



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
asmith@atlantaga.gov

February 15, 2016

Dear Bidders:

**Re: FC-8690; Permanent Solution to Sewer Force Main Break at
Hartsfield-Jackson Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Philippe Jefferson, Contracting Officer at (404) 865-8565, or via e-mail at pejefferson@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS:pej



Addendum No. 1

**Re: FC-8690, Permanent Solution to Sewer Force Main Break at
Hartsfield-Jackson Atlanta International Airport**

February 15, 2016

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This Addendum forms a part of the Invitation to Bid and modifies the original solicitation package and any prior addenda as noted below.

1. ALL QUESTIONS ARE TO BE SUBMITTED TO MR. PHILIPPE JEFFERSON, CONTRACTING OFFICER, VIA EMAIL PEJEFFERSON@ATLANTAGA.GOV BY FRIDAY, FEBRUARY 26, 2016 BY 5:00 P.M. EST.
2. ALL RESPONSES TO THIS INVITATION TO BID MUST BE RECEIVED BY WEDNESDAY, MARCH 23, 2016. NO BIDS ACCEPTED AFTER 2:00 P.M. EDT.
3. REVISION TO TABLE OF CONTENTS TO INCLUDE FORM 10, ATTACHED HERETO AS ATTACHMENT NO. 1
4. FORM 10, ATTACHED HERETO AS ATTACHMENT NO. 2
5. EXHIBIT D-2, CONSTRUCTION SAFETY AND HEALTH PLAN, ATTACHED HERETO AS ATTACHMENT NO. 3

Bids are due Wednesday, March 23, 2016, should be time stamped in no later than 2:00 p.m., and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP, CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
Suite 1900
Atlanta, Georgia 30303

**** All other information remains unchanged ****



Addendum No. 1

**Re: FC-8690, Permanent Solution to Sewer Force Main Break at
Hartsfield-Jackson Atlanta International Airport**

February 15, 2016

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Acknowledgment of Addendum No. 1

Bidders must sign below and return this form with Bids to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 1 for **FC-8690, Permanent Solution to Sewer Force Main Break at Hartsfield-Jackson Atlanta International Airport** on this the _____ day of _____, 2016.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



ATTACHMENT NO. 1

**CITY OF ATLANTA
DEPARTMENT OF AVIATION
HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

**INVITATION TO BID
PROJECT NUMBER FC-8690
PERMANENT SOLUTION TO SEWER FORCE MAIN BREAK**

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PART I

SECTION

TITLE

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- Form 2: Contractor Disclosure Form
- Form 3: Proponent / Bidder Financial Disclosure (*N/A FOR THIS ITB*)
- Form 4-A: Certification of Insurance
- Form 4-B: Certification of Bonding Ability
- Form 5: Acknowledgement of Addenda
- Form 6: Proponent Contact Directory
- Form 7: Reference Form (*N/A for this ITB*)
- Form 8: Bid Bond
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- Form 10: Referral List

PART II

2. Agreement

3. Exhibit A – Construction General Conditions

4. Exhibit B – Construction Special Conditions

5. **Exhibit C - Quantities, Pricing and Data Forms**
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9. **Exhibit G – Airport Security Program**
10. **Exhibit H – Schedule Requirements**
11. **Exhibit I – Quality Control Program**
12. **Appendix A – Office of Contract Compliance**

ATTACHMENT NO. 2

FORM 10

REFERRAL LIST

Each Bidder must provide a list of at least four (4) references using the below-referenced format. The City is interested in reviewing references that are able to attest to a Proponent's performance ability and credibility in a particular industry or trade.

Reference: Name
 Address
 City, State, Zip
 Phone
 Fax

Project Title: _____

Contact Person: _____

Direct Telephone: _____

Email Address: _____

Date(s) of Project: _____

Description of Services:

Total Amount of Contract Including Change Orders:

Bidder's Role and Responsibilities:

Current Completion Status:

(Use the Same Format to Provide the Additional References)

Exhibit D

CONSTRUCTION SAFETY AND HEALTH PLAN (OCIP) FC-8690 Permanent Solution to Sewer Force Main Break

