



Attachment N - (Part 3 of 3)

SPECIAL PROVISIONS

KETCHIKAN INTERNATIONAL AIRPORT

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SECTION 10 GENERAL PROJECT INFORMATION

10.01 OWNER

Wherever the word Owner or Municipality appears in these specifications it shall be construed to mean the Ketchikan Gateway Borough as identified below:

Alex Peura – Airport Director
or Authorized Representative
Ketchikan Gateway Borough
Ketchikan International Airport
1900 First Avenue, Suite #210
Ketchikan, AK 99901
Phone: (907) 228-6688

10.02 ARCHITECT-ARCHITECT-ENGINEER

10.02.01 The Architect-Architect-Engineering Consultant for design for this project is:

Philip Madden, AIA – Project Manager
Mead and Hunt, Inc.
2440 Deming Way
Middleton, WI 53562
Phone: (971) 717-6885

10.02.02 The Architect-Architect-Engineer for this project is:

Mead and Hunt, Inc.
2440 Deming Way
Middleton, WI 53562
Phone: (907) 586-1070

10.03 LOCATION OF THE WORK

Ketchikan International Airport is owned by the Ketchikan Gateway Borough and is located approximately one mile west of Ketchikan, Alaska. The work is located on the terminal area.

10.04 GENERAL DESCRIPTION OF THE WORK AND CONTRACT SCHEDULE

The Ketchikan International Airport (KTN) is in southeastern Alaska on Gravina Island, approximately one mile west of Ketchikan, Alaska. The Airport provides a safe operating environment for all classes of aircraft, including small general aviation aircraft, floatplanes, corporate business jets, and commercial service passenger aircraft and is an important asset for the region and the Ketchikan Borough.

The Ketchikan International Airport, including its aviation-related businesses and facilities, represents a significant regional economic asset. Additionally, the Airport also provides benefits for local businesses and industries, promotes tourism, and encourages further business development and expansion throughout the surrounding area.



Ketchikan International Airport (IATA: KTN, ICAO: PAKT, FAA LID: KTN) is a state-owned, public-use airport owned by the Ketchikan Gateway Borough located in the Southcoast region of Alaska.

The scope is currently envisioned as follows:

The Work is to include the expansion of the terminal and to add a second floor holdroom, passenger boarding bridge, reconfiguration of the apron, creation of air taxi ticketing and holdroom, and relocation and expansion of the TSA security checkpoint.

10.05 SPECIFICATIONS AND CONTRACT DOCUMENTS

Whether included herein or made a part by reference, the following are considered part of this Contract in Order of Precedence:

The Order of Precedence of the Contract Documents are as follows:

- 1). Change Orders, Amendments and Addenda
- 2). Federal Contract Provisions
- 3). Federal General Provisions
- 4). Special Provisions
- 5). AIA Contract and Attachments A through F
- 6). All other Exhibits and Attachments

Notwithstanding anything to the contrary, in the event of a conflict between any of the terms in the Contract Documents, the more stringent applies. Where this can be measured in quantity or quality; the greater to apply.

From time to time, discrepancies within cited testing standards occur due to the timing of the change, edits, and/or replacement of the standards. If the Contractor discovers any apparent discrepancy within standard test methods, the Contractor shall immediately ask the Architect-Architect-Engineer for an interpretation and decision, and such decision shall be final.

10.06 SCHEDULE OF DRAWINGS

See Sheet G-001 in the Construction Plans.

10.07 RFI SUBMITTAL PROCESS

Should it appear that the work to be done or any of the matters relative thereto are not sufficiently detailed or explained in the Contract Documents, the Contractor shall submit a Request for Information (RFI) to the Architect-Engineer in the format specified in this General Technical Provision. Such request shall clearly state the Contractor's question or concern, reference the specification or plan sheet in question and state the date the request is submitted and the date by which the Contractor must have an answer in order not to delay Contractor operations. Contractor shall submit an RFI as soon as possible after having discovered need for additional information or clarification. The Architect-Engineer shall provide such further explanations as may be necessary and the Contractor shall conform to them as part of the contract. In the event of any doubt or question arising respecting the true meaning of these specifications, the General Technical Provisions or the plans, reference shall be made to the Architect-Engineer, whose decision thereon shall be final.

END SECTION 10



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SECTION 20 CONTRACT ITEMS

20.01 DISADVANTAGED BUSINESS ENTERPRISES (DBE) GOAL

The Contractor is required to make a good faith effort as described in the Contract Documents to subcontract 10.56%(Race Neutral DBE Utilization goal) of the dollar value of the prime contract to disadvantaged or small business owned and controlled by socially and economically disadvantaged individuals (DBE/SBE).

20.02 LICENSING

It is the responsibility of the bidder to determine whether the bidder has the appropriate contracting licenses to perform the work. The Owner will make the award, if any, to the lowest responsive, responsible, and qualified bidder who has the proper licenses. The bidder is required to have the licenses at the time of bidding.

20.03 ERRORS AND OMISSIONS

Minor errors or omissions in the Proposal Form, Plans, or Specifications shall not relieve the Contractor from fulfilling the general intent of the Contract or from completing any item or items called for in the Plans, Specifications, or Proposal Form.

20.05 PERMITS

It is the responsibility of the Contractor to acquire and pay for all necessary permits as required for work performed at the Ketchikan International Airport. The Contractor is responsible for (and not limited to) the cost of grading permits, federal clean water act, air quality permits, water meters, water and sewer taps, fire lines and taps, and all water bills on the project until the project is finally accepted. This provision does not constitute an assumption by the Ketchikan International Airport of an obligation of any kind for violation of said permit or notice requirements. The cost of all required permits shall be included as non-pay items.

20.06 TAXES

Each bidder and the Contractor shall thoroughly familiarize himself with all laws, ordinances, regulations and rules required for the payment of taxes, and each Bidder and the Contractor are responsible for checking with the State, County, and City on items that may be exempt and the steps which should be taken to obtain such exemption. Each bidder shall include the current approved City of Ketchikan sales tax and State of Alaska sales tax for the work that is bid.

20.07 ACCESS TO DOCUMENTS, RECORDS, ETC

Ketchikan Gateway Borough, FAA, ADOT, or any of their duly authorized representatives shall be allowed access to any books, documents, papers, and records of the Contractor which are directly pertinent to the Airports Program project for the purpose of making audit, examinations, excerpts, and transcriptions.

20.08 CONSTRUCTION COST INFORMATION

The Contractor shall furnish any and all cost information requested by the Architect-Engineer. The Ketchikan Gateway Borough or any of their authorized representatives shall be allowed access to any books, documents, papers and records of the Contractor that are directly pertinent to these projects for the purpose of making audit, examinations, excerpts and transcriptions.

20.09 FINAL PAYMENT

Upon satisfactory completion of all items called for in the Ketchikan Gateway Borough, Alaska Contract and in accordance with the approved plans and specifications, the Contractor shall furnish to the Architect-Engineer the following documents (at a minimum) for the project:

1. A Contractor's Affidavit Regarding the Settlement of Claims.



2. A Disadvantaged Business Enterprise (DBE) Utilization percent obtained for the project.
3. An original Affidavit acknowledging that all Subcontractors, Material Suppliers, Payrolls, Bills for Materials and Equipment, and other indebtedness connected with the work have been paid or are otherwise satisfied.
4. An original Certificate evidencing that the required Insurance as contained within the Contract Documents is currently in effect and will not be canceled or allowed to expire until at least 30-days prior to written notice has been given to the Owner.
5. A written consent of the Surety to Final Payment.
6. As-Built Drawings with a certification stamp and signed seal that the drawings are accurate and complete (licensed surveyor stamp and signature).
7. Two (2) sets of Operation and Maintenance manuals indexed and bound, containing manufacturer's warranties, instructions for maintenance and operation of each item of equipment and apparatus, an original, with notary signature.
8. Full and Final Release and Waiver on Liens from the Contractor and for each Subcontractor and Material Supplier, that documents that they have been paid in full.
9. Certificate of Completion.
10. Written 1-year Warrantee, due at final completion, and other required documentation as provided for in Contract Documents.
11. Final As-Built signed by his surveyor.

The Contractor shall also be required to furnish the Owner with sworn affidavits attesting that all subcontractors, employees, materials suppliers, mechanics, etc. have been paid in full, for all debts incurred by the Contractor for work on this Contract. Upon receipt of the above clearances, and as listed elsewhere in these Contract Documents, the Contractor will receive full payment for the entire amount of his Contract, less previous progress payments as provided for in the Federal General Provisions.

