



September 1, 2022

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

NOTICE is hereby given that the regular meeting of the Executive Committee will be held Wednesday, September 7, 2022, at 9:00 a.m., in the Burbank Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Committee may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

(701) 802-5334

Access Code: 2451017#

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

REGULAR MEETING
OF THE
EXECUTIVE COMMITTEE
Burbank Room
Wednesday, September 7, 2022
9:00 a.m.

The public comment period is the opportunity for members of the public to address the Committee on agenda items. 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 Commission 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 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

Wednesday, September 7, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. August 10, 2022 *[See page 1]*
5. Items for Approval
 - a. Regular Meeting Schedule *[See page 3]*

Staff seeks the Executive Committee's approval of 9:00 a.m. on the first Wednesday of the month in the Burbank Room of the Airport as the regular meeting schedule.
 - b. Replacement Passenger Terminal Program Manager
Jacobs Project Management Company
Task Order Authorization *[See page 4]*

Staff seeks an Executive Committee recommendation to the Commission for approval of Task Order #2 in the amount of \$1,463,249.51 with Jacobs Project Management Co. for program management services for the Replacement Passenger Terminal project.
6. Items for Discussion
 - a. Staff Presentation

No staff report attached. This item is on the Committee's agenda to review the August 15 staff presentations.
 - b. Replacement Passenger Terminal Project Decision and Risk Matrix

No staff report attached. Roger Johnson of Jacobs Project Management Co. will discuss a decision and risk matrix for the Replacement Passenger Terminal Project.
7. Items for Information
 - a. Committee Pending Items *[See page 11]*

8. Closed Session

a. CONFERENCE WITH LABOR NEGOTIATORS

(California Government Code Section 54957.6)

Authority Representatives: Frank Miller, Executive Director
Edward Skvarna, Chief of Police/Director of
Public Safety

Employee Organization: Burbank Airport Police Officers Association

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(California Government Code Section 54957(b))

Title: Executive Director

9. Adjournment

**MINUTES OF THE SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

WEDNESDAY, AUGUST 10, 2022

A special meeting of the Executive Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy (via teleconference), Williams (via teleconference) and Najarian (via teleconference)

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Kathy David, Deputy Executive Director, Finance and Administration

Authority Counsel: Terence R. Boga of Richards, Watson & Gershon

Roger Johnson, Jacobs Project Management Co.

2. Approval of Agenda The Agenda was approved as submitted.

3. Public Comment There were no public comments.

4. Items for Discussion

a. Executive Committee Meeting Schedule Staff sought the Committee's direction on the time, place, and type (regular or special) of future Executive Committee meetings.

b. Staff Presentations Staff sought the Committee's input regarding staff presentations of material to the standing Committees and the Commission. Staff also sought the Committee's input regarding the presentation of the monthly statistics.

c. Replacement Passenger Terminal Progressive Design-Build Services Procurement Update Staff briefed the Committee on the status of the procurement, the status of the PCL's short-list protest, the role of the SOQ/Proposal Evaluation Committee, and the proposed continued retention of Ms. Rebekah Gladson of XI-3.

**d. Replacement Passenger Terminal
Revised Cost Estimate Schedule**

Roger Johnson of Jacobs Project Management Co. updated the Committee with a revised cost estimate and schedule for the Replacement Passenger Terminal Project.

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 was adjourned at 10:10 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
SEPTEMBER 7, 2022**

REGULAR MEETING SCHEDULE

Presented by John T. Hatanaka
Senior Deputy Executive Director, Planning and Development

SUMMARY

Staff seeks the Executive Committee's approval of 9:00 a.m. on the first Wednesday of the month in the Burbank Room of the Airport as the regular meeting schedule.

BACKGROUND

On July 18, 2022, the Commission adopted Resolution No. 495 creating the Executive Committee, redefining subject matter jurisdiction for all standing advisory committees, and updating committee operation guidelines. That resolution requires the Executive Committee to meet no less than once a month, but it does not set a fixed meeting schedule.

