



# ATLANTA AIRLINES TERMINAL CORPORATION REQUEST FOR PROPOSAL

**2013-010**

## **CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

---

**December 16, 2013**

The Atlanta Airlines Terminal Corporation (AATC) is issuing a Request for Proposal for the Central Passenger Terminal Complex (CPTC) Comprehensive Facility Condition Assessment of Hartsfield-Jackson Atlanta International Airport as further detailed herein. The selection process is open to qualified contractors who meet the total requirements of the Request for Proposal (RFP). Failure to submit information in accordance with this RFP's requirements may be cause for disqualification.

The AATC reserves the right to shorten or extend time periods provided in the RFP to request additional information, site visits and demonstrations, to solicit additional Contractors, to make other changes to the RFP process, to waive defects and errors in the qualification and to reject any and all of the qualifications. The Department of Aviation in conjunction with AATC will select fully qualified contractors in its discretion and based on any criteria, whether or not requested in the RFP process. This request is not and should not be considered a commitment or obligation for the AATC to enter any business relationship with your company. Any commitments created by the AATC will be done pursuant to a contract. The AATC expects to receive complete and responsible qualifications.

To be eligible for consideration, your qualification must be completed according to the directions given within. The AATC reserves the right to disqualify any company's qualification that is not completed according to instructions as outlined within the RFQ. One (1) marked "Original" and four (4) copies separately bound proposals must be received via hand delivery to the AATC offices no later than **1:00 PM, Friday, January 31, 2014** in a sealed envelope. Any proposals received after **1:00 PM on January 31, 2014** will be disqualified. The mandatory pre-bid/proposal conference and preliminary site walk through will be held **Monday, January 6, 2014 at 10:00 AM** at the AATC offices, North Terminal, 3rd floor.

Please be advised that all material submitted to the AATC as part of your qualification, will not be returned; and all ideas and concepts contained in the qualification shall become the property of the AATC and may be used by the AATC in any manner it chooses. Any questions related to this RFP should be submitted in writing in accordance with the Request for Information format attached herein. Thank you very much for your participation and efforts.

Sincerely,  
Kofi Smith  
Executive Director



**ATLANTA AIRLINES TERMINAL CORPORATION  
CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT  
HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

---

**REQUEST FOR PROPOSAL**

December 16, 2013

Atlanta Airlines Terminal Corporation (AATC) requests sealed proposals from contractors for the following Bid/Proposal Package scope of work, for the CPTC Comprehensive Facility Condition Assessment, at the Hartsfield-Jackson Atlanta International Airport (H-JAIA):

**RFP NO.:** 2013-010  
**RFP SCOPE OF WORK:** CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT

Proposals will be received by **Atlanta Airlines Terminal Corporation no later than 1:00 PM, Friday, January 31, 2014.**

No award will be made at that time. Address the sealed proposal envelope to the attention of Mr. Kofi Smith, Atlanta Airlines Terminal Corporation (AATC), P.O. Box 45170, Atlanta, GA 30320.

Firms shall submit with its proposal to The Atlanta Airlines Terminal Corporation (AATC), a complete and properly executed AIA Document A-305, with a current audited/reviewed financial statement, both to be less than one (1) year old. Inquiries concerning procedures should be directed in writing to Mr. Kofi Smith, Executive Director, Atlanta Airlines Terminal Corporation (AATC), or via fax 404-530-2106 using the enclosed RFI form.

The Contract awarded by The Atlanta Airlines Terminal Corporation (AATC) will be on the basis stated in the Instructions to Firms. No bid/proposal may be revoked or withdrawn for a period of 60 days after bid/proposal opening.

The Atlanta Airlines Terminal Corporation (AATC) reserves the right to award a contract on whatever basis is in the best interests of the Project, and to accept or reject any or all bids/proposals and to waive technicalities and informalities.

## **INSTRUCTION TO FIRMS:**

All Firms are cautioned to examine and inspect all drawings, examine and thoroughly read all specifications and other proposed contract documents and other data provided; inform themselves and become familiar with the nature and extent of all divisions of work necessary to ‘fully’ perform under the contract documents. The contract documents shall consist of all documents included in this RFP and all documents referenced therein. By submitting a proposal, the company represents that it has received a complete set of contract documents and is familiar with the foregoing.

Before submitting a proposal, each contractor shall thoroughly examine the facilities at the airport and become ‘fully’ informed regarding the conditions under which the contractor will be required to operate/or that in any way may affect under the contractor’s contract. Contractors who do not examine the facilities will be disqualified.

A firm’s submission will be deemed a representation and warrant that the contractor has become fully informed and understands and accepts the existing conditions and the contract documents. No claim for extra compensation will be allowed by reason of anything concerning which the contractor might have become informed prior to the RFP.

A submitted bid/proposal will be disqualified and automatically rejected for non-compliance with the RFP deliverables as identified within this RFP, including, but not limited to the following:

- Submission of a proposal after the due date and time noted in the RFP.
- Submission of a proposal that is not sealed or incomplete.
- Submission of a proposal not providing the requested deliverables in a clear, concise and orderly manner, with all associated documentation, tabulations, schedules, tables, forms, and organizational charts.
- Submission of a proposal from a contractor that has not examined the project site or become familiar with the airport operations and work guidelines.

After the examination of the RFP and the facilities, should Firms have questions remaining unanswered, please contact:

Mr. Robert Harris  
Phone #: 404.530.2100  
Mobile #:404-824-1780  
Fax #: 404.530.2106  
Email: [r.harris@aatc.org](mailto:r.harris@aatc.org)

OR

Mr. Kofi Smith  
Phone #: 404-530-2102  
Fax #: 404.530.2106  
Email: [K.Smith@aatc.org](mailto:K.Smith@aatc.org)

1. **Introductory:** In order to be entitled for consideration, proposals must be made in accordance with the following instructions. The Owner reserves the right to reject any or all bids/proposals and to waive technicalities and informalities. Failure to comply with all instructions may be cause for rejection of the bid/proposal.
2. **The Owner** of the proposed work is:  
**The Atlanta Airlines Terminal Corporation (AATC)**  
P. O. Box 45170  
Atlanta, GA 30320
3. **The title** of the Bid/Proposal Package Scope of Work is as indicated within this Request for Proposal.
4. **Contractor's Qualifications:** Contractors shall submit to the AATC for consideration, a properly executed AIA Document A-305 with a current Audited/Reviewed financial statement (both to be less than 1 year old) no later than at the time of bid/proposal. In addition, the contractor shall be required to furnish evidence satisfactory to AATC that it and its proposed subcontractors, that must be listed within the sealed bid/proposal, have sufficient means and experience in the type(s) of work called for to assure completion of the contract in a satisfactory manner. The contractor shall provide Project Manager and associated engineering teams proposed for the project along with their respective experience for projects similar to this. **Each individual** who will be assigned to this project must be approved for an ATL badge. This includes a 10-year background search by finger print analysis.
5. **Proposals:** The Contractor shall provide five (5) separately bound and sealed proposals on Bid/Proposal Forms included with these documents. Submit, no later than **1:00 PM, Friday, January 31, 2014** in a sealed envelope addressed to Mr. Kofi Smith, Atlanta Airlines Terminal Corporation, Hartsfield-Jackson Atlanta International Airport, P.O. Box 45170, Atlanta, GA 30320, plainly marked with the name of the bid/proposal package scope of work as shown within this Request for Proposal. Enclose in the envelope all documents required to be submitted in accordance with the Deliverables Schedule.
6. **Special Conditions:** Work that may interfere with airport operation will be completed during the hours of 10 pm to 5 am on a not-to-interfere basis with the airport operation. No facility or systems shutdowns will be authorized prior to midnight with all systems brought back to normal prior to 5am. Project work hours and phasing as identified in the Contract Documents will be discussed in the Pre-Bid/Proposal Conference. All work will be scheduled and coordinated through AATC.
7. **Review of Existing Conditions:** Each Contractor must visit the site in order to be considered for this bid proposal. Failure to demonstrate site visit and full understanding of work scope will disqualify your proposal.
8. **Interpretation:** No oral interpretations will be made to firms as to the meaning of bid/proposal documents. Requests for such information & interpretations shall be made in writing to Atlanta Airlines Terminal Corporation (AATC) **no later than 12pm (noon) on Tuesday, January 21, 2014**. Failure on the part of the successful firm to do so shall not relieve him, as a contractor, of the obligation to execute such work in accordance with a later interpretation by Atlanta Airlines Terminal Corporation (AATC). All the interpretations made to the firms will be made in the form of written addenda to the Bid/Proposal Documents.

9. **Bond Requirements** Omitted

10. **Contract Award:** The Atlanta Airlines Terminal Corporation (AATC) reserves the right to award the bid/proposal package scope of work contract on whatever basis is in the best interests of the Project, the Atlanta Airlines Terminal Corporation (AATC) and the Department of Aviation (DOA), elects to accept or reject any or all bids/proposals and/or to waive technicalities and informalities. If awarded, the Contract will be let to the most responsible firm whose base bid is within the project budget and is able to furnish satisfactory performance of the work. As a means of determining who the low bidder is, should all bids/proposals exceed the project budget, an award will be made with the recommendation of the Atlanta Airlines Terminal Corporation (AATC) and approval of the Department of Aviation, to the most responsible firm whose base bid, when reduced by any deductive alternates, if any, as shown in the alternates in any order that is in its, the Project, AATC, and DOA best interest. Bids/proposals which contain irregularities or qualifications of any kind or which do not comply with the Contract Documents are subject to being rejected and returned to the firm without having been read and entered in the bid/proposal tabulation.
11. **EBO/SBE Requirements:** It is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City. The City has instituted an Equal Business Opportunity and Small Business Enterprise (hereinafter “EBO/SBE”) program to reinforce and support outreach efforts to open contracting opportunities to all businesses regardless of race, gender or ethnicity. Additionally, the EBO/SBE program serves to reduce the economic disadvantages suffered by African American, Hispanic, Female and small owned businesses that result from discrimination based on race, gender and ethnicity. The EBO program ensures that the City of Atlanta is not a passive participant in ongoing private sector discrimination. The EBO program promotes equal opportunity for all businesses in Atlanta so that it will become institutionalized in the Atlanta marketplace. In support of such efforts, AATC strongly encourages that all Contractors and subcontractors provide outreach to minority, female and small owned businesses and engage them in contracts where possible. Participation goals of 18.1% AABE/APABE/HABE and 8.3% FBE of the total project cost are established as EBO goals or 35% Small Business of the total project cost. The AATC may reject any and all proposals where it is determined that the stated EBO/SBE goals are not met or are not given a good faith effort.
12. **Contract Form:** The form of Agreement will be the Contract included in these Bidding/Proposal Documents and entered into between the Atlanta Airlines Terminal Corporation (AATC) and Contractor where the basis of payment is a stipulated sum. The Contractor must submit executed bonds and insurance certificates to the Atlanta Airlines Terminal Corporation (AATC) within ten (10) days of the date of the Notice of Award.
13. **Pre-Proposal Conference:** A pre-proposal conference will be held on **Monday, January 6, 2014, at 10AM**, at the offices of the AATC in the North Terminal, 3rd Floor.
14. **Fees:** The Firm will pay for **ALL** applicable project fees as may be needed for this scope of work.
15. **Nondiscrimination:** In connection with the performance of services rendered under this contract, the successful contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color or national origin. The aforesaid provision shall include, but not be limited to the following: employment, promotion, layoff or termination, demotion or transfer, rates of pay and any other forms of compensation, selection and training.

16. **Non-Performance:** In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, AATC may complete the Work with the services of others. Any difference in cost between the contract prices herein and the price of current services needed to complete the Work shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the completion of the Work services can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.
17. **Proposal / Contract Execution:** Both the non-collusion statement that is enclosed with this RFP and the contract form delivered to the successful contractor for signature **MUST** be executed by a representative who has the legal capacity to enter the organization into a formal contract with AATC.
18. **Addenda:** Any addendum issued prior to the time of opening of bids/proposals shall be covered in the proposal and, in closing the Contract, they shall become a part hereof. Any addenda that have been issued prior to the time of opening of bids/proposals must be specifically acknowledged in the Bid/Proposal Package proposal. Failure to acknowledge addenda may be cause for rejection of the bid.
1. All questions by Firm(s) as to the interpretations of the Request for Qualification Statements and Instructions to Firms must be submitted to:  
  
Mr. Robert Harris  
Phone #: 404.530.2108  
Mobile#:404.824.1780  
Fax #: 404.530.2106  
Email: [r.harris@aatc.org](mailto:r.harris@aatc.org)
- Please utilize the Request for Information form included in this RFP. Inquiries received within seven (7) days of due date will not be considered. Any response made by the AATC will be provided in writing to all Firms by Addendum. Oral responses will not be authoritative.
2. All Addenda will be distributed to each Firm purchasing the Request for Proposals, but it shall be each Firm's responsibility to make inquiry as to the Addenda issues. All such Addenda will become part of the Request for Proposal and all Firms shall be bound by such Addenda, whether or not received by the Firms.
  3. The AATC will not be bound by any information, explanation, clarification, or any interpretation, oral or written, by who so ever made, that is not incorporated into an Addendum to the Request for Proposals. The deadline for asking questions is **12PM, Tuesday, January 21, 2014.**
19. **Proposal Deliverables:** This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Firm must provide every component listed below, in the order shown below in subsections 19, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

**Section 1 Provide Firms Profile:**

- ❖ Statement of Qualification: Identify Experience, Background, and References on projects with similar size & scope.
- ❖ Provide organization charts outlining company organization and management including the organization responsible for the delivery of services outlined in this RFP. **Each individual** who will be assigned to this project must be approved for an ATL badge. This includes a 10-year background search by finger print analysis.
- ❖ Provide a list of your key personnel and those who would be working in any capacity on this account along with their experience & qualifications on projects of similar size and scope.
- ❖ Insert Pre-Qualification Owner Reference Forms
- ❖ Insert your Firms Financial Statement (AIA Document A-305)

**Section 2 Provide EBO Summary:**

- ❖ Summarize EBO/SBE participation efforts in consideration of project goals. Provide EBO Forms 1-5

**Section 3 Project Understanding:**

- ❖ Provide a detailed description the Firm's methodology and approach in completing the scope of work outlined in this CPTC Facility Assessment RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Firm will provide that are not mentioned in this RFP. The procedures and methods to fulfill the scope of services should be clearly identified.
- ❖ Describe in detail the specific measures to be taken by the Firm to ensure that the AATC's objectives will be successfully achieved and the services will be successfully undertaken. Describe the Firm's overall capabilities.
- ❖ Describe how the Firm's overall project strategy intends to achieve the management and coordination requirements of this survey
- ❖ Provide a detailed schedule for the scope of work

**Section 4 Provide Base Bid Proposal:**

- ❖ Provide the "Bid Proposal" forms included within this RFP package
  - Base Bid Forms
  - Task Breakout Cost Forms
- ❖ Insert your Non-Influence and Non-Collusion Affidavit
- ❖ Provide your current Certificate of Insurance

## **20. Bidding Documents**

- Scope of Work
- Bid Proposal and Cost Breakout Forms
- Time of Completion Statement
- Non-Influence and Non-Collusion Affidavit
- Pre-Qualification Owner Reference Form
- No Proposal Reply Form (if needed)
- Sample Contract Agreement
- COA OCC Policy Statement and Implementation Policy Forms

(Separate to this RFP)

### **COSTS AND EXPENSES OF FIRMS**

The AATC accepts no liability under any circumstances for any costs or expenses incurred by Firms in acquiring, clarifying, or responding to any condition, request, or standard contained in this RFP, including, without limitation, mandatory meetings.

