



February 12, 2026

CANCELLATION OF A REGULAR MEETING  
AND  
CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will recognize the observance of Presidents' Day on Monday, February 16, 2026, and our Administrative offices will be closed. Therefore, notice is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 16, 2026, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

Therefore, notice is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, February 17, 2026, 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: (818) 862-3332

A handwritten signature in blue ink that reads "Terri Williams".

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of February 17, 2026

9.00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on Airport-related non-agenda matters that are within the Commission'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.*

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*Members in-person attendance or participation at meeting 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 Commission 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 Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*

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*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 Commission 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.*

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*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 17, 2026

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
  - a. Committee Minutes  
(For Note and File)
    - 1) Executive Committee
      - (i) January 7, 2026 [See page 1]
    - 2) Finance and Administration Committee
      - (i) January 20, 2026 [See page 3]
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) January 20, 2026 [See page 5]
  - b. Commission Minutes
    - 1) February 2, 2026 [See page 7]
  - c. Authorization to Engage Rating Agencies  
for Replacement Passenger Terminal Project Bonds [See page 11]
  - d. Memorabilia Donation [See page 13]
  - e. Invitation to the FAA Associate Administrator for Airports  
Replacement Passenger Terminal Opening Ceremony [See page 18]
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Stanchion Purchase Order – Visiontron Corp. [See page 20]
  - b. Award of Design-Build Agreement for Elevator Replacement  
Project Number (E26-01) [See page 22]

c. Award of Professional Services Agreement for Waste Management Planning & Implementation Services	<b>[See page 25]</b>
d. TBI Airport Management Performance Review Framework Establishment of TBI Performance Review Ad Hoc Committee	<b>[See page 29]</b>
7. ITEMS FOR COMMISSION DISCUSSION	
a. Presentation of Fiscal Year 2025 Financial Statements and Summary of Audit Results	<b>[See page 36]</b>
8. ITEMS FOR COMMISSION INFORMATION	
a. Replacement Passenger Terminal Project – Construction Update	
b. Replacement Passenger Terminal Project – 3D Model Installation Created by Glendale Community College	
9. ITEMS PULLED FOR DISCUSSION	
10. EXECUTIVE DIRECTOR COMMENTS	
11. COMMISSIONER COMMENTS (Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)	
12. PUBLIC COMMENT	
13. ADJOURNMENT	

## COMMISSION NEWSLETTER

Tuesday, February 17, 2026

*[Regarding agenda items]*

### 5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE MINUTES. A copy of the approved minutes of the Executive Committee meeting of January 7, 2026; a copy of the approved minutes of the Finance and Administration Committee special meeting of January 20, 2026, and an approved copy of minutes of the Legal, Government and Environmental Affairs Committee special meeting of January 20, 2026, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the February 2, 2026, regular meeting Commission minutes are included in the agenda packet for review and approval.
- c. AUTHORIZATION TO ENGAGE RATING AGENCIES FOR REPLACEMENT PASSENGER TERMINAL PROJECT BONDS. A staff report is included in the agenda packet. At its meeting on February 2, 2026, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve the engagement of S&P Global Ratings, Moody's Investors Services, and Fitch Ratings, Inc., for the assignment of bond credit ratings for the Replacement Passenger Terminal project bonds, and authorize the Executive Director to execute agreements for such engagements and for the maintenance of the ratings through the term of such bonds.
- d. MEMORABILIA DONATION. A staff report is included in the agenda packet. At its meeting on February 4, 2026, the Executive Committee voted (3–0) to recommend that the Commission approve the donation to Big Dog Productions, Inc., of certain memorabilia under a proposed Memorabilia Donation Agreement.
- e. INVITATION TO THE FAA ASSOCIATE ADMINISTRATOR FOR AIRPORTS REPLACEMENT PASSENGER TERMINAL OPENING CEREMONY. A staff report is included in the agenda packet. On January 15, 2026, during the tour of the Replacement Passenger Terminal project with Mr. Daniel Edwards, Federal Aviation Administration Associate Administrator for Airports, staff requested that he consider attending the RPT opening ceremony.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF STANCHION PURCHASE ORDER – VISIONTRON CORP. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission authorize a Purchase Order to Visiontron Corp., in the amount of \$129,974.65 for the acquisition of common use stanchions to be installed for queueing and line management at multiple locations throughout the Replacement Passenger Terminal.

- b. AWARD OF DESIGN-BUILD AGREEMENT FOR ELEVATOR REPLACEMENT PROJECT NUMBER (E26-01). A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve to: i) Award of a Design-Build Agreement in the amount of \$2,338,661 to Charles PankowBuilders, Ltd., for replacement of the Replacement Parking Structure (“RPS”) elevators; ii) Authorize a project budget for project management and contract administration for a not-to-exceed amount of \$184,000; iii) Authorize a project contingency of \$230,000; and iv) Authorize Staff to file a CEQA Notice of Exemption for the project.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR WASTE MANAGEMENT PLANNING & IMPLEMENTATION SERVICES. A staff report is included in the agenda packet. At its meeting on February 4, 2026, the Executive Committee voted (3-0) to recommend that the Commission award a Waste Management Consulting Services Agreement to Polytechnique Environmental, Inc., for waste management planning, development and implementation services in support of the Replacement Passenger Terminal operation in compliance with California’s Senate Bill 1383 (2016).
- d. TBI AIRPORT MANAGEMENT PERFORMANCE REVIEW FRAMEWORK – ESTABLISHMENT OF TBI PERFORMANCE REVIEW AD HOC COMMITTEE. A staff report is included in the agenda packet. At its meeting of February 4, 2026, the Executive Committee voted unanimously (3-0) to recommend that the Commission consider a framework for a performance review of TBI Airport Management (“TBI”) under the Fourth Amended and Restated Agreement for Airport Management Services. Additionally, the Executive Committee voted unanimously (3-0) to recommend that the Commission establish a TBI Performance Review Ad Hoc Committee to conduct the performance review.

## 7. ITEMS FOR COMMISSION DISCUSSION

- a. PRESENTATION OF FISCAL YEAR 2025 FINANCIAL STATEMENTS AND SUMMARY OF AUDIT RESULTS. A staff report is included in the agenda packet. At its meeting on February 2, 2026, the Finance and Administration Committee voted (3-0) to recommend that the Commission note and file these reports. The Authority’s independent auditor, Macias Gini & O’Connell LLP has completed its audit of the Burbank-Glendale-Pasadena Airport Authority fiscal year 2025 financial statements. Enclosed with this staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2025 (“FY 2025”) and 2024 (“FY 2024”). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Compliance Report, Customer Facility Charge Compliance Report, Independent Auditor’s Report on Compliance with Aspects of Contractual Agreements (bond compliance), and the Auditor’s Required Communications to the Authority Regarding the FY 2025 Audits.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. Staff and Jacobs Project Management will provide an update on the progress of the construction of the Replacement Passenger Terminal.

- b. REPLACEMENT PASSENGER TERMINAL PROJECT– 3D MODEL INSTALLATION CREATED BY GLENDALE COMMUNITY COLLEGE. No staff report attached. Staff will share information about the onsite installation of a 3D model of the Replacement Passenger Terminal located in Terminal B. The project was designed and produced by architecture students at Glendale Community College.

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

**WEDNESDAY, JANUARY 7, 2026**

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:11 a.m., by Commissioner Talamantes.

**1. ROLL CALL**

**Present:** Commissioners Talamantes and Hampton

**Absent** Commissioner Quintero

**Also Present:** Staff: John Hatanaka, Executive Director; Greg Rabinovitz, Chief of Staff

Roger Johnson, Executive Program Advisory, Jacobs Project Management Co.

**2. Approval of Agenda**

**Motion** Commissioner Hampton moved approval of the agenda; seconded by Commissioner Talamantes.

**Motion Approved** The motion was approved (2-0, 1 absent).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. December 3, 2025** The agenda packet included a draft copy of the December 3, 2025, Committee meeting minutes for review and approval.

**Motion** Commissioner Hampton moved approval of the minutes; seconded by Commissioner Talamantes.

**Motion Approved** The motion was approved (2-0, 1 absent).

**5. Items for Approval**

**a. Equipment Maintenance and Operating Agreement  
Start-Up Assistance Loan  
Burbank Airline Consortium**

Staff sought a recommendation from the Executive Committee to the Commission to approve an Equipment Maintenance and Operating Agreement ("Agreement") with Burbank Airline Consortium, LLC ("BAC"). The Agreement provides for BAC's operation and maintenance of certain common use systems and ground support equipment identified in the Airport Use Agreement serving airlines

operating at the Replacement Passenger Terminal. The Agreement includes a start-up assistance loan to BAC in an amount not-to-exceed \$2 million.

**Motion**

Commissioner Hampton moved approval of Staff's recommendation with the stipulation that the authority first seeks purchases and services within the three cities, Burbank, Glendale, Pasadena, before sourcing elsewhere. The modified recommendation was seconded by Commissioner Talamantes.

**Motion Approved**

The motion was approved (2-0, 1 absent).

**6. Items for Information**

**a. Replacement Passenger Terminal Project Construction Update**

Jacobs Project Management provided a construction update and the latest progress video.

**b. Visitor Program**

Staff advised the Committee on the TSA approved visitor programs at other California Airports and elements of which may be incorporated at the Replacement Passenger Terminal.

**c. Committee Pending Items**

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

**7. Adjournment**

There being no further business, the meeting was adjourned at 10:23 a.m.

**MINUTES OF THE SPECIAL MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**TUESDAY, JANUARY 20, 2026**

A special meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 11:43 a.m., by Commissioner Wilson.

**1. ROLL CALL**

**Present:**

Commissioners Wilson, Ovrom and Quintero

**Absent:**

None

**Also Present:**

Staff: John Hatanaka, Executive Director; Kathy David, Senior Deputy Executive Director; David Kwon, Deputy Executive Director, Finance and Administration; Madaleine Zavala, Senior Manager, Business & Properties

Louis Choi, Public Resource Advisory Group

**2. Staff Announcement: AB 23**

The Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

**3. Approval of Agenda**

**Motion**

Commissioner Quintero moved approval; seconded by Commissioner Ovrom.

**Motion Approved**

The motion was approved (3–0).

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. December 15, 2025**

A draft copy of the minutes of the meeting of December 15, 2025, was included in the agenda packet for review.

**Motion**

Commissioner Quintero moved approval; seconded by Commissioner Ovrom.

**Motion Approved**

The minutes were approved (3–0).

**6. Treasurer's Report**

**a. October 2025**

A draft copy of the October 2025 Treasurer's Report was included in the agenda packet for the Committee's review.

**Motion** Commissioner Ovrom moved approval to recommend that the Commission note and file the report; seconded by Commissioner Quintero.

**Motion Approved** The motion was unanimously approved (3–0).

## 7. Items for Approval

**a. Proposed Resolution No. 520  
Adopting the 2026 Authority  
Investment Policy** Staff presented to the Committee for recommendation to the Commission proposed Resolution No. 520 to approve the adoption of the 2026 Authority Investment Policy.

**Motion** Commissioner Ovrom moved approval; seconded by Commissioner Quintero.

**Motion Approved** The motion was unanimously approved (3–0).

**b. Award of Aviation Hangar  
Lease – Hangars 44 and 45** Staff presented to the Committee for recommendation to the Commission a proposed Aviation Hangar Lease with Earth Star, Inc. for Hangars 44 and 45. This lease provides a lease term of eleven years, with one eleven-year extension option, for the purpose of storing and operating its aircraft at Hollywood Burbank Airport.

**Motion** Commissioner Quintero moved approval; seconded by Commissioner Ovrom.

**Motion Approved** The motion was unanimously approved (3–0).

## 8. Items for Discussion

**a. Replacement Passenger  
Terminal Bond and Commercial  
Paper Program Schedule of  
Activities** Louis Choi, Public Resource Advisory Group, presented an update on the status of the Bond activities for Replacement Passenger Terminal.

## 9. Items for Information

**a. Committee Pending Items** Staff reviewed future items to be presented to the Committee.

**10. Adjournment** The meeting was adjourned at 12:01 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**TUESDAY, JANUARY 20, 2026**

A special meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 8:47 a.m., by Commissioner Gabel-Luddy.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Gabel-Luddy, Lyon and Najarian
<b>Absent:</b>	None
<b>Also Present:</b>	Patrick Lammerding, Deputy Executive Director, Operations, Security, and SMS; Maggie Martinez, Director, Noise and Environmental Affairs; Kyle Porter, Manager, Noise and Environmental Affairs; Greg Rabinovitz, Chief of Staff

**2. Approval of Agenda**

<b>Motion</b>	Commissioner Najarian moved approval of the agenda; seconded by Commissioner Lyon.
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<b>Motion Approved</b>	The motion was approved (3-0).
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**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

<b>a. December 15, 2025</b>	The agenda packet included a draft copy of the December 15, 2025, Committee meeting minutes for review and approval.
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<b>Motion</b>	Commissioner Najarian moved approval of the minutes; seconded by Commissioner Lyon .
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<b>Motion Approved</b>	The motion was approved (3-0).
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**5. Items for Information**

<b>a. SoCal Airport Noise Programs</b>	Staff provided information on the noise programs currently in place at neighboring airports and future abatement plans for Hollywood Burbank Airport.
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**b. Advanced Air Mobility Pilot Program**

Staff gave a brief discussion on the FAA's recent notice of the establishment of the Electric Vertical Takeoff and Landing (eVTOL) and Advanced Air Mobility (AAM) Integration Pilot Program (eIPPP) and request for proposals.

Due to time constraints, the Committee requested the two information items be continued at the next Committee meeting.

**6. Adjournment**

There being no further business to discuss, the meeting was adjourned at 9:10 a.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, FEBRUARY 2, 2026**

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:06 a.m., by President Talamantes.

**1. ROLL CALL**

**Present:** Commissioners Talamantes, Hampton, Lyon, Quintero, Najarian, Ovrom, Wilson, Gabel-Luddy, Asatryan (arrived 9:10 a.m.)

**Absent:** None

**Also Present:** Staff: John Hatanaka, Executive Director; Patrick Lammerding, Deputy Executive Director, Operations, Security and SMS; Derrick Cheng, Manager, Business & Properties

**2. PLEDGE OF ALLEGIANCE**

Commissioner Talamantes led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

The agenda was approved as presented.

**Motion** Commissioner Hampton moved approval of the agenda; seconded by Commissioner Lyon.

**Motion Approved** The motion was approved (8–0, 1 absent)

AYES: Talamantes, Hampton, Lyon, Quintero, Najarian, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Asatryan

**4. PUBLIC COMMENT**

**(Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary.**

**Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)** None

## 5. CONSENT CALENDAR

(Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)

### a. Committee Minutes (For Note and File)

#### 1) Operations and Development Committee

(i) December 15, 2025      Approved minutes of the December 15, 2025, Operations and Development Committee meeting were included in the agenda packet for information purposes.

#### 2) Finance and Administration Committee

(i) December 15, 2025      Approved minutes of the December 15, 2025, Finance and Administration Committee meeting were included in the agenda packet for information purposes.

#### 3) Legal, Government and Environmental Affairs Committee

(i) December 15, 2025      Approved minutes of the December 15, 2025, Legal, Government and Environmental Affairs Committee meeting were included in the agenda packet for information purposes.

### b. Commission Minutes

#### 1) January 20, 2026

A draft copy of the minutes of the Commission special meeting of January 20, 2026, was included in the agenda packet for review and approval.

### c. Treasurer's Report

#### 1) October 2025

At its special meeting on January 20, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file the October 2025 Treasurer's Report.

### d. Proposed Resolution No. 520 Adopting the 2026 Authority Investment Policy

At its special meeting on January 20, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission adopt Resolution No. 520 approving the 2026 Investment Policy which reaffirms the current 2025 Investment Policy with no changes.

**Motion** Commissioner Wilson moved approval of the balance of the Consent Calendar; seconded by Commissioner Gabel-Luddy.

**Motion Approved** The motion was approved (8–0, 1 absent).

AYES: Talamantes, Hampton, Lyon, Quintero, Najarian, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Asatryan

## 6. ITEMS FOR COMMISSION APPROVAL

**a. Award of Aviation Hangar Lease  
Hangars 44 and 45  
Earth Star, Inc.**

At its special meeting on January 20, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Aviation Hangar Lease with Earth Star, Inc. (“Earth Star”) for Hangars 44 and 45. Earth Star seeks a lease term of eleven years, with one eleven-year extension option, for the purpose of storing and operating its aircraft at Hollywood Burbank Airport.

**Motion**

Commissioner Hampton moved approval; seconded by Commissioner Quintero.

**Motion Approved**

The motion was approved (8–1–0).

AYES: Talamantes, Hampton, Lyon, Quintero, Najarian, Ovrom, Wilson, Gabel-Luddy

NOES: Asatryan

ABSENT: None

## 7. ITEMS FOR COMMISSION INFORMATION

**a. National Transportation Safety  
Board (“NTSB”) Chair Comment  
on Airspace**

On January 27, 2026, the National Transportation Safety Board (“NTSB”) Chair described Burbank as a “safety hotspot” for potential mid-air collisions due to complex airspace. The Federal Aviation Administration’s (“FAA”) Western Pacific office quickly responded to media, outlining recent steps taken to adjust Van Nuys Airport traffic patterns and reduce conflicts with arrivals into Hollywood Burbank Airport.

Staff provided a technical briefing of the steps the FAA undertook to reduce the Traffic Collision Avoidance System (“TCAS”) alerts for arrivals into Hollywood Burbank Airport.

**8. ITEMS PULLED FOR DISCUSSION - None**

**9. EXECUTIVE DIRECTOR COMMENTS**

- The government entered into a partial shut down, which affected the Air Traffic Controllers as well as essential line personnel for the TSA who were working without pay. The Office for Airports for the Western Pacific Region and the Los Angeles District Airport Office were not affected.
- The Senate approved a five-bill appropriation package which would fund the DHS until February 13 on which there was to be a vote on February 3. (This vote has passed since this announcement was made).
- On January 26, 2026, the FAA voted on a major reorganization of its structure. This should create direct oversight of improved safety measures and increased transparency.
- Breeze Airways will begin service on February 5, 2026, with service to Provo, Utah; Allegiant Air will begin service in a few weeks.

**10. COMMISSIONER COMMENTS**

**(Commissioners may make a brief announcement, report on their activities, and request an agenda item for a future meeting.)** None.

**11. PUBLIC COMMENT - None**

**12. ADJOURNMENT**

The meeting was adjourned at 10:00 a.m.

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Jess Talamantes, President

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Frank Quintero, Secretary

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Date

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Date

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**AUTHORIZATION TO ENGAGE RATING AGENCIES  
FOR REPLACEMENT PASSENGER TERMINAL PROJECT BONDS**

Prepared by John T. Hatanaka  
Executive Director

**SUMMARY**

At its meeting on February 2, 2026, the Finance and Administration Committee (“Committee”) voted (3–0) to recommend that the Commission:

- (i) approve the engagement of S&P Global Ratings (“S&P”), Moody’s Investors Services (“Moody’s”), and Fitch Ratings, Inc. (“Fitch”) for the assignment of bond credit ratings for the Replacement Passenger Terminal (“RPT”) project bonds, and
- (ii) authorize the Executive Director to execute agreements for such engagements and for the maintenance of the ratings through the term of such bonds.

**BACKGROUND**

The Authority plans to sell bonds (“2026 Bonds”) during the second quarter of 2026 to finance the remaining cost of the RPT project. As with the 2024 bond issue (“2024 Bonds”), credit ratings assigned by recognized rating agencies will be essential to the successful marketing of the 2026 Bonds. S&P, Moody’s and Fitch, the three primary bond rating agencies in the United States, rated the 2024 Bonds, based on the creditworthiness of the Authority. Each rating agency will require the Authority to execute an engagement agreement related to the assignment of rating to the 2026 Bonds and the Authority’s obligation to pay one-time and ongoing annual fees (generally called “monitoring fees” or “surveillance fees”). The Authority previously executed similar engagement agreements for the 2024 Bonds.

The Authority’s outstanding bonds are rated “A” by S&P, “A2” by Moody’s and “A-” by Fitch.

**DETAILS**

Each rating agency’s fee for a rating assignment will depend on the principal amount of the 2026 Bonds, and whether the 2026 Bonds will consist of more than one series. It is anticipated that the 2026 Bonds will be issued in two or three series (to be determined based on the recommendations of bond counsel, the municipal advisor, and the underwriters).

Assuming that the total principal amount will be around \$390 million (to yield approximately \$340 million proceeds for the RPT project), and further assuming that the 2026 Bonds will be issued in two or more series, the rating agencies’ approximate fees are estimated to be as follows:

S&P: \$145,000  
Moody's: \$155,000  
Fitch: \$140,000

The 2026 Bonds rating assignment fees are expected to be paid from proceeds of the 2026 Bonds, after the successful issuance of the 2026 Bonds.

The Authority also has to pay an annual fee to each rating agency to maintain the rating assignment. The Authority already pays an annual fee for its outstanding bonds, including the 2024 Bonds. According to the rating agencies' current fee schedules, the amounts of annual fees for each agency will remain unchanged as a result of the issuance of the 2026 Bonds. However, each rating agency has revised its fees over time, including for calendar year 2026, and reserves the right to further revise its fees in the future. The annual fee due to each rating agency will be included in the Authority's annual budget development.

#### RECOMMENDATION

At its meeting on February 2, 2026, the Committee voted 3-0 to recommend that the Commission: (i) approve the engagement of S&P, Moody's, and Fitch for the assignment of bond credit ratings for the 2026 Bonds, and (ii) authorize the Executive Director to execute agreements for such engagements and for the maintenance of the ratings throughout the term of the 2026 Bonds.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**MEMORABILIA DONATION**

Prepared by John Hatanaka  
Executive Director

**SUMMARY**

At its meeting on February 4, 2026, the Executive Committee (“Committee”) voted (3–0) to recommend that the Commission approve the donation to Big Dog Productions, Inc. (“Big Dog”) of certain memorabilia under a proposed Memorabilia Donation Agreement (“Agreement”), copy attached.

**BACKGROUND**

Over the past 95 years of operations, the Authority has accumulated various pieces of memorabilia from previous tenants and programs. Currently stored in the maintenance yard are a badly deteriorated model of an SR-71 aircraft and light beacon that are associated to a time when the Airport was under the ownership and management of the Lockheed Corporation. These two items have been stored in the open, exposed to weather elements for years and have deteriorated to the point where they are fragile and have no monetary value. Photos of these items are attached as exhibits to the proposed Agreement.

While these items have no monetary value, there is a level of sentimental value. Staff sought out a party that would be willing to relocate the items and invest in their rehabilitation.

Staff met with Big Dog representatives a number of times. While initially interested, Big Dog did its own research on refurbishment costs as well as on how the items could be used in future productions. Big Dog is the production arm of Mr. Jay Leno. Mr. Leno is very enthusiastic about the proposed donation and is willing to invest in the refurbishment of both items. To document this donation, Authority General Counsel prepared the attached “Memorabilia Donation Agreement”.

**FISCAL VALUE**

The above-identified memorabilia have no monetary value for the Authority.

**RECOMMENDATION**

At its meeting on February 4, 2026, the Committee voted (3–0) to recommend the Commission approve the donation to Big Dog of the above-identified memorabilia and authorize the Executive Director to execute the Agreement.

**MEMORABILIA DONATION AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Big Dog Productions)

THIS MEMORABILIA DONATION AGREEMENT (“Agreement”) is dated February 1, 2025, for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Donor”) and Big Dog Productions Inc. (“Recipient”).

**R E C I T A L S**

- A. Donor owns the following aviation memorabilia items that have no monetary value but are of historical interest related to Hollywood Burbank Airport (“BUR”): Lockheed SR-71 “Blackbird” model and Lockheed Light Beacon (collectively, “Memorabilia”). The Memorabilia is shown in the pictures attached as Exhibit A.
- B. On \_\_\_\_\_ the Burbank-Glendale-Airport Authority Commission approved donation of the Memorabilia to Recipient for display purposes.

**NOW, THEREFORE**, Donor and Recipient agree as follows:

1. **Memorabilia Condition.** Donor is donating, and Recipient is accepting, the Memorabilia in the “as is” condition without representation or warranty, express or implied.
2. **Packaging / Transportation.** Donor shall be responsible for, and pay all costs associated with, packaging the Memorabilia for transport from BUR. Recipient shall be responsible for, and pay all costs (including any desired insurance) associated with, transport of the Memorabilia from BUR.
3. **Ownership Transfer.** Upon pick-up of the Memorabilia at BUR by Recipient or its courier service, all of Donor’s rights, title, and interest in the Memorabilia shall be transferred from Donor to Recipient.
4. **Waiver.** Recipient waives any and all claims, remedies, and causes of action against Donor related to the Memorabilia.
5. **Acknowledgment.** Recipient shall include the following acknowledgement in its displays of the Memorabilia: “Donated by the Burbank-Glendale-Pasadena Airport Authority.”
6. **Entire Agreement.** This Agreement constitutes the entire contract of Donor and Recipient regarding the Memorabilia. Each party has caused its authorized representative to execute this Agreement by signing below.

**EXECUTED:**

**Donor**

Burbank-Glendale-Pasadena Airport Authority

By: \_\_\_\_\_

John T. Hatanaka, Executive Director

**Recipient**

Big Dog Productions Inc.

By: \_\_\_\_\_

JAY LENO

**EXHIBIT A**  
**Memorabilia Pictures**



Model of SR-71



Lockheed Light Beacon

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**INVITATION TO FEDERAL AVIATION ADMINISTRATION  
ASSOCIATE ADMINISTRATOR FOR AIRPORTS  
REPLACEMENT PASSENGER TERMINAL OPENING CEREMONY**

Prepared by John Hatanaka  
Executive Director

**SUMMARY**

On January 15, 2026, during the tour of the Replacement Passenger Terminal (“RPT”) project with Mr. Daniel Edwards, Federal Aviation Administration (“FAA”) Associate Administrator for Airports, Staff requested that he consider attending the RPT opening ceremony.

Mr. Edwards accepted the request and asked that Staff coordinate a formal request through the FAA Western Pacific Region Office for Airports. Attached is the draft formal invitation to Mr. Edwards for Commission consideration.

**RECOMMENDATION**

Staff seeks Commission approval to issue the formal invitation and authorization for the President to execute the same.



Date

The Honorable Daniel J. Edwards  
Associate Administrator for Airports  
Federal Aviation Administration  
800 Independence Avenue, SW  
Washington D.C. 20591

Re: Invitation to Replacement Passenger Terminal Opening Ceremony  
Hollywood Burbank Airport

Dear Mr. Edwards,

Thank you very much for spending time with us on January 15<sup>th</sup> during your visit to Southern California. We appreciate the opportunity to present the Replacement Passenger Terminal Project to you. We also are grateful for the opportunity to ask for your support with obtaining deployment of the Transportation Security Administration's security checkpoint equipment for the October 2026 opening of the facility.

Please accept our invitation to speak at the Replacement Passenger Terminal Opening Ceremony on Monday, October 5, 2026. The program is currently scheduled to begin at 09:00 A.M. Pacific Time and we are asking invited speakers to speak for 5 minutes. If your schedule permits, we would be honored by your attendance.

Your consideration is greatly appreciated.

Sincerely,

Jess A. Talamantes  
President

cc: Ms. F. Garcia, FAA Western Pacific Region - Airports  
Ms. C. Cason, FAA Los Angeles Airports District Office

3210730.2

2627 N. Hollywood Way • Burbank, California 91505 • (818) 840-8840 • Fax: (818) 848-1173

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**AWARD OF STANCHION PURCHASE ORDER  
VISIONTRON CORP.**

Presented by Mario Solis  
Manager of Operations - Airside

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee ("Committee) at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission authorize a Purchase Order to Visiontron Corp. ("Visiontron") in the amount of \$129,974.65 for the acquisition of common use stanchions to be installed for queueing and line management at multiple locations throughout the Replacement Passenger Terminal ("RPT").

**BACKGROUND**

In the existing terminal building, Authority-owned common use stanchions are positioned at all ticket counters and both security screening checkpoints. The stanchions at the boarding gates and on the aircraft apron are either the property of the airline or its ground handlers. At the RPT, all of the airline operations will be on a common use basis. This includes operations at the ticket counter, curbside check-in counter, gate hold rooms, and at the Transportation Security Administration ("TSA") security screening checkpoint. To support queuing and line management at these locations, the RPT project requires the procurement of new common use stanchions which will then be assigned at each location by the Operations Department. Based on location, the type of stanchion will be either free standing or attached through a floor-mounted magnetic base. The design of the proposed stanchions to be acquired are for either indoor or outdoor use.

For the RPT project, a total of 721 stanchions have been identified for installation in the following areas:

For outdoor use, a free-standing base model is required:

- Curbside Check-in: 20 Stanchions
- Ramp gate areas: 28 Stanchions

For indoor use, a free-standing base model will be utilized at:

- All fourteen gate hold rooms: 294 Stanchions
- Overflow management: 40 Stanchions

For floor-mounted indoor use:

- Ticket counter positions: 187 Stanchions
- TSA Security Screening Checkpoint: 152 Stanchions

## PROCUREMENT PROCESS

A Request for Bids (“RFB”) was issued on December 8, 2025, through the Authority’s Planetbids System with three submissions received by the January 12, 2026, deadline. Out of the three submittals, two were deemed to be responsive.

Bids were received from the following companies:

Company	Price (Stanchions)
Architectural Brass – <i>non-responsive</i>	\$126,235
Visiontron	\$129,974.65
Lavi	\$132,452.15

The RFB required the submittal to include the cost of stanchions and all related materials.

After a thorough review of the two bids by Procurement and confirmed by the Operations Department, Visiontron was identified as the lowest responsive and responsible bidder.

## FUNDING

Funding for the acquisition of common use stanchions was included in the FY 2026 adopted budget for the RPT project.

## RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve the purchase of common use stanchions and authorize Staff to issue a Purchase Order to Visiontron for this equipment in the amount of \$129,974.65.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**AWARD OF DESIGN-BUILD AGREEMENT FOR ELEVATOR REPLACEMENT  
PROJECT NUMBER (E26-01)**

Presented by Vincent Nguyen  
Senior Manager, Engineering and Project Delivery

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee ("Committee) at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve to:

- i) Award of a Design-Build Agreement in the amount of \$2,338,661 to Charles Pankow Builders, Ltd. ("Pankow") for replacement of the Replacement Parking Structure ("RPS") elevators,
- ii) Authorize a project budget for project management and contract administration for a not-to-exceed amount of \$184,000,
- iii) Authorize a project contingency of \$230,000, and
- iv) Authorize Staff to file a CEQA Notice of Exemption for the project.

With the opening of the Replacement Passenger Terminal ("RPT"), the RPS operation changes from a valet park storage facility to a public accessible parking structure. Even with the opening of the RPT Garage, the Airport will be well below the 6,637 public parking spaces authorized by the City of Burbank to meet the parking demand. The proposal to replace the RPS elevators is critical to increasing the amount of public parking, especially long-term parking availability. Subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for its meeting immediately following the Committee's meeting.

**BACKGROUND**

The southeast quadrant of the Airport contains a five-story parking structure built in 2013, known as the RPS. The RPS is currently used as vehicle storage by valet parking operations staff. With the opening of the RPT, valet parking operations will be relocated to a new parking structure located adjacent to the new terminal, and the RPS will be repurposed as a public self-park structure.

The RPS currently houses two single-cab elevators. The existing elevators, which date to the construction of the RPS in 2013, are no longer in service due to ongoing maintenance and reliability challenges that exceed practical repair. In addition, the limited availability of replacement parts within the United States has required overseas procurement, resulting in significant and recurring delays. Upon conversion to self-park operations, in which public occupancy is expected, the RPS will require a fully operational, reliable, and modern elevator system to meet accessibility and life safety requirements.

## PROCUREMENT

On October 29, 2025, Staff publicly solicited responses to a Request for Proposals (“RFP”) on the Authority’s PlanetBids e-procurement website. Staff offered two time slots for the mandatory pre-proposal meeting/site walk on November 6, 2025 and November 12, 2025. Despite significant attendance at the two mandatory pre-proposal meetings, only one proposal was received, submitted by Pankow, a general contracting firm based in Pasadena, CA.

## SELECTION PROCESS

The proposal received from Pankow was reviewed by Staff from the Procurement and Engineering departments. The proposal met the requirements of the RFP and demonstrated that Pankow has the appropriate experience and qualifications to complete the project. Pankow’s initial cost proposal was \$2,199,320.

Staff subsequently invited Pankow to meet and discuss its proposal contents, including cost, schedule, and the specific elevator product. Following these meetings, Staff requested that Pankow evaluate and provide alternative elevator products with proven long-term performance in a comparable setting. This request was intended to ensure long-term reliability, ease of maintenance, and improved availability for replacement parts, based on challenges experienced with the previous elevator manufacturer.

Pankow provided proposals from four elevator subcontractors. While Staff was able to reduce \$46,237 from the general conditions cost, selection of the elevator system deemed to be the most advantageous for the Authority resulted in a net increase of \$139,341. Based on these revisions and clarifications, Pankow submitted a final revised fee proposal of \$2,338,661.

## CONSTRUCTION ADMINISTRATION AND PROJECT MANAGEMENT

To ensure the executed project meets the design intent and technical specifications, Staff requires technical design oversight during construction, as well as project management, inspection, and labor compliance monitoring support. The scope of work for construction administration includes submittal and shop drawing reviews, providing design clarifications, occasional site visits, and other associated services as required.

## PROJECT BUDGET

The estimated total project budget is listed below.

Pankow Design-Build Agreement	\$ 2,338,661
Construction Administration and Project Management	\$ 184,000
Project Contingency	<u>\$ 230,000</u>
<b>Total</b>	<b>\$ 2,752,661</b>

## FUNDING

The FY 2026 Facility Improvement Program Budget includes \$2,500,000 in capital Airport funded appropriations for this project which are adequate to accommodate anticipated

expenditures of \$1,300,000 to be incurred this fiscal year. The balance of project costs will be programmed into the FY 2027 budget.

#### SCHEDULE

Staff anticipates work to commence shortly after the award and execution of the Design-Build Agreement with an anticipated completion of the project in December 2026.

#### ENVIRONMENTAL REVIEW

Staff have reviewed the CEQA guidelines regarding exemptions applicable to the project and determined that the Project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers repair and minor alteration of existing facilities involving no expansion of existing use.

#### OPERATIONAL IMPACTS

Construction work will be away from public traffic, with most of the work adjacent to the two elevator shafts. Impacts on existing Valet operations are expected to be minor and limited to the construction footprint. Per the anticipated construction schedule, Staff recognizes the elevators will not yet be operational when the RPT opens. Staff will continue to assess the potential impacts of this schedule and make the required efforts to ensure sufficient parking is available to airport passengers.

#### RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve the award of a Design-Build Agreement to Pankow, authorize project management and contingency funds, and approve the filing of a CEQA Notice of Exemption to facilitate the timely execution of the RPS elevator replacement project.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR  
WASTE MANAGEMENT PLANNING & IMPLEMENTATION SERVICES**

Presented by Maggie Martinez  
Director, Noise & Environmental Affairs

**SUMMARY**

At its meeting on February 4, 2026, the Executive Committee (“Committee”) voted (3–0) to recommend that the Commission award a Waste Management Consulting Services Agreement (“Agreement”) to Polytechnique Environmental, Inc. (“Polytechnique”), copy attached, for waste management planning, development and implementation services in support of the Replacement Passenger Terminal (“RPT”) operation in compliance with California’s Senate Bill (“SB”) 1383 (2016).

SB 1383 is the law that mandates the reduction of organic waste in landfills by 75% by 2025 to cut methane emissions, a potent greenhouse gas, and that requires diverting surplus food to food-insecure populations, making statewide organic waste recycling mandatory for residents and businesses

Additional services under the proposed Agreement include the RPT Leadership in Energy and Environmental Design (“LEED”) status reporting, and compliance with local waste ordinance. The proposed Agreement is for an initial three-year period with two one-year extension options. The Agreement will be for a total not-to-exceed amount of \$530,000 with yearly not-to-exceed amounts of \$100,000, \$150,000, and \$130,000 respectively for the initial contract period, and \$75,000 for each extension year if the extension options are exercised.

**BACKGROUND**

CalRecycle’s SB 1383 regulations implement California’s mandate to reduce methane emissions by diverting organic waste from landfills and increasing edible food recovery. The regulations establish mandatory requirements for jurisdictions, businesses, and public agencies to source-separate organic waste, subscribe to appropriate recycling services, and meet recordkeeping and reporting standards. They also require certain commercial food generators to recover surplus edible food for donation and obligate jurisdictions to conduct education, monitoring, inspections, and enforcement. For public agencies such as airport authorities, the regulations drive operational changes in waste management, tenant coordination, procurement of recovered organic products, and compliance oversight, supporting statewide climate goals.

Under the City of Burbank’s waste management guidelines and SB 1383 aligned requirements, the Authority and its tenants must properly separate and manage trash,

recyclables, and organic waste generated from operations, concessions, offices, and public areas. Food scraps, food-soiled paper, and landscape waste must be placed in designated organics containers, with contamination minimized. The Authority is also responsible for providing adequate collection infrastructure, standardized signage, and education to tenants, concessionaires, contractors, and custodial staff to ensure consistent sorting practices across terminals and facilities.

Food service tenants may also be subject to edible food recovery requirements, requiring coordination with approved food recovery organizations where applicable. Compliance includes subscribing to appropriate service levels, maintaining records, cooperating with City of Burbank inspections, and addressing contamination or service deficiencies. These requirements support local and state climate goals while reinforcing the Authority's role in waste management, regulatory compliance, and operational stewardship.

A comprehensive Waste Management Plan ("WMP") and implementation services will enable the Authority to comply with CalRecycle's SB 1383 regulations and the City of Burbank's waste ordinance and guidelines by establishing a coordinated, enforceable framework for organics diversion and tenant compliance. The WMP will define required waste streams (trash, recycling, and organics), service levels, container placement, signage standards, and contamination reduction procedures consistent with City requirements, including proper handling of food scraps and food-soiled paper. Implementation services such as tenant onboarding, staff training, custodial coordination, and standardized communications, will ensure consistent practices across the terminal, concessions, offices, and airfield operations. The plan will also support compliance with edible food recovery obligations by identifying applicable food service tenants, outlining donation pathways, and documenting participation as required. Ongoing monitoring, recordkeeping, and coordination with the City's waste hauler and enforcement staff will help address deficiencies and demonstrate compliance, allowing the Authority to meet regulatory requirements while advancing resilience and operational efficiency goals.

### EVALUATION PROCESS

A Request for Proposals ("RFP") was issued on November 17, 2025, through PlanetBids, ACI, and American Association of Airport Executives websites. From this outreach, a total of five proposals were received with all five proposals deemed to be responsive to the RFP requirements. The five firms that submitted responses in alphabetical order are:

- C&S Engineers, Inc.
- Cummings Management Group, Inc.
- Polytechnique Environmental, Inc.
- Trifiletti Consulting, Inc.
- Zero Waste Pro

For the evaluation of each proposal the following criteria was utilized:

SC-1: Firm's Description and Capability

SC-2: Relevant Experience and Regulatory Compliance Expertise

SC-3: Project Team Qualifications

SC-4: Technical Approach and Implementation Plan

SC-5: Training & Communication

SC-6: Proposed Compensation

An evaluation team comprised of Staff from various Airport Departments, as well as a representative from Southwest Airlines, reviewed the proposals based upon the criteria defined above. The respondents represent a cross-section of firm sizes, ranging from small to large-size firms.

Using an equally weighted average point-allocation process for each of the criteria above, out of 120 total available points, the results are as follows:

Selection Criteria	SC-1	SC-2	SC-3	SC-4	SC-5	SC-6	TOTAL
Firm's Description and Capability	Relevant Experience and Regulatory Compliance Expertise	Project Team Qualifications	Technical Approach and Implementation Plan	Training and Communication	Proposed Compensation		
Maximum Points	20	25	20	25	15	15	120
<b>Firm:</b>							
C&S Engineers, Inc.	18	20	17	19	12	15	101
Cummings Management Group, Inc.	20	24	20	25	15	8	112
Polytechnique Env. Inc.	19	24	19	24	15	14	115
Trifiletti Consulting, Inc.	17	19	16	20	13	11	96
Zero Waste Pro	18	19	16	20	12	13	98

After a thorough review of all proposals, Polytechnique ranked the highest of all five respondents.

- Polytechnique is a highly qualified professional consulting firm that submitted a comprehensive and responsive proposal to support the Authority's waste management planning, development and implementation services. Additionally, Polytechnique has provided ongoing support to the Authority for its Airport Carbon Accreditation Level 2 certification since the Authority's initial application in 2023. The firm has more than 11 years of experience successfully delivering waste characterization studies, WMPs, stakeholder and tenant engagement, public outreach, staff training, waste data tracking, and regulatory compliance support. Polytechnique has demonstrated experience working with commercial service and general aviation airports and has a proven track record implementing ambitious waste diversion and organics compliance initiatives. Comparable airport clients include Long Beach Airport, Los Angeles International Airport, Van Nuys Airport, and John Wayne Airport. Polytechnique is certified as a Small Business Enterprise and a Woman-Owned Business Enterprise (WBE).

During the first year of the Agreement, Polytechnique will provide services to support the Authority in the development of a comprehensive WMP. This effort will be based on a waste characterization study designed to evaluate existing waste streams, identify opportunities to reduce waste generation, and increase waste diversion for the RPT. The study will define opportunities for the composition of municipal solid waste, including recyclables, organics, and liquids. The resulting baseline data will be used to develop waste diversion goals, strategies, and performance measures, and will guide future initiatives.

Polytechnique's approach will support the Authority in achieving compliance with applicable federal, state, and local regulations, including but not limited to SB 1383 (organic waste diversion and food recovery requirements), CalRecycle regulations, and the City of Burbank's waste ordinance.

During years two through five of the Agreement, if the two one-year extension options are exercised, Polytechnique will conduct additional waste studies to compare performance against the established baseline, identify gaps, and recommend enhancements to waste reduction, diversion, and recycling strategies. Following the opening of the RPT, Polytechnique will continue to support the Authority through ongoing stakeholder engagement, tenant training, implementation of waste reduction programs, development of policies and procedures, waste audits and monitoring, and support for food donation programs.

#### BUDGET IMPACT

Appropriations in the amount of \$125,000 for the first year of this program were included in FY 2026 adopted budget. Appropriations for the two remaining years of the initial contract period will be included in subsequent fiscal year budget requests.

#### RECOMMENDATION

At its meeting on February 4, 2026, the Committee voted (3–0) to recommend that the Commission approve the Agreement with Polytechnique and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**TBI AIRPORT MANAGEMENT PERFORMANCE REVIEW FRAMEWORK  
ESTABLISHMENT OF TBI PERFORMANCE REVIEW AD HOC COMMITTEE**

Presented by John Hatanaka  
Executive Director

**SUMMARY**

At its meeting of February 4, 2026, the Executive Committee voted unanimously (3-0) to recommend that the Commission consider a framework, copy attached, for a performance review of TBI Airport Management (“TBI”) under the Fourth Amended and Restated Agreement for Airport Management Services (“Agreement”). Additionally, the Executive Committee voted unanimously (3-0) to recommend that the Commission establish a TBI Performance Review Ad Hoc Committee to conduct the performance review.

**BACKGROUND**

Per Section 2.5 of the Agreement, on December 15, 2025, TBI Chief Executive Officer Maximilian Kalis submitted a written request to the Commission President for an annual performance review meeting. On January 20, 2026, the Commission discussed the request as well as developing a framework for such an evaluation including whether an ad hoc committee should be formed and tasked with the evaluation. The Commission gave the Executive Committee the assignment of meeting with Mr. Kalis, discussing a performance review framework, and making a recommendation to the Commission.

On February 4, 2026, the Executive Committee and Mr. Kalis discussed a draft performance review framework. In accordance with the Executive Committee’s direction, the draft performance review framework presented to the Commission includes as an evaluation factor the relationship between the Authority and TBI. The Executive Committee also discussed and is recommending to the Commission that an ad hoc advisory committee be appointed to finalize the performance review framework and undertake the performance review of TBI.

Per the Commission’s Committee Operation Guidelines adopted by Resolution No. 495, each committee must have equal representation from the Authority’s member cities and no Commissioner can serve on more than one ad hoc advisory committee unless the number of such committees exceeds three. The Airport History Book Ad Hoc Committee is the Commission’s only ad hoc advisory committee currently in existence. That body is comprised of Vice President Hampton, Commissioner Quintero, and Commissioner Ovrom with President Talamantes serving ex-officio. Thus, if a TBI Performance Review Ad Hoc Committee is established, three Commissioners who are not on the Airport History Book Ad Hoc Committee will need to be appointed.

### **RECOMMENDATION**

At its meeting on February 4, 2026, the Executive Committee voted unanimously (3-0) to recommend that the Commission consider the attached framework for a performance review of TBI and that a TBI Performance Review Ad Hoc Committee be established to conduct the performance review.

**DRAFT**  
**For Discussion Purposes Only**

## **Annual Performance Review Framework**

### **TBI Airport Management Inc. at Hollywood Burbank Airport**

Reference: Airport Management Services Agreement

#### **1. Safety, Security & Regulatory Compliance**

- FAA Part 139 inspection results
- TSA Letter of Investigations, if any
- Safety Management System annual report
- Airfield safety events (runway incursions, wildlife strikes)
- ~~Emergency preparedness exercises completed~~
- Comment: To be discussed if ARFF(staffing) should be included(

#### **2. Financial Stewardship & Commercial Performance**

- Results of the annual external audit of the Basic Financial Statements and associated compliance reports
- Monthly Treasurer's Report
- Operating budget variance / cost management
- Annual fiscal year zero base budget process

#### **3. Customer Experience & Passenger Satisfaction**

- Overall passenger satisfaction score (ACI ASQ or equivalent)
- ~~Average TSA check point wait times~~
- Restroom cleanliness scores
- ADA complaint resolution time
- ~~Customer complaints per 100,000 passengers~~

**Commented [MK1]:** Partially under TBI Control

**Commented [MK2]:** Not under TBI control, propose to delete this

**Commented [MK3]:** Related to TBI scope, not for example Airline related complaints like lost bags, delays

#### **4. Airline & Tenant Relations**

- Airline relations
- Airline and Tenant Lease compliance
- Tenant issue resolution time
- Implementation of the Common Use Gate Policy (gate and terminal facility assignment)
- Operational impacts attributable to airport management
- Air Service Development

#### **5. Facilities, Asset & Maintenance Management**

- Preventive maintenance completion rate
- Critical system downtime

- Work order backlog

**Commented [MK4]:** We should be aware that we are moving into a new terminal that will probably have some issues in the beginning. This brings some unknown exposure.

## 6. Capital Program & Project Interface

- Operational disruptions related to capital projects
- ~~Construction coordination effectiveness~~
- Stakeholder communication during construction

**Commented [MK5]:** Difficult to measure, depends on contractors selected by Authority. to be deleted

## 7. Environmental & Community Stewardship

- Management of noise complaints
- Environmental inspection (federal and state) reports
- Air Quality Management District reporting
- Regional Water Quality Control Board reporting ~~and compliance~~
- Community engagement activities

## 8. Workforce Management & Leadership

- Employee turnover rate
- Training and certification
- Succession planning
- Labor relations issues
- Safety culture
- [Relationship between the Authority and TBI](#)

**Commented [JH6]:** Requested by the Executive Committee

## 9. Contract Compliance & Governance

- Compliance with Airport Management Services Agreement requirements
- Timeliness and completeness of reporting
- External Auditor findings

## 10. Innovation, Risk Management & Continuous Improvement

- Risk register quality and mitigation
- Business continuity readiness
- ~~Technology cybersecurity~~
- Continuous improvement initiatives
- Strategic outlook and planning

**Commented [MK7]:** Not in scope and should be outsourced to specialist subcontractor

**DRAFT**  
**For Discussion Purposes Only**

**Annual Board Performance Scorecard**  
**TBI Airport Management Inc. at Hollywood Burbank Airport**

Reference: Airport Management Services Agreement

This scorecard provides the Airport Authority Commission with a basis to undertake an annual performance review of TBI under the Airport Management Services Agreement. Scores reflect the review framework categories.

**Scoring Methodology**

Each category is scored on a 1–4 scale:

4 = Above expectations

3 = Meets expectations

2 = Below expectations

1 = Unsatisfactory

Weighted scores are aggregated to determine the overall annual rating.

**Board-Level Performance Scorecard**

Category	Key Board Metrics	Weight	Score (1–4)	Weighted Score
Safety, Security & Regulatory Compliance	FAA Part 139 results; TSA LOI notices; SMS; airfield safety; emergency preparedness	25%		
Financial Stewardship & Commercial Performance	External Audit results; Treasurer's reports accuracy; cost control; budget process	20%		
Customer Experience &	ACI-NA ASQ Passenger survey results;	15%		

Passenger Satisfaction	TSA wait times; complaint trends	
Facilities, Asset & Maintenance Management	Preventive maintenance; system reliability	15%
Airline & Tenant Relations	Airline relations; lease compliance; issue resolution	10%
Environmental & Community Stewardship	Noise complaint management; environmental compliance; outreach	10%
Governance, Risk & Innovation	Contract compliance; audit results; risk management; innovation	5%

Overall Weighted Score: \_\_\_\_\_

### Commission Comments & Direction

Strengths Observed:

Areas Requiring Improvement:

Commission Direction:

**Acknowledgement:**

Commission President: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

TBI Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**DRAFT**

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FEBRUARY 17, 2026**

**PRESENTATION OF FISCAL YEAR 2025 FINANCIAL STATEMENTS AND  
SUMMARY OF AUDIT RESULTS**

Presented by David Kwon  
Deputy Executive Director, Finance and Administration

**SUMMARY**

The Authority's independent auditor, Macias Gini & O'Connell LLP ("MGO") has completed its audit of the Burbank-Glendale-Pasadena Airport Authority ("Authority") fiscal year 2025 financial statements. Enclosed with this staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2025 ("FY 2025") and 2024 ("FY 2024"). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Compliance Report, Customer Facility Charge Compliance Report, Independent Auditor's Report on Compliance with Aspects of Contractual Agreements (bond compliance), and the Auditor's Required Communications to the Authority regarding the FY 2025 audits.

The results are summarized below.

- MGO's "unmodified" opinions are:
  - The Basic Financial Statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles.
  - The Authority complied in all material respects with compliance requirements applicable to its major federal program, the Passenger Facility Charge program and the Customer Facility Charge program and identified no reportable deficiencies in internal control over compliance.
  - MGO identified no reportable deficiencies in internal control over financial reporting or compliance that are required to be reported under Government Auditing Standards.
  - The Schedule of Expenditures of Federal Awards, Schedule of Passenger Facility Charge Revenues and Expenditures and Schedule of Customer Facility Charge Revenues and Expenditures are fairly stated in relation to the Basic Financial Statements as a whole.
  - Based on auditing procedures performed, the Authority complied with the terms, covenants, provisions or conditions of Section 6.05 (Rates and Charges) to Article VI of the Bond Indenture, as amended.

MGO will present the results of its audits. Also included in the accompanying sections of this staff report is a summary of the audit results for FY 2025. At its meeting on February 2, 2026, the Finance and Administration Committee ("Committee") voted (3–0) to recommend that the Commission note and file these audit reports.

## BASIC FINANCIAL STATEMENTS

The Basic Financial Statements (“BFS”) of the Authority have been prepared in conformity with accounting principles generally accepted in the United States of America (“GAAP”). The Government Accounting Standards Board (“GASB”) is the accepted standard-setting body for establishing accounting and financial reporting principles.

The Authority reports its financial operations as a government enterprise activity, and as such, its financial statements are presented using the “economic resources” measurement focus and the accrual method of accounting. Under this method of accounting, revenues are recorded when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. The measurement focus is on determination of changes in net position, financial position, and cash flows. Operating revenues include charges for services, tenant rent, ground transportation, fuel flowage fees, and other operating revenues. Operating expenses include costs of services as well as materials, contracts, personnel, and depreciation. Grants and similar items are recognized as revenue as soon as all eligibility requirements for reimbursement of expenses have been met.

The BFS report is composed of three parts:

- (i) The Independent Auditor’s Report;
- (ii) Management’s Discussion and Analysis (“MD&A”), a narrative overview and analysis of the Authority’s financial activities; and
- (iii) The Basic Financial Statements, consisting of the Statements of Net Position (Balance Sheets), Statements of Revenues, Expenses and Changes in Net Position (Income Statements), Statements of Cash Flows and Notes to Basic Financial Statements.

The Independent Auditor’s Report reflects an unmodified opinion, indicating that the BFS present fairly, in all material respects, the financial position of the Authority at June 30, 2025 and 2024, and the change in financial position and cash flows for the years then ended, are in conformity with GAAP. The audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The MD&A is required supplementary information. The discussion and analysis in the MD&A are intended to serve as an introduction to the Authority’s Basic Financial Statements.

A summary of the Statements of Net Position at June 30, 2025 and 2024 is as follows:

<b>Summary Statements of Net Position</b>			
<b>Years Ended June 30, 2025 and 2024</b>			
	<b>2025</b>	<b>2024</b>	<b>Change</b>
	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Assets:</b>			
<b>Current unrestricted assets</b>	\$ 87,689,238	\$ 44,070,690	\$ 43,618,548
<b>Current restricted assets</b>	499,626,087	844,434,068	(344,807,981)
<b>Noncurrent unrestricted assets</b>	1,065,598,557	635,683,587	429,914,970
<b>Noncurrent restricted assets</b>	2,671,948	2,764,085	(92,137)
<b>Total assets</b>	<b><u>1,655,585,830</u></b>	<b><u>1,526,952,430</u></b>	<b><u>128,633,400</u></b>
<b>Liabilities:</b>			
<b>Current liabilities and liabilities payable from restricted assets</b>	135,197,656	70,653,625	64,544,031
<b>Noncurrent liabilities</b>	815,937,431	818,519,943	(2,582,512)
<b>Total liabilities</b>	<b><u>951,135,087</u></b>	<b><u>889,173,568</u></b>	<b><u>61,961,519</u></b>
<b>Deferred inflows of resources:</b>			
<b>Deferred inflows - leases</b>	3,638,902	6,777,177	(3,138,275)
<b>Total deferred inflows</b>	<b><u>3,638,902</u></b>	<b><u>6,777,177</u></b>	<b><u>(3,138,275)</u></b>
<b>Net position:</b>			
<b>Net investment in capital assets</b>	340,145,318	250,621,896	89,523,422
<b>Restricted</b>	170,449,182	193,997,958	(23,548,776)
<b>Unrestricted</b>	190,217,341	186,381,831	3,835,510
<b>Total net position</b>	<b><u>\$ 700,811,841</u></b>	<b><u>\$ 631,001,685</u></b>	<b><u>\$ 69,810,156</u></b>

A summary of the Statements of Revenue, Expenses and Changes in Net Position for the years ended June 30, 2025 and 2024 is as follows:

<b>Summary Statements of Revenues, Expenses and Changes in Net Position</b>				
<b>Years Ended June 30, 2025 and 2024</b>				
	<b>2025</b>	<b>2024</b>	<b>\$</b>	<b>Change</b>
<b>Operating revenues</b>	\$ 81,865,485	\$ 74,990,094	\$ 6,875,391	9.2%
<b>Operating expenses before depreciation</b>	<u>61,939,288</u>	<u>58,304,726</u>	<u>3,634,562</u>	6.2%
<b>Operating income before depreciation</b>	<b>19,926,197</b>	<b>16,685,368</b>	<b>3,240,829</b>	<b>19.4%</b>
<b>Depreciation</b>	<u>13,889,856</u>	<u>14,911,710</u>	<u>(1,021,854)</u>	-6.9%
<b>Operating income</b>	<b>6,036,341</b>	<b>1,773,658</b>	<b>4,262,683</b>	<b>240.3%</b>
<b>Nonoperating revenues, net</b>	<u>25,598,764</u>	<u>31,073,839</u>	<u>(5,475,075)</u>	-17.6%
<b>Income before capital contributions</b>	<b>31,635,105</b>	<b>32,847,497</b>	<b>(1,212,392)</b>	<b>-3.7%</b>
<b>Capital contributions</b>	<u>38,175,051</u>	<u>14,367,792</u>	<u>23,807,259</u>	165.7%
<b>Changes in net position</b>	<b>69,810,156</b>	<b>47,215,289</b>	<b>22,594,867</b>	<b>47.9%</b>
<b>Net position, beginning of year</b>	<u>631,001,685</u>	<u>583,786,396</u>	<u>47,215,289</u>	8.1%
<b>Net position, end of year</b>	<b>\$ 700,811,841</b>	<b>\$ 631,001,685</b>	<b>\$ 69,810,156</b>	<b>11.1%</b>

## SINGLE AUDIT REPORTS

The Single Audit Reports present the activity of federal award programs of the Authority for the year ended June 30, 2025. The Single Audit Reports include:

- An unmodified independent auditor's report on Internal Control Over Financial Reporting which indicates that MGO identified no instances of noncompliance, reportable deficiencies or other matters that are required to be reported under *Government Auditing Standards*.
- An independent auditor's report on Compliance for the Major Federal Program that provides an unmodified opinion on compliance with requirements applicable to the Authority's major program. There were no reportable deficiencies related to compliance for that program identified. The report also indicated that the Schedule of Expenditures of Federal Awards is fairly stated in relation to the Basic Financial Statements as a whole.
- Schedule of Expenditures of Federal Awards
- Notes to Schedule of Expenditures of Federal Awards
- Schedule of Findings and Questioned Costs  
No findings or questioned costs were noted.
- Summary Schedule of Prior Audit Findings  
N/A – No prior year findings.