20.10 LIEN RELEASE

The Contractor shall submit monthly to the Architect-Engineer, a lien release which documents that all subcontractors and material supplies have been paid for the previous months work. No payment for the current month will be made until the Contractor has provided all lien releases for the previous month.

20.11 REQUIRED AIRPORT LIGHTING EQUIPMENT

Airport lighting equipment as required for this contract is to be furnished by the Contractor in accordance with the requirements of this subsection and Federal General Provisions, Paragraph 60-01, *SOURCE OF SUPPLY AND QUALITY REQUIREMENTS*. The system shall be installed in accordance with the Electrical Technical Specifications, National Electrical Code and local code requirements. Submittals and/or shop drawings for those items proposed to be used in this project shall be submitted to the Engineer for review prior to their use no later than 30 days after notice to proceed.

20.12 PAY ITEMS

All pay items relating to the work indicated in these Contract Documents are listed in the bid proposal sheet. The Contractor shall include all necessary costs to complete this project within these items. Any work necessary to complete the project as represented in the Plans and Specifications that is not specifically noted as a pay item on the bid proposal sheet shall be considered incidental to the project and no separate payment will be made.

END SECTION 20





SECTION 30 PRE-CONSTRUCTION CONFERENCE AND SUBMITTALS

30.01 PRE-CONSTRUCTION CONFERENCE

The Contractor's project superintendent, the Construction Administration Architect-Engineer & Inspector, an FAA representative (if needed), the Architect-Engineer, a Ketchikan Gateway Borough representatives, FAA and an ADOT representative shall attend a Pre-Construction Conference, conducted by the Architect- to discuss the following subjects, (at minimum):

30.01.1 GENERAL INTEREST AND SAFETY ITEMS

- 1) The scope of the project and the sequence and timing of all operations.
- 2) Submission of Contractor's construction schedule and barricade plan.
- 3) Relationship of the architect-engineer to the Owner with emphasis on the authority of the architect-engineer to act in the Owner's behalf.
- 4) Advise that the Owner has the authority to suspend operations, wholly or in part, when safety violations or nonconformance to the contract specifications are noted.
- 5) Identification of the Contractor's superintendent and a discussion of his/her authority and responsibilities.
- 6) Designation of Owner representative responsible for notifying the Flight Service Station serving the airport of the proposed start and completion dates of construction or any circumstances requiring a NOTAM.
- 7) Scheduling of work and the need to perform certain items at various stages of the project, including operational safety problems that might arise because of the proposed work.
- 8) Discuss the notice to proceed date.
- 9) Operational Safety on Airports during construction, including the responsibility for marking and lighting of closed and hazardous areas. See FAA AC 150/5370-2, *Operational Safety on Airports During Construction and Standards for Airport Marking*, current edition, for detailed information.
- 10) Security requirements as identified (at a minimum) in the *Construction Phasing and Safety Plan*.
- 11) All responsible parties must be alert to the following hazard-producing situations that may develop during the construction period:
 - a. Open trenches and settlement of backfill adjacent to pavement.
 - b. Pavement "drop offs" or "lips" at pavement tie-in areas.
 - c. The obliteration, inadvertent relocation or disturbance of the marking and/or lighting of displaced threshold and marking of closed runways or taxiways.
 - d. Damage to existing in-use pavement lighting, marking or NAVAIDS by construction forces.
 - e. Spillage from vehicles on active airport pavement.
 - f. Temporary stockpiling of material for an extended period of time.
 - g. Contractor vehicular traffic through restricted critical areas of NAVAID facilities and the airport operating area.
 - h. Dust control and environmental factors, such as burning, waste disposal, etc.
 - i. Maintenance of sanitary facilities on the project site.



30.01.2 CONSTRUCTION ITEMS

1. The general requirements of quality control and testing to be discussed. It should be clearly understood who will do the testing, what is to be tested, when it is to be tested, and the location and number of tests.
2. Discussion of Test Reports. Each report should, as a minimum, contain the following information.
 - a. Test performed.
 - b. Applicable standard.
 - c. Test location.
 - d. Test result.
 - e. Action taken for failing tests.

A copy of all test reports shall be furnished to the architect-engineer in a timely manner. Failing test results should be reported to the -architect-engineer immediately.

- 1) Emphasize the Role of the Architect-engineer. Duties of the contractor include the following:
 - a. Ensure all required testing is performed.
 - b. Ensure tests are performed at the frequency stated in the specifications. If not stated in the specifications, make sure an adequate number of tests are taken to document an acceptable level.
 - c. Review test results for conformance to specifications.
 - d. Inform the contractor of deficiencies so that corrections can be made and retests performed prior to covering any substandard work with additional material.
 - e. Maintain record of quantity of materials used on the project.
 - f. Maintain copies of test reports on file.
 - g. Maintain a diary. Contents of a diary should include:
 - (1) Weather conditions and temperature.
 - (2) Work in progress and location.
 - (3) Equipment in use - types and numbers.
 - (4) Size of work force, including supervision.
 - (5) Hours worked per day for contractor or subcontractors.
 - (6) Materials delivered.
 - (7) Any instructions to the contractor.
 - (8) Principal visitors.
 - h. Maintain a set of working drawings that can be used to prepare "as-constructed" drawings. Record drawings shall be furnished by the Contractor.
- 2) Discussion of Weekly construction report, Construction Progress and Inspection Report (FAA Form 5370-1), (if required).
- 3) Change orders, time extensions, periodic cost estimates, and liquidated damages.

30.01.3 LABOR REQUIREMENTS.

See Federal Wage Determinations.

30.01.4 CIVIL RIGHTS REQUIREMENTS.



Civil rights requirements including items such as Disadvantaged Business Enterprise Program (DBE) and Equal Employment Opportunity, Certification of Non-segregated Facilities.

30.01.5 ENVIRONMENTAL.

Comply with applicable federal, state, and local, air and water quality standards during construction and any environmental mitigation actions resulting from the environmental coordination process.

30.01.6 ARCHAEOLOGICAL AREAS.

Although not likely needed for this project, the Contractor shall comply with applicable federal, state, and local preservation standards in archaeological areas during construction, (if necessary).

30.02 CONSTRUCTION SCHEDULE

The Contractor shall submit to the Architect-Engineer for review, its proposed construction schedule within ten (10) calendar days from the date of award of the contract. The contract time is based on the Contractor being able to work seven days a week and 24 hours a day, (i.e. Calendar Day Contractor). There will be no work, with the exception to vacuum sweeping to clean up of foreign object debris, as described in the following, unless the Architect-Engineer approves otherwise:

- a. The night shift prior to Memorial Day
- b. All day on Memorial Day;
- c. The night shift on Memorial Day;
- d. The night shift prior to the 4th of July;
- e. All day on the 4th of July;
- f. The night shift on the 4th of July;
- g. The night shift prior to Labor Day;
- h. All day on Labor Day;
- i. The night shift of Labor Day;
- j. The night shift prior to Thanksgiving Day;
- k. All day on Thanksgiving Day;
- l. The night shift on Thanksgiving Day;
- m. All day on the day after Thanksgiving Day
- n. The night shift the day after Thanksgiving Day
- o. The night shift on Christmas Eve;
- p. All day on Christmas Day;
- q. The night shift on Christmas Day;
- r. The night shift on New Year's Eve;
- s. All day on New Year's Day;
- t. The night shift on New Year's Day.

The Contractor shall submit the following with regards to the Construction Schedule:

1. Arrange schedule to indicate required sequencing of work as outlined below and in the Contract Documents, and to indicate time allowances for submittals, inspections, and similar time margins.
2. Schedule shall reflect Contractor's modifications and suggested revisions to work sequencing indicated in the Contract Documents. The Architect-Engineer/Ketchikan Gateway Borough, Alaska reserves the right to approve or disapprove such modifications or revisions.