PROPOSED MEETING SCHEDULE

After its initial meeting, held on August 10, the Executive Committee discussed its meeting schedule. The consensus was that regular meetings will be held at 9:00 a.m. on the first Wednesday of the month in the Burbank Room of the Airport. Agendas for these meetings will be posted no less than 72 hours in advance as required by the Brown Act. Any Executive Committee meeting held at another time or place will be agendized as a special meeting in accordance with the Brown Act.

STAFF RECOMMENDATION

Staff recommends that the Executive Committee approve a fixed regular meeting schedule as described above.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
SEPTEMBER 7, 2022**

**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 for approval of Task Order #2 in the amount of \$1,463,249.51 with Jacobs Project Management Co. (“Jacobs”) for program management services for the Replacement Passenger Terminal (“RPT”) project.

BACKGROUND

On April 27, 2022, the Commission awarded Jacobs a Professional Services Agreement (“PSA”) in the amount of \$42 million and authorized Task Order #1 in the amount of \$1,419,896 for the first ninety days of the engagement. Within that initial task order, Jacobs has completed the Request for Qualifications (“RFQ”) and the Request for Proposals (“RFP”) for the progressive design-builder procurement and related documents. The RFQ has been issued, a shortlist of firms approved, the RFP has been distributed to shortlisted firms, and a mandatory preproposal meeting has been conducted.

Additionally, Jacobs has revised the Cost Estimate, updated the Schedule for the RPT project, initiated the Concept of Operations information gathering, and provided reports to the Commission, the Committee and the Airlines.

As the project moves to the next level of activities and as required under the PSA, Jacobs has submitted a proposed Task Order #2 with the following scope:

1. Procurement Support
 - a. Review and respond to Requests for Information received from the proposers
 - b. Participate in the Pre-Proposal Conference
 - c. Assist in finalizing the design-build contract with the selected proposer
2. Financing Support
 - a. Continue to work with the Authority’s financing team to provide information in support of the plan of finance
 - b. Assistance with incorporating the RPT project in the State Transportation Improvement Program
3. Project Administration
 - a. On-board Project Labor Agreement administrator
 - b. Set up certified payroll control systems
 - c. Finalize invoicing procedures with the Accounting Department

- d. On-board Art Consultant and initiate the public art program per Burbank Municipal Code
- 4. Project Management
 - a. Finalize Project Management Information System
 - i. Obtain necessary software licenses
 - ii. Develop monthly report formats
 - iii. Develop dashboard reports
 - iv. Finalize Document Controls systems
 - v. Develop Master Schedule
 - b. Provide regular updates to the Commission and Executive Staff
 - c. Outreach to local agencies (Burbank Building and Safety, Burbank Water & Power, etc.) advising of project schedule and initiating coordination efforts
 - d. Initiate development of a project Risk Register
 - e. Implement the governance structure and initiate regularly scheduled meetings
 - f. Establish temporary project management office (“PMO”) in Building #3
- 5. Staffing
 - a. Continue on-boarding of permanent personnel (Jacobs and subconsultants)
- 6. Additional Engineering/Planning
 - a. Pre-planning for design-builder PMO site
 - b. Evaluation of electrical demand calculations to determine if additional power may be required
 - c. Work with the Maintenance Department to develop Computerized Maintenance Management System integration with CADD/BIM from design-builder
 - d. Continue to develop project sustainability targets
- 7. As Needed Support to Staff

FUNDING

The adopted FY 2023 budget includes appropriations for program management services in support of the RPT project.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend that the Commission approve Task Order #2 in the amount of \$1,463,249.51 under the PSA with Jacobs.