## PASSENGER FACILITY CHARGE COMPLIANCE REPORT

The Passenger Facility Charge Compliance Report presents the cash receipts and disbursements of the Authority's Passenger Facility Charge ("PFC") program. The Aviation Safety and Capacity Expansion Act of 1990 authorized the local imposition of Passenger Facility Charges and use of the PFC revenue on Federal Aviation Administration ("FAA") approved projects.

The PFC compliance report includes the following:

- An unmodified independent auditor's report on compliance with applicable requirements of the PFC program, which indicates that: (i) the Authority complied in all material respects with compliance requirements applicable to the Passenger Facility Charge program; (ii) MGO identified no reportable deficiencies in internal control over compliance; and (iii) the Schedule of Passenger Facility Charge Revenues and Expenditures is fairly stated in relation to the Basic Financial Statements taken as a whole.
- Schedule of Passenger Facility Charge Revenues and Expenditures
- Notes to Schedule of Passenger Facility Charge Revenues and Expenditures

No findings or questioned costs were noted.

## CUSTOMER FACILITY CHARGE COMPLIANCE REPORT

The Customer Facility Charge Compliance Report presents the cash receipts and disbursements of the Authority's Customer Facility Charge ("CFC") program. Assembly Bill 491 of the 2001-2002 California Legislature (codified in California Civil Code Section 1936 et seq. ("Code")) authorized the local imposition of CFCs and use of CFC revenue to plan, finance, design and construct on-airport consolidated rental car facilities (CRCF). The Authority established the CFC effective December 1, 2009 with adoption of Resolution No. 429. Based on an amendment of the enabling legislation for the CFC (S.B. 1192; Chapter 642, Statutes of 2010), on December 10, 2010 the Authority approved Resolution No. 439 which repealed Resolution No. 429 and authorized collection of an alternative CFC, effective July 1, 2011, of \$6 per rental car transaction day up to a maximum of five days. Resolution No. 439 authorized collection of the alternative CFC through the period that any debt related to the CRCF is outstanding.

The CFC compliance report includes the following:

- An unmodified independent auditor's report on compliance with applicable requirements of the CFC program, which indicates that: (i) the Authority complied in all material respects with compliance requirements applicable to the Customer Facility Charge program; (ii) MGO identified no reportable deficiencies in internal control over compliance; and (iii) the Schedule of Customer Facility Charge Revenues and Expenditures is fairly stated in relation to the Basic Financial Statements taken as a whole.
- Schedule of Customer Facility Charge Revenues and Expenditures
- Notes to Schedule of Customer Facility Charge Revenues and Expenditures

No findings or questioned costs were noted.

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH ASPECTS OF CONTRACTUAL AGREEMENTS (BOND INDENTURE COMPLIANCE)

Based on audit procedures performed, MGO identified no instances of noncompliance with the terms, covenants, provisions or conditions with Section 6.05 (Rates and Charges) to Article VI of the Amended and Restated Master Indenture of Trust dated May 1, 2005, and amended and restated as of May 1, 2024 with the Bank of New York Mellon Trust Company insofar as they relate to accounting matters.

The report also contains a calculation of the rates and charges ratio and the debt service ratio for the year ended June 30, 2025, as follows:

<b>Rates and Charges Ratio</b>	
Revenues	\$ 90,992,164
Less operating expenses	<u>62,023,348</u>
Pledged revenues, net	\$ 28,968,816
Transfers to Surplus Fund	<u>1,458,284</u>
Net revenues plus transfers to Surplus Fund	\$ <u>30,427,100</u>
Deposits and charges:	
Accrued debt service - 2012 Airport Revenue Bonds	\$ 5,833,134
Deposit of Customer Facility Charge revenue to Debt Service Fund	(5,810,980)
Deposits to operating reserve account	<u>817,044</u>
Total deposits and charges	\$ <u>839,198</u>
Deposits and charges coverage ratio	36.26
Required deposits and charges coverage ratio	1.00
<b>Debt Service Coverage Ratio</b>	
Net revenues plus transfers to Surplus Fund	\$ <u>30,427,100</u>
Net accrued debt service	\$ <u>22,154</u>
Debt service coverage ratio	1,373.42
Required debt service coverage ratio	1.25

### RECOMMENDATION

At its meeting on February 2, 2026, the Committee voted (3–0) to recommend that the Commission note and file the Basic Financial Statements as of and for the fiscal years ended June 30, 2025 and 2024; the Single Audit Reports for the year ended June 30, 2025; the Passenger Facility Charge Compliance Report for the year ended June 30, 2025; the Customer Facility Charge Compliance Report for the year ended June 30, 2025; the Independent Auditor's Report on Compliance with Aspects of Contractual Agreements (Bond Indenture Compliance) for the year ended June 30, 2025; and the Auditor's Required Communications to the Authority regarding the FY 2025 audits.

**DESIGN-BUILD AGREEMENT**

(Burbank-Glendale-Pasadena Airport Authority / Charles Pankow Builders, Ltd.)

THIS DESIGN-BUILD AGREEMENT (“Agreement”) is dated February 17 2026 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency (“Authority”) and Charles Pankow Builders, Ltd., a California limited partnership (“Design-Builder”). Design-Builder’s CSLB license number is 688972. Design-Builder’s DIR registration number is 1000004415.

**R E C I T A L S**

A. The Authority owns and operates Hollywood Burbank Airport (officially known as Bob Hope Airport) (“Airport”). In accordance with Government Code Section 5956 et seq., the Authority has conducted a competitive proposal process to procure design and construction services for the following airport improvement project: parking structure elevator replacement (“Project”).

B. The Authority has determined that the Project is exempt from California Environmental Quality Act review pursuant to Title 14, Section 15302 of the California Code of Regulations.

C. The Authority desires to retain Design-Builder as an independent contractor to design and construct the Project.

D. Design-Builder represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

**NOW, THEREFORE**, the parties agree as follows:

**1. Definitions.**

In addition to the terms defined elsewhere in this Agreement, the following definitions shall apply:

- A. “Basis of Design”: the basis of design set forth in the attached Exhibit D.
- B. “Contract Documents”:
  - 1. This Agreement.
  - 2. Price Proposal and Proposal.
  - 3. Indemnity Requirements.
  - 4. Basis of Design.
  - 5. Technical Specifications.

6. Supplemental Conditions.
7. Federal Requirements.
8. RFP.

9. Construction Documents and Specifications prepared by Design-Builder and approved in writing by the Authority.

C. "Indemnity Requirements": the defense, hold harmless, and indemnification requirements set forth in the attached Exhibit B.

D. "Indemnitees": the Authority, TBI Airport Management, Inc., the Cities of Burbank, Glendale, and Pasadena, and the respective officers, agents, employees, and volunteers of each such entity.

E. "Federal Requirements": the federal requirements set forth in the attached Exhibit G, which requirements are applicable to projects not funded by an Airport Improvement Program grant from the Federal Aviation Administration.

F. "Insurance Requirements": the insurance requirements set forth in the attached Exhibit C.

G. "Price Proposal": the price schedule set forth in the attached Exhibit A.

H. "Proposal": Design-Builder's February 9, 2026 proposal.

I. "RFP": Authority Request for Proposals No. E26-01 Parking Structure Elevator Replacement Design-Build Services ("RFP") and associated addenda.

J. "Supplemental Conditions": the supplemental conditions set forth in the attached Exhibit F.

K. "Technical Specifications": The specifications set forth in the attached Exhibit E.

## **2. Contract Time.**

A. The Contract Time shall be 315 Calendar Days from issuance of Notice to Proceed to Substantial Completion. Time is of the essence in the performance of this Agreement.

B. Design-Builder acknowledges that the Contract Time is a reasonable period for completion of the Project.

C. Design-Builder acknowledges that the following schedule is reasonable for completion of the Project:

1. Notice to Proceed: February 18, 2026
2. Substantial Completion – Milestone 1 315 days from NTP

3. Project Closeout: 60 days following substantial completion

### **3. Compensation.**

The Authority shall compensate Design-Builder for design and construction of the Project, and Design-Builder agrees to accept as full satisfaction for such work, payment according to the Price Proposal. Design-Builder shall submit invoices to the Authority on a monthly basis. In no event shall the compensation payable to Contractor under this Agreement exceed \$2,338,661 ("Contract Price").

### **4. Design Services/Shop Drawings/Samples.**

A. Design-Builder shall perform architectural, engineering, and all other design professional services necessary for the preparation of the drawings, specifications and other design submittals required for completion of the Project consistent with the Contract Documents.

B. Design-Builder shall submit to the ADR shop drawings, materials, and/or equipment lists and manufacturers' data as required. Shop drawings, lists, and manufacturers' data shall be accompanied by letter of transmittal enumerating the drawings or describing the data submitted and noting any deviations from the Contract Documents. Should Design-Builder fail to notify the ADR of deviations from the Contract Documents, Design-Builder, if so notified by the ADR, shall execute the work in accordance with the Contract Documents even though shop drawings, lists, or data have been reviewed by the Authority.

C. Prior to submittal of any shop drawings, lists or data, Design-Builder shall thoroughly check all dimensions, size of members, connections, materials, performance characteristics, and other details and satisfy itself that all drawings, lists, and data are correct and in conformance with the drawings, specifications, and job conditions. After Design-Builder has completed its checking, Design-Builder shall place on each drawing and on the last page of each piece of data and lists, the date and signature of the checker, who shall be a direct employee of Design-Builder and not of any subcontractor.

D. Design-Builder shall submit duplicate samples of materials and finishes proposed for use in the work, as specified or directed. The work shall be in accordance with approved samples. Samples requiring selection of factory-applied color or texture shall be submitted within 10 days prior to final submission of plans and specifications. The Authority reserves the right to review any and all materials and reject or request substitution.

E. Design-Builder shall perform all design professional services in accordance with the Standard of Care.

### **5. Construction Services.**

A. Unless otherwise stated in the Contract Documents to be the responsibility of the Authority or a separate contractor, Design-Builder shall provide the necessary supervision, labor, inspection, testing, start-up, material, equipment, machinery, temporary utilities, and other temporary facilities to permit Design-Builder to complete construction of the Project consistent with the Contract Documents.

B. Design-Builder shall perform all construction activities efficiently and with the requisite expertise, skill, and competence to satisfy the requirements of the Contract Documents. Design-Builder shall at all times exercise complete and exclusive control over the means, methods, sequences and techniques of construction.

C. Design-Builder shall employ only subcontractors that are duly licensed and qualified to perform the work consistent with the Contract Documents. Design-Builder is responsible for the proper performance of the work of its subcontractors and their acts and omissions in connection with such performance.

D. Design-Builder shall supervise, inspect, and direct the construction competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to provide the construction consistent with the Contract Documents. Design-Builder shall be solely responsible for ensuring that the completed construction complies accurately with the Contract Documents. Design-Builder shall keep the Authority advised as to the quality and progress of the Project.

## **6. Ownership of Work Product.**

A. The Construction Documents and other project-related documents and electronic data prepared by or on behalf of Design-Builder shall be deemed to be "works for hire" and are the property of the Authority. Design-Builder assigns to the Authority, without reservation, all copyrights and all other intellectual property rights to all project-related documents, images, electronic files, models, computer drawings and other electronic expression, photographs, and other expression produced by or on behalf of Design-Builder in connection with this Agreement for the Authority's exclusive use. Design-Builder shall obtain a valid written assignment of copyrights and all other intellectual property rights from its subcontractors in terms identical to those that obligate Design-Builder to the Authority as expressed in this Paragraph, which intellectual property rights Design-Builder hereby assigns to the Authority. Design-Builder and subcontractors may retain ownership of proprietary engineering, and means and methods. However, the Authority shall have the right to use, reproduce, and rely upon all documents, drawings, calculations, etc. prepared under this Agreement for the Project, including for operation, maintenance, future alterations, and additions without additional compensation to Design-Builder and its subcontractors.

B. The Authority grants to Design-Builder a nonexclusive license to reproduce the documents for purposes relating directly to Design-Builder's performance of the Project, for Design-Builder's archival records, and for Design-Builder's reproduction of drawings and photographs in Design-Builder's marketing materials. No other project-related documents may be reproduced for any other purpose without the express written permission of the Authority. No other copyrights are included in this grant of nonexclusive license to Design-Builder. This nonexclusive license shall terminate immediately upon the breach of this Agreement by Design-Builder.

C. A copy of every technical memorandum and report prepared by Design-Builder shall be submitted to the Authority to demonstrate progress toward completion of the Project. In the event the Authority rejects or has comments on any such work product, the Authority shall identify specific requirements for satisfactory completion by Design-Builder. Design-Builder shall

provide the Authority with project-related documents in reproducible or electronic format, upon the Authority's written request. Complete Record Documents, including a complete set of "as-built" drawings, shall be turned over to the Authority upon termination of this Agreement or Final Completion, whichever occurs first.

D. If the Authority reproduces project-related documents or creates a derivative work based upon project-related documents created by Design-Builder, then the Authority shall remove or completely obliterate the original professional seals, logos, and other indications on the documents of the identity of Design-Builder and Design-Builder's consultants. However, where required by law, such identification with appropriate qualifying language or other statutorily prescribed information identifying the original architect or the scope of the reuse of the documents may remain or be applied. The Authority acknowledges that its use of the project-related documents for any purpose other than the Project shall be at its sole risk.

E. If Design-Builder believes or is advised by any design professional retained to provide services on the Project that implementation of any instructions received from the Authority would cause a violation of any applicable law, then Design-Builder shall notify the Authority in writing.

## 7. Legal Requirements.

A. Design-Builder shall perform this Agreement in accordance with applicable laws.

B. In entering into this Agreement, Design-Builder offers and agrees to assign to the Authority all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Business and Professions Code Section 16700 et seq.) arising from purchases of goods, services, or materials pursuant to this Agreement. This assignment shall be made and become effective at the time the Authority tenders final payment to Design-Builder without further acknowledgment by the parties.

C. Design-Builder acknowledges that the Project is a "public works project" within the scope of the Prevailing Wage Law (Labor Code Section 1720 et seq.). Design-Builder shall comply with Prevailing Wage Law requirements including:

1. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Project are on file at the Airport and will be made available to any interested party on request. By initiating any work on the Project, Design-Builder acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Design-Builder shall post such rates at the project site.

2. Design-Builder shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. Design-Builder shall, as a penalty paid to the Authority, forfeit \$200 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Design-Builder or by any subcontractor.

3. Design-Builder shall comply with and be bound by the provisions of Labor

Code Section 1776, which requires Design-Builder and each subcontractor to (1) keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform the Authority of the location of the records. Design-Builder has 10 days in which to comply subsequent to receipt of a written notice requesting these records, or as a penalty to the Authority, Design-Builder shall forfeit \$100 for each day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due.

4. Design-Builder and each subcontractor shall comply with and be bound by the provisions of Labor Code Section 1771.4(a)(3), which requires that each contractor and each subcontractor shall furnish the records specified in Section 1776 directly to the Labor Commissioner at least monthly, in a format prescribed by the Labor Commissioner.

5. Design-Builder acknowledges that eight hours labor constitutes a legal day's work. Design-Builder shall comply with and be bound by Labor Code Section 1810. Design-Builder shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. Design-Builder shall, as a penalty paid to the Authority, forfeit \$25 for each worker employed in the performance of the Project by Design-Builder or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code Section 1815, work performed by employees of the Design-Builder in excess of eight hours per day, and 40 hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than 1.5 times the basic rate of pay.

6. Design-Builder shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6 and 1777.7 and California Code of Regulations Title 8, Section 200 et seq. concerning the employment of apprentices on public works projects. Design-Builder shall be responsible for compliance with these Sections for all apprenticeable occupations. Before commencing construction of the Project, Design-Builder shall provide the Authority with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding work, Design-Builder and each of its subcontractors shall submit to the Authority a verified statement of the journeyman and apprentice hours performed under this Agreement.

7. Design-Builder shall not perform work with any subcontractor that has been debarred or suspended pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. Design-Builder and subcontractors shall not be debarred or suspended throughout the duration of this Agreement pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. If Design-Builder or any subcontractor becomes debarred or suspended during the duration of this Agreement, Design-Builder shall immediately notify the Authority.

8. In accordance with Labor Code Sections 1725.5 and 1771.1, no contractor or subcontractor shall be qualified to bid on, be listed in a bid, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public

work, unless currently registered and qualified to perform public work pursuant to Section 1725.5.

9. The Project is subject to compliance monitoring and enforcement by the DIR. Design-Builder shall post job site notices, as prescribed by regulation.

D. Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by signing this Agreement, Design-Builder certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

E. Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon request of either party this Agreement shall promptly be amended to make such insertion or correction.

## 8. Project Manager.

Design-Builder’s single lead Project Manager and authorized representative for the Project is Alex Jimenez and has the authorization to make decisions for and bind Design-Builder. The Project Manager shall manage and coordinate all commercial and technical aspects of the Project. The Project Manager shall submit monthly progress reports to the Authority and maintain the project schedule. The Project Manager shall not be changed unless the Project Manager ceases to be an employee of Design-Builder. Any change in the Project Manager shall be subject to the Authority’s prior approval.

## 9. Design-Builder’s Responsibility for Project Safety.

A. Design-Builder recognizes the importance of performing the work in a safe manner so as to prevent damage, injury, or loss to (i) all individuals at the project site, whether working or visiting, (ii) the Project, including materials and equipment incorporated into the Project or stored on-site or off-site, and (iii) all other property at the project site or adjacent thereto. Design-Builder assumes responsibility for implementing and monitoring all safety precautions and programs related to the completion of the Project. Design-Builder shall, prior to commencing construction, designate a Safety Representative with the necessary qualifications and experience to supervise the implementation and monitoring of all safety precautions and programs related to the Project. Unless otherwise required by the Contract Documents, Design-Builder’s Safety Representative shall be an individual stationed at the project site who may have responsibilities on the Project in addition to safety. The Safety Representative shall make routine daily inspections of the project site and shall hold weekly safety meetings with Design-Builder’s personnel, subcontractors, and others as applicable.

B. Design-Builder's responsibility for safety under this Section is not intended in any way to relieve subcontractors of their own contractual and legal obligations and responsibility for: (i) complying with all legal requirements, including those related to health and safety matters; and (ii) taking all necessary measures to implement and monitor all safety precautions and programs to guard against injuries, losses, damages, or accidents resulting from their performance of the work.

## **10. Design-Builder's Warranty.**

Design-Builder warrants to the Authority that the construction, including all materials and equipment furnished as part of the construction, shall be new, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship. Design-Builder's warranty obligation excludes defects caused by abuse, alterations, or failure to maintain the Project in a commercially reasonable manner. Nothing in this warranty is intended to limit any manufacturer's warranty that provides the Authority with greater warranty rights than set forth in the Contract Documents. Design-Builder will provide the Authority with all manufacturers' warranties upon Substantial Completion.

## **11. Correction of Defective Work.**

A. Design-Builder shall correct any work that is found to not be in conformance with the Contract Documents within a period of one year from the date of Substantial Completion. Longer periods to the extent required by any specific warranty included in the Contract Documents are manufacturer warranties solely between manufacturers and the Authority.

B. Design-Builder shall, within 14 days of receipt of written notice from the Authority that the Project is not in conformance with the Contract Documents, take meaningful steps to commence correction of such nonconforming work, including the correction, removal or replacement of the nonconforming work and any damage caused to other parts of the Project affected by the nonconforming work. If Design-Builder fails to commence the necessary steps within such period, then the Authority, in addition to any other remedies provided under the Contract Documents, may provide Design-Builder with written notice that the Authority will commence correction of such nonconforming work with its own forces. If the Authority does perform such corrective work, then Design-Builder shall be responsible for all reasonable costs incurred by the Authority in performing such correction. If the nonconforming work creates an emergency requiring an immediate response, then the 14-day cure period shall be inapplicable.

C. The one-year period referenced in paragraph A above applies only to Design-Builder's obligation to correct nonconforming work and does not constitute a period of limitations for any other rights or remedies the Authority may have regarding Design-Builder's obligations under the Contract Documents.

## **12. Indemnity.**

Design-Builder shall defend, hold harmless, and indemnify the Indemnitees as specified in the Indemnity Requirements.

## **13. Insurance.**

Without limiting Design-Builder's defense, hold harmless, and indemnification obligations under this Agreement, Design-Builder shall maintain policies of insurance as specified in the Insurance Requirements.

#### **14. Authority Responsibilities.**

A. The Authority shall cooperate with Design-Builder and perform the Authority's obligations in a timely manner to facilitate Design-Builder's timely and efficient performance of the work and so as not to delay or interfere with Design-Builder's performance of Design-Builder's obligations under the Contract Documents.

B. The Authority shall provide timely reviews and approvals of interim design submissions and Construction Documents.

C. The Authority shall give Design-Builder timely notice of any work that the Authority identifies as defective or not in compliance with the Contract Documents.

D. Unless expressly stated to the contrary in the Contract Documents, the Authority shall provide, at its own cost and expense, for Design-Builder's information and use the following, all of which Design-Builder is entitled to rely upon in performing the work:

1. Surveys describing the property, boundaries, topography and reference points for use during construction, including existing service and utility lines.

2. Geotechnical studies describing subsurface conditions, and other surveys describing other latent or concealed physical conditions at the site.

3. Temporary and permanent easements, zoning and other requirements and encumbrances affecting land use, or necessary to permit the proper design and construction of the Project and enable Design-Builder to complete the Project.

4. To the extent available, record drawings of any existing structures at the project site.

5. To the extent available, environmental studies, reports and impact statements describing the environmental conditions in existence at the project site.

6. Basis of Design and Technical Specifications.

E. The Authority is responsible for all work performed on the Project or at the project site by separate contractors, designers, or consultants, under the Authority's control. The Authority shall contractually require its separate contractors to cooperate with, and coordinate their activities so as not to interfere with, Design-Builder in order to enable Design-Builder to timely complete the Project consistent with the Contract Documents.

#### **15. Authority Rights.**

A. The Authority reserves the right to order changes in the Project, to perform work

or operations related to the Project with the Authority's own forces, and to award separate contracts in connection with the Project.

B. If Design-Builder fails to correct defective work as required herein, or fails to carry out the Project in accordance with the Contract Documents, then the Authority may order Design-Builder to stop the Project, or any portion thereof, until the Authority reasonably determines that the cause for such order has been eliminated. The Authority's right to stop the Project is in addition to the Authority's termination rights.

C. The Authority may, without cause, order Design-Builder to suspend, delay or interrupt the Project in whole or in part for such period of time as the Authority may determine. If such suspension, delay, or interruption causes Design-Builder to incur increased cost for the performance of the Project, an adjustment to the Contract Price shall be made for such costs as are directly attributable to such suspension, delay or interruption. If such suspension, delay, or interruption causes a delay to the critical path of the Project, an adjustment to the Contract Time shall be made.

## **16. Termination for Convenience.**

A. The Authority may terminate this Agreement for convenience upon 14 days' notice to Design-Builder.

B. The amount to be paid to Design-Builder by the Authority in the event of termination for convenience shall consist solely of:

1. The cost of work completed in accordance with the Contract Documents or deposits and orders placed, up to the date of issuance of the termination notice.

2. Design-Builder's documented, reasonable costs of demobilization for a period of 30 days following the date of issuance of the termination notice, including costs of Design-Builder's personnel reasonably required to effectuate the termination, and such storage, transportation, and other costs incurred which are reasonably necessary for the preservation, protection, or disposition of the work.

C. In no event shall the Authority be responsible for, and Design-Builder waives any claim for, overhead or anticipated profits on unperformed work or other economic loss upon termination for convenience.

## **17. Termination for Cause.**

A. The Authority may terminate this Agreement for cause if Design-Builder commits any of the following default events: (i) failure to commence the Project upon issuance of the Notice to Proceed; (ii) failure to perform the work with such diligence as will achieve Substantial Completion within the Contract Time; (iii) failure to perform the work in strict accordance with the Contract Documents and applicable laws; or (iv) failure to make prompt payment to subcontractors for material or labor.

B. Prior to terminating this Agreement for cause, the Authority shall notify Design-

Builder and Design-Builder's performance bond surety of the default event(s). If Design-Builder does not cure the default event(s) within 14 days of such notice, or if Design-Builder does not commence and diligently prosecute a cure that is not reasonably susceptible to being completed within 14 days, then the Authority may immediately terminate this Agreement.

C. Upon a determination by a court of competent jurisdiction that a termination for cause was wrongful, such termination will be deemed to be converted to a termination for convenience and Design-Builder's remedy for wrongful termination in such event shall be limited to the recovery of the payments permitted for termination for convenience.

D. The provisions of this Section shall be non-exclusive, and shall be in addition to all other rights and remedies available to the Authority under law or in equity.

## **18. Independent Contractor.**

Design-Builder is, and shall at all times remain as to the Authority, an independent contractor. Design-Builder shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as an agent. Neither the Authority nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Design-Builder except as set forth in this Agreement.

## **19. Conflict of Interest.**

Design-Builder shall employ no Authority official nor any regular Authority employee in the work performed pursuant to this Agreement. Design-Builder shall comply with all conflict of interest statutes of the State of California applicable to Design-Builder's services under this Agreement including the Political Reform Act (Government Code Section 81000 et seq.) and Government Code Section 1090. During the term of this Agreement, Design-Builder shall retain the right to perform similar services for other clients, but neither Design-Builder nor any of its officers, employees, associates and subcontractors shall, without the prior written approval of the Authority, perform work for another person or entity for whom Design-Builder is not currently performing work that would require Design-Builder or any of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest law. Design-Builder shall incorporate a clause substantially similar to this Section into any subcontracts that Design-Builder executes in connection with the Project.

## **20. Notices.**

Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during regular business hours or by e-mail before or during business hours; (b) the business day after delivery, if delivered by e-mail after regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing. Any notice delivered by e-mail that concerns breach or termination of this Agreement shall concurrently be sent by deposit in the United States mail, postage prepaid but such notice shall be deemed received on the day of e-mail delivery.

Authority  
Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, CA 91505  
Attn: Vincent Nguyen  
E-mail: [VNguyen@bur.org](mailto:VNguyen@bur.org)

Design-Builder  
CHARLES PANKOW BUILDERS, LTD.  
199 S. Los Robles Ave, Suite 300  
Pasadena, CA 91101  
Attn: Alex Jiminez  
E-mail: [AJimenez@pankow.com](mailto:AJimenez@pankow.com)

## **21. Litigation.**

In the event that either party shall commence legal action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its costs of suit including reasonable attorneys' fees. The venue for litigation shall be Los Angeles County, California.

## **22. Exhibits.**

Exhibits A through G are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A through F, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit G, the provisions of Exhibit G shall prevail.

## **23. Interpretation.**

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might apply. As used in this Agreement, and as the context may require, the singular includes the plural and vice versa; the masculine gender includes the feminine and vice versa; "shall" is mandatory, "may" is permissive; "business day" means a non-holiday weekday; "regular business hours" means the period from 8:00 a.m. PST to 5:00 p.m. PST on a business day; and "include," "includes," and "including" are illustrative and nonexhaustive.

## **24. Entire Agreement.**

This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Project. This Agreement supersedes all prior oral or written negotiations, representations, and contracts related to the Project. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

## **25. Waiver of Consequential Damages.**

Design-Builder and the Authority waive Claims against each other for any consequential damages arising out of or relating to this Agreement.

## **26. Differing Site Conditions.**

If Design-Builder encounters conditions at the site that are (1) subsurface or otherwise

concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, then Design-Builder shall promptly provide notice to the Authority before conditions are disturbed and in no event later than 21 days after first observance of the conditions. If it is determined that such conditions differ materially and cause an increase or decrease in Design-Builder's cost of, or time required for, performance of any part of the Project, then Design-Builder shall be entitled to that an equitable adjustment be made in the Contract Sum or Contract Time, or both.

## **27. Damages for Delay.**

A. The Parties acknowledge, recognize and agree that because of the unique nature of the Project, it is difficult or impossible to determine with precision the amount of damages that would or might be incurred by Authority as a result of Design-Builder's failure to achieve Substantial Completion on or before the Scheduled Substantial Completion Date. Accordingly, Design-Builder shall pay Authority as liquidated damages the amount of Five Hundred Dollars (\$500) per day for each day that Substantial Completion is later than the Scheduled Substantial Completion Date.

B. Any sums which would be payable under Section 27 above are in the nature of liquidated damages, are not a penalty, and represent a fair and reasonable estimate of compensation for the losses that may reasonably be anticipated from the failure of Design-Builder to achieve Substantial Completion on or before the Scheduled Substantial Completion Date. Such liquidated damages shall be the sole and exclusive measure of damages with respect to any failure by Design-Builder to achieve Substantial Completion on or before the Scheduled Substantial Completion Date. The total maximum amount of liquidated damages that may be assessed and charged to Design-Builder for the failure to achieve Substantial Completion within the time allotted in the Project Schedule, including any Modifications to the Project Schedule by approved Change Order, shall not exceed \$70,000.00.

## **28. Standard of Care.**

Notwithstanding anything to the contrary, the standard of care for all services performed by Design-Builder and its designers, consultants and Design-Build subcontractors as part of the Work shall be the care and skill ordinarily used by members of the applicable profession practicing under similar conditions at the same time and locality of the Project ("Standard of Care").

**[SIGNATURES ON FOLLOWING PAGE]**

**TO EXECUTE THIS AGREEMENT**, the parties have caused their authorized representatives to sign below.

**Charles Pankow Builders, Ltd.**

By: Jack P. Mollenkopf, Jr.  
C7CA44E68C5E433...

Print Name: Jack P. Mollenkopf, Jr.

Title: Chief Executive Officer

Signed by:

David A. Eichten  
D8BBFC7C0E52462...

By: \_\_\_\_\_

Print Name: David A. Eichten

Title: President

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Jess A. Talamantes, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT A**  
**Price Proposal**

Price is a lump sum, firm, fixed price for the duration of the Project, and includes all cost items such as design development, final design, construction labor, materials, equipment, expenses, G&A, incidentals, overhead(s), profit, shipping and handling, supplies, any and all applicable taxes or fees, and travel/mileage/fuel and fuel surcharges.

<b>Description</b>	<b>Lump Sum Price</b>
Design	\$134,473
Construction and completion of all project tasks	\$2,204,188
<b>Total:</b>	\$2,338,661

# RPS Elevators Replacement- Schindler Option

2627 N. Hollywood Way  
Burbank, CA 91505

# Pankow

2/9/2026

Description	Total	Qualifications
<b>DIVISION 0 - PROCUREMENT</b>	<b>147,449</b>	
Preconstruction Services	49,749	
<b>A/E Services</b>	<b>97,700</b>	
Structural Engineer	20,000	
Waterproofing Consultant	4,300	
IT	9,000	
HVAC Engineer	6,000	
Electrical Engineer	7,500	
Fire Alarm Engineer	2,100	
Code/Life Safety	10,800	
<b>DIVISION 1 - GENERAL REQUIREMENTS</b>	<b>334,693</b>	
Project Management & Supervision	278,168	0
Temporary Job Office Facilities	10,550	
Safety, Cleanup & Protection	45,975	
<b>DIVISION 2 - EXISTING CONDITIONS</b>	<b>329,947</b>	
<b>Demolition</b>	<b>329,947</b>	
Sawcut & Demo Masonry at Elevator Doors	53,250	
Demo & Remove (E) Elevators & Equipment	172,530	
Removal of (E) Rail Wall Brackets from Shaft	21,300	
Scaffolding at Elevator Shafts	21,300	
Final Cleaning	5,858	
Misc. labor	55,710	
<b>DIVISION 3 - CONCRETE</b>	<b>10,180</b>	
<b>Cast-In-Place Concrete</b>	<b>10,180</b>	
Grind & Place Non-Shrink Grout Slope Away	10,180	
<b>DIVISION 4 - MASONRY</b>	<b>67,521</b>	
<b>Masonry</b>	<b>67,521</b>	
CMU Infill At Elevator Jambs	67,521	
<b>DIVISION 5 - METALS</b>	<b>46,372</b>	
<b>Metal Fabrication</b>	<b>46,372</b>	
Elevator Pit Ladders Remove & Replace	7,115	
Rail Supports - F & I	34,612	
D-Ring Anchors Lifeline per S1	4,645	
<b>DIVISION 6 - WOOD, PLASTIC &amp; COMPOSITES</b>	<b>21,991</b>	
<b>Rough Carpentry</b>	<b>21,991</b>	
F&I Fire-Rated Plywood Backboards	1,428	
F&I Elevator Barricades	20,563	
<b>DIVISION 7 - THERMAL &amp; MOISTURE PROTECTION</b>	<b>15,508</b>	
<b>Waterproofing</b>	<b>15,508</b>	
Waterproofing of Pit Walls & Slabs	11,609	
Pump Out (E) Water from Pits	3,900	
<b>DIVISION 8 - OPENINGS</b>	<b>9,053</b>	
<b>Doors, Frames &amp; Hardware</b>	<b>9,053</b>	
Doors & Hardware @ Elev. Control Rooms	9,053	
<b>DIVISION 9 - FINISHES</b>	<b>19,284</b>	

**RPS Elevators Replacement- Schindler Option**

2627 N. Hollywood Way  
Burbank, CA 91505

**Pankow**

2/9/2026

Description	Total	Qualifications
<b>Flooring</b>	<b>8,520</b>	
Elevator Cabs Flooring	8,520	
<b>Painting &amp; Coverings</b>	<b>10,764</b>	
Painting of Elevator Entry Faces	10,764	
<b>DIVISION 10 - SPECIALTIES</b>	<b>5,155</b>	
<b>Signage &amp; Directories</b>	<b>3,110</b>	
New Signage	3,110	
<b>Misc Specialties</b>	<b>2,045</b>	
Install Fire Extinguishers and Cabinets	2,045	
<b>DIVISION 14 - CONVEYING EQUIPMENT</b>	<b>820,050</b>	
<b>Conveying Equipment</b>	<b>820,050</b>	
Elevators Replacement - Gen 3 Edge	734,850	
Elevator Cab Allowance	85,200	
<b>DIVISION 21 - FIRE SUPPRESSION</b>	<b>7,455</b>	
<b>Fire Suppression</b>	<b>7,455</b>	
Fire Sprinkler Work	7,455	
<b>DIVISION 23 - HEATING, VENTILATING, AND AIR-CONDITIONING</b>	<b>23,430</b>	
<b>HVAC</b>	<b>23,430</b>	
Replace Through Wall Mounted AC Units	23,430	
<b>DIVISION 26 - ELECTRICAL</b>	<b>192,270</b>	
<b>Electrical</b>	<b>192,270</b>	
Electrical Associated w/ Elevators	192,270	
<b>DIVISION 27 - COMMUNICATIONS</b>	<b>4,177</b>	
<b>Communications</b>	<b>4,177</b>	
Telephone for Elevators	4,177	
<b>DIVISION 28 - ELECTRONIC SAFETY &amp; SECURITY</b>	<b>41,269</b>	
<b>Electronic Surveillance</b>	<b>15,176</b>	
CCTV in Each Elevator Cab	15,176	
<b>Fire Detection &amp; Alarm</b>	<b>26,093</b>	
Fire Alarm System	26,093	
<b>Subtotal</b>	<b>2,095,802</b>	
<b>Subcontractor Default Insurance</b>	18,581	
<b>Contractor Bond</b>	17,072	
<b>Insurance</b>	31,572	
<b>Business Tax</b>	2,573	
<b>Building Permit</b>	38,588	
<b>Total Cost</b>	<b>2,204,188</b>	
<b>Fee</b>	134,473	
<b>Total Price</b>	<b>2,338,661</b>	

**CLARIFICATIONS**  
**RPS Elevators Replacement - Otis Elevators Option**  
**2/9/2026**

**DIVISION 01 - General Requirements**

- 1 This proposal is good for 30 days
- 2 Work is priced to be completed M-F during normal business hours. Weekend and Overtime work is excluded
- 3 Pricing is based on project drawings: Architect/Designer Name dated Date of Drawings (Type in as label, i.e. 12/31/2025)
- 4 This proposal is submitted on a Design-Build basis and is expressly reliant upon the information provided by the Owner in the Request for Proposals, including the Basis of Design, Condition Assessment Report, and other reference documents furnished by the Owner. Pankow Builders is entitled to rely on the accuracy and completeness of such documents.
- 5 Any material discrepancies, concealed conditions, or inaccuracies discovered during design development or construction that were not reasonably inferable from the provided documents shall constitute a change in scope.
- 6 Design services are limited to the scope required to replace the elevator systems in accordance with the Owner's Basis of Design and applicable codes governing elevator replacement work. Code upgrades to existing building systems, structural elements, fire/life safety systems, or accessibility features not directly triggered by the elevator replacement scope are excluded unless specifically identified as included.
- 7 Project schedule assumes timely review, approval, and inspection by all Authorities Having Jurisdiction. Delays attributable to permitting agencies, inspectors, or third parties shall entitle Contractor to an equitable adjustment in Contract Time and, where applicable, Contract Sum.
- 8 Any milestone or completion date is contingent upon timely Owner decisions, approvals, access, and funding, as well as compliance with the assumptions set forth herein.
- 9 Estimate assumes retention of 10% and monthly payments within 30 days of submission. No retention shall be held bonds, taxes, and insurance. Bonds (if any) and insurance shall be billed in full in first billing.
- 10 Project schedule assumes timely availability of authority having jurisdiction ("AHJ") inspector.
- 11 To the extent any delays are due to circumstances beyond the control of Contractor, Contractor shall be compensated by an extension of time and an increase in the contract sum.
- 12 Contract terms to be mutually agreeable.
- 13 Contractor pricing assumes uninterrupted access to the elevator hoistways, pits, and required staging areas during normal working hours. Restricted access, security requirements, or phased access imposed by Owner operations may impact schedule and cost and shall be subject to equitable adjustment.
- 14 The following is excluded:
  - a Overtime/ weekend work and overtime.
  - b All special/independent, third party consultants These are assumed provided by Owner as needed to project team
  - c Parking
  - d Builders risk (BR) insurance. BR is assumed to be provided by Owner, Contractor and its subcontractors shall be named as additional insureds and all deductibles shall be paid by Owner
  - e All unforeseen conditions and anything not specifically shown on the plans
  - f Coordination with other GCs or contractors working in the building
  - g All utilities (power, water, waste, data) necessary for construction. These are assumed to be provided by Owner to Contractor pricing assumes uninterrupted access to the elevator hoistways, pits, and required staging areas during normal working hours. Restricted access, security requirements, or phased access imposed by Owner operations may impact schedule and cost and shall be subject to equitable adjustment.
  - h Supply chain delays and extended lead times
  - i Any code upgrades for existing conditions not shown on drawings or identified in this proposal
  - j Repair and/or replacement of any existing systems that need to be upgraded in order to complete new work unless specifically listed as included in our proposal
  - k Any repairs, cleaning, or seismic upgrade of existing MEPFS systems

**DIVISION 02 - Demolition**

- 1 It is the owner's responsibility to complete the hazardous materials test report that is inclusive of all materials that will be disturbed during the duration of construction. If one was not received we have assumed all materials are clean. All materials are assumed to be in good condition.
- 2 Removal of any underground obstructions, storage tanks, equipment, or hazardous materials is excluded.
- 3 Excavation of existing abandoned underground utilities is excluded; Reuse / relocation of existing underground utilities is excluded.

**DIVISION 05 - Metals**

- 1 Due to the volatility of the steel industry, our pricing is based upon the cost of steel today.
- 2 A 50% deposit is required for release of materials.

**DIVISION 06 - Wood, Plastics, & Composites**

- 1 A 50% deposit will be required in order to release materials to be ordered.

#### **DIVISION 07 - Thermal & Moisture Protection**

- 1 It is assumed that there are no existing leaks or other waterproofing issues affecting the building envelope. Only waterproofing at the pit is included.

#### **DIVISION 08 - Openings**

- 1 Final keying shall be performed by owner. Pankow has included construction cores for temporary use during

#### **DIVISION 09 - Finishes**

- 1 Minor floor prep only has been included, it is assumed existing floors do not require complete leveling. Moisture testi

#### **DIVISION 14 - Conveying Equipment**

- 1 A 50% deposit will be required in order when contract is executed to meet the schedule. Once elevator is manufactured a 40% deposit is required prior to delivery and 10% after installation
- 2 Elevator work is based on Otis Elevator Company proposal dated 12/17/2025, including all qualifications, clarification terms, and scheduling assumptions, which are incorporated herein by reference.
- 3 Elevator system design is based on a proprietary, manufacturer-engineered system. Detailed elevator engineering, performance criteria, and proprietary components shall be provided by the elevator manufacturer. Contractor's responsibility is limited to coordination and integration of the manufacturer's design into the overall project.
- 4 Elevator acceptance shall occur upon successful completion of final inspection by the applicable AHJ. This proposal includes one (1) final inspection per elevator. Additional inspections, re-inspections, or delays caused by factors outside of Contractor or elevator manufacturer control are excluded and subject to additional cost and time.
- 5 Temporary or early use of elevators prior to final acceptance is excluded unless expressly authorized in writing. Any approved temporary use shall be subject to additional costs, inspections, cleaning, reconditioning, and corresponding adjustments to warranty commencement.
- 6 Elevator warranty periods shall commence upon final acceptance by the AHJ and Owner. Temporary use, partial operation, or beneficial occupancy shall not initiate warranty periods.

#### **DIVISION 21 - Fire Suppression**

- 1 Fire sprinkler system assumes the existing system is code compliant and free of defects.
- 2 Seismic/hanger upgrades are excluded.

#### **DIVISION 22 - Plumbing**

- 1 Exclude all plumbing.

#### **DIVISION 23 - HVAC**

- 1 Pricing assumes 4 wall units.
- 2 Pricing assumes all existing mechanical equipment, ductwork, piping, etc. are in good working condition to be tied in

#### **DIVISION 26 - Electrical**

- 1 Pricing assumes all panels are adequate to cover the required loads.
- 2 Pricing has not taken into account any utility company related design, specifications, or delays in scheduling of their
- 3 Pricing assumes a 24 hour notice to the owner will be sufficient prior to completing any power shutdowns. Elevator power, communications, monitoring, and network connectivity requirements are based on elevator manufacturer criteria. Adequacy of existing electrical service, panels, feeders, telecommunications infrastructure, and building IT systems is the responsibility of the Owner unless expressly included.

#### **DIVISION 27 - Communications**

- 1 One tel/data is included.

#### **DIVISION 28 - Electronic Safety & Security**

- 1 Excludes all security, card readers, camera, and associated devices have been excluded.

Line	Name	Duration	Start	Finish	2025					2026					2027					
					December	January	February	March	April	May	June	July	August	September	October	November	December	Jan		
	<b>Project Requirements</b>																			
	<b>Contract Milestones</b>																			
1	Design-Build Proposals Due		12/1/2025 *	12/1/2025	Design-Build Proposals Due															
2	Construction Duration (Calendar Days)	388d	12/1/2025	12/24/2026	Construction Duration (Calendar Days)															
3	Notice of Selection		2/6/2026 *	2/6/2026	Notice of Selection															
4	Contract Award		2/9/2026	2/9/2026	Contract Award															
5	Notice to Proceed		2/13/2026	2/13/2026	Notice to Proceed															
6	Substantial Completion		12/24/2026	12/24/2026	Substantial Completion															
7	Final Project Completion		12/24/2026	12/24/2026	Final Project Completion															
	<b>Construction Milestones</b>																			
8	Elevator 01 Replacement Complete		12/24/2026	12/24/2026	Elevator 01 Replacement Complete															
9	Elevator 02 Replacement Complete		12/24/2026	12/24/2026	Elevator 02 Replacement Complete															
10	Certificate of Occupancy		12/24/2026	12/24/2026	Certificate of Occupancy															
	<b>Preconstruction</b>																			
	<b>A. Contracts</b>																			
11	Prime Contract Negotiation & Execution	11d	2/6/2026	2/20/2026	Prime Contract Negotiation & Execution															
12	Issue Elevator NTP	5d	2/16/2026	2/20/2026	Issue Elevator NTP															
13	Elevator Subcontract Negotiation & Execution	30d	2/23/2026	4/3/2026	Elevator Subcontract Negotiation & Execution															
	<b>B. Drawing Deliverables</b>																			
14	Architectural & Engineering Plans	20d	2/27/2026	3/26/2026	Architectural & Engineering Plans															
15	Submit Plans to AHJ		3/27/2026	3/27/2026	Submit Plans to AHJ															
16	Plan Check 01	20d	3/27/2026	4/23/2026	Plan Check 01															
17	Plan Check 01 Comments Returned		4/24/2026	4/24/2026	Plan Check 01 Comments Returned															
18	Plan Check 01 Corrections	5d	4/24/2026	4/30/2026	Plan Check 01 Corrections															
19	Plan Check 02	10d	5/1/2026	5/14/2026	Plan Check 02															
20	Plan Check Approval		5/15/2026	5/15/2026	Plan Check Approval															
21	Pull Permits	1d	5/15/2026	5/15/2026	Pull Permits															
	<b>C. Estimate Deliverables</b>																			
22	Arch. & Eng. Plan Estimate	10d	3/20/2026	4/2/2026	Arch. & Eng. Plan Estimate															
23	Plan Check Estimate Revision 01	10d	4/24/2026	5/7/2026	Plan Check Estimate Revision 01															

<b>Pankow</b> THINKING BEYOND THE BUILDING	BUR Elevator Replacement	Data Date: 12/1/2025	Rev Date :
		View: Print View	Print Date : 2/9/2026
		Filter: All Activities	Page 1 of 4

Line	Name	Duration	Start	Finish	2025					2026					2027		
					December	January	February	March	April	May	June	July	August	September	October	November	December
24	Plan Check Approval Estimate Revision	10d	5/8/2026	5/21/2026						■	Plan Check Approval Estimate Revision						
<b>E. Buyout</b>																	
25	Award Design-Build Subcontracts	10d	2/13/2026	2/26/2026				■	Award Design-Build Subcontracts								
26	Subcontractor Buyout	15d	3/27/2026	4/16/2026					■	Subcontractor Buyout							
<b>M. Procurement</b>																	
27	Elevator Shop Drawings & Product Data	15d	2/23/2026	3/13/2026					■	Elevator Shop Drawings & Product Data							
28	Procure, Fab. & Manufacture Elevators	91d	3/16/2026	7/22/2026						■	Procure, Fab. & Manufacture Elevators						
29	Shop Drawings & Product Data	21d	3/27/2026	4/24/2026						■	Shop Drawings & Product Data						
30	Submittals Review & Approval	10d	4/27/2026	5/8/2026						■	Submittals Review & Approval						
31	Ship & Deliver Elevators	20d	7/23/2026	8/19/2026							■	Ship & Deliver Elevators					
32	Closeout Documents	10d	12/24/2026	1/8/2027												■	
<b>Construction</b>										■							
33	Mobilize	5d	5/22/2026	5/29/2026						■	Mobilize						
34	Final Inspection	2d	12/22/2026	12/23/2026												■	Final Insp
35	Demobilize	5d	12/24/2026	12/31/2026												■	Demob
<b>Elevator 01</b>																	
36	P1 - Layout, Sawcut, & Remove CMU	5d	5/29/2026	6/4/2026						■	P1 - Layout, Sawcut, & Remove CMU						
37	Mechanical & Electrical Safe-Off	2d	6/1/2026	6/2/2026						■	Mechanical & Electrical Safe-Off						
38	P2 - Layout, Sawcut, & Remove CMU	5d	6/2/2026	6/8/2026						■	P2 - Layout, Sawcut, & Remove CMU						
39	P3 - Layout, Sawcut, & Remove CMU	5d	6/4/2026	6/10/2026						■	P3 - Layout, Sawcut, & Remove CMU						
40	P4 - Layout, Sawcut, & Remove CMU	5d	6/8/2026	6/12/2026						■	P4 - Layout, Sawcut, & Remove CMU						
41	P5 - Layout, Sawcut, & Remove CMU	5d	6/10/2026	6/16/2026						■	P5 - Layout, Sawcut, & Remove CMU						
42	Remove Pit Ladder	1d	6/10/2026	6/10/2026						■	Remove Pit Ladder						
43	Prep. Waterproofing Pull Test	4d	6/11/2026	6/16/2026						■	Prep. Waterproofing Pull Test						
44	Elevator Demo. & Removal	10d	6/17/2026	6/30/2026						■	Elevator Demo. & Removal						
45	Waterproofing Pull Test	1d	6/17/2026	6/17/2026						■	Waterproofing Pull Test						
46	Waterproof Pit Walls & Slab	5d	6/18/2026	6/24/2026						■	Waterproof Pit Walls & Slab						
47	Waterproofing Inspection	1d	6/25/2026	6/25/2026						■	Waterproofing Inspection						
48	Reinstall Pit Ladder	1d	6/26/2026	6/26/2026						■	Reinstall Pit Ladder						
49	Remove (E) & Install New Through Wall AC Unit	5d	7/1/2026	7/8/2026						■	Remove (E) & Install New Through Wall AC Unit						

<b>Pankow</b> THINKING BEYOND THE BUILDING	BUR Elevator Replacement	Data Date: 12/1/2025	Rev Date :
		View: Print View	Print Date : 2/9/2026
		Filter: All Activities	Page 2 of 4

Line	Name	Duration	Start	Finish	2025												2026												2027	
					December	January	February	March	April	May	June	July	August	September	October	November	December	Jan												
50	Install (N) Elevator Unit & Equipment	50d	8/20/2026	10/28/2026																								Install (N) Elevator Unit & Equipment		
51	Patch Back CMU at Elevator Door Frame	3d	10/29/2026	11/2/2026																								Patch Back CMU at Elevator Door		
52	Reconnect Electrical	2d	11/3/2026	11/4/2026																								Reconnect Electrical		
53	Make Thresholds Slope Away from (N) Elevators	10d	11/3/2026	11/17/2026																								Make Thresholds Slope Aw		
54	Complete Fire Alarm Interface	10d	11/5/2026	11/19/2026																								Complete Fire Alarm Inter		
55	Test Run (N) Elevator	5d	11/5/2026	11/12/2026																								Test Run (N) Elevator		
56	Waterproof Sealer to Slope Away from (N) Elevator Thresholds	5d	11/18/2026	11/24/2026																								Waterproof Sealer to S		
57	Fire Alarm Test	2d	11/20/2026	11/23/2026																								Fire Alarm Test		
58	CalOSHA Elevator Inspection	2d	11/24/2026	11/25/2026																								CalOSHA Elevator Insp		
59	Paint Elevator Face Walls	5d	11/25/2026	12/3/2026																								Paint Elevator Face		
60	Commission (N) Elevator	5d	11/30/2026	12/4/2026																								Commission (N) E		
61	BGP Airport Authority Punch List	10d	12/7/2026	12/18/2026																								BGP Airport		
62	Turnover Elevator 01 to BGP Airport Authority	1d	12/21/2026	12/21/2026																								Turnover E		
<b>Elevator 02</b>																														
63	P1 - Layout, Sawcut, & Remove CMU	5d	5/29/2026	6/4/2026																								P1 - Layout, Sawcut, & Remove CMU		
64	Mechanical & Electrical Safe-Off	2d	6/1/2026	6/2/2026																								Mechanical & Electrical Safe-Off		
65	P2 - Layout, Sawcut, & Remove CMU	5d	6/2/2026	6/8/2026																								P2 - Layout, Sawcut, & Remove CMU		
66	P3 - Layout, Sawcut, & Remove CMU	5d	6/4/2026	6/10/2026																								P3 - Layout, Sawcut, & Remove CMU		
67	P4 - Layout, Sawcut, & Remove CMU	5d	6/8/2026	6/12/2026																								P4 - Layout, Sawcut, & Remove CMU		
68	P5 - Layout, Sawcut, & Remove CMU	5d	6/10/2026	6/16/2026																								P5 - Layout, Sawcut, & Remove CMU		
69	Remove Pit Ladder	1d	6/10/2026	6/10/2026																								Remove Pit Ladder		
70	Pre. Waterproofing Pull Test	4d	6/11/2026	6/16/2026																								Pre. Waterproofing Pull Test		
71	Elevator Demo. & Removal	10d	6/17/2026	6/30/2026																								Elevator Demo. & Removal		
72	Waterproofing Pull Test	1d	6/17/2026	6/17/2026																								Waterproofing Pull Test		
73	Waterproof Pit Walls & Slab	5d	6/18/2026	6/24/2026																								Waterproof Pit Walls & Slab		
74	Waterproofing Inspection	1d	6/25/2026	6/25/2026																								Waterproofing Inspection		
75	Reinstall Pit Ladder	1d	6/26/2026	6/26/2026																								Reinstall Pit Ladder		
76	Remove (E) & Install New Through Wall AC Unit	5d	7/1/2026	7/8/2026																								Remove (E) & Install New Through Wall AC Unit		
77	Install (N) Elevator Unit & Equipment	50d	8/20/2026	10/28/2026																								Install (N) Elevator Unit & Equipment		
78	Patch Back CMU at Elevator Door Frame	3d	10/29/2026	11/2/2026																								Patch Back CMU at Elevator Door		

<b>Pankow</b> THINKING BEYOND THE BUILDING	BUR Elevator Replacement	Data Date: 12/1/2025	Rev Date :
		View: Print View	Print Date : 2/9/2026
		Filter: All Activities	Page 3 of 4

Line	Name	Duration	Start	Finish	2025			2026								2027	
					December	January	February	March	April	May	June	July	August	September	October	November	December
79	Reconnect Electrical	2d	11/3/2026	11/4/2026												Reconnect Electrical	
80	Make Thresholds Slope Away from (N) Elevators	10d	11/3/2026	11/17/2026												Make Thresholds Slope Aw	
81	Complete Fire Alarm Interface	10d	11/5/2026	11/19/2026												Complete Fire Alarm Inte	
82	Test Run (N) Elevator	5d	11/5/2026	11/12/2026												Test Run (N) Elevator	
83	Waterproof Sealer to Slope Away from (N) Elevator Thresholds	5d	11/18/2026	11/24/2026												Waterproof Sealer to S	
84	Fire Alarm Test	2d	11/20/2026	11/23/2026												Fire Alarm Test	
85	CalOSHA Elevator Inspection	2d	11/24/2026	11/25/2026												CalOSHA Elevator Insp	
86	Paint Elevator Face Walls	5d	11/25/2026	12/3/2026												Paint Elevator Face	
87	Commission (N) Elevator	5d	11/30/2026	12/4/2026												Commission (N) E	
88	BGP Airport Authority Punch List	10d	12/7/2026	12/18/2026												BGP Airport	
89	Turnover Elevator 01 to BGP Airport Authority	1d	12/21/2026	12/21/2026												Turnover E	
Milestone Appearances																	
Diamond																	

 <b>Pankow</b> <small>THINKING BEYOND THE BUILDING</small>	<b>BUR Elevator Replacement</b>	Data Date: 12/1/2025	Rev Date :
		View: Print View	Print Date : 2/9/2026
		Filter: All Activities	Page 4 of 4

## **EXHIBIT B** **Indemnity Requirements**

1. **Indemnification for Services Other than Design Professional Services.** Other than for design-professional services, and to the fullest extent permitted by law, Design-Builder hereby undertakes and assumes liability for, and agrees to defend (at the Authority's option), indemnify, and hold harmless the Indemnitees from and against any and all claims, losses, damages, defense costs and/or liability (including strict liability), expenses, fines, penalties, assessments or judgments of any kind or nature (individually and collectively referred to hereinafter as "Claim" or "Claims"), arising out of or in connection with Design-Builder's or any of Design-Builder's subcontractor's (of any tier) acts, work or products and equipment installed, relative to this Agreement, except only for those Claims that arise out of the sole negligence, active negligence, or willful misconduct of the Authority; and including Claims arising out of or in connection with Design-Builder's and/or any of Design-Builder's subcontractor's (of any tier) acts, products and equipment installed, or work, for:

- (a) Damage to third party property and damage to Authority property not a part of the Project.
- (b) The release of any hazardous substances (except for pre-existing hazardous substances not discovered or made known to Design-Builder prior to such release) on or from the project site or any areas adjacent.
- (c) The violation of any applicable legal requirements or applicable permits.
- (d) Any claim or allegation that any equipment, materials or information provided constitutes an infringement of any patent, trade secret, trademark, copyright or other proprietary rights of any third party.
- (e) The performance of the work or the failure to perform the work by, or on behalf of, Design-Builder or any of its subcontractors.
- (f) Goods and services provided by or on behalf of Design-Builder or Design-Builder's vendors.

