority, is five (5) years, commencing on June 1, 2014 and expiring on May 31, 2019.

3.2 **Month-to-Month Extension.** Commencing June 1, 2019, the term of this Agreement shall extend on a month-to-month basis until August 31, 2019 unless earlier terminated by either party on 30 days notice."

2. **Preservation of Agreement.** Except as expressly modified by this Second Amendment, all of the provisions of the Agreement (as amended by the First Amendment) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Second Amendment and the provisions of the Agreement (as amended by the First Amendment), the provisions of this Second Amendment shall control.

[SIGNATURES ON FOLLOWING PAGE]

TO EXECUTE THIS SECOND AMENDMENT, the parties have caused their authorized representatives to sign below.

Diverse Facility Solutions, Inc.



 Chairperson President Vice President



 Secretary Asst. Secretary
 Chief Finance Officer Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Burbank-Glendale-Pasadena Airport Authority

Zareh Sinanyan, President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
MAY 20, 2019**

**APPROVAL OF AGREEMENTS FOR
VERDUGO FIRE COMMUNICATIONS SYSTEM UPGRADES**

SUMMARY

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission for approval of the following items to complete Airport Fire Department's communication system upgrades in conjunction with Verdugo Fire Communications equipment and systems upgrades to the joint fire communication system known as "Verdugo System":

1. Memorandum of Understanding ("MOU") with the City of Glendale in the amount of \$15,182 for the Authority's 16.667% share of the Phoenix G2 alerting system upgrade to the Northrup Grumman System Command Point Computer-Aided Dispatch system;
2. Contract with US Digital Designs Inc. ("USDD") in the amount of \$46,426 for the replacement of the station alerting system to the Phoenix G2 system with an optional annual service agreement fee of \$3,762 that becomes available to the Authority eighteen months after installation;
3. Contract with Bergelectric Corporation ("Bergelectric") in the amount of \$31,054 for installation of the station alerting system; and
4. Contract with Presidio Networked Solutions Group LLC ("Presidio") in the amount of \$58,103 for the acquisition and installation of replacement Mobile Data Terminals ("MDT") and associated data network to support MDTs to be installed in the Airport Fire Department's vehicles.

The total cost of the upgrades for the interoperability with the Verdugo System, not including the optional annual service agreement fee for the station alerting equipment, is \$150,765.

To expedite the acquisition and installation of the equipment and system upgrades, subject to the Committee's recommendation, this item has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.

BACKGROUND

For several years now, Verdugo Fire Communication ("Verdugo Fire") has been researching several viable alternatives for the replacement of its 30-year-old Computer-Aided Dispatch ("CAD") system. The CAD and related mapping software are two of the most critical pieces of a public safety dispatch center's hardware with related software. Both items serve as the primary method of obtaining and verifying the emergency incident location from 9-1-1 callers and subsequently processing, dispatching and managing all the Fire Department and Emergency Medical Services ("EMS") resources to emergency incidents within the Verdugo Fire System.

In August 2017, the Glendale City Council approved a motion authorizing the City Manager to execute an amendment to an existing professional services agreement with Northrup Grumman Systems Corporation to upgrade to the Command Point CAD application. This upgrade requires all participating agencies within the Verdugo Communications System to upgrade their Station Alerting Systems, Mobile Data Terminals (MDT's) and connectivity of the Verdugo Data Network to ensure complete interoperability with the CAD upgrade.

DETAILS

With the decision to undertake an upgrade to the CAD application of Verdugo Fire, the adopted FY 2019 budget provided appropriations in the amount of \$350,000 for Airport Fire Department to undertake the necessary upgrades to equipment and systems to maintain the Department's interoperability with the Verdugo System. The first upgrade, the replacement of the handheld portable radios and radio consolettes, was completed last October. The remaining system upgrades are presented for the Committee's consideration.

Memorandum of Understanding with City of Glendale

Verdugo Fire does not currently use USDD's fire station alerting system and associated software in their dispatch center. For this secondary alerting system, Verdugo Fire will need to procure the hardware and software from USDD to be able to connect to the dispatch agencies using this fire station alerting system. The cost of this upgrade is \$91,091 with Verdugo Fire responsible for 50% of the cost and the balance prorated between the City of Burbank, the City of Alhambra and the Authority at a rate of 16.667% or \$15,182 each.

Station Alerting System

The current fire station alerting solution Verdugo Fire uses is provided by WestNet Inc. and it has been a goal to have a secondary alerting vendor for redundancy purposes. This would allow various solutions to dispatch agencies. As such, dispatch agencies reviewed various solutions from different fire station alerting companies and three of them (Burbank Fire, Hollywood Burbank Airport Fire, and Alhambra Fire) have elected to participate in the acquisition of the Phoenix G2 Fire Station Alerting System equipment from USDD at the cost of \$46,426 each. Eighteen months after installation, the Authority has the option to purchase a Service Agreement for the equipment at an annual cost of \$3,762. The cost to install this equipment at Hanger 35 is \$31,054. This installation is required to be completed by a USDD authorized vendor. Bergelectric Corporation is an authorized vendor and able to install the equipment at the Airport.

Mobile Data Terminal and Network

To ensure full interoperability, connectivity, high availability and consistency of the data network, it is imperative that the project management, design, provisioning, and implementation services are contracted with a central vendor. A committee comprised of Verdugo Fire administrative staff, along with technical experts from the cities of Burbank, Glendale, and Pasadena, attended demonstrations of the proposed solutions by several vendors. After a comprehensive review and demonstration process, Presidio was selected by the committee to provide all Verdugo Fire agencies the project management, design, provisioning, implementation and ongoing operational managed services necessary for Verdugo Fire's data network.

With the selection of Presidio, the last component to complete the interoperability upgrade is the installation of the MDTs into the six Airport Fire Department vehicles (four ARFF trucks, one rescue vehicle, and one utility vehicle). The cost of the equipment is \$28,048 plus labor in the amount of \$3,600, plus sales tax of \$2,875 for a total of \$34,523.

Separate from MDT is the cost for the design, implementation and 5-year support services for the data network and its associated equipment to again be provided by Presidio. Cost breakdown for the equipment and services are \$14,698, plus labor of \$7,375 and applicable sales tax of \$1,507 for a total of \$23,580.

The total cost for equipment, service, labor and applicable sales tax for the MDT and network system upgrades is \$58,103.

FUNDING

Appropriations in the amount of \$350,000 were included in the adopted FY 2019 budget for this project. To date, approximately \$158,066 has been utilized for the acquisition of the replacement Motorola 8000 handheld portable radios and replacement APX Consolettes. The total proposed award of contracts of \$150,765 is within the remaining appropriations of \$191,934.

SCHEDULE

Subject to the recommendation of the Committee and approval by the Commission, this project is anticipated to be completed prior to June 30, 2019, barring any unforeseen circumstances.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission for approval of the proposed agreements with the City of Glendale, USDD, Bergelectric, and Presidio as described above for the upgrade to the communication equipment at the Airport Fire Department in conjunction with the Verdugo Fire Communications Center Computer-Aided Dispatch System upgrade.