3. Review and recognition of this schedule shall not relieve the Contractor of responsibility for scheduling of the work and maintaining progress in accordance with the Contract Documents. Schedule shall be submitted and reviewed for comment by Architect-engineer and Owner for conformance to Critical Milestone Completion Dates and overall project completion time criteria. Lack of this information shall be cause for rejection of schedule. Partial payment requests will not be processed without a revised Critical Path Method (CPM) schedule.
4. In addition to the construction related work items, the following shall be included:
 - Critical submittal dates related to each activity or prepare separate coordinated listing of critical submittal dates.
 - Sequences of work within each activity that involves purchase lead-time, mock-ups, testing, or similar phases, as well as installation.
 - The CPM Construction Schedule shall relate to the entire project to the extent required by the Contract Documents and shall provide for expeditious and practicable execution of the work.
5. The following items define the term "activities" as it pertains to the Trades in the Contractor's CPM network.
 - Each activity shall be a unit of work that requires an amount of time for its performance.
 - Each activity shall be a logically separate part of the work, defined by an observable start and an observable finish.
 - To establish the scope of an activity for CPM purposes, Trade Contractor shall form a single activity from the largest grouping of related operations which permit a continuous and measurable flow of work and which can proceed without affecting or being affected by work of another Trade Contractor.
 - The scope of an activity shall be small enough to permit a reasonable appraisal of its status or as directed by the Architect-engineer.
 - Activities of other Contractors or other subcontractors that must be completed prior to the start of the Trade Contractor's work or portion of work shall be included in the Trade Contractor's schedule as milestones and identified with a designation approved by the Construction Manager.
6. The following information shall be furnished on the network diagram for each activity in the Trade Contractor's schedule:
 - Description of the activity.
 - Duration of the activity in days.
 - Each activity shall be identified with early/late start, early/late finish, and total float.

30.03 SHOP DRAWINGS AND SUBMITTALS

The Contractor shall electronically furnish shop drawings and submittals and allow the Architect-Engineer one (1) week for review. The Architect-Engineer will review all shop drawings and submittals for general compliance with the Contract Documents and no responsibility is assumed for correctness of dimensions or details. The Architect-Engineer will indicate his action taken in response to the submittal or shop drawing by affixing a review stamp and indicating the action as follows:

"No exceptions taken," which means reviewed for construction, fabrication or manufacturer, subject to the provision that the work shall be in accordance with the requirements of the Contract Documents. Final acceptance of the work shall be contingent upon such compliance.

"Make corrections noted," which means unless otherwise noted on the drawings reviewed for constructing, fabrication or manufacture, subject to the provision that the work shall be carried out in



compliance with all annotations or corrections indicated and in accordance with the requirements of the Contract Documents. Final acceptance of the work shall be contingent upon such compliance.

"Revise and resubmit," which means the review as noted is valid, and a corrected submittal is required.

"Rejected," which means that deviations from the requirements of the contract exist in the submittal such that no work based on such drawings or submittal shall be constructed, fabricated, or manufactured. The contractor shall revise the drawing in compliance with the architect-engineer's annotations and pursuant to all requirements of the contract and shall resubmit the drawing or submittal to the architect-engineer for another review.

The Contractor shall submit for review, a proposed schedule of submittals, shop drawings, working drawings, supplemental drawings, product data and samples as necessary to control the work adequately. An example partial list of submittals has been made and the list may not be complete and may be revised from time to time as the project progresses, as follows:

1. Operation and Maintenance Manuals.
2. Names and Resumes of Superintendent and Staff.
3. Contractor's Construction Schedule.
4. Updated Contractor's Construction Schedule.
5. A Submittal Schedule.
6. Material Status Report.
7. Manpower Schedule.
8. A Schedule of Values*
9. Contractor's Emergency Name and Phone Number List*
10. A List designating those portions of the work to be performed by subcontractors and the Contractor's own forces.
11. A List of Subcontractors (submitted with the bid)/Material Suppliers with an Experience Statement.
12. A Lien Release documenting that all Subcontractors and Material Suppliers have been paid for the previous months work, monthly submission required.
13. Written Safety Program for the work.
14. Copy of all Subcontracts, including Material Suppliers.
15. Duplicate Original Certified Payroll Reports and Statement of Compliance, with sworn affidavits from the Contractor.
16. A List of Proposed Construction Equipment*
17. Construction Cost Information, as requested by the Architect-Engineer.
18. Three (3) week look ahead Project Schedule at Weekly Construction Meetings.
19. Contractor Certification that the Initial Verification of the Control Points established are acceptable.
20. Contractor Certification of Calculations and Measurements to fully support the derivation of all Monthly Pay Quantities.
21. A Barricade/Temporary Fencing Plan and Traffic Control Plan*.
22. Not Used.
23. Contractor's Quality Control Plan, to be submitted 5-days prior to the Pre-Construction Conference.*



24. Contractor's Quality Control Records, including Daily Inspection Reports and Daily Test Reports, to be submitted daily.
25. National Pollutant Discharge Elimination System Site Construction Permittee Inspection Checklist (monthly submission required, or when precipitation exceeds 0.5 inches).
26. Stormwater Pollution Prevention Plan Notice of Termination.
27. Asphaltic Concrete Pavement Mix Design(s).
28. Gate submittals.
29. Electrical submittals.
30. Certified Test Results for the Asphalt Concrete.
31. Structural Portland Cement Concrete Mix Design.
32. A Letter of Certification for any Admixture used in Structural Portland Cement Concrete.
33. Contractor's Affidavit Regarding Settlement of Claims.
34. Submit a Disadvantaged Business Enterprise (DBE) utilization percent obtained for the project.
35. Submit an original Affidavit acknowledging that all Subcontractors, Material Suppliers, Payrolls, Bills for Materials and Equipment, and other indebtedness connected with the work have been paid or otherwise satisfied.
36. An original Certificate evidencing that Insurance required by the General Conditions to the Construction Contract is currently in effect and will not be canceled or allowed to expire until at least 30-days prior written notice has been given to the Owner.
37. A written statement that the Contractor knows of no reason that the insurance will not cover the period required by the General Conditions to the Construction Contract.
38. A written consent of the Surety to Final Payment.
39. Record Drawings with a certification that the drawings are accurate and complete.
40. Five (5) sets of Operation and Maintenance manuals, indexed and bound, containing manufacturers' warranties and instructions for maintenance and operation of each item of equipment and apparatus.
41. An original, with notary signature, Full and Final Release and Waiver on Liens from the Contractor and for each Subcontractor and Material Supplier, that documents that they have been paid in full.
42. Certificate of Completion.
43. Written 1-year Warrantee, due at final completion.

*Indicates the submittal is due at the Pre-Construction Conference.

Each submittal shall be numbered sequentially and shall be submitted in accordance with the above schedule, as amended from time to time, to cause no delay in the work schedule.

The Contractor shall certify each submittal and shop drawing by providing an original letter (on Contractor's letterhead) to the Architect-Engineer that he has reviewed and approved the submittal and that it conforms to the requirements of the Contract Documents before it is submitted to the Architect-Engineer.

If this original certification is not included, the submittal and/or shop drawing will be returned without action. At the time of each submittal, the Contractor shall define and delineate in writing, separate from the certification, any deviations from the Contract Documents. If the Architect-Engineer accepts this deviation, he will authorize the deviation by issuing a change order or if the deviation is minor by endorsement to the letter.



The Architect-Engineer's review will be only for general conformance with the design concept of the work and for compliance with the information contained in the Contract Documents. The review of a specified item, as such, will not indicate review of the assembly or in which the item functions. Review by the Architect-Engineer will not relieve the Contractor from responsibility for any errors or omissions in the submittals or shop drawings nor from his responsibility for complying with the Contract Documents. The only exception is deviations accepted in accordance with the preceding paragraph.

END SECTION 30

SECTION 40 CONTROL OF WORK

40.01 DAMAGE TO EXISTING PROPERTY

The contractor shall record a video of the construction site, adjacent areas, staging yard, and fencing before the start of construction. The contractor will be held responsible for any damage to existing structures, work, materials, or equipment because of his operations and shall repair or replace any damaged structures, work, materials, or equipment to the satisfaction of, and at no additional cost to the Owner.

Contractor shall protect all existing structures and property from damage and shall provide bracing, shoring, or other work necessary for such protection. Contractor shall be responsible for all damage to street, roads, curbs, sidewalks, highways, shoulders, ditches, embankments, culverts, bridges, fences, or other public or private property, which may be caused by transporting equipment, materials, or men to or from the work. Contractor shall make satisfactory and acceptable arrangements with the agency having jurisdiction over the damaged property concerning its repair or replacement.