2. **Indemnification for Design Professional Services.** To the fullest extent permitted by law, Design-Builder shall, at its sole cost and expense, indemnify and hold harmless the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants and other professionals, and all costs associated therewith, and reimbursement of attorneys' fees and costs of defense, whether actual, alleged or threatened, that arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Design-Builder, and/or its officers, agents, servants, employees, subcontractors, or their officers, agents, servants or employees (or any entity or individual that Design-Builder shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under Civil Code Section 2782.8(c)(2).

3. Notice and Legal Defense. Except for claims under Section 2 above, promptly after receipt by an Indemnitee of any claim or notice of the commencement of any action, administrative or legal proceeding, or investigation in connection with an actual or potential Claim from any party as to which any indemnity provided for this Exhibit may apply, the Indemnitee will notify the Authority and Design-Builder in writing of such fact. Any delay in an Indemnitee's notifying Design-Builder of any such claim or notice will not excuse Design-Builder of its obligations hereunder. Upon Design-Builder's receipt of such notice, Design-Builder shall assume, on behalf of the Indemnitee, and conduct with due diligence and in good faith, the defense thereof with counsel reasonably satisfactory to the Indemnitee; provided that the Indemnitee shall have the right at its own expense to be represented therein by advisory counsel of its own selection; and provided further that if the defendants in any such action include both Design-Builder and the Indemnitee, and if the Indemnitee shall have reasonably concluded that there may be legal defenses available to it which are different from, additional to, or inconsistent with those available to Design-Builder, then the Indemnitee shall have the right to select separate counsel to participate in the defense of such action on its own behalf and at Design-Builder's expense.

4. Failure to Defend Action. Except for claims under Section 2 above, if any Claim arises as to which any indemnity provided for in this Exhibit may apply, and Design-Builder fails to assume the defense of such Claim promptly after the receipt by Design-Builder of notification thereof, then the Indemnitee against which the claim is instituted or commenced may, at Design-Builder's expense, contest, or (with the prior written consent of Design-Builder, not to be unreasonably withheld) settle, such Claim; provided that no such contest need be made and settlement or full payment of any such Claim may be made without Design-Builder's consent (with Design-Builder remaining obligated to indemnify the Indemnitee under this Exhibit) if, in the written opinion of the Indemnitee's legal counsel, such Claim is meritorious. All costs and expenses incurred by the Authority or the Indemnitee (if different) in connection with any such contest, settlement or payment may be deducted from any amounts due to Design-Builder under this Agreement, with all such costs in excess of the amount deducted to be reimbursed by Design-Builder to the Authority or the Indemnitee (if different) promptly following, but not later than 30 days following, demand therefor. In the event and to the extent that the Authority makes a deduction as described in the preceding sentence, then the Authority shall be responsible for making appropriate payments to any Indemnitees, and shall indemnify Design-Builder for any claims by the Indemnitees arising out of the Authority's failure to make such payments.

5. Survival. The provisions of this Exhibit shall survive termination or expiration of this Agreement.

6. Insurance Not Limiting. The obligations set forth in this indemnification provision shall be in effect without regard to whether or not the Authority, Design-Builder, or any other person maintains, or fails to maintain, insurance coverage, or a self-insurance program, for any such Claims.

## **EXHIBIT C**

### **Insurance Requirements**

1. Design-Builder shall obtain, provide, and maintain policies of insurance as specified below.

A. General Liability Insurance. Design-Builder shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.

B. Automobile Liability Insurance. Design-Builder shall maintain automobile insurance covering bodily injury and property damage for all activities of Design-Builder arising out of or in connection with the Services, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

C. Professional Liability (Errors and Omissions) Insurance. Design-Builder shall maintain professional liability insurance that covers the Services in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Commencement Date and Design-Builder shall maintain continuous coverage through a period of no less than three years after expiration or termination of this Agreement.

D. Workers' Compensation/Employer's Liability Insurance. Design-Builder shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance with limits of at least \$1,000,000.

2. The insurance policy or policies shall contain, or shall be endorsed to contain, the following provisions:

A. General liability policies shall provide or be endorsed to provide: (i) that the Indemnitees shall be additional insureds; and (ii) a waiver of subrogation in favor of additional insureds. This provision shall also apply to any excess/umbrella liability policies.

B. A severability of interests provision must apply for all additional insureds ensuring that Design-Builder's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

C. The coverage shall contain no special limitations on the scope of protection afforded to the Indemnitees.

D. For any claims related to this Agreement, Design-Builder's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Design-Builder's insurance and shall not contribute with it.

E. The limits of insurance may be satisfied by a combination of primary and

umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of each Indemnitee before the Indemnitee's own insurance or self-insurance shall be called upon to protect it as a named insured.

F. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Indemnitees.

G. Design-Builder's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

H. The policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after 30 calendar days (10 calendar days in the event of non-payment of premium) prior written notice by certified mail, return receipt requested, has been given to the Authority.

I. Insurance is to be placed with insurers authorized to conduct business in the State of California with a minimum current A.M. Best's rating of no less than A:X, unless waived by the Contract Administrator. An exception to this standard will be made for the State Compensation Insurance Fund when not specifically rated.

J. Any deductibles or self-insured retentions must be declared to and approved by the Contract Administrator. At the option of the Contract Administrator, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees, or Design-Builder shall provide a financial guarantee satisfactory to the Contract Administrator guaranteeing payment of losses and related investigations, claim administration and defense expenses.

K. The workers' compensation insurer agrees to waive all rights of subrogation against the Authority for injuries to employees of Design-Builder resulting from work for the Authority or use of the Airport.

3. Requirements of specific coverage features or limits are not intended as a limitation on coverage, limits, or other requirements, or as a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for clarification purposes only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If Design-Builder maintains higher limits than the minimum specified above, the Authority requires and shall be entitled to coverage for the higher limits maintained by Design-Builder. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

4. Design-Builder shall furnish to the Authority an original certificate or certificates of insurance and amendatory endorsements showing that required policies are in effect in the required amounts and, as to the workers' compensation insurance, with the required waiver of subrogation. The certificates and endorsements must be received and approved by the Contract Administrator prior to commencement of work. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

5. Design-Builder shall ensure that its subcontractors provide the same minimum insurance coverage and endorsements required of Design-Builder. Design-Builder shall monitor and review all such coverage, and Design-Builder assumes all responsibility for ensuring that such coverage is provided. Upon request, Design-Builder shall submit all subcontractor agreements to the Authority for review.

6. In the event any policy of insurance does not comply with these requirements or is cancelled and not replaced, the Authority has the right but not the duty to obtain the insurance it deems necessary. Any premium paid by the Authority in such event shall be promptly reimbursed by Design-Builder or the Authority shall withhold from its payments to Design-Builder an amount sufficient to pay that premium.

7. The Authority reserves the right at any time to change the amounts and types of required insurance by giving Design-Builder 90 days notice of such change. If such change results in substantial additional cost to Design-Builder, then the parties shall renegotiate Design-Builder's compensation.

**EXHIBIT D**  
**Basis of Design**

(attached)

**PARKING STRUCTURE ELEVATOR REPLACEMENT DESIGN-BUILD SERVICES  
HOLLYWOOD BURBANK AIRPORT  
PROJECT NUMBER E26-01**

**EXHIBIT D  
BASIS OF DESIGN**

**Basis of Design – Elevators**

This section presents guidelines for replacing the existing two (2) elevators at Hollywood Burbank Airport at the proposed Self-park Parking Structure. Both existing elevators are Hyundai Elevator Co., Ltd. elevators and were manufactured in 2013 and has a Rated Capacity of 3500 lbs and Rated Speed of 200 fpm.

The contractor shall provide scope and fee to replace the two existing Hyundai elevators (Elevator Cab and operating infrastructure including doors at each landing) within the parameters of this RFP, which includes but not limited to: demolition/removal of existing elevator, procurement/installation of new elevator (including one year warranty), all required electrical, lighting, and fire protection upgrades, architectural modifications (saw-cutting of existing CMU walls, adding new CMU to match existing size, structural type, and finish, patching walls and floors, replacing of threshold, grout and fill, etc.) and structural validation.

The Contractor must provide finish to match existing CMU type, color, and texture. The Contractor must also provide samples for elevator finishes as shown in Division 14.

The Contractor shall provide structural calculation of existing shaft walls (as required by AHJ) prior to installation of new elevator guiderails.

**1.1 Codes and Standards**

**1.1.1 Codes and Ordinances / Regulatory Agencies**

Work specified by the Contract Documents shall be performed in compliance with applicable Federal, State, and municipal codes and ordinances in effect at the time of Contract execution. Regulations of the Authority Having Jurisdiction (AHJ) shall be fulfilled by the Contractor and Subcontractors. The Contractor and/or Subcontractors are responsible to obtain any/all permits as required by the AHJ. The entire installation, when completed, shall conform to all applicable regulations set forth in the latest editions of:

- Local and/or State laws applicable for the City of Burbank.
- California Building Code applicable to the AHJ.
- California Elevator Safety Orders applicable to the AHJ.
- Safety Code for Elevators and Escalators, ASME A17.1 and all supplements as modified and adopted by the AHJ.
- Safety Code for Elevators and Escalators, A17.1S supplement to A17.1 as modified and adopted by the AHJ for Machine Room Less installations (MRL).
- Guide for Inspection of Elevators, Escalators, and Moving Walks, ASME A17.2.
- Safety Code for Existing Elevators and Escalators, ASME A17.3, as modified and adopted by the AHJ.
- Guide for Emergency Evacuation of Passengers from Elevators, ASME A17.4.
- National Electrical Code (ANSI/NFPA 70).
- Americans with Disability Act- Accessibility Guidelines for Buildings and Facilities and/or A117.1 Accessibility as may be applicable to the AHJ.

- ASME A17.5/CSA-B44.1 - Elevator and Escalator Electrical Equipment.
- ECC (Energy Conservation Code) as may be applicable to the AHJ.

## **1.2 Design Criteria and Performance Requirements**

Elevator system shall be designed to meet the minimum requirements, for each elevator:

- Elevator Capacity: 3,500 lbs
- Speed: 200 fpm
- Travel: 42'-0"
- Roping/Ropes: 2:1
- Number of Landings: 5
- Number of Openings: 5
- Operation: Simplex Selective Collective
- Control: Variable Voltage Variable Frequency (VVVF)
- Cab Interior Size: 7'-8" wide x 5'-4" deep, 8'-0" clear height (floor to canopy)
- Entrance Size: 3'-6" wide x 7'-0" high

## **1.3 Contractor Qualifications**

All proposers must provide qualified personnel and team members to accomplish the services required by BUR as described in this BOD. Proposers must possess or be teamed with a firm with a valid Class C California State Contractors License and Class C-11 Elevator Contractor License at the time of proposal submittal and maintain validity through the duration of the project. For related work including plumbing, electrical, and etc., proposer must possess or be teamed with a firm with a Class A or B California State Contractors License. For the structural verification, proposer must possess or be teamed with an individual licensed as a Structural Engineer in the State of California.

Contractor shall demonstrate the firm's significant, in-depth knowledge, past performance and experience relating to elevator design and construction. Contractor shall have at least three successfully completed elevator infrastructure projects in the last five years of a comparable nature, with a value of more than \$500,000. The assigned project manager shall have 5 years of experience minimum performing similar work.

## **1.4 Controller, Drive, Sensors, and Wiring**

Provide a UL/CSA rated controller as follows:

- Able to be installed in the elevator pit or mechanical room.
- NEMA-4 Rated for all equipment, completely enclosed
- Provide VVVF drive, complete enclosed
- Wiring: Neatly route all wiring interconnections and securely attach wiring connections to studs or terminals. Provide labels for all devices, wiring, extra and spare wires, neatly organized in controller cabinet. Permanently mark components with symbols shown on wiring diagrams.
- Replace safety circuit wiring and sensors.
- Run all wiring through liquid-tight conduit.

## **1.5 Exterior Environment**

Provide and coordinate equipment as follows:

- Renewed landing plate/threshold to prevent groundwater entering the elevator shaft/pit. Ensure threshold is flush with adjacent concrete landing and elevator cab to prevent a tripping hazard.
- Renewed elevator cab door frame flush with wall surface.

- Saw-cut, patch, grout, seal, and paint existing CMU to ensure finished surface match visual aesthetic and performance of existing CMU walls and shaft. Any CMU blocks shall match existing size, structural type, and finish.
- Provide liquid-tight conduit for all new and replaced wiring.
- Review and update canopy, as required by AHJ, to prevent water accumulation in elevator shaft and/or protection to occupants waiting for elevator.

## **1.6 Related Work**

### **1.6.1 Elevator Shaft and Pit**

- Clear, plumb elevator pit with variation not to exceed 1" at any point.
- Patching and finishing around elevator door threshold after installation.
- Waterproof elevator pit, or provide waste drain with sump pump to prevent standing water in elevator pit, as required by AHJ.
- Replace existing access ladder in elevator shaft, as required by AHJ and in accordance with manufacturer recommendations.
- Replace existing rails for elevator, as required by AHJ and in accordance with manufacturer recommendations. Rails must be structurally validated by a licensed structural engineer prior to installation.
- Provide adequate ventilation in elevator shaft, as required by AHJ.
- Provide adequate fire suppression, as required by AHJ.
- Protect open elevator shaft during construction per OSHA/CalOSHA Regulations.
- Protect elevator shaft, elevator cab, landing plates, and special metal finishes from damage.

### **1.6.2 Electrical Service, Conductors and Devices**

- Light with guard and GFCI convenience outlet in each pit and machine room space, as required by AHJ.
- Three phase mainline copper power feeder with true earthen grounding to terminals of each elevator controller in the machine room space with protected, lockable "open," disconnect switch. Auxiliary disconnect, as required by AHJ.
- Provide control panel compliant with UL508A SB.SCCR of 5000A, or as required by AHJ.
- Conduit from the closest elevator shaft of each elevator to the control room. Coordinate size, number, and location of conduits with elevator contractor.

## **1.7 Close-out Documents**

- Provide one-year warranty maintenance with 24-hour call-back service and including full repair and parts.
- Provide three sets of neatly bound written information necessary for proper maintenance and adjustment of equipment within 30 days following final acceptance. Final retention shall be withheld until data are received by the D-B and reviewed by the Airport Authority.

Include the following as minimums:

- Straight-line wiring diagrams of "as-installed" elevator circuits, with index of location and function of components.
- Provide one set reproducible master. Mount one set wiring diagrams on panels; racks, or similarly protected. Provide remaining set rolled and in a protective drawing tube.
- Training manuals and training to include software access and diagnostic codes to enable Airport staff to diagnose and maintain escalator systems and controls.

- Maintain all drawing sets with addition of all subsequent changes. These diagrams are the Airport's property.
- Lubrication instructions, including recommended grade of lubricants.
- Parts catalogs for all replaceable parts, including ordering forms and instructions.
- Neatly bound instructions explaining all operating features, including all apparatus in control panels.
- Neatly bound maintenance and adjustment instructions, explaining areas to be addressed, methods and procedures to be used, and specified tolerances to be maintained for all equipment.
- Diagnostic equipment, complete with access codes, adjusters manuals, and set-up manuals for adjustment, diagnosis, and troubleshooting of elevator system and performance of routine safety tests.
- The elevator installation shall be a design that can be maintained by any licensed elevator maintenance company employing journeymen mechanics, without the need to purchase or lease additional diagnostic devices, special tools, or instructions from the original equipment Elevator Contractor.
- Provide on-site capability to diagnose faults to the level of individual circuit boards and individual discrete components for the solid-state escalator controller.
- Provide a separate, detachable device, as required to the Airport, as part of this installation if the equipment for fault diagnosis is not completely self-contained within the controller. Such device shall be in possession of and become property of the Airport.
- Installed equipment not meeting this requirement shall be removed and replaced with conforming equipment at no cost to the Airport.
- Provide upgrades and/or revisions of software during the progress of the work, warranty period, and the term of the ongoing maintenance agreement between the Airport and Elevator Contractor.

**EXHIBIT E**  
**Technical Specifications**

(attached)



[www.vdassoc.com](http://www.vdassoc.com)

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DIVISION 14

SECTION 14 21 23

TECHNICAL SPECIFICATIONS FOR  
TWO (2) MACHINE ROOM-LESS TRACTION ELEVATORS

AT

HOLLYWOOD BURBANK AIRPORT

2627 NORTH HOLLYWOOD WAY

BURBANK, CA

DATE: September 9, 2025

VDA No. 78104/JS

## DIVISION 14— CONVEYING EQUIPMENT

### Section 14 21 23 Elevator

#### PART 1 - GENERAL

##### 1.1 Description

- A. Work of this Section includes labor, materials, tools, equipment, appliances and services required to manufacture, deliver and install the units complete as shown on the drawings, as specified herein, and/or as required by job conditions.
- B. The work and/or requirements specified in all sections are described in singular with the understanding that identical work shall be performed on all units or associated systems unless otherwise specified herein.
- C. The work shall include, but is not limited to the following:
  - 1. Removal of existing elevator systems to include entrance, rails, cab, car sling, platform, machines, and pit equipment.
  - 2. Installation of two (2) 3500 lbs. capacity machine room-less traction passenger elevators operating at 200 fpm.

##### D. Intent

- 1. Related equipment shall be designed, constructed, installed, and adjusted to produce the highest results with respect to smooth, quiet, convenient, and efficient operation, durability, economy of maintenance, and the highest standard of safety.
- 2. It is not the intent of these specifications to detail the construction and design of all parts of the equipment, but it is expected that the type, materials, design, quality of work and construction of each part shall be adequate for the service required, durable, properly coordinated with all other parts, and in accordance with the best commercial standards applicable and of the highest commercial efficiency possible.
- 3. Electric and magnetic circuits and related parts shall be of proper size, design, and material to avoid heating and arcing, and all other objectionable effects which may reduce the efficiency of operation, economy of maintenance, and/or net-useful life of the apparatus.
- 4. Minimum requirements for design, materials, etc., are for certain parts of the equipment. Equivalent requirements approved by the Consultant shall apply to such parts as are of special design, construction, or material and to which the specified requirements are not directly applicable. These minimum requirements, as a whole, shall be considered as establishing proportionate general minimum standards for all parts of the equipment.
- 5. General requirements for design, materials and construction are intended primarily to apply to the heavy-duty and important parts of the equipment specifically mentioned and to other parts of similar duty and importance. Less important and light-duty parts may be of the standard design, materials, and construction provided that such standards are in accordance with the best commercial practice and are fully adequate for the purpose of use.

6. All equipment and component parts installed, supplied, or provided under this contract shall be manufactured and distributed by an original equipment manufacturer/installer or a third-party, non-installer company servicing the vertical transportation industry.
  - a. Apparatus shall conform to the design and construction standards referenced herein and shall be rated the best commercial grade suitable for this application.
  - b. Equipment and component systems shall not employ any experimental devices or proprietary designs that could hamper and/or otherwise prohibit subsequent maintenance repairs or adjustments by all qualified contractors.
  - c. Manufacturers of the apparatus shall provide technical support and parts replacements for their equipment and component systems for a minimum of twenty (20) years and issue such guarantee of support to the purchaser with written certification naming the final Owner of their product(s) to ensure the apparatus or systems remain maintainable regardless of who may be selected for future service.
7. All equipment provided shall be factory and field tested with a history of design reliability and net-useful life established.
  - a. Contractor must be able to demonstrate the apparatus to be installed has been used successfully in a substantially similar manner under comparable conditions.
8. The Contractor shall not use as part of the permanent equipment any experimental devices, proprietary design, components, construction of materials which have not been fully tried out in at least substantially similar or under comparable service.
9. Certain design limitations, tests, etc., are herein specified as a partial check of the adequacy of design, construction and materials used. These requirements do not cover all the features necessary to ensure satisfactory and approved operation, etc., of the equipment.
10. It is understood the entire system shall be designed and fabricated in full compliance with applicable local laws and code standards. The absence of a particular item or requirement shall not relieve the Contractor of full and sole responsibility for such equipment, features, and/or procedures.
11. With the exception of only those items specifically identified as being performed by others, the Specifications are intended to include all engineering, material, labor, testing, and inspections needed to achieve work specified by the Contract Documents. Inasmuch as it is understood that any incidental work necessary to complete the project is also covered by the Specifications, bidders are cautioned to familiarize themselves with the existing job site conditions. Additional charges for material or labor shall not be permitted subsequent to execution of the Contract.
12. Bidders must report discrepancies or ambiguities occurring in the Specifications to the Consultant for resolution prior to the bidding deadline, otherwise the Specifications shall be deemed acceptable in their existing form.

#### E. Related Sections

1. Division 01: Protecting hoistway during installation of equipment, LEED Reporting Form, Construction Waste Management, Sustainable Design Requirements, Indoor Air Quality Management, Volatile Organic Compound Limits.
2. Division 01: Clear, plumb, substantially flush hoistway with variations not to exceed more than 1" at any point.

- 3. Division 01: Bevel cants not less than 75° from the horizontal on any rear or side wall ledges or beams that project or recess more than (2") into the hoistway. Not required on hoistway divider beams.
- 4. Division 03: Cutting and patching.
- 5. Division 03: Concrete pits and slabs.
- 6. Section 03 60 00: Grouting under hoistway door sills.
- 7. Section 05 12 00: Structural steel hoistway / machine frame, hoist beam in overhead.
- 8. Section 05 50 00: Access Ladders, smoke hole grating, railing and inspection platforms, intermediate support members, sump pit covers.
- 9. Section 05 70 00: Interior Ornamental Metals.
- 10. Division 07: Elevator pit waterproofing.
- 11. Section 08: Lockable, self-closing, self-locking fire rated machine/control room and pit access door.
- 12. Section 09 2000: Shaft and machine / control room walls.
- 13. Section 09 6000: Finished flooring.
- 14. Division 23: Ventilation of hoistway and machine room, and fire extinguisher in machine room.
- 15. Division 26: Power feeders to starter panels through fused main line switches
- 16. Division 26: Branch circuits through fused disconnects for car lights.
- 17. Division 26: Lights and GFI receptacles in machine room, hoistway and pit.
- 18. Division 26: Signal wiring to initiate emergency power operation.
- 19. Division 26: Signal wiring from smoke detectors to a junction box in the machine room.
- 20. Division 26: Empty conduit runs for wiring required to monitor elevators from a central location.
- 21. Division 27: Life safety system speakers and telephone.
- 22. Division 27: Card reader and CCTV Systems, device and their interface with the elevator system.
- 23. Division 27: Telephone communications wiring terminated in a junction box located next to the controller.
- 24. Division 27: Ethernet port in each elevator machine room, fire command center and building engineer's office.

#### F. Abbreviations and Symbols

- 1. The following abbreviations, Associations, Institutions, and Societies may appear in the Project Manual or Contract Documents:

ADA	Americans with Disabilities Act
AHJ	Authority Having Jurisdiction
AIA	American Institute of Architects
ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWS	American Welding Society
CBC	California Building Code
CCR	California Code of Regulations
EPA	Environmental Protection Agency

IBC	International Building Code
IEEE	Institute of Electrical and Electronics Engineers
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Agency
OSHA	Occupational Safety and Health Act

#### G. Codes and Ordinances / Regulatory Agencies

1. Work specified by the Contract Documents shall be performed in compliance with applicable Federal, State, and Municipal Codes and ordinances in effect at the time of Contract execution. Regulations of the Authority Having Jurisdiction shall be fulfilled by the Contractor and Subcontractors. The entire installation, when completed, shall conform with all applicable regulations set forth in the latest editions of:
  - a. Local and/or State laws applicable for the City of Burbank.
  - b. California Building Code applicable to the AHJ.
  - c. California Elevator Safety Orders applicable to the AHJ.
  - d. Safety Code for Elevators and Escalators, ASME A17.1 and all supplements as modified and adopted by the AHJ.
  - e. Safety Code for Elevators and Escalators, A17.1S supplement to A17.1 as modified and adopted by the AHJ for Machine Room Less installations (MRL).
  - f. Guide for Inspection of Elevators, Escalators, and Moving Walks, ASME A17.2.
  - g. Safety Code for Existing Elevators and Escalators, ASME A17.3, as modified and adopted by the AHJ.
  - h. Guide for Emergency Evacuation of Passengers from Elevators, ASME A17.4.
  - i. National Electrical Code (ANSI/NFPA 70).
  - j. American with Disabilities Act - Accessibility Guidelines for Buildings and Facilities and/or A117.1 Accessibility as may be applicable to the AHJ.
  - k. ASME A17.5/CSA-B44.1 - Elevator and Escalator Electrical Equipment.
  - l. ECC (Energy Conservation Code) as may be applicable to the AHJ.
2. The Contractor shall advise the Owner's Representative of pending Code changes that could be applicable to this project and provide quotations for compliance with related costs.

#### H. Reference Standards

1. AISC - Specification for the Design, Fabrication and Erection of Structural Steel for Buildings
2. ANSI/AWS D1.1 - Structural Welding Code, Steel
3. ANSI/NFPA 80 - Fire Doors and Windows
4. ANSI/UL 10B - Fire Tests of Door Assemblies
5. ANSI/IEEE - 519-Latest Edition
6. ANSI/IEEE - Guide for Surge Withstand Capability (SWC) Tests
7. ANSI Z97.1— Laminated/Safety Tempered Glass

## I. Definitions

1. Defective Work: Operation or control system failure, including excessive malfunctions; performances below specified ratings; excessive wear; unusual deterioration or aging of materials or finishes; unsafe conditions; need for excessive maintenance; abnormal noise or vibration; and similar unusual, unexpected, and unsatisfactory conditions.
2. Provide: Where used in this document, provide shall mean to install new device, apparatus, system, equipment or feature as specified in this document.
3. Definitions in ASME A17.1 as amended or modified by the AHJ apply to work of this Section.

## 1.2 PERMITS AND SUBMITTALS

### A. Permits

1. Prior to commencing work specified by the Contract Documents, the Contractor shall, at its own expense, obtain all permits or variances as may be required by the AHJ and provide satisfactory evidence of having obtained said permits and variances to both the Owner's Representative and Consultant.
2. File necessary drawings for approval of all Authorities Having Jurisdiction.
3. Acquire operating permits for each elevator upon completion of installation.
4. All relative costs shall be included in the base bid proposal with the understanding that corrective actions are covered under the specified scope of work.
5. Provide and submit to the Standards Board all applications and engineering data for product variances.

### B. Submittals

1. Comply with the requirements of Division 01.
2. Submit the following:

#### a. Samples

Item No.	Quantity	Size	Description
S1	3	12" x 12"	Exposed finishes as requested by Architect
S2	1	Actual	Each fixture as requested by the Architect
S3	1	Actual	Entrance Jamb and Car Braille plate

#### b. The samples shall be:

- 1) Held on site after inspection and used as a standard for acceptance or rejection of subsequent production units.
- 2) Labeled to identify their intended use and relation to the documents, e.g., car finishes, control panel, etc.
- 3) Returned to the elevator contractor at the completion of the project.

Subject to approval, where an item of equipment is a standard item, copies of the manufacturer's catalogue or brochure may be accepted provided that all dimensions and relevant information are shown in the catalogue or brochure.

- c. Shop Drawings - Submit computer generated project specific layout drawings for approval. Include the following:
  - 1) A listing of all components, devices and sub-systems including:
    - a) Manufacturer and location of plant
    - b) Size and model number
  - 2) Machine room plan indicating:
    - a) Location of equipment
    - b) Service connections
    - c) Reactions
  - 3) Control Room Plan indicating:
    - a) Location of equipment and Code clearances
    - b) Service connections and disconnect switches
    - c) Passenger rescue and brake release
    - d) CCTV provisions
  - 4) Fully dimensioned hoistway plan and section of each unit indicating:
    - a) Platform (with cab), hoistway and entrance dimensions
    - b) All running clearances
    - c) Location of fixtures
    - d) Buffers, service ladders and pit reactions
    - e) Location of inserts
    - f) Rail Reactions
  - 5) Entrance details
  - 6) Sill support detail
  - 7) Fixture details including hall lanterns, hall pushbutton stations, car operating panel, etc.
  - 8) Wiring diagrams
  - 9) Insert diagrams
  - 10) Cab details including wall, ceiling, base, handrail, lighting, fixtures, front return and transom plans and sections
  - 11) MRL criteria including:
    - a) Location of machine and governor
    - b) Structural requirements and reactions
    - c) Clearances
    - d) Access requirements

3. Calculations

- a. Rail loads
- b. Pit, governor and machine reactions
- c. Heat emissions in machine room and hoistway.
- d. Electrical loads including, accelerating and running currents. Include all auxiliary loads.
- e. Submit design calculations identifying seismic design forces and support capacities. Calculations shall be certified by a registered professional engineer.

C. Keys

- 1. Upon the initial acceptance of work specified by the Contract Documents on each unit, the Contractor shall deliver to the Owner, four (4) keys for each general key-operated device that is provided under these specifications in accordance with ASME A17.1, Part 8 standards as may be adopted and modified by the AHJ.
- 2. All other keying of access or operation of equipment shall be provided in accordance with ASME A17.1 Part 8 as may be adopted and modified by the AHJ.

D. Diagnostic Tools

- 1. Prior to seeking final acceptance of the project, the Contractor shall deliver to the Owner any specialized tools required to perform diagnostic evaluations, adjustments, and/or programming changes on any microprocessor-based control equipment installed by the Contractor. All such tools shall become the property of the Owner.
  - a. Owner's diagnostic tools shall be configured to perform all levels of diagnostics, systems adjustment and software program changes which are available to the Contractor.
  - b. Owner's diagnostic tools that require periodic re-calibration and/or re-initiation shall be performed by the Contractor at no additional cost to the Owner for a period equal to the term of the maintenance agreement from the date of final acceptance of the project.
  - c. The Contractor shall provide a temporary replacement, at no additional cost to the Owner, during those intervals in which the Owner might find it necessary to surrender a diagnostic tool for re-calibration, re-initiation or repair.
- 2. Contractor shall deliver to the Owner, printed instructions, access Codes, passwords or other proprietary information necessary to interface with the microprocessor-control equipment.
- 3. Software / Firmware Updates
  - a. During the life of the equipment and subject to the term of the maintenance agreement, where revisions to firmware and/or software are issued by the control manufacturer or manufacturer of solid state and microprocessor-based subsystems subsequent to the beneficial use of the equipment, updates shall be provided so that the installation and spare circuit boards are current with respect to software and firmware versions.

E. Wiring Diagrams, Operating Manuals and Maintenance Data

- 1. Deliver to the Owner, two (2) identical volumes of printed information organized into neatly bound manuals prior to seeking final acceptance of the project.

2. The manuals shall also be submitted in electronic format on non-volatile media, incorporating raw 'CAD' and/or Acrobat 'PDF' file formats. Electronic manuals shall be properly indexed, bookmarked, and searchable.
3. Manuals, as well as electronic copies, shall contain the following:
  - a. Step-by-step adjusting, programming and troubleshooting procedures that pertain to the solid-state microprocessor-control and motor drive equipment.
  - b. Passwords or identification Codes required to gain access to each software program in order to perform diagnostics or program changes.
  - c. A composite listing of the individual settings chosen for variable software parameters stored in the software programs of both the motion and dispatch controllers.
  - d. Method of control and operation.
4. Provide two (2) sets of "AS INSTALLED" straight-line wiring diagrams in both hard and electronic format in accordance with the following requirements:
  - a. Displaying name and symbol of each relay, switch or other electrical component utilized including identification of each wiring terminal.
  - b. Electrical circuits depicted shall include all those which are hard wired in both the machine room and hoistway.
  - c. Supplemental wiring changes performed in the field shall be incorporated into the diagrams in order to accurately replicate the completed installation.
5. Furnish two (2) sets of bound instructions and recommendations for maintenance, with special reference to lubrication and lubricants along with the full Maintenance Control Program as required Part 8 of ASME A17.1.
6. Manuals or photographs showing controller replacement parts with part numbers listed.
7. Submit Manuals electronically for approval a minimum of ninety (90) days prior to final acceptance of the elevator installation for approval.

F. Training

1. Prior to seeking final acceptance of the project, the Contractor shall conduct a two (2) hour training program on-site with building personnel selected by the Owner.
2. The focus of the session shall include:
  - a. Instructions on proper safety procedures and who to contact for the purpose of assisting passengers that may become entrapped inside an elevator car, as well as all other equipment problems.
  - b. Explain each control feature and its correct sequence of operation.
3. Control features covered shall include, but not be limited to:
  - a. Independent Service Operation.
  - b. Emergency Fire Recall Operation - Phase I.
  - c. Emergency In-car Operation - Phase II.
  - d. Emergency Power Operation.
  - e. Emergency Communications Equipment.
  - f. Security Operating Features.

G. Patents

1. Patent licenses which may be required to perform work specified by the Contract Documents shall be obtained by the Contractor at its own expense.
2. The Contractor agrees to defend and save harmless the Owner, Consultant and agents, servants, and employees thereof from any liability resulting from the manufacture or use of any patented invention, process or article of appliance in performing work specified in the Contract Documents.

1.3 QUALITY ASSURANCE

A. Energy Conservation Code

1. The Contractor shall comply with the requirements set forth in the Energy Conservation Code as may be applicable to the AHJ.
2. Except for equipment or systems under the purview of other disciplines, elevator equipment provided by the Contractor requiring compliance shall include, but not be limited to:
  - a. Energy efficiencies of gearless motors
  - b. Absorption of regenerated power for elevators
  - c. Energy efficiencies of car interior lighting and ventilation
  - d. Automatic operation of car interior lighting and ventilation through the individual car controller

B. Accessibility Requirements

1. Locate the alarm button and emergency communications actuation button at 35" and floor and control buttons not more than 48" above the finished floor. The alarm button shall illuminate when pressed for visual acknowledgement to the user. Locate the uppermost floor button at 48".
2. Provide raised markings in the panel to the left of the car call and other control buttons. Letters and numbers shall be a minimum of 5/8" and raised .03" and shall be white on a black background.
3. The centerline of the new hall pushbutton risers shall be within CBC reach ranges above the finished floor.
4. The hall arrival lanterns provided shall sound once for the "up" direction and twice for the "down" direction. Design and locate fixtures per Federal standards.
5. Provide floor designations at each entrance on both sides of jamb at height of 60" to the baseline of the designation. Designations shall be white on a black background. Locate Braille beneath the floor designation. Provide a star to the left of the floor designation at the designated level. Start shall be 2" in height and have points of equal length.
6. Provide an audible signal within the elevator to tell passengers the car is stopping or passing a floor served by the elevator.
7. Provide a verbal annunciator to announce the floor at which the elevator is stopping where required by the AHJ.
8. Provide signal control timing for passenger entry/exit transitions per California Building Code standards.
9. Ensure sill-to-sill running clearances do not exceed 1 X" at all landings served.

10. Provide visual call acknowledgment signal for car emergency intercommunications devices.  
Provide provisions for the deaf/hard of hearing.

C. Qualifications

1. The work shall be performed by a company specialized in the business of manufacturing, installing and servicing conveying systems of the type and character required by these specifications with a minimum of ten (10) years of experience.
2. Prior written acceptance is required for manufacturers other than those listed in Section 2.2, before quoting this project. Requests for acceptance will not be considered unless they are submitted before bid date and are accompanied by the following information:
  - a. List of five (5) similar installations having exact equipment being proposed for this project arranged to show name of project, system description and date of completed installation. The list shall include the names, position and resumes of the construction team and field supervisor of the installations.
  - b. Complete literature, performance and technical data describing the proposed equipment. Include the names, position and resumes of the proposed construction team and field supervisor.
  - c. List of ten (10) service accounts by building name, building manager or owner, including phone numbers.
  - d. Location of closest service office from which conveying system will be maintained.
  - e. Location of closest parts inventory for this installation.
  - f. List of the names, positions and resumes of the construction teams and field supervisor for the installation.

1.4 DELIVERY / STORAGE/ HANDLING / COORDINATION

A. Delivery and Storage of Material and Tools

1. Delivery, Storage and Handling:
  - a. Deliver materials to the site ready for use in the accepted manufacturer's original and unopened containers and packaging, bearing labels as to type of material, brand name and manufacturer's name. Delivered materials shall be identical to accepted samples.
  - b. Store materials under cover in a dry and clean location, off the ground.
  - c. Remove delivered materials which are damaged or otherwise not suitable for installation from the job site and replace with acceptable materials.
2. The Owner shall bear no responsibility for the materials, equipment or tools of the Contractor and shall not be liable for any loss thereof or damage thereto.
3. The Contractor shall confine storage of materials on the job site to the limits and locations designated by the Owner and shall not unnecessarily encumber the premises or overload any portion with materials to a greater extent than the structural design load of the Facility.

B. Work with Other Trades / Coordination

1. Coordinate installation of sleeves, block outs, equipment with integral anchors, and other items that are embedded in concrete or masonry for the applicable equipment. Furnish templates, sleeves, equipment with integral anchors, and installation instructions and deliver to Project site in time for installation.
2. Coordinate sequence of installation with other work to avoid delaying the Work.
3. Coordinate locations and dimensions of other work relating to the equipment scheduled for installation including pit ladders, sumps, and floor drains in pits; entrance subsills; machine/hoist beams; mechanical equipment; and electrical service, electrical outlets, lights, and switches in pits, machine rooms, and hoistways as it relates to the specific equipment.

1.5 WARRANTY / MAINTENANCE SERVICES

A. Contract Close-Out, Guarantee and Warranties

1. Guarantee and Warranties:

- a. Warrant the equipment installed under these specifications against defects in material and quality of installation and correct any defects not due to ordinary wear and tear or improper use of car which may develop within one year from the date each unit is completed and placed in permanent operation and accepted by the Owner.
- b. This warrantee shall be written and issued at the completion of each unit prior to final payment.

B. Maintenance

1. Warranty Maintenance: Provide full protective maintenance on the specified equipment for a period of twelve (12) months from the date of final acceptance of the entire installation as specified under the Full Protective Maintenance Service in "3" below or per existing Owners Maintenance Agreement for the Airport.
  - a. The price for this service shall be included in the base price or as otherwise specified in the contract documents.
2. Full Protective Maintenance Service: Submit a separate price for a Full Protective Maintenance Service for the specified units based on a three (3) year contract with two (2) one (1) year extension options in accordance with Owners maintenance agreement.

1.6 ALTERNATES / ALLOWANCES / UNIT PRICES

A. Allowances

1. Carry the following allowances for all elevators:

- a. Cab interior allowance: \$40,000 per cab

2. The above allowance is exclusive of any handling charge, applicable sales and/or use taxes. Cab interior allowance includes all labor, materials, permits, and necessary coordination associated with the work.
3. Assume a 1,500 lbs. weight allowance in conjunction with the cab interior allowance cover wall panels, handrails, ceiling, lighting, and related trim finishes.

B. Alternates

1. Voluntary Alternates: Contractor shall comply with the following if any voluntary alternates are submitted for consideration:
  - a. It is understood that the base specification reflects minimum standards. The Value Engineering Alternate allows individual contractors to suggest special performance criteria which may be of interest to the Owner and may reflect a degree of quality above the requirements of the base specification.
  - b. Voluntary alternate prices may be acceptable as a deviation from, not a substitution for, the basis of bid work of this bid package.
  - c. In order to submit a voluntary alternate, the following must be provided at the time of the bid.
    - 1) A complete bid reflecting the requirements of the base specification.
    - 2) All alternates must be accompanied with pertinent data, technical documentation and reference/installation for review.
    - 3) Along with the pricing for voluntary alternates or any voluntary alternates provided submit schedule and maintenance pricing adjustments for each if applicable.

PART 2 - PRODUCTS

2.1 GENERAL DESCRIPTION

A. Elevators PE1 and PE2

1. Quantity	Two (2)
2. Type	Machine Room-Less Traction Passenger Elevator
3. Capacity (lbs.)	<b>3500</b>
4. Speed (fpm)	200
5. Travel in Feet	42' – 0" refer to drawings
6. Roping / Ropes	2:1
7. Number of Landings	Five (S)
8. Number of Openings	Five (S)
9. Front Openings	Five (S)
10. Rear Openings	None
11. Operation	Simplex Selective Collective
12. Control	Variable voltage variable frequency
13. Fireman's Service	Phase I and II
14. Counterweight Safety	Not Required

15.	Guide Rails	Steel tees, provide rail backing as required
16.	Guides	Roller
17.	Buffers	Oil
18.	Cab Interior Size	7'-8" wide x 5'-4" deep 8'-0" clear height - floor to canopy
19.	Cab	\$40,000 allowance / As further specified.
20.	Entrance Size	3'-6" wide x 7'-0" high
21.	Door Operation	Single-Speed side-Opening
22.	Machine Type	Gearless traction
23.	Machine Location	Manufacturer's standard location
24.	Security / Key / Card Reader	provisions
25.	Number of Pushbutton Risers	One (1)

## 2.2 MANUFACTURERS

### A. Recommended Equipment Manufacturers

1. In addition to Original Equipment Manufacturers, the following manufacturer's equipment and materials are recommended for use on this project.
2. Other manufacturers/products not specifically mentioned below shall be considered for review on an individual basis upon submission of all design & maintenance submittal documentation conforming to the Code and standards in effect as required by the AHJ.
  - a. Controller - Motion Control Engineering (MCE), Elevator Controls Corporation, Elevator Systems, Inc., Smartrise
  - b. Tracks, Hangers, Interlocks and Door Operators - G.A.L (Vantage), ECI, Wittur-Sematic
  - c. Fixtures - G.A.L., Adams, EPCO, Monitor, E-Motive USA (Avire-Global), C.E. Electronics, Innovation, MAD, National, C.J. Anderson.
  - d. Door Protective Device - Janus, Adams, G.A.L., T.L. Jones, Tri-Tronics.
  - e. Cabs and Entrances - CEC Elevator Cab, EDI/ECI, Elite Elevator Cab, Forms + Surfaces, National Cab & Door, Tyler, Velis, Gunderlin, Eklund, EMCO, Columbia Elevator Products, United Cabs, USC Elevator, H&B, G&R.
  - f. VVVF Power Drives - Mitsubishi, MagneTek, Yaskawa, TorqMax, KEB.
  - g. VVVF Emergency Power Systems — MCE, Reynolds & Reynolds Electronics, ESI (TEERS).
  - h. Guide Rails — Savera (AFD Industries), Monteferro, Harris Companies
  - i. Electrical Traveling Cables — Draka, James Monroe, Wurtec, Datwyler, SEES.
  - j. Guide Shoes/Rollers — ELSCO, G.A.L, Wittur, Hollister Whitney (Vantage), Elpro, Delco.
  - k. Wire Ropes (Suspension means) - Paulsen, Bethlehem, Wayland, Draka, Gustav-Wolf, SEES, IPH.
  - l. Intercommunications/Telephones - Webb Electronics, K-Tec, Ring, Wurtec, Janus, approved equal.
  - m. Car & Counterweight Frames and equipment — Hollister Whitney (Vantage), Wittur, Bore-Max, Global-Tardiff.
3. Original Equipment Manufacturers may substitute their own branded equipment subject to the following:

- a. All requirements of the specifications are met regarding performance, appearance, serviceability and support.
- b. A full stock of all regular and critical replacement parts required for this project are maintained at a facility within fifty (50) miles of the project site.
  - 1) Any parts not stocked at the above referenced facility shall be identified with the location of the nearest source and shall be available for next-day delivery upon demand.
- c. All parts and software shall be made available for purchase to a qualified elevator maintenance firm within one (1) business day delivery without direct Owner involvement.
  - 1) Provide details of parts supply facility and a list of current parts pricing for all major components required for the installation.
- d. All specialized tools, equipment, software, and passwords, **required** to maintain/update, repair, adjust the operation, and perform Code mandated tests/inspections are provided to the Owner as part of the base installation.
  - 1) Updates to these items shall be available via the parts supply facility referenced above.
- e. Training and Technical support of the product(s) shall be available to the Owner's elevator service provider.

## 2.3 CONTROL FEATURES / OPERATION

### A. Motion Control

- 1. Smooth stepless acceleration and deceleration of the elevator car shall be provided in either direction of travel during both single and multiple floor runs.
- 2. Use digital logic to calculate optimum acceleration and deceleration patterns during each run.
- 3. Acceleration, deceleration, jerk, maximum velocity, leveling accuracy and elapsed flight time, for a typical elevator one floor run, shall not exceed values as further specified.

### B. Simplex Selective Collective Operation

- 1. Provide simplex selective collective operation from a riser of hall pushbutton stations.
- 2. The registration of one or more car calls shall dispatch the car to the selected floors.
  - a. The car shall also respond to registered hall calls in the same direction of travel.
  - b. Car and hall calls shall be canceled when answered.
- 3. Stops in response to calls that are registered in either the car or hall pushbutton stations shall occur in the natural order of progression in which the floors are encountered, depending on the direction of car travel, and irrespective of the order in which calls are registered.

4. When the car has responded to the highest or lowest call, and calls are registered for the opposite direction, the car shall reverse direction automatically and respond to those registered calls.
5. When the car arrives at its last stop and reverses direction of travel, all previously registered car calls shall be automatically cancelled.
6. When the car arrives at a landing where both up and down hall calls are registered, it will answer the call in the direction of travel.
  - a. After a pre-determined delay, if no car call is registered, the car shall respond to calls registered for the opposite direction. Car doors shall close immediately, re-open and respond to the call for the opposite direction.
  - b. Hall lantern operation shall always correspond to direction of service.
7. When an empty car reverses direction at a landing with no hall calls, the doors shall not open and the hall lantern shall not operate.
8. If the car has no car calls registered and arrives at a floor where both up and down hall calls have been registered, the car shall respond to the hall call corresponding to the last direction of car travel. If, after making its stop, a car call is not registered and no other hall calls exist ahead of the car corresponding to its original direction of travel, the doors shall close and immediately reopen in response to the hall call for the opposite direction.
9. The car shall maintain its original direction at each stop until the doors are fully closed to permit a passenger to register a car call before the car reverses its direction of travel.

C. Independent Service Operation

1. The car operating station shall be equipped with a key-operated switch located in the specified service compartment labeled "IND SER".
2. When placed in the "on" position the following shall occur:
  - a. Simplex elevator - existing hall call registrations shall extinguish and hall buttons shall remain inoperative as an indication to passengers that there is no elevator service.
3. During Independent Service Operation, the elevator doors shall remain open at any landing until the door close or a car call pushbutton is pressed and maintained until the doors are fully closed.
4. If more than one (1) car call is registered, all registered car calls shall extinguish when the elevator stops in response to the first call.
5. Fire Emergency Recall shall automatically override Independent Service Operation and engage Phase I - Fire Emergency Recall Operation following a period of approximately forty-five (45) seconds.

D. Inspection Service Operation

1. Provide a key operated switch in the main car operating panel locked service panel that, when turned to the 'ON' position, shall cause the elevator to be removed from service and placed in Inspection Service Operation.
2. The car shall move at a speed not to exceed 150 feet per minute (0.75 meters per second) as per Code with both the hall and car door panels in the closed and locked position.

3. The Inspection Service switch shall be keyed differently than other typical keys used in the operation of the elevator. Keying shall be in accordance with Security Group Classifications as required by applicable Code.
4. The top of the elevator car shall be equipped with a control for limited operation of the car during repairs, maintenance and inspection conducted in the hoistway. The transfer of control to the top of car operating device shall cause that device to be the sole means of control for the elevator.
  - a. Visual and audible indication shall be provided on the top of the car when Firefighters' Emergency Operation is initiated.
5. Power door operating equipment shall be rendered inoperative while the car is being operated in the Inspection Service mode with the exception of power closing of the door. The control system shall maintain closing power on the door while the elevator is moving under Inspection Service Operation.
6. The in-car Inspection Service switch shall be rendered ineffective when the top of car inspection control is activated.
7. Machine Room Inspection Operation and Inspection Operation with open door circuits shall be provided in accordance with A17.1 Safety Code, as modified and adopted, where required or allowed by the AHJ.

E. Hoistway Access Operation

1. Provisions shall be made to allow access to the hoistway through the use of hoistway access switches.
2. Operating the access switch shall permit the car to move at a speed not to exceed 150 feet per minute (0.75 meters per second) as per Code with the hall and car doors in the open position to obtain access to the top of the car or climb-in pit.
3. The car shall automatically stop motion when the car top is level with the hoistway door sill for access to top of car.
4. The access key switch(es) shall be keyed differently than other typical keys used in the operation of the elevator. Keying shall be in accordance with Security Group Classifications as required by applicable Code.
5. Access operation shall be disabled when top of car inspection operation is in effect.

F. Load Weighing Operation

1. A positive means shall be provided to continuously monitor the amount of load being transported by the elevator car.
2. The system shall be used to:
  - a. Preload static motor drives.
  - b. Activate control features that include:
    - 1) load dependent non-stop operation where applicable.
3. The anti-nuisance feature shall operate at loads not exceeding 200 lbs., whereas load dispatch and load non-stop shall be set to function at 65% of the rated loading capacity for the initial set up and adjustment procedure.

G. Firefighters' Emergency Operation

1. Firefighters Service Operation and devices shall meet applicable Code requirements of the AHJ.
2. Contractor shall be responsible for compliance in all aspects of Firefighters Service including, but not limited to the mode of operation, initiation of operation, operating control and signaling devices as well as fixture engraving including operating instructions applicable to and where required by the AHJ.

H. Emergency Power Operation / All Elevators Operational

1. Upon loss of normal power, and establishing of emergency power, all elevators shall automatically resume normal operation.
2. An illuminated signal marked "ELEVATOR EMERGENCY POWER" shall be provided in the elevator lobby at the designated level to indicate that the normal power supply has failed and the emergency power is in effect.
3. Prior to return to normal power, the building ATS shall provide a "pre-transfer" signal to the elevator equipment that will initiate the landing of elevators prior to transfer from emergency power to normal power.
  - a. Timer of the pre-transfer signal shall be adjustable from fifteen (15) to thirty (30) seconds.
4. The following additional requirements apply:
  - a. Firefighters' Service Operation, if in effect, will remain active at all times during emergency power operation.
  - b. Car lighting will remain active with car lighting on separate emergency power feeders in addition to battery back-up.
  - c. Communications will remain active at all times on emergency power feeders in addition to battery back-up.
  - d. Remote monitoring, where provided, will be active from each group dispatcher for selected elevators using an uninterrupted power supply (UPS) to maintain the central processing unit during power transfers.
  - e. Position indicator for each elevator will be active in the selected elevator.
5. Testing of elevators under emergency power shall be accomplished with the building ATS providing necessary "pre-transfer" signals to the elevator control apparatus.
  - a. Prior to testing, the building ATS shall provide a "pre-transfer" signal to initiate the landing of the elevators prior to the transfer from normal to emergency power.
  - b. After testing, the building ATS shall provide a "pre-transfer" signal to initiate the landing of the elevators prior to the transfer from emergency to normal power.

I. Elevator Seismic Safety Requirements

1. Guarding of equipment, machine supports, guide rail systems, the design of counterweight car frame and platform, safeties and signaling devices shall meet the requirements for Seismic Risk Zone 3 or greater in accordance with Section 8.4 of ASME A17.1 as modified by the AHJ based on the following building design:

- a. Project Seismic Dign Category:
  - b. Seismic Importance Factor: ?
  - c. Spectral Response Acceleration Short Period (Sds):
2. Provide seismic equipment, including the following:
  - a. Guide rails, guide rail supports and their fastenings shall meet requirements for the seismic zone.
  - b. Provide a seismic detection device with backup battery provisions.
    - 1) Acceptable products: Model SS04 manufactured by CED Elevator Supply Division, Model CHV-2 manufactured by Seismic Switch, Inc., or approved equal.
    - 2) Locate a device in the machine room adjacent to a vertical load-bearing building structural member in an area that prevents incidental contact.
  - c. Provide suspension retainers on all sheaves.
  - d. Provide a counterweight displacement detection device. Provide a dual string design that will enable activation of device by the derailment of either side of the counterweight at any point in the hoistway.

J. CCTV provisions

1. CCTV Camera Surveillance of the Elevator
  - a. A camera furnished by the security contractor shall be installed in a corner-mounted housing to provide for camera surveillance of the elevator.
2. Firefighters' Emergency Operation
  - a. Firefighters' Emergency Operation and other automatic recall functions shall bypass all security elevator control functions.
3. System Interface
  - a. Provide a terminal cabinet in each elevator control room for elevator / security system interface. The terminal cabinet shall contain all terminals required to interface the elevators located in the machine room to the security system.
4. Submittals
  - a. Submit product specifications, fabrication shop drawings, and wiring diagrams of the following:
    - 1) Elevator / Security interface terminal cabinet.
    - 2) CCTV camera installation.
    - 3) Traveling Cables.
    - 4) Hoistway wiring.

5. Traveling Cable

- a. The card reader interface traveling cable and hoistway wiring shall be one (1), twelve (12) conductor 20 gauge stranded, low voltage cable with an overall braided shield and drain wire.
- b. The CCTV camera interface traveling cable shall be two (2), RG-59U stranded center conductor coax cables and one (1), two (2) conductor 20 gauge stranded, low voltage cable with an overall braided shield and drain wire.
- c. All security interface traveling cables shall be located in the elevator control traveling cable and shall be isolated from other traveling cables or hoistway wiring used to carry high voltage alternating current circuits.

6. Interface Terminal Cabinet Installation

- a. Install the interface terminal cabinet within the elevator machine room in a readily accessible location no more than 6'-0" AFF.
- b. Provide any control logic and relays that will be required to interface the elevator control system to the dry contact closures (rated for 1 AMP at 24 VDC) provided by the security system.
- c. Provide interconnect wiring from the elevator control system to the interface terminal cabinet.
- d. The security contractor shall wire from the security system to the interface terminal cabinet.

7. CCTV Camera Installation

- a. CCTV camera shall be provided by the security contractor and installed by the Elevator Contractor.
  - 1) The security contractor shall provide supervision, wiring details and installation diagrams to the Elevator Contractor.
- b. The exact CCTV camera locations shall be specified by the Architect.

8. Traveling Cable Installation

- a. Traveling cables for the CCTV camera shall extend from the elevator / security interface terminal cabinet in the elevator machine room to the top of the elevator cab. Provide an excess loop of 10' of cable at each end.
- b. Terminate the cable to dual screw barrier terminal strips on each end.

9. Conduit, Power and Wiring

- a. Provide all conduit, power and wiring required for the installation of the terminal cabinet, traveling cables and interfacing to the elevator control system.
- b. Provide one (1) 120V duplex unswitched outlet dedicated to security on top of each elevator equipped with CCTV camera.
- c. The security contractor shall provide all wiring from the interface terminal cabinet to the security system.

K. Door Operation

1. Car and hoistway doors shall be arranged to operate in unison without excessive noise or slamming in either direction of travel.
  - a. Door opening speeds of 2.0 feet per second shall be provided in conjunction with closing speeds of 1.0 foot per second in accordance with governing Code.
  - b. Door operation shall commence as the car stops level at the floor and the machine brake is applied. Pre-door opening shall not be permitted.
2. Where the hoistway door and the car door are mechanically coupled, the kinetic energy of the closing door system shall be based upon the sum of the hoistway and the car door weights, as well as all parts rigidly connected thereto, including the rotational inertia effects of the door operator and the connecting transmission to the door panels.
3. The force necessary to prevent closing of the car and hoistway door from rest shall not exceed thirty (30) lbf. This force shall be measured on the leading edge of the door with the door at any point between one-third and two-thirds of its travel.
4. Door open and door close time shall be measured between the moment car door operation in either direction begins and the instant at which that cycle is completed.
5. When responding to either a car or corridor call, the amount of time that the elevator door remains stationary in the open position shall be adjustable up to sixty (60) seconds.
  - a. Door open dwell time for a corridor call shall be separate of that for a car call, and in both cases, dwell time shall be canceled whenever the car door protection device is momentarily interrupted by passenger transfers, followed by a reduced door open dwell time of approximately one (1) second (adjustable) after the door protection device is cleared of obstructions.
6. The operation of the door protective device by interruption of one or more infrared light beams (dual or multi-beam non-contact) during the close cycle shall cause the immediate reversing of the doors to the full open position.
7. The door closing cycle shall be arranged so that, in the event the door protective devices become continually obstructed after the normal door open dwell time has expired and following a time interval of approximately thirty (30) seconds (adjustable), a warning tone shall sound and the door closing cycle shall commence at reduced speed and torque per applicable Code requirements.
8. Each car operating station shall be provided with a "door open" and "door close" pushbutton.
  - a. Pressure on the "door open" button shall cause doors in the full open position to remain so and doors engaged in the close cycle to reverse direction and assume the full open position so long as pressure remains applied to the button.
  - b. The "door open" buttons shall also control the open cycle during Phase II - Emergency In-car Operation.
  - c. The "door close" pushbutton shall function on Independent Service, Attendant Service and Phase II - Emergency In-car Operation as well as during normal automatic operations.
9. Repeated attempts by the power door operator to open or close the door at any landing shall be monitored by the control system.