Each Firm that participates in this procurement process does so at its own expense and risk and agrees that the AATC shall not reimburse any costs incurred during this process.

**Further, each Firm must indemnify and hold harmless the AATC, its shareholders, the DOA (Department of Aviation), COA (City of Atlanta) and all of its Agents, Consultants, Program Managers, Construction Managers, Employees and Insurers from and against any claims (including any costs and attorney's fees) for such reimbursement, directly or indirectly in reference to this RFP process, made by or on behalf of such Firm.**



# **REQUEST FOR PROPOSAL**

## **CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT**

### **PROJECT DESCRIPTION AND REQUIREMENTS**

---

#### **1.0 GENERAL**

Atlanta Airlines Terminal Corporation (AATC) intends to request for proposal professional services to conduct a full comprehensive facility audit within the Central Passenger Terminal Complex at Hartsfield-Jackson Atlanta International Airport. This audit shall contain narratives, tables, charts, photographs, drawings and financial analyses to determine current condition, life expectancy and replacement plan of all major facility systems for the Plumbing, Fire Protection, HVAC, Electrical Power, Electrical Lighting, Electrical Signal, Utilities and Controls systems. This RFP will also identify life cycle and system capacity analyses tasks. AATC will require a comprehensive report that presents the means and methods needed to provide for future demands and timelines for replacement of critical systems and equipment.

#### **1.1 STATEMENT OF QUALIFICATION**

Qualified firms who chose to participate in this project shall provide a statement of qualifications outlining their involvement in past projects of similar scope and magnitude. At a minimum, each firm shall provide the following information:

- Statement of Qualifications (showing at least 5 similar projects completed)
- Organizational chart and resumes of key individuals who would participate. Describe each participant's level of effort and contributions.
- Description of past experience in conducting an audit/assessment of this magnitude. Include project names, summaries, and references.
- Provide an itemized and detailed list of criteria by which this audit will be performed. Include testing methods, documentation, and receivables.
- Sample of previous facility audits conducted by your firm and staff.
- Firm must possess extensive background experience in conducting life cycle and systems capacity analyses with strong GIS skills at similar or equivalent type facilities.
- The Firm shall have a current Georgia business license and have had a Georgia business license for a minimum of three (3) years prior to the bid/proposal date.
- The Firm shall provide three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

#### **2.0 SCOPE OF SERVICES**

The content of the facility assessment shall include but not be limited to the following:

- Comprehensive and detailed schedules of all equipment
- Comprehensive and detailed listing of all preventive maintenance equipment logs and systems
- Records of non-destructive examination of the equipment
- Records of testing of equipment to validate preventive maintenance records
- Financial records of repairs, maintenance, replacement and renovations, etc. for the past three years

- Comprehensive and detailed inspections of all main equipment systems as listed below:
    - Utility Systems
    - Mechanical Systems
    - Electrical Systems
    - Plumbing Systems
    - Fire Protection
    - Specialized Building Systems
- which shall include  
*Lighting Systems*  
*Fire Alarm and Intrusion Systems*  
*Door Censoring Systems*  
*CCTV Monitoring Systems*  
*Sewer Systems*
- Prioritized list of recommended repairs and/or replacement (to include estimated cost & schedule)

## 2.1 SURVEY OVERVIEW

It is the goal of this Request for Proposal to identify professional engineering services to conduct a facility condition assessment of the facility systems at Hartsfield-Jackson Atlanta International Airport. When completed, this evaluation shall illustrate through the use of narrative, drawings, tables (matrices), charts, graphics (digital photos) the current condition, quality of maintenance being performed, and the estimated remaining useful life of all capital expenditure facility equipment to include the Utility, Mechanical, Electrical, Plumbing, Fire Protection, and Specialized Building systems.

AATC anticipates a plan that will specifically address **what** equipment should be replaced and/or upgraded immediately, **why** should the equipment be replaced and/or upgraded immediately, **when** should the equipment be replaced and/or upgraded, **how** much will it cost to replace and/or upgrade the equipment, and to **what** level is the equipment being maintained. As a final product, AATC will require a comprehensive report and executive summary that present the means and methods needed to provide for future demands, timelines for replacement of critical systems/equipment and total cost of ownership (TCO).

Location of the equipment should be identified as to the Concourse, floor level, and DOA assigned room or space number. Latitude and Longitude values should be used when room or space number is not applicable. Location information should be supplied, along with descriptive information electronically in a spreadsheet, database table, or ESRI File Geodatabase (Georgia West, Stateplane, and feet) format. A GIS deliverable is required in ESRI File Geodatabase format that includes location by DOA assigned room or space number. All supporting documents (asset photos, inspection forms, etc.) will be included as part of the deliverable as attachments within the File Geodatabase."

The primary objective of this assessment and condition survey is to evaluate the existing condition of the equipment using industry standards and procedures to determine its estimated remaining useful life and to also determine the quality of past maintenance performance. AATC will expect the engineering team to thoroughly familiarize themselves with the equipment, operational processes and procedures, construction as-built documentation, previous studies and/or evaluations, design materials, and preventive maintenance records. If design data is unavailable, AATC expects the engineering team to procure such data in their effort to fulfill the requirements and objectives of the assessment.

Interviews with on-site personnel and subject matter experts should be included in your scope of services. Code deficiencies, which are obvious and blatant, should be identified. A visual inspection of all identified equipment is expected until a comfortable level of knowledge is acquired. A limited amount of testing and non-destructive examination is anticipated and will be identified in the detailed requirements. In some instances, visual examination and testing of a representative sampling is considered acceptable and will be identified.

## **2.2 FACILITY CONDITION ASSESSMENT REPORT**

The report shall be bound in an 8-1/2 x 11" binder segregated by systems and facilities. This report shall include but not be limited to engineering analyses, engineering notes, assumptions, hypotheses, recommendations, conclusions, and budgets with all being derived from sound engineering practices. The executive summary being bound and segregated in similar fashion shall illustrate a clear and concise synopsis of all conclusions, recommendations, and budgets presented in a user-friendly, non-technical, and professional format. Five (5) copies of each are required as deliverables. Three (3) copies in electronic format are also required as a deliverable. Additionally, any modified or updated CAD files are to be surrendered to DOA/AATC at completion. AutoCAD 2010 .dwg files are appropriate. A GIS deliverable is required in ESRI File Geodatabase format that includes location by DOA assigned room or space number. All supporting documents (asset photos, inspection forms, etc.) will be included as part of the deliverable as attachments within the File Geodatabase.

### **Executive Summary**

The facility audit shall produce a clear and concise summary of all conclusions and recommendations. The summary shall include a projected plan for the renovation or replacement of the facility systems and components and include life cycle analysis with budget costs, cost savings, total cost of ownership evaluation, building management system evaluation (with path to compare/share data) and critical dates for renovation or replacement.

### **Comprehensive Report**

Along with the executive summary, the firm shall provide as a deliverable, a fully comprehensive report to include all test reports, graphs, charts, and one-line diagrams and/or drawings for each system. This report shall include manufacturer information, inspection and test reports with location maps, balance (water/air) reports, and consultant evaluation reports concerning each individual piece of equipment, and components that make up the overall system. The final report shall be broken out by facility, discipline, and type of equipment. Five (5) copies of this report and summary, bound in a ring binder, for each system will be required as part of the deliverable.

## **2.3 SYSTEMS INCLUDED**

Life cycle and capacity studies shall be conducted on the following equipment and shall include, but not be limited to:

### **CENTRAL UTILITY SYSTEMS**

- Terminal Central Utility Plant (Boilers, Chillers, Cooling Towers, Pumps, Compressors)
- CONC E Central Utility Plant (Boilers, Chillers, Cooling Towers, Pumps, Compressors, and Controllers)
- Water Treatment Systems

### **MECHANICAL SYSTEMS**

- Roof Mounted Air Handling Units, Indoor Air Handling Units
- Thermostats and Temperature Control Systems
- Secondary Chilled Water, Hot Water Pump/Piping, Tertiary Hot Water Pump/Piping
- Terminal Units, Primary and Secondary Ductwork
- Aircraft Potable Water Systems and Jet Fuel
- PC Air Systems (Chillers, Cooling Towers, Pumps, Piping Insulation/Concourse T, A, E)
- Atrium and Train Tunnel Smoke Removal System
- Hold Baggage Screen Areas HVAC System
- Concession make-up air units and kitchen exhaust hoods
- HVAC Control Systems

## **ELECTRICAL SYSTEMS**

- Switchgear Distribution Centers
- Lighting Switching and Controls
- Motor Control Centers
- Load Centers
- Emergency Generators

## **PLUMBING SYSTEMS**

- Potable Water Systems (pumps, pressure reducing valves, backflow preventers and piping)
- Sewer Systems, Piping and Fixtures
- Storm Water (Ramp First Flush Systems), Roof Drains and Piping
- Natural Gas Systems and Piping
- Aircraft Potable Water Systems

## **FIRE PROTECTION SYSTEMS**

- Wet and Dry Fire Protection Sprinkler Piping and Alarm Systems
- Clean Agent Fire Protection Systems
- Fire Pumps, Jockey Pump and Controllers Evaluation

## **SPECIALIZED BUILDING SYSTEMS**

- Automatic Doors
- CPTC Paging and Fire Alarm System
- Fire Doors
- Interior (Wall, Floor, Ceiling Finishes, and especially Carpet)
- Exterior building skin, window and door framing systems
- Carpet replacement schedule, cost and phasing
- CCTV Monitoring Systems
- Door Monitoring and Control Systems
- Building Management and Control Systems

### **3.0 SECURITY AND INSURANCE**

#### **3.1 INSURANCE REQUIREMENTS**

The following insurance coverage shall be carried by the Contractor during the term of this project and will be subject to approval by the AATC.

- Worker's Compensation Insurance under the laws of the State of Georgia and Employer's Liability Insurance with limits of not less than \$100,000 each accident, covering all Contractors' employees engaged in any work hereunder.
- Comprehensive Liability - Up to \$1,000,000 dollars (\$500,000) single limit per occurrence including:
  - Bodily Injury Liability - All sums that the company shall become legally obligated to pay as damages because at any time resulting there from sustained by any person other than its employees and caused by occurrence.
  - Property Damage Liability - All sums that the company shall become legally obligated to pay as damages because of injury to or destruction of property, caused by occurrence.
- Professional liability, premises and operations, independent contractors, or product liability.
- Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$10,000,000 each person and \$10,000,000 each accident as to bodily injury or death, and \$10,000,000 as to property damage.

## **3.2 NONDISCRIMINATION**

In connection with the performance of services rendered under this contract, the successful contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color or national origin. The aforesaid provision shall include, but not be limited to the following: employment, promotion, layoff or termination, demotion or transfer, rates of pay and any other forms of compensation, selection and training.

## **3.3 AIRPORT SECURITY**

All personnel who will be assigned to this project must be approved for an ATL badge. This includes a 10-year criminal history records check by finger print analysis.

- 3.3.1 Requirements. CONTRACTOR shall comply with the Transportation Security Administration (TSA) and the CITY'S security requirements for the Airport. CONTRACTOR shall cooperate with the TSA and the CITY on all security matters and shall promptly comply with any Project security arrangements established by CITY. Such compliance with these security requirements shall not relieve CONTRACTOR of its responsibility for maintaining proper security for the above-noted items, nor shall it be construed as limiting in any manner CONTRACTOR'S obligation with respect to all applicable state, federal and local laws and regulations and its duty to undertake reasonable action to establish and maintain secure conditions at the Jobsite.
- 3.3.2 Preventing Unauthorized Access. The Airport has been secured to prevent unauthorized access to security-controlled areas that consist of the Air Operations Area (AOA), the secured area, the sterile area and other controlled areas of the Airport. CONTRACTOR shall cooperate to the fullest extent with the TSA and DOA to maintain the integrity of the security system. The CONTRACTOR shall control its operations and the operations of its subcontractors and all suppliers so as to provide for the free and unobstructed movement of aircraft, aircraft operations personnel and equipment in the AOA, the secured area, the sterile area and other controlled areas of the Airport as defined herein.
- 3.3.3 Transportation Security Administration/ Responsibility of Contractor. In order to comply with the TSA and DOA security requirements, CONTRACTOR shall be responsible for informing itself as to current, ongoing, and changing requirements, and for remaining in compliance with those requirements throughout this Contract. The security requirements are as follows and from time to time may change as required by the TSA and/or DOA.
- 3.3.4 Security Identification Display Area (SIDA) and CBP Security Areas. The Security Identification Display Area (SIDA) is defined in the Airport Security Program as any area that requires individuals to continuously display Airport issued or Airport approved identification badges. Personnel associated with construction contracts in the AOA secured area or sterile area of the Airport shall display SIDA badges at all times. The TSA and the DOA require all personnel to display SIDA badges in areas controlled for security purposes at all times.

The CBP Security Areas of the airport are defined as the Federal Inspection Services area at any airport accommodating international air commerce designated for processing passengers, crew, their baggage and effects arriving from, or departing to, foreign countries, as well as the aircraft, deplaning area, ramp area, international cargo facilities, and other restricted areas designated by the Port Director. Special Custom

Seal designations are required for unescorted access within these areas. Individuals who wish to be fingerprinted for a customs seal may begin the badge application process 60 days prior to receiving their security identification access media. This will only apply to customs seal applicants! The fingerprint date (for customs seal only) and/or Security Identification Badge Application Form date are good for 60 days.

Individuals who seek to renew their security identification badge and customs seal may begin the fingerprinting and application process 60 days prior to their badge expiration date. Additional information regarding the customs seal process can be view on the airport's security website at <http://www.atlanta-airport.com/docs/Security/Security%20Program%20Procedures.pdf>.

- 3.3.5 FBI/ CHRC Checks. To obtain a SIDA badge, each individual must successfully undergo a Federal Bureau of Investigation (FBI) fingerprint based Criminal History Records Check (CHRC) which must reveal no convictions of disqualifying crimes within the last ten years as defined in Transportation Security Regulation, TSR Part 1542.209. Each individual must also attend a security awareness course conducted by the DOA Security Division. Each employee must present two forms of acceptable forms of for security services; more detailed requirements can be found at the Airport's website at [www.atlanta-airport.com](http://www.atlanta-airport.com). CONTRACTOR shall be responsible for all fees associated with obtaining a SIDA badge, (i.e. badge and fingerprint fees as determined by DOA). The current cost for the CHRC is \$50.00 per individual. The current cost for a badge is \$60.00 per individual. Costs for lost badges is \$60.00 as well, however the DOA Security Division reserves the right to increase the fee as needed and required.