40.02 QUALITY CONTROL

All Quality Control testing and requirements identified within the Federal General Provisions, or as needed to meet the requirements of this project, shall be performed by the contractor and/or his subcontractor and in no way shall the contractor depend on quality assurance testing or results for the performance of his work. All Quality Control testing and requirements identified within the Federal General Provisions and Technical Specifications, or as needed to meet the requirements of this project, shall be considered incidental to the project.

40.03 STORAGE OF MATERIALS AND EQUIPMENT

Equipment and stockpiled materials may be stored in areas on the project site provided they are kept below a maximum height of four feet and not within any safety areas or Part 77 surfaces. Airport Operations shall approve all areas of storage.

40.04 ACCESS ROADS

The Contractor shall establish and maintain permanent and temporary access roads to various parts of the site as required in the drawings or as required to complete the project. Such roads shall be available for the use of all



others performing work or furnishing services in connection with the project. In addition, they must be out of the areas of the project that are open to aviation traffic. Approval of the Architect-Engineer is required for all desired locations. The Contractor shall videotape all access and haul roads to be used by the Contractor prior to the start of construction, which will be reviewed by the Architect-Engineer and Contractor together. The Contractor will be required to maintain all access roads and haul routes during construction and return them to their original condition at completion of construction if damaged during the course of the project.

40.05 FENCES

The Contractor shall maintain all existing and temporary fences and gates affected by the work until completion of the work. Fences and gates that interfere with construction operations shall not be relocated or dismantled until written permission is obtained from the Owner. Upon completion of the work, the Contractor shall restore all fences to their original or to a better condition and to their original location or as indicated on the drawings.

At fence and gate construction locations, prior to removal/demolition operations that affect the integrity of the airport perimeter, temporary fencing must be installed between the work zone and airside, connected to secure sections of fence at each end of the work zone. Temporary fence must be of adequate design to prevent pedestrian access to the airfield and must be acceptable to Airport Operations. There will be no separate payment for temporary fencing but shall be considered incidental to the project. All temporary fencing must be maintained by the contractor 24 hours a day.

40.06 PARKING

The Contractor shall provide and maintain suitable parking areas for the use of all construction workers and others performing work or furnishing services in connection with the project, as required to avoid any need for parking personal vehicles where they may interfere with public traffic, Owner's operations, or construction activities. The Contractor's parking area will be located at the staging area upon approval of Airport Operations for security access. Vehicles with access into the Airport property require insurance.

40.07 DUST CONTROL

The Contractor shall take reasonable measures to prevent unnecessary dust. Earth surfaces subject to dusting shall be kept moist with water or by application of a chemical dust suppressant. Dusty materials in piles or in transit shall be covered to prevent blowing. Suitable dust screens shall protect existing or new machinery, motors, instrument panels or similar equipment. Proper ventilation shall be included with dust screens.

40.08 DRAINAGE PROVISIONS

The Contractor shall provide for the drainage of stormwater and such water as may be applied or discharged on the site in performance of the work. Drainage facilities shall be adequate to prevent damage to the work, the site, and adjacent property. Existing drainage channels and conduits shall be cleaned, enlarged or supplemented as necessary to carry all increased runoff attributable to Contractor's operations. Dikes shall be constructed as necessary to divert increased runoff from entering adjacent property (except in natural channels), to protect Owner's facilities and the work, and to direct water to drainage channels or conduits.

40.09 EROSION CONTROL

Contractor shall prevent erosion of soil on the site and adjacent property resulting from his construction activities. Effective measures shall be initiated prior to the commencement of clearing, grading, excavation, or other operation that will disturb the natural protection. Work shall be scheduled to expose areas subject to erosion for the shortest possible time. Temporary storage and construction buildings shall be located, and construction traffic routed, to minimize erosion.

40.10 POLLUTION CONTROL

Contractor shall prevent the pollution of drains and watercourses by sanitary wastes, sediment, debris and other substances resulting from construction activities. No sanitary wastes will be permitted to enter any drain or



watercourse other than sanitary sewers. No sediment, debris or other substance will be permitted to enter sanitary sewers and reasonable measures will be taken to prevent such materials from entering any drain or watercourse.

40.11 EXCESS MATERIAL

Unsuitable material, broken asphaltic concrete, construction debris, and broken portland cement concrete resulting from the construction shall be removed from the project and disposed of at an offsite location (landfill) by the Contractor at the Contractor's expense.

Stockpiling and placement of excess pavement millings and excess suitable excavated materials shall be approved by the Architect-Engineer and be subjected to the following limitations:

Stockpiling of suitable excavated materials shall not exceed a height of four (4) feet above the natural ground elevation.

1. The slopes on all sides of the stockpiled material shall not exceed a 6 to 1 ratio of length to height.
2. Placed outside of primary surfaces, safety areas and the Part 77 surfaces.

40.12 CONSTRUCTION DEBRIS

The Contractor shall use his own forces and equipment to legally dispose of site refuse or construction debris at an offsite location (landfill).

40.13 CLEAN-UP

The Contractor shall upon completion of the work remove all temporary construction facilities, debris, and unused materials provided for in the work, and restore the site of the work and public right-of-way in a neat and clean condition.

40.14 WEEKLY PROGRESS MEETINGS

The Architect-Engineer will conduct weekly Progress Meetings at regularly scheduled times convenient for all parties involved. A three (3) week look-ahead schedule will be developed by the Contractor prior to the start of the meeting and will be discussed by the Contractor during a portion of the agenda. Additionally, discussions will address administrative and technical issues of concern, determining resolutions and development of deadlines for resolution within allowable time frames.

As may be required by the Architect-Engineer, in addition to representatives of the Ketchikan Gateway Borough, Alaska and the Contractor, each subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination or performance of future activities may be represented at these meetings by individuals directly involved with the Contract and authorized to conclude matters relating to progress.

During the weekly construction meeting, corrections made (if any) and approval of the meeting minutes of the previous progress meeting, prepared by the Architect-Engineer, will be reviewed. The meeting minutes may be tape recorded and will document issues of significance including submittals, schedules, quality control, issues encountered, and the assignment of responsibilities for future action. Other items of significance that could affect progress may be discussed, and the meeting will include topics for discussion as appropriate to the current status of the project.

The contractor's progress since the last meeting will be reviewed and each activity in relation to the Contractor's Construction Schedule will be discussed, (whether on time or ahead or behind schedule). If the contractor is behind the overall construction schedule it will be determined how the schedule will be expedited and commitments from parties involved will be made. Other items may also be discussed including:

1. Work Schedule and Hours of Work
2. Quality and Work Standards
3. Access and Limitation
4. Submittal Status



5. Requests for Information
6. Non-Compliance Notices
7. Status on Certified Payroll Reports
8. Change Orders and/or Extra Work
9. Housekeeping

The Architect-Engineer may tape record the meeting and the Architect-Engineer will distribute a copy to the Owner and Prime Contractor. The Prime Contractor shall be responsible to distribute the meeting minutes to subcontractors, suppliers, and others affected by decisions or actions resulting from each meeting.

40.15 CONSTRUCTION SURVEYING LAYOUT

The Contractor shall be fully responsible for all construction surveying and staking required for the completion of this project, including but not limited to the following: all construction stakes establishing lines, grades, and elevations to include necessary utilities and appurtenances and shall be responsible for their conformance with plans and specifications. The Contractor shall furnish all materials, personnel and equipment necessary to perform all surveying, staking and verification of the accuracy of all existing control points, which have been provided in the plans. Included in this work shall be all calculations required for the satisfactory completion of the project in conformance with the plans and specifications. The work shall include establishing and marking "Record Drawings" coordinates and elevations on survey monuments and other designated locations. The work shall be done under the direction of a registered land surveyor employed by the Contractor. All survey crew chiefs shall be one of the following: a registered Civil Engineer, a registered Land Surveyor, an Engineer-in-Training, or a NICET Level III (or a higher NICET level) certified technician.

Materials and equipment shall include, but shall not necessarily be limited to, vehicles for transporting personnel and equipment, properly adjusted and accurate survey equipment, straightedges, stakes, flagging and all other devices necessary for checking, marking, establishing and maintaining lines, grades and layout to perform the work called for in the contract. The Contractor shall furnish a sufficient quantity of competent personnel to perform the survey work and layout. The Contractor shall not employ nor engage the services of any person or persons in the employ of the Architect-Engineer or the Airport for the performance of any work as described herein.