- a. In the event the door fails to cycle properly after a preset (adjustable) number of attempts, the car shall either travel to the next stop or remove itself from service, depending upon whether the malfunction is in the open or close cycle.
- 10. Each hoistway door shall be provided with an automatic self-closing mechanism arranged so that the door shall close and lock if the car should leave the landing while the hoistway door is unlocked.
- 11. Car doors shall be arranged to prevent their being manually opened from inside the car unless the elevator is positioned within a floor landing zone.

## 2.4 MACHINE ROOM / SECONDARY EQUIPMENT

- A. Arrange equipment in control rooms to maintain Code-required maintenance and electrical clearances as defined in ASME A17.1 and California Building Code.
- B. Control Equipment
  - 1. The elevators shall have microprocessor-based controller/dispatchers.
  - 2. Digital logic shall calculate optimum acceleration, deceleration, and velocity patterns for the car to follow during each run.
  - 3. Closed-loop distance and velocity feedback shall monitor the actual performance of the elevator car with the desired speed profile.
  - 4. System operating software shall be stored in non-volatile memory.
  - 5. Elevator control relays, contactors, switches, capacitors, resistors, fuses, circuit breakers, overload relays, power supplies, electronic circuit boards, microprocessors, static motor drive units, wiring terminal blocks and related components shall be totally enclosed inside a free-standing metal cabinet with hinged access doors.
    - a. Provide natural or mechanical ventilation for the controller cabinets.
    - b. Equip the vent openings and exhaust fans with filters.
  - 6. Mount equipment to moisture-resistant, noncombustible panels supported from the steel frame.
  - 7. Provide a "noise filter" between hoistway wiring and controller/dispatchers to eliminate interference.
  - 8. Optically isolate communication cables between components.
  - 9. Wiring: Wiring on the units, whether factory or field wiring, shall be done in neat order, and all connections shall be made to studs and/or terminals by means of grommets, solderless lugs, or similar connections. All wiring shall be copper.
  - 10. Terminal Blocks: Provide terminal blocks with identifying studs on units for connection of board wiring and external wiring.
  - 11. Marking: Identifying symbols or letters shall be permanently marked on or adjacent to each device on the unit, and the marking shall be identical with marking used on the wiring diagrams. In addition to the identifying marks, the ampere rating shall be marked adjacent to all fuse holders.

12. The manufacturer's standard on-board "LCD" display shall be incorporated on the main processor board and/or otherwise incorporated in the controller cabinet. The "LCD" shall be capable of providing alpha-numeric characters to view the operational status of the elevator and/or group functions depending on the application. The display shall provide the user with necessary information for troubleshooting and reprogramming of the basic system parameters.
  - a. Where the "LCD" is not an integral part of the controller and troubleshooting/reprogramming requires the use of a separate tool, the tool shall be maintained in the machine room and accessible to service personnel. This tool, along with all technical documentation for the correct use of the tool, shall remain the property of the Owner.
  - b. Password protection of critical programming features is required to prevent accidental changes to life-safety and other non-typical control settings.
  - c. Where a separate dispatch or group control panel is provided, a separate "LCD" display shall be provided to view group functions.
13. In the event diagnostics and monitoring is accomplished via Field Service Tools, provide the required Field Service Tools with related control system appurtenances for diagnostic evaluations, system monitoring and field adjustments.
  - a. Provide instructions for proper use of such diagnostic tools and/or equipment with all coding and other operational requirements.
  - b. Maintain and calibrate the diagnostic tools and update the associated instructions and other related documents under the service agreement.
    - 1) Should the agreement be cancelled for any reason by either party, maintenance and updating of diagnostic tools shall be provided to the Owner at the Contractor's cost without the need to purchase or lease additional diagnostic devices, special tools, or instructions from the original equipment provider.
    - 2) The Owner may request field and technical instructions be provided by the original installation contractor or manufacturer for proper servicing by other qualified elevator company personnel.
    - 3) The established cost-plus profit, as previously specified, shall be applicable for the life of the system.
      - a) If the equipment for fault diagnosis is not completely self-contained within the controllers but requires a separate detachable device, that device shall be furnished to the Owner as part of this installation.
      - b) Such device shall be in possession of and become property of the Owner.
14. Microprocessor Documentation
  - a. Provide and/or obtain complete information on systems' design, component parts, installation and/or modification procedures, adjusting procedures and associated computer conceptual logic circuitry and field connection.
  - b. Provide microprocessor upgrading and/or modifications to programs that have been assigned to enhance the operation of the equipment for a period of ten (10) years after project approval.

C. VVVF AC Drive

1. Provide a solid-state, variable voltage, variable frequency (VVVF), 3-phase AC hoist motor drive system as part of the microprocessor-based equipment.
  - a. VVVF drive system shall be a low-noise, flux-vector inverter device.
  - b. Include a digital LED readout and touch-key pad to facilitate software parameter adjustments, monitor system operation and display fault Codes.
2. The drive shall utilize a 3-phase, full wave rectifier and capacitor bank to provide direct current power for solid-state inversion.
3. The inverter shall utilize IGBT power semiconductors and duty cycle modulation fundamental frequency of not less than one kilohertz to synthesize 3-phase, variable voltage variable frequency output.
4. The system shall be designed and configured with the following countermeasures for noise generated by the pulse-width modulated (PWM) inverters.
  - a. Control of radiated noise via inverter and/or motor cables.
  - b. Conducted noise through power lines.
  - c. Induction noise and ground noise.
5. Inverter shall be encased in metal and independently grounded.
6. A noise filter for the input power line shall be provided to prevent penetration into radios, wireless equipment and smoke detectors.
7. A 3% three-phase line reactor shall be provided on the power system rated at the utility voltage input to the drive and sized for the rated drive current.
8. The drive shall:
  - a. Be configured as a complete digital drive system.
  - b. Be totally software configurable.
  - c. Interface with external equipment/signals via either discrete local I/O connections or high speed Local Area Network (LAN).
  - d. Be located within the limits of the control cabinet (where system size allows) or separately mounted in an appropriate chassis with hinged swing-out doors with clearances equal to the cabinet width dimensions.
  - e. Provide programmable linear or S-curve acceleration.
  - f. Provide free run or programmable linear or S-curve deceleration.
  - g. Have controlled reversing.
9. Operating and Environmental Conditions:
  - a. Have a service factor of 1.0.
  - b. Rated for continuous duty.
  - c. Humidity - 90% rated humidity non-condensing.
  - d. Cooling - forced air when required.
  - e. Digital display for:
    - 1) Running - output frequency, motor RPM, output current, voltage.
    - 2) Setting - Parameters values for setup and review.

3) Trip - separate message for each trip, last thirty (30) trips to be retained in memory.

10. Protective Features:

- a. Motor overspeed.
- b. Adjustable current limit.
- c. Isolated control circuitry.
- d. Digital display for fault conditions.
- e. Selectable automatic restart at momentary power loss.
- f. Manual restart.
- g. Over/Under Voltage.
- h. Line to line and line to ground faults.
- i. Over-temperature.

D. VVVF AC Drive - Regenerative Module

- 1. The system shall provide full regenerative capabilities to control overhauling motor speed and reduce hoist motor deceleration time by allowing overhaul power to be discharged back into the power lines.
  - a. The regenerative section may be an integral part of the drive or a stand-alone unit mounted in a separate cabinet with proper ventilation as required by the manufacturer.

E. VVVF Emergency Return / Auxiliary Power System

- 1. Provide a system that will make back-up power available to the elevator when commercial power fails.
- 2. The unit shall safely move the elevator to a landing and provide power to the door operator to allow passengers to exit.
- 3. Movement of the car may be load dependent utilizing dynamic braking to control car speed.
- 4. The unit shall include:
  - a. On board controller.
  - b. UPS status monitor capable of notifying building management system.
  - c. Restart input from the car door open button.
  - d. Test button to simulate power failure.
  - e. UPS bypass control.
  - f. Monitoring of the disconnect switch.
  - g. Lockable shut-off switch.
  - h. Three phase, 208/460 VAC input.
  - i. Battery level LED indicator.
  - j. Necessary fusing for batteries, outputs, logic circuitry and charger.

F. Seismic switch

- 1. Provide a dual axis seismic switch that will activate at no less than 0.15 times gravity in the vertical or horizontal directions. Locate device in control rooms to avoid incidental contact.

## 2.5 HOISTWAY EQUIPMENT

### A. Guide Rails / Inserts / Brackets

1. Provide machined, standard size steel "T" section guide rails with tongue and grooved joints for the car and counterweight. Use not less than 15.0-pound car rails. Size rails to span maximum vertical distance between supports as noted on the drawings.
2. The car guide rails shall be as follows: Savera Extra Line, Monteferro H or approved equal.
3. Use not less than 3/4" thick machined steel fishplates to form rail joints. Connect rails to fishplate with four (4) bolts.
4. The section modulus and moment of inertia of the fishplates shall not be less than that of the rail.
5. For concrete and concrete block hoistways furnish rail brackets and provide inserts and an insert location drawing to Construction Manager or General Contractor.
6. Brackets shall be used to support the rails from the hoistway framing and/or inserts.
  - a. The rails shall be attached to the brackets by heavy clamps or clips.
  - b. Bolting or welding rails to brackets shall only be allowed in certain instances.
  - c. Do not attach brackets to the top flange of hoistway framing steel.
7. All guide rails shall be erected plumb and parallel to a maximum deviation of 1/8" (plus or minus 1/16").
8. Provide oversized steel members and brackets for the rails where the distances exceed the manufacturer's standard dimensions.

### B. Counterweight Assembly / Frame

1. Counterweight shall consist of a steel frame welded or bolted together and necessary steel or lead sub-weights.
  - a. Sub-weights shall be held within the frame by not less than two (2) tie-rods passing through holes in all weights with rods equipped with locknuts, secured by washers and cotter pins at each end.
  - b. The counterweight shall be equal to the weight of the elevator car and approximately 40% of the contract (specified) capacity.
  - c. Provide the required pit counterweight guard where no compensation is used.
  - d. The bottom of the counterweight shall have a buffer striking plate and means to attach knock-off blocks to compensate for varying rope length.
  - e. Where a counterweight is located between elevators, provide a guard between the counterweight and the adjacent elevator extending the full height of the shaft as required by Code.

### C. Roller Guides

1. Provide roller guide shoes with adjustable mounting base, rigidly bolted to the top and bottom of each side of the car and counterweight frame.
  - a. Roller guides shall consist of a set of sound reducing wheels in precision bearings held in contact with the three (3) finished rail surfaces by adjustable stabilizing springs.

- b. The bearings shall be sealed or provided with grease fittings for lubrication.
  - c. Equip roller guides with adjustable stops to control postwise float.
  - d. Fit the top car roller guides with galvanized, painted or powder coated steel guards.
2. Approved applications and manufacturers:
  - a. ELSCO car and counterweight roller guides or approved equal.

D. Hoist Ropes

1. Pre-formed traction steel wire rope, specifically constructed for elevator applications, shall be provided for suspension of the elevator car and counterweight assembly.
  - a. Fastenings shall be accomplished by use of individual tapered rope sockets (wedge clamp) with adjustable shackles.
  - b. Shackles shall be installed in accordance with manufacturer's requirements to eliminate noise and bounce under normal operation.
  - c. Install maple blocks or other approved spreader assembly to manage rope transition from hitch arrangement to sheave arrangement.
  - d. General design requirements for rope shackles and the method of securing wire rope shall conform with ASME A17.1 Elevator Safety Code as modified by, and/or in addition to Codes and standards accepted by the AHJ.
  - e. Provide machine-room-less elevators with hoist ropes having steel core.
2. Coated steel belts with steel cords embedded in polyurethane case may be used in lieu of conventional steel hoist ropes subject to approval of the AHJ.
  - a. Belts shall be UL listed and non-combustible.

E. Governor Rope

1. Pre-formed wire rope specifically constructed for elevator applications, shall be provided for governor ropes.
  - a. Rope shall be traction steel or iron in accordance with OEM design requirements.
  - b. Rope diameter and method of fastening shall be in accordance with ASME A17.1 Safety Code as adopted and/or otherwise modified by the AHJ.

F. Electrical Conduit / Wiring / Traveling Cable

1. Electrical wiring shall be provided.
  - a. All wiring shall be stranded copper conductors, manufactured in compliance with ANSI/ASTM B174-71 and UL 62 requirements, and polyvinyl chloride insulation complying with ETT requirements of UL 62 and Article 400 of the National Electric Code.
  - b. Electrical wiring provided for hoistway interlock shall be of a flame retardant type, capable of withstanding temperatures of at least 392 degrees Fahrenheit. Conductors shall be Type SF or equivalent.

- c. Each run of electrical conduit or duct shall contain no less than 10% spare wires and, in any case, no fewer than two (2) spare wires.
- d. Crimp-on type wire terminals shall be used where possible.

2. Traveling cable shall be provided.

- a. Each traveling cable shall be provided with a flame and water resistant polyvinyl chloride jacket.
- b. Electrical wiring shall consist of stranded copper conductors, manufactured in compliance with ANSI/ASTM B174-71 and UL 62 requirements, and polyvinyl chloride insulation complying with ETT requirements of UL 62 and Article 400 of the National Electric Code.
- c. Each traveling cable shall contain no less than 10% spare wires.
- d. Traveling cable exceeding 100' in length shall be provided with a steel wire rope support strand from which the cable shall be suspended.
- e. Traveling cable must be contained within an approved electrical conduit to within 6' of the final suspension point in the hoistway.
- f. Each traveling cable shall be arranged to provide no fewer than six (6) individually shielded pairs of 20 gauge wire and arranged to contain no less than one (1) coaxial cable for CCTV remote monitoring.
- g. Traveling cable conductors that terminate at a hoistway center box shall be connected to stud blocks provided for that purpose.
  - 1) Each wiring terminal shall be clearly identified by its nomenclature as shown on the "as built" wiring diagrams and solderless, crimp-on type wire terminals shall be used where possible.
- h. The attachment of a traveling cable to the underside of the elevator car shall be performed so that a minimum loop diameter of 30x the cable diameter is provided.
- i. Pre-hang the cables for at least twenty-four (24) hours with ends suitably weighted to eliminate twisting during operation.

3. Rigidly supported EMT conduit, flexible metal conduit and galvanized steel trough shall be utilized throughout the hoistway.

- a. Both EMT and flexible conduit shall be connected on either end by use of compression fittings and secured in place with metal clamps sized in accordance with the diameter of conduit utilized.
  - 1) Wire or plastic wire ty-raps shall not constitute an acceptable means of fastening.
- b. The use of flexible metal conduit shall be limited to runs not greater than 3' in length.
  - 1) Reuse of existing conduit/duct shall be at the discretion of the Consultant.

G. Normal and Final Terminal Stopping Devices

1. Provide normal terminal stopping devices to stop the car automatically from any speed obtained under normal operation within the top and bottom overtravel, independent of the operating devices, final terminal stopping device and the buffers.

2. Provide final terminal stopping devices to stop the car automatically from the speed specified within the top clearance and bottom overtravel.
3. The terminal stopping devices shall have rollers with rubber or other approved composition tread to provide silent operation when actuated by the cam fixed to the top of the car.
  - a. Terminal stopping devices that are not mechanically operated (i.e.: magnetic proximity) shall be provided by the manufacturer of the control equipment, intended for use as a terminal limit, and designed for reliable operation in the hoistway environment.
4. Final terminal limits shall be pinned so as to prevent movement after final adjustment where required by the AHJ.

#### H. Machine Beams

1. Provide support beams support machines, governors, dead-end hitches, deflector, and overhead sheaves. The machinery and deflector sheaves shall be located within the hoistway as shown on the drawings. Coordinate attachments of the machine beams to the building structure with the structural drawings.
2. Mounting of the hoist machine and deflector sheaves shall incorporate isolation to minimize the transmission of noise and/or vibration to the building structure.

#### 1. Gearless Elevator Hoisting Machine (MRL)

1. Provide a permanent magnet synchronous motor (PMSM) AC gearless traction machine, specially designed and manufactured for elevator service. The machine shall have high starting torque and low starting current, rated for 50° C (90° F) continuous operation, and a minimum of 210 starts per hour.
  - a. Securely mount the machine to overhead steel beams or to the guide rail system.
  - b. The armature shaft shall be supported in ball or roller type bearings.
  - c. The driving sheave shall be cast from the best grade of metal with a Brinell hardness of 215 to 230 and shall be machined with grooves, providing maximum traction with a minimum of rope and sheave wear.
  - d. Ensure that adequate ventilation of internal stator windings and rotating element is provided to prevent overheating with thermal overload protection. (Constant velocity fan for constant cooling.)
  - e. Equip housing with eyebolt(s) for lifting.
  - f. Provide the machine with an electro-mechanical brake.
    - 1) The brake shall be spring applied and electrically released where drum or disk-type brakes are employed.
    - 2) Design the brake electro-magnet for quick release and application of the brake.
    - 3) The brake lining material shall be non-asbestos.
  - g. Design the brake for quick release to provide smooth and gradual application of the brake shoes.
  - 1) An emergency brake shall be an integral part of the machine design.

- h. Provide a sheave guard and seismic rope retainer on the machine sheave to prevent hoisting rope from jumping off the grooves.
  - 1) Provide service platforms, grating, handrails, ladders and required accessories to service and maintain the hoisting machines, if required by the local AHJ.
  - i. Design and construct the hoisting machine based on passenger elevator cab enclosure weight as specified and as shown on the architectural drawings.

J. Overspeed Governor

- 1. Provide a remote-resetting speed governor, located in the overhead, to operate the car safety.
  - a. Maintain the proper tension in the governor rope with a weighted tension sheave located in the pit.
    - 1) Springs used to develop the tension are not acceptable.
  - b. Provide rope grip jaws, designed to clamp the governor rope to actuate the car safety upon a predetermined overspeed downward.
    - 1) The centrifugal type governor shall trip and set rope jaws within sixty (60) degrees of governor sheave rotation after reaching rated tripping speed.
  - c. Design the governor rope tripping device so that no appreciable damage to or deformation of the governor rope shall result from the stopping action of the device in operating the car safety.
  - d. Provide an electrical governor overspeed protective device which shall remove power from the driving machine motor and brake before or at the application of the safety.
    - 1) The setting for the overspeed switch shall be as prescribed in the ASME A17.1 Safety Code.
    - 2) Locate and enclose the switch to ensure that excess lubrication will not enter the switch enclosure.
    - 3) Overspeed switch shall operate in both direction of travel on systems employing a static power drive unit.
  - e. Seal and tag the governor with the running speed, tripping speed and date last tested.
  - f. Design the governor to prevent false tripping due to conditions caused by rope dynamics.
  - g. Governor shall be mounted to the guide rail system or machine beam supports in the hoistway overhead.
    - 1) Coordinate access requirements and testing procedures with the AHJ.
    - 2) Where governor access is not required by the AHJ, governor shall be capable of being manually reset from outside the hoistway.

K. Equipment Isolation

1. Provide effective sound isolation between machines, secondary deflector sheaves, solid state motor drive units and filters, from building structure to reduce noise transmission to occupied spaces and elevator cabs.
2. When operating per plans and specifications, the elevator equipment shall not generate noise levels in excess of NC-40 in occupied resident spaces and shall be free of pure tones. For the purposes of this specification, a pure tone shall be defined as a sound level in any one-third octave band which is greater than five (5) dB above both adjacent one-third octave bands, in the range 45 to 11,200 Hz.

L. Overhead / and Governor Stop Switches

1. Provide a positive action stop switch at the following locations as required by applicable Code:
  - a. Overhead machinery space.
  - b. Overhead governor access panel as may be mandated by the AHJ.
2. The switch shall be arranged to prevent the application of power to the hoist motor and machine brake when placed in the "OFF" position.
  - a. Clearly identify the switch with permanent marking on the switch cover that indicates "RUN" and "STOP" positions.

M. Emergency Brake

1. Ascending Car Overspeed Protection Device
  - a. Provide a device designed to prevent an ascending elevator from striking the hoistway overhead structure.
  - b. The device shall decelerate the car with any load up to the rated capacity by applying an emergency brake.
    - 1) The device shall detect an ascending car overspeed condition of not greater than ten percent (10%) higher than the speed that the car governor is set to trip.
    - 2) The device, when activated, shall prevent operation of the car until the device is manually reset.
    - 3) The device shall meet the requirements of the ASME A17.1 Safety Code as may be modified by the AHJ.
2. Unintended Car Movement Protection Device
  - a. Provide a device to prevent unintended car movement away from the landing when the car and hoistway doors are not closed and locked.
    - 1) The device shall prevent such movement in the event of failure of:
      - a) The electric driving machine motor.
      - b) The brake.

- c) The machine shaft or shaft coupling.
- d) Machine gearing.
- e) Control system.
- f) Any component upon which the speed of the car depends.
- g) Suspension ropes and the drive sheave of the traction machine are excluded.

- 2) The device shall prevent operation of the car until the device is manually reset.
- 3) The device shall meet the requirements of the ASME A17.1 Safety Code as may be modified by the AHJ.

## 2.6 PIT EQUIPMENT

### A. Car and Counterweight Buffers

1. Provide buffer with necessary blocking and horizontal steel braces under the car and counterweight.
2. Provide spring type buffers for the elevator and counterweight.
3. The buffer shall be tested and approved by a qualified testing laboratory.
4. Provide a permanent buffer marking plate which indicates the manufacturer's name, identification number, rated impact speed and stroke.
5. Provide a permanent data plate in the vicinity of the counterweight buffer indicating the maximum designed counterweight runby.
6. Support buffers from the pit floor level with all required blocking and bracing steel members.

### B. Ladders, Guard Rails, Screens and Guards

1. Provide the following secondary metal work in the pit, hoistway and in elevator control room in accordance with bid documents.
  - a. Counterweight shall be guarded by means of a steel guard from the pit floor to a position of at least 2450 mm (96") above pit floor where compensation ropes are not provided'
  - b. Pit access ladders.
2. Submit detailed shop drawings of all miscellaneous metal items for Architect's approval.
3. The pit ladder shall have continuous steel flat bar side rails 12 mm (1/2") x 75 mm (3"), with eased edges, spaced a minimum of 400 mm (16") apart. Rungs shall be steel bars 18 mm (3/4") in diameter, 400 mm (16") in clear inside width, spaced 300 mm (12") apart with top to have a non-slip surface. Rungs shall be located along centerline of side rails, located not less than 180 mm (7") from the nearest permanent object or structure. Plug weld and grind smooth on outer rails faces. Support each ladder at top and bottom and at intermediate points spaced not more than 1500 mm (60"). Extend side rails 1200 mm (48") above top rung.

### C. Governor Rope Tension Assembly

1. Provide a governor rope tension assembly.
  - a. Maintain the proper tension in the governor rope with a weighted tension sheave located in the pit.

- 1) Springs used to develop the tension are not acceptable.
- b. The sheave shall be of proper diameter and set directly plumb with the governor rope drop to prevent the rope from pulling off of the sheave at an angle.
- c. Lubrication fittings shall be provided on the assembly.
- d. The assembly shall have necessary rope guards to prevent accidental contact of the rope/sheave by service personnel and to prevent the governor rope from jumping off of the sheave.

D. Pit Stop Switch

1. Elevator shall be provided with a push/pull switch that is conspicuously designated "EMERGENCY STOP" and located so as to be readily accessible from the hoistway entrance on the lowest landing served adjacent to the pit ladder at a height of approximately 18" above the floor.
  - a. This switch shall be arranged to prevent the application of power to the hoist motor and machine brake when placed in the "OFF" position.

2.7 HOISTWAY ENTRANCES

A. Hoistway Entrance Structure

1. Frames - The frames shall be constructed of 14-gauge sheet steel.
2. Doors - The doors shall be constructed of 16-gauge sheet steel, not less than 1-1/4" thick, reinforced to accept hangers, interlocks or door closers.
3. Equip all hoistway landing doors with one-piece full height non-vision wings of material and finish to match hall side of door panels.
4. Entrances shall bear 1 hour label of Underwriters Laboratories, Inc.
5. Provide each door panel with two removable laminated plastic composition guides, arranged to run in sill grooves with a minimum clearance, replaceable without removing the door from the hangers and incorporating a steel fire stop.
6. Provide the leading edge of door panels with continuous black rubber astragal bumper strips.
  - a. The strips shall be relatively inconspicuous when the doors are closed and shall be easily replaced.
7. Provide rubber bumpers at the top and bottom of the door to stop them at their limit of travel in opening direction.
8. Sills - Provide narrow-type, extruded sills with the nosing approximately 1" deep and running the full length of door travel.
  - a. The sills shall be at least 3/8" thick.
  - b. The wearing surface shall be of a non-slip type.
  - c. Rigidly secure the sills to the building construction by means of steel sill support brackets or blocking with necessary metal shimming or adjustments.
  - d. Provide and rigidly secure sill support members to the building structure after blocking and leveling them with necessary metal shimming.

- 1) Use 4" x 4" x 1/4" angle for single speed entrances.
- 2) If formed sheet steel sill support members are used, the structural properties of these members shall match or exceed the structural properties of 4" x 4" x 1/4" angle for single speed entrances.

9. Struts - Provide 3" x 3" x 1/4" hot rolled steel angle struts.

- a. If formed sheet steel struts are used, the structural properties of formed struts shall match or exceed the structural properties of 3" x 3" x 1/4" steel angle.
- b. Extend the struts from top of sill to either the bottom of floor beam or intermediate framing above.
- c. Bolt struts in place with not less than two (2) bolts at each end.
- d. Strut clip angles or brackets shall have a thickness not less than the thickness of the supported strut.

10. Track Support - 3/16"-thick steel track support plate shall extend between and be bolted to the vertical steel struts with no less than two (2) bolts at each end.

11. Track Covers — 16 gauge steel cover plates shall extend the full travel of the doors.

- a. Covers shall be made in sections for service access to hangers, sheaves, tracks and interlocks.
- b. The sections above the door opening shall be movable from within the elevator car.
- c. Cover fastening devices shall be non-removable from the cover.

12. Fascias - 16 gauge steel fascia plates shall extend at least the full width of the door and be secured at hanger support and sill with oval head machine screws.

- a. Provide fascia plates where the clearance between the edge of the loading side of the platform and the inside face of the hoistway enclosure exceeds the Code allowed clearance.

13. Toe Guards — Provide 14 gauge steel toe guards to extend 12" below any sill not protected by fascia.

- a. The toe guards shall extend the full width of the door and shall return to the hoistway wall at a 15-degree angle and be firmly fastened.

14. Dust Covers — Provide 16 gauge steel dust covers to extend 6" above any header not protected by fascia.

- a. The dust covers shall extend to a full width of travel of the doors, return to the hoistway wall at a 15-degree angle and be firmly fastened.

B. Tracks / Hangers / Closers / Related Equipment

1. Formed or extruded steel landing door hanger tracks shall be provided.
2. Each landing door panel shall be suspended from a pair of door hanger assemblies that are compatible with the hanger tracks.

- a. Hanger assemblies shall be directly mounted to the door panel using 3/8" diameter or better hardware.
  - b. Solid steel blocks shall be used where job-site conditions dictate the use of spacers between hanger assemblies and the landing door panel.
  - c. Hanger assemblies shall be adjusted or shimmed so that door panels are suspended in a plumb manner with no more than 3/8" vertical clearance to the cab entrance threshold.
  - d. Upthrust rollers shall be adjusted for minimal operating clearance against the bottom edge of the hanger track.
  - e. Means shall be provided to prevent hangers from jumping the track.
  - f. Blocks shall be provided to prevent rollers from overrunning the end of the track.
3. Each set of center opening landing doors shall be provided with a cable driven relating mechanism which is compatible for use with the door hanger assemblies.
  - a. The relating mechanism shall be properly tensioned and adjusted to equalize the relationship between the door panels and the hoistway entrance.
4. Each set of single speed side slide landing doors shall be provided with a sill-mounted spring closing mechanism.
  - a. Spirator-type spring closers shall be acceptable should prevailing sill depth or runby clearance conditions require their use.

C. Interlocks / Unlocking Devices

1. Each set of landing doors shall be provided with a complete electromechanical interlock assembly.
  - a. Each interlock assembly shall consist of:
    - 1) A switch housing with contacts.
    - 2) Lock keeper.
    - 3) Clutch engagement/release subassembly.
    - 4) Associated linkages.
  - b. Arrange the lock so that individual leading door panels (side slide or center opening) are locked when in the closed position.

D. Hoistway Entrance Sill

1. Provide an entrance sill with the nosing approximately 1" deep and running the full length of door travel.
  - a. Sill shall be at least 3/8" thick.
  - b. The wearing surface shall be of a non-slip type with the door guide grooves providing a minimum clearance for the guides.
  - c. Rigidly secure the sills to the building construction by means of steel sill support brackets or blocking with necessary metal shimming or adjustments.
  - d. The sills shall be extruded aluminum.

E. Hoistway Door Bottom Guides / Safety Retainers

1. The bottom of each side sliding type hoistway door panel shall be equipped with a minimum of two (2) guiding members.
  - a. Metal mounting angles shall be secured to the integral panel frame structure; and when conditions warrant, additional external metal support plates or angles shall be installed to ensure the integrity of the panel frame is not compromised.
  - b. Guides shall be manufactured of low friction non-metal material with sufficient strength to withstand forces placed on door panels per ASME A17.1 Standards.
  - c. Each guide assembly shall incorporate a steel wear indicator and be so designed to permit sliding member replacements without removal of door panel(s) from top hanger devices.
  - d. Panels shall be hung with a maximum vertical clearance of 3/8" between top of sill and bottom of panel and the guide shall engage the sill groove by not less than 1/4".
2. The bottom of each side sliding type hoistway door panel shall be equipped with a guiding member safety retainer to prevent displacement in the event of primary guide means failure.
  - a. A metal reinforcement (12 gauge stainless or galvanized steel) shall be installed between the two (2) primary guiding members (a.k.a. "Z" bracket).
  - b. The reinforcement shall be designed with a minimum length of 8" or the maximum possible length that will fit between the primary members and a minimum overall height of two and one-half (2.5)" secured on the internal face of the door panel. (Hoistway side)
  - c. The retainer shall be set with the supplemental safety angle 3/8" into the corresponding sill groove; and be capable of preventing displacement of the panel no more than 3/4" with an applied force of 1125 lbf at right angles over an area 12" x 12" at the approximate center of the door panel.

2.8 CAR EQUIPMENT / FRAME

A. Car Frame and Platform

1. The car frame shall be made of steel members, with the required factor of safety.
2. The car platform shall consist of a steel frame with necessary steel stringers, all securely welded together.
3. The frame and platform shall be so braced and reinforced that no strain will be transmitted to the elevator car.
4. Passenger Elevator
  - a. Provide platform with two (2) layers of 3/4" thick marine grade plywood.
  - b. Cover the underside of the car platform with sheet steel.
  - c. The support frame shall carry rubber pads on which the platform shall rest without any connection to the steel frame for sound and vibration isolation.
  - d. Provide extruded nickel silver thresholds having non-slip surface, guide grooves.
  - e. Recess the platform to receive finished flooring as selected by the architect and specified under another section of their specification.
  - f. The car frame shall be sized for an 8'-0" overall cab height.

B. Car Safety

1. Provide a governor actuated mechanical safety device mounted under the car platform and securely bolted to the car sling.
2. The car safety shall be sized for the capacity and speed noted herein.
  - a. When tripped, the safety mechanism shall engage the rails with sufficient force to stop a fully loaded car with an average rate of retardation within the limits given in A17.1 Safety Code as adopted and/or otherwise modified by the AHJ.
3. Install a car safety marking plate of corrosion resistant metal and, in addition to the data required by Code, indicate the manufacturer's name and manufacturer's catalog designation number for safety.
4. Make provisions to release the car safety. In no event shall the safety be released by downward motion of the car. Raising the car to reset the safety shall be allowed.
5. Provide an electrical safety plank switch that will interrupt the power to the hoist machine and apply the machine brakes when the safety is set.

C. Automatic Leveling / Releveling / Positioning Device

1. Equip the elevator with a floor leveling device which shall automatically bring the car to a stop within 1/4" of any floor for which a stop has been initiated regardless of load or direction of travel.
2. This device shall also provide for releveling which shall be arranged to automatically return the elevator to the floor in the event the elevator should move below or above floor level in excess of 1/4".
3. This device shall be operative at all floors served and whether the hoistway or car door is open or closed provided there is no interruption of power to the elevator.
4. A positioning device shall be part of the controller microprocessor systems.
  - a. Position determination in the hoistway may be through fixed tape in the hoistway or by sensors fitted on each driving machine to encode and store car movement.
  - b. Design the mechanical features and electrical circuits to permit accurate control and rapid acceleration and retardation without discomfort.
5. Where there are consecutive floors/stops that are short stops, the system shall be capable of distinguishing between the two landing zones without error.
6. All equipment and logic required for leveling system to properly function with short stops shall be included.

D. Top-of-Car Inspection Operating Station

1. An inspection operating station shall be provided on top of the elevator car.
2. This station shall be installed so that the controls are plainly visible and readily accessible from the hoistway entrance without stepping on the car.
3. When the station is operational, all operating devices in the car shall be inoperative.
4. Provide the following control devices and features:

- a. A push/pull or toggle switch designated "EMERGENCY STOP" shall be arranged so as to prevent the application of power to the hoist motor or machine brake when in the "off" position.
- b. A toggle switch designated "INSPECTION" and "NORMAL" to activate the top of car Inspection Service Operation.
- c. Pushbutton designated "Up", "Down" and "Enable" to operate the elevator on Inspection Service (the "Enable" button shall be arranged to operate in conjunction with either the "Up" or "Down" button).
- d. An indicator light and warning buzzer that are subject to activation under Phase I - Fire Emergency Recall Operation.

E. Car Top Guardrails

- 1. Provide car top guard rails comprised of a lower, middle, and upper guard rails securely fastened on the side and rear of the perimeter of the car top to meet California Building Code requirements.

F. Load Weighing Device

- 1. Provide means to measure the load in the car within an accuracy of + 4% of the elevator capacity.
- 2. Provide one of the following types of devices:
  - a. A device consisting of four (4) strain gauge load cells located at each corner of the car platform and supporting a free floating car platform and cab with summing circuits to calculate the actual load under varying conditions of eccentric loading.
  - b. A strain gauge device located on the crosshead, arranged to measure the deflection of the crosshead and thus determine the load in the car.
  - c. A device consisting of four (4) strain gauge load cells, supporting the weight of the elevator machine with summing circuits to calculate the actual load under varying conditions of load.
  - d. A device to measure the tension in the elevator hoist ropes and thus determine the load in the car.
- 3. Arrange that the output signal from the load weighing device be connected as an input to the signal and motor control systems to pre-torque of the hoisting machine motors where applicable.
- 4. Provide audible and visual signals in connection with the load weighing device when used as an "overload" device.

G. Car Enclosure Work Light / Receptacle

- 1. The top and bottom of each car shall be provided with a permanent lighting fixture and 110 volt GFCI receptacle.
- 2. Light control switches shall be located for easy accessibility from the hoistway entrance.
- 3. Where sufficient overhead clearance exists, the car top lighting fixture shall be extended no less than 24" above the crosshead member of the car frame.
- 4. Light bulbs shall be guarded so as to prevent breakage or accidental contact.

H. Emergency Exits / Top

1. Ensure they operate as per Code and have proper electrical contacts and mechanical locks on the exterior of the cab enclosure.
2. The top of car emergency exit shall be so arranged that it can be opened from within the car by means of a keyed spring-return cylinder-type lock having not less than a five-pin or five-disk combination and opened from the top of the car without the use of a key.
3. No other key to the building shall unlock the emergency exit lock except access switch keys which may be keyed alike.
  - a. Keys shall be assigned in accordance with ASME A17.1 Group 1 Security requirements.

I. Master Door Power Operator System — VVVF/AC

1. Provide a heavy-duty master door operator on top of the elevator car enclosure for power opening and closing of the cab and hoistway entrance door panels.
2. The operator may be of the pivot/lever or belted linear drive type.
3. Operator shall utilize an alternating current motor, controlled by a variable voltage, variable frequency (VVVF) drive and a closed-loop control with programmable operating parameters.
  - a. System may incorporate an encoder feedback to monitor positions with a separate speed sensing device or an encoderless closed-loop VVVF-AC control to monitor motor parameters and vary power applied to compensate for load changes.
4. The type of system shall be designated as a high speed operator, designed for door panel opening at an average speed of 2.0 feet per second and closing at approximately 1.0 foot per second.
  - a. Reduce the closing speed as required to limit kinetic energy of closing doors to within values permitted by ASME A17.1 as may be adopted and/or modified by the AHJ.
5. The door shall operate smoothly without a slam or abrupt motion in both the opening and closing cycle directions.
  - a. Provide controls to automatically compensate for load changes such as:
    - 1) Wind conditions (stack effect).
    - 2) Use of different weight door panels on multiple landings.
    - 3) Other unique prevailing conditions that could cause variations in operational speeds.
  - b. Provide nudging to limit speed and torque in conjunction with door close signaling/closing and timing devices as permitted by ASME A17.1 as may be adopted and/or modified by the AHJ. Nudging shall be initiated by the signal control system and not from the door protective device.
6. In case of interruption or failure of electric power from any cause, the door operating mechanism shall be so designed that it shall permit emergency manual operation of both the car and corridor doors only when the elevator is located in the floor landing unlocking zone.

- a. The hoistway door shall continue to be self-locking and self-closing during emergency operation.
- b. The door operator and/or car door panel shall be equipped with safety switches and electrical controls to prevent operation of the elevator with the door in the open position as per ASME A17.1 Code Standards.
- c. Provide zone-lock devices as required by ASME A17.1 as may be adopted and/or otherwise modified by the AHJ.

7. Construct all door operating levers of heavy steel or reinforced extruded aluminum members.
8. Belts shall be designed for long life and operate noise free.
9. All components shall be designed for stress and forces imposed on the related parts, linkages and fixed components during normal and emergency operation functions.
  - a. All pivot points, pulleys and motors shall have either ball or roller-type bearings, oilite bronze bushings or other non-metallic bushings of ample size.
10. Provide operating data / data tag permanently attached to the operator as required by applicable Code and standards.

J. Car Door Hangers / Tracks / Gate Switch

1. Provide sheave type two-point suspension hangers and track for each car door.
  - a. Sheaves shall be hardened steel, not less than 3-1/4" in diameter with sealed grease packed precision ball bearings.
  - b. The upthrust shall be taken by a roller mounted on the hanger and arranged to ride on the underside of the track.
2. The track shall be of formed cold rolled steel or cold drawn steel and shall be rounded on the track surface to receive the hanger sheaves.
  - a. The track shall be removable and shall not be integral with the header.
3. Provide a gate switch that mounts directly to the car door track.
  - a. The gate switch shall prevent movement of the elevator until such time as it signals the control equipment that the car door has physically closed.

K. Car Door Panel(s)

1. Provide no less than 1" thick, 14-gauge hollow metal flush construction panel(s), reinforced for power operation and insulated for sound deadening.
2. Paint the hoistway side of each panel black and face the cab side with 16-gauge sheet steel matching the existing returns or in selected material and finish as otherwise directed by Owner/Architect.
3. The panels shall have no binder angles and welds shall be continuous, ground smooth and invisible.
4. Drill and reinforce panels for installation of door operator hardware, door protective device, door gibs, etc.

- a. Provide each door panel with two (2) removable laminated plastic composition guides, arranged to run in the sill grooves with minimum clearance.
- b. The guide mounting shall permit their replacement without removing the door from the hangers.

S. Provide the meeting edge of center opening doors with necessary continuous rubber astragal bumper strips.

- a. These strips shall be relatively inconspicuous when the doors are closed.

L. Door Reopening Device / "3D"

- 1. Provide a combination infrared curtain and 3D door protection system.
- 2. The door shall be prevented from closing and will reopen when closing if any one of the curtain light rays is interrupted or should an object enter the 3D detection zone.
- 3. The door shall start to close when the protection system is free of any obstruction.
- 4. The infrared curtain and 3D zone protective system shall provide:
  - a. Protective curtain field not less than 71" above the sill.
  - b. 3D protective zone field not less than 61" above the sill.
  - c. Accurately positioned infrared lights to conform to the requirements of the applicable handicapped Code.
  - d. Modular design to permit on board test operation and replacement of all circuit boards without removing the complete unit.
  - e. Self-contained, selectable 3D zone timeout feature to allow for closing at nudging speed with audible signal.
  - f. Automatic turning-off of the 3D zone in the event of three (3) consecutive 3D triggers.
    - 1) Light curtain shall continue to operate after 3D system timeout.
  - g. Selectable control of the 3D zone operation on an "always-on" or "as doors close" basis.
  - h. Controls to shut down the elevator when the unit fails to operate properly.
  - i. Provide audible and visual notification of pending door close.

2.9 FINISH / MATERIALS / SIGNAGE

A. Material, Finishes and Painting

- 1. General
  - a. Cold-rolled Sheet Steel Sections: ASTM A366, commercial steel, Type B
  - b. Rolled Steel Floor Plate: ASTM A786
  - c. Steel Supports and Reinforcement: ASTM A36
  - d. Aluminum-alloy Rolled Tread Plate: ASTM B632
  - e. Aluminum Plate: ASTM B209
  - f. Stainless Steel: ASTM A167 Type 302, 304 or 316
  - g. Stainless Steel Bars and Shapes: ASTM A276
  - h. Stainless Steel Tubes: ASTM A269

- i. Aluminum Extrusions: ASTM B221
- j. Nickel Silver Extrusions: ASTM B155
- k. Bronze Sheet: ASTM B36(36M) alloy UNS No. C2800 (Muntz Metal)
- l. Structural Tubing: ASTM A500
- m. Bolts, Nuts and Washers: ASTM A325 and A490
- n. Laminated / Safety Tempered Glass: ANSI Z97.1

2. Finishes

- a. Stainless Steel
  - 1) Satin Finish: No. 4 satin, long grain.
  - 2) Mirror Finish: No. 8 non-directional mirror polished.
- b. Sheet Steel:
  - 1) Shop Prime: Factory-applied baked on coat of mineral filler and primer.
  - 2) Finish Paint: Two (2) coats of low sheen baked enamel, color as selected by the Architect.
  - 3) Steel Equipment: Two (2) coats of manufacturer's standard rust-inhibiting paint to exposed ferrous metal surfaces in both the hoistway and pit that do not have galvanized, anodized, baked enamel, or special architectural finishes.

3. Painting

- a. Apply two (2) coats of paint to the machine room and pit floors.
- b. Apply two (2) coats of clear lacquer to bronze or similar non-ferrous materials to prevent tarnishing during a period of not less than twelve (12) months after initial acceptance by the Owner or Agent.
- c. Identify all equipment including buffers, car apron, crosshead, safety plank, machine, controller, drive, governor, disconnect switch, etc., by 4" high numerals which shall contrast with the background to which it is applied. The identification shall be either decalcomania or stencil type.
- d. Paint or provide decal-type floor designation not less than 4" high on hoistway doors (hoistway side), fascia and/or walls as required by A17.1 as may be adopted and/or modified by the AHJ. The color of paint used shall contrast with the color of the surface to which it is applied.

B. Hoistway Entrances

- 1. Entrance Frames: Provide stainless steel with No. 4 finish standard bolted type construction having matching end caps. Provide 2" wide square profile.
- 2. Door Panels: Provide stainless steel with No. 4 finish.
- 3. Entrance Sills: Extruded aluminum.

C. Designation and Data Plates, Labeling and Signage.

- 1. Provide an elevator identification plate on or adjacent to each entrance frame and the designated and alternate emergency fire recall levels.

2. Provide floor designation cast plates at each elevator entrance, on both sides of the jamb at a height of 60" to the baseline of floor indication.
  - a. Floor number designations and Braille shall be 2" high, 0.03" raised and stud mounted. Provide characters in white on black background.
3. Identify an Elevator with 3" high international emergency medical services Star of Life symbol at each elevator entrance on both sides of the jamb.
4. Provide raised designations and Braille markings to the left of the car call and control buttons of the car operating panel(s).
5. Designations shall be a minimum of 5/8" high, 0.03" raised and stud mounted.
6. Provide characters in white on black background.
7. Provide elevators with data and marking plates, labels, signages and refuge space markings complying with A17.1 Elevator Safety Code as may be adopted and/or otherwise modified by the AHJ.
8. Architect shall select the designation and data plates from manufacturer's premium line of plates.

## 2.10 FIXTURES / SIGNAL EQUIPMENT

### A. General - Design and Finish

1. The design and location of the hall and car operating and signaling fixtures shall comply with the ADAAG, CBC and local requirements of the AHJ.
2. The operating fixtures shall be selected from the manufacturer's or a third-party fixture company's premium vandal resistant line of fixtures.
3. The layout of the fixtures including all associated signage and engraving shall be as approved by the Owner/ Architect.
4. Where no special design is shown on the drawings, the buttons shall be as follows:
  - a. Stainless steel raised type as selected by the Owner/ Architect.
  - b. The button shall have a collar on the button with LED call registered light.
5. Where no special design is shown on the drawings, the faceplates shall be as follows:
  - a. 1/8" thick stainless steel faceplate with No. 4 finish.
6. Mount passenger elevator fixtures with concealed fasteners. The screw/fastener and key switch cylinder finishes shall match faceplate finish.
7. Where key-operated switch and or key operated cylinder locks are furnished in conjunction with any component of the installation, four (4) keys for each individual switch or lock shall be furnished, stamped or permanently tagged to indicate function.
8. All caution signs, pictographs, Code mandated instructions and directives shall be integral with fixture faceplates, engraved and filled with epoxy in Code required colors.

### B. Main Car Operating Panel

1. Provide a main car operating pushbutton panel on the inside front return panel of the car.

2. Car operating panel shall be incorporated in the swing-front return of the elevator cab.
3. The pushbuttons shall become individually illuminated as they are pressed and shall extinguish as the calls are answered.
4. The operating panel shall include:
  - a. A call button for each floor served, located not more than 48" above the cab floor.
  - b. "Door open" / "Door close" / "Door Hold" buttons in elevator used for resident moves in each tower.
  - c. Illuminated alarm button, interfaced with emergency alarm. The alarm button shall illuminate when pressed.
  - d. Self-dialing, hands-free emergency communication system actuation button with call acknowledging feature, provisions for the deaf per ASME A17.1, CBC-2022 and A.D.A. design provisions.
  - e. LCD screen for displaying text from monitoring service and separate fixtures to enable individuals inside cab to respond to monitoring service nonverbally to comply with current emergency communication requirements included in CBC 2022 Building Code.
  - f. An integral (no separate faceplate) digital L.E.D. floor position indicator. Providing the position indicator integral with the specified LCD screen for emergency communication provisions is acceptable.
  - g. Three (3) position firefighter key operated switch, call cancel button and illuminated visual/audible signal system with mandated signage engraved per ASME A 17.1 Standards as modified by the AHJ.
5. Locked Firemen's Service cabinet, keyed in accordance with local Code, containing required devices and signals in accordance with ASME A17.1 Standards.
6. Provide a locked service cabinet flush mounted and containing the key switches required to operate and maintain the elevator, including, but not limited to:
  - a. Independent service switch.
  - b. Light switch.
  - c. Fan switch.
  - d. G.F.C.I. duplex receptacle.
  - e. Emergency light test button and indicator.
  - f. Emergency Stop/Run switch
  - g. Inspection Service Operation key switch.
  - h. Port for hand-held service tool where applicable.
  - i. Dimmer for cab interior lighting.
7. Post Annual Operating Certificate in a horizontal position behind an opening in the service cabinet door or in the return below the service cabinet that is fitted with a flush-mounted clear Plexiglas without a frame.
8. Car operating panel shall incorporate:
  - a. Black-filled engraved elevator identification number.
  - b. The rated passenger load capacity in pounds.

C. Car Position Indicator

1. The position of the car in the hoistway shall be indicated by the illumination of the position indicator numeral corresponding to the floor at which the car has stopped or is passing.
  - a. Provide 2" high, 10-segment LED type position indicator with direction arrows, integral with the car operating panel.
  - b. Provide Lexan cover lens with hidden support frame behind fixture plate to protect the indicator readout.
  - c. Provide audible floor passing signal per ADA standards where not provided by the elevator signal control.
  - d. Flush mount fixture with cover to match selected car front or car operating panel finish as directed by the Owner.

D. Voice Annunciator

1. Provide a voice annunciator in each elevator.
2. The device features shall comply with the requirements of ADAAG and local accessibility requirements.
3. The system shall include, but not limited to:
  - a. Solid state digital speech annunciator.
  - b. A recording feature for customized messages.
  - c. Playback option.
  - d. Built-in voice amplifier.
  - e. Master volume control.
  - f. Audible indication for selected floor, floor status or position, direction of travel, floor stop, seismic operation, firefighter service and nudging.
4. Locate all associated equipment in a single, clearly labeled enclosure located either in the machine room and/or on car top.

E. Corridor Pushbutton Stations / Riser

1. Pushbutton signal fixtures shall be provided on each landing.
2. Each signal fixture shall consist of the following:
  - a. A flush-mounted faceplate with a stainless-steel No. 4 finish.
  - b. Illuminating tamper-resistant pushbuttons measuring \*/" at their smallest dimension as selected by the Owner.
  - c. A recessed mounting box, electrical conduit and wiring.
3. Intermediate landings shall be provided with fixtures containing two (2) pushbuttons while terminal landings shall be provided with fixtures containing a single pushbutton.
4. Include firefighter key switch in the main lobby level service fixture specified in part 2.10 J below.
5. Pushbutton signal fixtures shall be installed within ADA and CBC reach range above the floor and shall be installed both plumb and flush to the finished wall.

- a. Standardize the final distance on all floors.

F. Floor Position Indicator

1. Provide a digital LED type floor position indicator at the main lobby only.
2. Indicator shall include 2" high numerals with integral direction arrows that will indicate the direction in which the elevator is traveling.
3. Indicator shall be located directly above the hoistway entrance frames.

G. Hall Direction Lanterns

1. Provide a visual and audible signal at each entrance to indicate the direction of travel and, where applicable, which car shall stop in response to the hall call.
  - a. Design the lantern with up and down indication at intermediate landings and a single indication at terminal landings.
  - b. Lanterns shall sound once for the up direction and twice for the down direction.
    - 1) Provide an electronic chime with adjustable sound volume.
    - 2) Provide advanced hall lantern notification to comply with accessibility standards.
2. Locate the lantern above the corridor entrance, providing flush-mounted faceplates with a stainless steel No. 4 finish, and hall lantern lens shall be minimum 2 ?" in their smallest dimension.

H. Hoistway Access Switch

1. Install a cylindrical type keyed switch at top and bottom floors in order to permit the car to be moved at slow speed with the doors open to allow authorized persons to obtain access to the top of the car.
2. Locate the switch in the terminal floor entrance jambs without faceplate at a height of 78" above the finished floor.
3. This switch is to be of the continuous pressure spring-return type and shall be operated by a cylinder type lock having not less than a five (5) pin or five (5) disc combination with the key removable only in the "OFF" position.
  - a. The lock shall not be operable by any key which operates locks or devices used for other purposes in the building and shall be available to and used only by inspectors, maintenance men and repairmen in accordance with A17.1 applicable Security.

I. Lobby Service Fixture

1. Provide a service fixture at the main lobby including the following features:
  - a. A flush-mounted faceplate with a stainless steel No. 4 finish.
  - b. A recessed mounting box, electrical conduit and wiring.
  - c. Firefighter key switch with Code-required engraved operating instructions and illumination jewel.

- d. Emergency power provisions, including an indicator light that illuminates when a transfer to emergency power takes place with an engraved description.
- e. Emergency communication failure provisions.
- f. Intercom provisions to initiate communication with each elevator cab as specified in part 2.12 C below.

2. Firefighters' Key Box: Provide a key box mounted above lobby service fixture, meeting California Building Code requirements. Include all required keys.

## 2.11 CAR ENCLOSURES

- A. Elevator Cab Interior Allowance (\$40,000 total net allowance per elevator.)
- B. Elevator Cab / General Design Requirements
  - 1. Materials:
    - a. Particleboard: Premium grade, AWI, Section 200, fire retardant treated, equal to Duraflake FR
    - b. Plastic Laminate: Comply with NEMA LD3, 0.05" thick, color, texture and finish as selected by the architect
  - 2. Steel Shell: 14-gauge furniture steel reinforced and designed to accept finished wall panels. Finish shell panels with one coat of rust inhibitive primer and two (2) coats of enamel paint in accordance with Section 09900. Apply 1/8" thick, rubberized sound deadening material to the hoistway side of the shell.
    - a. All panels shall have minimum radii. Apply sealant beads to panel joints before bolting together with lock washers.
  - 3. Canopy: Canopy construction methods shall match the shell walls. Use 12-gauge furniture sheet steel and adequately support canopy to comply with the loading requirements of the Code.
    - a. Paint canopy with a coat of primer and one (1) coat of low sheen enamel paint.
    - b. Provide necessary cutouts for the installation of fan and top emergency exit. Arrange exit panel to swing up using a heavy duty piano hinge.
    - c. The exit panel shall have dual locks, necessary stops and a handle.
    - d. When in the locked position, the panel shall be flush with the interior face of the canopy with hairline joints.
  - 4. Base: Where finished base provided under another section of these specifications, recess and prepare the shell to accept the base.
    - a. Provide concealed vent slots above side and rear wall base for proper ventilation. Arrange and size vent slots for quiet operation without any whistling. Use 16 gauge baffles to protect the hoistway side of the vent slots.
    - b. The elevator cab shop drawings shall include elevator vent calculations and number, location and size of top and bottom vent holes.

5. Interior Wall Finish: Wall panels and trim are included in the cab interior allowance. Provide 16-gauge stainless steel panels with 5wl pattern applied to shell.
6. Flooring: Provide 1" recess for finished flooring provided under another section and prepare sub-flooring to accept the finished flooring.
7. Return Panels, Entrance Posts and Transom: Use 14-gauge furniture sheet steel clad with satin stainless steel No. 4 finish with proper reinforcing to prevent oil canning.
  - a. Swing return panels shall have required cutouts for the car call buttons, keyed switches, indicators, emergency light fixture, cabinets and the specified special control and signaling devices.
    - 1) Provide concealed full height stainless steel piano hinges of sufficient strength to support the panel, without sagging, in the open position.
    - 2) The concealed locks shall secure the panel at two (2) points with linkage that shall be free of vibration and noise when in the locked position.
    - 3) When locked in the closed position, the return panel shall be in true alignment with the transom and base.
    - 4) Lock release holes shall be not more than 1/4" diameter and be located at the return side jamb of the panel.
    - 5) Engrave the elevator identification number and capacity, no smoking sign, firefighter instructions, and other Code mandated instructions and caution signs directly in the front return panel. Applied panels are unacceptable.
  - b. Transom shall be 14 gauge and be reinforced and constructed the same as the front return panels.
  - c. Construct entrance posts for the passenger elevators from 12-gauge sheet steel and reinforce to maintain vertical alignment with the adjacent panels.
8. Cab Doors: Standard 1" thick, 14-gauge hollow metal flush construction, reinforced for power operation and insulated for sound deadening. Paint hatch side of doors black and face cab side with 16-gauge stainless steel No. 4 finish.
  - a. The door panels shall have no binder angles. All welds shall be continuous, ground smooth and invisible.
  - b. Drill and reinforce doors for installation of door operator hardware, door protective device, door gibs, etc.
9. Ceiling: Suspended ceiling is included in the cab interior allowance. Construction techniques for wall panels shall apply to ceiling panel construction. Locate top emergency exit inconspicuously. Construct and mount the exit panel to prevent light leakage around the perimeter of panel.
10. Ventilation: The ventilation system of the exhaust type shall be provided in each elevator.
  - a. The system shall include a blower driven by a direct connected motor and mounted on top of car with isolation to effectively prevent transmission of vibration to the car structure. The blower shall have not less than two (2) operating speeds. The ventilation system shall be sized to provide one (1) air change per minute at low speed and one and one-half (1.5) air changes per minute at high speed. The unit design and installation shall be such that the maximum noise level, when operating at high speed, shall not exceed 55

dBA approximately 3' above the car floor. A three-position switch to control the blower shall be provided in the service panel.

