SAN FRANCISCO AIRPORT COMMISSION



June 16, 2015

9:00 A.M.

Room 400 - City Hall #1 Dr. Carlton B. Goodlett Place (400 Van Ness Avenue) City and County of San Francisco

EDWIN M. LEE, MAYOR

COMMISSIONERS
LARRY MAZZOLA
President
LINDA S. CRAYTON
Vice President
ELEANOR JOHNS
RICHARD J. GUGGENHIME
PETER A. STERN

JOHN L. MARTIN Airport Director

SAN FRANCISCO INTERNATIONAL AIRPORT SAN FRANCISCO, CALIFORNIA 94128

Minutes of the Airport Commission Meeting of June 16, 2015

CALENDAR A	AGEND.	A TITLE	RESOLUTION NUMBER	
A.	112111	CALL TO ORDER:	HOWBER	4
B.		ROLL CALL:		4
C.		ADOPTION OF MINUTES: Special meeting of May 26, 2015	15-0126	4
D.	1.	SPECIAL ITEM: Commendation - Officer David Wurdinger	15-0127	4-5
E.		ITEMS INITIATED BY COMMISSIONERS:		5
F.	2.	ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE: Award Contract 10060.71 - Construction Manage General Contractor Services for GTU Relocation Project - Turner Construction Company		5
	3.	Award Professional Services Contract 10060.43 Architecture and Engineering Design Services for GTU Relocation Project - Paulett Taggart Architecture	r	6-7
	4.	Establish Pool of Pre-Qualified Contractors - Pro As-Needed Marketing & Communications Service		7-8
G.	5.	CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS: Award Professional Services Contract 8872A.41 Project Management Support Services for Consolidated Administration Campus Phase 1 Project - MCK Associates, LLC	- 15-0131	9-10
	6.	Issue a RFP for Contract 50030 - Operate, Maintand Repair Airport-owned Passenger Boarding Bridges and Baggage Handling Systems in the Domestic Terminals	tain 15-0132	10
	7.	Determination to Proceed with High-Speed Elect Vehicle Chargers Project and Authorization to Accept and Expend Grant Funding, Expend Airp Match Funding, and Initiate Pilot Program		10
	8.	Establish Pools of Consultants - Provide Airport Management and Financial Consulting Services an As-Needed Basis	on 15-0134	10-11

	9.	Bid Call - Contract 10639 - Construction Services for Customs & Border Protection Global Entry Office Expansion Project	e 15-0135	11
	10.	Commence RFB Process for Garage Taxi Staging Area Mobile Catering Truck Lease	15-0136	11
	11.	Approve Amendment No. 5 to Pacific Gateway Concessions, LLC's Boarding Areas B and C Principal Concession Retail Lease No. 98-0228	15-0137	11-12
	12.	Facility Lease with SkyWest Airlines, Inc. for Portion of Airport Building 900 on Plot 50	15-0138	12
	13.	Amendment to Resolution No. 15-0044 to Correct Error in Modification Numbering for Professional Services Contract 8354.1, Support Services for Airport Shoreline Protection Feasibility Study Projection Moffatt & Nichol + AGS, Joint Venture	t 15-0139	12
Н.	١	NEW BUSINESS:		12
l .	C	CORRESPONDENCE:		12
J.	C	CLOSED SESSION:		12-13
K.	P	ADJOURNMENT:		13

AIRPORT COMMISSION MEETING MINUTES June 16, 2015

A. CALL TO ORDER:

The regular meeting of the Airport Commission was called to order at 9:00 AM in Room 400, City Hall, San Francisco, CA.

* * *

B. ROLL CALL:

Present: Hon. Larry Mazzola, President

Hon. Linda S. Crayton, Vice President

Hon. Eleanor Johns

Hon. Richard J. Guggenhime

Hon. Peter A. Stern

* * *

C. ADOPTION OF MINUTES:

The minutes of the special meeting of May 26, 2015 were adopted unanimously.

No. 15-0126

* * *

D. SPECIAL ITEM:

Item No. 1 was moved by Commissioner and seconded by Commissioner. The vote to approve was unanimous.

1. <u>Commendation Thanking Police Officer Alan Wurdinger for 36 Years of Faithful</u> Service with the City and County of San Francisco

No. 15-0127

Resolution thanking Officer Alan Wurdinger, Star #4040, who is retiring from the CCSF after 36 years of service with the San Francisco Police Department at San Francisco International Airport.