There will be no separate measurement or payment for any work, materials, or labor required for construction staking or the production of as-built/record drawings but shall be considered incidental to the project.

a. Field Books. The Contractor shall furnish and use bound field books for recording survey data and field notes. These books shall be available for inspection by the Architect-Engineer at any time and shall become property of the Owner upon completion of the work.

b. Initial Verification. Prior to setting any construction stakes, the Contractor shall first verify the accuracy of the control points established by the Architect-Engineer. If errors are discovered during this verification process, and the control points do not agree with the geometry shown in the plans, the Contractor shall immediately notify the Architect-Engineer in writing, explaining the issue in detail. The Architect-engineer will advise the Contractor within five (5) working days of any corrective actions, which may be deemed necessary. Secondly, upon completion of this verification process, the Contractor's registered Land Surveyor shall certify in writing, that all control points established by the Architect-Engineer are acceptable and adequate to allow the Contractor's construction staking to meet the accuracy requirements of the specifications.

c. General Description. After the Contractor's registered surveyor has submitted his written certification verifying the accuracy of the control points established by the Architect-Engineer, the Contractor shall set all stakes including, but not necessarily limited to: centerline stakes, offset stakes, reference point stakes, slope stakes, pavement lines, curb lines and grade stakes, stakes for sewers and waterlines, airfield drainage, pipe, underdrains, clearing, survey monuments, blue tops for subgrade, base and pavement courses, paint striping layouts, supplement bench marks and permanent as-built elevation marks, as-built survey elevations of concrete



pavement and asphalt base under concrete pavements at each concrete paving joint intersection, and the as-built elevations prior to placing the base course shall be obtained as well as all other horizontal or vertical controls necessary for complete and accurate layout of the construction work, and submitted to the Architect-Engineer.

d. Preservation. The Contractor shall exercise care in the preservation of stakes, references and benchmarks and shall reset them when any are damaged, lost, displaced or removed. Station and offset reference stakes shall be installed and maintained at all times on each side of the storm drain centerline.

e. Discrepancies. Any discrepancies in the grade, alignment, quantities, locations or dimensions detected by the Contractor shall immediately be brought to the attention of the Architect-Engineer. Changes to the project plans will not be allowed without the written approval of the Architect-Engineer.

f. Random Inspections. The Architect-Engineer reserves the right to make inspections and random checks of any portion of the staking and layout work. If, in the Architect-Engineer's opinion, the work is not being performed in a manner that will assure proper controls and accuracy, he may order any or all of the staking and layout work re-done, or he can order further staking to supplement the original work, both of which would be at no additional cost to the Airport.

g. Special Staking Requirements. Utility adjustments are a part of the Contract; therefore the Contractor shall perform all layout work and set all control points, stakes and reference necessary for carrying out all such adjustments.

h. Monthly Pay Quantities. Measurement of all pay quantities will be the responsibility of the Airport. However, the Contractor shall furnish the Architect-Engineer for each pay period, a certified set of his own calculations and measurements to fully support the derivation of all pay quantities.

i. Additional Work. If additional staking and layout are required as the result of additional work ordered by the Architect-Engineer, such work will be paid at the respective predetermined unit prices specified herein. The amount per hour for a two (2) person or three (3) person survey party, a survey manager and a registered land surveyor includes the cost of all work necessary to complete the extra work, including the Contractor's overhead, profit, bond, insurance and sales tax and extended general condition costs.

j. Measurement. Survey will not be measured for payment. Travel time shall not be measured for payment. Survey work for quality control surveys shall not be measured for payment but shall be considered incidental to the Contractor Quality Control program.

40.16 SAMPLING AND TESTING

The Owner shall employ the official testing laboratory for Quality Acceptance (QA) testing. The Contractor shall employ the laboratory for Quality Control (QC) testing or plant calibration and it shall not be the same laboratory as the one employed by the Owner. The quality control measures by the Contractor shall be sufficient to produce materials of acceptable quality. The Contractor is required to provide and maintain a quality control plan, along with all the personnel, equipment, supplies and facilities necessary to obtain samples, perform tests, and otherwise assure the quality of the product(s). The Architect-Engineer may require the Contractor's technician to perform testing of samples to demonstrate an acceptable level of performance.

The Contractor shall utilize a statistical based procedure of random sampling that provides that all material being produced will have an equal chance of being selected for sampling and testing. The Contractor shall sample and test any material that appears inconsistent with similar material being sampled unless such material is voluntarily removed and replaced or corrected by the Contractor. All sampling shall be in accordance with standard AASHTO or ASTM procedures.



40.17 AS-BUILT DRAWINGS

The Contractor shall keep one or more copy of all specifications, plans, addenda, modifications, working drawings and shop drawings at the site, and in good order. One of the sets of plans shall be annotated by the Contractor to show all changes made during the construction process as they occur. Upon completion of the project and prior to submittal of the final application for payment, the annotated set of plans showing the “as-built” work together with any annotated working and shop drawings of significance shall be delivered to the Architect-Engineer for the Owner’s record. At a minimum, the Contractor shall provide as-built elevations for each spot grade that is shown on the plans for finished pavement, finished ground, storm drain inverts and rim elevations; and as-built measurements for coordinates, slopes, horizontal dimensions, and station and offsets for improvements shown on the civil site plans. The Contractor shall provide stations and offsets for each handhole, manhole, light base, catch basin or other similar structure on the annotated set of as-built drawings.

Furthermore, the Contractor shall have the Contractor’s registered Surveyor stamp the cover sheet of the final as-built drawings after the completion of the project and before submittal to the Architect-Engineer.

END SECTION 40



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SECTION 50 UTILITIES AND EXISTING FACILITIES

50.01 WATER FOR CONSTRUCTION PURPOSES

The Contractor, at his expense, shall provide all water required for, and in connection with, the work to be performed. The Contractor shall remove all temporary waterlines installed by him, after completion of the work, if directed to do so by the Architect-Engineer.

It is the Contractor's responsibility to identify the water source and its compatibility, storage, and costs for all water requirements for this project. The Contractor must submit a water source and its intended use to the Architect-Engineer for approval. No direct payment will be made for construction water. The cost thereof shall be included in other items for which direct payment is made.

50.03 ELECTRICAL POWER

All power for lighting, operation of Contractor's plant or equipment, or for any other use as may be required in the execution of the work to be performed under the provision of these Contract Documents shall be provided by the Contractor at his expense. The Contractor shall remove all temporary electrical facilities installed by him, after completion of the work, if ordered to do so by the Architect-Engineer.

50.04 TELEPHONE SERVICE

If required by the Airport, the Contractor shall make all necessary arrangements with the telephone utility for telephones in his offices at the site and separate telephones, fax and a direct service line in the office of the Architect-Engineer and shall pay all monthly charges therefore including long distance calls from the office of the Architect-Engineer. All contractors and others performing work or furnishing services at the site shall be permitted to use the Contractor's telephone without charge for calls pertaining to the work.

50.05 SANITARY FACILITIES

Contractor shall furnish temporary sanitary facilities at the site, as provided herein, for the needs of all construction workers and other performing work or furnishing services on the Project. Sanitary facilities shall be of reasonable capacity, properly maintained throughout the construction period, and obscured from public view to the greatest practical extent. If toilets of the chemically treated type are used, at least one toilet will be furnished for each 20 men. Contractor shall enforce the use of such sanitary facilities by all personnel at the site.

There will be no separate measurement or payment for location of utilities but all work required and associated with this shall be considered incidental to the project.

END SECTION 50



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SECTION 60 OPERATIONS, SAFETY AND SECURITY

60.01 AIRPORT SECURITY REQUIREMENTS

All work will be constructed within the Airport Security Fence.

The airport is operated in compliance with Transportation Security Administration Regulations and Federal Aviation Regulations (FAR), which prohibit unauthorized persons or vehicles in the Air Operations Area (AOA). Equipment and workmen will be restricted to the work area defined on the plans. Any violation by Contractor's personnel or Subcontractors will subject the Contractor to penalties imposed by the Transportation Security Administration, FAA or the Ketchikan Gateway Borough.

The Contractor will assume all fines against the Airport assessed to them by the FAA and/or Transportation Security Administration for the Contractor's security violations. Typical fines are ten thousand dollars (\$10,000.00) or more per incident.