11. Lighting: Cab ceiling lighting is included in the cab interior allowance.
12. Handrails: Handrails are included in the cab interior allowance. All attachment hardware shall match the selected handrail and shall permit handrail removal from within the cab.
  - a. Design handrail attachment system to support the weight of a person (two hundred fifty [250] pounds) sitting on it without any deflection and damage to the handrail, cab panel and the shell.
13. Protective Pads and Pad Hooks: Provide one (1). Protective pads shall cover the return panels, and the side walls. Provide cutouts in pads for access to the cab operating and signaling devices. Pads shall be fire-resistant canvas with two (2) layers of cotton batting padding.
14. Accessories: Construct elevator cab to accommodate the door operator, hangers, interlocks and all accessory equipment provided under other sections of these specifications, including card readers and CCTV equipment provided by the security contractor.
15. All cab materials shall conform to the Code prescribed flame spread rating and smoke development requirements.

C. Cab Fabrication and Installation

1. Maintain accurate relation of planes and angles with hairline fit of contacting panels and/or surfaces.
2. Any shadow gaps (reveals) between panels shall be consistent and uniform.
3. Unless otherwise specified or shown on the drawings, for work exposed to view use concealed fasteners.
4. Maximum exposed edge radius at corner bends shall be 1/16". There shall be no visible grain difference at the bends.
5. Form the work to the required shapes and sizes with smooth and even curves, lines and angles. Provide necessary brackets, spacers and blocking material for assembly of the cab.
6. Interior cab surfaces shall be flat and free of bow or oil canning. The maximum overall deviation between the low and high points of 24" x 24" panel section shall not exceed 1/32".
7. Make weights of connections and accessories adequate to safely sustain and withstand stresses to which they will be subjected.
8. All steel work except stainless steel and bronze materials shall be painted with an approved coat of primer and one (1) coat of baked enamel paint.
9. Cab Finish Warranty Enhancement
  - a. Contractor shall be responsible for engineering and installing interior cab finishes in a manner that will withstand all Code mandated inspections and test procedures. Failure of finishes during testing shall be repaired by the contractor without expense to the owner. Any objections or qualifications to material selection or design shall be identified during the engineering of the cab interior drawings for review by the owner.

2.12 EMERGENCY LIGHTING / COMMUNICATIONS / SIGNALING

A. Battery Back Up Emergency Lighting Fixture and Alarm

1. Provide a self-powered emergency light unit.
  - a. Arrange a minimum of two (2) of the cab light fixtures to operate as the emergency light system.
  - b. Where cab lighting is utilized for emergency lighting, Contractor shall coordinate the battery back-up equipment so that it is compatible with the type of cab lighting specified by the Owner or Architect.
2. Provide a car-mounted battery unit including solid-state charger and testing means enclosed in common metal container.
  - a. The battery shall be rechargeable nickel cadmium with a ten (10) year minimum life expectancy. Mount the power pack on the top of the car.
  - b. Provide a 6" diameter alarm bell mounted directly to the battery/charger unit and connected to sound when any alarm pushbutton or stop switch in the car enclosure is operated.
  - c. The bell shall be configured to operate from power supplied by the building emergency power generator. The bell shall produce a sound output of between 80 - 90 dBA (measured from a distance of 10') mounted on top of the elevator car.
    - 1) Activation of this bell shall be controlled by the stop switch and alarm button in the car operating station.
    - 2) The alarm button shall illuminate when pressed.
3. Where required by Code for the specific application, the unit shall provide mechanical ventilation for at least one (1) hour.
4. The operation shall be completely automatic upon failure of normal power supply.
5. Unit shall be connected to normal power supply for car lights and arranged to be energized at all times so it automatically recharges battery after use.

B. Emergency Voice Communication / Video / Text Communication

1. A hands-free emergency voice communication system complying with California Building Code 2022, 3001.2 shall be furnished in each car mounted as an integral part of the car operating panel.
  - a. Necessary wires shall be included in the car traveling cable and shall consist of a minimum of seven (7) shielded pair of 20AWG conductors.
  - b. 120V power shall be provided to power the hands-free device.
  - c. Conversation levels shall measure 60 dBA or higher and measure 10 dBA above ambient noise levels.
  - d. Each device shall be provided with a self-diagnostic capability in order to automatically alert building personnel should an operational problem be detected.

2. In addition to the standard Alarm button, a separate activation button shall be provided with the car operating fixtures to initiate the emergency communication device.
3. The communication means shall be equipped with an auto-dialer and a message shall be displayed on the same panel when a call has been placed to acknowledge that communications are established.
4. On the same panel, messages shall be displayed which permit authorized personnel to communicate with and obtain responses from a trapped passenger, including passengers who cannot verbally communicate or cannot hear.
5. Once activated by authorized personnel, a message shall be displayed indicating "Help is on the way" or similar language as approved by the AHJ.
6. The communication device shall be able to:
  - a. Receive incoming calls from any On-Site Rescue Station (when provided or required).
  - b. Receive incoming calls from other off-site locations via the public telephone system.
  - c. Acknowledge incoming calls and automatically establishing hands-free two-way voice and video communications.
7. The system shall provide its own four-hour backup power supply in case of a loss of regular AC power.
8. Pushing the activation button will cause an on-site Rescue Station (where provided or required) or a security phone/computer to ring:
  - a. If the on-site call is not picked up within thirty (30) seconds, the call will be automatically forwarded to a twenty-four (24) hour off-site monitoring service.
  - b. Contractor shall provide off-site monitoring for full compliance with current emergency communication requirements.
  - c. A means to display video to authorized personnel for observation of passengers at any location on the car floor shall be provided. Camera provisions must be flush and integral with a return or in a discreet location as approved by the Architect or Owner.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

#### A. Inspection

1. Study the Contract Documents with regard to the work as specified and required so as to ensure its completeness.
2. Examine surface and conditions to which this work is to be attached or applied and notify the Owner in writing if conditions or surfaces are detrimental to the proper and expeditious installation of the work. Starting the work shall imply acceptance of the surfaces and conditions to perform the work as specified.
3. Verify, by measurements at the job site, dimensions affecting the work. Bring field dimensions which are at variance with those on the accepted shop drawings to the attention of the Owner. Obtain the decision regarding corrective measures before the start of fabrication of items affected.

4. Cooperate in the coordination and scheduling of the work of this section with the work of other sections so as not to delay job progress.

### 3.2 INSTALLATION / PROJECT PHASING

#### A. Installation

1. Install the elevators, using skilled personnel in strict accordance with the final accepted shop drawings and other submittals.
2. Comply with the Code, manufacturer's instructions and recommendations.
3. Comply with Burbank Airport Rules and Regulations.
4. Coordinate work with the work of other building functions for proper time and sequence to avoid delays and to ensure right-of-way of system. Use lines and levels to ensure dimensional coordination of the work.
5. Accurately and rigidly secure supporting elements within the shaftways to the encountered construction within the tolerance established.
6. Provide and install motor, switch, control, safety and maintenance and operating devices in strict accordance with the submitted wiring diagrams and applicable Codes and regulations having jurisdiction.
7. Ensure sill-to-sill running clearances do not exceed 1-1/4" at all landings served.
8. Erect guide rails plumb and parallel with a tolerance of 1/8" (plus or minus 1/16").
9. Install rails so joints do not interfere with brackets.
10. Set entrance plumb in hoistway and in alignment with guide rails prior to erection of the front walls.
11. Arrange door tracks and sheaves so that no metal-to-metal contact exists.
12. Reinforce hoistway fascias to allow not more than 1/2" of deflection.
13. Install elevator cab enclosure on platform plumb and align cab entrance with hoistway entrances.
14. Sound isolate cab enclosure from car structure. Allow no direct rigid connections between enclosure and car structure and between platform and car structure.
15. Isolate cab fan from canopy to minimize vibration and noise.
16. Remove oil, dirt and impurities and give a factory coat of rust inhibitive paint to all exposed surfaces of struts, hanger supports, covers, fascias, toe guards, dust covers and other ferrous metal.
17. Prehang traveling cables for at least twenty-four (24) hours with ends suitably weighted to eliminate twisting after installation.
18. After installation, touch up in the field, surfaces of shop primed elements which have become scratched or damaged.
19. Lubricate operating parts of system as recommended by the manufacturer.

### 3.3 FIELD QUALITY CONTROL

#### A. Inspection and Testing

1. Upon completion of each work phase or individual elevator specified herein, the Contractor shall, at its own expense, arrange and assist with inspection and testing as may be required by the A.H.J. in order to secure a Certificate of Operation.

## B. Substantial Completion

1. The work shall be deemed "Substantially Complete" for an individual unit or group of units when, in the opinion of the Consultant, the unit is complete, such that there are no material and substantial variations from the Contract Documents, and the unit is fit for its intended purpose.
2. Governing authority testing shall be completed and approved in conjunction with inspection for operation of the unit; a certificate of operation or other required documentation issued; and remaining items mandated for final acceptance completion are limited to minor punch list work not incorporating any life safety deficiencies.
3. The issuance of a substantial completion notification shall not relieve the Contractor from its obligations hereunder to complete the work.
4. Final completion cannot be achieved until all deliverables, including but not limited to training, spare parts, manuals, and other documentation requirements, have been completed.

### 3.4 PROTECTION / CLEANING

#### A. Protection and Cleaning

1. Adequately protect surfaces against accumulation of paint, mortar, mastic and disfiguration or discoloration and damage during shipment and installation.
2. Upon completion, remove protection from finished surfaces and thoroughly clean and polish surfaces with due regard to the type of material. Work shall be free from discoloration, scratches, dents and other surface defects.
3. The finished installation shall be free of defects.
4. Before final completion and acceptance, repair and/or replace defective work, to the satisfaction of the Owner, at no additional cost.
5. Remove tools, equipment and surplus materials from the site.

### 3.5 DEMONSTRATION

## A. Performance and Operating Requirements

1. Passenger elevators shall be adjusted to meet the following performance requirements:
  - a. Speed: within +3% in both directions of travel under any loading condition.
  - b. Leveling: within +1/4" as measured between the car entrance threshold and the landing sill on any given floor under any loading condition.
  - c. Typical Floor-to-Floor Time: (Recorded from the doors start to close on one floor until they are 3/4 open at the next floor) under various loading conditions.

Passenger Elevator 12.5 seconds.

## Door Operating Times

Door Type	Opening	Closing
42" wide side opening	2.3 sec.	4.0 sec.

d. Door dwell time for hall calls: 5.0 seconds minimum.  
e. Door dwell time for car calls: 5.0 seconds minimum.  
f. Reduced non-interference dwell time: 1.0 seconds.

2. Maintain the following ride quality requirements for the passenger elevators:

- a. The speed of the car roller guides shall not exceed 500 rpm.
- b. Where pit permits, extend bottom roller guides by not less than one half the distance from the centerline of the upper roller guides to the platform.
- c. Noise levels inside the car shall not exceed the following:
  - 1) Car at rest with doors closed and fan off - 40 dba.
  - 2) Car at rest with doors closed, fan running - 55 dba.
  - 3) Car running at high speed, fan off - 50 dba.
  - 4) Door in operation - 60 dba.
- d. Vertical and horizontal accelerations shall not exceed 14 milli-g.
  - 1) The accelerometer used for this testing shall be capable of measuring and recording acceleration to nearest  $0.01 \text{ m/s}^2$  (1 milli-g) in the range of  $0\text{-}2 \text{ m/s}^2$  over a frequency range from 0-80 Hz with ISO 8041 filter weights applied. Accelerometer should provide contact with the floor similar to foot pressure, 60 kPa (8.7psi).
- e. The amplitude of acceleration and deceleration shall not exceed 2.6 - 2.8 ft./sec<sup>2</sup> for MRL traction.
- f. The maximum jerk rate shall be 1.5 to 2.0 times the acceleration and deceleration.
- g. The maximum velocity which the elevator achieves in either direction of travel while operating under load conditions that vary between empty car and full rated load shall be within 1 3% of the rated speed.

## B. Acceptance Testing

1. Comply with the requirements of Division 01.
2. The Contractor shall provide at least five (5) days prior written notice to the Owner and Consultant regarding the exact date on which work specified in the Contract Documents will reach completion on any single unit of vertical transportation equipment.
3. In addition to conducting whatever testing procedures may be required by local inspecting authorities in order to gain approval of the completed work, and before seeking approval of said work by the Owner, the Contractor shall perform certain other tests in the presence of the Consultant.

4. The Contractor shall provide test instruments, test weights, and qualified field labor as required to safely operate the unit under load conditions that vary from empty to full rated load and, in so doing, to successfully demonstrate compliance with applicable performance standards set forth in the project specifications with regard to:
  - a. Operation of safety devices.
  - b. Sustained high-speed velocity of the elevator in either direction of travel.
  - c. Brake-to-brake running time and floor-to-floor time between adjacent floors.
  - d. Floor leveling accuracy.
  - e. Door opening/closing and dwell times.
  - f. Ride quality inside the elevator car.
  - g. Communication system.
  - h. Load settings at which anti-nuisance, load dispatch, and load non-stop features are activated.
5. Upon completion of work specified in the Contract Documents on the last car in any group of elevators, and in conjunction with the aforementioned testing procedures, the Contractor shall carry out additional testing of group dispatch/supervisory control features in the presence of the Consultant.
6. The Contractor shall provide test instruments and qualified field labor as required to successfully demonstrate:
  - a. Simulated and actual emergency power operation.
  - b. Firefighter and independent service operations.
  - c. Restricted access security features and card reader controls.

END OF SPECIFICATION

**EXHIBIT F**  
**Supplemental Conditions**

(attached)

**PARKING STRUCTURE ELEVATOR REPLACEMENT DESIGN-BUILD SERVICES  
HOLLYWOOD BURBANK AIRPORT  
PROJECT NUMBER E26-01**

**ATTACHMENT B  
SPECIFICATIONS**

**SECTION 008000 – SUPPLEMENTAL CONDITIONS**

**PART 1 GENERAL**

**1.1 DEFINITION OF TERMS**

- A. AIRPORT DESIGNATED REPRESENTATIVE (ADR) as used herein, refers to the project representative designated by BGPAA.
- B. AUTHORITY or BPGAA as used herein, refers to Burbank Glendale Pasadena Airport Authority (BGPAA).
- C. The term CONTRACT or CONTRACT DOCUMENTS, as used herein, consists of the Agreement, Conditions of Contract, Specifications, Addenda, Drawings if included, and Alternates if accepted.
- D. CONTRACTOR or ESCALATOR CONTRACTOR, as used herein, refers to any persons, partners, firm, or corporation having a contract with The Authority to furnish labor and materials for the execution of work required.
- E. CONTRACT AWARD, as used herein, refers to verbal or written award for work required.
- F. SUBCONTRACTOR, as used herein, refers to any persons, partners, firm, or corporation having a contract with Contractor to furnish labor and materials for the execution of work required.
- G. As used in these Contract Documents, “provide” shall be understood to mean “furnish and install.”
- H. As used in these Contract Documents, “retain or reuse existing” shall be understood to mean restore existing components or parts to like-new condition.
- I. Words in the singular shall include the plural whenever applicable or context so indicates.
- J. All technical terms in these Contract Documents have their definition given in latest edition of American National Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Escalators ASME A17.1. and A17.2.

**1.2 ADR STATUS**

- A. ADR shall act as BGPAA's representative on all matters pertaining to required work. ADR shall interpret Contract Documents, analyze Contractor's quotations, review Contractor suggested alternates, review all submittals of Contractor, approve billings, review technical details and construction procedure, perform work progress reviews and review and test completed work for compliance with Contract Documents prior to acceptance of work by BGPAA.
- B. Field Review Scheduling: Schedule progress and final work reviews with ADR. Reply promptly, in writing, to corrective work indicated on ADR's progress and/or final review

reports, indicating status, and schedule for completion. ADR anticipates scheduled site review appointments will be met. Contractor's price will be reduced to reimburse ADR at its normal billing rates for appointments not kept, or for additional follow up reviews required due to Contractor's gross noncompliance with previous review requirements.

### 1.3 CONTRACT

- A. Contract includes all engineering, labor, tools and material required to complete the work in every respect, except those items specifically indicated to be done by other trades, Section 019000. Contractor is cautioned to familiarize itself with existing site conditions and to include all incidental work that might occur or be required during the work. After Contract has been awarded, verbally or in writing, no extra charges will be allowed for any labor or material necessary to complete required work whether exactly described in these specifications herein or not, as long as such work, labor and material are required to accomplish desired effect and results. This provision shall not apply to changes in scope authorized in writing by Authority or to unforeseen conditions that materially differ from those reasonable anticipated.
- B. Any discrepancies or ambiguities found in the Contract Document or drawings shall be reported to the Authority through the Planetbids system prior to the deadline for questions during the bidding process.

### 1.4 MEASUREMENTS AND DRAWINGS

- A. Drawings or measurements included with Contract Documents are for convenience of Contractor and are not guaranteed to be accurate. Complete responsibility for detailed dimensions lies with Contractor. Contractor shall field verify all dimensions with the actual on-site conditions. Where work of Contractor is to join another trade, Contractor's shop drawings shall show actual dimensions (field measured and verified) and method of joining work of those trades.

### 1.5 CODES AND ORDINANCES

- A. All work covered by these Contract Documents is to be done in full accord with national code, state and local codes, ordinances and escalator safety orders as are in effect at time of Contract award. All requirements of local Building Department and fire jurisdiction are to be fulfilled by Contractor and its Subcontractors. Also see Section 010400, Article 1.1.

### 1.6 CONTRACTOR'S INSURANCE

- A. Contractor shall take out and maintain during the life of this Contract Worker's Compensation Insurance with statutory limits set by the State of California laws for protection of its employees.
- B. Contractor shall carry a comprehensive general liability policy including completed operations blanket contractual broad form property damage, and BGPAA's and Contractor's protective liability in a casualty or liability insurance company acceptable to BGPAA. Insurance policy shall fully protect Contractor, BGPAA, and ADR from all loss and liability.
- C. Contractor shall not commence work under this Contract until it has obtained all insurance required hereunder and certificate of such insurance has been filed with and approved by BGPAA. Contractor will name BGPAA and ADR as additionally insured for

this project. Contractor shall provide insurance policy coverage until all work covered by this Contract is completed and accepted by BGPAA. Minimum insurance coverage as follows:

Type of Insurance Coverage	Amount
Worker's Compensation and Occupational Disease	Statutory Limits
Employer's Liability, Including Occupational Disease Coverage	\$2,000,000
Commercial General Liability, Including Operations, Contractual, and Completed Operations Coverages, Occurrence Basis	\$2,000,000 Combined Single Limit for Bodily Injury and Property Damage
Commercial Automobile Liability Covering Owned, Non-Owned, and Hired Vehicles used in the Performance of the Services	\$2,000,000 Combined Single Limit for Bodily Injury and Property Damage

D. Contractor shall file with BGPAA a certificate of insurance from its insurance company, stating that such insurance is being carried and that BGPAA will be notified at least 10 days prior to any cancellation of said insurance.

#### 1.7 BGPAA INSURANCE

A. BGPAA insurance policy covers work and equipment in place in building and approved and accepted by BGPAA. All material and equipment stored on site and not actually installed is not included in BGPAA's policy and such material and equipment shall be covered under Contractor's Property Damage Insurance.

#### 1.8 TAXES, OLD AGE PENSIONS AND UNEMPLOYMENT INSURANCE

A. Contractor's quotations for required work, materials and equipment shall include all local, state and federal occupational and sales taxes, luxury taxes, excise taxes, federal and state old age pensions and unemployment insurance contributions, and any other similar taxes and contributions in effect at time of award of Contract (verbally or in writing). Contractor shall be liable for aforementioned taxes whether or not specifically included in his quotation or in final Contract Document. In event additional sales or use taxes are imposed after award of Contract, such sales or use taxes are to be paid, in addition to original Contract amount, by BGPAA to Contractor, who in turn is to pay them to proper authorities. Reciprocally, if any of above mentioned taxes or contributions in effect at time of award of Contract should be revoked before consummation of Contract, Contractor shall rebate BGPAA amount of taxes included in original quotation and Contract. Where required by law, amount of the tax is to be specifically stated in Contractor's quotation; however, failing to do so will not relieve Contractor from responsibility for assumption of these taxes.

#### 1.9 LABOR LAWS

- A. Contractor and its Subcontractors performing work under this Contract shall comply with applicable provisions of all federal, state, and local labor laws.

#### 1.10 PATENTS

- A. Contractor shall save and hold harmless BGPAA and its officers, agents, servants, employees and consultants, from liability of any nature or kind on account of any patented or unpatented invention, process, article or appliance manufactured or used in performance of Contract, including its use by BGPAA including all cost and expenses for defending any suits unless otherwise specifically stipulated in Contract Documents.
- B. Licenses which may be required for completion of required work are to be obtained and paid for by the Contractor.

#### 1.11 ASSIGNMENTS

- A. Neither party to this Contract shall assign Contract or sublet it as a whole without written consent of other party, nor shall Contractor assign any payment due them or to become due to them hereunder without previous written consent of BGPAA.

#### 1.12 ADVERTISING

- A. Advertising privileges will be retained by BGPAA. It is the duty of Contractor to keep premises free from posters, signs, decorations, etc., unless specifically approved by BGPAA.

#### 1.13 PROTECTION OF WORK AND PROPERTY

- A. Contractor shall continuously maintain adequate protection of all its work from damage and shall protect BGPAA property from injury or loss arising out of this Contract. Contractor shall make good any such damages, injury or loss, except such as may be directly caused by agents, subcontractors, or employees of the BGPAA. Contractor shall provide all barricades required to protect open elevator shafts per OSHA/CalOSHA regulations. Design of barricades, signage, and graphics in public areas shall be approved by BGPAA prior to fabrication and installation.
- B.
- C. Contractor shall schedule work which would be disruptive during normal business operations, or would be dangerous to building occupants, to occur during 11PM – 5AM, unless prior written approval by the Airport. Examples of such work include, without limitation, saw cutting of concrete, jack hammering, welding, metal cutting, pouring concrete, erecting steel or hoisting equipment over occupied portions of the building or performing tests requiring all elevators to be shut down. Contractor shall perform such work during off-hours and shall include all costs in its bid.
- D. Contractor shall install a suitable protective covering on all finished floors (whether marble, wood, carpet or other) in areas where work is being performed. No material

handling equipment shall be permitted on or over finished floors unless said floors have been protected in a manner approved by building management.

- E. Portable fire extinguishers shall be provided throughout Contractor's area of work and shall be placed so as to be accessible at all times. Extinguishers shall be multi-purpose dry chemical type, provided on a basis of one 2A-20BC rated unit for each 3,000 square feet of floor area. Extinguishers to remain property of Contractor.
- F. Contractor shall at all times maintain work areas so that all portions are accessible to fire department personnel and apparatus. Fire hydrants and fire department connections to building sprinkler systems must be kept free from obstruction at all times.
- G. Contractor shall strictly supervise any welding, metal cutting or other operations employing open flame work. All welding and cutting equipment shall be safely arranged and all combustibles in vicinity of any work being performed shall either be removed or protected by a noncombustible cover. Welding or cutting shall be attended by an assistant or fire watchman who is equipped with at least one 2A-20BC rated multi-purpose dry chemical fire extinguisher. Fire watchman will maintain strict surveillance during entire welding or cutting operation and extinguish flying sparks or burning slag. After welding or cutting operation, fire watchman shall thoroughly search entire area for remnants of smoldering materials before he is released from his duty. Any hot work, welding or other operation employing open flame in any portion of building shall be scheduled with and receive approval of BGPAA.
- H. Contractor shall keep noise level below 80 dBA level during normal building hours. When it is necessary to produce noise above this level, Contractor shall advise the Airport of such needs and times will be scheduled off hours, unless otherwise directed. The Contractor shall anticipate and shall schedule excessive noise generating procedures and include allowance for same in its quotation and schedule.

#### **1.14 ACCIDENT REPORTS**

- A. In the event of accidents of any kind, Contractor shall furnish BGPAA with copies of all accident reports. Reports shall be sent without delay and at the same time they are forwarded to any other parties.

#### **1.15 STORAGE OF MATERIALS**

- A. Contractor shall confine storage of materials on job site to limits approved by BGPAA and shall not unnecessarily encumber premises or overload any portion of building with materials to a greater extent than structure design load.

#### **1.16 REMOVAL OF EQUIPMENT AND WASTE**

- A. Contractor shall remove and properly dispose of all waste on a daily basis, or if required, as fast as it accumulates, including all existing parts and components not retained, keeping building and premises clean during progress of work and leave premises at completion in a condition acceptable to the BGPAA.

#### **1.17 MATERIALS AND WORKMANSHIP**

- A. All materials and equipment furnished shall be new and best quality. Installation shall be accurate, workmanlike and subject to approval of ADR. All materials and equipment provided shall conform to regulations of enforcement bodies having jurisdiction. Contractor shall furnish material samples for approval.

#### 1.18 SUPERVISION

- A. Contractor shall assign a competent Project Manager, superintendent and on-site foreman for project satisfactory to BGPAA and ADR. Such persons shall represent Contractor and all instructions given to them shall be binding as if given to Contractor.

#### 1.19 ROUTINE BUSINESS

- A. After award of Contract, all business relating to required work shall be transacted through ADR, unless otherwise directed.

#### 1.20 CHANGES AND EXTRA WORK

- A. BGPAA may at any time make changes to Contract Documents, plans and drawings, omit work or require additional work by Contractor. For such additional work performed hereunder, BGPAA shall pay Contractor on either a Time and Materials basis or a mutually agreed lump sum. See Article 1.25 for method of computing lump sum cost of additional work. Contractor shall make no additions, changes, alterations, or omissions, or perform extra work, without receipt of written authorization of BGPAA.
- B. Payment for authorized extra work shall be limited to the following markups on the actual cost of labor, materials, and equipment:
  1. Contractor's markup for overhead and profit: not to exceed 15% of the net cost of the work performed with the Contractor's own forces.
  2. Subcontractor's markup for overhead and profit: not to exceed 10% of the net cost of the work performed with the Subcontractor's own forces.
  3. Prime Contractor's markup on Subcontractor work not to exceed 5%.
  4. No markup shall be applied to sales tax, insurance, or bond costs.
- C. The above markups represent the maximum compensation allowed for extra work. No additional payment will be made for indirect costs, home office overhead, or other items not specifically included.

#### 1.21 PAYMENTS

- A. Unless otherwise agreed, Contractor shall submit monthly applications for payment together with necessary data, information, waivers, and affidavits to ADR. ADR shall review data for accuracy and forward such applications to BGPAA for payment. Information shall be submitted with payment request and work progress forms included at the end of this section as Appendix "A." Contractor shall be paid for undisputed amounts no later than 30 days after submittal of billing.
- B. Applications for payments are to cover 95% of the value of labor performed and material installed and delivered during the preceding month or materials delivered to Contractor's storage facility.

C. Balance (retention) shall be paid by BGPAA upon Substantial Completion minus 150% of the value of any punchlist items. Final payment shall be made at final acceptance of entire work by ADR and BGPAA and after performance guarantees have been satisfactorily demonstrated. See Section 017000 Articles 1.2 D-G.

Design-Builder may include in its monthly billings any deposits required by the elevator subcontractor.

#### **PAYMENT WITHHELD**

- A. BGPAA thru its ADR may withhold approval of payment on any Contractor request to such extent as may be necessary to protect BGPAA from loss on account of:
  1. Believed negligence on part of Contractor to execute the work properly or fail to perform any provision of Contract. BGPAA, after 30 days' written notice to Contractor, may without prejudice to any other remedy they may have, make good such deficiencies and may deduct its cost from the overall Contract sum.
  2. Claims filed or reasonable evidence indicating probable filing of claims by other Contractors or Subcontractors.
  3. Failure of Contractor to make proper payments to its material suppliers or Subcontractors for material and labor.
  4. A reasonable doubt that required work can be completed by Contractor for balance then unpaid or in Contract time frame.
  5. Contractor's damage to building or another Contractor.
- B. When the above grounds are removed, payment shall be made in full, less retention.

#### **1.22 LIENS AND AFFIDAVITS**

- A. Neither final payment nor any part of billing retention shall become due until Contractor shall deliver to BGPAA a complete release of all liens arising out of this Contract, or receipts marked paid in full in lieu thereof. In addition, Contractor shall furnish an affidavit to BGPAA that so far as they have knowledge or information, releases or receipts include all labor and materials for which a lien could be filed. If any lien remains unsatisfied after all payments are made by BGPAA, Contractor shall refund to BGPAA all monies the latter may be compelled to pay in discharging such a lien, including all costs and reasonable attorney's fees.

#### **1.23 CLAIMS FOR EXTRA COST**

- A. Contractor claims for extra cost due to additions or changes to required work shall be submitted to ADR in writing within 5 working days after such additions or changes identified or are requested and in any event before proceeding with required work. No such claim shall be valid unless so made. Refer to Section 1.20 for Markup limits on extra work. Contractor's cost shall be verifiable from actual supplier invoices, purchase orders, time tickets, etc.

#### **1.24 DELAYS AND EXTENSION OF TIME**

- A. If Contractor progress is delayed due to acts of BGPAA or its designated representatives, acts of other Contractors, fire, floods, strikes or other casualties beyond the control or without fault or negligence of Contractor, time for completion of the work shall be extended for a period determined by ADR to be equivalent to time of such delay. Contractor must notify ADR, in writing, of such delay within 48 hours after delay commences, or no extension of time will be granted. Extension of time without written request within said period on one or more occasions shall not be deemed a waiver of provisions of this article.

## 1.25 PERMITS

- A. Contractor shall obtain and pay for or cause its Subcontractor to obtain and pay for all permits required to complete required work. In addition, Contractor shall arrange, schedule and pay for or cause its Subcontractors to arrange, schedule and pay for all required final inspections by state, local or independent certified inspecting authorities necessary for issuance of all required BGPAA utilization permits in regard to completed work.

## PART 2 SPECIAL CONDITIONS

### 2.1 PROGRESS OF WORK

- A. Upon award, Contractor shall confirm in writing, starting and completion schedule including equipment delivery dates based upon the information submitted on elevator quotation form.
- B. Contractor shall submit in writing, monthly reports with payment request, including current equipment delivery dates and anticipated completion dates for individual units and groups of units.
- C. A manual shall include the identical section numbers and shall be identified and utilized for general correspondence on these subjects. Additional sections shall include correspondence not specifically identified by one of these sections. An index in front of this section shall number and identify source of correspondence and subject.
- D. Contractor shall maintain all six manuals in an up-to-date condition. Prior to final payment, Contractor shall deliver to BGPAA the documents in Items 1, 2, 3, and 13 above via electronic file transfer method specified by the Airport.

END OF SECTION

## **SECTION 010100 – SUMMARY OF WORK**

### **PART 1 GENERAL**

#### **1.1 WORK COVERED BY CONTRACT DOCUMENTS**

- A. Replace two (2) elevators
- B. Provide all labor, engineering, tools, transportation, services, supervision, materials and equipment necessary for and incidental to satisfactory completion of required work as indicated in Contract Documents.
- C. Provide all required staging, hoisting, and movement of new equipment, reused equipment, or removal of existing equipment.
- D. Applicable conditions of BGPAA's General, Special, and Supplemental Conditions.
- E. Prime contracts are defined below and each is recognized to be a major part of required work to be performed concurrently in close coordination with work of other Contractors.
  - 1. This Contract: Replacement of Two Elevators.
  - 2. Include associated work specified in Section 019000.
  - 3. Other projects such as the SE Quadrant Reconfiguration.
- F. Scope of Contract includes, but is not limited to, the following:
  - 1. Coordination, scheduling and management of work of component suppliers and subcontractors.
  - 2. Modernize or furnish and install equipment as specified utilizing existing and/or modified elevator pit and machine rooms.
  - 3. Barricading and protection of work areas.
  - 4. Specific item of required work which cannot be determined to be included in another contract is thereby determined to be included in prime contract.

#### **1.2 CONTRACTOR'S DUTIES**

- A. Contractor's duties include the following:
  - 1. Provide and pay for labor, materials and equipment, tools, construction equipment and machinery and other facilities and services necessary for proper execution and completion of required work.
  - 2. Pay for legally required sales, consumer, and state remodel taxes.
  - 3. Secure and pay for required permits, fees and licenses necessary for proper execution and completion of required work, as applicable at time of quotation due date.
  - 4. Give required notices.
  - 5. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of required work.
  - 6. Promptly submit written notice to ADR of observed variance of Contract Documents from legal requirements.
  - 7. Enforce strict discipline and good order among employees. Do not employ persons unskilled in assigned task.
  - 8. Assure submission of all certified payroll, including the Certified Payroll Report of subcontractors from all tiers to both the BGPAA, and the DIR as applicable.

**1.3 WORK SEQUENCE**

- A. Construct work in stages. Description and proposed sequence dates are in line with the intended opening date of the RPT listed on the RFP

**1.4 CONTRACTOR USE OF PREMISES**

- A. Confine operations at site to areas permitted by law, ordinances, permits, Contract Documents, and BGPAA's specific instructions.
- B. Do not unreasonably encumber site with materials or equipment. Staging area will be located as directed by BGPAA.
- C. Do not load structure with weight that will compromise structure. Coordinate with BGPAA.
- D. Assume full responsibility for protection and safekeeping of tools and products stored on or off premises.
- E. Move stored products which interfere with operations of building or the operations of other trades.
- F. Obtain and pay for use of additional storage or work areas needed for operations.

**1.5 CONCURRENT MODERNIZATION WORK AND BUILDING OPERATION**

- A. This project is an elevator replacement in an existing site which is currently open to the public but the elevator is inoperable and shut down. It is essential that Contractor give special attention and priority to all matters concerning project safety, protection from dust and loose materials, reduction of noise level, protection from water and air infiltration into building, and maintenance of neat, sightly conditions in and around work areas inside and outside of building. Packaging, scrap materials, and demolition debris shall be promptly removed from building and site, on a daily basis.
- B. At all times, Contractor shall provide clearly visible warning and directions signs, barricades, temporary lighting, overhead protection, and hazard-free walking surfaces throughout public area. At all times, special attention must be given to building entrances, exits and proper safe exiting through work areas as required by law.
- C. Contractor shall obtain approval from BGPAA and if required consult with other Contractors to establish and maintain safe temporary routes including, but not limited to, proper barricades, walking surfaces, lighting, fire protection, exiting, warning, and directional signs, and general protection of persons from all hazards in accordance with OSHA/CalOSHA Standards due wholly or partially to its operations.

**END OF SECTION**

## **SECTION 010400 – PROJECT PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 APPLICABLE CODES**

A. Compliance with Regulatory Agencies: Comply with most stringent applicable provisions of following Codes, laws, and/or Authorities, including revisions and changes in effect:

- Local and/or State laws applicable for the City of Burbank.
- California Building Code applicable to the AHJ.
- California Elevator Safety Orders applicable to the AHJ.
- Safety Code for Elevators and Escalators, ASME A17.1 and all supplements as modified and adopted by the AHJ.
- Safety Code for Elevators and Escalators, A17.1S supplement to A17.1 as modified and adopted by the AHJ for Machine Room Less installations (MRL).
- Guide for Inspection of Elevators, Escalators, and Moving Walks, ASMEA17.2.
- Safety Code for Existing Elevators and Escalators, ASME A17.3, as modified and adopted by the AHJ.
- Guide for Emergency Evacuation of Passengers from Elevators, ASMEA17.4.
- National Electrical Code (ANSI/NFPA 70).
- Americans with Disability Act- Accessibility Guidelines for Buildings and Facilities and/or A117.1 Accessibility as may be applicable to the AHJ.
- ASME A17.5/CSA-B44.1 - Elevator and Escalator Electrical Equipment.
- ECC (Energy Conservation Code) as may be applicable to the AHJ.

#### **1.2 STAGING AREA**

A. An equipment staging area will be available for use by Contractor. Contractor shall restrict usage to area designated and shall notify BGPA prior to storing of any large equipment which will impose heavy concentrated loading on floor area. Do not store such equipment until approval is received.

#### **1.3 WORK PHASE**

A. Contractor shall provide project schedule and phasing upon ordering elevators.

#### 1.4 OCCUPANCY AND WORK BY OTHERS

- A. Contractor expressly affirms BGPAA's rights to let other contracts and employ other Contractors in connection with required work. Contractor will afford other Contractors and their workmen reasonable opportunity for introduction and storage of materials and equipment, for execution of their work and will properly connect and coordinate his work with theirs. Contractor will also incorporate comparable provisions in all its subcontracts.
- B. Contractor declares that other Contractors employed by BGPAA on basis of separate contracts may proceed at such times as necessary to install items of work required by BGPAA.
- C. Contractor declares that it will cooperate with other Contractors employed by BGPAA and, in addition to other coordination and expediting efforts, will coordinate their work by written notices regarding necessity of such work to be done on or before certain dates.
- D. Contractor declares that it is responsible for review, stamped, and signed approval of all shop drawings for required work.
- E. Contractor hereby declares that content of foregoing paragraphs, and influence they may have on project:
  - 1. Shall not cause a change in stipulated Contract Sum
  - 2. Shall not cause a change in Construction Time Schedule

END OF SECTION

## **SECTION 010500 – GENERAL NOTES**

1. The Authority reserves the right to delay the start of work should it be determined to have significant operational impacts.
2. The Contractor is required to contact the ADR upon entering and exiting the work site. The ADR will notify the airport's communication center of the Contractor's location and activities while on site.
3. Avoid conflicts where possible. Contractor shall field-verify path and location with the ADR prior to trenching and/or digging.
4. Contractor must submit any Utility Shutdown Request (USR) or Area Shutdown Request (ASR) in writing, at least 2 weeks in advance.
5. Maintain a minimum 12" of separation between all CCTV/data conduit, power conduit, fire water lines and any other utilities.
6. All conduits stubbed up for future connections shall be capped.
7. Contractor shall obtain and pay all applicable permits including, but not limited to, a haul route permit, if required.
8. No stockpiled material is allowed on property (unless approved by the ADR).
9. Construction traffic on airport is limited to haul and access routes if shown on plans. Haul routes and pavement, including adjacent affected areas, shall be kept in broom clean condition at all times.
10. It shall be the Contractor's responsibility to coordinate off-site haul routes (state highways, county roads or city streets) with the appropriate owner who has jurisdiction over the affected route. On-Site haul routes shall be maintained by the Contractor and shall be restored to their original condition upon completion of being used as a haul route. The before and after condition of the on-site haul routes shall be jointly inspected and determined by the Contractor and the ADR.
11. The Contractor shall exercise extreme caution when excavating in areas of existing utilities. Existing utilities shall be located and marked in advance of excavation in all areas. Any damage done to known utilities shall be repaired immediately by the Contractor at its expense. The location of any utilities shown on the plans is approximate only, and depths may not be known. The Contractor shall be responsible for replacing or repairing all damage to known utilities and airport property caused by its forces and its subcontractor's forces.
12. It is the responsibility of the Contractor to field locate and verify all utilities within the work area prior to beginning any work. Appropriate Digalert reports should be submitted prior to any excavation.
13. Contractor utilities: staging areas may or may not have utilities. Any utilities required by the Contractor shall be coordinated with the utility companies and shall be the sole responsibility of the Contractor.
14. Contractor construction equipment shall be stored in the designated Contractor's operations and storage area to be determined prior to construction.
15. All construction layout and staking shall be furnished by the Contractor. Survey and control points will be provided by the airport.
16. It shall be the Contractor's responsibility to be familiar with the existing conditions in the vicinity of the proposed construction area prior to bidding.

17. The Contractor shall provide and apply dust control at all times, as required, to abate nuisance dust which is a direct result of construction activities on and about the construction area.
18. The Contractor shall protect-in-place all features located within the construction areas, unless otherwise noted. The Contractor may, at its own expense and written approval of the ADR, remove features or additional pavement beyond repair limits to assist construction. All landscape and hardscape damaged by construction must be replaced in kind.
19. The Contractor shall be responsible for compliance with California state water resources control board order no 2022-0057-DWQ; national pollutant discharge elimination system (NPDES) general prevention plan (SWPPP) for construction activities prepared by the airport authority.
20. Work on Contractor's equipment, repairs, cleaning, fueling, etc. shall comply with the best management practices according to either the approved SWPPP provided by the Contractor or the authority's general stormwater permit.
21. The Authority, as part of its policy of being environmentally responsible, requires the Contractor to comply with the Clean Construction Policy, as attached in Attachment E of the RFP.
22. Fuel support: any type of fueling support facility or device used to refuel construction equipment is subject to safety inspection. Local fire codes and safety standards shall be met prior to commencement of work. No fueling is permitted within the project areas.
23. Open flame welding or torch cutting operations are prohibited unless adequate fire and safety precautions have been taken and the procedure approved by the ADR.
24. Any work performed without written approval of the ADR and/or all work and material not in conformance with the plans and specifications is subject to removal and replacement at Contractor's expense.
25. The Contractor agrees that, in accordance with generally accepted construction practices, the Contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property. This requirement shall be made to apply continuously and not be limited to normal working hours.
26. No final acceptance shall be issued until "as-built" plans are submitted to the airport, and verified by the ADR. As-built plans shall be provided in hard copy and in Autocad format, version 2009 or higher.
27. Contractor shall provide light towers for all nighttime work spaced at not greater than 100 feet. Light towers shall be aimed as to not interfere with the visibility of pilots, tower personnel, and/or drivers around the Airport.
28. Approved open trenches and excavations on airport property shall be prominently marked with flags and lighted by approved light units during hours of restricted visibility and darkness
29. The Contractor shall conduct a safety meeting prior to the start of each shift discussing, at a minimum all topics specified by the ADR and conforming to FAA advisory circulars and California building/OSHA/CalOSHA codes and regulations.
30. Throughout the construction process the following safety and operational practices shall be observed:

- a. Operational safety will be a standing agenda item during weekly safety and progress meetings,
- b. The Contractor shall perform daily worksite inspections, and
- c. Compliance with OSHA and CalOSHA requirements for safety and personal protective equipment appropriate for the task, as defined by CalOSHA and the Contractor's approved safety plan.

31. The Contractor shall pay close attention to the safety and security plans and to the security requirements section of the specifications. These shall be strictly enforced.

32. Emergency vehicles shall have the right-of-way at all times. during any emergency air operations (fire fighting, rescue, medical transport, etc.) the Contractor may be instructed to cease work or vacate specific areas of the airport. Any delays caused by ordered cessation of work shall be grounds for time extensions, as approved by the ADR.

33. Construction will be in or adjacent to travelling public and operational areas. All rubbish and debris resulting from work shall be removed from the site by the Contractor as needed throughout the day and a minimum of once daily.

END OF SECTION

## **SECTION 013000 – SUBMITTALS**

### **PART 1 GENERAL**

#### **1.1 SUBMITTALS**

- A. Within ten working days after award of contract and before beginning equipment fabrication, submit shop drawings and required material samples for review. Allow five working days for response to initial submittal.
  - 1. Scaled or Fully Dimensioned Layout: Plan of pit, elevator shaft, and machine room indicating equipment arrangement, elevation section of elevator shaft.
  - 2. Design Information: Indicate equipment lists, reactions, and design information on layouts.
  - 3. Power Confirmation Information: Design for existing conditions.
  - 4. Fixtures: Cuts, samples, or shop drawings.
  - 5. Finish Material: Submit 12" x 12" samples of actual finished material for review of color, pattern, and texture. Compliance with other requirements is the exclusive responsibility of the Contractor.
  - 6. Design Information: Provide calculations verifying the following:
    - a. Adequacy of existing electrical provisions.
    - b. Adequacy of retained equipment relative to Code requirements if unit weight increased by more than 5%.
    - c. Units heat emissions in BTU.
    - d. Adequacy of existing retained escalator stanchions.
- B. Submittal review shall not be construed as an indication that submittal is correct or suitable, or that the work represented by submittal complies with the Contract Documents. Compliance with Contract Documents, Code requirements, dimensions, fit, and interface with other work is Contractor's responsibility.
- C. Acknowledge and/or respond to review comments within five working days of return. Promptly incorporate required changes due to inaccurate data or incomplete definition so that delivery and installation schedules are not affected. Identify and cloud drawing revisions, including Contractor elective revisions on each re-submittal. Contractor's revision response time is not justification for equipment delivery or installation delay.

#### **1.2 FINAL CONTRACT DOCUMENTS**

- A. See Section 017000, Project Closeout.

**END OF SECTION**

## **SECTION 016000 – MATERIAL AND HANDLING**

### **PART 1 GENERAL**

#### **1.1 SITE CONDITION INSPECTION**

- A. Prior to beginning installation of equipment, examine wellway. Verify that no irregularities exist which affect execution of work specified.
- B. Do not proceed with installation until work in place conforms to project requirements.

#### **1.2 PRODUCT DELIVERY, STORAGE, AND HANDLING**

- A. Deliver material in Contractor's original, unopened protective packaging.
- B. Store material in original protective packaging. Prevent soiling, physical damage, or moisture damage.
- C. Protect equipment and exposed finishes from damage and stains during transportation, erection, and construction.
- D. Allocate available site storage areas and coordinate their use with BGPA and other Contractors.
- E. Provide suitable temporary weather-tight storage facilities as may be required for materials that will be stored in the open.

#### **1.3 INSTALLATION REQUIREMENTS**

- A. Install all equipment in accordance with Contractor's instructions, referenced Codes, specification and approved submittals.
- B. Install machine room equipment with clearances in accordance with referenced Codes and specification.
- C. Install all equipment so it may be easily removed for maintenance and repair.
- D. Install all equipment for ease of maintenance.
- E. Install all equipment to afford maximum accessibility, safety, and continuity of operation.
- F. Remove oil, grease, scale, and other foreign matter from the following equipment and apply one coat of field-applied machinery enamel.
  - 1. All exposed equipment and metal work installed as part of this work which does not have architectural finish.
  - 2. Elevator equipment and pit equipment.
  - 3. Neatly touch up damaged factory-painted surfaces with original paint color. Protect machine-finish surfaces against corrosion.

#### **1.4 MANUFACTURER'S NAMEPLATES**

- A. Manufacturer's name plates and other identifying markings shall not be affixed on surfaces exposed to public view. This requirement does not apply to Underwriter's Laboratories and code required labels.
- B. Each major component of mechanical and electrical equipment shall have an identification plate with the Manufacturer's name, address, model number rating and any other information required by Governing Codes.

## 1.5 COLORS OF FACTORY-FINISHED EQUIPMENT

- A. All colors will be selected from the Manufacturer's standard range unless custom colors are specified herein.
- B. Submit samples of all standard colors available and/or specified custom colors for review and approval. See Section 013000, Submittals.
- C. Submit samples of all specified architectural metals specified for review and approval. See Section 013000, Submittals.

## 1.6 MATERIALS AND FINISHES

- A. Steel:
  - 1. Sheet Steel (Furniture Steel for Exposed Work): Stretcher-leveled, cold-rolled, commercial quality carbon steel, complying with ASTMA366, matte finish.
  - 2. Sheet Steel (for Unexposed Work): Hot-rolled, commercial quality carbon steel, pickled and oiled, complying with ASTM A568/A568 M-03.
  - 3. Structural Steel Shapes and Plates: ASTMA36.
- B. Stainless Steel: Type 302, 304, or 441 complying with ASTM A240, with standard tempers and hardness required for fabrication, strength and durability. Apply mechanical finish on fabricated work in the locations shown or specified, (Federal Standard and NAAMM nomenclature), with texture and reflectivity required to match Architect's sample. Protect with adhesive paper covering.
  - 1. Satin: Directional polish finish (US 32D). Graining directions as shown or, if not shown, in longest dimension.
  - 2. Mirror: Reflective polish finish (US 32) with no visible graining.
  - 3. Textured: 5WL as manufactured by Rigidized Metals or Windsor pattern 5-SM as manufactured by Rimex Metals or approved equal with .050" mean pattern depth with bright directional polish (satin finish).
  - 4. Burnished: Non-directional, random abrasion pattern.
- C. Aluminum: Extrusions per ASTM B221; sheet and plate per ASTM B209.
- D. Paint: Clean exposed metal parts and assemblies of oil, grease, scale, and other foreign matter and factory paint one shop coat of standard rust-resistant primer. After erection, provide one finish coat of industrial enamel paint. Galvanized metal surfaces shall be neatly touched-up with Galvacon™ or equal.
- E. Prime Finish: Clean all metal surfaces receiving a baked enamel paint finish of oil, grease, and scale. Apply one coat of rust-resistant primer followed by a filler coat over uneven surfaces. Sand smooth and apply final coat of primer.
- F. Baked Enamel Finish: Prime finish per above. Unless specified "prime finish" only, apply and bake three additional coats of enamel in the selected solid color.
- G. Refinishing of Natural Metals: Remove existing protective finish. Buff as necessary to remove scratches. Regrain or finish as specified and protect as indicated for particular metal type.

END OF SECTION



## **SECTION 017000 – FINAL CONTRACT COMPLIANCE REVIEW**

### **PART 1 GENERAL**

#### **1.1 FINAL CLEANING**

- A. See Section 008000, Supplemental Conditions, for contractual requirements governing site cleaning. As a minimum:
  - 1. Elevator and all equipment therein shall be cleaned and left free of rust, filings, welding slag, rubbish, loose plaster, mortar drippings, extraneous construction materials, dirt, and dust. Include walls, building beams, and elevator shaft.
  - 2. Care shall be taken by workpersons not to mark, soil, or otherwise deface existing or new surfaces. Clean and restore such surfaces to their original condition.
  - 3. Clean down surfaces and areas which require final painting and finishing work. Cleaning includes removal of rubbish, broom cleaning of floors, removal of any loose plaster or mortar, dust and other extraneous materials from finish surfaces, and surfaces that will remain visible after the work is complete.

#### **1.2 ADR'S FINAL OBSERVATION AND REVIEW REQUIREMENTS**

- A. Review procedure shall apply for individual elevators, completed elevators accepted on an interim basis or elevators completed, accepted, and placed in operation.
- B. Contractor shall perform review and evaluation of all aspects of its work prior to requesting ADR's final review. Work shall be considered ready for ADR's final contract compliance review when copies of Contractor's test and review sheets are available for ADR's review and all elements of work or a designated portion thereof are in place and escalators are deemed ready for service as intended.
- C. Furnish labor, materials, and equipment necessary for ADR's review. Notify ADR five working days in advance when ready for final review of elevators.
- D. ADR's written list of observed deficiencies of materials, equipment and operating systems will be submitted to Contractor for corrective action. ADR's review shall include as a minimum:
  - 1. Workmanship and equipment compliance with Contract Documents.
  - 2. Contract speed and performance comply with Contract Documents.
  - 3. Performance of following is satisfactory:
    - a. Starting and running.
    - b. Stopping.
    - c. Controlled descent.
    - d. Equipment noise levels.
    - e. Signal and operating devices.
    - f. Overall ride quality.
    - g. Operations of safety devices.
  - 4. Operating Tests:
    - a. Overspeed Protection Device: Test by operating at rated speed, tripping overspeed device manually.

- b. Insulation-Resistance Test: Test safety circuit and motor-winding circuit at 500 Volts. Minimum resistance to ground shall be one Megohm.
- 5. Test Results:
  - a. In all test conditions, obtain specified contract speed, controlled descent, performance, stopping, ride quality and operation noise levels to satisfaction of BGPAA and ADR.
  - b. Temperature rise in motor windings limited to 50° Celsius above ambient.
- E. Performance Guarantee: Should ADR's review identify defects, poor workmanship, variance or noncompliance with requirements of specified Codes and/or ordinances, or variance or noncompliance with the requirements of Contract Documents, Contractor shall complete corrective work in an expedient manner to satisfaction of BGPAA and ADR at no cost as follows:
  - a. Replace equipment that does not meet Code or Contract Document requirements.
  - b. Perform work and furnish labor, materials, and equipment necessary to meet specified operation and performance.
  - c. Perform retesting required by Governing Code Authority, BGPAA, and ADR.
- F. A follow-up final contract compliance review shall be performed by ADR after notification by Contractor that all deficiencies have been corrected. Provide ADR with copies of the initial deficiency report marked to indicate items which Contractor considers complete. If additional reviews are required due to Contractor's gross non-compliance with initial and follow-up deficiency reports, ADR shall bill Contractor at normal billing rates plus expenses, and Contractor acknowledges it will pay for additional compliance reviews.

1.3 BGPAA'S INFORMATION

- A. Provide three sets of neatly bound written information necessary for proper maintenance and adjustment of equipment within 30 calendar days following final acceptance. Final retention will be withheld until data is received by BGPAA and reviewed by ADR. Include the following as minimums:
  1. Straight-line wiring diagrams of "as-installed" escalators circuits, with index of location and function of components. Provide one set reproducible master. Mount one set wiring diagrams on panels, racked, or similarly protected, in escalators machine room space. Provide remaining set rolled and in a protective drawing tube. Maintain all drawing sets with addition of all subsequent changes. These diagrams are BGPAA's property.
  2. Lubrication instructions, including recommended grade of lubricants.
  3. Parts catalogs for all replaceable parts including ordering forms and instructions.
  4. Four sets of keys for all switches and control features properly tagged and marked.
  5. Diagnostic equipment complete with access codes, adjusters' manuals and set-up manuals for adjustment, diagnosis and troubleshooting of escalator system, and performance of routine safety tests.
- B. Preventive Maintenance Contract: Furnish properly executed contract for continuing, preventive maintenance.

C. Acceptance of such records by BGPAA shall not be a waiver of any Contractor deviation from Contract Documents or shop drawings or in any way relieve Contractor from his responsibility to perform work in accordance with Contract Documents.

END OF SECTION

## **SECTION 018000 – MAINTENANCE**

### **PART 1 GENERAL**

#### **1.1 WARRANTY MAINTENANCE**

- A. Provide preventive maintenance and 24-hour emergency callback service for one year commencing on date of final acceptance by BGPAA. Systematically examine, adjust, clean, and lubricate all equipment. Repair or replace defective parts using parts produced by the Contractor of installed equipment. Maintain escalator, wellway, and pit in clean condition.
- B. Use competent personnel, acceptable to the BGPAA, supervised and employed by Contractor.
- C. The warranty maintenance period specified in Item 1.2 A. above shall be extended one month for each three-month period in which equipment related failures average more than .25 per unit per month.
- D. BGPAA retains the option to delete cost of warranty maintenance from new equipment contract and remit twelve equal installments directly to Contractor during period in which maintenance is being performed.

**END OF SECTION**

## **SECTION 019000 – RELATED WORK**

### **PART 1 GENERAL**

#### **1.1 RELATED WORK**

- A. Elevator Shaft and Pit
  - 1. Clear, plumb, elevator shaft with variations not to exceed 1" at any point.
  - 2. Patching and finishing around elevator door threshold after installation.
  - 3. Waterproof elevator pit, or provide waste drain with sump pump to prevent standing water in elevator pit, as required by AHJ.
  - 4. Replace existing access ladder in elevator shaft, as required by AHJ and in accordance with manufacturer recommendations.
  - 5. Replace existing rails for elevator, as required by AHJ and in accordance with manufacturer recommendations. Rails must be structurally validated by a licensed structural engineer prior to installation.
  - 6. Provide adequate ventilation in elevator shaft, as required by AHJ.
  - 7. Provide adequate fire suppression, as required by AHJ.
  - 8. Protect open elevator shaft during construction per OSHA/CalOSHA Regulations.
  - 9. Protect elevator shaft, elevator cab, landing plates, and special metal finishes from damage.
- B. Electrical Service, Conductors and Devices
  - 1. Light with guard and GFCI convenience outlet in each pit and space.
  - 2. Three phase mainline copper power feeder with true earthen grounding to terminals of each elevator controller in the space with protected, lockable "open," disconnect switch. Auxiliary disconnect, as required, for multiple drive units.
  - 3. Fire alarm initiating devices in each elevator shaft. Provide alarm initiating signal wiring from connection point to elevator controller terminals. Device to provide signal for general alarm and interruption of elevator operation.
  - 4. Temporary power and illumination to install, test, and adjust elevator equipment.