Mr. John Martin, Airport Director said this is the first time I've seen Al out of uniform. We have appreciated Al's very positive attitude over the past 36 years. He started with the Airport Police in 1979 as a uniformed patrol officer and was a member of the SWAT team through 1990, and the Ground Transportation Unit until 2005. He has served on the Airport's Charity Golf Tournament Committee for many years.

Officer Alan Wurdinger thanked the Director and the Commission. I was at the Airport for 36 years and after the merger with the SFPD, especially in 1997, I had many chances to go to the City. I was asked by several different people if I wanted to make the move, but I really enjoyed the Airport. Being a Police Officer was not something I planned to do ... believe it or not, I was too short, but after they relaxed the height requirements, I was able to take it on and it was probably the best move I ever made. All Police Officers deal with crime and the negative

part of being on the force, but what made it special for me at the Airport was the fact that I really felt like I was representing the City. Often the first person a traveler sees is a Police Office because they're uniform. So, you get a lot of questions. A lot of times I would see people looking dazed and confused and I ask if they needed help. I felt I was representing the City in many ways. I kept telling travelers to go to Twin Peaks, to see the Painted Ladies, etc. I remember, having grown up in the City, I knew places like Treasure Island. Many people never think about Treasure Island, but you get the view of the City from there and it's spectacular. I'll tell them to go to Napa to taste the wine. That's the part of the job that I really enjoy. Finding a lost kid or a lost parent made my job enjoyable. For the last several years I was in an administrative role so I didn't do it as often. I would always make a point of walking around at least part of the day and I enjoyed that the most. I never considered myself to be a great police officer but I always tried to do my job. I took the motto "To Serve and Protect" to heart, and I always tried to achieve that to the best of my ability. I just want to say that I am deeply thankful for this commendation, and I'm truly humbled. Thank you all.

Commissioner Crayton thanked Officer Wurdinger for his service to the Airport. I didn't know you were the honoree when you opened the door for me this morning. Thank you for that, and thank you so much from the Airport Commission.

Commissioner Mazzola said I don't know what the height was back then, but you've been 6 ft. tall and more during your career. Thank you.

Commissioner Guggenhime also thanked Officer Wurdinger for his work on the golf tournament.

* * *

E. ITEMS INITIATED BY COMMISSIONERS: There were no items initiated by Commissioners.

* * *

- F. ACTION ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE: Item Nos. 2 and 3 were called together. They were moved by Commissioner Crayton and seconded by Commissioner Guggenhime. The vote to approve was unanimous.
 - 2. Award Contract 10060.71 Construction Manager/General Contractor Services for the Ground Transportation Unit Relocation Project Turner Construction Company \$4,380,676

No. 15-0128

Resolution awarding Contract No. 10060.71, Construction Manager/General Contractor Services for GTU Relocation Project, to Turner Construction Co. in the amount of \$4,380,676 and a contract duration of 660 consecutive calendar days, and a corresponding amount in contingency authorization. 3. Award Professional Services Contract 10060.43 - Architecture and Engineering Design Services for the Ground Transportation Unit Relocation Project - Paulett Taggart Architects - \$1,610,038

No. 15-0129

Resolution awarding Professional Services Contract No. 10060.43, Architecture and Engineering Design Services for Ground Transportation Unit Relocation Project, to Paulett Taggart Architects in an amount not to exceed \$1,610,038 and a contract duration of 20 months.

Mr. Geoff Neumayr, Deputy Design & Construction said these two items award the Design and Construction Management/General Contractor services for the Ground Transportation Unit (GTU) project. The new GTU facility will relocate the existing GTU from its current South Field Plot 700 location to the North Field area. The project will include a new bus maintenance facility, radio shop, carwash, vehicle fueling station, and ground transportation inspection base and offices.

Item No. 3 awards the Professional Services Contract for project Design Services for \$1.6 million to Paulett Taggart with a contract duration of 20 months. Scope of work will include programming services and concept drawing preparation, schematic design and design development, development of construction documents and construction administration during construction. The consultant is committed to meeting CMD's 25% LBE sub-consultant participation goal.

Item No. 2 awards Construction General Contract Services in the initial amount of \$4.4 million to Turner and a contract term of 660 consecutive calendar days, and a Type 1 contingency budget of \$329,000. The initial contract amount includes the cost for programming and construction management services along with an amount of \$3.5 million for pre-construction trade package awards to support the programming and initial design efforts as well as site preparing for construction. Cost at completion of the programming phase is estimated to be \$14.6 million. Staff will return to the Commission with a recommendation to award the full value of the contract as a tentative guaranteed maximum price. The Commission will receive periodic updates on the contract budget and forecast, and any significant cost variances will be identified, along with recommended mitigation measures. All trade work will be bid competitively as required by Section 6.68 of the San Francisco Administrative Code. The CMD approved a 23% LBE subcontracting participation goal for this contract and Turner has committed to meeting the goal.