The Contractor shall be responsible for the protection of the construction site, and all work, materials, equipment, and existing facilities thereon, against vandals and other unauthorized persons. Security measures shall include such additional security fencing, barricades, lighting, and other measures as the Contractor may deem necessary to protect the site.

The Contractor's responsibilities for work areas are as follows:

- The Contractor shall be held responsible for controlling his employees, Subcontractors, and their employees with regard to traffic movement.
- The Contractor shall rebuild, repair, restore, and make good at his own expense all injuries or damages to any portion of the work occasioned by his use of these facilities before completion and acceptance of his work.
- The Contractor shall submit to the Architect-Engineer in writing a detailed work plan for each construction phase. This plan shall be submitted 14 calendar days prior to the start of each construction phase. No work within the construction phase may commence until the phase work plan is approved.
- The Contractor shall submit to the Architect-Engineer in writing a plan, by construction phase, for controlling construction equipment and vehicular movements in the Air Operations Area (AOA). This plan shall be submitted at the Pre-Construction Meeting. No work may commence until this plan is approved by the Airport. The Plan must include material haul roads.
- The Contractor shall provide a responsible Traffic Manager whose duty shall be to direct all construction traffic on or near active runways, taxiways, haul roads and highways. Paved surfaces shall be kept clear at all times and specifically must be kept free from all debris which might damage aircraft.

The following language shall be used in all solicitations, contracts and subcontracts requiring the distribution of security badges to Contractor, Subcontractor or material supplier employees:

Airport Access Badging: All Contractor and/or Subcontractor personnel performing work functions in accordance with this Contract shall obtain and properly display an airport security badge. The Contractor shall submit a Security Badge Application form and appropriate identification documents to the Airport Administration Office for each employee requiring unescorted access. Badge costs are: \$30 for AOA and \$80 for SIDA. Incomplete badge application will not be accepted. Contractor shall be responsible for all employees and subcontractor employee compliance with the Air Operations Area rules, regulations, and training. These items are considered a part of the contract documents. A copy of the badge application, list of appropriate identification documents, and rules and regulations are available from Airport Administration by calling (907) 228-6699.

All Contractor and Subcontractor personnel that are to be issued an Airport Identification Badge are required to attend and successfully complete a training class before being issued an identification badge. Fees for the security



badge include completion of the necessary training classes. Attendance at the security classes and issuance of the security badge may take 2 hours per person. If a contracted employee is born out of the country badge process can take up to four plus weeks.

The types of training required will be determined by the scope and location of the work involved. All personnel that will receive Airport badges shall attend the security training. Additionally, personnel operating vehicles or equipment within the Property of the airport will attend Airport Driver training, all personnel working near active movement areas will attend the Operational Safety on Airports training, and any personnel acting as a Gate Guard/Crossing Guard will attend the Gate Guard/Crossing Guard training.

The Contractor should allow ten (10) business days lead time for employee badges to be issued as measured from the date of the airport receiving a completed badge application. Incomplete applications will not be accepted.

The Contractor shall immediately notify Airport Operations/Badging Office of any Contractor personnel whose employment status has changed or for any employee who loses a badge for any reason.

The Contractor shall be responsible for retrieving all security badges and keys and returning them to the Badging Office. A lost badge fee of \$200 shall be assessed to the Contract for all lost or unreturned badges to the Airport.

The Airport Badging process will require the following from each badge applicant before a security badge is issued:

Security Badge Application - All employees are required to complete a security badge application form. Additional security badge procedures, background check, and requirements can be obtained from the Airport Administration office at (907) 228-6699.

The job superintendent and assistant superintendent, will be responsible for escorting their non-badged employees, visitors, vendors, Subcontractors and material suppliers while on the job site, assuring that no breaches of the Airport security program occur.

Airport security badges are issued by the Airport Administration staff and will be required when working within the Property. It is recommended that all anticipated regular personnel obtain security badges from the airport.

Additional information regarding badges:

- Airport ID badges issued by the Airport are property of the Airport and must be surrendered upon the request of the Security Supervisor, or his designee.
- No person shall loan or provide airport ID badges to anyone other than to whom the badge was issued.
- Airport ID badges must be available for presentation upon request of airport staff.
- Airport ID badges shall not be mutilated or altered from their original form in any way, nor shall any such media be reproduced or copied in such a manner as to degrade the security of the ID system.
- Airport ID badges are non-transferable.
- Damaged badges will be subject to a replacement fee of \$20.00.
- The Contractor shall be assessed a fee for each lost/unreturned badge. The fee is \$200.00 per unreturned badge. Badges shall be returned promptly when no longer needed, but not later than 24 hours from completion of the project as measured from completion of any punch list items.
- The Contractor must immediately report to Airport Operations any lost badge or any employee who quits or is terminated, and the employee's badge must be returned to the Airport.

No weapons will be allowed on the airport by any contractor personnel at any time.

a. Access Control

Any time access is required within the airport property, the Contractor shall be responsible for assuring that no breaches of airport security occur. Restricted areas are fenced and must remain fenced at all times. The gates will remain closed and locked or a guard will be provided at the Contractor's expense. The



airport shall furnish a roster of all personnel allowed access to the gate to Contractor's gate guard. The gate guard shall keep a check list of personnel entering and exiting at the gate. The duplicate keys for each lock will be turned over to the airport authorities.

- No person shall enter the Contractor's worksite without authorization. Any person found within the worksite without proper identification as described herein shall be considered unauthorized and shall be removed from the worksite and subject to rules, regulations, and laws as applicable.
- All persons authorized access to the worksite shall display a valid Airport ID badge issued by Airport or be under authorized escort.
- Persons authorized to provide escorts include Airport staff and designated Contractor supervisors. The number of personnel being escorted shall not exceed 5 (5) non-badged personnel; this includes vendors, subcontractors, visitors and part-time workers. **Failure to provide an escort can result in loss of escort privileges, fines, revocation of the security badge, or all three.**
- Contractor must provide one or more authorized signatories to administer all associated project badges. Contractor is responsible for any lost badges.

b. Badge Challenge Procedures

All personnel are responsible for challenging and reporting anyone in their work areas not displaying an Airport ID badge. Personnel shall contact Airport Operations and/or Airport Police and detain person(s) if safe to do so.

60.02 AIRPORT SAFETY REQUIREMENTS

a. Operating Construction Vehicles on the Airport

No vehicle shall enter the contractor worksite unless the following conditions are met:

- The driver is authorized to access the worksite (in possession of valid security badge with a driver endorsement).
- The driver possesses a valid driver's license.
- The vehicle is properly marked with the company name.
- Vehicle is marked with beacon or under escort.
- Transient haul truck drivers are not required to obtain an Airport ID badge but are required to check in with the contractor security guard.

b. Prohibited Vehicles

The use of motorcycles, bicycles, two-wheeled motor scooters and privately-owned vehicles within the worksite is strictly prohibited. Employees may drive personal vehicles to the staging area but may not drive them on any other portion of the airport.

c. Vehicle Condition

Vehicles must be in good mechanical condition with operational lights, horn, brakes, and clear visibility from the driver's seat. Trailers and semi-trailers must be equipped with proper brakes so that when disengaged from a towing vehicle, neither aircraft engine blast nor wind will cause them to become free rolling.

d. Compliance

All traffic within the Airport Property and/or contractor worksite must comply with any lawful order, signal or direction of any Airport employee. When such traffic is controlled by signs or pavement markings, such symbols shall be obeyed, unless otherwise directed by an officer or agent of the Airport.



e. Night or Low Visibility Operations

All vehicle headlights, taillights, and running or clearance lights shall be in operational condition. Headlights shall be used at all times.

f. Construction Vehicle and Equipment Markings

All construction equipment and vehicles shall have flashing amber lights, mounted at the highest point, during the nighttime and a flashing amber beacon during the daytime. All vehicles and equipment on the construction site shall have company designations visibly displayed. No personal vehicles will be allowed on the airport. All construction vehicles and equipment must have the company name and/or logo and vehicle number visible from at least 50 feet.

g. Operation of Vehicles

No vehicle shall operate within the Airport Property:

- Unless operated by an individual in possession of a valid Airport Identification Badge with a drivers endorsement or, under the direct escort of someone who is.
- In a careless or negligent manner.
- With disregard of the rights and safety of others.
- At a speed greater than 15 mph.
- While the driver is under the influence of drugs or alcohol.
- If such vehicle is loaded or maintained as to endanger persons or property.

h. Speed Limits

The speed limit on the perimeter roads is 15 miles per hour. The speed limit on the haul route is 15 miles per hour.

i. Vehicle Accidents

Each operator of a motor vehicle involved in an accident on the airport that results in damage to property or personal injury shall first contact 9-1-1 and report it fully to Airport Police as soon as possible after the accident. The report must include the name and address of the person reporting.

j. Use of Crossing Guards (if required)

Although not anticipated for this project, any construction that requires personnel, vehicles, and equipment to cross active taxiways/runways or other areas deemed appropriate by Airport Police, the Contractor shall provide crossing guards to prohibit the unauthorized crossing of the specified taxiway/runway/area.