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 Project Management Co.	
SA/P.O. No: A7110	Account No.: 40701-9705
T.O. Order No: TO-2	Effective Date: September 19, 2022
T.O. Revision No:	Revision Date: September 19, 2022
Originator: John T. Hatanaka	Phone No: 818-729-2225

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 Order 2, Scope of Work: Procurement Services for PDB; Financing Support for FA and Feasibility Consultant; Project Administration; Project Management; Onboarding of additional permanent staff and Additional Engineering/Planning Services

Task Order Pricing Basis

Time & Materials, Fee Schedule/Rates:	<input checked="" type="checkbox"/>
Estimated not-to-exceed amount:	\$ <u>1,463,250</u>
Estimated revision amount:	\$ <u>0</u>
Total of previous revisions:	\$ <u>0</u>
Current estimated not-to-exceed amount:	\$ <u>1,463,250</u>

This Task Order is also a Notice to Proceed immediately with the services described, with final completion on December 31, 2022. **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 Project Management Co.
Company Name

Burbank-Glendale-Pasadena Airport Authority
Company Name

Authorized Signature

Authorized Signature

Ronald C. Siecke, P.E.
Name

Name

Principal-In-Charge
Title

Title

September 19, 2022
Date

Date



**Challenging today.
Reinventing tomorrow.**

2600 Michelson Drive
Suite 500
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United States
T -754-215-1770
www.jacobs.com

August 9, 2022

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 2

Dear Mr. Miller,

Jacobs appreciates 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. With this letter we are transmitting the scope, schedule and budget for work to be performed from August through December of 2022 under Task Order 2. Except for finalizing the Project Management Manual (PMM), Jacobs has completed all of the deliverables detailed in Task Order 1 (TO-1), also known as the 90-day plan. Under the 90-day plan, Jacobs mobilized an initial response team to rapidly initiate the RPT Project restart. Our goal was to quickly assess the status of the project deliverables and get the project back on track. Our activities focused on the following activities.

- Assess the status of all Phase 1 deliverables
- Complete the progressive design builder procurement documents
- Complete the program governance documents to ensure BGPAA's ability to monitor and control the project, and
- Evaluate and update the current cost model.

As stated above, Jacobs was able to complete all the Phase 1 deliverables, (the PMM will be completed in August), and get the project back on a schedule to have the progressive design builder under contract before the end of the year. The following is a list of accomplishments over the past 90-days.

- Completion of the Request for Qualifications (RFQ)
- Release of the RFQ, receipt of five Statement of Qualifications (SOQs), and short-listing of three progressive design build teams.
- Completion of the Request for Proposal (RFP) documents
- Release of the RFP
- Completion of an updated cost model demonstrating a significant reduction in the estimated cost of the project.
- Completion of an updated schedule demonstrating a significant reduction in the time to complete the project.
- Outreach and coordination with the FAA regarding approval of the progressive design build delivery model.
- Conducted a stakeholder meeting with the Airlines and Airlines Technical Representative (ATR) presenting the revised schedule.

In addition, Jacobs was able to add the preparation of an Airport Construction Safety Manual and a Concept of Operations (ConOps) Manual within the existing TO-1 budget. The ConOps Manual will help inform the progressive design builder of newly planned operational requirements during the development of the conceptual design for the project. The Airlines are also heavily involved in the development of the ConOps Manual which will help to integrate the team prior to the design builder coming on board, as well as giving the Airlines more opportunities to provide input into the programming of the new facilities.

The scope of work for Task Order 2 (TO-2) is primarily focused on establishing the permanent project management team, and ensuring that all the policies, processes and procedures are in place to successfully manage and implement the project before the design builder is brought under contract. The scope of work is divided into the following areas.

1. Procurement Support
 - a. Review and respond to Requests for Information (RFIs) received from the proposers.
 - b. Participate in the Pre-Proposal Conference
 - c. Assist in finalizing the Phase 1 contract with the design builder.
2. Financing Support
 - a. Continue to work with the Authority's financing team to provide information in support of the plan of finance.
 - b. Assistance with incorporating the RPT Project in the STIP
3. Project Administration
 - a. On-board Project Labor Agreement (PLA) administrator
 - b. Set up certified payroll control systems
 - c. Finalize invoicing procedures with BGPAA's accounting department
 - d. On-board Art Consultant and initiate the public art program per Burbank Municipal Code (10-1-1114).
4. Project Management
 - a. Finalize Project Management Information System
 - i. Obtain necessary software licenses
 - ii. Develop monthly report formats
 - iii. Develop dashboard reports
 - iv. Finalize Document Controls systems
 - v. Develop Master Schedule
 - b. Provide regular updates to the Commission and Executive Staff
 - c. Outreach to local agencies (Burbank Building and Safety, Burbank Water & Power, etc.) advising of project schedule and initiating coordination efforts
 - d. Initiate development of a project Risk Register
 - e. Implement the governance structure and initiate regularly scheduled meetings.
 - f. Establish temporary Jacobs PMO in Building #3.