In order to obtain up-to-date costs for the CHRC and for badging, CONTRACTOR shall contact the DOA Security office at (404) 530-6667 prior to sending individuals to the DOA Security office for badging. Contractor / Escorting Requirements are specified in subsection below.

- 3.3.6 Displaying Badges. Employees and those of all subcontractors must display a DOA issued SIDA badge showing CONTRACTOR'S name and an employee number. All personnel shall be required to wear this badge at all times while within the security controlled areas of the Airport.

3.3.6.1 Badging Records and Process. CONTRACTOR shall maintain an up-to-date record of all badge holders showing name, address, sex, height, weight, color of eyes and badge number. CONTRACTOR will be required to furnish this information to the DOA upon request.

3.3.6.2 The Badging process may begin upon the CONTRACTOR'S receipt of a formal Notice to Proceed (NTP) from the AATC and may take up to fourteen (14) calendar days to complete. Access to security-controlled areas shall be denied until such time as the CONTRACTOR has completed the badging process. No Contractor personnel can be escorted into a security controlled area once they have begun the badging process (submitted fingerprints, etc.).

3.3.6.3 The Prime CONTRACTOR shall appoint one of its employees as an Authorized Signatory and submit his or her name, on the CONTRACTOR'S letterhead, to the DOA Security Division. The submittal letter shall indicate the Project Name, Contract number, brief work description, location and duration, and time frame. A copy of the CONTRACTOR'S Insurance Certificate shall accompany the letter.

- 3.3.6.4 Once badged, the Prime CONTRACTOR'S Authorized Signatory shall be responsible for the badging process of his/ her company employees. The Prime CONTRACTOR shall also submit badge sponsorship letters for all project subcontractors to setup their own badge accounts.
  - 3.3.6.5 Processing time for badging, at the badging office after completion of the CHRC, will vary based upon the traffic load within the security office. Processing time for Authorized Signatories will require additional time for briefing by the DOA Security Division. Authorized Signatory Briefings are held on Wednesdays at 2pm in the DOA Security Office.
  - 3.3.6.6 Each person applying for badging shall complete and submit all forms required by the DOA Security Division. All required forms will be provided to the Authorized Signatory at the time of the briefing at the DOA Security office.
  - 3.3.6.7 Each person applying for a badge shall also submit to fingerprinting upon the submittal of said forms. Fingerprints will be utilized for a ten (10) year Federal Bureau of Investigation (FBI) based criminal history records check for each individual employee.
  - 3.3.6.8 Pursuant to TSR § 1542.209 certain Felony convictions within the most recent ten (10) year period, may cause disqualification. A list of disqualifying Felony convictions is available in the offices of the DOA Security Division and in the TSR Regulations.
  - 3.3.6.9 The Authorized Signatory will be notified when the results of the fingerprint checks are completed. Upon notification and approval, CONTRACTOR'S and subcontractor's approved employees may return to the DOA Security Office, during posted hours, for photographing and badging. This process may take sixty (60) minutes or longer dependent upon the volume of people within the security office.
  - 3.3.6.10 Badges issued to CONTRACTOR and subcontractor employees and agents shall expire upon the happening of one (1) of the following events, whichever occurs first:
    - 3.3.6.10.1 The expiration date as indicated in the AATC badge sponsorship letter.
    - 3.3.6.10.2 Each individual employee's birthday annually.
  - 3.3.6.11 CONTRACTOR and its subcontractor shall be responsible for making arrangements, ahead of time, to extend badges, when necessary. Extension requests must be made to AATC In order for a new sponsorship letter to be generated by AATC. CONTRACTOR'S questions concerning Airport Security shall be directed to (404) 530-6667.
- 3.3.7 Drivers. All drivers operating vehicles within the AOA must obtain, in addition to the SIDA badge, a DOA Ramp Certification. Ramp Certification will be evidenced by a "D" printed on the face of the badge by the DOA Security department.
- 3.3.7.1 Ramp Certification. CITY will require Airport Driver Safety Training and Ramp Certification for all personnel required to operate a motor vehicle in the AOA. This can be obtained by completing an Airport Driver Safety Training

Course administered by the Airport Security Division. CONTRACTOR will be able to take the driver's training course during normal business hours in the DOA Security office's Interactive Employee Training room. Space for the training is limited to a "first come, first served" basis.

- 3.3.7.2 Except as set forth in paragraph 22.5.7.6, below, all vehicles operating within the AOA shall carry a minimum liability insurance coverage amount of TEN MILLION DOLLARS (\$10,000,000.00).
- 3.3.7.3 CONTRACTOR shall mark all vehicles and construction equipment, including those of subcontractors, in a manner as required by the Department of Aviation and consistent with Transportation Security Regulations (TSR).
- 3.3.7.4 All vehicles operating within the AOA must display permanent signage, legible and visible from a sight distance of five hundred (500) feet on both sides of the vehicle. **Magnetic signs are prohibited from use in the AOA.**
- 3.3.8 Protocols for Contractor Escorting. Prime contractor must incorporate escorting protocol with Security Plan submitted for approval by the Security Manager. The Security Manager must approve any exceptions. Contractor must attach a map of work area(s) and routes to access the work area(s) to project security plan submitted to the Aviation Security Division for approval. Contractor may contact DOA Security Manager at (404) 530 – 6667 during normal operating hours.
  - 3.3.8.1 Contractor's Escorting Requirements for Construction Contracts on AOA (Runways and Taxiways) / Construction Contracts on secured area (Apron surrounding Terminal and Concourses).
  - 3.3.8.2 All escorted vehicles and personnel must remain under the direction of authorized escorting personnel at all times.
  - 3.3.8.3 Contractor and escorted personnel shall have no Terminal or Concourse access unless specifically approved in the Contractor security plan.
  - 3.3.8.4 Escorting is limited to Airport SIDA badged prime Contractor with escorting privileges or an Airport SIDA badged escorting subcontractor approved by the Security and Operations Managers to perform escorting duties only. An approved escorting subcontractor company is not allowed to perform any other services on the project. No other subcontractors will be allowed to escort any vehicle. Approval for a 3<sup>rd</sup> party/subcontractor escorting is granted on a case by case basis with each request being approved or disapproved individually.
  - 3.3.8.5 Escorting person(s) must have an Airport SIDA badge with escorting privileges.
  - 3.3.8.6 Designated Airport SIDA badged prime Contractor employees approved or Airport SIDA badged escorting subcontractor must escort prime Contractor employees and subcontractors' employees to all work sites. Once at the work site, Airport SIDA badged employees, prime or subcontractors' may supervise employees without Airport SIDA badges, not to exceed five (5) employees per one (1) Airport SIDA badged employee.



- 3.3.8.7 All personnel (Airport SIDA badged or escorted) must have an employee photo ID displayed on the outermost garment, waist high or above. The employee badge must contain the employee's name, Contractor's name and project number or name. All escorted personnel must remain under the control of person(s) with an Airport SIDA badge at all times while in the SIDA.
- 3.3.8.8 Maximum vehicular escort—one (1) approved escort vehicle is permitted to escort a maximum of two (2) other vehicles.
- 3.3.8.9 All vehicles requiring escort must access and egress the AOA through preapproved gates. Vehicles requiring escort shall not be permitted access or egress through any other entry or exit point within the AOA for any reason whatsoever.
- 3.3.8.10 All escorted vehicles must obtain a permit, valid for up to ten (10) hours, at Gate 59. The obtaining of a permit, however, shall not relieve a vehicle from the requirement of being escorted as set forth herein.
- 3.3.8.11 In the event an escorted vehicle requires a time limit extension, the vehicle, and its original operator, must return to Gate 59 to obtain a time limit extension to complete work in the AOA secure or sterile area. Time limit extension shall not exceed an additional ten (10) hour period under any circumstances.
- 3.3.8.12 All employees of the prime Contractor and the Contractor's subcontractors must be badged with Airport SIDA badges to work in the sterile area.
- 3.3.8.13 The Contractor may request with the approval of the sponsor agency from the Security Manager's office permission to escort an un-badged Contractor and or subcontractor. If this request is approved, a representative of the sponsor agency, approved by the Security Manager's office, must escort the personnel full time while in the sterile area.
- 3.3.8.14 The Contractor may request with the approval of the sponsor agency from the Security Manager's office permission to escort an un-badged Contractor and or subcontractor. If this request is approved, a representative of the sponsor agency, approved by the Security Manager's office, must escort the personnel full time while in the sterile area. Escort request approval can be obtained by utilizing the airport's Automated Security Escort Request Response System (ASERRT) through a link on the airport's public website: [http://www.atlanta-airport.com/Business/Security/security\\_compliance.aspx](http://www.atlanta-airport.com/Business/Security/security_compliance.aspx).
- 3.3.9 Restricted AOA Access. Escorted vehicles need not carry the aforementioned coverage but must carry the minimum amounts of insurance required by Georgia Law. However, Insurance coverage of escort vehicles must provide coverage as specified by Appendix B for vehicles being escorted.

Visual Aids. In the event of the possibility of contact with the AOA or secured area, CONTRACTOR shall establish a system of visual aids for marking and delineating the limits of required clearances adjacent to active

runways, taxiways, and NAVAIDS during both day and night time work, subject to AATC'S approval prior to the start of any work under this Contract. The approved system of marking and delineating shall be installed, maintained and protected at all times.

- 3.3.10 Tools and Materials. CONTRACTOR shall create and maintain an inventory of all tools and materials utilized within the SIDA, terminal building, Federal Inspection Service (FIS), and AOA.
- 3.3.10.1 All tools and materials shall be stored and maintained in a secured manner to prevent unauthorized use, within pre-designated areas within the secured areas of the airport. Storage designations shall be obtained by the CONTRACTOR and/or subcontractor, prior to mobilization, by contacting the AATC at (404) 530-2112. Change requests for storage designation may be approved only through the DOA Properties Division with notification and concurrence from the DOA Security Division. Failure to comply with this requirement may result in the termination of CONTRACTOR'S or subcontractor's contract and disqualification from working on construction contracts within secured areas of the Airport.
- 3.3.10.2 All tools and materials must be secured to prevent unauthorized use at all times within the secured areas of the Airport and/or the AOA. Failure to comply with this requirement may result in the termination of CONTRACTOR'S or subcontractor's contract and disqualification from working on construction contracts within secured areas of the Airport.
- 3.3.10.3 Any and all job-specific or unusual tools and/or materials shall be presented to the security authority at point of entry gate when accessing and/or egressing the SIDA and/or AOA. Failure to comply with this requirement may result in the termination of CONTRACTOR'S or subcontractor's contract and disqualification from working on construction contracts within secured areas of the Airport.
- 3.3.10.4 All vehicles shall remain subject to search while within the secured areas of the Airport and/or the AOA at all times. Vehicles may also be searched prior to entry to the secured areas of the Airport. The possession of weapons and other prohibited items may result in criminal or civil charges in accordance with applicable laws.
- 3.3.11 Dumpsters. The Contractor will be responsible for supplying dumpsters for the removal of debris during the renovation project. AATC will coordinate the use of Dumpsters/Open Tops within the Project and will coordinate Trash Removal. The CONTRACTOR shall clear construction debris on a daily basis not later than the end of the shift.
- 3.3.12 Contractor Areas. The CONTRACTOR'S Construction staging area shall be identified on the plans. Building/Site access, storage, and approved drive lanes are indicated on Drawing number T1.5 in the bid/proposal package.
- 3.3.13 Federal Inspection Service Areas. For any or all work conducted within Federal Inspection Service (FIS) areas, CONTRACTOR shall submit FIS Authorization requests to the U.S. Customs Service (404) 765-2303. The request shall detail the names of employees, description and area of work, work schedule, and any other relevant information to the DOA Security Department.

- 3.3.14 CONTRACTOR shall be responsible for obtaining the appropriate approvals and special SIDA badge FIS access decals from the appropriate Federal authorities. Special SIDA badge FIS access decals will not be required if one (1) or more U.S. Customs Agent(s) are present at the work site at all times.
- 3.3.15 Security Checkpoints. CONTRACTOR and subcontractors shall maintain awareness among all employees, and at all times, that all Security Checkpoints are now under Federal jurisdiction rather than privately contracted Security agents. In general, contractors will not be allowed to carry tools and construction materials through the passenger security screening points. Questions regarding Federal Security Checkpoints shall be directed to (404) 763-7437 or (404) 530-2150.

### **3.4 SAFETY**

- 3.4.1 Safe Operations: CONTRACTOR shall be fully and solely responsible for conducting all operations under this Contract at all times in such a manner as to avoid the risk of endangerment to health, bodily harm to persons, and damage to property. CONTRACTOR shall continually and diligently inspect all equipment, materials and work to discover any conditions which might involve such risks and shall be solely responsible for discovery and correction of any such conditions.
- 3.4.2 Safety and Health Plan. CONTRACTOR shall comply with CITY'S Project Safety and Health Plan. CONTRACTOR shall have sole responsibility for implementing its safety and health program and neither CITY or its authorized representative, shall be responsible for supervising the implementation of CONTRACTOR'S safety and health program or have responsibility for the safety of CONTRACTOR'S or its lower-tier suppliers' or subcontractors' employees.
- 3.4.3 Unsafe Conditions. CONTRACTOR'S failure to correct an unsafe condition or unsafe act by its personnel after notice thereof shall be grounds for:
- An order to stop the affected operations until the unsafe condition is corrected; and, If the violation continues, Contract termination pursuant to the Clause titled "TERMINATION FOR DEFAULT".
- 3.4.4 Safety Representative(s) CONTRACTOR shall appoint one or more (as appropriate) safety representative(s) acceptable to AATC and DOA who shall be resident at the Jobsite.
- 3.4.5 Safety Equipment. CONTRACTOR shall furnish all safety equipment and instructions required for the Work and enforce the use of such equipment and instructions by its employees.
- 3.4.6 Safety Orders. CONTRACTOR shall have at the jobsite, copies or suitable extracts of: Construction Safety Orders and Tunnel Safety Orders. CONTRACTOR shall comply with provisions of these and all other applicable safety laws, ordinances, and regulations.
- 3.4.7 Safety not Separately Priced. Costs for performing all work necessary to provide safety measures shall be included in the prices for other items of work and not priced separately.
- 3.4.8 Accident and Injury Records. CONTRACTOR shall maintain accident, injury and any other records required by applicable laws and regulations (e.g. OSHA) or by AATC and shall furnish AATC a monthly summary of injuries and labor hours lost due to injuries.