**END OF SECTION**

## **EXHIBIT G** **Federal Requirements**

References in this Exhibit to “Contractor” shall be deemed to refer to Design-Builder. References in this Exhibit to “Sponsor” shall be deemed to refer to the Authority. Design-Builder shall: (i) insert these provisions in each lower tier contract; (ii) incorporate the requirements of these provisions by reference for work done under any purchase orders, rental agreements, and other agreements for supplies or services; and (iii) be responsible for compliance with these provisions by any subcontractor, lower-tier subcontractor, or service provider.

### **1. General Civil Rights Provisions**

A. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

C. The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

### **2. Civil Rights – Title VI Assurance**

A. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964) including amendments thereto;

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

5. The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (P.L. 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

9. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681, et seq).

B. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21 including amendments thereto.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor’s obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any

information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

**WASTE MANAGEMENT CONSULTING SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Polytechnique Environmental, Inc.)

THIS WASTE MANAGEMENT CONSULTING SERVICES AGREEMENT (“Agreement”) is dated February 17, 2026 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Polytechnique Environmental, Inc. (“Consultant”), a California corporation.

**R E C I T A L S**

A. The Authority owns and operates Hollywood Burbank Airport (“Airport”) and desires to retain Consultant as an independent contractor to provide the following professional services: waste management planning, development, and implementation services.

B. Consultant represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

**NOW, THEREFORE**, the parties agree as follows:

**1. Definitions.** In addition to the terms defined above, the following definitions shall apply for purposes of this Agreement:

A. “Airport Rules and Regulations”: July 1, 2023 Airport Rules and Regulations or any successor adopted by the Authority Commission.

B. “Commencement Date”: February 17, 2026.

C. “Contract Administrator”: Maggie Martinez or a duly authorized designee.

D. “Contract Limit”: \$530,000.

E. “Executive Director”: John T. Hatanaka or a duly authorized designee.

F. “Expiration Date”: October 12, 2030.

G. “Federal Requirements” the federal requirements set forth in the attached Exhibit E, which requirements are applicable to projects not funded by an Airport Improvement Program grant from the Federal Aviation Administration.

H. “Fee Schedule”: the fee schedule set forth in the attached Exhibit B.

I. “Indemnitees”: the Authority, TBI Airport Management, Inc., the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity.

J. "Insurance Requirements": the insurance requirements set forth in the attached Exhibit D.

K. "Liabilities": any actual, alleged, or threatened causes of action, claims, costs, damages, demands, expenses (including fees of accountants, attorneys, and other professionals), judgments, liens, losses, penalties, and proceedings of any nature whatsoever.

L. "Proposal": Consultant's December 19, 2025 proposal set forth in the attached Exhibit C.

M. "Services": the tasks set forth in the attached Exhibit A.

## 2. Services.

A. Consultant shall perform the Services in a timely, regular basis in accordance with the Proposal, Federal Requirements, and applicable laws. Time is of the essence in the performance of this Agreement.

B. Consultant shall perform all work to professional standards and in a manner reasonably satisfactory to the Authority. Consultant shall consult the Contract Administrator for any decisions that must be made by the Authority. Consultant shall promptly notify the Contract Administrator of any unsafe condition that Consultant discovers at the Airport.

C. Consultant's duties and services under this Agreement shall not include preparing or assisting the Authority with any portion of the Authority's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the Authority. The Authority shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the Authority to ensure that all competitors for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

D. In the event any claim is brought against the Authority relating to Consultant's performance of the Services, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

## 3. Term.

A. This Agreement shall commence on the Commencement Date and shall expire on the Expiration Date unless earlier terminated.

B. The Authority shall have two options by which it may extend the term of this Agreement by one year at a time in its sole discretion. The extension options may be exercised

sequentially or concurrently. To exercise an extension option, the Authority shall give written notice to Consultant at least 30 days prior to the then-scheduled expiration date.

C. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party.

#### **4. Compensation.**

A. The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Fee Schedule. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit.

B. Consultant shall submit monthly invoices to the Authority for the Services. Each invoice shall itemize the work performed during the billing period and the amount due. Within 10 business days of receipt of each invoice, the Authority shall notify Consultant in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Consultant shall pay all required taxes on the payments.

**5. Independent Contractor Status.** Consultant is, and shall at all times remain as to the Authority, an independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as an agent. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over the conduct of Consultant except as set forth in this Agreement.

**6. Airport Rules and Regulations.** Consultant shall comply with the Airport Rules and Regulations. Consultant acknowledges that the Airport Rules and Regulations are available on the Authority's webpage ([hollywoodburbankairport.com](http://hollywoodburbankairport.com)). Violations of the Airport Rules and Regulations by Consultant or its personnel shall be punishable as stated in the Airport Rules and Regulations including by administrative fines.

**7. Work Product Ownership.** All reports, documents, or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of the Authority without limitation upon use or dissemination by the Authority.

**8. Confidentiality.** Consultant shall preserve the confidentiality of all nonpublic data, documents, discussion or other information that is developed or received by it in connection with this Agreement. Consultant shall not disclose such information without the prior written authorization of the Executive Director. Upon request, all Authority data shall be returned to the Authority at expiration or termination of this Agreement. Consultant's obligations under this section shall survive expiration or termination of this Agreement.

**9. Conflict of Interest.** Consultant shall not maintain or acquire any financial interest that may be affected by the Services. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with the Services.

**10. Indemnification.**

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any Liabilities that arise out of the acts or omissions of Consultant or its subcontractors in connection with this Agreement.

B. Consultant's obligations under this section shall survive expiration or termination of this Agreement, and shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities.

C. Consultant's obligations under this section shall apply, without limitation, to Liabilities that partially involve active or passive negligence by the Authority. However, Consultant's obligations under this section shall not apply to Liabilities that arise from the sole negligence or willful misconduct of the Authority, as determined by final arbitration or court decision or by consensus of the parties.

**11. Insurance.** Without limiting Consultant's defense, hold harmless, and indemnification obligations under this Agreement, Consultant shall maintain policies of insurance as specified in the Insurance Requirements.

**12. Suspension.** The Contract Administrator may suspend all or any part of the Services for the Authority's convenience or for work stoppages beyond the control of the parties. Written notice of a suspension shall be given to Consultant.

**13. Notices.** Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during regular business hours or by e-mail before or during regular business hours; (b) the business day after delivery, if delivered by e-mail after regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing. Any notice delivered by e-mail that concerns breach or termination of this Agreement shall concurrently be sent by deposit in the United States mail, postage prepaid but such notice shall be deemed received on the day of e-mail delivery.

Authority  
Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, CA 91505  
Attn: Maggie Martinez  
E-mail: [MMartinez@bur.org](mailto:MMartinez@bur.org)

Consultant  
Polytechnique Environmental, Inc.  
9837 Belmont Street  
Bellflower, CA 90706  
Attn: Joohi Sood  
E-mail: [joohi@polytechenv.com](mailto:joohi@polytechenv.com)

**14. Assignability.** Consultant shall not assign, transfer or subcontract any interest in this Agreement or the performance of any of its obligations without the Executive Director's prior written consent. This prohibition is not intended to preclude, and shall not be interpreted as precluding, Consultant from utilizing subcontractors identified in the Proposal. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

**15. Rules of Construction.** Unless otherwise indicated or apparent from the context, the following rules of construction shall apply. The singular includes the plural and vice versa; the term "shall" is mandatory and the term "may" is permissive; the term "business day" means a non-holiday weekday; the term "regular business hours" means the period from 8:00 a.m. PST to 5:00 p.m. PST on a business day; and the terms "include," "includes," and "including" are illustrative and nonexhaustive.

**16. Litigation.** In the event that either party shall commence legal action to enforce or interpret this Agreement, the venue for litigation shall be Los Angeles County, California. The interpretation of this Agreement shall not be resolved by any rules of construction providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the disputed language.

**17. Exhibits.** Exhibits A through E are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A through D, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit E, the provisions of Exhibit E shall prevail. In the event of any material discrepancy between the express provisions of Exhibit A or Exhibit B and the provisions of Exhibit C, the provisions of Exhibit A or Exhibit B shall prevail.

**18. Incorporation of Mandatory Language.** Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If any such provision is not inserted, or is not correctly inserted, then upon request of either party this Agreement shall promptly be amended to make such insertion or correction.

**19. Entire Agreement.** This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to the Services. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

**[SIGNATURES ON FOLLOWING PAGE]**

**TO EXECUTE THIS AGREEMENT**, the parties have caused their authorized representatives to sign below.

**Polytechnique Environmental, Inc.**

By: 

Print Name: Joohi R Sood

Chairperson  President  Vice President

By: 

Print Name: Joohi R Sood

Secretary  Asst. Secretary  
 Chief Finance Officer  Asst. Treasurer

[Pursuant to 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**

---

Jess A. Talamantes, President

Approved as to form:

---

Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT A**  
**Scope of Services**

(attached)



**Hollywood Burbank  
Airport**

**Waste Management Planning, Development, and Implementation Services  
Hollywood Burbank Airport  
RFP NO. NE26-01**

**ATTACHMENT A  
SCOPE OF WORK**

## **1. Overview**

The Burbank-Glendale-Pasadena Airport Authority (Authority) is requesting proposals from qualified firms to provide comprehensive waste management consulting services for Hollywood Burbank Airport (BUR). The selected Consultant will support the Authority in assessing, planning, and implementing waste and recycling strategies across Airport facilities, including support for regulatory compliance, tenant engagement, and waste infrastructure for the Replacement Passenger Terminal (RPT).

The objective of this engagement is to advance the Authority's environmental goals, increase waste diversion, and ensure compliance with applicable state and local regulations, including Senate Bill 1383 (2016).

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## **2. Scope of Work**

The Consultant shall provide professional services to perform the following tasks:

### **Task 1 – Waste Characterization Study (current hauler, American Reclamation)**

- 1.1 Conduct a waste characterization study to identify waste composition and quantify volumes by type.
- 1.2 Estimate the share of municipal solid waste, recyclables, organics, and other relevant streams.
- 1.3 Establish a baseline for waste generation and diversion performance.
  
- 1.4 Analyze waste generated from the existing terminal, including materials from the cardboard collection area and the cargo dumpster area. For the new terminal, the study will include waste from the RPT, where cargo operations and waste will be relocated.

### **Task 2 – Waste Management Plan (WMP) Development**

2.1 Develop a comprehensive Waste Management Plan (WMP) that addresses:

- Solid waste
- Organic waste
- Recycling

- Liquids collection

2.2 Identify opportunities to avoid, reduce, reuse, and recycle waste.

2.3 Establish measurable waste diversion and reduction goals.

2.4 Develop Airport-wide policies and procedures to promote proper sorting and recycling practices.

### **Task 3 – Regulatory Compliance Support**

3.1 Review Airport operations for compliance with current California waste regulations, including:

- SB 1383 – Organic Waste Diversion and Food Recovery
- AB 2440 (2022) – Battery Stewardship (terminal)
- SB 1215 (2022) – Electronic Waste (terminal)
- AB 2902 (2024) – Solid Waste Procurement Requirements
- Others if applicable, Federal, State & Local

3.2 Support development and maintenance of documentation, training records, and reports required for compliance.

3.3 Monitor and advise on upcoming changes to waste management laws.

### **Task 4 – Implementation of the WMP and Waste Reduction Programs**

4.1 Support implementation of the WMP through program design, operational planning, and staff coordination.

4.2 Develop procedures for waste minimization, storage, separation, and sorting.

4.3 Coordinate with Airport custodial staff, tenants, and contractors to deploy waste sorting systems and separation infrastructure.

4.4 Collaborate with the City of Burbank's Recycling & Waste Management Program

4.5 Ensure compliance with CalRecycle.

### **Task 5 – Food Donation Program Support (SB 1383)**

5.1 Assist Airport restaurants and food service tenants in establishing surplus food donation programs.

5.2 Develop recordkeeping procedures and donation tracking tools.

5.3 Assist restaurants with local food recovery organizations as applicable.

### **Task 6 – Tenant Waste Reduction Policies and Procedures**

6.1 Develop policies and guidance for Airport tenants to:

- Recycle properly
- Use compostable packaging
- Eliminate non-compliant single-use plastics
- Cooking grease
- Universal Waste
- Hazardous Waste

6.2 Provide onboarding materials and compliance support.

### **Task 7 – Replacement Passenger Terminal (RPT) Receptacle Strategy**

- 7.1 Assist with receptacle location gaps throughout the RPT (terminal, offices, airside, landside, and public areas).
- 7.2 Provide guidance on the design and procurement of bins for multi-stream sorting (landfill, recycling, organics, liquids).
- 7.3 Support development of bin signage, labeling, and color coding for user-friendly waste separation.

## **Task 8 – Waste Audit and Monitoring**

### 8.1 Conduct Operational Audits

- The Consultant shall perform comprehensive audits of **existing waste collection** and handling practices within the **current terminal**. Following the opening of the **new terminal**, the Consultant shall conduct a **subsequent audit** to evaluate the performance of updated procedures and ensure alignment with the Airport's waste management objectives.

8.2 Evaluate compliance and contamination issues.

8.3 Recommend operational improvements and diversion strategies.

## **Task 9 – Training and Outreach**

9.1 Prepare training materials and signage for Airport staff, custodians, tenants, and contractors.

9.2 Deliver in-person or virtual training on waste sorting, food recovery, and regulatory compliance.

9.3 Provide ongoing support for new tenants and operational changes.

## **Task 10 – Stakeholder Engagement and Communication**

10.1 Develop and distribute communication toolkits for tenant and vendor engagement.

10.2 Conduct meetings, surveys, and informational sessions to encourage participation and compliance.

10.3 Support public outreach and awareness for travelers and the Airport community.

## **Task 11 – Data Collection, Analysis, and Reporting**

11.1 Collect and compile quantitative and qualitative waste data (total generation, diversion rates, food donations, etc.).

11.2 Develop dashboards or tracking systems for internal use.

11.3 Prepare monthly, quarterly or annual reports to the Authority, or other relevant agencies.

---

## **3. Deliverables**

The Consultant shall be responsible for delivering the following (including but not limited to):

- Waste Characterization Study Report
- Final Airport Waste Management Plan (WMP)
- Regulatory Compliance Summary and Recommendations
- Receptacle Location and Design Plan (for RPT)
- Tenant Toolkits and Training Materials
- Signage and Sorting Guidelines
- Food Donation Tracking Tools

- Data Dashboards and Summary Reports
- Quarterly/Annual Reports for Regulatory Agencies
- Final Program Evaluation Report

**EXHIBIT B**  
**Fee Schedule**

(attached)



Hollywood Burbank  
Airport

#### Attachment D – Fee Schedule

RFP Title: Waste Management Planning, Development, and Implementation Services

Proposer Name: Polytechnique Environmental, Inc.

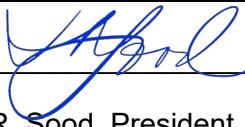
Date: 12/18/25

#### Instructions to Proposers:

1. Provide all-inclusive costs for each year and task as indicated below.
2. Year 1 shall include all implementation costs and Tasks 1–11.
3. Years 2 and 3 shall include costs for Tasks 1, 3–11 only.
4. Years 4 and 5 shall include costs for Tasks 3–11 only.
5. All costs shall be inclusive of labor, materials, travel, equipment, overhead, and profit.
6. Do not include sales tax.

#### FEE SCHEDULE TABLE

Year	Contract Period	Applicable Tasks	Description	Total Cost (\$)
Year 1	Contract Execution – Oct 12, 2026	Tasks 1 – 11	Implementation, startup, and full task scope	\$100,000
Year 2	Oct 13, 2026 – Oct 12, 2027	Tasks 1, 3 – 11	Ongoing waste management services	\$150,000
Year 3	Oct 13, 2027 – Oct 12, 2028	Tasks 1, 3 – 11	Ongoing waste management services	\$130,000
Year 4 (Option Year 1)	Oct 13, 2028 – Oct 12, 2029	Tasks 3 – 11	Optional renewal period	\$75,000
Year 5 (Option Year 2)	Oct 13, 2029 – Oct 12, 2030	Tasks 3 – 11	Optional renewal period	\$75,000
<b>TOTAL (Years 1–5)</b>				<b>\$530,000</b>

Authorized Signature: 

Name and Title: Joohi R. Sood, President

Date: 12/18/2025

**EXHIBIT C**  
**Proposal**

(attached)

Response to Request for Proposals  
Waste Management Planning, Development, and Implementation Services  
(RFP NE26-01)

Prepared for: Burbank-Glendale-Pasadena Airport Authority



**POLYTECHNIQUE**  
Environmental, Inc.



**Hollywood  
Burbank  
Airport**

9837 Belmont Street  
Bellflower, CA 90706  
[www.polytechenv.com](http://www.polytechenv.com)  
(562) 263-6140



## 1.0 Firm Description and Capability

December 19, 2025

Burbank-Glendale-Pasadena Airport Authority  
Attention: Brett Jorgenson, Procurement Specialist  
2627 North Hollywood Way  
Burbank, CA 91505  
Phone: 818-239-0125  
E-mail: [bjorgenson@bur.org](mailto:bjorgenson@bur.org)

**Subject:** **Response to Request for Proposals (RFP NE26-01)**  
**Waste Management Planning, Development, and Implementation Services**  
**Hollywood Burbank Airport**

Dear Brett Jorgenson:

Polytechnique Environmental, Inc. (Polytechnique) is pleased to submit this proposal to the Burbank-Glendale-Pasadena Airport Authority (Authority) in response to Request for Proposals (RFP) No. NE26-01 for Waste Management Planning, Development, and Implementation Services for Hollywood Burbank Airport (BUR). This proposal is based on Polytechnique's review of the RFP dated November 17, 2025; information provided during the pre-proposal conference on December 1, 2025; and addenda and responses to questions dated December 3, 2025 and December 15, 2025.

Polytechnique has assembled a team of environmental professionals to support BUR's transformation as the replacement passenger terminal (RPT) is constructed and the existing terminal is phased out and demolished. Our team recognizes that this moment presents many challenges but also opportunities for the Authority and BUR staff. We bring qualifications and experience that can shape a robust waste management program for BUR and are eager to expand our services for the Authority. Our team has the resources to perform the entire scope of work in the Attachment A of the RFP.

Polytechnique is passionate about airports, and our team has the credentials and experience to skillfully deliver the proposed scope of work on schedule and within budget. We pride ourselves on our ability to understand BUR's needs and produce high-quality deliverables. Over the last 11 years, Polytechnique has successfully developed waste management programs for Southern California airports including Long Beach Airport (LGB), Los Angeles International Airport (LAX), Van Nuys Airport (VNY), and John Wayne Airport (SNA).



Polytechnique is an S Corporation in good standing with the California's Secretary of State and active business licenses where we work. We comply with applicable labor, tax, and insurance regulations and are registered with the California Department of Industrial Relations. Polytechnique is not debarred or suspended from contracting with federal, state, or local agencies.

Our full legal name and physical office location for this contract are as follows:

Polytechnique Environmental, Inc.  
9837 Belmont Street  
Bellflower, CA 90706

The primary point of contact for this contract is:

Joohi R. Sood, PE, Leadership in Energy and Environmental Design® (LEED®) Green Associate™, ENV SP  
Polytechnique Environmental, Inc.  
[joohi@polytechenv.com](mailto:joohi@polytechenv.com)  
(562) 716-8346

Joohi is the owner of Polytechnique and founded the company in 2014 to provide environmental engineering services to public and private clients with a focus on transportation and infrastructure in Southern California. We currently have 13 employees who provide environmental engineering, compliance, sustainability, and grants services. We are based in Los Angeles County and will provide in-person support to BUR as needed.

Polytechnique is strong financially, does not have any debt, and is growing steadily. We have a strong backlog of project work and several multi-year contracts with local transportation agencies. Polytechnique has reviewed the insurance requirements in the sample agreement, and our certificates of insurance for our contract with BUR are included in Appendix A. We meet the requested insurance lines and limits except the employee hired auto and hired auto physical damage. We have received a quote from our commercial auto broker and will bind the additional coverage before the contract is executed.

As a certified small business enterprise, disadvantaged business enterprise, and woman-owned business enterprise, selecting Polytechnique will support the Authority's compliance with Title VI of the Civil Rights Act of 1964. Polytechnique is nimble and flexible because we do not have the layers of bureaucracy that encumber large companies. We deliver exceptional value by providing high-quality services at a lower cost.

What sets Polytechnique apart from our competitors is our carefully selected and comprehensive team of subject matter experts who are qualified, experienced, and ready to deliver consistent, responsive services to BUR. Polytechnique selected the following four subconsultants to support the proposed scope of work:

- ➔ Airport Zero Waste Consulting, LLC (Airport Zero Waste): specialty environmental consulting firm focused on advancing sustainable waste management and diversion at airports
- ➔ Linx Strategies LLC (Linx Strategies): established to advance sustainability in the aviation sector and helps airports navigate important conversations, confront barriers, and develop effective strategies that benefit everyone



- ➔ Connect the Dots: outreach and engagement firm focused on connecting diverse voices to decision-making
- ➔ Action Research: behavior change marketing firm that has participated in projects to develop, implement, and evaluate behavior change strategies to implement a zero-waste campus

Polytechnique currently works with BUR to provide Airport Carbon Accreditation (ACA) support and is familiar with BUR's facilities, leadership priorities, and the environmental team. Our understanding of BUR will reduce the administrative effort for the Authority while meeting BUR's needs and exceeding expectations.

Polytechnique is the best choice for this project because:

- ➔ **Right the First Time:** Our team of experts understands waste management at airports and has successfully delivered all elements of the scope of work at other local commercial and general aviation airports.
- ➔ **No Ramp Up:** Polytechnique's local, responsive team understands BUR's unique history, ongoing development, and leadership priorities, so we will hit the ground running.
- ➔ **Expedited Approach:** We are currently providing environmental services at BUR including data collection and collaboration with managers from several BUR divisions, and this experience will help us meet BUR's accelerated schedule to complete the initial steps of the proposed scope of work.
- ➔ **Grant Funding:** Polytechnique has identified, applied for, and won grants funding for environmental programs at other local airports and can support BUR's efforts to acquire alternative funding to launch and maintain waste program initiatives.
- ➔ **Quality Work Products:** Our team is committed to meeting the budget and schedule demands while producing high-quality deliverables at a lower cost to the Authority.

As the president and secretary of Polytechnique, Joohi Sood is an authorized representative and can bind the company in contractual matters. This proposal is valid until April 21, 2026 (120 days after the due date of December 22, 2025). Polytechnique appreciates the Authority's consideration of the enclosed proposal. Our team is ready to provide a high level of quality, commitment, and value to the Authority. Appendix B contains Polytechnique's signed acknowledgements of the RFP and Addenda 1 and 2. The signature below verifies that the information submitted within this proposal is true and correct.

Respectfully submitted,  
**Polytechnique Environmental, Inc.**

Joohi R. Sood, PE, LEED® Green Associate™, ENV SP  
President



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## Appendices

Appendix A	Certificates of Insurance
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## 2.0 Statement of Experience and Qualifications of Project-Assigned Personnel

Polytechnique's team is qualified and has the expertise and experience to deliver all the tasks described in the scope of work that was included as Attachment A to the RFP. *Over the last 11 years, our team has successfully completed waste characterization studies (WCSs) and waste management plans (WMPs); conducted stakeholder engagement, public outreach, and training; tracked waste data; and supported local commercial and general aviation airports in implementing ambitious waste initiatives.* If Polytechnique is selected for this project, BUR and the Authority will benefit from the lessons our team has learned over the years.

The project descriptions below describe our team's experience, capabilities, and success delivering similar services to LGB, LAWA, BUR, and SNA. Please contact any of the following references to confirm our team's performance.

### 2.1 Relevant Project Experience

#### Project 1: Waste Management Planning, Initiatives, and Implementation

**Agency Name:** LGB

**Address:** 4100 East Donald Douglas Drive, Long Beach, California 90808

**Project Dates:** 2019–present

**Client Name:** Gilberto Contreras, Administrative Analyst

**Contact:** [gilberto.contreras@longbeach.gov](mailto:gilberto.contreras@longbeach.gov), (562) 570-2707

**Polytechnique Project-Assigned Personnel:** Joohi Sood, Sapna Abrol, Thulashi Raveendran, Birgit Haissig

In 2018, the City of Long Beach Mayor's Office issued Executive Order B-55-18 requiring that LGB develop and implement a sustainability program. Working alongside LGB staff, our team has developed a sustainability program that aligns with the objectives of the Long Beach Office of Climate Action and Sustainability and the City Mayor's Office. The program incorporates measurable steps to mitigate the environmental impacts from LGB operations and facilities.

Polytechnique developed a sustainability action plan (SAP) for LGB. The SAP is based on a prioritization of initiatives and opportunities that are grouped into six focus areas including air quality, energy conservation, water conservation, water quality, waste management, and community engagement.

As part of LGB's sustainability program, Polytechnique gathered information about LGB's solid waste management and recycling efforts to provide recommended initiatives. Polytechnique outlined the strengths, goals and impacts, challenges, relative cost, mandates, and coordination efforts of each initiative. Our team then worked with LGB to implement the initiatives such as organics diversion for the concessions area as well as providing training to tenants and staff.

One of the challenges at LGB was compiling the waste data in one location to conduct trend analyses and provide reports to senior personnel.

Polytechnique identified the different waste streams at the airport and their corresponding data sources such as tenants, waste haulers, and recycling facilities. Our team created a master tracker to compile the airport's waste data in one location. Each sheet in the master tracker represents a different waste stream such as California redemption value (CRV) recycling, glove recycling, organics diversion,





landscaping waste, and cardboard recycling. The data compilation for each waste stream includes details such as the waste hauler, tonnages, personnel who received the tonnage data, and notes on contamination or corrective actions required. The tracker is updated regularly, and a quality check is performed to confirm that the compiled data matches the raw data. Using the tracker, LGB staff can report waste numbers to City commissioners during commission meetings that occur every 2 months. At the end of the year, Polytechnique also provides an updated trend analysis demonstrating how the airport has performed in terms of waste management. Using the trend analysis, Polytechnique and LGB discuss if corrective actions are required or if new actions can be implemented.

Polytechnique helped LGB roll out the food scrap collection program in 2021. Our team coordinated with the City of Long Beach Environmental Services Bureau that provided food scrap containers, signage, and in-person quarterly training sessions at no cost to the airport.

*The success of LGB's waste management programs shows in the metrics. In 2024, the airport diverted 61.9 tons of glass and cardboard, 21.1 tons of food scraps, and 5.7 tons of CRV recyclables containers.*

## Project 2: WCS, WMP, and Auditing

**Agency Name:** SNA

**Address:** 3160 Airway Avenue, Costa Mesa, CA 92626

**Project Dates:** 2008–2023

**Client Name:** Robert Romansik

**Contact:** [rromansik@ocair.com](mailto:rromansik@ocair.com), (949) 413-3640

**Polytechnique Project-Assigned Personnel:** Joohi Sood, Sapna Abrol

Polytechnique conducted a comprehensive WCS for SNA to collect data on SNA's solid waste management program and identify opportunities for improvement. The WCS was focused on understanding the composition and quantity of SNA's solid waste,

identifying opportunities to increase waste diversion, minimizing waste streams, and confirming SNA's compliance with applicable local, state, and federal regulations. Elements of the WCS included:

- ➔ Regulatory review
- ➔ Waste records and data review
- ➔ A 24-hour waste sort
- ➔ Meetings with waste haulers
- ➔ Field reconnaissance
- ➔ Tours of waste processing facilities
- ➔ Interviews with food concessions and airline lounges
- ➔ Storage evaluation

Based on the information and data obtained during this study, Polytechnique recommended improvements to SNA's existing waste collection program. Initiatives included liquids collection, cardboard separation, and a food waste collection program (FWCP).

**Liquids Collection:** Polytechnique developed an approach for liquids collection at SNA. We started by studying the flow of guests in three Transportation Security Administration (TSA) screening areas. Next, our specialists worked with TSA and SNA Operations to conduct a 6-month pilot study that included supporting procurement, developing signs and unit wraps, deploying three units, coordinating with SNA Maintenance and the janitorial contractor, and conducting monitoring and reporting. The pilot study was successful and SNA decided to deploy liquid collection units at each TSA screening area.

**Cardboard Separation:** Polytechnique recommended separating and baling cardboard to lower the hauling costs and qualify SNA for rebates. We prepared a cost evaluation of various options including renting or purchasing cardboard balers. The results of the evaluation changed when the price per ton of cardboard dropped because of the China Sword Policy. Although SNA decided not to install balers, our team continued to work with the contracted hauler to optimize SNA's cardboard recycling.



**FWCP:** Polytechnique implemented an FWCP for terminal concessions and SNA offices. This task required proactive communication with SNA stakeholders. Our team procured and distributed containers and color-coded bags, prepared training materials, delivered training sessions in English and Spanish, created signage, and revised amendments to the janitorial contract. Polytechnique monitored the FWCP and implemented recommendations for refinement.

**Food Donation Program:** Polytechnique applied for a grant from CalRecycle for SNA's food donation program. The airport was awarded funds to purchase two commercial freezers and one commercial refrigerator. Consequently, SNA was able to increase food donations from the concessions because they could donate hot foods.

Polytechnique's biggest challenge during the WCS was conducting the 24-hour waste sort for all the waste generated by the terminal. Polytechnique developed a system to intercept waste, sort the waste, and collect accurate data. *Polytechnique made successful recommendations for SNA that resulted in minimizing cost, maximizing diversion, and complying with organics regulations. In 2018, the Orange County Business Council recognized SNA for the food waste diversion program after 31,000 meals were donated to local food pantries.*

### **Project 3: LAX and VNY SAP Update, Zero Waste Focus Area**

**Agency Name:** LAWA

**Address:** 7301 World Way West, Los Angeles, CA 90045

**Project Date:** 2025

**Client Name:** Mahsa Ostowari, Environmental Supervisor

**Contact:** [mostowari@lawa.org](mailto:mostowari@lawa.org), (818) 577-3049

**Polytechnique Project-Assigned Personnel:** Joohi Sood, Sapna Abrol, Thulashi Raveendran, Jordan Blair, Birgit Haissig

Polytechnique is currently updating LAWA's 2019 SAP. The SAP focuses on five focus areas including zero carbon built environment, zero carbon ground transportation, zero carbon aviation, zero wasted water, and zero waste. Polytechnique is leading the zero waste effort.

Polytechnique reviewed LAWA's 2024 tonnage report and sustainability reports from 2011 to 2024, and established a baseline for waste generation and diversion. Our team provided recommended goals and actions and conducted a forecasting analysis to create a roadmap for LAWA that graphically depicts the increased waste diversion from the recommended actions to achieve the goals that align with LAWA's objectives. Polytechnique conducted a comprehensive review of waste management regulations ( AB 341, AB 939, AB 1826, and SB 1383) and made comparisons with peer airports. Polytechnique staff also conducted stakeholder engagement activities.

The project team faced the challenge of a lack of available data to generate a baseline and a tight project schedule. LAX construction and demolition waste data and VNY CRV recycling waste data were not available; therefore, Polytechnique conducted research and made realistic assumptions based on our experience working for other airports to generate an estimated baseline.

For construction and demolition waste, our team sorted the 2024 LAX projects into the following categories: tenant improvements, mechanical/electrical/plumbing, civil and runway, and whole building/major renovations. Polytechnique considered square footage and project valuation combined with peer airport data to estimate the amount of waste generated for each project. For the CRV recycling data, we used LAX's CRV recycling data and scaled it for VNY.

*LAWA approved both methodologies and baselines. Polytechnique is on track to successfully complete the remaining work within budget and to meet a February 2026 due date despite the data availability challenges.*



## Project 4: ACA

**Agency Name:** BUR

**Address:** 2627 North Hollywood Way, Burbank, CA 91505

**Project Dates:** 2023–present

**Client Name:** Maggie Martinez, Director of Noise & Environmental Affairs

**Contact:** [mmartinez@bur.org](mailto:mmartinez@bur.org), (818) 729-2226

**Polytechnique Project-Assigned Personnel:** Joohi Sood, Sapna Abrol, Thulashi Raveendran, Jordan Blair

Polytechnique provides BUR with ongoing application preparation and renewal support services for the ACA Level 2 Certification. Services include data compilation, GHG inventory preparation, sustainability planning, and environmental resource conservation training for airport staff. BUR achieved ACA Level 2 in 2023 and continues to renew its Level 2 status with Polytechnique's support.

Airports Council International (ACI) appointed Environmental Minds as its ACA administrator in 2025. Close to the end of the renewal period, Environmental Minds requested that BUR revise its emissions reduction target to include a specific reduction percentage and target year. Polytechnique quickly assessed BUR's historical emissions reductions and created a conservative forecast based on the estimated increase in passengers. *Using the forecast, Polytechnique and BUR amended the emissions reduction target to satisfy Environmental Minds' request, and the application was approved in*

*September 2025.* Authority commissioners attended the ACI conference in Toronto and were recognized for their continued commitment to the ACA program.



## 2.2 Statement of Experience and Qualifications

The account manager and project manager for this contract is Joohi Sood. Joohi has worked as an environmental consultant for over 30 years and has extensive project management and program development experience. She has a reputation for delivering projects on schedule and within budget, and she brings a unique ability to quickly understand client objectives, prioritize needs, and respond with the right resources. Joohi has provided effective senior technical services on environmental projects at commercial airports and has over 25 years of experience in providing waste management planning, development, and implementation services to airports in Southern California.

Other project supervisory personnel will be Sapna Abrol (Polytechnique) and Morgan Turner (Airport Zero Waste). Sapna Abrol has over 20 years of experience providing on-call environmental sustainability support to clients through regulatory compliance review, waste management, and community engagement. Sapna will serve as an associate environmental scientist on this project and is committed to helping clients develop and achieve their sustainability goals. Sapna develops and leads trainings and workshops for internal staff and clients on various sustainability topics.

Morgan Turner is a recognized airport waste expert and has assisted over 40 airports in evaluating and improving their waste programs. She authored industry research papers and leads an airport waste working group for sharing best practices.

## 2.3 Emergency Contact

For special circumstances or performance-related issues, please contact the proposed project manager:

Joohi R. Sood, PE, LEED® Green Associate™, ENV SP



Polytechnique Environmental, Inc.  
[joohi@polytechenv.com](mailto:joohi@polytechenv.com)  
(562) 716-8346

Joohi will serve as BUR's primary point of contact for this project.

### 3.0 Technical Approach

Polytechnique's team delivers high-quality projects within budget and on schedule by communicating early and often, setting realistic budget and schedule goals, and using experienced staff to perform the work.

#### 3.1 Planning and Execution

*Polytechnique invests in the planning stages of every project we deliver. Our experience shows that this investment leads to successful outcomes.* Polytechnique's planning process will include the following steps in the early stages of the project:

- ➔ Scheduling a kick-off meeting
- ➔ Updating the milestone-based schedule
- ➔ Establishing client objectives
- ➔ Reviewing available waste data
- ➔ Revisiting the work plan in Section 4.0
- ➔ Scheduling periodic status meetings

At the start of the project, Polytechnique will schedule a kick-off meeting with BUR to detail the scope of work, schedule, budget, deliverables, and resources for successful project execution. Our team uses Microsoft Project to create and update Gantt schedules, track progress, manage resources, and establish milestones. We train staff in the project delivery system methods for project management, which place an emphasis on investing in the planning stages of a project, listening to and understanding the client's objectives, and sharing lessons learned to support the process of continual

improvement. Using this methodology, Polytechnique has consistently delivered projects on time and within budget for the last 11 years.

The project manager will hold status meetings with BUR and provide clear communication throughout the execution of the scope of work. Polytechnique will maintain a rolling list of action items throughout the project duration. Action items have a discrete start and end date and are assigned to team members with established due dates. Action items will be reviewed, updated, and discussed before and during status meetings with BUR. Deliverables will undergo a senior quality review and will be reviewed by Polytechnique's technical editor before submittal to BUR.

Polytechnique will use the following performance metrics to monitor project and task progress and success:

- ➔ Completing tasks within budget and on schedule
- ➔ Responding to client communications on the same day
- ➔ Receiving feedback and confirming client satisfaction
- ➔ Delivering value based on cost, objectives, and creative solutions

Polytechnique will attend meetings in person or virtually depending on BUR's preference. We will create an online Microsoft SharePoint site accessible to BUR staff where the project team can collaborate on deliverables, save meeting records, and archive project records.

In addition, Polytechnique has a designated quality officer to administer our rigorous quality control/quality assurance (QA/QC) program. All staff are required to attend an initial training session about the company style guide and QA/QC process before working on deliverables. Polytechnique implements the following technologies and processes:

- ➔ Microsoft Office 365, Adobe, and Bluebeam software to prepare project deliverables



- ➔ Templates to prepare deliverables according to Polytechnique and BUR style standards
- ➔ Document quality review checklists for text documents, figures, and tables

The QA/QC program has an established process to peer review data compiled from source documents (electronic or hard copy) and perform technical editing of deliverables. Document quality review checklists are used to confirm that the process is followed and require sign-off from the author, peer reviewer, and technical editor.

When an error is discovered, our team will immediately take corrective action so it will not negatively impact the Authority. In 2024, while Polytechnique was working on the BUR ACA application, an error was discovered where the annual usage consumption of one electricity meter was counted twice in the previous year's application.

Polytechnique immediately reviewed the raw data files for other similar errors (none were found) and corrected the annual usage consumption totals and compilation spreadsheets. Our team also contacted the application administrators to inform them of the error and discuss how to correct the previous year's application. The numbers were corrected in the 2024 application and BUR has successfully received its ACA certification each year between 2023 to 2025.

### **3.2 Transition Plan**

To facilitate a smooth transition from the current terminal to the RPT, Polytechnique will first assess the current terminal's waste streams and measure the effectiveness of the current infrastructure for waste management. We will analyze the proposed placement of waste stations and define requirements that are needed to provide continuity throughout the transition period. ***We will confirm that the RPT is in compliance with local, state, and federal regulations.***

Our team will provide training to staff, tenants, and contractors on the airport's waste management practices before the opening of the RPT to minimize confusion while transitioning to the new terminal. We will also prepare communication materials for tenants, vendors, and passengers about the new waste practices for the RPT. After opening day, we will monitor the waste volumes and diversion rates in the RPT to determine if irregularities need to be addressed. If so, corrective actions will be taken such as improving signage and reducing waste infrastructure gaps.

### **3.3 Schedule for RPT Opening**

Polytechnique's team is prepared to start work on the proposed project in February 2026. We will complete work on the WMP and deliver training sessions before the scheduled RPT opening on October 13, 2026. Polytechnique will implement the schedule shown on the next page for the development of the WMP, deliverables, stakeholder engagement, and training. ***We have a head start because we are familiar with BUR's environmental program: we reviewed the 2023 and 2024 data, implemented green initiatives, and developed environmental resource conservation training materials.*** For California airports, we have prepared signage, developed and delivered training, and created data forms for the WCS and WMPs. Our team is ready and capable of meeting BUR's expedited delivery schedules.

### **3.4 Staffing Plan**

Polytechnique's approach to staffing and resource management is to engage staff and subconsultants with the qualifications and experience to deliver the best service and deliverables to our clients. We provide training and tools to our team so that they can be responsive, decisive, and collaborative. Polytechnique has assembled an appropriately sized team for the scope of work with qualified personnel who meet the requirements to get badged at BUR.

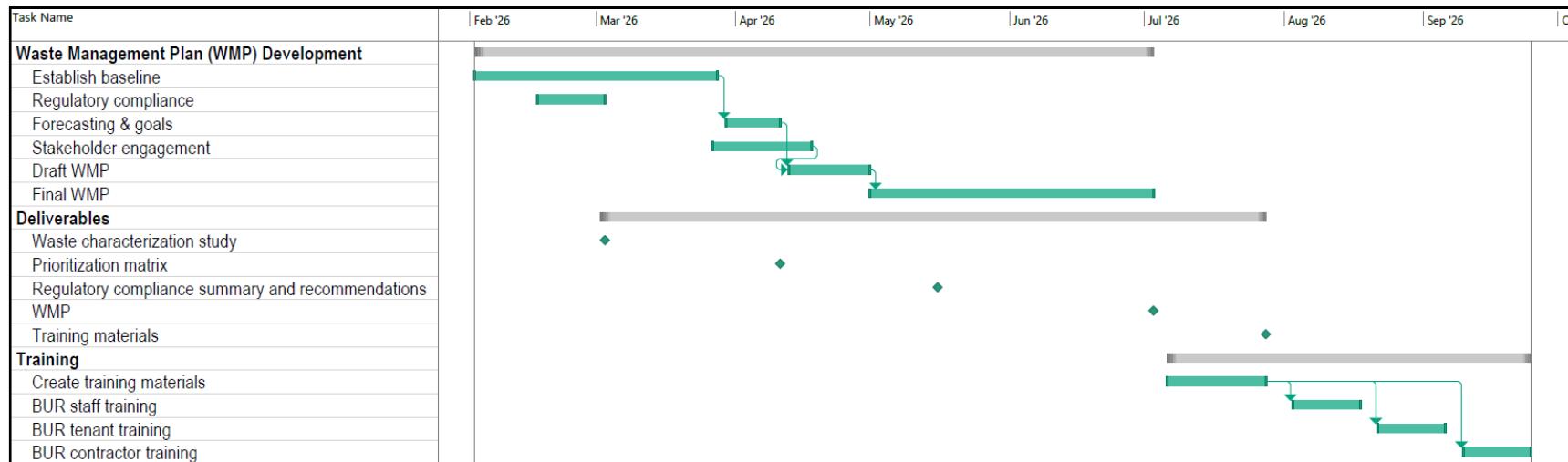


The project manager will hold weekly internal meetings with Polytechnique team members to answer questions and provide guidance. Polytechnique staff members have access to the rolling action items lists and project schedules to promote accountability. We use Microsoft OneNote and SharePoint to efficiently communicate, collaborate, and document project status, decisions, and next steps. Polytechnique already has an active SharePoint site set up with BUR staff for the ACA contract. If acceptable to BUR, we will create an additional SharePoint site for this project or create subfolders for the ACA and waste management projects. We will use Teams and Outlook for easy communication. The project manager can view project team members' Outlook calendars, streamlining the process of setting up meetings.

Before the start of any task supported by a subconsultant, Polytechnique will hold a kick-off meeting to discuss roles and schedule. Polytechnique will then hold weekly check-in meetings with our subcontractors when they are actively working on tasks. Deliverables by subconsultants will follow Polytechnique's templates and go through our QA/QC process.

The number of Polytechnique staff working on the project will vary depending on the workload demand for each task. At least three staff members will be assigned to the project throughout its duration, but their hours will vary from week to week based on the project demands. During the waste sort, five people will be present to cover three 8-hour shifts over three days. During deliverable preparation, the core team will be supported by our technical editor who will work on each deliverable for 4 to 24 hours over one to five days depending on the length of the document. Project management, meetings, and accounting will require 2 hours each week for two staff members. Subcontractors will be engaged for specific tasks and will work up to 24 hours per task.

The organizational chart on the next page lists the names, titles, and credentials of Polytechnique's proposed team. The additional resources listed are already on contract with BUR, and Polytechnique will consult with them for waste data and waste equipment inputs (e.g., compactors and receptacles). Resumes of key personnel are included in Appendix C, and outline qualifications as well as applicable environmental and safety training.





**PROJECT SUPERVISORY PERSONNEL**

**Associate Environmental Scientist**

Sapna Abrol, ENV SP, GRI

**Airport Zero Waste**

Morgan Turner, TRUE Advisor

**ACCOUNT/PROJECT MANAGER**

Joohi Sood, PE, LEED® Green Associate™, ENV SP

**PROJECT SUPPORT PERSONNEL**

**Technical Editor**

Birgit Haissig, ENV SP

**Administrative Support**

Vanessa Pantoja

**SUPPORT STAFF AND SUBCONTRACTORS**

**Polytechnique**

Bryant Wong, PE, ENV SP (*Quality Officer*)

Thulashi Raveendran, LEED® Green

Associate™, ENV SP (*Environmental Scientist*)

Jordan Blair, ENV SP (*Environmental Scientist*)

Jack Galeotti (*Environmental Scientist*)

Casey Kinaan (*Data Analyst*)

Rafael Guerrero (*Field Technician*)

Tania Garcia (*Field Technician*)

Fredy Cruz (*Field Technician*)

**Linx Strategies**

Carly Shannon, TRUE Advisor,  
ENV SP

**Connect the Dots**

Marisa Denker

**Action Research**

Jennifer Tabanico

Joey Schmitt

**ADDITIONAL RESOURCES**

Epax Systems, Inc.

American Reclamation, Inc.



### **3.4.1 Team Qualifications**

#### **3.4.1.1 Polytechnique**

Polytechnique's team has an outstanding track record in supporting airports with a similar scope of work. We have qualified, in-house staff to support this project. Our team has proven, recent, direct experience covering all the tasks associated with the scope of work in the RFP. We can also provide additional support such as identifying grant funding for waste initiatives and preparing a SAP for BUR.

Our team members are badged at other local airports. Project team members who need access will apply for badges, take driving tests, and get airfield permits for our vehicles. We will attend BUR-specific training as needed. Our team is trained in CPR and first aid, HAZWOPER, and DOT shipping. BUR personnel will not require any environmental or safety training to oversee and support the implementation of the project. Our team is familiar with BUR's airside and landside facilities, environmental compliance and sustainability program, and the training materials that are currently in use and were prepared by Polytechnique.

*Our responsive local team is eager to provide streamlined services to the Authority. The key project personnel and supporting staff listed in this proposal are immediately available to deliver the tasks described in the RFP.* Resumes of key personnel are included in Appendix C, and outline qualifications as well as applicable environmental and safety training.



**Joohi Sood, PE, LEED® Green Associate™, ENV SP (Account Manager/Project Manager)**

Joohi is the president of Polytechnique and has extensive project management and program development experience. As an account manager,

Joohi excels at balancing client, regulatory, and community demands while maintaining a focus on challenging technical requirements. As a project manager, she has a reputation for delivering high-quality projects on schedule and within budget. She created the waste management programs for SNA and LGB and serves a senior technical reviewer for the LAWA SAP update Zero Waste focus area.



**Bryant Wong, PE, ENV SP, F. ASCE, QSD (Quality Officer)**

Bryant Wong has over 40 years of environmental engineering experience and will serve as the quality officer for this contract. He has served in technical lead, project manager, program manager, operations manager, and senior QA/QC roles on multiple environmental services contracts including on-call contracts with SNA and LAWA.



**Sapna Abrol, ENV SP, GRI (Associate Environmental Scientist)**

Sapna Abrol has over 20 years of experience providing sustainability support to clients. She offers support through active involvement, partnership, awareness, training, and education. Sapna is an advocate of a zero-waste lifestyle and reducing plastic pollution. She led the development of the SAP for LGB through planning, prioritization, stakeholder engagement, and preparation. She facilitated workshops for each focus area including waste management. Sapna has developed training materials and delivered sessions for LA Metro's Growing a Greener Workforce Program over the last 2 years.



**Thulashi Raveendran, LEED® Green Associate™, ENV SP (Staff Environmental Scientist)**

Thulashi supports grant application, environmental data analysis, environmental economics, and sustainability projects. She is the task lead for an on-call environmental contract with LGB and supports the waste management program. She is the task lead for the zero-waste section for the LAWA SAP Update. She also currently is the project manager for the ACA contract with BUR and monitors the project schedule and budget, oversees project team members' progress, coordinates and leads status meetings, and prepares meeting materials. She brings a clear understanding of BUR and waste management at local commercial and general aviation airports.



**Jordan Blair, ENV SP (Staff Environmental Scientist)**

Jordan supports sustainability projects as well as stakeholder engagement. She has supported sustainability planning and compliance efforts for large-scale infrastructure and transportation projects. Jordan is currently supporting the data analysis and action identification for the zero-waste section of the LAWA SAP. She is the task lead for the development of a green tenant program at VNY and coordinates the project, which includes a significant element of stakeholder engagement.

### **3.4.1.2 Subcontractors**

***Our team also consists of subject matter experts who have assisted in waste management services, stakeholder engagement, and public outreach for airports throughout the country.*** Our subcontractors include Airport Zero Waste, Linx Strategies, Connect the Dots, and

Action Research. Our team members have professional certifications such as TRUE Advisor and LEED® Accredited Professional.



**Morgan Turner, TRUE Advisor (Principal)**

Morgan Turner is a former airport engineer and planner with extensive technical expertise in airport waste management strategies. Morgan is uniquely qualified to support facilities' waste goals and provide direction to measurably improve waste programs. She has led strategic waste planning, technical and feasibility analyses, waste auditing, reporting and data dashboard application, policy development, project implementation, research into innovative technologies, compliance with waste regulations, and waste behavior change education at more than 45 airports across the country in support of ambitious diversion and zero waste goals. Morgan will support the WCS, WMP development and implementation, food donation program, tenant waste reduction policies and procedures, RPT receptacle strategy, waste audit and monitoring, and data collection, analysis, and reporting tasks.



**Carly Shannon, TRUE Advisor, ENV SP (Principal)**

Carly Shannon has worked in the aviation area for over a decade. She has overseen the development of sustainability management and sustainable master plans, emissions inventories, carbon management and reduction strategies, waste reduction and diversion plans, and Environmental, Social, and Governance strategies and reporting for airports. She also facilitated frequent and robust stakeholder engagement events, administered a range of sustainability rating systems, and helped clients secure millions of dollars of federal funding. Carly will support the WMP development and regulatory compliance support tasks.



### **Marisa Denker (Principal)**

As founder and director of Connect the Dots, Marisa is an expert in stakeholder and community engagement with 9 years of experience. She established Connect the Dots as a woman-owned business enterprise (WBE)/disadvantaged business enterprise (DBE) firm specializing in the strategic design and delivery of stakeholder/community engagement, management, and facilitation with notable clients that include City of Philadelphia, Center City District, and Comcast NBC Universal, among many others. She currently leads a versatile team with diverse expertise in Urban Planning, Community Organizing, Graphic Design, Communications, and Mediation. Connect the Dots will support the WMP development and the stakeholder engagement and communication tasks.



### **action Jennifer Tabanico (Principal)**

Jennifer is recognized internationally as an expert in applying behavioral science and community-based social marketing to foster a wide range of environmental behavior changes, including those impacting waste, water, air quality, biodiversity, and energy. For over 20 years, she has worked with federal, state, and local government agencies; private companies; and community organizations across the globe. As co-author of the 4th edition of *Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing*, Jennifer is skilled at translating insights from the behavioral sciences so that they are accessible to practitioners who are working to create effective behavior change initiatives. Action Research will support the WMP development, WMP implementation, and training and outreach tasks.

#### **3.4.1.3 Additional Resources**

Additional resources identified for this project include Epax Systems, Inc. (Epax) and American Reclamation, Inc. (American Reclamation).

Epax is an environmental technology business based in Los Angeles that specializes in waste and recycling containers and equipment. The company was founded in 2000 and is employee-owned. Epax will support the WMP development and implementation, and RPT receptacle strategy tasks.

American Reclamation is a full-service solid waste collection and recycling company based in Los Angeles and has been in business for 50 years. American Reclamation is the municipal solid waste hauler for BUR and will support the WCS, WMP development and implementation, waste audit and monitoring, and data collection, analysis, and reporting tasks.

## **4.0 Work Plan and Schedule**

Polytechnique's team is excited to support BUR's development of a robust waste management program for the RPT. We will study the waste profile of the current facilities and make informed recommendations. Our project schedule was developed based on BUR's current RPT opening date of October 13, 2026. This section also provides a list of assumptions and deliverables that our team will prepare for this project.

### **4.1 Work Plan**

Polytechnique reviewed the scope of work in Attachment A of the RFP and prepared the following work plan in response. It is based on our understanding of BUR's facilities and environmental program.

This work plan is based on the lessons our team brings from developing waste management programs at other local airports. *At SNA we worked closely with the TSA to design, deploy, and monitor the use of liquids collection stations (LCS). We learned that by placing LCS units strategically relative to the flow of traffic, we could improve the rate at which guests moved through security lines. At LGB, Polytechnique was tasked with launching the food scrap collection*



*program, we learned that simple approaches like hanging a pair of tongs on kitchen waste bins to easily separate food waste from other waste streams increased the amount of food waste diversion in the back-of-house areas.*

The table to the right shows how our team will cover the tasks and which team members will lead (L) and support (S) each task. Polytechnique will lead all of the scope of work tasks, and our subconsultants will lend support as needed. Polytechnique and our subconsultants have collaborated on airport projects and are committed to sustainability and the transportation industry.

The following subsections follow the order of the RFP's scope of work.

#### 4.1.1 Waste Characterization Study

Polytechnique, Airport Zero Waste, and American Reclamation will design and conduct a WCS for BUR to collect data on the current municipal solid waste management program in the first contract year. In the second and third contract years, our team will conduct waste sorts for the RPT, and issue revisions 1 and 2 to the WCS. During each step of the WCS, the project team will prioritize the airport's mission to serve the traveling public by working safely and without interruption to operations.

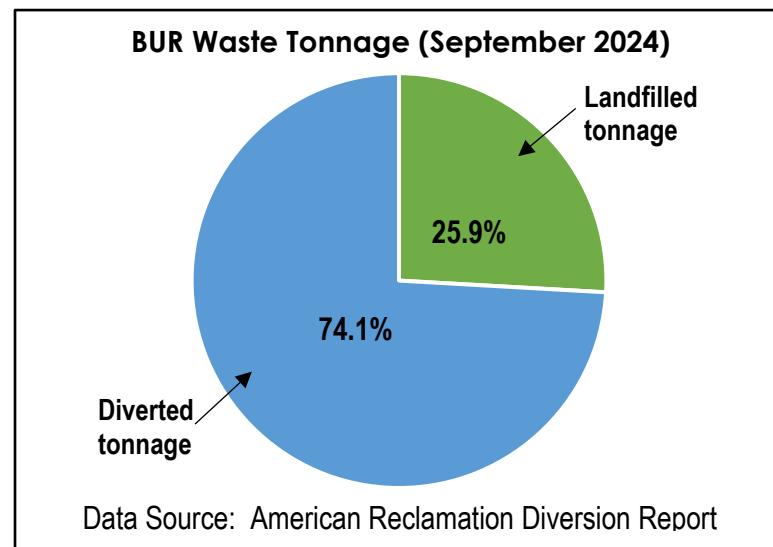
The purpose of the WCS is to understand the waste streams and define the composition of municipal solid waste. The objectives include identifying opportunities to reduce waste generated and increase waste diversion. The primary goal of the WCS is to define initiatives that can be implemented while maintaining compliance with applicable federal, state, and local waste regulations.

Scope of Work Coverage	Polytechnique	Airport Zero Waste Consulting, LLC	Linx Strategies LLC	Connect the Dots	Action Research	Epax Systems, Inc.	American Reclamation, Inc.
	Prime	Subconsultants				Additional Resources	
WCS	L	S					S
WMP Development	L	S	S	S	S	S	S
Regulatory Compliance Support	L		S				
Implementation of the WMP and Waste Reduction Programs	L	S			S	S	S
Food Donation Program Support (SB 1383)	L	S					
Tenant Waste Reduction Policies and Procedures	L	S					
RPT Receptacle Strategy	L	S				S	
Waste Audit and Monitoring	L	S					S
Training and Outreach	L				S		
Stakeholder Engagement and Communication	L			S			
Data Collection, Analysis, and Reporting	L	S					S



Under our current BUR contract, Polytechnique reviewed BUR's annual waste diversion reports prepared by American Reclamation for 2023 and 2024. These reports include the total waste generated and diverted from BUR each month. Polytechnique already understands the existing waste streams and waste generation trends, eliminating time and budget spent on this initial data review. Our team will work with American Reclamation to further understand collection points and hauling practices for the current terminal. Polytechnique will conduct inspections and interviews to gather information about receiving facilities, contamination tolerances, janitorial practices, tenant information, and hauling agreements.

Then, our team will conduct a 24-hour waste sort to determine the



current composition of municipal solid waste including recyclables, organics, and liquids. Although the waste sort will not include hazardous waste, TSA-confiscated waste, deplaned, or bulky waste, the WCS will include observations and recommendations for these waste streams.

The pre-waste sort activities will include a site visit to plan out the sorting process. Polytechnique will inspect waste collection areas; count receptacles in airside and landside areas; conduct interviews with concessionaires; airline lounge personnel, and janitorial staff; and prepare forms, signs, and labels. Polytechnique will also provide BUR staff with draft emails that can be distributed to impacted parties in advance of the waste sort.