1.0 Safety and Health Plan.

- 1.1 The City of Atlanta ("CITY") has established this Construction Safety and Health Plan ("Plan") to promote safety and to minimize and control hazards and risks associated with construction projects at the Airport.
- 1.2 It is our goal to have zero safety incident Projects where all personnel can perform assigned tasks in a safe environment in accordance with governmental requirements and industry standards as specified in paragraph 2.0 of this document.
- 1.3 In this Plan, CITY's Safety Representatives include City of Atlanta's Office of Enterprise Risk Management, its CITY Controlled Insurance Program Safety (OCIP) Director, the Program Safety Manager, designated CITY Safety professionals performing as Owner Representative, and any other designee of CITY. In the event of any conflicting determinations among the CITY's Safety Representatives and / or consultants, the decision of the Director of CITY's Office of Enterprise Risk Management shall prevail.
- 1.4 The following CONTRACTOR submitted plans require approval by CITY before construction work can be started:
 - 1.4.1 Site Specific Safety Plan (see paragraph 8.0 of this document)
 - 1.4.2 Fire Prevention Plan (see paragraph 9.0 of this document)
 - 1.4.3 Hazard Communication Plan (see paragraph 10.0 of this document)
 - 1.4.4 Traffic Control Plan (see paragraph 11.0 of this document)
 - 1.4.5 Trench Excavation Plan (if required) (See paragraph 12.0 of this document)
- 1.5 If a project is designated to be covered under the OCIP insurance coverage, the CONTRACTOR must first enroll the company through the OCIP web-based system and, additionally, ensure all subcontractors are properly enrolled. No contractor or subcontractor personnel will be allowed on a construction site until

all OCIP enrollment requirements are complete; OCIP badging is complete; the Project Safety Manager is approved; and required Plans, per paragraph 1.4, are approved.

2.0 Government Requirements and Industry Standards.

2.1.1 CONTRACTOR will comply with all Governmental Requirements and industry standards pertaining to safety and health at any Jobsite, including, but not limited to:

- 2.1.1.1 OSHA Construction Safety and Health Regulations, CFR Part 1926
- 2.1.1.2 CFR Part 1910
- 2.1.1.3 NFPA Standards
- 2.1.1.4 Operational Safety on Airport Construction (FAA 150/5370-2C)
- 2.1.1.5 N.E.C Standards
- 2.1.1.6 ANSI Standards
- 2.1.1.7 EPA Standards
- 2.1.1.8 MUTCD Standards

3.0 Responsibilities. This Plan is part of the Contract Documents. CONTRACTOR must, at all times, comply with all aspects of this Plan as well as ensure that all employees and subcontractors comply with the provisions of this Plan. CONTRACTOR will provide to CITY, and any person designated by CITY, access to CONTRACTOR personnel and to CONTRACTOR owned facilities for the purpose of performing audits and inspections of CONTRACTOR, CONTRACTOR personnel and/or any of the relevant information relating to the Plan and/or this Agreement. CONTRACTOR is subject to being audited under this Plan at any time during the term of this Agreement. CONTRACTOR shall provide full cooperation to CITY and its designated persons in connection with audit functions and examinations by regulatory authorities.

3.1 Contractor Responsibilities.

3.1.1 CONTRACTOR must include the obligations of this Plan in all of its written employment agreements, Subcontracts, purchase orders and any other documents utilized by it in obtaining goods and services relating to CONTRACTOR'S performance of this Contract and Work on the Project. The failure of CONTRACTOR to submit any reports required by this Plan or to violate any of its provisions shall be sufficient cause to terminate CONTRACTOR'S right to proceed with the work. Stoppage or termination to proceed under this provision should not give rise to CONTRACTOR'S right to seek damages or other relief for any resulting delay.

Noncompliance with any provision is sufficient cause for the City to delay approval of CONTRACTOR'S invoices for progress payments.

