



February 13, 2020

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 17, 2020, in observance of Presidents' Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, February 17, 2020, 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 18, 2020, 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 18, 2020
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.

A G E N D A

Tuesday, February 18, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. February 3, 2020

[See page 1]

4. Contracts and Leases

a. Award of Contract for ILS and Ramp Signage Project
Project Number E19-01

- Staff report attached

[See page 3]

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

- ***Award a Contract for ILS and Ramp Signage in the amount of \$430,478 to Royal Electric Company;***
- ***Authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$40,000; and***
- ***Authorize a project aggregate contingency of \$40,000 for unforeseen circumstances that may arise during construction.***

b. Award of Professional Services Agreement for Parking Lots Reconfiguration Design Project

- Staff report attached

[See page 6]

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

- ***Award a Professional Services Agreement for design and construction administration services in the amount of \$93,900 to Valued Engineering Inc.;***
- ***Approve a project budget for in-house design management services for a not-to-exceed amount of \$15,000; and***
- ***Approve a project aggregate contingency of \$15,000 to address changes in the scope of design and engineering services resulting from information developed as part of the initial design development.***

5. Items for Information

a. Committee Pending Items

[See page 9]

6. Adjournment

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

MONDAY, FEBRUARY 3, 2020

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 8:30 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;
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 21, 2020 Commissioner Brown moved approval of the minutes of the January 21, 2020 meeting seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

4. Contracts and Leases

a. Award of Professional Services Agreement - Replacement Airfield Lighting Vault Design Staff has identified a need to replace the existing airfield lighting vault ("Vault") since its initial construction in 1984, to accommodate the replacement of equipment and upgrades based on industry standards and changing technology. An assessment of the existing Vault conducted in 2019 indicated a replacement rather than a rehabilitation would provide better value to the Authority.

The objective of the project is to design and construct a new airfield lighting vault to address code and seismic issues that exist within the existing Vault. The new Vault will also include a new generator, a UPS system, and new regulators, as well as incorporate a revised configuration to improve maintainability and reliability of the electrical equipment. The new Vault will address power fluctuation issues and may include an

upgraded power feed from Burbank Water and Power.

Staff sought Committee recommendation to the Commission that it: (i) Award a Professional Services Agreement for engineering design and construction administration services in the amount of \$571,498 to Lean Technology Corporation dba Lean and authorization for the President to execute the same, (ii) Authorize a project budget for in-house design management services not to exceed \$50,000, and (iii) Authorize a project aggregate contingency of \$80,000 to address any changes in scope of the design and engineering services resulting from information developed during the initial design.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

b. Exercise of Second Extension Option Fleet Maintenance Services Agreement Keolis Transit Services, LLC

Staff sought Committee recommendation to the Commission to exercise the second of two one-year extension options which extends the service agreement through March 31, 2021, for the Fleet Maintenance Service Agreement between the Authority and Keolis Transit Services LLC ("Keolis"). The terms and provisions of the Service Agreement shall apply during the extension period and Staff has reported that Keolis is in good standing with its obligations.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

5. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

6. Adjournment

There being no further business, the meeting adjourned at 8:50 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 18, 2020**

**AWARD OF CONTRACT
FOR
ILS AND RAMP SIGNAGE PROJECT
PROJECT NUMBER E19-01**

SUMMARY

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

- Award a Contract for ILS and Ramp Signage in the amount of \$430,478 to Royal Electric Company;
- Authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$40,000; and
- Authorize a project aggregate contingency of \$40,000 for unforeseen circumstances that may arise during construction.

BACKGROUND

Existing marking and signage on the airfield designate a "critical area" surrounding the Instrument Landing System ("ILS") equipment which serves to restrict aircraft access to the pavement areas surrounding the equipment at specific times. The presence of aircraft on the ground within the designated ILS critical area can have an impact on the proper functioning of the equipment, thus it is important that while the ILS is active, taxiing aircraft remain outside the ILS critical area.

The FAA upgraded the ILS equipment in 2017. The upgraded ILS equipment has a smaller "critical area" thus the associated signage and markings can be relocated to minimize the restricted area and accurately reflect the new condition.

Also included in this project is the addition of aircraft parking ramp signage requested by the Air Traffic Control Tower ("ATCT") to more clearly designate frequently used aircraft parking ramps at the Fixed Based Operator ("FBO") ramp areas. The proposed signage will allow the ATCT to provide more specific directions to pilots which will reduce ambiguity in aircraft movement around the airfield and help pilots less familiar with the airfield navigate to the correct parking location.

PROJECT DETAILS

The scope of work includes relocating the current signage and striping to reflect the correct ILS critical area and the addition of five ramp identification signs. The proposed installation of new signs will impact five ramp entrances at the Airport's two largest FBOs. The reduced size of the ILS critical area also allows for the removal of a current Modification to Standard ("MOD") with the FAA. Special blue marking have historically been utilized to direct run-up

traffic in the area adjacent the ILS critical area, and these markings will no longer be required.

PROCUREMENT

Staff publicly solicited bids on the Authority's PlanetBids e-procurement website with one response received by Vellutini Corporation (d.b.a. "Royal Electric Company") for \$533,448. This single bid was \$143,515 higher than the Engineer's estimate.

Staff reviewed the registered bidders on PlanetBids to determine how many potential bidders could be expected to submit bids and identified three bidders. Staff also obtained a list of an additional nine potential bidders known to do work on airfield electrical systems and contacted them in order to determine whether a rebid would produce competition for this work. Several contractors responded and all noted that although they do work on airfield facilities, their area of expertise was not airfield lighting systems, or that they were not interested in bidding at this time.