The waste sort will include sampling, sorting, and weighing waste to estimate proportions and contamination levels. Polytechnique's waste sorting team members will intercept waste from terminal janitorial staff before it is deposited into collection and compaction units. ***Polytechnique learned from our waste sort at SNA is that it is more efficient to deploy team members in front-of-house dining areas to separate organics, recyclables, and landfill waste into portable containers. These separated waste streams will be moved to the main sorting area to be weighed at the end of the 8-hour shift.***

The waste sort team will use a portable, calibrated scale during the waste sort. Larger containers will be the same ones used by BUR's janitorial team, and Polytechnique will provide smaller containers and hand tools. Polytechnique will record the tare weight of empty containers prior to the waste sort so the net waste amount can be calculated from the gross weight.

In the first contract year, Polytechnique will compile the waste sort data and develop a baseline that includes waste generation, diversion performance, and waste stream distribution in the terminal. The baseline will guide goals, diversion strategies, and measures for future initiatives in the WMP, compliance, and training. The results will be shared with BUR in a draft WCS report.

After the RPT opens, Polytechnique will conduct another waste sort using the same methodology, or improved methodology if applicable based on findings of the first one.



We will compare the results to the baseline, and identify opportunities for improvement to BUR's waste strategies as well as gaps that need to be addressed. After a full year of operating the RPT, a third waste sort will be conducted to observe the progress in achieving BUR's waste goals and to provide additional recommendations.

#### **4.1.2 WMP Development**

Polytechnique, in collaboration with all four subconsultants, Epax, and American Reclamation, will develop a comprehensive WMP that is based on the WCS baseline and recommended actions.

Polytechnique and Connect the Dots will work with BUR to determine the key stakeholders. Based on that determination, we will build a coalition of stakeholders that is involved in the implementation of the plan.

Connect the Dots will advise BUR on the best method to interact with stakeholders (e.g., surveys, meetings, focus groups).



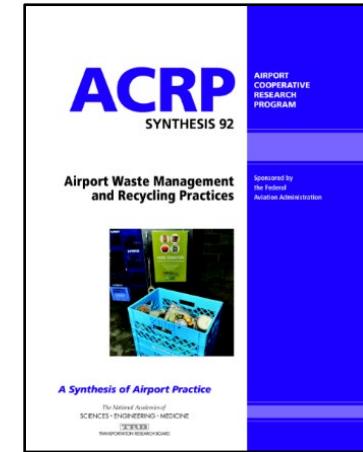
The WMP will address municipal solid waste, organics, recyclables, and liquids. Polytechnique, Airport Zero Waste, and Linx Strategies will focus on opportunities to reduce, reuse, and recycle materials, and compost organic waste. Our team will also identify measures in the WMP to minimize waste from tenants, housekeeping, and employees. We will consider the RPT's infrastructure such as the size of the corridors and waste collection/storage areas while developing and refining initiatives.

The WMP will include the following sections:

- ➔ Baseline of Solid Waste
- ➔ Key Performance Metrics
- ➔ Program Recommendations

#### **➔ Implementation Plan**

Polytechnique will help BUR establish measurable waste diversion and reduction goals while incorporating best practices, and considering facility constraints and available funding including grants/incentives. *Polytechnique's team is engaged with ACI and the California Airport Council and stays up to date with Airport Cooperative Research Program (ACRP) waste management publications and tools. For example, Morgan Turner of Airport Zero Waste is the current waste management working group co-chair for ACI-North America and is the principal investigator for ACRP Synthesis 92: Airport Waste Management and Recycling Practices.*



In collaboration with airport staff, our team will develop policies, procedures, and training protocols that are aligned with the Authority's priorities. We will create tables, charts, and graphs to provide a visual representation of the forecasted diversion that will result from the recommended actions. The forecasting analysis will include the consideration of passenger behavior. Our team will detail the steps that will be needed to complete the recommended actions and create a prioritization matrix for the initiatives. Polytechnique anticipates that several BUR divisions (e.g., maintenance, operations, engineering) will consult with the project team and review the draft WMP to support alignment with operational needs and expectations before the final version is published.



#### 4.1.3 Regulatory Compliance Support

Polytechnique and Linx Strategies will review airport operations for compliance and applicable federal, state, and local waste regulations. This includes but is not limited to:

- SB 1383 – Organic Waste Diversion and Food Recovery
- AB 2440 (2022) – Battery Stewardship (terminal)
- SB 1215 (2022) – Electronic Waste (terminal)
- AB 2902 (2024) – Solid Waste Procurement Requirements
- CalRecycle requirements
- Los Angeles City and County requirements
- City of Burbank requirements

The team will create a spreadsheet listing the applicable regulations and a summary of the requirements. In 2025, Polytechnique created

the following tracker for applicable waste regulations for commercial airports in Southern California.

*For the LAWA SAP, Polytechnique tied some of the waste goals to California regulations including the California Green Building Standards Code (CALGreen) and SB 1383. Therefore, LAWA's stakeholders were more open to accepting the proposed actions, resulting in a smoother process.*

Using this review, the team will identify any regulatory compliance gaps and develop a tracking log (including reporting and training requirements) to check compliance. The team will also regularly monitor upcoming changes in waste-related legislation and advise the Authority on impacts, timelines, and required next steps. For example, we will use Google Alerts to search for news announcements regarding federal, state, and local waste management regulations.

Regulation (Link)	Impact to Zero Waste Focus Area
<a href="#">California Integrated Waste Management Act (AB 939)</a>	CA cities, counties, and approved regional solid waste management agencies are to enact plans and implement programs to divert 25% of their solid waste by 1995 and 50% by 2000; 50% diversion requirement must be achieved every year, baseline year was 1990; diversion should be done through source reduction, recycling and composting activities
<a href="#">Mandatory Commercial Recycling (AB 341)</a>	Increased commercial waste diversion to reduce GHG emissions; requires businesses (include public entities) that generate 4 cubic yards or more of commercial solid waste per week to arrange for recycling services Local government requirements: each jurisdiction shall implement a commercial solid waste recycling program that consists of education, outreach and monitoring of businesses. Report progress achieved in implementing commercial recycling program. CalRecycle will review each jurisdiction's commercial recycling program. Formal review will be conducted every two or four years, which includes annual jurisdiction site visit, review of the Electronic Annual Report, and other relevant information
<a href="#">Mandatory Commercial Organics Recycling (AB 1826)</a>	Requires businesses to recycle their organic waste and local jurisdictions across the state to have organic waste recycling programs for businesses. Businesses that meet the 2 cubic yard waste generation (recycling + organics recycling + disposal) threshold shall engage in one of the following organic recycling activities: source separate organic waste from other waste & participate in a waste recycling service that includes collection and recycling of organic waste, recycle its organic waste on-site or self-haul its organic waste off-site for recycling, subscribe to an organic waste recycling service that may include mixed waste processing that specifically recycles organic waste
<a href="#">California's Short-Lived Climate Pollutant Reduction Strategy (SB 1383)</a>	SB 1383 Summarized checklist for airports Organic Waste Collection: Provide 3-bin system, ensure tenant participation Edible Food Recovery: Identify Tier 1 & Tier 2 tenants, ensure contracts, recordkeeping Food Recovery Contracts: Ensure tenants contract with food banks/pantries Recovered Organics Procurement: Purchase compost, RNG, mulch, etc. Education & Outreach: Train staff and tenants annually Recordkeeping & Reporting: Maintain records on collection, donation, and procurement
<a href="#">EPA Sustainable Materials Management</a>	Systematic approach to using and reusing materials more productively over their entire life cycle; seeks to use materials in the most productive way with an emphasis on using less, reduce toxic chemicals and environmental impacts throughout the material life cycle, assure there are sufficient resources for today and future needs; categories include electronics, food, plastics, packaging, recycled-content products, etc.
<a href="#">City of LA EPP</a>	Policy to promote City purchase of recycled and other environmentally preferable products; environmental factors to be considered include pollutant releases, waste generation, recyclability, recycled content, energy consumption, depletion of natural resources, potential impact on human health and the environment City will specify and purchase environmentally preferable products and services where criteria have been established by governmental or other widely recognized and respected third-party authorities, incorporate environmental factors into City's product specs, provide staff education and outreach, encourage suppliers/contracts to provide environmentally preferable products
<a href="#">Global Reporting Initiative G4 Sector Disclosures</a>	G4-DMA is sector specific guidance for effluents and waste, while G4-EN23 is for total weight of waste by type and disposal method. A06 includes de-icing fluids and anti-icing fluids used in aviation, and how to reduce them; while these chemicals provide a role in necessary infrastructure, they need to be documented in order to prevent off airport contamination



By proactively managing compliance for BUR, we will reduce potential regulatory risk.

#### **4.1.4      Implementation of the WMP and Waste Reduction Programs**

Polytechnique, Airport Zero Waste, Action Research, Epax, and American Reclamation will implement the WMP by developing operational procedures for waste minimization, storage, separation, and sorting. We will use the prioritization matrix for initiatives to determine the order in which to deploy waste reduction program initiatives. Polytechnique and Epax will collaborate with janitorial staff, airport tenants, contractors, American Reclamation, and Parkwood Landscape Maintenance, Inc. to coordinate the rollout of waste separation infrastructure and sorting systems.

*At SNA, we learned the importance of including a company that can fabricate custom storage and processing equipment. Polytechnique worked with a local fabricator to design and install a double-wide bin with sliding doors on top and a catwalk so concessionaires could dispose of food scraps without having to push bags of wet, heavy food waste around to fill the bin.*

Implementation activities will include the creation of standardized procedures, communication materials, public signage, and operational guidance. We will coordinate with the City of Burbank's Recycling & Waste Management Program so that the airport will align with local standards, priorities, and resources. The team will also confirm that the airport remains in compliance with CalRecycle requirements throughout the implementation process.

#### **4.1.5      Food Donation Program Support (SB 1383)**

Polytechnique and Airport Zero Waste will review food donation options and share them with BUR. One potential food donation option

is to partner with Food Donation Connection (FDC). FDC assists airports with developing and implementing food donation programs by teaming with food banks and food donation recovery services.

Participation in this process will give donors economic benefit through tax savings. Polytechnique will also evaluate tools to help concessionaires estimate the amount of food required per day based on the estimated passenger count, reducing the amount of food waste generated.

*At SNA, Polytechnique engaged with SNA Facilities and Maintenance, FDC, Orange County Waste and Recycling, and CalRecycle to identify the best location to place commercial freezers and refrigerators. SNA selected a central location that was easy to access for concessionaires from the airside and for the yellow cab drivers from the landside. Donated food increased as a result because concessionaires could donate hot foods (e.g., pizza, soups, and sauces). By engaging with various parties, Polytechnique was able to support SNA's selection of a location that brought the greatest benefit to people struggling with food insecurity.*

The project team will review the locations of and collect contact information for the concessions in the RPT. We will meet with food and dining concessionaires to discuss options for establishing and maintaining food donation programs in compliance with SB 1383 Tier 2 requirements. This step includes assessing current food handling, identifying donation opportunities and possible partnerships, creating a surplus food management plan, and developing tenant-specific procedures.

Polytechnique will provide recommendations to the applicable entities on best practices for the food donation program. To assist BUR in tracking the status of the program, Polytechnique will create recordkeeping procedures, donation logs, and tracking tools that align with state reporting requirements. Working with local food recovery organizations, the team will assist tenants with establishing partnerships, training, and documentation support.



#### **4.1.6 Tenant Waste Reduction Policies and Procedures**

Polytechnique and Airport Zero Waste will develop waste reduction policies for airport tenants focusing on recycling, compostable packaging, eliminating non-compliant single-use plastics, proper disposal of cooking grease, and management of universal and hazardous wastes. These policies will be designed to integrate easily into tenant leases, airport standards, and existing requirements. Polytechnique will also prepare onboarding materials, compliance checklists, and reference guides to support consistent implementation. These materials will be reviewed with airport staff to ensure that they are accessible, enforceable, and aligned with the airport's sustainability goals. We will check in with tenants on a quarterly basis to determine if they need additional support to comply with the policies or have any questions.

*Polytechnique is supporting with VNY developing a green tenant guidebook that includes best practices, quick reference guides, and a green tenant checklist. Our team has met with VNY tenants and departments to review their needs. The next step is to create the program documents and improve awareness of green measures, including waste management. Airport Zero Waste has also developed a green tenant program for Austin-Bergstrom International Airport. These projects have given our team a better understanding of airport tenant needs to elevate green programs.*

#### **4.1.7 RPT Receptacle Strategy**

Polytechnique, Airport Zero Waste, and Epax will support the airport in identifying RPT receptacle location gaps in public spaces, offices, airside and landside areas, and back-of-house locations. Currently, BUR estimates a total of 37 receptacle locations in the terminal hold rooms. The team will evaluate this number as well as the effectiveness of planned signage. We will develop guidance for multi-stream bin design, including landfill, recycling, organics, and liquid

collection. Recommendations will include bin quantity, placement, and aesthetics. The team will support user-friendly signage, labeling, and color coding to promote proper waste sorting and reduce contamination. If needed, Action Research can support the design of public signage for waste to improve diversion through behavior change strategies.

*At LGB, airlines complained about the excess bulky waste passengers carry onto flights because no receptacles were available for waste or recycling in boarding areas. Polytechnique worked with housekeeping to place bins near boarding lines at the gates so that less waste is carried onto aircraft.*

#### **4.1.8 Waste Audit and Monitoring**

Polytechnique, Airport Zero Waste, and American Reclamation will evaluate current airline and concessions waste practices in the first contract year. In the second year, after the RPT is operational, the project team will evaluate waste collection and handling practices throughout the RPT. This includes evaluating sorting accuracy, collection practices, storage area conditions (e.g., housekeeping and ventilation), pick-up schedules, and performance of waste systems. Throughout the duration of the project, the team will conduct quarterly scheduled waste audits of the RPT. Polytechnique will confirm alignment with the broader airport's waste management and diversion goals.



In addition to operational assessments, the team will evaluate compliance with established waste policies, tenant requirements, and regulatory standards. This includes identifying waste contamination issues across all waste streams as well as reviewing adherence to sorting principles.



Based on audit findings, the team will recommend targeted operational improvements, infrastructure adjustments, and diversion strategies to enhance the performance of waste systems.

Recommendations may include:

- Procedural refinements
- Staff training needs
- Equipment modifications
- Adjustments to janitorial/tenant practices

*Polytechnique has direct experience with reviewing various inputs from waste haulers (e.g., invoices and weight tickets) and have extracted data from airport accounting systems (e.g., EnergyCAP). We have learned that waste data can be inaccurate. To get good information, airports must audit periodically to confirm that the proportions of waste types are accurate. Our team members have provided waste audits at SNA and LGB over the last 17 years.*

#### **4.1.9 Training and Outreach**

Polytechnique and Action Research will prepare training materials and signage tailored for airport staff, janitors, tenants, and contractors. Training will be offered in-person and virtually, depending on stakeholder needs, and will be completed before the RPT's opening. The team will also provide ongoing support for new tenants or respond to operational changes that require updated training or supplemental guidance. Potential training topics will include:

- Proper waste sorting
- Food recovery procedures
- Hazardous waste and materials
- Regulatory compliance
- Airport waste policies

*At LGB, Polytechnique supported quarterly food scrap collection training for concessionaires for 2 years. With the help of the City of Long Beach, Polytechnique trained LGB staff to deliver the training on*

*an ongoing basis. Polytechnique continues to facilitate the training and collects sign-in sheets for each session. When we started to offer the training in the back-of-house areas, participation increased and attendees got a more "hands on" experience. Also, our team could inspect containers, signs, and storage areas. Overall, this has resulted in improved diversion practices.*

#### **4.1.10 Stakeholder Engagement and Communication**

To support successful program adoption, Polytechnique and Connect the Dots will develop communication toolkits for tenants, vendors, and janitorial teams to inform, educate, and encourage participation and compliance with the airport waste programs. These materials may include fact sheets, posters, presentations, and step-by-step guides. The project team will conduct meetings, surveys, and informational sessions with stakeholders to gather input, identify challenges, and gain support for waste reduction efforts throughout the duration of the project. Stakeholder engagement can also be used to assess the feasibility of a SAP for BUR. If requested, Polytechnique will provide BUR with a SAP outline at no additional cost. Our team will develop public-facing outreach materials to increase awareness among travelers and the community surrounding the airport.

*While working on the LAWA SAP update, Polytechnique staff used the original list of stakeholders that were identified in the 2019 SAP. Our team organized the stakeholders into eight groups to streamline meetings. The stakeholder groups were then assigned responsibilities into one or more of the five focus areas based on their roles and anticipated concerns. A contact list was also developed and provided to LAWA to schedule the meetings. Polytechnique also recommended a format (e.g., in person, virtual, survey, email) for each meeting making the stakeholder engagement more efficient.*



#### 4.1.11 Data Collection, Analysis, and Reporting

Polytechnique, Airport Zero Waste, and American Reclamation will work together to collect and compile qualitative and quantitative data on waste generation, diversion, contamination, and food donation activities. Polytechnique and Airport Zero Waste will present options for systems that can be used to compile waste data with BUR. The data will then be stored in a centralized tracking system or dashboard developed for internal Authority use. The team will prepare quarterly waste audit reports and annual data analysis reports for the airport and any relevant agencies depending on the Authority's preference. Reports will summarize performance and trends, and will be used to determine recommendations for continuous improvement. Data will also be used to support compliance documentation for CalRecycle and other agencies.

*Joohi prepared a tracking sheet for LAWA in 2012 that was used to collect sustainability data and still is in use today. Receiving all the data from the various divisions was a challenge initially. After several attempts, the project team regrouped and developed a simple strategy to get the data. We enlisted the airport director at LAX to send out requests for information. As a result, we received the inputs we needed to wrap up 5 years of data in time to conduct a trend analysis and complete the first sustainability report.*

#### 4.2 Assumptions

The proposed scope of work is based on the following assumptions:

- Check-in meetings will be held once a week and attended by two Polytechnique project team members with BUR staff throughout the contract period
- The Authority will provide raw data and/or compiled data (e.g., waste logs, waste hauler bills, pickup schedule, necessary contacts) in native file format (e.g., Adobe PDF, Microsoft Office).

- The Authority will provide digital terminal maps and general facility information for current terminal and RPT (e.g., building management system, map of waste bin locations).
- Access will be provided for site visits, waste audits, and tenant coordination activities. The Authority will provide an introductions and encourage cooperation by key stakeholders including BUR departments, concessionaires, and tenants.
- Minimal hazardous waste is stored in the current terminal, will be stored in the RPT, and will not be included in the WCS.
- BUR staff will conduct one round of deliverable reviews, and the comments from various reviewers will be consolidated into one set of comments.
- The WMP will be developed as a digital document. Basic graphics will be included in the proposed deliverables. More elaborate graphics can be developed if additional budget is authorized.

#### 4.3 Deliverables

Deliverables will be submitted in draft format and revised into final versions after addressing BUR staff comments. Proposed deliverables include:

- WCS Report, 1<sup>st</sup> Update (Rev 1), 2<sup>nd</sup> Update (Rev 2)
- WMP
- Prioritization Matrix for Waste Recommendations
- Regulatory Compliance Summary and Recommendations
- RPT Receptacle Location and Design Plan
- Tenant Toolkits and Training Materials
- Signage and Sorting Guidelines
- Food Donation and LCS Tracking Tools
- Database, Dashboards, and Reports
- Quarterly and Annual Audit Summaries
- Annual Summary Reports for Regulatory Agencies



- Final Program Evaluation Report
- SAP Outline (at no additional cost)
- Meeting Agendas and Summaries
- Monthly Invoices and Status Reports

## **4.4 Milestones and Schedule**

Polytechnique master project schedule is included in Appendix E and aligns with the Authority's schedule that was provided in Attachment B of the RFP. The WMP and training sessions will be delivered before the opening of the RPT.

## **5.0 Agreement**

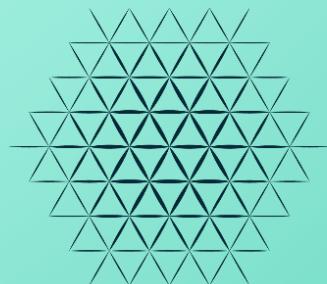
Polytechnique reviewed the sample agreement provided in Appendix C of the RFP. Polytechnique does not take any exceptions to the terms and conditions and will execute the sample agreement as presented.

## **6.0 Price**

Polytechnique's proposed fee schedule is attached in Appendix D of this proposal. Our proposed price is firm, fixed, and inclusive of the services described in this proposal, which is based on the scope of work provided in Attachment A of the RFP.



## Appendix A: Certificates of Insurance



**POLYTECHNIQUE**  
Environmental, Inc.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd, Suite 230 Lafayette CA 94549	<b>CONTACT</b> NAME: Chris Romano PHONE (A/C, No. Ext): 714-427-3489 FAX (A/C, No.): E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com		
	INSURER(S) AFFORDING COVERAGE		
	INSURER A: Underwriters at Lloyd's, London		
	INSURER B: Hartford Casualty Insurance Company 29424		
	INSURER C: Beazley Excess and Surplus Insurance, Inc. 17520		
	INSURER D: Hartford Underwriters Insurance Company 30104		
	INSURER E:		
	INSURER F:		
	License#: 6003745 POLYENV-01		
	INSURED Polytechnique Environmental, Inc. 13337 South Street, #144 Cerritos CA 90703		

**COVERAGES** **CERTIFICATE NUMBER:** 1279366226 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS					
D	X	COMMERCIAL GENERAL LIABILITY	Y	Y	57SBWBM5VWM	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000					
		CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000					
	X	Contractual Liab						MED EXP (Any one person) \$ 10,000					
		Included						PERSONAL & ADV INJURY \$ 1,000,000					
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000					
		POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000					
	OTHER:				\$								
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$					
	ANY AUTO							BODILY INJURY (Per person) \$					
	OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$					
	Hired AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$					
											\$		
D	X	UMBRELLA LIAB	X	Y	57SBWBM5VWM	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 10,000,000					
		EXCESS LIAB						AGGREGATE \$ 10,000,000					
	DED <input checked="" type="checkbox"/>	RETENTION \$ 10,000									\$		
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y / N	N / A	57WEGAA8E4L	7/1/2025	7/1/2026	X	PER STATUTE	OTHE-ER			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.L. EACH ACCIDENT \$ 1,000,000					
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000					
								E.L. DISEASE - POLICY LIMIT \$ 1,000,000					
C A	Professional Liability and Contractor's Pollution Liability Cyber Liability				D39EF5250101 ES00340404450	7/1/2025 7/1/2025	7/1/2026 7/1/2026	Per Claim Aggregate Limit Limit: \$1,000,000 \$2,000,000 \$2,000,000					

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The following policies are included in the underlying schedule of insurance for umbrella/excess liability: General Liability, Employers Liability, and to the Commercial Auto Liability (Commercial Auto Liability is written through California Auto Insurance Co. with another agent - Policy #: BA040000027944 - Policy Term: 7/01/2025 to 7/01/2026).

RE: All Operations of the Named Insured.

Burbank-Glendale-Pasadena Airport Authority, TBA Airport Management, Inc., the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity are included as Additional Insureds as respects general liability as required per written contract. General Liability is Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per the attached endorsement(s).

**CERTIFICATE HOLDER**

**CANCELLATION** 30 Day Notice of Cancellation

Burbank-Glendale-Pasadena Airport Authority 2627 N Hollywood Way Burbank CA 91505	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
	AUTHORIZED REPRESENTATIVE 	

© 1988-2015 ACORD CORPORATION. All rights reserved.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Ken Donaldson Insurance Agency, Inc. 10801 National Blvd, Suite 550 Los Angeles, CA 90064 License #: 0E05617	CONTACT NAME:	Marco Olivias	
		PHONE (A/C, No. Ext.):	(310)451-4943	FAX (A/C, No.):
INSURED	Polytechnique Environmental, Inc Joohi R Sood 13337 South St # 144 Cerritos, CA 90703-7308	E-MAIL ADDRESS:	Marco@Autoagency.com	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: California Automobile Insurance Company		38342
		INSURER B:		
		INSURER C:		
		INSURER D:		
INSURER E:				
INSURER F:				

### COVERAGE

CERTIFICATE NUMBER: 00004588-806380

REVISION NUMBER: 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS						
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$					
	CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ex occurrence)	\$					
							MED EXP (Any one person)	\$					
							PERSONAL & ADV INJURY	\$					
							GENERAL AGGREGATE	\$					
							PRODUCTS - COMPROP AGG	\$					
A	AUTOMOBILE LIABILITY		Y	Y	BA040000027944	07/01/2025	COMBINED SINGLE LIMIT (Ex accident)	\$ 1,000,000					
	ANY AUTO						BODILY INJURY (Per person)	\$					
	OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$					
	Hired AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$					
								\$					
								\$					
	UMBRELLA LIAB						EACH OCCURRENCE	\$					
	EXCESS LIAB						AGGREGATE	\$					
								\$					
	DED						RETENTION\$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						Y/N	N/A				PER STATUTE	OTHR
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)											E.L. EACH ACCIDENT	\$
If yes, describe under DESCRIPTION OF OPERATIONS below	E.L. DISEASE - EA EMPLOYEE	\$											
	E.L. DISEASE - POLICY LIMIT	\$											

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Burbank-Glendale-Pasadena Airport Authority, TBA Airport Management, Inc., the Cities of Burbank, Glendale, and Pasadena, and the respective officers, agents, employees and volunteers of each such entity are named as additional insureds

### CERTIFICATE HOLDER

### CANCELLATION

Burbank-Glendale-Pasadena Airport Authority  
2627 N Hollywood Way  
Burbank, CA 91505

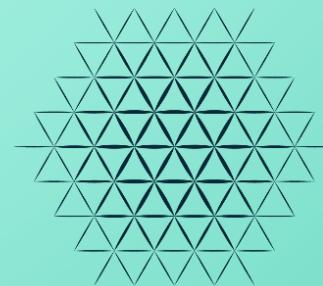
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(MAR)



Appendix B:  
Signed Acknowledgement of RFP and Addenda



**POLYTECHNIQUE**  
Environmental, Inc.

By submitting a proposal, Respondent acknowledges receipt of all content of the RFP package as delivered electronically and hereby attests to non-collusion regarding this competitive opportunity. Respondent acknowledges and accepts the terms of this solicitation, including any addenda, which may become part of any resultant agreement, and agrees that the terms as listed will supersede any conflicting contractual terms and/or conditions specified elsewhere. Respondent certifies that the information provided in its submission is complete, including the full disclosure of all subcontractors, suppliers, joint-ventures, teaming agreements and the like, and that the information submitted is true and accurate to the best of its personal knowledge. Respondent confirms that the signing party is an authorized representative of the entity submitting the proposal, and has the individual authority to submit this proposal electronically on behalf of the entity and to bind the entity to all information set forth herein.

Date : 12/18/2025	Company Name: Polytechnique Environmental, Inc.	
	Joohi R. Sood	President
*Authorized Signature	Name	Title
	Joohi R. Sood	Secretary
*Authorized Signature	Name	Title

\*If the contracting party is a corporation, two (2) signatures are required: one (1) signature by either the Chairman of the Board, the President or any Vice President; and one (1) signature by either the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

**RETURN THIS COVER PAGE WITH YOUR PROPOSAL – LATE, EMAILED, MAILED, HAND DELIVERED, OR FAXED SUBMISSIONS WILL NOT BE ACCEPTED.**

## **END OF ADDENDUM NO. 1**

Acknowledgment is hereby made of receipt and incorporation of Addendum 1 into the referenced RFP and related proposal submission.

Signature:  Date: 12/18/2025  
Authorized Representative

Name/Title: Joohi R. Sood/President

Firm Name: Polytechnique Environmental, Inc.

## **END OF ADDENDUM NO. 2**

Acknowledgment is hereby made of receipt and incorporation of Addendum 2 into the referenced RFP and related proposal submission.

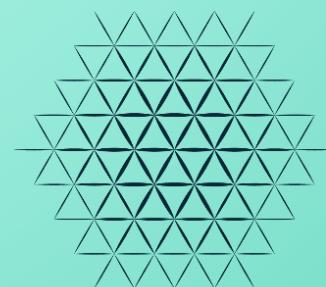
Signature:  Date: 12/18/2025  
Authorized Representative

Name/Title: Joohi R. Sood/President

Firm Name: Polytechnique Environmental, Inc.



## Appendix C: Resumes



**POLYTECHNIQUE**  
Environmental, Inc.



## **Education**

MS, Civil Engineering, Loyola Marymount University

BS, Civil Engineering, California State Polytechnic University

## **Registrations,**

## **Certifications, Licenses**

Professional Engineer, No. C54918 (California)

Envision Sustainability Professional (ENV SP)

Leadership in Energy and Environmental Design® (LEED®) Green Associate™

Lead Auditor, International Organization for Standardization (ISO) 14001

OSHA 40-Hour HAZWOPER with Annual 8-Hour Refresher

OSHA 8-Hour HAZWOPER Supervisor Training

First Aid, Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)

## **Professional Affiliations**

Women's Transportation Seminar (WTS) International – Transportation YOU Committee Member

Airport Council International – North America

American Society of Civil Engineers

Society of American Military Engineers – Orange County Post Board Member

Institute for Sustainable Infrastructure

**Joohi Sood** has worked as an environmental consultant for over 30 years and has extensive project management and program development experience. She has a reputation for delivering projects on schedule and within budget, and she brings a distinctive ability to quickly understand client objectives, prioritize needs, and respond with the right resources. Joohi has provided effective senior technical services on environmental projects at airports, seaports, power generating facilities, industrial sites, and government sites. She excels at balancing client, regulatory, and community demands while maintaining a focus on challenging technical requirements.

Joohi has managed several on-call environmental contracts, provided technical support, and developed programs to support client- and site-specific needs. She has an intimate knowledge of environmental issues and brings value through her sound decision-making abilities.

Joohi has a clear understanding of applicable local, state, and federal regulatory requirements and stays up-to-date with revisions. She has managed projects that comply with local, state, and federal agency requirements. Joohi is committed to environmental engineering, compliance, and sustainability, and is a respected environmental consultant and technical expert.

## **Representative Project Experience**

### **Burbank-Glendale-Pasadena Airport Authority, Hollywood**

### **Burbank Airport (BUR) Airport Carbon Accreditation (ACA)**

### **Level 2 Certification and Renewal, Burbank, CA (2024–present):**

Joohi supports BUR with its annual Airport Carbon Accreditation renewals and California Energy Commission Benchmarking report in Energy Start Portfolio Manager (ESPM). Her team compiles and analyzes the data and prepares applications and reports.

The data includes annual waste data from American Reclamation, Inc. and Parkwood Landscape Maintenance, Inc.; propane, diesel, and gasoline fuel purchases for vehicles and other mobile sources; emergency generator run times and fire training supply purchases for stationary source fuel usage; compressed natural gas purchases; monthly electricity usage for each meter in the airport; and refrigerant use and recycling data.

Joohi and her team have prepared presentations for senior leadership with key findings from the ACA applications, and have led the quarterly Carbon Management Committee meetings.

### **Long Beach Airport (LGB), On-Call Environmental and Sustainability Program Support, Long Beach, CA (2019–present):**

Joohi is the program manager for an on-call environmental and sustainability services contract for LGB. The contract scope of work covers environmental compliance, sustainability, grants, and planning. One of the projects Joohi and her team have worked on is the waste management program development and initiative implementation program.



Waste program elements include:

- Launching a food scrap collection program
- Tracking green waste, food scraps, food donation, municipal solid waste, cardboard and glass, California redemption value (CRV) recycling, and oil and grease for annual waste summaries
- Preparing materials/delivering training for concessionaires and facilitating food donation
- Designing, procuring, and deploying liquids collection units in security screening areas
- Evaluating the number and placement of airside and landside receptacles and updating signage
- Gathering ideas from airlines and concessionaires on how to improve waste collection and diversion

**Los Angeles World Airports (LAWA), Sustainability Action Plan (SAP) Update, Los Angeles, CA (2025–present):**

Joohi is a senior technical reviewer for the LAWA SAP update. The SAP update will encompass the sustainability data and efforts for Los Angeles International Airport (LAX) and Van Nuys Airport (VNY). LAWA has identified five focus areas: zero carbon built environment, zero carbon aviation, zero carbon ground transportation, zero wasted water, and zero waste. Joohi is part of the team for the zero waste focus area. The team is analyzing data to create a baseline and provide recommended goals and actions in accordance with LAWA's objectives. Joohi's team conducted a forecasting analysis to determine the amount of diversion the airport could achieve with the recommended actions and to provide a roadmap for each of LAWA's airports, including a breakdown for each department.

**John Wayne Airport (SNA), On-Call Environmental Program Support, Orange County, CA (2008–2023):** Joohi served as the program manager for an on-call environmental services contract for SNA for 15 years. She delivered a wide range of projects that covered planning, design, and implementation of initiatives. One of her responsibilities was to develop and maintain the hazardous and non-hazardous waste management programs. Highlights of her accomplishments include:

- Launching an award-winning food waste collection program
- Procuring, deploying, and monitoring liquids collection stations in security screening areas
- Conducting a terminal waste characterization study that included a 24-hour waste sort
- Increasing waste diversion (10-fold for food waste)
- Preparing signage and training materials
- Conducting an evaluation of receptacles in terminal hold rooms
- Winning a CalRecycle grant for commercial refrigeration equipment, allowing hot food to be donated
- Developing a fats, oils, and grease program that reduced the number of sanitary sewer overflows
- Developing tracking tools and large venue report templates
- Authoring waste management plans for municipal waste and hazardous waste (two separate plans)

**LAWA, Environmental Technical and Expert Consulting Services, Los Angeles, CA (2000–present):**

Joohi manages all aspects of an on-call environmental services contract for LAWA at LAX, VNY, and Palmdale Site 9 (PMD). Joohi led the development of the 2011–2016 sustainability plans, which included the data collection effort, compilation of appendices, and launch of the sustainability website for LAWA. She also managed the hazardous waste and materials compliance, training, and reporting for LAX, VNY, and PMD, which include compliance with SB-14. Joohi is currently managing the development of green tenant guidance for VNY.

**Los Angeles Metropolitan Transportation Authority (LACMTA), Environmental Engineering and Consulting Services, Los Angeles, CA (2021–present):** Joohi is a task lead for several LACMTA projects working as a subcontractor to Kleinfelder. She is currently a senior technical reviewer for LACMTA's Construction Waste Management team. Her responsibilities included reviewing regulations; developing tracking tools; looking for opportunities to improve waste management practices; developing a standard operating procedure (SOP) for construction waste management; developing SOP and designee training modules; and working with her team to set up, maintain, and retire EPA IDs.



## **Education**

BA, Environmental Studies,  
Loyola Marymount University,  
Los Angeles

## **Registrations, Certifications, Licenses**

Envision Sustainability  
Professional (ENV SP)

**Jordan Blair** is a staff consultant at Polytechnique Environmental, Inc. (Polytechnique). She supports sustainability planning and compliance efforts for large-scale infrastructure and transportation projects. Jordan has experience with developing sustainability action plans, maintaining industry certifications such as Envision, and conducting environmental data analysis. She has a strong background in stakeholder engagement, research, and program development. Jordan is passionate about advancing sustainable practices that strengthen communities.

## **Representative Project Experience**

### **Burbank-Glendale-Pasadena Airport Authority, Hollywood Burbank Airport (BUR) Airport Carbon Accreditation (ACA)**

**Level 2 Certification and Renewal, Burbank, CA (2025–present):** Jordan supports BUR with its ACA certification and annual California Energy Commission Benchmarking report in Energy Start Portfolio Manager (ESPM). Jordan helps with preparing presentations for senior leadership with key findings from the ACA applications and attends quarterly Carbon Management Committee meetings. The committee consists of members from various BUR airport divisions who discuss the strategic direction of the airport's greenhouse gas emissions reduction.

**Los Angeles World Airports (LAWA), Van Nuys Airport (VNY)  
Green Tenant Program, Los Angeles, CA (2025–present):** Jordan currently supports LAWA with the development, refinement, and implementation of a VNY green tenant program that will encompass the sustainability data and efforts for VNY. She is on the team that reviews community engagement services, program evaluation, document and tool development, program refinement, and implementation support. She supports decarbonization efforts, compliance with Federal Aviation Administration Section 512, and the reduction of VNY's energy use, air emissions, and noise footprint.

**LAWA, Sustainability Action Plan (SAP) Update, Los Angeles, CA (2025–present):** Jordan currently supports LAWA with developing a SAP update that will encompass the sustainability data and efforts for Los Angeles International Airport and VNY. She is on the team that reviews, compiles, and analyzes the data across five different focus areas: zero carbon built environment, zero carbon aviation, zero carbon ground transportation, zero wasted water, and zero waste. As a member of the zero waste focus area team, Jordan analyzed the airport's data to create a baseline and provided recommended goals and actions in accordance with LAWA's objectives. Jordan conducted a forecasting analysis to determine the amount of diversion the airport could achieve with the recommended actions and to provide a roadmap for each of LAWA's airports, including a breakdown for each department. Jordan also supports stakeholder engagement by creating and organizing stakeholder groups and conducting research to inform decision-making. Her work directly supports the creation of actionable goals and roadmaps that align with LAWA's long-term sustainability objectives.



**California High-Speed Rail (CHSR) Authority (Authority), Envision Platinum Certification**

**Maintenance, Sacramento, CA (2025–present):** Jordan supports the CHSR project by aiding with the development of draft and final submittals related to the maintenance and completion of the Authority's Envision Platinum award. She conducts detailed reviews of previously submitted Envision credits and coversheets to identify misalignments with updated design directives and revised environmental commitments. Jordan performs gap analysis to quantify potential point losses, flag credits at risk, and support the development of revised sustainability narratives and documentation strategies to preserve Platinum-level achievement.

**Cumming Management Group, Los Angeles County Metropolitan Transportation Authority (Metro), Sustainability Assessment (2025):** Jordan worked on the cost-benefit analysis for an assessment of Metro's sustainability programs. She evaluated and compiled the costs and benefits for each sustainability project that Metro has completed for the last 7 years. Jordan helped calculate a benefit-cost ratio to demonstrate the effectiveness of the sustainability program.



## **Education**

BA, Political Science, Minor in Management, University of California, Irvine

BA, Spanish Literature, University of California, Irvine

## **Registrations, Certifications, Licenses**

Envision Sustainability Professional (ENV SP)

## **Birgit Haissig** is Polytechnique Environmental, Inc.'s

(Polytechnique's) technical editor and proposal manager with over 25 years of experience in editing and writing clear, concise text. Birgit is fluent in verbal and written German and has working knowledge of verbal and written Spanish. She also has exceptional communication, leadership, and management skills. Birgit has a demonstrated ability to manage workload across several departments to ensure that deliverables consistently meet client deadlines. Her technical editing and organizational skills focus on efficiency and accuracy. As a senior member of Polytechnique, Birgit has direct experience with editing and polishing written deliverables and understands clients' expectations. Internal projects she has worked on include:

- Company style guide – Birgit developed a comprehensive style guide for Polytechnique to ensure consistency in formats and style. She is responsible for updating the style guide as changes and additions become necessary.
- Company templates – Birgit has created various document templates to streamline the document creation and writing process. Templates include text documents, tables, and figures. She continues to develop new templates as different types of documents are written.
- Document scheduling tool – Birgit assisted in the creation of a document scheduling tool to ensure that deliverables are edited before the client deadline. She coordinates with other Polytechnique staff on the deliverable process.
- Deliverable quality review (DQR) checklists – As the proposal manager, Birgit assisted in the development of DQR checklists for text, figures, and tables. These checklists assure that documents reflect client requirements; show an effective approach to the client's request; and present the information concisely, accurately, and with consistency.
- Marketing materials and proposals – Birgit is involved in proposal oversight, the proposal writing process, and the creation of marketing materials. She also performs a final edit of materials and proposals to ensure that prospective clients receive a polished, professional written product.
- Employee training – Birgit is responsible for training new employees on the use of the company style guide and related documents to maintain consistency within the company.

## **Representative Project Experience**

**Various Environmental Services Contracts:** Birgit has been responsible for the technical editing of Polytechnique deliverables for various environmental services contracts. She has reviewed documents for grammatical and technical errors, content flow, argument strengths, client standards, and general formatting. These contracts include:



- Los Angeles County Metropolitan Transportation Authority (LACMTA), Environmental Services and Construction Support, Capital Projects, Los Angeles, CA (2023–present)
- Long Beach Airport, On-Call Environmental Services, Long Beach, CA (2019–present)
- Los Angeles World Airports Airport, Environmental Technical and Expert Consulting, Los Angeles, CA (2018–present)
- John Wayne Airport, On-Call Environmental Program Support, Santa Ana, CA (2018–2023)

**Caltrans District 7 North, Emma Woods Beach Bridge Asbestos and Lead Survey, Ventura County (2023):** Birgit supported this project consisting of an asbestos and lead survey in preparation of the demolition of the Emma Woods Beach Bridge on State Route 1 in Ventura County, and completion of the survey report. The survey was performed in two phases: the first phase was completed and included the upper deck of the bridge, and the second phase was pending access and included the underside of the bridge. Birgit provided technical editing support for the survey reports being generated for this project.

**Orange County Transportation Authority (OCTA), Grant Writing and Application Services, Orange, CA (2022–2024):** Birgit completed quality control of OCTA grant applications for various state and federal grant programs. She ensured that the application text met the grant requirements, and edited the applications for clarity, strength of argument, and correct grammar before submission to OCTA for review. She also reviewed and compiled data, supported application production, prepared tables and charts, and created templates. Birgit supported OCTA applications for the following programs:

- Transit and Intercity Rail Capital Program (two projects)
- Solutions for Congested Corridors Program (two projects)
- Trade Corridor Enhancement Program (one project)
- Local Partnership Program (two projects)
- Active Transportation Program (one project)
- Sustainable Communities Program (one project)
- Surface Transportation Block Grant/Congestion Mitigation and Air Quality Improvement Programs (14 projects)
- Low and No Emissions and Bus and Bus Facilities Grant (one project)
- Strengthening Mobility and Revolutionizing Transportation (one project)
- Multimodal Project Discretionary Grant (one project)
- Transit Security Grant Program (two projects)
- Caltrans Planning Grant (one project)



## **Education**

BS, Finance, Point Loma  
Nazarene University, San Diego

BS, Civil Engineering  
(anticipated May 2026),  
Sacramento State University,  
Sacramento

## **Registrations, Certifications, Licenses**

QuickBooks ProAdvisor  
Microsoft Office

**Casey Kinaan** is a project administrator and bookkeeper with experience in supporting project managers with project schedule and budget tracking, subcontractor management, and accounting. Casey is serving in this role for all Polytechnique projects and has successfully supported the administration of invoice packages and subcontractor utilization reports for over 30 projects. She understands the unique administrative requirements of various municipal contracts.

Casey has the following certifications that are relevant to her role:

- QuickBooks ProAdvisor
- B2GNow trained
- Microsoft Office certified

Casey has a strong academic background and has demonstrated confidence, leadership, and teamwork skills in her role. As a project administrator, Casey has successfully provided the following support for Polytechnique projects:

- Developing tracking spreadsheets to monitor project status
- Creating forms, templates, and spreadsheets for project management
- Developing tracking tools for contract compliance, including insurance, rates, and agreements
- Issuing weekly and monthly status updates for ongoing projects
- Coordinating project activities provided by contractors and vendors
- Preparing financial projections for year-end summaries
- Participating in project meetings and conference calls

## **Representative Project Experience**

**Los Angeles County Metropolitan Transportation Authority, Link US AUR Waste Handling Support, Tracking of Sampling Activity, Los Angeles, CA (2023–present):** Casey works with the Polytechnique project team weekly to track sampling activity. Casey prepares a weekly timesheet indicating if there was sampling or not on the LCPtracker™ platform, exports the timesheet from LCPtracker™, and uploads it to the State of California Department of Industrial Relations website. This procedure ensures that Polytechnique stays in compliance with state labor regulations.

**Long Beach Airport (LGB), Sustainability Action Plan (SAP) Data Compilation and Presentation, Long Beach, CA (2024–present):** Casey worked with the Polytechnique project team to collect, compile, and analyze LGB's air quality, energy, water, and waste data for the 2023 SAP. She then created a presentation, noted all the trends, and presented it to the client and the Greenhouse Gas Committee. Casey also continually records LGB's waste data in Energy Star Portfolio Manager.



**Hollywood Burbank Airport, Data Analysis/Review, Burbank, CA (2024–present):** Casey worked with the Polytechnique project team to collect, compile, and analyze BUR's energy and water data for the Airport Carbon Accreditation project. She provided quality checks for data that was compiled for the application. Casey also continually records BUR's waste data in Energy Star Portfolio Manager.

**Los Angeles World Airports Airport (LAWA), Environmental Technical and Expert Consulting Services, Invoice Tracker Development, Los Angeles, CA (2022):** Casey developed a comprehensive project tracking spreadsheet for invoices and subcontractor payments. This spreadsheet is needed to log payments, tabulate outstanding receipts, and pay subcontractors on time. This tool is used for monthly diversity reporting in B2GNow.

**Polytechnique Environmental, Inc., Profitability Analysis, Bellflower, CA (2023):** Casey developed a business analytics tool for Polytechnique that is used to calculate profitability for staff, projects, and contracts. This tool supports decision-making for current workload and new opportunities.



## **Education**

BA, English, California State University of Fullerton

Minors in Business Administration and Public Administration, California State University of Fullerton

## **Registrations, Certifications, Licenses**

First Aid, Cardiopulmonary Resuscitation/Automated External Defibrillator

**Vanessa Pantoja** is an executive assistant at Polytechnique Environmental, Inc. She supports human resources, payroll, and other administrative tasks where she applies her active listening, critical thinking, and teamwork skills. Vanessa also supports office management including ordering supplies for projects and coordinating the rental of equipment for field projects.

## **Representative Project Experience**

**Los Angeles County Metropolitan Transportation Authority, Project Assistance, Los Angeles, CA (2025–present):** Vanessa schedules meetings and facilitates project reviews for the Los Angeles County Metropolitan Transportation Authority. She supports the invoicing process, sets up project numbers, and reviews time sheets. She helps project teams prepare for fieldwork by conducting inventories for sample bottles and coordinating field equipment.

### **Los Angeles County Metropolitan Transportation Authority, Construction Waste Tracking, Los Angeles County, CA (2025):**

Vanessa supported the Los Angeles County Metropolitan Transportation Authority's construction waste tracking. She maintained the virtual filing and physical mailing of manifests to be sent to the Department of Toxic Substances Control. Vanessa also maintained physical records by organizing and filing final manifest copies for storage.

**Los Angeles County Metropolitan Transportation Authority, Labor Compliance for Bench Contract, Los Angeles County, CA (2025–present):** Vanessa assists in tracking sampling and prevailing wage information for Los Angeles County Metropolitan Transportation Authority projects and implements the required categorizations to the payroll every 2 weeks.

**General Proposal Support and Subcontractor Management, (2025–present):** Vanessa supports proposals for various clients. She assists in the preparation and review of required forms, compilation and verification of labor rates, and coordination with subcontractors to ensure accurate and complete submissions.

**Long Beach Airport, Project Assistance, Long Beach, CA (2025–present):** Vanessa schedules client and subcontractor meetings and facilitates project reviews for Long Beach Airport. She sets up project numbers and reviews time sheets.

**Los Angeles World Airports, Los Angeles International Airport, Project Assistance, Los Angeles, California (2022):** As an intern, Vanessa performed daily filing and organizing of historical personnel documents including sorting, labeling, and archiving, which eliminated a multi-year backlog. She ensured safe handling of confidential and sensitive employee files and records, prepared confidential correspondence to employees for secure distribution, reconciled COVID-19/Family and Medical Leave Act paperwork with active personnel files and compiled lists of discrepancies for review, and participated in team meetings.



## **Education**

MS, Environmental Data Science, University of Southern California

BS, Environmental Science and Management, University of California, Davis

Minor in Economics, University of California, Davis

## **Registrations, Certifications, Licenses**

Envision Sustainability Professional (ENV SP)

Leadership in Energy and Environmental Design® (LEED®) Green Associate™

**Thulashi Raveendran** is a staff consultant at Polytechnique Environmental, Inc. (Polytechnique). She supports grant applications and environmental data analysis for sustainability projects. Thulashi has a clear understanding of state, federal, and local transportation grant programs and stays up-to-date with funding program availabilities. She excels in data analysis and research. Thulashi is passionate about improving environmental conditions for future generations.

## **Representative Project Experience**

### **Burbank-Glendale-Pasadena Airport Authority, Hollywood Burbank Airport (BUR) Airport Carbon Accreditation (ACA)**

**Level 2 Certification and Renewal, Burbank, CA (2024–present):** Thulashi currently supports BUR with its ACA certification and annual California Energy Commission Benchmarking report in Energy Start Portfolio Manager (ESPM). She compiles and analyzes the energy data required and prepares the report for submittal. Thulashi also performs quality review of manual data collection for the following data:

- Propane, diesel, and gasoline fuel purchases for vehicles and other mobile sources
- Emergency generator run times and fire training supply purchases for stationary source fuel usage
- Compressed natural gas purchases
- Annual waste data from American Reclamation, Inc. and Parkwood Landscape Maintenance, Inc.
- Monthly electricity usage for each meter at the airport
- Refrigerant use and recycling data

Thulashi prepares presentations for senior leadership with key findings from the ACA applications and leads the quarterly Carbon Management Committee meetings. The committee consists of members from various BUR airport divisions who discuss the strategic direction of the airport's greenhouse gas emissions reduction.

**Long Beach Airport (LGB), On-Call Environmental Services, Long Beach, CA (2024–present):** Thulashi is the lead environmental scientist for an on-call environmental services contract that covers compliance, engineering, sustainability, and site management tasks. Thulashi supports various environmental and sustainability initiatives. She has worked on the following waste management projects at LGB:

- Preparing and delivering quarterly waste diversion training for LGB concessions and employees
- Collecting and compiling waste data for organics (green waste and food scraps), municipal solid waste, and recyclables
- Conducting trend analysis for data covering 2016 to 2024
- Preparing a sustainability action plan (SAP) that covers waste management as a key focus area

**Los Angeles World Airports (LAWA), SAP Update, Los Angeles, CA (2025–present):** Thulashi currently supports LAWA with



developing an updated SAP that will encompass the sustainability data and efforts for Los Angeles International Airport (LAX) and Van Nuys Airport (VNY). She is on the team that reviews, compiles, and analyzes the data across five different focus areas: zero carbon built environment, zero carbon aviation, zero carbon ground transportation, zero wasted water, and zero waste. As the lead of the zero waste focus area team, Thulashi analyzed the airport's data to create a baseline and provide recommended goals and actions in accordance with LAWA's objectives. She also conducted a forecasting analysis to determine the amount of diversion the airport could achieve with the recommended actions and to provide a roadmap for each of LAWA's airports. Thulashi researched sustainability initiatives at peer airports for comparison and California regulations to confirm airport compliance, as well as created a tracking spreadsheet for LAWA's use. The research and analysis will be incorporated into the overall SAP.

**Los Angeles World Airports (LAWA), Spill Prevention, Control, and Countermeasure (SPCC) Plans, Los Angeles, CA (2025):** Thulashi supported LAWA in updating its SPCC plans for LAX, VNY, and Palmdale Airport. She conducted a site visit of LAX and inspected the aboveground storage tanks, worked on figures and tables for the plan, and revised portions of the plan with the most up-to-date information.

**LAWA, LAX, Water Safety Plan (WSP) Update, Los Angeles, California (2024–2025):** Thulashi supported LAWA's 2017 LAX WSP update. She managed the project schedule, created meeting materials, assisted with overall project management, and conducted a site visit of LAX's facilities to confirm accuracy of information in the WSP. Thulashi also revised portions of the WSP with the most up-to-date information and reviewed the figures and tables such as the potential water safety incidents risk table.

**Department of State Hospitals (DSH), Compliance Support, Norwalk, CA (2023–2024):** Thulashi provided waste management and compliance services to DSH including reviewing hazardous waste manifests, preparing tracking spreadsheets, reviewing records in the Department of Toxic Substances Control Hazardous Waste Tracking System, and supporting electronic verification questionnaire (eVQ) submittals.

**Cumming Management Group, Los Angeles County Metropolitan Transportation Authority (Metro), Sustainability Assessment (2025):** Thulashi worked on the benefit-cost analysis (BCA) for an assessment of Metro's sustainability programs. She evaluated and compiled the costs and benefits for each sustainability project that Metro has completed for the last 7 years. She calculated a benefit-cost ratio to demonstrate the effectiveness of the sustainability program and authored the cost-benefit section of the sustainability assessment report.

**Orange County Transportation Authority (OCTA), Grant Writing and Application Services, Orange County, CA (2024):** Thulashi supported grant applications for various OCTA transportation infrastructure projects. Tasks included monitoring grant release dates, summarizing grants for review and decision making, writing/revising application narratives, and providing grant administration summary sheets for awarded projects. Thulashi worked on over 30 grant applications for OCTA. She also created BCA templates using Cal-B/C and the United States Department of Transportation tool. She prepared a BCA for a coastal railroad resiliency project to support federal and state grant applications.

Thulashi is part of the project team that worked on the following grant applications for OCTA: Transit and Intercity Rail Capital Program (two projects), Solutions for Congested Corridors Program (two projects); Trade Corridor Enhancement Program (one project), Local Partnership Program (two projects), Active Transportation Program (one project), Sustainable Communities Program (one project), Surface Transportation Block Grant/Congestion Mitigation and Air Quality Improvement Programs (14 projects), Low and No Emissions and Bus and Bus Facilities Grant (one project), Strengthening Mobility and Revolutionizing Transportation (one project), Multimodal Project Discretionary Grant (one project), Transit Security Grant Program (two projects), and Caltrans Planning Grant (one project).



**MORGAN TURNER, TRUE ADVISOR  
PRINCIPAL  
SUBJECT MATTER EXPERT – AIRPORT WASTE**

Ms. Turner is a recognized airport waste expert and a proven leader in airport waste planning. She is the owner and principal of a consultancy dedicated to providing actionable solutions to tackle airports' unique waste challenges. She has leveraged her technical expertise in waste management strategies, and past experience as an airport engineer and planner, to assist over 40 US airports in evaluating and improving their waste programs. Morgan is committed to identifying strategies to move materials up the waste management hierarchy and is passionate about creating a legacy of sustainable waste management within the airport industry. She has authored industry research and leads an airport waste working group for sharing best practices.

**PROJECT EXPERIENCE**

*Oakland International Airport  
Waste Management Plan (2025)  
Waste Diversion Plan (in-progress)*  
**Oakland, CA**

Morgan is documenting and assessing OAK's existing waste program and is developing a roadmap of recommended strategies to ensure regulatory compliance, increase diversion, and reduce generation at OAK. She is incorporating stakeholder perspectives, generation data, and industry best practices into each plan.

*Los Angeles International Airport (LAX)  
Waste Consulting Services (2023)*  
**Los Angeles, CA**

Morgan reviewed LAX's Zero Waste Plan and developed a waste management plan that describes how the organization and its partners manage materials sustainably to achieve zero waste goals, documents existing waste management procedures, and identifies improvements to current practices. The plan is a resource and reference for future education, training, pilot programs, and practices.

*Austin-Bergstrom International Airport (AUS)  
Concessionaire Waste Policy and Requirements (2019)  
Waste Management Plan (in-progress)*  
**Austin, TX**

Morgan supported AUS' efforts to align concessionaire practices with the City of Austin's Universal Recycling Ordinance and its own sustainability efforts. Morgan led the development of a concessionaire waste policy, including visual tools and resources for tenant training and communication.

Morgan is evaluating the waste program at AUS, analyzing waste stream composition data, and documenting current practices and performance for use in designing future program improvements. She is developing a plan to increase diversion and reduce generation at AUS to meet the City of Austin Department of Aviation's goals and targets.

**INDUSTRY LEADERSHIP + RESEARCH**

- Waste Management Working Group Co-Chair, Airport Council International – North America
- TRUE (Total Resource Use and Efficiency) Zero Waste Advisor
- Principal Investigator, Airports Cooperative Research Program (ACRP) *Synthesis 92: Airport Waste Management and Recycling Practices*
- Moderator/Presenter, American Association of Airport Executives/ Chicago Department of Aviation Airports Going Green Conference (2022, 2023, 2025)

**EDUCATION**

- MS Environmental Science and Policy, University of Wisconsin – Green Bay
- BS Civil Engineering, Michigan Technological University

**MORGAN TURNER, TRUE ADVISOR - continued****PRINCIPAL****SUBJECT MATTER EXPERT – AIRPORT WASTE*****San Francisco International Airport (SFO)******Zero Waste Planning (in-progress)*****San Francisco, CA**

Morgan is providing subject matter expert guidance to waste planning tasks at SFO, including conducting a peer review of international and domestic airports' waste diversion programs and performance; supporting analysis of opportunities for standardized airport-procured single-use, fiber-based disposable food ware; developing a strategy for deplaned waste; and developing a strategy to operationalize reusable food ware.

