



**JAA**  
 Jacksonville  
 Aviation  
 Authority



**Cecil**  
 Cecil Airport

**CECIL AIRPORT  
 Jacksonville, Florida**

**FABRIC HANGAR RELOCATION**

**ADDENDUM 01**

**To:** ALL PROSPECTIVE BIDDERS  
 ALL HOLDERS OF BID DOCUMENTS

**From:** MICHAEL BAKER INTERNATIONAL  
 12740 Gran Bay Pkwy West, Suite 2110  
 Jacksonville, Florida 32258  
 Phone: 904-380-2500

**Date:** Tuesday, February 21, 2017

**This Addendum** forms a part of the Contract Documents and modifies the original Bidding Documents, dated February 2017, as noted herein. Bidders are to acknowledge the receipt of this addendum in the space provided on the bid form. **FAILURE TO DO SO MAY SUBJECT A BIDDER TO DISQUALIFICATION.**

JAA Contract No. C-816  
 JAA Project No. F2016-10  
 MBI No. 156269

<u>ATTACHMENT</u>	<u>SIZE</u>	<u>DESCRIPTION</u>
No. 1	4 pages (8.5 X 11)	Pre-Bid Meeting Comments and Attendance List
No. 2	5 pages (8.5 X 11)	Special Provision 10, Airport Safety and Security Requirements

**CHANGES TO THE SPECIFICATIONS:**

**1. BID OPENING DATE AND TIME**

**Change:** The date for receipt of sealed bids on this project (Bid Opening Date) is being moved from Tuesday, March 7 to **Tuesday, March 14, 2017 at 2:00 PM.** Bid location remains unchanged.

**Clarification:** The bid date is changed.

2. FORM LBV-1 LOCAL BUSINESS VERIFICATION FORM

**Remove:** Remove Form LBV-1, Local Business Verification Form from the project manual.

**Clarification:** Form LBV-1 is removed from the contract requirements.

3. SPECIAL PROVISION 1: TIME FOR COMPLETION

**Change:** Change the total work period from 120 calendar days to **150 Calendar Days**.

**Clarification:** The contract total work period is changed.

4. SPECIAL PROVISION 10: AIRPORT SAFETY AND SECURITY REQUIREMENTS

**Add:** Add Special Provision 10 to the Project Manual. Herein attached.

**Clarification:** Special Provision 10 is added to the contract requirements.

**End of Addendum 01**



PROJECT: Cecil Airport – Fabric Hangar Relocation  
JAA Project No.: F2016-10  
JAA Contract No.: C-816

MEETING DATE: 2:00 PM, Thursday, February 16, 2017

LOCATION: Cecil Airport Terminal Building 82, Second Floor Conference Room

### **PRE-BID MEETING MINUTES**

1. **Greeting and Introductions:**

2. **Project Scope:**

This project includes the relocation of a 140 ft. wide by 130 ft. long by 51 ft. high aircraft fabric Hangar with end wall from the Westside to Eastside of the airfield at Cecil Airport. A new 160 ft. by 175 ft. concrete slab will be constructed. Site construction includes embankment, grading, drainage, new water well and pumping system, new electrical and communication services, high volume low velocity fans, tie-in of the existing ramp, dumpster enclosure, asphalt parking lot, subbase stabilization, loading, hauling and placement of asphalt millings, security gate, fencing, pavement markings, and landscaping

3. **Bid Date, Time and Location:** 2:00 P.M. Tuesday March 7, 2017 at the Jacksonville Aviation Authority Administration Office Bldg. at Jacksonville International Airport, 14201 Pecan Park Road. **Addendum 01 will extend the bid date to 2:00 P.M. on March 14, 2017.**
4. **Requirements for Bidders:** (Ms. Smith) Submittal of Bid Contents & Format, per paragraph 7 on page 2 & 3 of the Requirements for Bidders. Mr. Smith reminded contractors to sign all of the forms, and insure that your bid is submitted on time.
5. **Bonds & Insurance:** (Ms. Smith) 5% Bid Bond required, 100% Performance and Payment Bond will be required of the successful bidder.
6. **Minority Participation:** (Ms. Smith) The DBE goal for this contract is fifteen percent (15%). The work shall be performed by certified DBE firms. See paragraph #18 in the Requirements for Bidders” section of the project manual for more information. Contact Ms. Evelyn Burton’s Office at 904-741-3667 to check DBE certifications.
7. **Form of Bid:** Unit price and Lump Sum. See Technical Specification in Division 1 – General Requirements, Section 01920, “Lump Sum Pay Items”.
- **Base Bid and Additive Alternate #1** – Additive Alternate #1 is the use of recycled concrete aggregate on the entrance road instead of asphalt millings (base bid). The unit price for the deduction shall match the unit price from the Base Bid.