Commissioner Johns said why this is being relocated.

Mr. Neumayr responded that the current location in the South Field is being demolished to relocate Taxiways H and M for the Boarding Area B Project. Plot 700, the new location, is behind United's MOC on the North Field. That is the driving motivation for the relocation.

Commissioner Johns asked if this gives us more room for expansion.

Mr. Neumayr replied that it does.

Commissioner Johns ... Boarding Area B

Mr. Neumayr said yes. It also consolidates vehicle inspection and maintenance into one area.

Item No. 4 was moved by Commissioner Crayton and seconded by Commissioner Johns. The vote to approve was unanimous.

4. <u>Authorization to Establish a Pool of Pre-Qualified Contractors to Provide As-Needed Marketing and Communications Services</u>

No. 15-0130

Resolution establishing a pool of pre-qualified contractors to provide as-needed Marketing and Communications Services with the top five ranked respondents:

- Davis & Associates Communications, Inc.
- Ketchum, Inc.
- Hill and Knowlton Strategies, LLC
- The M-Line and
- Fuseideas LLC/EIS Design, Inc. to establish scopes of work as-needed and to negotiate contracts as needed.

Ms. Kandace Bender, Chief, Communications & Marketing, said late last year you authorized an RFQ to establish a pool of communications and marketing firms. The idea was to be able to tap into the creativity of a number of firms that would better allow us to integrate our marketing and communications efforts and we would also approach everything from a project driven basis. Ten firms were responsive to our RFQ. We had a panel of three experts: Executive Vice President of Marketing for San Francisco Travel; Director of Communications for the Port of San Francisco; and, the E-Marketing expert for Cathay Pacific Airlines. The panel rated the firms and we selected our top five. They are: Davis & Assoc., Ketchum, Inc.; Hill and Knowlton Strategies; The M-Line; and Fuseideas/EIS Design, LLC. Two firms are LBE primes and a third is an LBE Joint Venture. The pool is valid for two years. Individual contracts will be negotiated with the firms for up to three years with two options to renew for a period of up to two years each. The total budget is \$1.6 million for all of our work next year. We will negotiate scopes of work next and return to the Commission for award of the contracts.

Commissioner Crayton thought that previously we only had one firm. Correct?

Ms. Bender said that we have one Marketing firm and one Communications firm.

Commissioner Crayton asked if the previous Marketing and the previous Communications firms are on this list.

Ms. Bender replied that one of the marketing firms is The M-Line.

Commissioner Crayton asked how we will decide which one of these firms will get

the majority of the work. Since we've already worked with The M-Line, how will the others be able to compete in this process?

Ms. Bender said that we're very excited about the diversity of the group in terms of their creativity and the talents that they bring to the pool. The Marketing & Communications team will map out the kind of things that we're going to be doing in the next 12 months and the various events coming up, like the Super Bowl, and other things that we need to be involved in, and from that we will determine which of the firms could best suit our needs for those projects. Our goal is to spread the work around so that we can tap into the different talents that people are offering.

Commissioner Crayton said that if your goal is to spread around the work and get different talents, why did we choose a firm with whom we've been doing business.

Ms. Bender said these selections were made by an independent panel. Points were awarded for various categories outlined in the RFQ. We did not make the selections.

Commissioner Stern asked if the firms in the pool had the technical expertise to manage the platforms we are using.

Mr. Charles Schuler, Associate Deputy Airport Director, Communications & Marketing said that in the RFQ we specified that we are using Druple 7 as our base platform. We have established that as the consistent platform for the Airport so that they all have the experience with the tools that we're using.

Commissioner Crayton said we need to be on the cutting edge. Whoever we've been using obviously didn't take us where we wanted to go so I want to make sure we reach out and use the other candidates to see what we can be doing different. There are wonderful things going on and we need to be on top of it.

Commissioner Johns said it's great that we're moving from one to five. How will you coordinate a seamless interface between all the firms on different projects. I assume that there will be some overlap, and that there are advantages and disadvantages to this.

Ms. Bender said that it's going to be a challenge, but I think we're going to be well equipped to make sure that it's coordinated. We've been discussing having a kind of a mini partnering session with all of these firms so that we sit down and talk about the Airport's goals and how each of these firms can help us meet those goals. We'll be working through different scopes of work for them.