### 3.5 SAFETY, HEALTH, SECURITY PROGRAMS

- 3.5.1 Maintenance of Programs. Notwithstanding any of the established CITY, or CONTRACTOR programs as required herein, CONTRACTOR is responsible for maintaining proper safety, fire prevention, and security conditions through the performance of the work. In performance of the Work under this Contract, CONTRACTOR shall establish and maintain the following programs:

Safety and Health Program. Safety and Health Program shall be submitted in writing to AATC for review and coordination with other Jobsite activities prior to commencing work at the Jobsite. Such program shall be commensurate with the Work and in conformance with the specific requirements of CITY'S Project Safety and Health Plan, including any revisions thereto, and shall provide:

- a. Designation of one or more qualified individuals as safety representative(s).
- b. Specific review and approval of all work plans and methods by the safety representative(s).
- c. Periodic inspection by the safety representative(s) of CONTRACTOR'S work and storage areas to assure safe conditions and practices.
- d. Provisions for training personnel in all safety and health program requirements.
- e. Immediate reporting to AATC, the CITY'S Risk Management Safety Officer and the Insurance Carrier's Safety Consultant of any and all deaths, injuries and damage to property.
- f. Full cooperation in the conduct of inspections by CITY or its designated representatives, governmental agencies and other agencies of competent jurisdiction, e.g. OSHA. Copies of citation notices by such agencies shall be submitted to CITY'S Risk Management Safety Officer and /or Insurance immediately upon receipt.
- g. Compliance with all applicable safety and health related laws and regulations and directives of governmental and other agencies of competent jurisdiction, e.g. OSHA.
- h. Use of approved regulatory and required safety equipment such as respiratory and noise protection devices.
- i. Immediate correction by CONTRACTOR of any unsafe conditions or unsafe acts by its employees.
- j. Medical surveillance requirements for personnel exposure to hazardous substances, e.g. radiation badges.
- k. Safety requirements and procedures for decontamination facilities, e.g. protective clothing and warning signs.

- 3.5.2 Fire Prevention Program. A Fire Prevention Program shall be submitted in writing to AATC and DOA Fire Safety Program Manager for review and coordination with other Jobsite activities prior to commencing work at the Jobsite. Such program shall include, but not limited to:

Assignment of fire watches, trained and equipped to prevent or control fires, for all welding and burning operations.

Ensure proper identification, storing, handling and use of flammable/combustible materials to prevent accidental ignition.

Provide adequate fire extinguishing equipment appropriate for the operations being performed by CONTRACTOR and CONTRACTOR'S personnel shall ensure staff receives proper training in the maintenance and use of such equipment.

Evacuation procedures and fire drills as required by AATC and DOA Fire Safety Program Manager. CONTRACTOR shall, without charge, supply personnel to serve on the Jobsite Fire Brigade.

- 3.5.3 Security Program. A Security Program, implementing and supplementing the Project security programs, shall be submitted in writing to AATC for approval and coordination with other Jobsite activities prior to commencing work at the Jobsite. Such program shall include:

Controlled access to office, warehouse, material and equipment sites.

Accountability procedures for the requisition and issue of materials.

Periodic security checks of all work areas assigned to CONTRACTOR.

Coordination and compliance with Project security programs including but not limited to the Air Operations Area requirements.

Prompt reporting of incidents of loss, theft or vandalism to AATC, subsequently detailed in writing.

- 3.5.4 Hazard Communication Program. A Hazard Communication Program shall be submitted in writing to AATC for review and coordination with other Jobsite activities prior to commencing work at the Jobsite. This Program shall include:

Identification of Hazard Communication Program responsibility and accountability.

Receipt of Material Safety Data Sheets (MSDS) for materials being brought onto the Jobsite by the CONTRACTOR or its suppliers and subcontractors of any tier.

Employee training on Material Safety Data Sheets (MSDS) and in the handling and disposal of materials that fall under statutory regulations.

A disposal plan for removal of hazardous materials from the Jobsite. This plan must meet all federal/national, state and other applicable governmental requirements.

### **3.6 PROTECTION OF AIRPORT OPERATIONS SYSTEMS**

- 3.6.1 Location of Airport Operations Systems. In addition to CONTRACTOR'S general obligations in the Clause titled "RESPONSIBILITY FOR WORK, SECURITY, AND PROPERTY", numerous airport operations systems, including but not limited to radio receivers and transmitters, U.S. Weather Bureau facilities, Navigation Aids, Communication and Security systems and associated electrical cables will be in use during the performance of Work. CONTRACTOR shall protect such systems at all times. Airport Operations Systems may be shown on drawings, marked by AATC, or obvious from visual inspection but CONTRACTOR shall inquire and inspect to determine the location of any and all such systems and shall be responsible to avoid damage to any of them at all times.

- 3.6.2 Damage to Airport Operations Systems. If any portion of any airport operations system is damaged by CONTRACTOR or anyone operating under CONTRACTOR'S control or direction, CONTRACTOR shall immediately notify AATC in writing and propose both temporary and permanent repairs to restore system functions and return the system to its original condition at no additional cost to the AATC or the DOA. The material, workmanship and methods for repairs must all be approved by AATC and such repairs may be witnessed or inspected by owners or operators of such systems as well as AATC. If in the opinion of AATC, CONTRACTOR is not qualified to perform such repairs, they may be performed by others and the reasonable costs of such repairs shall be deducted from payments otherwise due CONTRACTOR.

### **3.7 DELAY FOR OPERATIONS**

Restrictions to Access. Access to work areas may be restricted from time to time by necessity of airport operations. CONTRACTOR has taken into account and provided in its planning, scheduling and pricing for disruptions including but not limited to, aircraft congestions or maintenance problems, communications or control system failures and the like.

### **3.8 CONTRACTOR'S WORK AREA**

- 3.8.1 Assignment of Work Areas All CONTRACTOR work areas on the Jobsite will be assigned by AATC. CONTRACTOR shall confine its operations to the areas so assigned. Should CONTRACTOR find it necessary or advantageous to use any additional offsite area for any purpose whatsoever, CONTRACTOR shall, at its expense, provide and make its own arrangements for the use of such additional offsite areas.
- 3.8.2 Air Operations Area Controls. At all times during the performance of this Contract, CONTRACTOR shall provide for free and unobstructed movement of aircraft in the Air Operations Area (AOA) of the airport, shall identify all hazards to aircraft and shall provide for the control of personnel and vehicular traffic. A detailed Traffic Control Plan shall be submitted for approval to the AATC prior to the commencement of any construction activities.
- 3.8.3 Operating within Critical Areas. When the Work requires CONTRACTOR to conduct its operations within areas adjacent to active runways, taxiways, aprons, and/or navigational aids, the Work shall be coordinated with CITY and FAA through AATC. CONTRACTOR shall request authorization from AATC forty-eight (48) hours prior to any closure or interference with the Aircraft Operations. While working in the AOA, CONTRACTOR shall maintain constant communications with the AATC and shall immediately obey all instructions from the AATC.
- 3.8.4 Operating Close to Aircraft. When working in close proximity to aircraft, CONTRACTOR shall:
- 3.8.4.1 Yield the right-of-way to aircraft.
  - 3.8.4.2 Keep the movement of vehicles across active taxiways and aprons to a minimum.
  - 3.8.4.3 Utilize equipment with due regard for existing weather conditions.
  - 3.8.4.4 Remove from the jobsite any person operating unauthorized vehicles or equipment in a restricted area, or operating vehicles or equipment in a reckless and unreasonable manner.

- 3.8.4.5 Keep all trash and debris from taxiways, runways and ramp areas.
- 3.8.4.6 Prohibit all vehicles and equipment from being operated within one hundred eighty (180) feet of the centerline of an active taxiway or within two hundred fifty (250) feet of the centerline of an active runway, except on airport service roads or with the express consent of AATC.
- 3.8.4.7 Immediately cease work and vacate any operations or work area at any time if instructed to do so by AATC. These instructions may be issued by radio or other appropriate means. CONTRACTOR shall not return to a vacated area until authorized by AATC.
- 3.8.5 Closing the AOA. When the Work requires closing an AOA or portion of such area, CONTRACTOR shall furnish, erect, and maintain temporary markings and associated lighting conforming to the requirements of FAA Advisory Circular 150/5340-1G, Standards for Airport Markings. Open-flame type lights shall not be permitted within the AOA.
- 3.8.6 Employee Parking. CONTRACTOR shall arrange employee parking outside the AOA and provide its employees transportation into the job site. CONTRACTOR'S access point into the AOA shall be shown on the plans.

# **REQUEST FOR PROPOSAL**

## **CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT**

### **SCOPE OF WORK**

---

#### **A. SCOPE OF WORK**

The services shall include a comprehensive inventory and assessment of facilities to assist the Department of Aviation and AATC in identifying the need for immediate repairs, preventative maintenance, deferred maintenance backlog, and capital replacement to develop a comprehensive asset management plan and develop future budgets. The final report shall include an overall condition of the facilities; including updates to system inventory data. The report should list immediate and prioritized needs, facility condition index (FCI), replacement cost index, total cost of ownership evaluation, building management system evaluation (including path to compare and share data) and a 5-year incremental and 20-year forecast of the maintenance requirements and costs that can be adjusted for inflation. The services shall also include updating facility assessment software data utilizing VFA Auditor and GIS coordination to fulfill Geodatabase deliverable requirement.

The successful consultant shall provide DOA and AATC data with information in an electronic format(s) and hard copy with means to update information for continued use in identifying deficiencies and developing maintenance, rehabilitation, and capital replacement projects. Coordination with DOA GIS is required. This scope of services will include facilities as listed in **SECTION III**.

The consultant shall coordinate with AATC Maintenance and the DOA Facilities Management Business Unit to schedule inspections. AATC Maintenance will be responsible for coordinating access for the Central Passenger Terminal Complex (CPTC) and providing existing inventory data.

#### **B. PROCESS**

1. The consultant will provide detailed processes, through which they intend to manage the scope, assess the data, integrate the data, communicate the information, make recommendations, and provide the Department of Aviation and AATC the ability to manage its CPTC facility portfolio.
2. The consultant will provide a schedule indicating milestones of the project noting dates for completion of phases of work and deliverables. Significant phases to be managed include: planning, on site inventory updates and assessment, integration of data, facilities condition analysis, deliverable development, deliverable review and acceptance. Provide periodic/quarterly PowerPoint updates (i.e., progress to date, key initial findings, issues/concerns, next steps, updated milestones and schedule) to airport senior staff.
3. The consultant shall inspect using both the component-level and system level inspection methods for all identified facilities and update inventory data as necessary. Further guidance on the field assessment portion of the contract is included in **SECTION I**.
4. The objective is to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, or major capital investment. The types of systems surveyed may vary with each Concourse and shall include, but are not limited to, the required systems listed in **SECTION II** and **SECTION III**.
5. The field data will be input into a VFA database with the characteristics described in **SECTION IV**. The intent is to provide a living database with report generation capability to manage the Department of Aviation and AATC's CPTC facility portfolio.



6. Location of the equipment should be identified as to the Concourse, floor level, and DOA assigned room or space number. Latitude and Longitude values should be used when room or space number is not applicable. Location information should be supplied, along with descriptive information electronically in a spreadsheet, database table, or ESRI File Geodatabase (Georgia West, Stateplane, and feet) format.

### **C. INTEGRATION OF EXISTING DATA**

The consultant will have access to existing plans and inventory data for each facility to be inspected, if available. AATC records for facility repair, remodeling, deferred maintenance needs, previously completed facility condition assessment reports and other survey information of some facilities may be made available by AATC to assist the consultant in their review and assessment. However, there is no warranty for the accuracy of data supplied. The Department of Aviation and AATC owned plans and surveys can be copied at consultant's expense. Vendor may utilize VFA facility condition data in the facility evaluation and reports.

### **D. CORRECTIVE ACTIONS AND COSTING**

1. For each deficient condition identified in the audit, a means of correcting the condition shall be developed. A construction cost estimate and ROI cost/benefit analysis will be developed for each deficiency. The estimates shall be developed using nationally recognized construction estimating data utilizing RS Means.
2. Costing database shall include soft cost factors including those relative to public works and any other factors identified by the Department of Aviation and AATC. If appropriate, multiple corrections shall be developed indicating the range of possible corrective measures and the associated costs. A simplified means of updating unit costs and estimates is most desirable. The facilities condition analysis at a minimum will provide the information outlined in Section V.

### **E. SUMMARY OF DELIVERABLES**

The final written facilities assessment report shall include an overall condition of the facilities; including, updates to system inventory data. The report should list immediate and prioritized needs, facility condition index (FCI), replacement cost index, total cost of ownership evaluation, building management system evaluation (including path to compare and share data) and a 5-year incremental and 20-year forecast of the maintenance requirements and costs that can be adjusted for inflation. The services shall also include updating facility assessment software data utilizing VFA Auditor with GIS coordination. The anticipated deliverables include:

1. Provide a QA/QC program that will assure that data is collected in a consistent and accurate manner.
2. Detailed Gantt/Bar chart schedule showing all major milestones and deliverables of the project. Updated monthly and provided to AATC and DOA with revision date.
3. A populated database that allows for manipulation of data into facilities management reports and program development, see Attachments IV.
4. A catalog of Historical records, drawings, photographs or other documents that support the information recorded in the database. A GIS deliverable is required in ESRI File Geodatabase format that includes location by DOA assigned room or space number. All supporting documents (asset photos, inspection forms, etc) will be included as part of the deliverable as attachments within the File Geodatabase.

5. Facility Condition Information System, see Section VI.
6. Assessment Reports, which shall include an overall condition of the facilities, immediate needs, replacement cost index, and a 5-year incremental and a 20-year forecast of the maintenance requirements and costs that can be adjusted for inflation. See Section IV.
7. Preventive Maintenance Schedule/Recommendations.
8. Training of the Department of Aviation and AATC employees on inspection processes, use of database, and inspection records.

## **SECTION I** **ON-SITE FACILITY CONDITION INSPECTION GUIDELINES**

An on-site condition assessment will be conducted for each facility identified in **Section III**. The primary goal of the on-site assessment will be to identify all maintenance, repair, and replacement requirements. The following guidelines will be followed by the consultant:

The assessment team(s) will provide and utilize the appropriate hand tools in order to determine the conditions of the components/systems. The assessment team(s) will also need to provide any other equipment necessary to perform the evaluations such as ladders, lifts, etc. AATC may be able to provide limited access to lifts in various areas, coordination required.

1. The on-site assessment will be performed using both component-level and system-level inspection methods. The assessment team(s) will evaluate and document each asset to determine whether there is sufficient evidence to warrant complete replacement of the system, or if repairing only portions of the system is preferable. For example, an assessment may indicate the need to replace the entire roof of a facility, instead of repairing various sections. The final report will contain a description and discussion of each asset inventoried, with or without deficiencies, and provide a summary as to the overall condition of the asset with recommendations.
2. Items that are considered urgent (endangering life and/or property, etc.) will be appropriately marked on the assessment reports and immediately brought to the client's attention.
3. If the visual inspection of a component indicates the need for an in-depth study, analysis, or specialized inspection, the cost of the recommended specialized inspection will be included in the report. However, the performance of such inspections will not be included in this scope of work.
4. The consultant will not be responsible for the assessment of Plant Property (equipment) unless it is specifically requested. In general, Plant Property refers to equipment that is not an integral part of a building or structure, such as testing equipment, shop/production equipment, office equipment and furniture.
5. Furnish Design Services and supervision of all other necessary incidentals for the **CPTC Comprehensive Facility Condition Assessment Project** at the Hartsfield – Jackson Atlanta International Airport in accordance with the Contract Agreement and the Request for Proposal (AATC RFP 2013-0XX) dated December 16, 2013.