8. **Schedule:** The construction work period is 120-calendar days. Contractor's working days are Monday through Friday. Work on Saturdays or Sundays must be approved in advance by the owner. See Special Provision 1 (SP1). **Addendum 01 will change the construction work period to 150-calendar days.**
9. **Liquidated damages:** \$500 per day. See Special Provision 1 (SP1).
10. **Airport Security, Public Safety and Operations:** (Ms. Anton) Airfield operations and tenant access must be accommodated. **Addendum 01 will include Special Provision 10 to address Airport Safety and Security.**
11. **Protection of Underground Utilities & Cables:** Contactor will locate and protect from damage all existing underground utilities. A JAA dig permit is required. JAA/FAA locate airfield NAVAIDs and aircraft pavement edge lighting circuits. Contractor will be required to hand dig within 15' of any marked utility crossing. ( SP-4 )
12. **Project Access:** As shown on drawings plan sheet G1.0 and G3.0.
13. **Permits:** Contractor's responsibility (SP-6).
14. **Quality Control, Quality Assurance:** Contractor is responsible for a complete quality control program. The owner will perform quality assurance inspection.
15. **Site Visit:** Today after this meeting.
16. **Plans and Specifications:**

Available from: **Michael Baker International**  
**12740 Gran Bay Pkwy West, Suite 2110**  
**Jacksonville, FL32258**  
**Attn: Larry Elkins, PE**  
**Email: lelkins@mbakerintl.com**

CD's containing the plans and specifications are available for purchase for \$25. The plans and specifications are provided in a PDF format. The files will not be provided in any other format.

If a contractor obtains his plans and specifications from a plan room, the contractor must obtain any addendums or other contract information from that plan room. JAA and Michael Baker International will not be responsible for any contract documentation obtained from organizations (plan rooms, etc.) other than Michael Baker International, Jacksonville Office

17. **Questions:** All Questions shall be submitted via email sent to: lelkins@mbakerintl.com All questions must be received by 5:00 P.M. on Thursday, March 2, 2017. An addendum will be sent out containing the minutes from this meeting and responses to questions.

**18. General Discussion/Questions:**

Contractor will be permitted to man the access gates during hauling operations.

Borrow excavation material will be from outside the boundaries of the airport property.

Contractors working in the AOA will have to be badged. After the temporary AOA Fence is installed, contractors will be permitted to park personal vehicles at the contractor staging area.

Contractor will haul asphalt millings from Herlong Airport Stock Pile.

**JACKSONVILLE AVIATION AUTHORITY  
CECIL AIRPORT  
Pre-Bid**

JAA Contract No. C-816

Date: February 16, 2017

Title: Fabric Hangar Relocation

Name	Company	Phone	E-Mail
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Larry Elkins	Michael Baker International	380-2505	lelkins@mbakerintl.com
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<del>CHRIS WEST</del>	<del>3</del>	<del></del>	<del></del>
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Tim Cox	JAA	904-573-1607	tim.cox@cecilairport.com
Robin Anton	JAA	904-573-1617	ROBIN.ANTON@"
LARRY LEONARD	Custom Homes by LPM	904-334-4888	lleonard@concast.net

**SPECIAL PROVISION NO. 5****SUBJECT: AIRPORT SAFETY AND SECURITY REQUIREMENTS**1. General

The provisions of this safety and security plan and associated procedures are applicable within the boundaries of Cecil Airport. A complete understanding of all procedures and requirements contained herein is required to ensure safety and security during construction. This is of paramount importance since Cecil Airport serves a mix of general aviation, air carrier aircraft and military aircraft. This safety plan is a part of this contract and deviations from the requirements established herein will be sufficient cause for contract termination.

Required reference material associated with this safety plan includes:

FAA AC 150/5200-18C, Airport Safety Self Inspection  
 FAA AC 150/5370-2F, Operational Safety on Airports During Construction

Copies of each of these documents may be examined in the Office of operations of Jacksonville Aviation Authority, Cecil Airport.

2. Airport Safety and Security Coordinator

The Executive Director, Jacksonville Aviation Authority, shall appoint the Airport Operations or other qualified individual(s) as the duly authorized representative to serve as Airport Safety and Security Coordinator (ASSC) for the duration of the contract. The ASSC will be responsible for the overall coordination of safety and security matters during construction and ensuring that all procedures and requirements are followed. The ASSC shall be physically present on the airport at all times during the period of construction when activity related to fulfilling the Contractor's responsibilities is taking place. The Airport Safety Coordinator shall, in addition, represent the JAA/CF Aviation Authority on the Construction Safety and Security Committee.