Commissioner Johns said that will make your job harder.

Ms. Bender ... but I think it's going to be exciting for our team and for the new creativity and new blood and new ideas that these firms bring in.

Commissioner Crayton said I'm glad to see some diversity.

* * *

G. CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS: Item No. 5 was pulled off the Consent Calendar for discussion. The Item was moved by Commissioner Crayton and seconded by Commissioner Guggenhime. The vote to approve was unanimous.

The Consent Calendar, Item Nos. 6 through 13, was moved by Commissioner Guggenhime and seconded by Commissioner Crayton. The vote to approve was unanimous.

 Award Professional Services Contract 8872A.41 - Project Management Support Services for the Consolidated Administration Campus Phase 1 Project - MCK Associates, LLC - \$985,000

No. 15-0131

Resolution awarding Professional Services Contract 8872A.41, Project Management Support Services for the Consolidated Administration Campus Phase 1 Project, to MCK Associates, LLC in an amount not to exceed \$985,000 for the first 12 months of services.

This activity is within the scope of the San Francisco International Airport Master Plan Program approved by the Airport Commission on Nov. 3, 1992. The Master Plan Environmental Impact Report ("EIR") prepared for the Master Plan Program, including addenda thereto, adequately described this activity and its potential environmental effects for purposes of California Environmental Quality Act ("CEQA").

Mr. Neumayr said this item awards Project Management Support Services to MCK Associates, LLC for the first phase of the Consolidated Administrative Campus (CAC) building for the first year of services in an amount not to exceed \$985,000. Phase I of the CAC will replace Building 676 adjacent to the Architecture & Engineering building built in 1966 and Building 670 and the current Museum Building built in 1978. The new building will consolidate the Airport's Design & Construction, Planning, Museum, and ITT divisions. The scope of services for this contract will include pre-construction of design & management services, project control services including cost and schedule management, and construction management and inspection services. Five proposals were received and a four-member selection panel was convened to rank and score the technical qualifications and interviews. The three highest ranked firms were invited to an oral interview and based on the scores of these proposals staff has determined that MCK Associates, LLC was the highest ranked proposer. The final score did include an LBE rating bonus of 10%. Staff has negotiated the scope and terms and conditions of this contract. The anticipated not to exceed amount is \$2.9 million for a duration of 30 months. Each year staff will return to the Commission to renew this contract based on the consultant's performance. CMD approved a 22% LBE sub-consultant goal and the consultant is committed to meeting it.

Commissioner Guggenhime asked why some proposers receive 10% and others receive 7.5%.

Mr. Neumayr replied it depends upon their joint venture participation and how much LBE participation they have. The higher the LBE participation, the higher the percentage. I don't know the exact numbers, but I believe you can achieve up

to 10% with 51% participation at the joint venture level.

Commissioner Guggenhime asked if it's clear that the LBE actually has a decision making role. We had a client who had an LBE to get considered, but the LBE role was not relevant. I want to make sure that if we're giving credit for it, that the involvement is there.

Mr. Neumayr replied it is, particularly on a PMSS side. We do interface with those people and we do know what companies they're from. We also require that the submittal describe their work and we encourage and want to make sure that it is meaningful participation. We monitor that very closely.

6. <u>Authorization to Issue a Request for Proposals for Contract 50030 - Operate,</u>
<u>Maintain and Repair Airport-owned Passenger Boarding Bridges and Baggage Handling Systems in the Domestic Terminals</u>

No. 15-0132

Resolution authorizing staff to issue a RFP for Contract 50030 to operate, maintain, and repair airport-owned Passenger Boarding Bridges and Baggage Handling Systems in the Domestic Terminals and to enter into negotiations with the top proposer.

7. <u>Determination to Proceed with the High-Speed Electric Vehicle Chargers Project</u> and Authorization to Accept and Expend Grant Funding, Expend Airport Match Funding, and Initiate Pilot Program

No. 15-0133

Resolution determining to proceed with the High-Speed Electric Vehicle Chargers Project and authorizing the Director to accept and expend Grant Funding of \$272,000 from the Bay Area Quality Management District, expend \$372,237 in Airport match funds, and initiate a Pilot Project for the acquisition, operation, and maintenance of 480V DC Electric Vehicle Fast Chargers for a term of two years at a not-to-exceed cost of \$200,000.