- Each crossing guard shall have and properly display a valid airport issued security badge.
- Each crossing guard is required to undergo training. This training is provided by Airport Police.
- A crossing guard shall be provided for **both** sides of a crossing point unless otherwise specified by Airport Police.
- Each crossing guard shall have two-way radio communication with the Air Traffic Control Tower via aviation band radio provided by the contractor.
- Each crossing guard shall be properly equipped: Hand held stop sign, safety vest, and hearing protection.

k. Hearing Protection



Contractor personnel working on or adjacent to the AOA are encouraged to wear hearing protection.

l. Worker Injuries

In the event of a serious injury requiring medical attention, call **9-1-1** and notify the operator you are at the Airport. All injuries must also be reported to Airport Police as soon as possible.

m. After Hours Contacts

The Contractor shall submit to the Architect-Engineer a list of personnel who can be contacted 24 hours a day, seven (7) days a week and can respond in a reasonable time frame regarding any possible emergency on the work site. The list must include names, job titles and phone numbers.

n. Daily Site Inspections

Prior to the Contractor leaving the worksite for the day, an inspection of the site shall be completed. All discrepancies noted in the inspection must be corrected to the satisfaction of the Architect-Engineer or Airport prior to the Contractor leaving the worksite.

o. Deliveries

All deliveries for the Contractor shall be received by the Contractor. Deliveries will not be accepted by anyone other than the Contractor. Airport and its authorized representatives will not accept or be responsible for deliveries. An escort is required for any haul or delivery truck from a person(s) with approved badging.

p. Runway and Taxiway Closures

Not applicable.

q. Haul Routes

- If a portion of the haul route is in the City of Ketchikan Public Right-of-Way and Contractor shall abide by City of Ketchikan Traffic regulations and Right of Way Use Guidelines. Contractor shall maintain access in the vicinity of the haul routes to provide access to the parking lot and Airport vehicles. An escort is required for any haul or delivery truck from a person(s) with approved badging.
- Placards will be issued to transient haul trucks (i.e. concrete) upon entry into the Property by the gate guard.

r. Cranes or Mobilized Equipment

The Contractor shall review the requirements for the submittal of 7460-1 forms to the FAA for approval of equipment that impacts the CFR Part 77 Surfaces.

All activities involving cranes or mobilized vehicles exceeding 20 feet in height on or near the AOA require 48-hour advance coordination with Airport Police. The following information is required:

- Location of equipment
- Maximum extendable height
- Duration of use
- Daily hours of operation
- Whether or not the crane can be lowered when not in use

Equipment must be lowered to its stowed height when not in use or as otherwise directed. The **highest point** of each piece of equipment shall be marked by a 3' x 3' orange and white checkered flag. At night



and during periods of low visibility, the highest point of the crane must be marked by a red obstruction light. Crews must be prepared to remove equipment promptly if so directed.

s. Runway Safety Areas

Not applicable.

t. Staging & Storage Area

All Contractor materials, equipment and supplies shall be within the Contractor's designated staging & storage area. All staging & storage areas shall be marked, debris boxes covered and area kept neat and clean of debris.

For equipment that must remain in the work area, the following conditions must be met:

- Be located outside of the runway/taxiway safety and obstruction free areas.
- Be marked with lighted barricades around the equipment perimeter with a spacing of no more than 10 feet.
- Be coordinated at least 48 hours in advance with the Architect-Engineer.
- The highest point of the equipment marked and lit with a red flashing/steady burning omni-directional obstruction light.

u. Barricades & Lighting

The perimeters of the actual work areas, all uneven surfaces, mounds and excavations shall be adequately barricaded with vertical panel barricades, low level barricades and/or Type II barricades and lighted with omni-directional flashing red lights to prevent intrusion by taxiing aircraft, equipment and vehicles. Low profile barricades shall be supplemented with flashing high intensity red lights. Low level barricades shall be orange and white in color and shall be a minimum of six (6) feet in length and ten (10) inches in height. All cones and other marking devices must be lighted or equipped with reflectors during periods of darkness as directed by Airport Police.

The Contractor will be responsible for placing and maintaining the low-profile barricades. The Contractor will provide a 24/7 point of contact capable of responding within one (1) hour to address issues with the barricades.

All barricades and cones must be maintained and kept in proper working order by the Contractor. All burnt out lights or inoperative batteries must be replaced immediately. Barricades and cones must remain upright at all times.

The placement of sandbags on barricades may be required in situations of adverse weather. In addition, the Contractor must keep an adequate supply of extra barricades, lights and batteries on site. Escorts for barricade maintenance must be provided by the Contractor or coordinated in advance with Airport Police.

Only red, battery-powered or approved solar-powered, omni-directional lights are acceptable within the Property of the airport.

See General Technical Provisions Section 60.05 for additional information and barricading requirements.

v. Trenches and Excavations

- Not applicable.

w. Stockpiled Material

Stockpiled materials are allowed only within the Contractor's designated staging & storage areas.



x. Contractor Security Guards

The following procedures are for Contractor security guards controlling Contractor access gates into the Airport Property. Only personnel and vehicles meeting the following conditions will be allowed access within the Airport Property:

- The Construction/Gate Security Guard is required to have a valid and properly displayed airport issued ID badge.
- Authorized contractors and subcontractors with valid Airport ID badge and airport driver endorsement.
- Authorized suppliers and service companies under positive escort.
- Airport vehicles with proper identification.
- Tenant vehicles with the proper identification.
- Transient haul trucks with proper placard displayed.

Workers with Airport ID Badges

Employees with a valid Airport ID badge are authorized to proceed into the Airport Property. Advise the employee to remain on the designated haul route to their intended area. Airport ID badges must be worn on the outermost garment once inside the Property, including Contractor worksite.

y. Workers without Airport ID Badges

Employees without a valid Airport ID badge must first check in with the security guard and be properly escorted inside the Airport Property to their intended area. The gate guard shall log down the date, employee name and company. Advise the employee to wait at the gate until the escort arrives.

z. Deliveries

Delivery trucks are not required to obtain an Airport ID badge but must be properly escorted in order to proceed inside the Airport Property to their intended area. The gate guard shall log down the date, driver name, and company. Advise the driver to wait at the gate until the escort arrives.

aa. Haul Trucks

Transient haul truck drivers are not required to obtain an Airport ID badge but are required to check in with the Contractor security guard. The driver shall be issued flashing amber beacon to be mounted on the highest point of the truck; and shall be returned to the security guard upon check out. Advise the driver to remain on the marked haul route and follow the appropriate signs to the intended work area. At no time shall a driver unfamiliar with the worksite be allowed to deviate from the marked haul route. An escort is required for any haul or delivery truck from a person(s) with approved badging.

bb. Weapons

No person, except a peace officer, authorized air carrier employee, airport employee or a member of an armed force of the United States on official duty, shall carry any weapon, explosive, or inflammable material on or about his person, openly or concealed, in the Property of the airport without the written permission of the Airport Manager.

cc. Security Guard Responsibilities

- Use primary radio or back-up telephone equipment to notify Airport Police and the Contractor Foreman of any security violation or threat to airport safety. Report any failure of radio or back-up equipment immediately.