**SECTION II**  
**MAJOR SYSTEMS**

The primary goal of the on-site assessment will be to identify all maintenance, repair, and replacement requirements. In addition to identifying requirements per concourse the assessment needs to classify requirements by major systems. This will allow the asset manager to formulate maintenance and repair programs based on common system components across facilities (e.g. a roofing program).

Field data will be collected by concourse and reflect all conditions of each item noted under primary structure, service systems and specialized building systems below.

<u>Primary Structure</u> <i>X Foundation system</i> <i>X Column/exterior wall</i> <i>X Roof/flashing system</i> <i>X Glazing and weather seal</i> <i>X Ramps and NLVR</i>	<u>Service Systems</u> <i>X Heating, Ventilating, Cooling (M)</i> <i>X Electrical (E)</i> <i>(service, distribution, lighting &amp; power)</i> <i>X Plumbing (interior) (P)</i> <i>X Utilities (UTIL)</i> <i>X Utility Sub-metering (SUB)</i>  <u>Specialized Building Systems</u> <i>X Building control systems (BCS) Doors/CCTV</i> <i>X Fire suppression system (FSS)</i>  <i>X Fire and smoke detection and alarm (F&amp;S)</i>
--	---

*Interior building plumbing shall be defined as water, sewer, grease waste and interceptors, and gas service lines from ramp level to the concourse and throughout the concourse.*

**SECTION III**  
**LIST OF FACILITIES FOR FACILITIES CONDITION ASSESSMENTS**

The table below lists a representative sample of the facilities that require condition assessment.

<b>Facility</b>	<b>PRIMARY</b>	<b>M</b>	<b>E</b>	<b>P</b>	<b>UTIL</b>	<b>SUB</b>	<b>BCS</b>	<b>FSS</b>	<b>F&amp;S</b>
Atrium	X	X	X	X	X	X	X	X	X
North Terminal	X	X	X	X	X	X	X	X	X
South Terminal	X	X	X	X	X	X	X	X	X
Concourse T	X	X	X	X	X	X	X	X	X
Concourse A	X	X	X	X	X	X	X	X	X
Concourse B	X	X	X	X	X	X	X	X	X
Concourse C	X	X	X	X	X	X	X	X	X
Concourse D	X	X	X	X	X	X	X	X	X
Concourse E	X	X	X	X	X	X	X	X	X
International Terminal		X			X	X			
Concourse F		X			X	X			

The following specific components, equipment, subsystems and systems shall also be evaluated in order to determine the equipment condition, estimated remaining useful life (an estimate of equipment's remaining life using collected data and sound engineering practices) and the quality at which maintenance is being performed. A visual inspection of all equipment is required.

**MECHANICAL SYSTEMS (M)**

- Roof Mounted Air Handling Units, Indoor Air Handling Units
  - Thermostats and Temperature Control Systems
  - Secondary Chilled Water, Hot Water Pump/Piping, Tertiary Hot Water Pump/Piping
  - Terminal Units, Primary and Secondary Ductwork
  - PC Air Systems (Chillers, Cooling Towers, Pumps, and Piping Insulation)/Concourse T, A, and E
  - Atrium and Train Tunnel Smoke Removal System
  - Hold Baggage Screen Areas HVAC System
  - Concession make-up air units and kitchen exhaust hoods
  - CPTC HVAC Control Systems
    - Approx. 270 Roof Mounted & Air Handling Units- A visual inspection of all units is required
    - Determine structural integrity using industry accepted testing protocols and procedures of no less than 50 units (see chart below for locations and quantities)
    - Determine components' integrity using industry accepted testing protocols and procedures of no less than 50 units (see chart below for locations and quantities)
    - Determine mechanical integrity using industry accepted testing protocols and procedures of no more than 50 units (e.g. current condition versus design condition)
- Secondary chilled water pumps, tertiary hot water pumps.  
 Information on roof mounted air handling units (RMU), indoor air handling units (AHU), and chilled water and hot water pumps shall cover traditional design schedule data and year built.
- Determine condition of controls and Building Management Systems (provide reports)
  - Perform TAB/full controls commissioning of sample of RMU/AHU and pump controls (2 or 3 RMUs per concourse in Concourse A thru D, 6 AHUs in Concourse E)
  - Perform TAB/full controls commissioning of train tunnel and atrium smoke removal systems
  - Perform TAB/full controls commissioning of sample of APM train station smoke removal systems (1 or 2 in Concourse T, A thru E)
    - Honeywell Pneumatic (list all Honeywell pneumatic control devices, which HVAC equipment is controlled by Honeywell pneumatic control)
    - Terminal-E JCI Metasys
    - E Concourse Honeywell DDC
- Evaluate quality of maintenance being performed

HVAC Air Handler Equipment

Vintage	Term	A	B	C	D	E
1979	5		1	1	1	
1985-86		2				
1991-93			1	1		
1994-95	2					10
2005-Current	2	2	5	4	4	4
2007 Controls retro-fit		1				

Terminal Air Curtains visual inspection of no less than 2 units is acceptable.

## **ELECTRICAL SYSTEMS (E)**

- Switchgear Distribution Centers and Main Switchgear Panels
  - A visual inspection of all gear is required which includes 4160V at Concourses E and F, and 480V at the other Concourses and Terminal/Atrium
  - Determine structural integrity using industry accepted testing protocols and procedures
  - Determine electrical integrity using industry accepted testing protocols and procedures (E.g. IR scanning)
  - Breaker testing is done periodically (biannually) (consultant to provide proof of testing)
- Motor Control Centers
  - A visual inspection of all equipment is required which includes Terminal Boiler Plant, Concourse E Plants and Terminal MER Rooms
  - Determine structural integrity using industry accepted testing protocols and procedures
  - Determine electrical integrity using industry accepted testing protocols and procedures
- Load Centers
- CPTC Emergency Generators
  - A visual inspection of all units is required
  - Determine mechanical integrity using industry accepted testing protocols and procedures (e.g. oil analyses, current condition versus original, general tidiness, etc.)
  - Evaluation of no less than 6 units within the CPTC is acceptable
- Ground Power Units
  - A visual inspection of all units is required at Concourses A, B, C South, D, E
  - Determine electrical integrity using industry accepted testing protocols and procedures (e.g. breakdown of insulation)
  - Determine mechanical integrity using industry accepted testing protocols and procedures (e.g. oil analyses)
- Sub-metering – Provide available sub-metering by point and utility type
- Lighting, Switching and Controls Systems
  - Provide inventory by fixture type and quantity of lighting by facility/concourse

## **PLUMBING SYSTEMS (P)**

- CPTC Potable Water Systems (pumps, pressure reducing valves, backflow preventers, and piping), booster pumps, heat trace and insulation (random check areas)
- Sewer Systems, Piping and Fixtures
  - Evaluate a total of six (6) systems to determine metal integrity using industry accepted testing protocols and procedures
  - Visual inspection via camera for Approximately 100' per concourse
  - Grease Waste System (tenant), scope three systems per concourse
  - Grease Interceptors, minimum four per concourse, review for maintenance, clean, heaters and pumps working (above ground), (two above ground and two below ground where available)
  - Heat trace with insulation, operational
  - Natural Gas, pipe supports on roof, rust, expansion loops, roof penetrations
  - Aircraft Potable Water System, test BFP and heaters (six per concourse), look for water leaks
- CPTC Storm Water Piping Ramp First Flush System, Roof Drains and Piping
  - Evaluate quality of maintenance of five (5) lift stations associated with the first flush system
  - Provide visual inspection of tanks, controls, pumps and floats
  - Roof drainage is clear, grates are in place, residual water on the roof (provide roof plans)

## **UTILITY SYSTEMS (UTIL)**

- Utilities Usage Data
  - (utilities usage by type (electricity, natural gas, and water)
  - Monthly usage
  - Monthly costs
  - Method of allocation of utilities to tenants
- Terminal Central Utility Plant (Boilers, Chillers, Cooling Towers, Pumps, Compressors)
- Terminal Central Utility Plant (TCUP) – (3) Steam Boilers and (6) Chillers
- ConcE Central Utility Plant (Boilers, Chillers, Cooling Towers, Pumps, Compressors, Controllers)
- Concourse E Central Utility Plant (ECUP) – (3) Hot Water Boilers and (7) Chillers
  - Determine structural and integrity using industry accepted testing protocols and procedures
  - Determine boiler tube integrity using industry accepted testing protocols and procedures
  - Determine chiller tube integrity using industry accepted testing protocols and procedures
  - Determine quality of water chemistry using industry accepted testing protocols and procedures
  - Determine integrity of refractory using testing protocols and procedures
  - Determine condition of controls (safety interlocks, sensor operation (temperature/pressure)
  - Evaluate quality of maintenance performed on Steam Boilers in T-CUP and hot water in Concourse E-CUP
  - Evaluate quality of maintenance performed on Terminal Chillers and Concourse E Chillers
  - Inspection of Utility tunnel (piping, insulation, hangers, anchors, & expansion compensators)
  - Determine condition of controls for Hot Water and Chilled Water production and distribution (chilled water and hot water supply and return temperature, pressure, functional tests, visual inspections of piping, hangers, valves, and insulation, etc. )
- TCUP and ECUP Cooling Towers
  - Determine structural integrity of superstructures and basins using industry accepted testing protocols and procedures
  - Determine quality of water using industry accepted testing protocols and procedures
  - Evaluate quality of maintenance performed on Cooling Towers (Visual Inspection of motors, shafts, blades, tower fill, basin, fan VFD, etc.)
- Primary and Secondary Chilled Water, Hot Water and Condenser Water Pumps
  - Determine mechanical integrity using industry accepted testing protocols and procedures (e.g. current condition versus design condition on water flow rate and pressure head)
  - Evaluate quality of maintenance performed on pumps
  - Perform Visual Inspection for condition, leaks
- Terminal and Concourse E Air Compressors
  - Determine mechanical integrity using industry accepted testing protocols and procedures (e.g. oil analyses, current condition versus design condition)
  - Determine condition of controls
  - Evaluate quality of maintenance performed on Terminal air compressors / dryers and Concourse E's air compressors/dryers
- Water Treatment Systems

## **SPECIALIZED BUILDING SYSTEMS**

- Interior and Architectural Finishes (Wall, Floor, Ceiling Finishes, and especially Carpet)
  - General Condition of the Terminals and Concourses Appearance, i.e., if abuse to the facility is evident.
  - Provide report on no less than two restrooms (women/men) per Concourse and Terminal and provide overall functionality and overall condition.
  - Carpet replacement schedule, cost and phasing
- Automatic Doors (Main Terminal Vestibule Doors)
  - A visual inspection of all doors is required
  - Determine mechanical integrity using industry accepted testing protocols and procedures
  - Evaluation of no less than 4 doors is acceptable
- Exterior Building Skin
  - Terminal and Concourse Window and Door Framing Systems
  - Terminal Glass Panel Systems
  - Terminal Pre-cast wall system
  - Determine structural integrity using industry accepted testing protocols and procedures (e.g. condition of frames, exterior facade, water infiltration)
  - Determine condition of exterior wall insulation
- Airport Paging and Fire Alarm systems
  - Evaluation via visual inspection and system testing (night work only)
- Ramps and Non License Vehicle Road (NLVR)
  - Visual inspection of slabs, control and expansion joints
- Cathodic Protection
  - Determine electrical integrity using industry standard testing protocols and procedures of no less than two (2) systems; one (1) glycol and one (1) diesel
- CPTC Lightning Protection
  - Visually inspect integrity and test using industry accepted testing procedures.
- CPTC Fire Doors, Concourse E Fire Doors and AGTS Fire Doors
- CCTV Monitoring Systems
- Door Monitoring and Control Systems
- Building Management and Control Systems

## **FIRE PROTECTION SYSTEMS**

- CPTC Fire Suppression - Wet and Dry Sprinkler Piping and Clean Agent Protection/Alarm Systems
  - Determine metal integrity using industry accepted testing protocols and procedures of (16) systems (Terminal and T North)
  - Of those (16) systems, determine sprinkler head integrity using industry accepted testing protocols and procedures
  - Evaluate quality of maintenance performed
  - Evaluate quality of maintenance performed on associated fire pumps
  - Test fire pump and jockey pump and controllers
  - Test clean agent systems
- Fire Pumps, Jockey Pump and Controllers Evaluation

**SECTION IV**  
**FACILITY CONDITION ASSESSMENT DATABASE**

Using the data collected during the on-site facility condition assessment, the consultant will provide a database of all maintenance, repair, and replacement costs. The consultant will identify and categorize all conditions and deficiencies with as much information as can be effectively associated with each detailed item. All conditions and deficiencies will be categorized by priority year, deficiency type, work type, system code, and more. The following guidelines will be followed by the consultant:

**A. PARENT AND COMPONENT ASSETS**

In an effort to align the condition assessment process with computerized maintenance management systems (CMMS), the consultant will provide the ability to capture condition assessment information on assets such as major equipment (component assets) within the CPTC/Concourses (parent assets). The information will be used to assess the condition of the individual asset, as well as the condition of the concourse that it serves.

**B. REPORTING CAPABILITIES**

The condition assessment report package will contain the following components:

Facility/Asset Identification - description and location information as provided by the Department of Aviation and AATC.

- Asset Description: A detailed description of each asset, including a summary of the major deficiencies classified by inspection type.
- Photographs: Integrated digital photographs of each asset and each major deficiency.
- Facility Work Type Summary: A summary of the total costs for a concourse by work type.
- Facility System Summary: A summary of the total costs for a concourse by building system.
- Facility Inspection Details: A separation of the detailed deficiencies into **six inspection type sections** and to help integrate into the VFA database:
  - 1 - Structural,
  - 2 - Electrical,
  - 3 - Mechanical, HVAC
  - 4 - Roof,
  - 5 - Plumbing, and Fire Protection
  - 6 - Specialized Building Systems
  - Within each inspection type, deficiency information includes:
    - Priority Year/Scheduled Year,
    - Concourse/Location
    - System Name,
    - Subsystem Name,
    - Component Name,
    - Deficiency Type/Description,
    - Work Type,
    - Quantity,
    - Unit of Measure,
    - Asset Tag Number or ID
    - Labor Hours,
    - Labor Cost,
    - Material Cost,
    - Total Cost,



- Asset Locations (by inspection type): Each component asset will be cross-referenced to an Owner-provided AutoCAD or similar characteristics type software of hard copy location plan,
- Multi-Year Repair Plan: A 5-Year/Multi-Year Repair Plan will be generated from the deficiency information, including projects developed during analysis of facility condition information. The plan will forecast all work required to maintain and repair facilities unconstrained by current funding limitations, and
- Annual Work Plan: An Annual Work Plan will reflect all the deficiencies listed for the current and next year.
- A GIS deliverable is required in ESRI File Geodatabase format that includes location by DOA assigned room or space number. All supporting documents (asset photos, inspection forms, etc.) will be included as part of the deliverable as attachments within the File Geodatabase.