This action constitutes the approval action for the Project pursuant to Section 31.04(h) of the San Francisco Administrative Code.

8. <u>Authorization to Establish Pools of Consultants to Provide Airport Management</u> and Financial Consulting Services on an As-Needed Basis

No. 15-0134

Resolution authorizing the establishment of pools of qualified firms to provide Airport Management Consulting Services on an as-needed basis.

Commissioner Johns understood that we have categories and that they are on an as-needed basis, but asked if there is a dollar amount involved, and will you return to the Commission when you contract with one of them?

Mr. Leo Fermin, Chief, Business & Finance Officer said we plan to return to the Commission for award of any contract with these firms.

Commissioner Johns asked if you will return for any work they will do, or is it above a certain dollar amount?

Mr. Fermin believed it's anything above \$10,000.

Commissioner Johns ... then all we're doing is approving the pool. Correct?

Mr. Fermin replied correct. When a task comes up we'll contact the firms and ask for a mini proposal in terms of the fees and how they might approach the work. We then evaluate the proposals and return to you for award.

9. <u>Bid Call - Contract No. 10639 - Construction Services for the Customs & Border Protection Global Entry Office Expansion Project</u>

No. 15-0135

Resolution approving the scope, budget, and schedule for Contract 10639, Construction Services for the Customs & Border Protection Global Entry Office Expansion Project, and authorizing the Director to call for bids.

10. <u>Commencement Request for Bids Process for the Garage Taxi Staging Area</u>
<u>Mobile Catering Truck Lease</u>

N. 15-0136

Resolution approving the proposed minimum qualification requirements and lease specifications, and authorizing staff to issue a RFB and conduct an informational conference for the Garage Taxi Staging Area Mobile Catering Truck Lease.

11. <u>Approval of Amendment No. 5 to Pacific Gateway Concessions, LLC's Boarding</u>
Areas B and C Principal Concession Retail Lease No. 98-0228

No. 15-0137

Resolution approving Amendment No. 5 to Pacific Gateway Concessions, LLC's Boarding Areas B and C Principal Concession Retail Lease No. 98-0228, extending the term for three locations and offering

replacement premises for one location, and directing the Commission Secretary to forward Amendment No. 5 to the Board of Supervisors for approval.

12. <u>Facility Lease Between SkyWest Airlines, Inc. and the San Francisco International Airport for a Portion of Airport Building 900 on Plot 50</u>

No. 15-0138

Resolution approving a facility lease between SkyWest Airlines, Inc. and San Francisco Airport for a portion of Airport Building 900 on Plot 50.

13. Amendment to Resolution No. 15-0044 to Correct an Error in Modification
Numbering for Professional Services Contract No. 8354.1, Support Services for
the Airport Shoreline Protection Feasibility Study Project with Moffatt & Nichol +
AGS, Joint Venture

No. 15-0139

Resolution amending Resolution 15-0044 to correct an error in the modification numbering, to approve Modification No. 3 instead of Modification No. 2, to Professional Services Contract 8354.1, Support Services for the Airport Shoreline Protection Feasibility Study Project with Moffatt & Nichol + AGS, J.V. which provided for a six month time extension and a new total contract duration of 30 months.

* * *

H. NEW BUSINESS:

Discussion only. This is the "Public Comment" section of the calendar. Individuals may address the Commission on any topic within the jurisdiction of the Airport Commission for a period of up to two (2) minutes. Please fill out a "Request to Speak" form located on the table next to the speaker's microphone and submit it to the Commission Secretary.

* * *

I. CORRESPONDENCE:

There was no discussion by the Commissioner.

* * *

J. CLOSED SESSION:

There are no planned agenda items for a Closed Session for the current meeting.

In the event of any urgent matter requiring immediate action which has come to the attention of the Airport Commission after the agenda was issued and which is an item appropriately addressed in Closed Session, the Airport Commission may discuss and vote whether to conduct a Closed Session under Brown Act (California Government

Code Sections 54954.2(b)(2) and 54954.5) and Sunshine Ordinance (San Francisco Administrative Code Section 67.11).

If the Airport Commission enters Closed Session under such circumstances, the Airport Commission will discuss and vote whether to disclose action taken or discussions held in Closed Session under the Brown Act (California Government Code Section 54957.1) and Sunshine Ordinance (San Francisco Administrative Code Section 67.12).

* * *

K. ADJOURNMENT:

There being no further calendared business before the Commission the meeting adjourned at 9:25 AM.

(Original signed by: Jean Caramatti)
Jean Caramatti
Commission Secretary