- Assure that all authorized Contractor employees or suppliers use designated haul route and staging areas.
- Monitor the Property access gate at all times and NEVER leave a gate open, unsecured or unattended.

dd. Contractor Responsibilities

- The Contractor must maintain and provide to the Architect-Engineer a log detailing the contract number, the airfield access point used, and all authorized and anticipated subcontractors and suppliers that will be requiring entry.
- The Contractor must furnish guards a means of securing the access point should the guard have to leave the area in an emergency.

a) 60.03 SCHEDULE OF FINES

Due to both the safety and security precautions necessary at Airport and the impact to airport users, failure of the Contractor to adhere to the prescribed requirements/regulations has consequences that may jeopardize the health, welfare and lives of the customers and employees at Airport, as well as the Contractor's own employees. Therefore, if the Contractor is found to be in non-compliance with the security, airfield badging/licensing and airfield safety requirements by either the Owner's personnel or the Architect-Engineer or his representatives, the Owner may issue a Notice of Violation (NOV). The Contractor may appeal the NOV; however, appeals must be made in writing, however, in any case, the Contractor must respond to any NOV within ten (10) calendar days of receiving the notice, to the Airport Manager. The appeal shall state, in sufficient detail, why the NOV/circumstance is unwarranted. A final and binding decision on the appeal will be made by the Airport Manager or designated representative within ten (10) working days of receipt of the appeal, and the Contractor will then be notified of this decision in writing. No further appeals to the specific NOV will be considered/accepted. Subsequent fines and/or requirements, if any, will be applied in accordance with **Ketchikan Gateway Borough Code of Ordinance**. The Prime Contractor shall be held financially responsible for all NOV's issued to their subcontractors, lower tier subcontractors, or material suppliers associated with this Contract.

60.04 TRAFFIC CONTROL, BARRICADING, AND CLEANUP

General Requirements:

The Contractor shall submit a Cleanup Plan for approval by the Owner to be followed at the close of each day's work. At a minimum, the Plan shall include an itemized, detailed list of tasks and equipment to be used to properly clear all areas within Runway and Taxiway Safety Areas in accordance with FAA AC 150/5370-2 (latest revision). The Plan shall specifically identify all work to be performed on a daily basis for each Phase of construction identified on the plans. The Plan shall also include the requirement of the Contractor and Architect-Engineer to perform a site walk of the entire effected area of construction a minimum of 2 hours before that area is scheduled to be reopened to aircraft traffic to assure that it has been cleaned and cleared of all equipment and debris in accordance with FAA AC 150/5370-2 (latest edition).

The Contractor shall also be responsible for delineating the limits of construction operations consistent with the approved Phasing and Barricading Safety Plan(s) and/or as directed by the Airport. The Contractor shall submit a Phasing and Barricading Safety Plan(s) as required in the Airport's Construction Safety Plan.

The Contractor shall be responsible for providing, the installation of, and the maintenance of barricades and traffic control devices necessary for the control of aircraft, vehicular, and pedestrian traffic. Any requests to modify the approved barricading and phasing plans must be submitted to the Airport for review and approval. In the interest of safety, Airport staff may direct changes to barricades be made immediately and at no additional cost.

The Airfield Safety and Security and Barricade/Temporary Fencing and Traffic Control Plans must be submitted by the Contractor at the Pre-Construction Conference.



Measurement and payment for the Airfield Safety and Security Plans identified above will be paid as lump sum, and shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to complete the work to the satisfaction of the Owner, as shown on the plans or as directed by the Architect-Engineer.

Barricade Requirements:

All construction areas shall be delineated with low-profile barricades that meet FAA standards to prevent intrusion by taxiing aircraft, vehicles, or pedestrians, (FAA AC 150/5370-2, latest edition). Low level barricades shall be orange in color with white reflective tape on both sides of the barricade and shall be a minimum of six (6) feet in length and a maximum of ten (10) inches in height, (not including required flagging or lights).

All barricades must be equipped with **RED omni-directional lights**, either flashing or steady burning, to provide additional visual warning whether during normal daytime and nighttime operations or during periods of reduced visibility due to weather conditions. Lights may be either battery-powered or solar-powered; however, the intensity of the lights must be sufficient to adequately and without ambiguity delineate the construction areas. The Contractor is responsible to maintain all barricade lights in working conditions to the approval of Airport.

Barricades should include flashing amber beacons and securely fastened to eliminate jet engine ingestion. The barricades shall be installed so that they are always in the extended position and properly oriented. Barricades shall be placed side-by-side with no gaps as shown on the construction phasing sheets.

The use of frangible hazard markings, such as concrete barriers, railroad ties and/or metal-drum-type barricades is prohibited. For certain non-movement areas, the City may consider the use of Type II or other similar barricades with prior approval.

a. Non-Movement Areas

In addition to the general barricade requirements above, for projects that may impact airport business and facilities, it will be necessary to coordinate ingress and egress routes with the City. The Contractor shall coordinate and make provisions, including barricading, to accommodate aircraft movements to and from existing businesses and facilities within the construction area.

b. Movement Areas

In addition to the general barricade requirements above, all barricades, temporary markers, and other objects placed and left in safety areas associated with any runway, taxiway, or taxilane must be as low as possible to the ground; of low mass; easily collapsible upon contact with an aircraft or any of its components; and weighted to prevent displacement from prop wash, jet blast, rotor wash, or surface wind.

Special Requirements:

1. The Contractor shall be allowed to have a maximum of five (5) red flashing lights out of service at a single time, and no more than two (2) in a row. The Contractor shall be fined \$250 each night that six (6) or more barricade lights are out of service. All fines shall be paid directly to Airport.
2. The Contractor shall coordinate his construction so that taxiways and runways are open to traffic during weekends to the greatest extent possible consistent with FAA Safety Standards and Airport operational requirements, unless shown otherwise on the construction phasing plans.
3. The Contractor shall employ a “designated” person who will be responsible for ensuring that all barricades, signs, barricade lights, and any other traffic control devices are established and maintained in strict compliance with the contract requirements. The designated person shall:
 - a. Inspect all barricading and traffic control devices on a regular, recurring basis to ensure functionality and compliance with FAA standards.



- b. Ensure that existing airport signage and lighting does not conflict or create any confusion with the barricades and traffic control devices and shall immediately bring any conflicting conditions to the attention of airport staff.
- c. Be available 24 hours a day to maintain all barricades including lights and flags used to delineate construction and hazardous areas in fully operational condition.
- d. Ensure that flagmen, when employed, are sufficiently trained to operate safely on the airport.

Aircraft Movement Area:

Vehicle Equipment – Daytime Operations:

All Contractor vehicles and equipment operating in the AOA during daylight hours must be equipped with either a 3-foot by 3-foot international orange and white checker patterned flag mounted on a staff and secured to the vehicle in such a location as to be visible from all directions or a flashing amber beacon, light bar or similar warning light device mounted on the vehicle in such a location as to be visible from any direction.

Vehicle Equipment – Escort Operations:

Contractor vehicles may be used to escort a maximum of three (3) other vehicles onto AOA, (only for a short period of time). The vehicle providing the escort must lead and is responsible for the trailing vehicle(s).

When any vehicle other than those routinely used on the runways, taxiways and aprons is required to travel over any portion of aircraft movement areas, it shall be escorted by a vehicle properly identified to operate in the area or be provided with a flag on a staff so attached to the vehicle so that the flag will be readily visible.

A flag or escort vehicle is not required for vehicles that have been painted, marked, and lighted for routine use on aircraft movement areas. Any vehicle operation on the movement area during the hours of darkness shall be equipped with a flashing amber dome-type beacon.

Vehicular traffic crossing active movement areas must be controlled by two-way radio in communication with the control tower and by escort or flagman. The clearance shall be confirmed by the driver's personal observation that no aircraft is approaching his position. Aircraft have the right-of-way at all times.

Airport Construction Restrictions and Requirements: The Contractor is responsible for compliance at all times with the policies and guidelines specified in Airport's Construction Safety Plan, and with the draft FAA Advisory Circular (AC) 150/5370-2 (latest edition), *Operational Safety on Airports During Construction*. These documents are included in the contract documents.

Haul Route: The Contractor must follow the haul route provided on the Approved Plans, or as directed by the Airport and/or Architect-Engineer. The Contractor shall keep all work areas clean of debris and shall be fully liable for any damages that occur to an aircraft caused by construction debris. The Contractor shall be responsible to restore any damages to any pavement used as haul routes incurred during construction to the original state at no additional cost to the owner. All cost associated with the restoration of the haul routes shall be considered incidental to other appropriate bid items and no separate payments will be made.

Sweepers and Vacuum trucks shall be on site at all times keeping the contractors haul route and/or adjacent pavement clear of any debris at all times.

There is no separate measurement or payment for any airfield safety and security items, material, or work as identified herein or on the plans but shall be considered incidental to the project.

END SECTION 60





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