***Hartsfield-Jackson Atlanta International Airport (ATL)******Waste Diversion Program Review (2025)*****Atlanta, GA**

Morgan provided subject matter expertise and technical leadership on a review of ATL's waste diversion program within the Central Passenger Terminal Complex and outlying support facilities, including leading a site visit and stakeholder interviews and inventory of existing practices and infrastructure. This project will inform future waste diversion planning at ATL.

***Pittsburgh International Airport (PIT)******Waste Management Consulting Services (2024)******Waste Management Plan and Waste Minimization and Waste Diversion Plan (2024)******Waste Collection Request for Bids (2025)******Waste Stream Composition Study (2025)*****Pittsburgh, PA**

Morgan evaluated PIT's waste program to identify opportunities for improvement, assessed the new terminal design to provide feedback on elements that will influence waste management once the facility opens, and recommended concession practices to support increasing participation and conversion to compostable service ware. She evaluated PIT's waste program and documented current practices for use in designing future program improvements. She identified strategies and developed a plan to increase diversion and reduce generation at PIT to meet the Allegheny County Airport Authority's goals and targets. She also reviewed and revised an RFB for the airport's waste collection services to ensure it includes provisions that will support waste diversion and reduction. She also led a waste stream composition study (waste sort) to identify opportunities for improvement and expansion of the Waste Diversion Plan.

***Denver International Airport (DEN)******Solid Waste Action Plan (2024)*****Denver, CO**

Morgan evaluated DEN's waste program and recent waste stream composition study to identify opportunities for increased diversion, and developed a Waste Diversion Roadmap to guide near-term actions to achieve 40% diversion by 2026.

Jennifer Tabanico, President



**Role:** Behavioral Scientist, Environmental Behavior Change Expertise

**Years of Experience:** 25

#### **Qualifications**

Jennifer is recognized internationally as an expert in applying behavioral science and community-based social marketing to foster a wide range of environmental behavior changes, including those impacting waste, water, air quality, biodiversity, and energy. For over twenty years, she has worked with federal, state, and local government agencies, private companies, and community organizations across the globe. Jennifer is skilled at translating insights from the behavioral sciences so that they are accessible to practitioners who are working to create effective behavior change initiatives. Her work has been published in peer-reviewed journals, including the *Journal of Environmental Psychology*, *Social Influence*, *Criminology*, and *Social Marketing Quarterly*. She has also contributed chapters to books on producer responsibility, hazardous waste management, and social marketing. She is co-author of the 4th edition of *Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing* (published in December 2024). Since 2016, Jennifer has served as an instructor for the Behavior Change and Sustainability and the Sustainable Business Practices Certificate Programs at the University of California San Diego (UCSD) Extended Studies.

#### **Education**

- M.A. in Experimental Psychology, California State University San Marcos
- B.A. in Psychology, Minor in Criminology, California State University San Marcos

#### **Selected Relevant Experience (last 5 years)**

- **Denver Department of Public Health & Environment, Food Waste Recovery Program (2022 – Present):** Consulting on audience research, creative materials, and evaluation of community-based efforts to reduce food waste generation in residential and commercial sectors.
- **Swarthmore College, Campuswide Recycling Initiatives (2023 - Present):** Developed outreach to increase recycling and reduce contamination of waste bins in campus residence halls. Advising on the development of new campuswide signage to improve sorting accuracy and reduce waste.
- **Stanford University, Zero Waste Building System Transition (2022 – 2023):** Integrated audience and behavioral science insights into messaging and creative materials related to the campuswide Zero Waste Building Transition.
- **CalRecycle, Statewide Recycling Research (2020 – 2021):** Oversaw statewide research to increase the quality of materials recycled by residents throughout California, including a statewide mail survey of a random sample of 1,558 residents. Provided 9 hours of web-based training sessions and follow-up consultation calls for CalRecycle staff. The training covered the basic concepts of community-based social marketing, behavioral science, and practical application.
- **City of Palmdale, CA (2021 – 2022):** Developed a behavior change program to encourage mattress recycling and decrease illegal dumping. Work included identifying behaviors, barriers, and benefits through developing a multi-mode survey using household canvassing and online methods.

- **Whatcom County, WA (2022 - 2024):** Oversaw the development of a behavior change campaign to address the improper disposal of household hazardous waste (HHW). The work has included developing and administering an online survey to assess current behaviors, barriers, and benefits concerning the storage, use, and disposal of HHW.
- **Salinas Valley Solid Waste Authority, CA: (2021 – 2022):** Oversaw the development of a behavior change campaign to address residential food scrap collection. The work included a residential mail survey to assess knowledge, behavior, values, and motivation concerning participation in the region's new curbside food scraps collection program.
- **City of Nanaimo, British Columbia, Curbside Recycling Program: (2021):** Reviewed existing outreach and developed written recommendations to address curbside recycling behavior, particularly contamination.
- **City of Palmdale, Mattress Recycling and Illegal Dumping Reduction Campaign (2021 – 2022):** Developed a behavior change program to encourage mattress recycling and decrease illegal dumping by residents living in multifamily communities.

### *Selected Relevant Publications*

#### *Books*

- *McKenzie-Mohr, D. & Tabanico, J. (2025). Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing (4<sup>th</sup> ed).*

#### *Book Chapters*

- *Tabanico, J. (2025). Designing behavior change programs to reduce waste. In A. Cabaniss (Ed.), Producer Responsibility in Practice A Guide for Decision Makers.* Lanham, MD: Bloomsbury
- *Tabanico, J. & Schultz, P.W. (2018). Designing outreach programs that change behavior. In A. Cabaniss (Ed.), Handbook on Household Hazardous Waste, 2<sup>nd</sup>. Lanham, MD: Rowman & Littlefield.*
- *Tabanico, J., Schmitt, J., & Schultz, P.W. (2015). Driving Change: The Role of Theory in Social Marketing. In D. Stewart (Ed.) Handbook of Persuasion and Social Marketing.*

#### *Peer-Reviewed Journals*

- Bator, R.J., Phelps, K., **Tabanico, J.**, Schultz, P.W., & Walton, M.L. (2019). When it is not about the money: Social comparison and energy conservation among residents who do not pay for electricity. *Energy Research & Social Science*, <https://doi.org/10.1016/j.erss.2019.05.008>
- Schultz, P.W., Bator, R., **Tabanico, J.**, Bruni, C., & Large, L.B. (2013). **Littering** in context: Personal and environmental predictors of littering behavior. *Environment and Behavior*, 45, 35 – 59.
- Bator, R., Tabanico, J., Walton, M., & Schultz, P.W. (2013). Promoting energy conservation with implied norms and explicit messages. *Social Influence*, 9, 69-82.
- Schultz, P. W., **Tabanico, J.**, & Rendón, T. (2008). Normative beliefs as agents of influence: Basic processes and real-world applications. In R. Prislin & W. Crano (Eds.), *Attitudes and attitude change* (pp. 385-409). New York: Psychology Press
- **Tabanico, J.**, & Schultz, P.W. (2007). Community-based social marketing: A toolkit for environmental professionals. *Biocycle, August 2007*, 41 – 44.
- Schultz, P. W., & **Tabanico, J.** (2007). Self, identity, and the natural environment: Exploring implicit connections with nature. *Journal of Applied Social Psychology*, 37, 1219 - 1247.
- Schultz, P. W., Shriver, C., **Tabanico, J.**, & Khazian, A. (2004). Implicit connections with nature. *Journal of Environmental Psychology*, 24, 31 – 42.

*Joey Schmitt, Director*



**Role:** Project direction, staff oversight, deliverable review

**Years of Experience:** 15

**Qualifications**

Joey has extensive experience managing and directing projects for multi-jurisdictional public agencies, non-profits, and private businesses. He has directed CBSM projects on stormwater, recycling, composting, energy conservation, water conservation, and transportation. His background is in applied social psychology and he has expertise in designing field experiments in a research environment. He has worked in both professional and academic positions where he has conducted field research in the areas of environmental attitudes, community outreach, and behavior change. His most recent publications appear in the Journal *Energy* and *the Handbook of Persuasion and Social Marketing*.

**Education**

- M.A. in Experimental Psychology, California State University, San Marcos
- B.A. in Psychology, Illinois Wesleyan University

**Selected Relevant Experience**

- **County of San Diego, Watershed Protection (2013 – Present):** Project lead for design, development, implementation, evaluation, and oversight of residential, commercial, and school programs aimed at stormwater pollution prevention.
- **County of Orange, H<sub>2</sub>OC Program (2017 – Present):** Project lead, key project phases include researching barriers and benefits, developing behavior change strategies, a social media strategy to increase public awareness of stormwater issues, and refreshing brand identity.
- **Various Engineering Firms, Think Blue San Diego (2018 – Present):** Led efforts to update programmatic materials to reflect new brand identity. Developed outreach and training materials for various audiences.
- **City of Sunnyvale – Reusable food ware adoption; sub to SCS Engineers (2025):** Provided behavioral insights and research direction for focus groups and intercept surveys. Gave advice on survey questionnaires and focus group guide documents.
- **Greystar – Multifamily smart thermostat usage (2025):** Provided coaching to Greystar staff on CBSM process. Initial steps involved review of behavior selection and barrier/benefit focus group and survey instruments.
- **PepsiCo – Expansion of Keep America Beautiful's Recycling @ Work Program (2015 – 2016):** Developed an experiment to test the efficacy of a previously successful workplace recycling program at a new location; Conducted waste audits and analyzed data.
- **Zero Waste Palo Alto – Residential Curbside Organics Collection (2015):** Developed and conducted a mail survey of residents on barriers and benefits to food waste collection and food waste reduction; achieved a 50% positive response rate; analyzed data; reported results.
- **Keep America Beautiful – Recycling @Work (2013 – 2015):** Developed a program to increase recycling rates in workplace settings; Conducted an employee survey and waste audits in 34 office building suites across 4 major cities. Analyzed data and assisted with the final report.

*Publications*

*Book Chapters*

- Tabanico, J. J., **Schmitt, J.**, & Schultz, P. W. (2015). Driving change: The role of theory in social marketing. In D. W. Stewart (Ed.), *The Handbook of Persuasion and Social Marketing, Volume 2* (pp. 119–154). Santa Barbara: Praeger.

*Peer-Reviewed Journals*

- Schultz, P. W., Estrada, M., **Schmitt, J.**, Sokoloski, R., & Silva-Send, N. (2015). Using in-home displays to provide smart meter feedback about household electricity consumption: A randomized control trial comparing kilowatts, cost, and social norms. *Energy*, 90,351-358.<http://dx.doi.org/10.1016/j.energy.2015.06.130>.
- **Schmitt, J.** (2014). Normative social influence and the moderating role of group identification: A field experiment on household electricity consumption. Master's thesis, California State University San Marcos.



## Carly Shannon

LEED AP BD+C, ENV SP, TRUE ADVISOR



In 2021, Carly launched Linx Strategies, a strategic advising firm focused on advancing sustainability and climate resilience in the aviation sector. Prior to this, Carly spent over a decade at an AEC firm during which she grew their sustainability and resilience services into a national, industry-leading practice. Carly has led the development of sustainability management and master plans, helping to secure funding and financing for these and related projects; prepared emissions inventories and carbon reduction strategies, working with airports to enter and advance within the Airport Carbon Accreditation (ACA) program; and conducted resource-specific assessments and plans including those focused on renewable energy and materials management. She is a skilled facilitator and leads frequent and tailored engagement events, which support her work with a range of sustainability

### Total Experience

15 years

### Education

Master's, Urban and Regional Planning, Sustainability Concentration

B.S., Environmental Geoscience

### Certifications

LEED AP BD+C

Envision Sustainability Professional

TRUE Advisor

Tailored GRI G4 Certified Sustainability Reporting Course, 2015

GRI G4 Exam, 2016

### Organizations

ACI-NA Environmental Affairs Committee Steering Group Member

ACI-NA ESG Task Group Member

AAAE Environmental Services & Sustainability Committee Member

Airport Fleet Decarbonization Transnational Working Group Member

Past Co-Chair of TRB's Aviation Climate Change & Sustainability Sub-Committee

rating systems including LEED and Envision. Carly was the Envision Administrator for the first five Envision-verified airfield projects and has since supported a range of airports seeking Envision.

### Experience Overview

- ◆ 15 years in aviation sustainability and resilience program development and implementation at large-hub to GA airports
- ◆ Experience leading diverse teams on on-call environmental, sustainability, and planning contracts
- ◆ Deep understanding of airport regulations, funding programs, planning and design standards, and governance structures
- ◆ Expertise in energy tax credits, providing advisory services to airports leveraging the direct pay opportunity available to tax-exempt entities
- ◆ National leader in sustainable airport development, strategy formulation, and reporting, serving as one of three consultants on ACI-NA's Environmental, Social, and Governance (ESG) Task Group that established recommended and optional disclosures for North American airports
- ◆ Extensive experience with relevant reporting and rating systems including the Global Reporting Initiative (GRI), ACA, Envision, LEED, and TRUE
- ◆ Uniquely skilled at airport risk and vulnerability assessments, resilience planning, and implementation of associated strategies

### Example Projects

- ◆ Project Manager (PM) for Hartsfield-Jackson Atlanta International Airport's inaugural Environmental, Social, Governance, + Prosperity (ESG+P) Report and entrance into the ACA Program. Carly has continued to support ATL with its ACA renewal, subsequent ESG+P Reports, and grant applications.
- ◆ PM for Salt Lake City International Airport's inaugural ESG Report and Carbon Reduction/ Stakeholder Engagement Plan for the Airport's advancement to Level 3 of the ACA Program. Carly also supported SLC's Sustainability Management Plan preparation and subsequent ESG reports.
- ◆ Envision Administrator/Sustainability Coordinator for the first five Envision-awarded airfield projects at various airports including the Detroit Metropolitan Wayne County Airport Envision Gold Runway 3L/21R and Associated Taxiways Reconstruction. Carly has supported a number of other Envision pursuits and co-led an aviation initiative with ISI to better facilitate airport use of the framework's sustainability criteria.

Carly Shannon, LEED AP BD+C, ENV SP, TRUE Advisor

Linx Strategies LLC, LinxStrat.com

## Specific Project Details & References

<p><b>Salt Lake City International Airport Sustainability, ESG, &amp; Carbon Reduction Services (2013 – )</b> Reference: Kevin Staples, kevin.staples@slcgov.com</p>	Years after working on the Airport's Sustainability Management Plan, Carly was engaged by SLC to prepare a Carbon Management & Stakeholder Engagement Plan. Following this task, Carly and her team were engaged to evaluate key performance indicators based on industry standards and emerging topics. Carly subsequently led the development of the Airport's first-ever ESG Report. In 2022, Carly was part of a team selected for the Airport's on-call sustainability contract, under which she has supported multiple tasks.
<p><b>City of Philadelphia Department of Aviation On-Call Sustainability &amp; Various Other Contracts (2015 – )</b> Reference: Api Appulingam, api.appulingam@phl.org</p>	Carly has worked continuously for the DOA on sustainability tasks since 2015, leading sustainability reporting and strategy development, funding pursuits, stakeholder engagement and outreach, waste management planning, and other efforts. She has also advised on project and technology alternatives, provided ACA and emissions inventory support, and was contracted to help manage the DOA's sustainability program following a staff departure. Carly continues to support the DOA since launching Linx Strategies, providing advisory services related to funding and financing, renewables, ACA, sustainable design and construction, rating system administration, and low-carbon technology reviews/implementation.
<p><b>Hartsfield-Jackson Atlanta International Airport ESG Reporting, ACA, Funding, &amp; Other Support (2021 – )</b> Reference: Quinta Warren, Quinta.Warren@atl.com</p>	Carly PM'ed the Airport's inaugural ESG Report, for which she facilitated significant stakeholder engagement including 20 individual interviews. In order to recognize and monitor the Airport's significant impact on the regional economy, the Report was expanded to include a fourth pillar of Prosperity. Carly also led the Airport in entering the ACA Program at Level 1, guiding the emissions inventory and developing their carbon footprint report. Carly subsequently assisted the Airport in renewing its ACA accreditation; releasing its second and third ESG+P Reports (and is now working on the fourth); pursuing grant funding through the Airports Climate Challenge, FAST-SAF Program, and FY23 Supplemental; and more.
<p><b>Indianapolis Airport Authority (IAA) On-Call Sustainability (2017 – )</b> Reference: Todd Cavender, TCavender@ind.com</p>	Carly has worked with the IAA since 2017 via on-call sustainability and project-specific contracts. During this time, she has developed an award-winning sustainability toolkit for use across their airport system; advised staff on relevant and appropriate rating/reporting systems; supported certifications under Envision, LEED, and Parksmart; supported policy development; and led grant applications including those for the Zero Emissions Vehicle and Infrastructure (ZEV) and Voluntary Airport Low Emissions (VALE) programs as well as the DOT's INFRA opportunity, the FAA's Airport Climate Challenge (for which IND received the largest grant at \$22.5 million), the FAA's FY23 Supplemental Program, and the Bipartisan Infrastructure Law's Airports Terminal Program (ATP). She has also advised the IAA on innovative financing routes (such as the Inflation Reduction Act's direct pay option) and emerging technologies and energy procurement methods like Energy as a Service.
<p><b>San Diego International Airport On-call Environmental Services &amp; ESG Support (2011 – )</b> Reference: Paula Morreale, PMorreal@san.org</p>	While at her prior company, Carly was selected as the on-call environmental consultant for the Airport Authority following years of working with SAN. As program manager, Carly led her team in over a dozen tasks, including environmental-related data collection and analysis, feasibility analyses, emerging issues research, industry best practices review, programmatic design, and policy recommendations. She has since supported other tasks while at Linx Strategies.

### E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Marisa Denker	13. ROLE IN THIS CONTRACT Engagement Design & Delivery	14. YEARS EXPERIENCE	
		a. TOTAL 9	b. WITH CURRENT FIRM 8

15. FIRM NAME AND LOCATION (City and State)

Connect the Dots, Philadelphia PA

16. EDUCATION (Degree and Specialization) MA / 2015 / Design Practice (via Fulbright scholarship) – Technological University Dublin, Dublin, Ireland  BA / 2014 / Urban Studies & English – University of Pennsylvania, Philadelphia, PA	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
---	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

As Founder and Director of Connect the Dots, Marisa is an expert in stakeholder and community engagement with 9 years of experience, having established Connect the Dots as a WBE/DBE firm specializing in the strategic design and delivery of stakeholder/community engagement, management and facilitation with notable clients that include SEPTA, Center City District, City of Philadelphia, Comcast NBC Universal, among many others. She currently leads a versatile team with diverse expertise in Urban Planning, Community Organizing, Graphic Design, Communications, and Mediation. Marisa is also a Fulbright scholar, and was recently published on Meeting of the Minds for their approach to insight-gathering and insight-driven decision making for cities. She was selected for an award from the Knight Foundation for her civic engagement work and currently teaches a course on Participatory Cities at University of Pennsylvania. Her wide experience working on public, private, and community sector projects in Ireland adds a global perspective to Connect the Dots' local knowledge and impact.

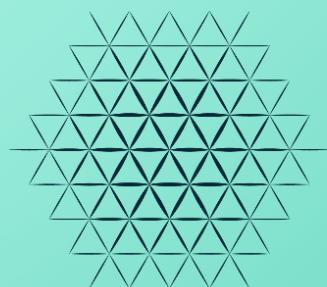
### 19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Trolley Modernization Southeastern Pennsylvania Transit Authority (SEPTA) - Philadelphia, PA		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2024-2025	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
a.	• CtD's and AECOM are supporting SEPTA in the development of a comprehensive Public Engagement Framework for the Trolley Modernization Program. The Framework will guide public engagement for the entire program including all trolley routes, the Heavy Maintenance Facility, and other projects. The Framework will include the overall strategy for public engagement, details on priority audiences, recommended tactics per phase and audience, and tactic best practices among other details. The Framework is intended as a practical guiding document to support effective implementation within SEPTA's capacity.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
b.	Vision Zero Roundtables City of Philadelphia, Office of Transportation and Infrastructure Systems - Philadelphia, PA	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	• Marisa led CtD's development and execution of a Roundtable discussion series on traffic safety, fostering community engagement to shape the Vision Zero Action Plan 2030. She drove a co-creation approach to collect insights on behavior change, personal values, public awareness, communication strategies, and road user experiences, refining messaging and advancing strategic traffic safety initiatives.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
c.	Waste Management and Diversion Planning - part of Sustainability On-Call Philadelphia Airport - City Dept of Aviation - Philadelphia, PA	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2023 - ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	• Connect the Dots - led by Marisa - is supporting the Philadelphia Airport in partnership with VHB and Airport Zero Waste. The project's purpose is to develop a Waste Management Plan and a Waste Diversion Plan for the Airport. Our primary role is leading the engagement strategy to involve key airport stakeholders including major airlines in the process. The work includes developing the strategy and plan for a key stakeholder working group, designing interviews and surveys, facilitating interviews, reviewing		

	reports, advising on feedback processes for plans, and planning and facilitation of the stakeholder working group.		
	(1) TITLE AND LOCATION ( <i>City and State</i> )	(2) YEAR COMPLETED	
	A New Vision for the Roundhouse City of Philadelphia, Department of Planning and Development - Philadelphia, PA	PROFESSIONAL SERVICES	CONSTRUCTION ( <i>If applicable</i> )
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	<ul style="list-style-type: none"> <li>Marisa led CtD in supporting the City of Philadelphia in the development and implementation of an inclusive community engagement strategy for the Roundhouse Redevelopment Project. The strategy guided public engagement for the redevelopment of the former Philadelphia Police Headquarters, prioritizing language access, trauma-informed practices, and community inclusivity. The engagement framework included outreach strategies, multilingual engagement materials, and innovative tactics designed to gather meaningful community input. The insights collected through this process informed the future Request for Proposal and ensured that community needs and values were reflected in the redevelopment process.</li> </ul>		
	(1) TITLE AND LOCATION ( <i>City and State</i> )	(2) YEAR COMPLETED	
	Comprehensive Bus Network Redesign (Bus Revolution) Southeastern Pennsylvania Transportation Authority (SEPTA) - Philadelphia, PA	PROFESSIONAL SERVICES	CONSTRUCTION ( <i>If applicable</i> )
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	<ul style="list-style-type: none"> <li>CtD spearheaded SEPTA's transformative Bus Revolution project, engaging over 70,000 participants through a comprehensive and innovative approach including pop-ups, public meetings, surveys, and outreach, ensuring that the needs and priorities of the public, particularly historically underrepresented groups, are incorporated into the redesign of the bus network serving a region of 6 million people.</li> <li>Marisa led the design and implementation of stakeholder and public engagement strategies, driving a comprehensive approach to meet evolving rider needs. Through diverse tactics and collaboration, the project successfully gathered valuable input from the public, shaping the future of the bus network.</li> </ul>		



## Appendix D: Fee Schedule



**POLYTECHNIQUE**  
Environmental, Inc.



Hollywood Burbank  
Airport

#### Attachment D – Fee Schedule

RFP Title: Waste Management Planning, Development, and Implementation Services

Proposer Name: Polytechnique Environmental, Inc.

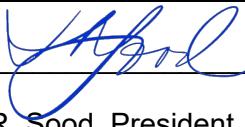
Date: 12/18/25

#### Instructions to Proposers:

1. Provide all-inclusive costs for each year and task as indicated below.
2. Year 1 shall include all implementation costs and Tasks 1–11.
3. Years 2 and 3 shall include costs for Tasks 1, 3–11 only.
4. Years 4 and 5 shall include costs for Tasks 3–11 only.
5. All costs shall be inclusive of labor, materials, travel, equipment, overhead, and profit.
6. Do not include sales tax.

#### FEE SCHEDULE TABLE

Year	Contract Period	Applicable Tasks	Description	Total Cost (\$)
Year 1	Contract Execution – Oct 12, 2026	Tasks 1 – 11	Implementation, startup, and full task scope	\$100,000
Year 2	Oct 13, 2026 – Oct 12, 2027	Tasks 1, 3 – 11	Ongoing waste management services	\$150,000
Year 3	Oct 13, 2027 – Oct 12, 2028	Tasks 1, 3 – 11	Ongoing waste management services	\$130,000
Year 4 (Option Year 1)	Oct 13, 2028 – Oct 12, 2029	Tasks 3 – 11	Optional renewal period	\$75,000
Year 5 (Option Year 2)	Oct 13, 2029 – Oct 12, 2030	Tasks 3 – 11	Optional renewal period	\$75,000
<b>TOTAL (Years 1–5)</b>				<b>\$530,000</b>

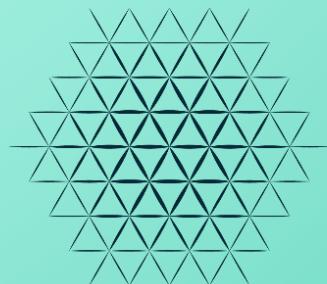
Authorized Signature: 

Name and Title: Joohi R. Sood, President

Date: 12/18/2025



Appendix E:  
Master Project Schedule

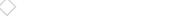


**POLYTECHNIQUE**  
Environmental, Inc.

# BUR Waste Management Planning, Development, and Implementation Services

## Master Project Schedule

ID	Task Name	2026	2027	2028	2029	2030	20
1	<b>Task 0: Project Kickoff</b>						
2	Kick-off meeting						
3	Plan data collection						
4	<b>Task 1: Waste Characterization Study</b>						
5	Year 1 study						
6	Year 2 study						
7	Year 3 study						
8	<b>Task 2: Waste Management Plan (WMP) Development</b>						
9	Draft WMP						
10	Final WMP						
11	<b>Task 3: Regulatory Compliance Support</b>						
12	WMP regulatory review						
13	Compliance summary report						
14	Review for regulatory updates						
15	<b>Task 4: Implementation of the WMP and Waste Reduction Programs</b>						
16	Initial program implementation						
17	Final readiness and evaluation						
18	Mid-term evaluation						
19	Continuous implementation, optimization, and expansion						
20	<b>Task 5: Food Donation Program Support</b>						
21	Initial rollout of food donation program						
22	Update records						
23	<b>Task 6: Tenant Waste Reduction Policies and Procedures</b>						

 <p><b>POLYTECHNIQUE</b> Environmental, Inc.</p>	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

# BUR Waste Management Planning, Development, and Implementation Services

## Master Project Schedule

ID	Task Name	2026	2027	2028	2029	2030	2031
24	Initial tenant engagement and policies						
25	Update policies and toolkit						
26	<b>Task 7: RPT Receptacle Strategy</b>						
27	Infrastructure planning						
28	Update strategy						
29	<b>Task 8: Waste Audit and Monitoring</b>						
30	Year 1						
31	Year 2						
32	Year 3						
33	Year 4						
34	Year 5						
35	<b>Task 9: Training and Outreach</b>						
36	Create training materials						
37	Initial training						
38	Yearly training refresher						
39	Public outreach						
40	<b>Task 10: Stakeholder Engagement and Communication</b>						
41	Waste study and plan stakeholder engagement						
42	Traveler awareness campaign						
43	<b>Task 11: Data Collection, Analysis, and Reporting</b>						
44	Data collection and analysis						
45	Final program evaluation report						
46	Annual performance reporting						

 <p><b>POLYTECHNIQUE</b> Environmental, Inc.</p>	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			



**POLYTECHNIQUE**  
Environmental, Inc.



9837 Belmont Street  
Bellflower, CA 90706  
[www.polytechenv.com](http://www.polytechenv.com)  
(562) 263-6140

**EXHIBIT D**  
**Insurance Requirements**

1. Consultant shall obtain, provide, and maintain policies of insurance as specified below.

A. General Liability Insurance. Consultant shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.

B. Professional Liability (Errors and Omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Commencement Date and Consultant shall maintain continuous coverage through a period of no less than three years after expiration or termination of this Agreement.

2. The insurance policy or policies shall contain, or shall be endorsed to contain, the following provisions:

A. General liability policies shall provide or be endorsed to provide: (i) that the Indemnitees shall be additional insureds; and (ii) a waiver of subrogation in favor of additional insureds. This provision shall also apply to any excess/umbrella liability policies.

B. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

C. The coverage shall contain no special limitations on the scope of protection afforded to the Indemnitees.

D. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Consultant's insurance and shall not contribute with it.

E. The limits of insurance may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of each Indemnitee before the Indemnitee's own insurance or self-insurance shall be called upon to protect it as a named insured.

F. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Indemnitees.

G. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

H. The policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after 30 calendar days (10 calendar days in the event of non-payment of premium) prior written notice by certified mail, return receipt requested, has been given to the Authority.

I. Insurance is to be placed with insurers authorized to conduct business in the State of California with a minimum current A.M. Best's rating of no less than A:X, unless waived by the Contract Administrator. An exception to this standard will be made for the State Compensation Insurance Fund when not specifically rated.

J. Any deductibles or self-insured retentions must be declared to and approved by the Contract Administrator. At the option of the Contract Administrator, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees, or Consultant shall provide a financial guarantee satisfactory to the Contract Administrator guaranteeing payment of losses and related investigations, claim administration and defense expenses.

K. The workers' compensation insurer agrees to waive all rights of subrogation against the Authority for injuries to employees of Consultant resulting from work for the Authority or use of the Airport.

3. Requirements of specific coverage features or limits are not intended as a limitation on coverage, limits, or other requirements, or as a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for clarification purposes only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If Consultant maintains higher limits than the minimum specified above, the Authority requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

4. Consultant shall furnish to the Authority an original certificate or certificates of insurance and amendatory endorsements showing that required policies are in effect in the required amounts and, as to the workers' compensation insurance, with the required waiver of subrogation. The certificates and endorsements must be received and approved by the Contract Administrator prior to commencement of work. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

5. In the event any policy of insurance does not comply with these requirements or is cancelled and not replaced, the Authority has the right but not the duty to obtain the insurance it deems necessary. Any premium paid by the Authority in such event shall be promptly reimbursed by Consultant or the Authority shall withhold from its payments to Consultant an amount sufficient to pay that premium.

6. The Authority reserves the right at any time to change the amounts and types of required insurance by giving Consultant 90 days notice of such change. If such change results in substantial additional cost to Consultant, then the parties shall renegotiate Consultant's compensation.

## **EXHIBIT E**

### **Non-AIP Project Federal Requirements**

References in this Exhibit to "Contractor" shall be deemed to refer to Consultant. References in this Exhibit to "Sponsor" shall be deemed to refer to the Authority. Consultant shall: (i) insert these provisions in each lower tier contract; (ii) incorporate the requirements of these provisions by reference for work done under any purchase orders, rental agreements, and other agreements for supplies or services; and (iii) be responsible for compliance with these provisions by any subcontractor, lower-tier subcontractor, or service provider.

#### **1. General Civil Rights Provisions**

A. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

C. The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

#### **2. Civil Rights – Title VI Assurance**

A. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964) including amendments thereto;

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

5. The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (P.L. 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

9. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681, et seq).

B. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21 including amendments thereto.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor’s obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

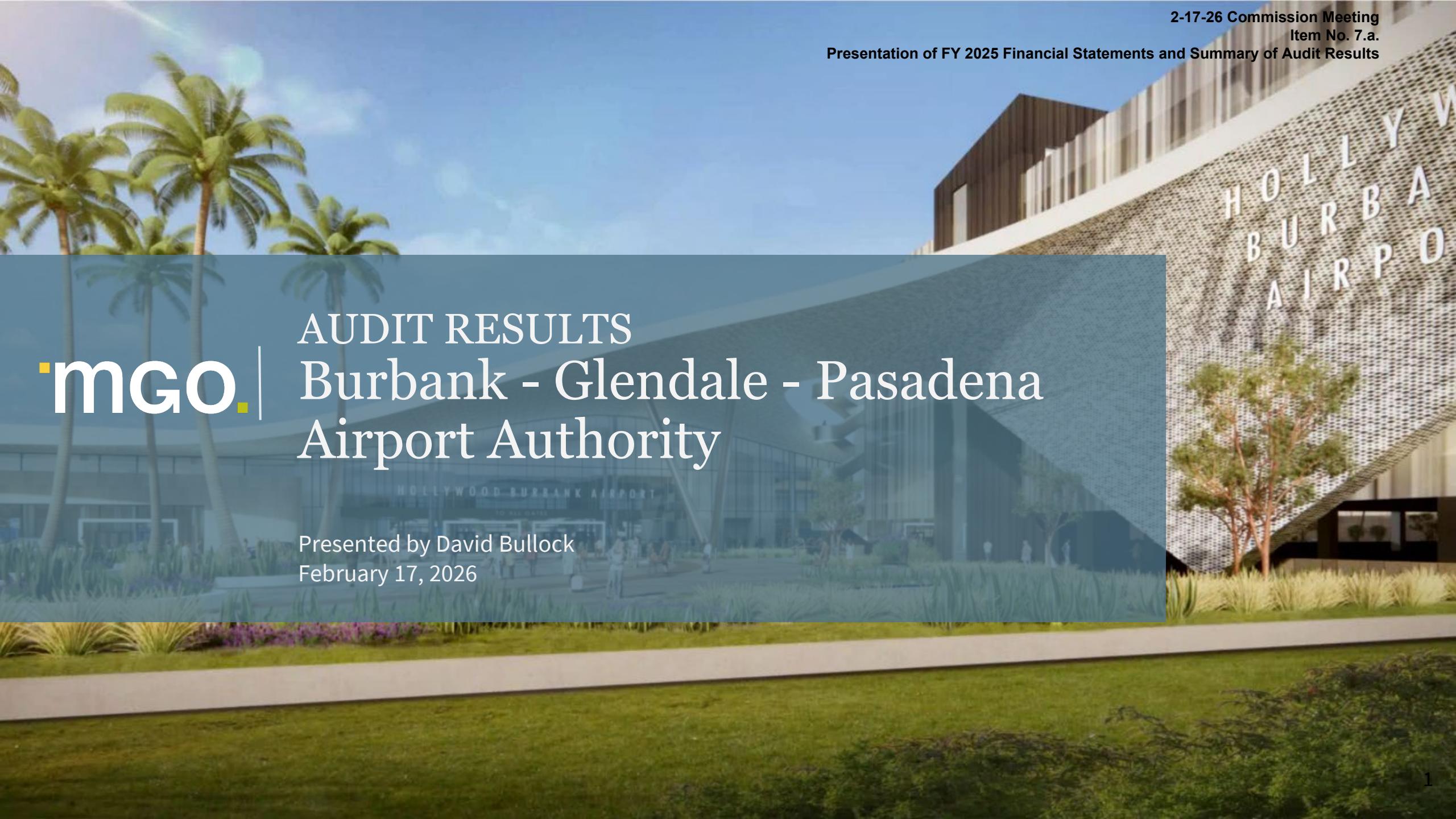
- a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

mgo.

# AUDIT RESULTS Burbank - Glendale - Pasadena Airport Authority

Presented by David Bullock  
February 17, 2026



# Outline

Our Responsibility

Deliverables

Audit Timing

Required Communications

Auditor's Reports

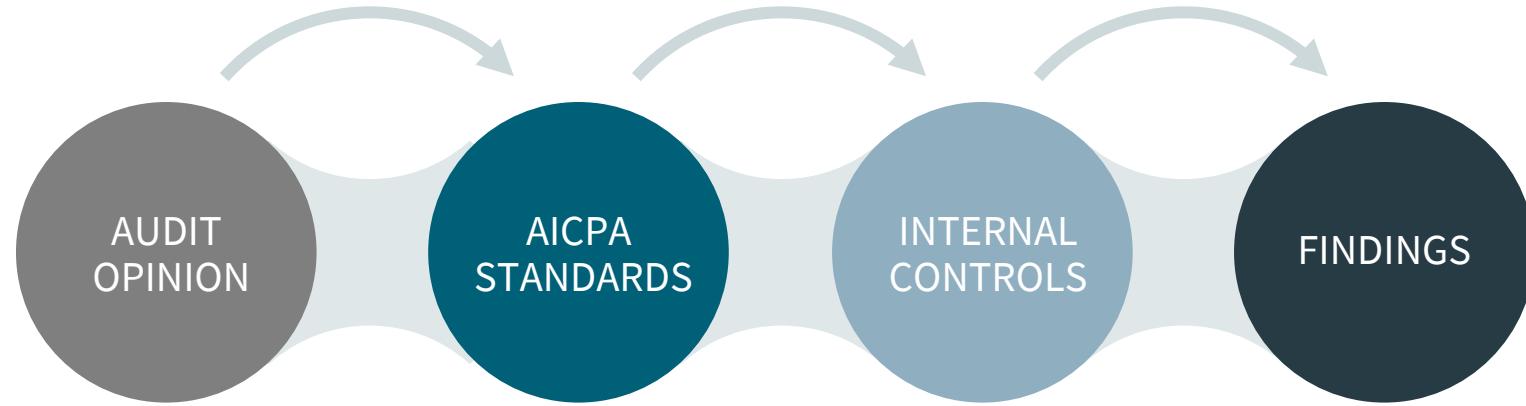
Internal Controls

Implementation of New Standards



# Our Responsibility

Our responsibility under U.S. Generally Accepted Auditing Standards.



To express our opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. This does not relieve you or management of your responsibilities.

To perform an audit in accordance with generally accepted auditing standards issued by the AICPA, and to design the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.

To obtain an understanding of the Authority and its environment, including internal controls over financial reporting and compliance, as a basis for designing our audit procedures, but not for the purpose of expressing an opinion on its effectiveness.

To communicate findings that, in our judgment, are relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

# Deliverables

## We issued the following reports:

- Audit report on the financial statements of the Burbank-Glendale-Pasadena Airport Authority as of and for the years ended June 30, 2025 and 2024
- Single Audit Report for the year ended June 30, 2025
- Passenger Facility Charge (PFC) Compliance Audit for the year ended June 30, 2025
- Customer Facility Charge (CFC) Compliance Audit for the year ended June 30, 2025
- Debt Covenant Compliance Report for the year ended June 30, 2025
- Report to those charged with governance
- Communicating required matters and matters related to internal controls and compliance with laws, regulations, contracts and agreements

# Audit Timing



**INTERIM AUDIT PROCEDURES**

**FINAL FIELDWORK**

**REPORTING AND PRESENTATION**

**COLLABORATION**

**Reports dated 12/22/2025**

# Required Communications with Those Charged with Governance

## Results:

- Qualitative Aspects of Accounting Practices
  - Including financial statement estimates
- Significant Difficulties Encountered during the Audit
- Uncorrected and Corrected Misstatements
- Disagreements with Management
- Management Representations
- Management consultations with other independent accountants
- Other audit findings or issues

# Auditor's Reports

## Opinions:

- Unmodified opinion on the basic financial statements
- Unmodified opinion on compliance with federal award programs in accordance with Uniform Guidance (Single Audit Report)
- Unmodified opinion on compliance with FAA's PFC Guide
- Unmodified opinion on compliance with the State's CFC Code
- Unmodified opinion on compliance with the bond indenture

# Internal Controls

## Reporting on Internal Controls:

- No material weaknesses
- No significant deficiencies

# Implementation of New Standards

## **GASB Pronouncements Implemented during June 30, 2025:**

- GASB 101 – Compensated Absences
- GASB 102 – Certain Risk Disclosures

## **Significant GASB Pronouncements Effective in Future:**

- GASB 103 – Financial Reporting Model Improvements
- GASB 104 – Disclosure of Certain Capital Assets
- GASB 105 – Subsequent Events



Questions?  
Let's Talk.

# Hollywood Burbank Airport Replacement Passenger Terminal



## Safety

- Work Craft Hours to Date – 2,295,187 Hours
- Safety Orientations to Date – 3,490
- Daily Average Workers Onsite – 899

## Current Construction Activities

### Terminal

- Ongoing Ceiling Install
- Ongoing Interior Buildout
- Ongoing Mechanical, Electrical and Plumbing Install
- Ongoing Exterior Skin Install

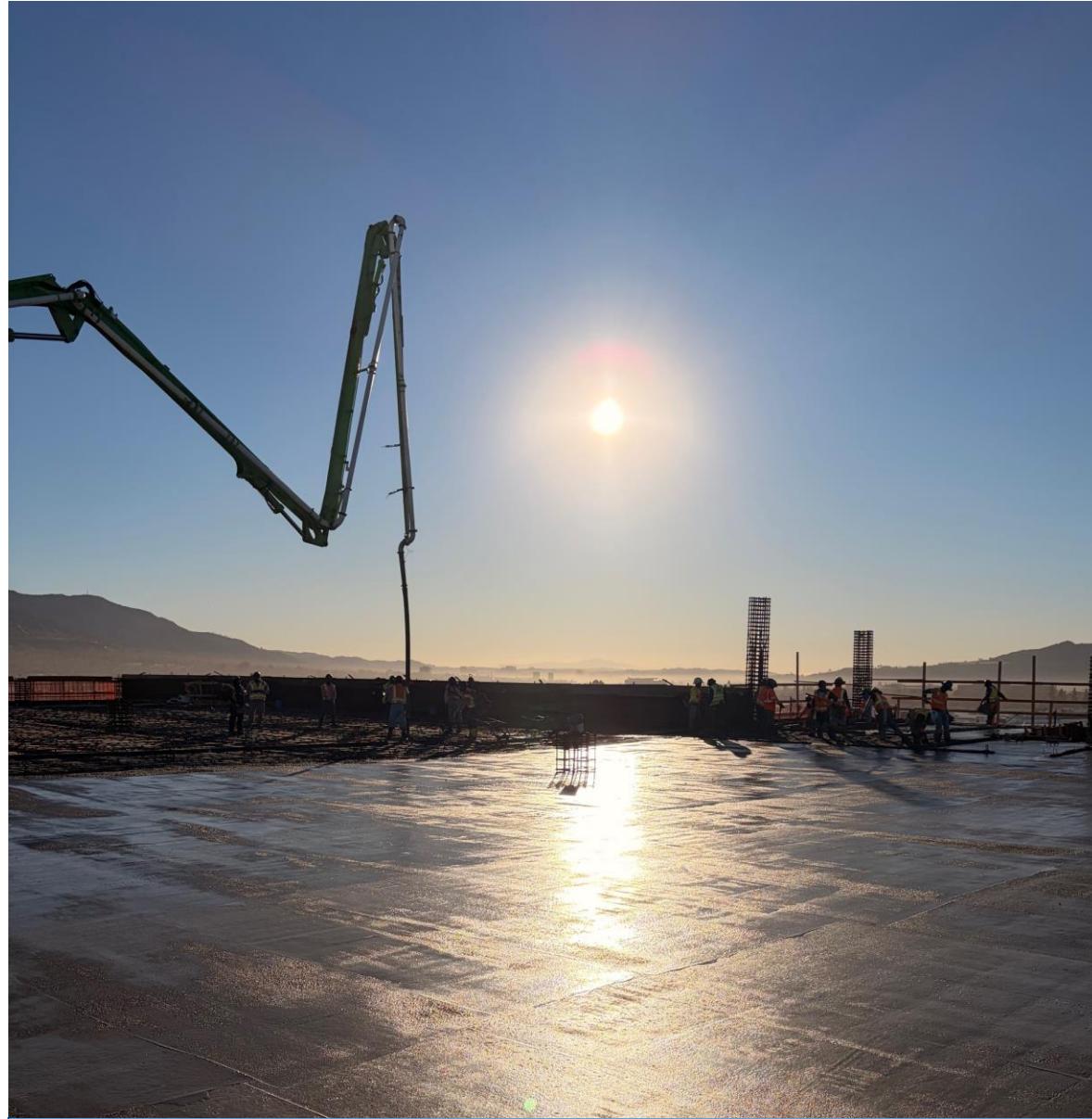
### Civil

- Continued Electrical Ductbank Install
- Continued Airside Paving
- Continued Landside Utility Install
- Continued Panhandle Fine Grading for Roadways

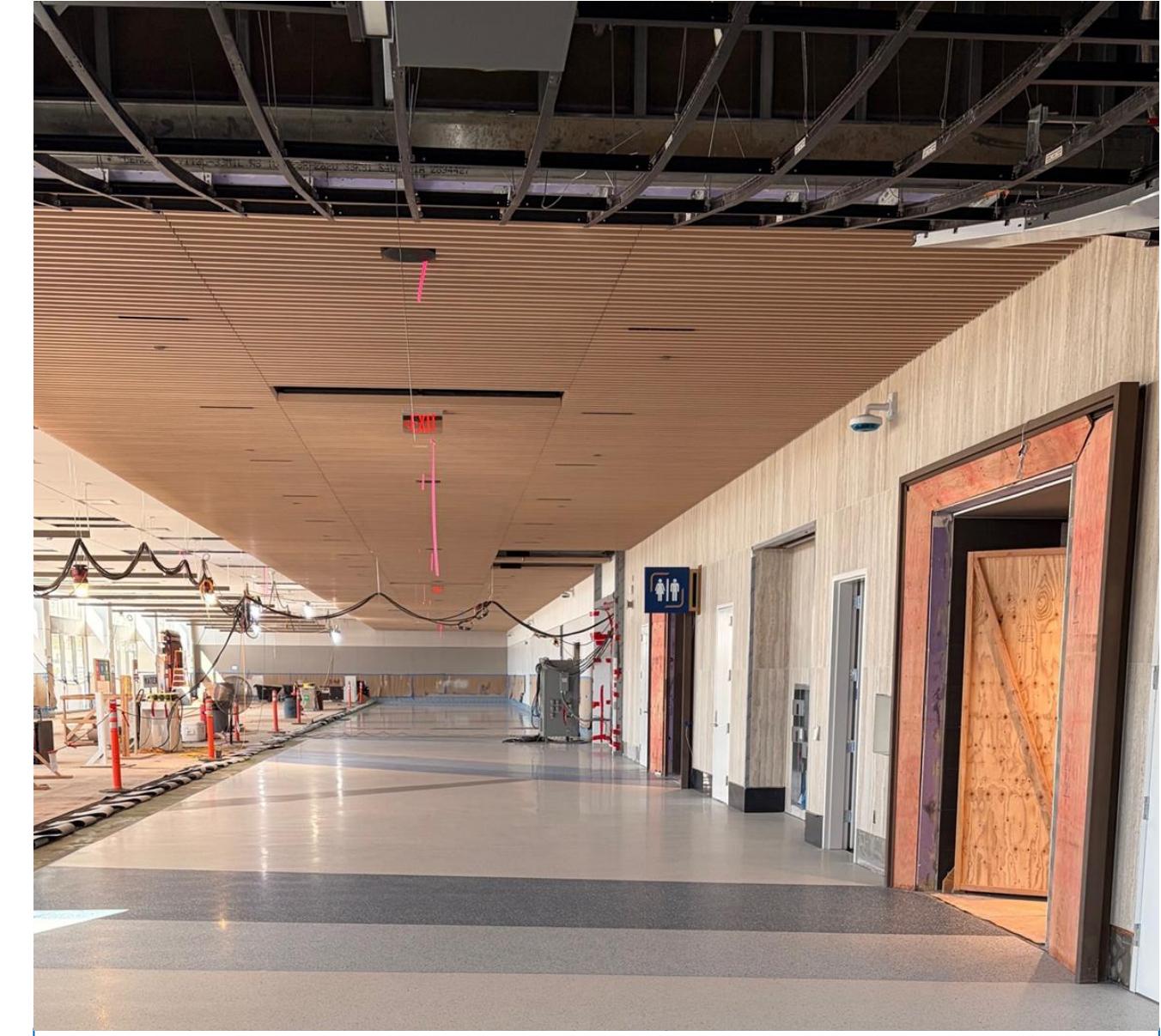
### Garage

- Completed Vertical Construction
- Ongoing Framing
- Ongoing Overhead Mechanical, Electrical and Plumbing Install
- Started In-Wall Mechanical, Electrical and Plumbing Install

## Photos



Final Garage Deck Pour



Area A Finished Terrazzo

Photos

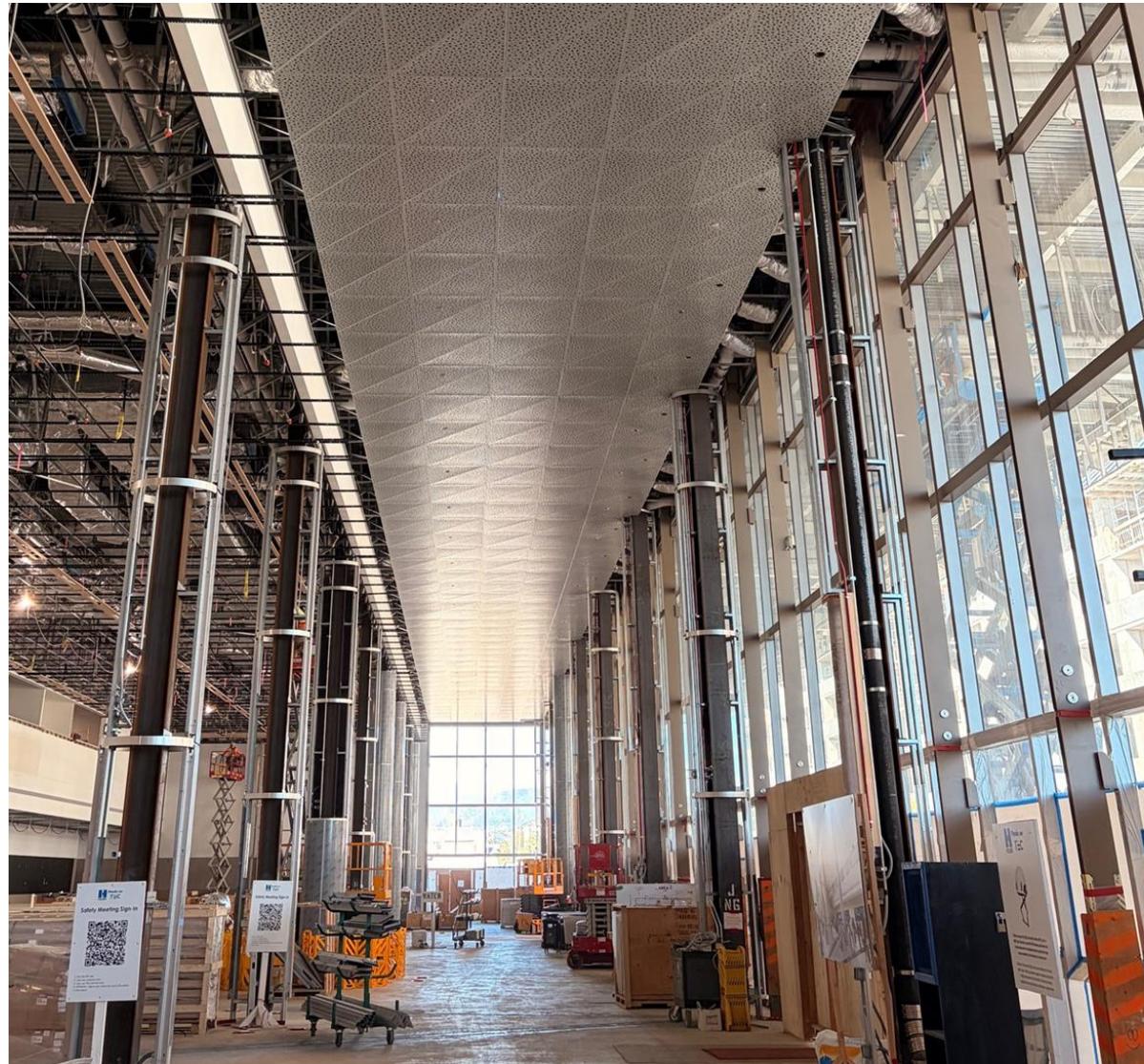


Panhandle Entrance Fine-Grading



North Tower Crane Removal

## Photos



Terminal Ticketing Area



Site Retaining Wall

Photos



Garage Silver Screen Wall Steel



Rooftop MEP Equipment

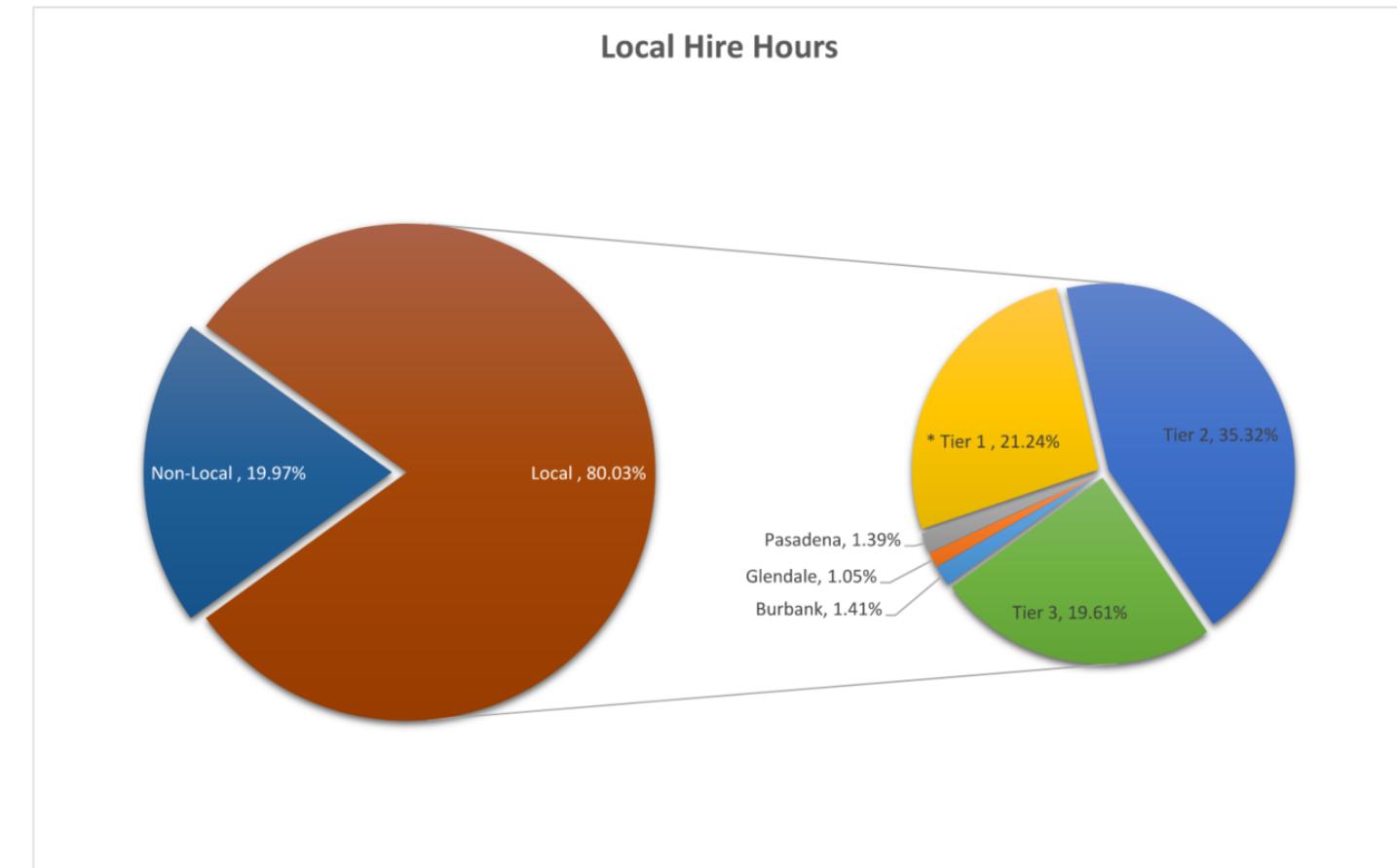
## Local Hire Information

Local Hire Performance by Tier (40% Goal)		
	Project Cumulative	%
Project Total	1,673,266.70	-
Local Workforce Hours	1,339,037.16	80.03%
<b>Tier 1 Hours</b>	<b>419,902.78</b>	<b>25.09%</b>
Burbank Hours	23,649.85	1.41%
Glendale Hours	17,615.68	1.05%
Pasadena Hours	23,311.00	1.39%
Tier 1 Hours Minus Core Cities	355,326.25	21.24%
<b>Tier 2 Hours</b>	<b>591,016.11</b>	<b>35.32%</b>
<b>Tier 3 Hours</b>	<b>328,118.27</b>	<b>19.61%</b>
Non-Local Hours	334,229.54	19.97%

Notes:

\* Core Cities are Burbank, Glendale, Pasadena

Non-local hours are those worked by the workforce from zip codes outside a 50-mile radius of the airport.



**Local Workforce Tier description:**

- **Tier 1** – Zip Codes from within a 15-mile radius of Airport
- **Tier 2** – Zip codes within a 30-mile radius
- **Tier 3** – Zip Codes within a 50-mile radius