The ASSC is also responsible for coordinating all construction activity with any organizations prior to the start of construction at any location within the Project Area, at any time the construction schedule or procedure that would affect safety or security is altered and upon completion of work. In addition the ASSC shall maintain a file of all advisories issued; periodically review advisories issued to assure currency and appropriately cancel portions of previously issued advisories when construction covered by that advisory is completed or otherwise terminated.

3. Contractor Safety and Security Officer

The Contractor shall appoint its onsite Construction Superintendent or other qualified individual(s) as its duly authorized representative to serve as Contractor Safety and Security Officer (CSSO) for the duration of the contract. The CSSO shall thoroughly understand the safety and security requirements of the contract and shall have sufficient authority to implement its provisions without significant deviation. The Contractor shall notify the ASSC and Engineer in writing of the name of the individual(s) selected for the assignment.

The CSSO shall represent the Contractor on the "Construction Safety and

Security Committee" and shall be accountable for safety and security requirement compliance. The CSSO shall be especially knowledgeable regarding the requirements of FAA AC's 150/5200-18 and 150/5370-2, Airport Self Inspection Guide and Operational Safety on Airports During Construction, respectively. The CSSO shall be thoroughly familiar with all contract requirements relevant to the handling of hazardous materials and all applicable trade practices related to maintain safety and security during construction.

4. Responsibilities of the Contractor Safety and Security Officer

Prior to the desired date for commencement of any work on the project, the CSSO shall accomplish the following:

- a. Develop and submit in writing a detailed work sequence schedule with dates and times specified for all milestone events. This sequence schedule shall conform, as a minimum, to the events specified in the Technical Specifications applicable to this contract. This schedule shall be subject to the approval of the ASSC. To assure adequate time for coordination, this document shall be submitted at least one week prior to the desired date for commencement of any work on the project.
- b. Develop and submit in writing a detailed outline of the procedures to be followed to maintain safety and security of both Contractor operations and the integrity of airport landside and airside operations during the prosecution of contract work. This plan shall detail, in addition, the procedures to be followed in the event of an accident or fire involving Contractor personnel and the Contractor's efforts to maintain fire protection and security. These procedures shall be subject to the approval of the ASSC and reflect any change as may be deemed necessary, from time to time, by the Construction Safety and Security Committee.
- c. Conduct at least one meeting of all Contractor supervisory personnel prior to the start of contract work. The purpose of this meeting is to review the approved work sequence schedule and safety and security procedures. Attendance at this meeting by the CSSO, all Contractor supervisory personnel and the ASSC is mandatory. This meeting shall also be open to other employees of the Contractor and others as the ASSC may deem appropriate. Minutes of this meeting shall be taken, copies provided to each supervisor and kept on file in the Contractor's construction office for periodic review and updating.
- d. Develop a safety and security orientation program and provide a briefing for all employees of the Contractor that will be used on the project. A similar briefing will be given new employees prior to their use on contract use. In addition, the CSSO shall be responsible for briefing, from time to time, all Contractor personnel on safety and security measures adopted by the Construction Safety and Security Committee.

5. Construction Safety and Security Committee

Meetings will be periodically scheduled and conducted by the JAA Project Manager at a location at Cecil Airport.



6. Traffic Control

- a. Vehicle Identification - The Contractor, through the Contractor Safety and Security Office (CSSO) shall establish and maintain a list of the minimum number of vehicles believe necessary for completing the work required in each area of construction. This list shall be submitted to the Airport Safety and Security Coordinator for permission to operate each vehicle on the list. To be authorized to operate at Cecil Airport each vehicle shall:

- (1) be marked/flagged for high daytime visibility and lighted for nighttime operations. These vehicles shall display in full view above the vehicle a 3'x3' or larger orange and white checkerboard flag, each checkerboard color being 1' square, for daytime identification. For nighttime identification each vehicle shall be equipped with a flashing amber (yellow) dome light, mounted on top of the vehicle and have an intensity that conforms to the requirement for maintenance or emergency vehicles. Vehicles that are not marked and/or lighted shall be escorted by a vehicle appropriately marked and/or lighted.

In addition, vehicles authorized by ASSC to operate on any portion of the airport operations area other than the approved haul route for this contract shall also be equipped with a two-way radio capable of communicating on the ground control frequency as shown on the plans. Only radio operators authorized by the ASSC to communicate with the Cecil Airport Air Traffic Control Tower shall be permitted to operate the radio.

All marking, lighting, installation of radios and similar safety and/or security measures including providing escort vehicles and properly trained radio operators shall be provided by the Contractor.