**SECTION V**  
**ANALYSIS & PRESENTATION OF FACILITY CONDITION INFORMATION**

The consultant will evaluate the information generated from the condition assessment data to determine trends and comparisons. The information will include incorporation of data from outside sources (such as special studies or construction items) if so directed. The consultant will apply soft costs to the information generated from the condition assessment based on the client’s current processes and methodology.

The consultant will provide an expanded evaluation and analysis for the following areas:

**A. EXPANDED EVALUATION AND ANALYSIS**

1. Deficiency costs summarized by work type across the CPTC.
2. Deficiency costs summarized by building system across the CPTC.
3. Multi-year annual cost total for each concourse.
4. CPTC comparisons of costs, conditions, and average cost per unit of measure.
5. Prioritized ranking of deficiencies and projects.

**B. PROJECTIONS AND ANALYSIS**

The consultant will provide the following projections and analyses:

**1. Facility Condition Index**

The consultant’s analysis will include the calculation of the facility condition index (FCI) for each concourse in the CPTC. An FCI will provide a simple measure of the relative condition of a facility. The FCI is the ratio of the cost of the backlog to the current replacement value.

$$FCI = \frac{\text{Cost of Backlog}}{\text{Current Replacement Value}}$$

Typically, costs for component renewal or capital improvement items are not included in the FCI. The work types included within the FCI shall be client definable. This index will provide a simple, valid, and quantifiable indication of the relative condition of a concourse/facility or group of facilities for comparisons with other facilities or groups of facilities.

## **2. Backlog and Funding Projections**

The consultant will provide a method to analyze the maintenance backlog projections and provide professional opinion on the maintenance, is asset deteriorating as expected? Plus, recommend appropriate funding levels to reduce the maintenance backlog. The choice of an appropriate funding level will be determined through the estimation of short-term and long-term facility renewal needs.

## **3. Life Cycle Analysis for Component Renewal**

The consultant will utilize life cycle analysis to develop component renewal costs and a 5-year incremental and 20-year forecast of the maintenance requirements and costs that can be adjusted for inflation. A facility's useful life is limited by the durability of its systems, and generally does not fail as a whole but as individual components or systems. Building components will be evaluated based on their individual life cycles determined by an evaluation of the age and condition. The renewal cost for the components will be computed and identified by renewal year. The consultant will report the life cycle costs at the component level, building-level, and provide a grand total for the client's CPTC facility portfolio.

A condition assessment is valuable only if: (1) the data accurately reflects the funding needs for each facility, and (2) the information system provides a tool for all levels of an organization to develop and execute a strategic plan. With this in mind, the consultant will present the findings through the report, with concourse/facility specific graphs and charts. The charts and graphs will provide a visual representation of the condition assessment data in order to assist in understanding the scope of the funding needs.

## **SECTION VI** **FACILITY CONDITON INFORMATION SYSTEM (FCIS)**

The successful firm shall provide the Department of Aviation and AATC with a means to update information for continued use in identifying deficiencies and developing maintenance, repairs, rehabilitation, and capital replacement projects.

The Department of Aviation currently uses the VFA database system. It provides a management tool capable of projecting maintenance and capital budgets for assets using data from visual assessments or other studies. The information system is a fully integrated software package, not merely a database and its associated management software. It is a completely self-contained application, so the client does not need database administration support. It contains its own flexible report generator that may require purchase of a third party report writer. All data collected must be compatible with this existing system or be structured (fields aligned) such that the data can be incorporated into this system. Integration of data into VFA utilizing VFA Auditor will be requested.

**END OF SCOPE OF SERVICES**

**CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT  
HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

**BID PROPOSAL FORM**

DATE: \_\_\_\_\_, 2014

TO: **Atlanta Airlines Terminal Corporation (AATC)**  
Attn: Mr. Kofi Smith  
Hartsfield-Jackson Atlanta International Airport  
P.O. Box 45170  
Atlanta, GA 30320

FROM:  
BIDDER'S NAME AND ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BASE BID PROPOSAL:**

Pursuant to and in compliance with the Advertisement for Bids/Proposals and the proposed Contract Documents relating to the services of:

PROJECT NAME: ATLANTA AIRLINES TERMINAL CORPORATION (AATC) –  
**CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT**

PROJECT NO. **2013-0XX**

ACKNOWLEDGE ADDENDA:      ADDENDA NO. ONE DATED \_\_\_\_\_

RFI'S RECEIVED DATED \_\_\_\_\_

- A.** Including all Addenda and RFI responses, the undersigned, having become thoroughly familiar with terms and conditions of the proposed Contract Documents and with local conditions affecting the performance, progress and cost of the work that is to be completed and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in accordance with the Contract Documents including furnishing any and all services, labor, and supervision, **inclusive of applicable taxes**, and to do all the work required to complete said work for the following sum:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_ ) which Sum is hereinafter called the "Base Bid."

**B. Cost Component Breakout**

**COST COMPONENT BREAKOUTS**  
**UTILITY SYSTEMS**

<u>UTILITY SYSTEMS</u>	<u>FEE BREAKDOWN</u>	<u>UTILITY SYSTEMS</u>	<u>FEE BREAKDOWN</u>
<b>TCUP &amp; ECUP BOILERS</b>		<b>ECUP COOLING TOWERS</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>
<b>TCUP &amp; ECUP CHILLERS</b>		<b>PRIMARY &amp; SECONDARY CHILLED WATER, HOT WATER &amp; CONDENSER WATER PUMPS</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>
<b>TERMINAL AND CONCOURSE E – AIR COMPRESSORS</b>			
Level of Effort (manhours)			
Actual Labor Rate			
Direct Labor Multiplier			
% MBE Participation			
Reimbursables			
<b>TOTAL</b>	<b>\$</b>		
<b>TOTAL UTILITY SYSTEMS COST</b>		<b>\$</b>	

**COST COMPONENT BREAKOUTS**  
**MECHANICAL SYSTEMS**

<u>MECHANICAL SYSTEMS</u>	<u>FEE BREAKDOWN</u>	<u>MECHANICAL SYSTEMS</u>	<u>FEE BREAKDOWN</u>
<b>CPTC HVAC AIR HANDLERS &amp; ROOF MOUNTED UNITS</b>		<b>CPTC POTABLE WATER</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$
<b>CPTC STORM WATER</b>		<b>CPTC SEWER</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$
<b>TOTAL MECHANICAL SYSTEMS COST</b>		<b>\$</b>	

**COST COMPONENT BREAKOUTS**  
**ELECTRICAL SYSTEMS**

<u>ELECTRICAL SYSTEMS</u>	<u>FEE BREAKDOWN</u>	<u>ELECTRICAL SYSTEMS</u>	<u>FEE BREAKDOWN</u>
<b>CPTC EMERGENCY GENERATORS</b>		<b>MAIN SWITCHGEAR</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$
<b>MOTOR CONTROL CENTERS</b>		<b>GROUND POWER UNITS</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$
<b>TOTAL ELECTRICAL SYSTEMS COST</b>		<b>\$</b>	

**COST COMPONENT BREAKOUTS**  
**SPECIALIZED BUILDING SYSTEMS**

<u>SPECIALIZED BUILDING SYSTEMS</u>	<u>FEE BREAKDOWN</u>	<u>SPECIALIZED BUILDING SYSTEMS</u>	<u>FEE BREAKDOWN</u>
<b>INTERIOR AND ARCHITECTURAL FINISHES</b>		<b>AUTOMATIC DOORS</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$
<b>EXTERIOR BUILDING SKIN</b>		<b>AIRPORT PAGING &amp; FIRE ALARM SYSTEMS</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$
<b>RAMPS AND NLVR</b>		<b>CATHODIC PROTECTION</b>	
Level of Effort (manhours)		Level of Effort (manhours)	
Actual Labor Rate		Actual Labor Rate	
Direct Labor Multiplier		Direct Labor Multiplier	
% MBE Participation		% MBE Participation	
Reimbursables		Reimbursables	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$
<b>TOTAL SPECIALIZED BUILDING SYSTEMS COST</b>		<b>\$</b>	

**C. FSS and Lightning Protection**

<u>ADD ALTERNATE SYSTEMS</u>	<u>FEE BREAKDOWN</u>
<b>CPTC FIRE SUPPRESSION SYSTEMS</b>	
Level of Effort (manhours)	
Actual Labor Rate	
Direct Labor Multiplier	
% MBE Participation	
Reimbursables	
<b>TOTAL</b>	\$
<b>CPTC LIGHTNING PROTECTION SYSTEMS</b>	
Level of Effort (manhours)	
Actual Labor Rate	
Direct Labor Multiplier	
% MBE Participation	
Reimbursables	
<b>TOTAL</b>	\$

**D. Cost Summary**

<b>CPTC Comprehensive Facility Condition Assessment Cost</b>	<b>% of Grand Total</b>	<b>Monthly Cost</b>
Utility Systems Cost		\$
Mechanical Systems Cost		\$
Electrical Systems Cost		\$
Specialized Building Cost		\$
Additional Overhead		\$
	<b><u>Total (Base Bid):</u></b>	\$



**E. Time of Completion**

Bidder hereby agrees to commence actual physical work on the site with an adequate force and equipment within ten (10) days of a date to be specified in a written order of the AATC (Notice to Proceed) and to complete the work by the date stated in the contract documents.

For and in consideration of the sum of \$1.00, the receipt of which is hereby acknowledged, the bidder agrees that this proposal may not be revoked or withdrawn after the time set for the opening of bids/proposals but will remain open for acceptance for a period of sixty (60) days following such time.

**NON-INFLUENCE AND NON-COLLUSION AFFIDAVIT**

I do solemnly swear on my oath that as to the foregoing bid/proposal relating to the Atlanta Airlines Terminal Corporation (AATC) – CPTC Comprehensive Facility Condition Assessment at Hartsfield-Jackson Atlanta International Airport, this bidder has no knowledge of the exertion of any influence or the attempted exertion of any influence on the firm on behalf of which this affidavit is made in any way, manner, or form in the purchase of materials, equipment, or other items involved in the construction, manufacture or employment of labor under the aforesaid contract, by any employee of the Atlanta Airlines Terminal Corporation (AATC), member of the government of The City of Atlanta or any person connected with the government of The City of Atlanta in any way whatsoever.

I \_\_\_\_\_  
The undersigned further swears that the foregoing bid/proposal is genuine and not collusive or a sham, that bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid/proposal or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the bid price of the undersigned bidder or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Atlanta Airlines Terminal Corporation (AATC), member of the government of The City of Atlanta, any person connected with the government of The City of Atlanta in any way whatsoever or any person interested in the referenced contract.

This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Name: \_\_\_\_\_  
(typed)  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Firm

State of Georgia  
County of \_\_\_\_\_

Personally appeared before the undersigned, \_\_\_\_\_  
who after being duly sworn, deposes and states under oath that the foregoing representations are true and correct.

\_\_\_\_\_  
Notary Public

This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

My commission expires on \_\_\_\_\_ , \_\_\_\_\_ ,  
\_\_\_\_\_ County, Georgia.

## PRE-QUALIFICATION OWNER REFERENCE FORM

### Statement to Project Owners

In an effort to foster a high standard of quality in our projects and in conformation with established standards of qualifying firms, we would like to confirm a proven project management history of concern to detail, quality craftsmanship, timely adherence to schedule completion, work completed within budget, and job safety for the companies we contract with on our projects. To that end, we have asked that each prospective firm secure references from previous institutional project owners. We are requiring that the references be completed on the attached form. Furthermore, the person completing this reference should be a director, administrator or vice-president of Engineering, Facilities, Operations or Construction and should be available for a simple follow-up by phone from Robert Harris, AATC Manager of Asset Sustainability & Reliability, (404) 530-2100.

Please help us by answering the following questions to the best of your knowledge. Short and concise answers are all that is necessary.

### Reference by:

Name and Title \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Project Referenced: \_\_\_\_\_

Name of Consultant for CM /CA services (if applicable) \_\_\_\_\_

Total Project Cost (approx.): \_\_\_\_\_

Total Final Amount of Contract held by Referenced Company: \_\_\_\_\_

Date of Completion (approx.): \_\_\_\_\_

Referenced Company: \_\_\_\_\_

Has this company provided a high standard of quality in its craftsmanship and installation?

\_\_\_ Completely \_\_\_ Mostly \_\_\_ Somewhat \_\_\_ Not at all

Did the Company's project supervisor take responsibility to coordinate the work and solve problems as they were encountered?

\_\_\_ Completely \_\_\_ Mostly \_\_\_ Somewhat \_\_\_ Not at all

Comments: \_\_\_\_\_

**CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT  
HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

**PROPOSAL REPLY SECTION**

**NO PROPOSAL REPLY FORM**

**PROJECT: - CPTC COMPREHENSIVE FACILITY CONDITION ASSESSMENT**

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason (s) below and return to AATC on or before the time established for bid/proposal. This information will not preclude receipt of future invitations unless you request removal from the AATC's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

We do not wish to participate in the proposal process.

We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

---

---

---

---

---

We do not feel we can be competitive.

We do not provide the services on which Proposals are requested.

Other:

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

We wish to remain on the Bidder's List for these goods or services.

We wish to be deleted from the Bidder's List for these goods or services.

**Sample Contract**

**ATLANTA AIRLINES TERMINAL CORPORATION  
HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

**PROJECT**

**FACILITY ASSESSMENT SERVICES**

**CONTRACT #2013-0XX**

This Contract made as of this 14th day of February, 2014, by and between Atlanta Airlines Terminal Corporation (AATC), Atlanta, Georgia ("Owner") and . ("Designer").

Owner and Designer, in consideration of the covenants set forth herein below, agree as follows:

**1. DEFINITIONS**

As used in this Contract, each of the terms set forth herein below shall have the respective meaning indicated opposite each such term.

"Owner"	Atlanta Airlines Terminal Corporation, Hartsfield-Jackson Atlanta International Airport, Atlanta, Georgia
"Project"	Facility Assessment Services
"Project Site"	Hartsfield-Jackson Atlanta International Airport
"Project Owner"	Atlanta Airlines Terminal Corporation (AATC)
"Contract Amount"	
"Completion Date"	
"Specifications"	The specifications listed in Exhibit A and any amendments to and interpretations of such specifications as may hereafter be issued by Owner.
"Design Services"	The Design Services specified and or in accordance with Exhibits A, B, C, D, E, and F as they relate to the Project – Design Services; including all design services, and project support necessary to fully perform and complete the design/construction administration support required by this Contract.

**2. PERFORMANCE OF SERVICES**

The Designer/Engineer shall pay for all associated firms and all other things necessary to fully perform and complete the Design/Engineering Services, in cooperation with others employed by, through and/or under Owner, in a good and Design Services manlike manner satisfactory to Owner and Designer of Record. Designer shall diligently prosecute the Design Services so as to fully complete the Design Services no later than the Completion Date per the attached proposal dated December 16, 2013. Time is of the essence of this Contract, and Designer acknowledges that Owner will suffer losses on account of the failure of Designer to fully complete the Design Services in a timely fashion in accordance with this Contract. Designer shall perform the Design Services in accordance with all state and local building codes, Department of Aviation guidelines and coordinate with the AATC to produce a complete set of design documents for approvals, permitting and construction purposes. Designer/Engineer shall promptly submit documents as required by the Owner so as to perform the Design Services expeditiously and in a manner that will not cause delay in the progress of the Project.