5. Staffing
 - a. Continue on-boarding of permanent staff. (Jacobs and subconsultants)
6. Additional Engineering/Planning
 - a. Pre-planning for DB PMO site.
 - b. Evaluation of electrical demand calculations to determine if addition power may be required.
 - c. Work with BGPAA Maintenance to develop Computerized Maintenance Management System integration with CADD/BIM from design builder.
 - d. Continue to develop project sustainability targets.
7. As Needed Support to BGPAA

Please feel free to contact me with any questions.

Sincerely,



Perry L. Martin
Deputy Program Manager

754-215-1770
perry.martin@jacobs.com

Copies to: John Hatanaka
Patrick Lammerding
Roger Johnson
Jeff Sedlak
Ron Siecke

Task Order 2 Estimate

Labor Estimate											
			Task Order 02								
			2022								
	Staff Member	Position	Status	Aug	Sept	Oct	Nov	Dec	Total	Rate	Total
Jacobs	Ron Siecke	Principal in Charge	PT	2	4	4	4	4	18	\$391.31	\$7,044
Jacobs	Jeff Sedlak	Procurement Manager	PT	24	24	4	4		56	\$319.96	\$17,918
Jacobs	Roger Johnson	Exec. Program Manager/Advisor	FTE/PT	104	160	160	160	160	744	\$391.71	\$291,432
Jacobs	Perry Martin (FTE)	Program Manager	FTE	104	160	160	160	160	744	\$274.43	\$204,178
Jacobs	TBD (FTE)	Deputy PM/Stakeholder Manager	PT/FTE		80	80	80	160	400	\$232.00	\$92,800
TBD	TBD (FTE)	Administrator/Doc. Control Tech	PT/FTE	40	80	80	80	160	440	\$100.23	\$44,101
Jacobs/TBD	TBD (FTE)	Project Controls Manager/PMIS	PT/FTE	80	180	200	180	160	800	\$200.00	\$160,000
TBD	TBD	Scheduler	PT		20	40	40		100	\$175.00	\$17,500
Jacobs	Chatherine Trevett/TBD	Document Control Manager	PT/FTE	24	24	24	24	24	120	\$152.33	\$18,280
Jacobs	TBD (FTE)	Construction Manager	PT/FTE	24	40	60	48	72	244	\$308.26	\$75,215
TBD	TBD	Design Manager	PT/FTE				60	120	180	\$241.00	\$43,380
Lenax	TBD	Estimator	PT/FTE								\$25,000
Jacobs	BD	MEP SME	PT/FTE		24	24	24		72	\$205.00	\$14,760
TBD	TBD	BIM/CADD Manager	PT/FTE			40	32	32	104	\$144.00	\$14,976
TBD	TBD	Environmental Specialist	PT			24	24	24	72	\$216.00	\$15,552
Sub	TBD	Public Art Consultant	PT								\$35,000
Jacobs	TBD	Surveying	PT		32	24	24		80	\$175.00	\$14,000
Sub	TBD	Project Labor Agreement Admin.	PT								\$35,000
Trifiletti Consulting	Lisa Trifiletti	Entitlement Consultant	PT								\$75,000
Totals											1,201,135.92
ODC Expenses											\$120,113.59
PMO Establishment											\$67,000.00
PMIS Hardware and Licenses											\$75,000.00
Grand Total											\$1,463,249.51

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
SEPTEMBER 7, 2022**

COMMITTEE PENDING ITEMS

Future

1. Replacement Passenger Terminal Coordination with City of Burbank
2. Restricted Land Covenant - Adjacent Parcel; RWQCB
3. Site Selection - Replacement Passenger Terminal
4. Minimum Wage Discussion - Service Providers