- (2) be identified with the name and/or logo of the Contractor and be of sufficient size to be identified at a distance. Vehicles needing intermittent identification could be marked with tape or with commercially available magnetically attached markers. Vehicles that are not appropriately identified shall be escorted by a vehicle that conforms to this requirement. Vehicles requiring escort shall be identified on the list.
- (3) be operated in a manner that does not compromise the safety of either landside or airside airport operations. If, in the opinion of the Airport Safety and Security Coordinator, any vehicle is operated in a manner not fully consistent with this requirements the ASSC has the right to restrict operation of the vehicle or prohibit its use on the airport.

- b. Access to the Site of Construction

- (1) General Construction - the Contractor's access to the airport, employee parking and marshalling area(s) and route across the airport to the construction sites shall be as designated by the ASSC. No other airport access point or cross-airport route shall be permitted unless approved in advance by the Airport Safety and Security Coordinator. The Contractor shall furnish a guard for the active access gate.

In addition, the following requirements are applicable:

- (a) All Contractor traffic authorized to travel on the airport shall have been briefed as part of the Contractor's construction safety and security orientation program, be thoroughly familiar with the access procedures and route for travel or be escorted by personnel authorized by the Contractor Safety and Security Officer.
  - (b) The Contractor shall install work site identification signs at the authorized access point(s). If in the opinion of the Airport Safety and Security Coordinator directional signs are needed for clarity they shall be installed along the route authorized for access to each construction site.
  - (c) Under no circumstance will Contractor personnel be permitted to drive their individually owned vehicles to any construction on the airport. All vehicles must be parked in the area designated for employee parking; transportation to the work site shall be provided by the Contractor for those employees that are not otherwise occupying authorized vehicles.
  - (d) There shall be no access to the secure side of the air operations area by any Contractor employee for any reason unless that employee has an appropriate security clearance or that employee is escorted by a person with a proper security clearance. Breach of airport security requirements shall mean immediate expulsion from the airport and possible prosecution under applicable federal law. In addition, the Contractor shall reimburse the Jacksonville Aviation Authority the cost of any fine plus 25% for any fine levied by the FAA for any breach of any security requirement by an employee of the Contractor. Reimbursement shall be made from money otherwise due the Contractor for completed work.
  - (e) In addition to the periodic cleanup of the site, the Contractor is responsible for the immediate cleanup of any debris generated along the construction site access route(s) as a result of construction related traffic or operations whether or not created by Contractor personnel.
  - (f) There shall be no travel by foot within an active aircraft operational area. The Contractor shall arrange transportation for all employees between the designated marshalling area and each construction site, as necessary.
- c. Material Suppliers, Subcontractors and Visitors - All material suppliers, subcontractors and visitors to the work site are obligated to follow the same safety and security operating procedures as the prime contractor. All material suppliers shall make their deliveries using the same access points and routes as the Contractor and shall be advised of the appropriate delivery procedures at the time the materials order is placed. If it is not practical to conform to the vehicle identification and/or safety

and security orientation program requirements the Contractor shall be prepared to escort all suppliers, subcontractors and visitors while they are on the work site or within a secured area.

7. Construction Techniques

Construction shall be planned and conducted throughout this project in such a manner as to allow the maintenance of completely safe airport operations. Every effort shall be made to reduce the impact of construction activity on overall airport operations. To this end the Contractor's activities shall be conducted in such a manner so as to preclude, except where absolutely required, open excavations, trenches, ditches and above ground obstacles such as booms on cranes or obstacle markers such as wooden sawhorses. The primary responsibility for assuring that the safest possible construction techniques are followed rests with the Contractor Safety and Security Officer. The Contractor shall strictly adhere to all federal, state and local codes and regulations governing construction safety.

8. Traffic Maintenance

Strict adherence to proper maintenance and protection of traffic during Contractor activities, including any required "detours" must be accomplished in accord with the FDOT Manual on Traffic Control and Safe Practices, state and local regulations and permits and be properly coordinated by the Contractor.

A Maintenance of Traffic Plan must be submitted to the ASSC and Engineer prior to commence of any on site work under this contract. The Maintenance of Traffic Plan will show all proposed detour routes for all lane closing and indicate types and location of signs to be used for each closing. The Maintenance of Traffic Plan will show in detail the types of signs, and the proposed lettering on each type of sign to be used on the job site.

At the direction of the ASSC or the Engineer, certain lanes may only be closed at off traffic peak hours.

9. Basis of Payment

No separate payment shall be made for airport safety and security measures or personnel or materials related to this item and incidentally required to satisfy the specified objective(s). Adequate compensation shall be included by the Contractor in the lump sum mobilization price bid. This compensation shall be full compensation for furnishing all materials and for all labor, equipment, tools, and incidentals necessary to complete the item.