Based on this response, Staff contacted Royal Electric Company to ascertain why their bid was higher than the Engineer's estimate. After discussions that clarified construction details, scope and phasing conditions, Staff was able to negotiate a reduction of \$102,970 off the original bid for a final total cost of \$430,478.

SCHEDULE

The work will be scheduled to begin as soon as possible after the award and execution of the contract. Due to the lead time required for procurement of signage material the work is scheduled to be completed within one hundred and sixty (160) calendar days after a notice to proceed is issued to the contractor.

OPERATIONS IMPACTS

The work will be performed predominantly at night with the work phased and coordinated with Operations and Ground Access to minimize any impacts to the Airport and the overnight parking ramp.

FUNDING

This project will be funded from an approved amendment to PFC 13 for the continued rehabilitation of Airfield Lighting. This project is included in the FY 2020 Budget as a component of the \$1.6M for Airfield Lighting System Rehabilitation. A breakdown of the proposed project budget is as follows:

Planning and Design	\$ 25,000
Construction	430,478
Construction Management and Testing	40,000
<u>Project Aggregate Contingency</u>	<u>40,000</u>
Total	<u>\$535,478</u>

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission for (i) an award of contract to Royal Electric Company in the amount of \$430,478 and authorization for the President to execute the same, (ii) approval of a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$40,000, and (iii) approval of a project aggregate contingency of \$40,000 to address any unforeseen circumstances that may arise during construction.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 18, 2020**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR
PARKING LOTS RECONFIGURATION DESIGN PROJECT**

SUMMARY

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

- Award a Professional Services Agreement for design and construction administration services in the amount of \$93,900 to Valued Engineering, Inc.;
- Approve a project budget for in-house design management services for a not-to-exceed amount of \$15,000; and
- Approve a project aggregate contingency of \$15,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.

PROJECT DESCRIPTION

Staff has identified the need to reconfigure or modify existing parking areas in order to provide additional self-park spaces within walking distance of the terminals and seeks to engage a qualified consulting firm to provide construction ready drawings. The project will further efforts to accommodate upcoming changes in parking specifically related to the expected closure of Economy Lot A within the next eighteen months and provide for better utilization of existing parking lots.

Project includes opening approximately 600 self-park stalls in existing Lot D. A new entrance driveway and associated parking access control equipment will be required to open the lot to the public. Access to the lot will be directly from Hollywood Way eliminating any additional congestion associated with those intending to park in Lot D along the terminal curb front. Opening Lot D will also allow for the reconfiguration of existing Lot G. Lot G will become nested with Lot D and the existing Lot G entry and exit will serve as an exit only for both Lot D and Lot G.

The existing surface parking lot just south of Terminal B is utilized as part of the Valet operation for car storage. The current configuration provides approximately 2,400 stalls total for valet storage. Even during the busiest periods there are typically more than 1,000 available stalls within the valet storage lots. Another element of the project includes adding entrance and exit driveways, fences and associated parking access control equipment to convert approximately 800 of the underutilized valet storage stalls to 500 self-parking stalls.

Also included in the design will be the analysis and design of an extended ride share lane to accommodate the growing demand for curb space for these operators.

The design process will identify the most suitable and cost-effective modifications considering ease of entry and exit in the surface parking areas, stall layout design, ADA stall requirements, access control, fencing, signage, and electric vehicle charging stations.

PROCUREMENT

Staff publicly solicited responses to a combined Request for Qualifications/Request for Proposals (“RFQ/RFP”) on the Authority’s PlanetBids e-procurement website, and publicly advertised the competitive opportunity on the ACI-NA and AAAE websites, and placed announcements in the Burbank, Glendale, and Pasadena City Halls. Staff received three responses from qualified engineering firms. Those three firms, listed alphabetically, are:

- JMC²
- Valued Engineering, Inc.
- Walker Consultants

PROPOSAL EVALUATIONS

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

- SC-1 Parking Lot Design Experience (20 points)
- SC-2 Project Team (20 points)
- SC-3 Project Understanding (20 points)
- SC-4 Price (40 points)

The average scores are presented in the table below:

		SC-1	SC-2	SC-3	SC-4	Total
Max Points Possible	PRICE	20	20	20	40	100
JMC²	\$110,115	15	16	17	34	82
Valued Engineering, Inc.	\$93,900	13	15	17	40	85
Walker Consultants	\$225,000	17	19	18	17	71

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 \$15,000. 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 have negligible operational impacts. The consultant's visits on site are expected to be accompanied by either Parking or Engineering staff.

FUNDING

The FY 2020 Facility Improvement Program Budget includes \$300,000 for Public Parking Lot Improvements specifically associated with recommissioning Lot D. This value represented the anticipated FY spend (full design and some construction costs) associated with Lot D recommissioning. The current schedule delays construction to the next fiscal year. Thus, approximately \$175,000 of the FY 2020 budget will carry over to the proposed FY 2021 budget, plus additional funds will be proposed to cover the estimated balance of construction costs associated with Lot D recommissioning and the additional parking reconfiguration element and TNC Island Extension to be designed under the proposed PSA.

PROJECTED COSTS:

Design – Valued Engineering, Inc.	\$ 93,900
Design Management/Contract Administration	15,000
Design Contingency	<u>15,000</u>
Total	<u>\$ 123,900</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 third quarter of 2020.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission for (i) an award of Professional Services Agreement for design and engineering services in the amount of \$93,900 to Valued Engineering, Inc. and authorization for the President to execute the same, (ii) approval of a project budget for in-house design management services not to exceed \$15,000, and (iii) approval of a project aggregate contingency of \$15,000 to address any changes in scope of the design and engineering services resulting from information developed during the initial design.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 18, 2020**

COMMITTEE PENDING ITEMS

Future

1. Approval of Airport Rules and Regulations
2. Award of Service Agreement - Skidata