Designer warrants that Designer has visited the Project Site, has carefully examined the existing conditions and is familiar with the general and local conditions under which the Design Services is to be performed, and Designer acknowledges and represents to Owner that the Drawings and Specifications and such conditions are adequate and suitable for local and state approvals and permitting. The Designers to fully complete the Design Services in a timely fashion and per the Contract Amount, all in accordance with this Contract.

In the event that there exists a reasonable indication in the judgment of Owner that the Designer will not be able to complete the Design Services by the Completion Date, Owner may, upon three (3) days' written notice to Designer and without prejudice to any other remedy Owner may have, order Designer to prosecute the Design Services on an overtime basis, and, in such event, Designer shall, at the sole expense of Designer, promptly commence and continue to perform the Design Services on such basis to the extent necessary to cause the Design Services to be fully completed in a timely fashion in accordance with this Contract.

### **3. PAYMENT**

Designer shall be paid within forty (40) days after the last day of each calendar month a portion of the Contract Amount equal to 100% of the value of the Design Services performed and completed by Designer during such month, provided that an application for payment for such Design Services is delivered to Owner on or before the last day of the calendar month during which the Design Services covered by such application for Payment was performed and provided. Final payment shall be made within fifty (50) days after the Project is fully completed and accepted provided that an application for final payment is delivered to Owner within five (5) days after the Project is fully completed and provided further that there do not exist any unpaid claims for which Designer may be liable hereunder. Notwithstanding anything to the contrary set forth herein, it shall be a condition precedent to the obligations hereunder of Owner to make any payment to Designer that all applications for payment, waivers of lien, certificates of insurance, and other documents then required to be furnished by Designer have been appropriately submitted hereunder to Owner in accordance with this Contract. Owner may cause the proceeds of any payment payable hereunder to Designer to be applied directly to the payment of any indebtedness owed to any party retained by, through or under Designer in connection with the Design Services provided that Designer has failed to cause such party to be paid, or there is reasonable evidence that Designer will not cause such party to be paid, for any Design Services promptly after Designer has received payment hereunder on account of such Design Services. The submission by Designer of an application for payment hereunder shall constitute a representation by Designer that no part of the Design Services included in such application for payment is affected by any lien, title retention agreement or security instrument made either by Designer or by any party retained by, through or under Designer in connection with the Design Services, and Designer acknowledges that all payments made hereunder to Designer are, to the extent of any indebtedness owed to any parties retained by, through or under Designer in connection with the Design Services, made to Designer for the benefit of and in trust for such parties. All applications for payment, waivers of lien, certificates of insurance, and other documents required to be submitted hereunder by Designer shall be in form and substance satisfactory to Owner, it being specifically understood and agreed that the standard forms of such documents as published by Owner, which such standard forms are annexed hereto and made a part hereof by reference, shall be utilized by Designer unless Designer shall expressly advise Owner to the contrary in writing. The breach by Designer of any warranty, representation, covenant or other provision set forth in any applications for payment, waivers of lien, certificates of insurance, Bonds or other documents submitted hereunder by Designer shall be considered to be a breach by Designer of the provisions of this Contract.

#### **4. LIENS AND CLAIMS**

Designer shall pay, or cause to be paid, when due all amounts owing to parties retained by, through or under Designer in connection with the Design Services, including without limitation all claims for which a lien may be filed either against the real estate of Owner or against payments due from Owner to Designer. To the fullest extent permitted by law, Designer agrees that no liens or other claims against the real estate of Owner or against payments due from Owner to Designer shall be filed in connection with the Design Services either by Designer or by any party retained by, through or under Designer in connection with the Design Services. If and to the extent that any liens and/or claims shall be filed in connection with the Design Services by or as a result of any act of omission of any party retained by, through or under Designer, Designer shall, within seven (7) days after the filing of any such liens and/or claims, cause such liens and/or claims to be discharged or otherwise satisfied. No payment on account of any application for payment submitted hereunder shall be due unless Designer has delivered to Owner a complete release of all liens and/or claims arising out of the Design Services included in such application for payment.

#### **5. PERMITS AND REGULATIONS**

Designer shall give all notices required under, and shall comply with, all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the Design Services and shall notify Owner and Construction Manager if any of the Drawings or Specifications are at variance therewith.

#### **6. CHANGES IN DESIGN SERVICES**

Owner may at any time order a change in the Design Services by issuing a written change order, and any increases or decreases in the Contract Amount on account of any change in the Design Services and/or on account of any additional or extra Design Services shall, at the option of Owner, be a lump-sum agreed upon between Owner and Designer, a lump sum determined using unit prices stated in this Contract or (i) for deleted Design Services, the estimated value of Services from the Designer or (ii) for additional or extra Design Services, 110% of the actual cost to Designer to perform the additional or extra Services. If Owner is not satisfied with the price quoted by Designer with respect to any additional or extra Design Services, Owner may engage another party to perform such additional or extra Design Services and, in such event, Designer shall cooperate fully with any such other party. The Contract Amount shall not be increased on account of any additional or extra Design Services or on account of any change in the Design Services unless such additional or extra Design Services or such change in the Design Services has been authorized in writing by Owner. If Designer claims that the Contract Amount should be increased as a result of any event or circumstance, including without limitation any instructions provided by Owner and/or any act or omission of Owner, Designer shall notify Owner in writing of such claim within two (2) days after the first occurrence of any such event or circumstance and shall, after the first occurrence of any such event or circumstance, deliver to Owner on each day that additional or extra Design Services is allegedly performed by Designer a brief written report describing the quantity and character of any additional or extra Design Services allegedly performed by Designer on such day. No claim by Designer that the Contract Amount should be increased and no claim by Designer for any additional or extra Design Services allegedly performed shall be valid unless Designer has notified Owner in writing and has on a daily basis delivered to Owner brief written reports as specifically required hereinabove. If unit prices are stated in this Contract, such prices are made a part of this Contract only for the purpose of permitting Designer, at the option of Owner, to use such prices to determine an increase or decrease in the Contract Amount on account of any change in the Design Services and/or on account of any additional or extra Design Services.

## **7. RESPONSIBILITIES OF DESIGNER**

To the extent that any arbitration proceeding or legal action between Owner and Designer involves any act or omission of Designer or any Design Services required to be performed hereunder by Designer, Designer shall, if requested by Owner, join in such arbitration proceeding or legal action as a party, it being specifically understood and agreed that Designer expressly consents to the jurisdiction and venue of, and agrees to be bound by any decision rendered in connection with, any such arbitration proceeding or legal action. Designer shall be responsible for the acts and/or omissions of all parties retained by, through or under Designer in connection with the Design Services.

## **8. INDEMNIFICATION**

Designer shall, to the fullest extent permitted by law and to the extent that any such claims, losses, liabilities or expenses are caused in whole or part by any act or omission of Designer, anyone directly or indirectly employed by Designer or anyone for whose acts Designer may be liable, regardless of whether any such claims, losses, liabilities or expenses are caused in part by a party indemnified hereunder, indemnify, hold harmless and defend Owner, the Shareholders of the Owner, directors, officers, employees, agents, and representatives of the Owner, and the City of Atlanta and the officials, officers, employees, agents and representatives of the City of Atlanta, the DOA, and any Airlines who are Third Party Beneficiaries of this Agreement, from and against any and all claims, losses, liabilities and expenses, including attorneys' fees, arising out of or in any manner caused by, connected with or resulting from the performance of this Contract and/or the Design Services.

## **9. INSURANCE**

Until the Design Services is fully completed and accepted by Owner, Designer shall pay for and maintain with companies satisfactory to Owner for the following insurance coverage:

- Design Services Compensation Insurance under the laws of the State of Georgia and Employer's Liability Insurance with limits of not less than \$100,000 each accident, covering all Designers' employees engaged in any Design Services hereunder.
- Comprehensive Liability - Up to \$1,000,000 dollars (\$500,000) single limit per occurrence including:
- Bodily Injury Liability - All sums that the company shall become legally obligated to pay as damages because at any time resulting there from sustained by any person other than its employees and caused by occurrence.
- Property Damage Liability - All sums that the company shall become legally obligated to pay as damages because of injury to or destruction of property, caused by occurrence.
- Professional liability, premises and operations, independent Designers, or product liability.
- Automotive Liability Insurance covering all automotive units used in the Design Services with limits of not less than \$10,000,000 each person and \$10,000,000 each accident as to bodily injury or death, and \$10,000,000 as to property damage.

Any insurance policy required to be maintained hereunder by Designer shall name Designer and Owner as additional insureds as to all coverages except Design Serviceser's compensation and employer's liability insurance, shall provide that Owner shall be notified in writing thirty (30) days prior to the effective date of any material change in or cancellation of such policy and shall recite the name of the Project and the location of the Project Site. Designer shall, before commencing the



Design Services, deliver to Owner certificates of insurance indicating that Designer is in compliance with the insurance requirements set forth hereinabove and that the contractual liability coverage maintained by Designer covers the indemnification provision set forth in Paragraph 9 hereinabove. Prior to the operation of any vehicle within the Air Operations Area (AOA), said vehicle shall be clearly marked on both right and left sides with a distinctive company logo, identifiable as belonging to the Designer and at a minimum four (4) inches in height. Such vehicle identification shall conform to the current DOA and Federal Aviation Administration (FAA) governing regulations. Should there be a variance between said regulation and this Agreement, the regulation shall govern. Each vehicle operator shall be trained in AOA vehicle operation prior to driving in the AOA. Designer retains full liability for the operation of its vehicles in the prosecution of the Design Services and as such shall remain fully and solely responsible for and pay any fines or penalties levied by any governmental agency or civil court. Designer hereby release and holds harmless the Owner from any financial or legal liabilities resulting from any vehicular operating regulation violation pursuant to Article 9 of this Agreement.

#### **10. FORCE MAJEURE**

If Designer is delayed in the performance of the Design Services by any act, neglect or fault of Owner or by any other circumstance completely beyond the control of Designer, then the Completion Date shall be extended for a period equivalent to the time lost by reason of any such circumstance.

#### **11. REMEDIES OF OWNER**

If Designer fails to perform the Design Services diligently and properly and in accordance with this Contract and/or otherwise fails to perform and satisfy the obligations hereunder of Designer, Owner may, upon three (3) days written notice to Designer and without prejudice to any other remedy Owner may have, make good such deficiency of Designer and deduct one hundred fifteen percent of the cost thereof from any payments then or thereafter due hereunder to Designer. Further, if Designer fails to perform the Design Services diligently and properly in accordance with this Contract and/or otherwise fails to perform and satisfy the obligations hereunder of Designer, Owner may, upon three (3) days written notice to Designer and without prejudice to any other remedy Owner may have, stop the performance of the Design Services by Designer, take possession the overall design owned or possessed by Designer and finish the Design Services by whatever method Owner may deem expedient. In the event that Owner so stops the performance of the Design Services by Designer, no further payment shall be made hereunder to Designer until the Design Services has been fully completed and accepted by Owner, and, if the unpaid balance of the Contract Amount shall exceed an amount equal to one hundred fifteen percent of the expense incurred by Owner to make good any deficiency, to complete the Design Services and/or to otherwise perform and satisfy the obligations hereunder of Designer, such excess shall then be paid to Designer and, if such amount shall exceed such unpaid balance, Designer shall, as and when such excess is incurred, promptly pay such excess to Owner.

In addition to the right of Owner to stop the performance of the Design Services by Designer for cause as set forth hereinabove, Owner may, upon three (3) days written notice to Designer, terminate this Contract without cause. In the event that Owner terminates this Contract as set forth herein without cause, Owner shall promptly pay to Designer a reasonable portion of the Contract Amount, less the aggregate of all payments made hereunder by Owner, on account of the Design Services performed prior to the date of such termination, and Designer shall sell, assign, transfer and otherwise set over unto Owner any and all design documents, drawings, contractual rights and other property acquired and/or produced by Designer in connection with the Design Services.

## **12. APPLICABLE LAW**

The terms and conditions of this Contract shall be construed in accordance with the laws of the State of Georgia. Subject to the obligation of Designer to join in any arbitration proceeding or legal action between Owner and Designer as set forth hereinabove, any dispute between Owner and Designer arising out of or relating to this Contract or the Design Services shall be resolved by litigation commenced in a court of competent jurisdiction in the state in which the Project is located, if such litigation is initiated in or within six months after the Project is fully completed, and in the state or federal courts of the State of Georgia, if such litigation is initiated after such period, it being specifically understood and agreed that Owner and Designer expressly consent to the jurisdiction and venue of such courts. Designer shall continue to proceed with the Design Services and shall maintain the progress of the Design Services during any arbitration proceeding or legal action arising out of this Contract unless Owner and Designer shall mutually agree otherwise in writing.

## **13. EQUAL EMPLOYMENT OPPORTUNITY**

Designer shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, handicap, or national origin. Designer warrants that it will comply with all applicable federal, state, city or local laws, ordinances, orders, and rulings governing equal employment opportunity.

## **14. AMENDMENT**

Except as may otherwise be provided herein, this Agreement may be revised only by a written Amendment signed by duly authorized officers of both parties.

## **15. COMPLIANCE WITH FAA SECURITY DIRECTIVE**

Designer agrees that its internal employment policies and procedures meet the requirements of the Air Carrier Standard Security Program (ACSSP) and the Code of Federal Regulations (CFR) as routinely amended and are in accordance with 49 CFR Parts 1540, 1542, and 1544.

## **16. CONTRACT DOCUMENTS**

The documents which constitute and form this Contract consist of the Contract, Exhibit A, B, C, D, E, F, and other documents published by Owner and required to be submitted hereunder by Designer. All rights and obligations under this Contract shall inure to and be binding upon Owner and Designer and the respective successors and assigns of Owner and Designer. Should this Contract conflict with any Contract Documents, the Contract shall govern, and should the Drawings conflict with the Specifications, the Drawings shall govern. No waiver, alteration or modification of any of the provisions of this Contract shall be binding upon Owner unless such waiver, alteration or modification shall be in writing and signed by Owner. Designer shall, to the fullest extent permitted by law, indemnify, hold harmless and defend Owner and Construction Manager from and against any and all claims, losses, liabilities and expenses, including attorneys' fees, arising out of or in any manner caused by any breach by Designer of the provisions of this Contract. Terms defined in this Contract shall have the respective meaning given such terms by this Contract. Terms not defined in this Contract shall be considered to be used herein in accordance with their respective recognized technical or trade meanings.

IN WITNESS WHEREOF, Owner and Designer have executed this Contract under seal as of the day, month and year first written above.

**Owner:**

**Facility Assessment Firm:**

Atlanta Airlines Terminal Corporation

By: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
Print Name:  
Title:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

- Exhibit A                    AATC RFP 2013-0XX dated December 16, 2013 (maintained separately)  
All Associated Project Addendums and RFI's
- Exhibit B                    Proposal submitted (maintained separately).
- Exhibit C                    Project NTP dated
- Exhibit D                    Project Construction Schedule dated
- Exhibit E                    Current Certificate of Insurance for
- Exhibit F                    EBO Form No. 1

## Table of Contents

<b>Policy Statement.....</b>	<b>1</b>
<b>Implementation of EBO Policy .....</b>	<b>2</b>
<b>Determination of Good Faith Efforts During Bid Process.....</b>	<b>2</b>
<b>OCC Review of Bidder Submissions .....</b>	<b>3</b>
<b>Small Business Enterprise Program Bid/RFP Submittals .....</b>	<b>4</b>
<b>Monitoring of SBE Policy.....</b>	<b>4</b>
<b>Implementation of EEO Policy .....</b>	<b>4</b>
<b>Monitoring of EEO Policy.....</b>	<b>4</b>
<b>First Source Jobs Program Policy Statement.....</b>	<b>5</b>
<b>Small Business Enterprise Goals for this Project .....</b>	<b>6</b>
<b>Small Business Enterprise Program Reminders .....</b>	<b>7</b>
<b>Covenant of Non-Discrimination (SBE1).....</b>	<b>8</b>
<b>Subcontractor Contact Form (SBE2).....</b>	<b>9 - 10</b>
<b>Subcontractor Utilization Form (SBE3) .....</b>	<b>11</b>
<b>First Source Job Information (Form 4) .....</b>	<b>12</b>
<b>First Source Jobs Agreement (Form 5).....</b>	<b>13</b>

**CITY OF ATLANTA**  
**SMALL BUSINESS ENTERPRISE**  
**POLICY STATEMENT**

It is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City. The City must ensure that firms seeking to participate in contracting and procurement activities with the City are not prevented from doing so on the basis of size as it relates to revenue and number of employees. The purpose of the Small Business Enterprise Program is to ensure that the City of Atlanta has a robust race-neutral approach to promoting full and equal business opportunity for all persons doing business with the City of Atlanta, to promote commerce by assisting SBEs to actively participate in the City's procurement process, and ensure that the City of Atlanta utilizes programs that provide it with the best possible resources. SBE Goals for this project are set forth on page 6.

## **Implementation of SBE Policy**

The Office of Contract Compliance will review information submitted by Bidders pertaining to efforts to promote opportunities for small businesses to compete for business as prime contractors, subcontractors and/or Suppliers. A Bidder is eligible for award of a City contract upon a finding by OCC that the Bidder has utilized good faith efforts to attract all businesses regardless of size. To assist prime contractors in this effort, the Office of Contract Compliance has set forth in this solicitation document the SBE goals within the relevant NAICS Codes, for this Project.

For subcontracting, the SBE Project Participation Plan must include all subcontractors to be utilized on the project, detail the services to be performed, the dollar value of the work to be performed by each subcontractor, and the City of Atlanta SBE or other acceptable certification number, and supplier id number.

For Suppliers, the Subcontractor Project Plan must include all suppliers to be utilized on the project, the supplies to be provided, including the dollar value of the supplies being provided and the City of Atlanta SBE or other acceptable certification number, and supplier id number

## **Determination of Good Faith Efforts During Bid Process**

No Bidder shall be awarded a contract on an Eligible Project unless the Office of Contract Compliance determines that the Bidder has satisfied the requirement of section 2-1372 on such Eligible Project. Accordingly, each Bidder shall submit with each Bid the following:

1. Covenant of Non Discrimination. Each Bidder shall submit with her/his Bid a Covenant of Non-Discrimination which is set forth herein as Exhibit SBE1.
2. Outreach Efforts Documentation. Each Bidder shall submit with her/his Bid written documentation demonstrating the Bidder's outreach efforts to identify, contact, contract with, or utilize businesses, including certified SBEs, as subcontractors or Suppliers on the Eligible Project. This information shall be set forth on Exhibit SBE2, which is included herein.
3. SBE Project Participation Plan. Each Bidder shall submit with her/his Bid a completed and signed SBE Project Participation Plan, which is included herein as Exhibit SBE3, which lists the name, address, telephone number and contact person of each subcontractor or other business to be used during the contract, the NAICS Code and the type of work or service each business will perform, the dollar value of the work and the scope of work, certification number of each business, and any other information requested by the Office of Contract Compliance. In order for the Office of Contract Compliance to officially consider a firm to be an SBE firm, it must be certified by or have a certification application pending with the Office of Contract Compliance at the time of the Bid.

## OCC Review of Bidder Submissions

The Office of Contract Compliance shall determine whether a Bidder has satisfied the good faith efforts requirement of section 2-1372 based on its review of the Covenant of Non Discrimination, the Outreach Efforts Documentation, the SBE Project Participation Plan, and its review of other relevant facts and circumstances. In reviewing the documents submitted by a Bidder to determine whether the Bidder has satisfied the good faith outreach practices requirement of this section, the Office of Contract Compliance will consider, among other things, the total project dollars subcontracted to or expended for services performed by other businesses, including certified SBEs, whether such businesses perform Commercially Useful Functions in the work of the contract based upon standard industry trade practices, whether any amounts paid to Supplier businesses are for goods customarily and ordinarily used based upon standard industry trade practices, and the availability of certified SBEs within the relevant NAICS Codes for such Eligible Project.

To determine whether a competitor that has failed to meet SBE goals may be awarded the contract, the city will determine whether the efforts the bidder made to obtain SBE participation were "good faith efforts." Efforts that are merely pro forma are not "good faith efforts" to meet the goals. In order to award a contract to a bidder that has failed to meet SBE contract goals, the Office of Contract Compliance will determine whether the bidder actively and aggressively made efforts to meet the City's SBE goals. A bidder making a good faith effort would consider a number of factors in negotiating with subcontractors, including SBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using SBEs is not in itself sufficient reason for a bidder's failure to meet the contract SBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from SBEs if the price difference is excessive or unreasonable. In determining whether a bidder has made good faith efforts, the Office of Contract Compliance will take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, the Office of Contract Compliance may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal but meets or exceeds the average SBE participation obtained by other bidders, the City may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts. Competitors that fail to meet SBE goals and fail to demonstrate "good faith efforts" shall be deemed non-responsive to the city's SBE requirements and shall not be eligible to be awarded the contract.



### **Small Business Enterprise Program Bid/RFP Submittals**

The Covenant of Non Discrimination, the Outreach Efforts Documentation, the SBE Project Participation Plan, and any other information required by OCC in the solicitation document must be completed in their entirety by each Proponent and submitted with the other required Bid/RFP documents in order for the Bid/RFP to be considered responsive. Failure to timely submit these forms, fully completed, will result in the Bid/RFP being considered as non-responsive, and therefore, excluded from consideration.

### **Monitoring Of SBE Policy**

Upon execution of a contract with the City of Atlanta, the successful bidder's SBE Project Participation Plan will become a part of the contract between the bidder and the City of Atlanta. The SBE Project Participation Plan will be monitored by the City of Atlanta's Office of Contract Compliance for adherence with the plan. The successful bidder will be required to provide specific information on a monthly basis that demonstrates the use of subcontractors and suppliers as indicated on the SBE Project Participation Plan. The failure of the successful bidder to provide the specific information by the specified date each month shall be sufficient cause for the City to evoke penalties as set forth in the City of Atlanta Code of Ordinances, Section 2-1373.

### **Implementation of EEO Policy**

The City effectuates its EEO policy by adopting racial and gender work force availability for every contractor performing work for the City of Atlanta. These percentages are derived from the work force demographics set forth in the 2000 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

### **Monitoring of EEO Policy**

Upon award of a contract with the City of Atlanta, the successful bidder must submit a Contract Employment Report (CER), describing the racial and gender make-up of the firm's work force. If the CER indicates that the firm's demographic composition does not meet the adopted EEO goals, the firm will be required to submit an affirmative action plan setting forth the steps to be taken to reach the adopted goals. The CER and the affirmative action plan, if necessary, will become a part of the contract between the successful bidder and the City of Atlanta. Compliance with the EEO requirements will be monitored by the Office of Contract Compliance.

## **First Source Jobs Program Policy Statement**

It is the policy of the City of Atlanta to provide job opportunities to the residents of the City of Atlanta, whenever possible. Every contract with the City of Atlanta creates a potential pool of new employment opportunities. The prime contractor is expected to work with the First Source Jobs Program to fill at least 50% of all new entry-level jobs, which arise from this project, with residents of the City of Atlanta. For more specific information about the First Source Jobs Program contact:

**Deborah Lum  
Manager, One Stop Services  
First Source Jobs Program  
Atlanta Workforce Development Agency  
818 Pollard Boulevard  
Atlanta, GA 30315  
(404) 658-6312**

**Small Business Enterprise Goals for this Project**

**Project No.: AATC RFP 2013-010, CPTC Comprehensive Facility Condition Assessment.**

The Small Business Enterprise goals for the trade categories listed in this project are:

**35.00% SBE**

Please be reminded that no Bidder shall be awarded a contract on an Eligible Project unless the Office of Contract Compliance determines that the Bidder has satisfied the good faith efforts requirement of section 2-1372 on such Eligible Project. Details of the OCC review process for determination of non-discrimination are detailed on pages 2 and 3 of this document.

### **Small Business Enterprise Program Reminders**

1. **Subcontractor Certification.** It is the prime contractor's responsibility to verify that SBEs included on their SBE Project Participation Plans are certified with the City of Atlanta's Office of Contract Compliance by filing with OCC a self-certification form or a letter or other documentation from the United States Small Business Administration that establishes that the firm qualifies as an 8(a) firm or HUBZone firm.
2. **Reporting.** The successful bidder must submit monthly SBE participation reports to the Office of Contract Compliance.
3. **Subcontractor Contact Form.** It is required that bidders list and submit information on all subcontractors they solicit for quotes, all subcontractors who contact them with regard to the project, and all subcontractors they have discussions with regarding the project. Failure to provide complete information on this form will result in your bid being declared non-responsive.
4. **SBE Ordinance.** The SBE Program is governed by the provisions of the SBE Ordinance set forth in the City of Atlanta Code Division 9 section 2 - 1356 through 2 -1377. The ordinance can be obtained from the City of Atlanta Clerk's Office at (404) 330-6032.
5. **Supplier Participation.** In order to receive full SBE credit, suppliers must manufacture or warehouse the materials, supplies, or equipment being supplied for use on the Eligible Project.

**COVENANT OF NON-DISCRIMINATION**

The undersigned understands that it is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City of Atlanta. The undersigned covenants that we have not discriminated, on the basis of a firm's revenue or employee size with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms SBE-2 and SBE-3. Set forth below is the signature of an officer of the bidding entity with the authority to bind the entity.

\_\_\_\_\_  
Signature of Attesting Party

\_\_\_\_\_  
Title of Attesting Party

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_, the person who signed the above covenant in my presence.

\_\_\_\_\_  
Notary Public

Seal



**OFFICE OF CONTRACT COMPLIANCE  
SUBCONTRACTOR CONTACT FORM**

List all subcontractors or suppliers(SBE and Non-SBE) that were contacted regarding this project

Name of Sub-Contractor/Supplier	City Of Atlanta Supplier ID Number	Company Name, Contact Name, Address and Phone Number	City Of Atlanta Business License? (Yes or No)	Type of Work Solicited for	Business Ownership (Enter SBE or Non SBE)	Certification No. and Expiration Date	Results of Contact

Name of Sub-contractor/ Supplier	City Of Atlanta Supplier ID Number	Company Name, Contact Name, Address and Phone Number	City Of Atlanta Business License? (Yes or No)	Type of Work Solicited for	Business Ownership (Enter SBE or Non SBE)	Certification No. and Expiration Date	Results of Contact

Proponent's Name: \_\_\_\_\_ Project Name: \_\_\_\_\_ FC#: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact No: \_\_\_\_\_ Date: \_\_\_\_\_

**SMALL BUSINESS ENTERPRISE PROJECT PARTICIPATION PLAN  
SUBCONTRACTOR/SUPPLIER UTILIZATION**

List all subcontractors and suppliers, (SBE & Non-SBE) including lower tiers, to be used on this project.

Name of Sub-contractor/ Supplier	City Of Atlanta Supplier ID Number	Company Name, Address and Phone Number	City Of Atlanta Business License? (yes or no)	NIAC Code	Type of Work to be Performed	Is Business a Small Business Enterprise ? (yes or no)	Certification No. and Expiration Date	Dollar (\$) Value of Work and Scope of Work	Percentage of Total Bid Amount

(\*\*\* Note: EBO or DBE certification does not qualify for SBE projects)

Total SBE Subcontractor% \_\_\_\_\_

Proponent's Co. Name: \_\_\_\_\_

Date: \_\_\_\_\_

FC#: \_\_\_\_\_

Proponent's Contact Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**First Source Job Information**

Company Name: \_\_\_\_\_

FC No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

The following entry level positions will become available as a result of the above referenced contract with the City of Atlanta.

- 1.
- 2.
- 3.
- 4.
- 5.

Include a job description and all required qualifications for each position listed above.

Identify a company representative and contact phone number who will be responsible for coordinating with the First Source Jobs Program.

Company Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FORM 4

## First Source Jobs Agreement

**THIS AGREEMENT REGARDING THE USE OF THE FIRST SOURCE JOBS PROGRAM BY CONTRACTORS WITH THE CITY OF ATLANTA TO FILL ENTRY LEVEL JOBS is made and entered into by \_\_\_\_\_**

**This \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.**

The City of Atlanta requires the immediate beneficiary or primary contractor for every eligible project to enter into a First Source Jobs employment agreement. The contractor agrees to the following terms and conditions:

- The first source for finding employees to fill all entry level jobs Created by the eligible project will be the First Source Program.
- The contractor will make every effort to fill 50% of the entry level jobs created by this eligible project with applicants from the First Source Program.
- The contractor shall make good faith effort to reach the goal of this employment agreement.
- Details as to the number and description of each entry level job must me provided with the bid.
- The contractor shall comply with the spirit of the First Source Jobs Policy beyond the duration of this agreement and continue to make good faith attempts to hire employees of similar backgrounds to those participating in the First Source Program.
- The contractor as a condition of transfer, assignment or otherwise shall require the transferee to agree in writing to the terms of the employment Agreement.

Upon a determination that a beneficiary or contractor has failed to comply with the terms of this Agreement, the City may impose the following penalties based on the severity of the non-compliance:

- The City of Atlanta may withhold payment from the contractor.
- The City of Atlanta may withhold 10 percent of all future payments on the contract until the contractor is in compliance
- The City of Atlanta may refuse all future bids on city projects or applications for financials assistance in any form from the City until the contractor demonstrated that the First Source requirements have been met, or cancellation of the eligible project.
- The City of Atlanta may cancel the eligible project.

All terms stated herein can be found in the City of Atlanta Code of Ordinances Sections 5-8002 through 5-8005.

The undersigned hereby agrees to the terms and conditions set forth in this agreement.

\_\_\_\_\_  
Contractor

FORM 5

**EXHIBIT F**

**OFFICE OF CONTRACT COMPLIANCE GOALS**