- 3.1.2 CONTRACTOR's Project Safety Manager may conduct as many inspections as he/she deems necessary on a daily basis. However, CONTRACTOR must conduct at least one (1) inspection per day of CONTRACTOR's Work, Jobsites and storage areas to assure safe conditions and practices. The Project Safety Manager will determine the number of daily inspections based on the sensitivity of the work being performed and in a sufficient manner to monitor safe operations on the Project.
- 3.1.3 Provide for training of all Employees in all Plan requirements, to include OCIP and CONTRACTOR safety orientation as well as trade training.
- 3.1.4 Immediately report to CITY'S Safety Representatives of any death, injury or damage to property at any Jobsite (or Work storage area) on the Airport or any other property adjacent to or near the Airport at which Work under this Contract is performed, per paragraph 7.0 of this document.
- 3.1.5 Full cooperation in the conduct of inspections by CITY's Safety Representatives, governmental agencies and other agencies of competent jurisdiction, e.g. OSHA. Copies of citation notices received by CONTRACTOR or its subcontractors from such agencies must be submitted to the CITY's Safety Representatives immediately upon receipt.
- 3.1.6 Use of equipment and protective devices as required by applicable regulatory agencies and CITY.
- 3.1.7 Immediate correction by CONTRACTOR of any unsafe conditions or unsafe acts by its employees, subcontractors, vendors, suppliers, etc.
- 3.1.8 Medical surveillance requirements for personnel exposed to hazardous substances, e.g. radiation badges.
- 3.1.9 Safety requirements and procedures for decontamination facilities, e.g. protective clothing and warning signs.
- 3.1.10 The use of forms and other information attached to this Plan, or such other forms or versions of those forms that CITY may, from time to time, direct CONTRACTOR to use.

3.1.11 Thorough investigation of safety incidents to ensure the inclusion of witness statements, completed incident forms, development of lessons learned that are fully distributed through the contractor's team and its subcontractor's, and incident investigation follow-up when new information has been obtained.

4.0 CONTRACTOR Obligations. The CONTRACTOR acknowledges that the effectiveness of this Plan depends on the active participation and cooperation of the CONTRACTOR, its Subcontractors and all Employees.

4.1 General. CONTRACTOR must:

4.1.1 Employ a full-time site dedicated Project Safety Manager per shift. The Project Safety Manager shall ensure that all of the Contractor's and its Subcontractors' activities under this Contract are in compliance with this Plan, the Contractor's Site-Specific Safety Plan, all Governmental Requirements and applicable industry standards. The CONTRACTOR's Project Safety Manager must submit weekly reports to the CITY's Safety Representatives each Monday on the previous week's inspections. CONTRACTOR's Project Safety Manager must utilize the Contractor's Safety Performance Report as required by OCIP.

4.1.1.1 The CONTRACTOR's responsibility cannot be delegated to subcontractor, suppliers or other persons. CONTRACTOR and lower tier subcontractor shall have a safety representative as a member of its organization at the jobsite whose duty it shall be to conduct its safety program and monitor subcontractor's compliance with the requirements of this document and preventing unsafe conditions and accidents. CONTRACTOR shall submit the qualifications (Resumes) of all proposed safety representatives to the CITY's Safety Representatives for review and consent prior to mobilization on the site. If the subcontractor's projected workforce is a total of twenty-five (25) or less an appropriately trained and experienced supervisor shall be given the duties of Safety Representative. If the subcontractor's projected workforce is twenty-five (25) or more a full-time safety professional shall be assigned to the site. When the subcontractor's total trade work force exceeds one hundred fifty

(150) or more an additional safety professional shall be assigned. CONTRACTOR will be in compliance with paragraph 4.2: *Training Attendance Requirements*.

4.1.2 Comply with applicable Governmental Requirements, industry standards, and Airport Regulations and Requirements, as outlined in this Plan and the Contract Documents.

4.1.3 Provide safety incident data to the City's Safety Representatives, as required.

4.1.4 Must return OCIP badges to the OCIP Office when CONTRACTOR's employees are no longer working on the Project.

4.1.5 CONTRACTOR is ultimately responsible for accident prevention and Jobsite safety. This responsibility may not be delegated to Subcontractors or other Persons.

4.1.6 Experience Modification Rate (EMR) Requirements for Subcontractor(s):

4.1.6.1 Contractor shall not, without the prior written approval of ENGINEER, subcontract with any entity which exceeds the following safety ratings for the previous year.

4.1.6.1.1 EMR: 1.00

4.1.6.1.2 LWDC: 2.00

4.1.6.1.3 OSHA Recordable: 4.00

4.1.6.2 If the Contractor elects to enter into a subcontract with any entity that exceeds the above minimum requirements, the Contractor shall submit supporting documents to the CITY identifying the reason(s) for the Subcontractor's rate(s) being higher than the above stipulated rates. The additional documents to be submitted include the previous three (3) years OSHA 300 Logs, the previous three (3) years EMR ratings and any other documents deemed necessary by the ENGINEER to complete the review. In addition, the Contractor will provide, in writing, to the

ENGINEER those additional safety oversight and mitigation measures to include changes to its work plan that the Contractor will implement in monitoring and in assisting the "at risk" Subcontractor until that portion of the Contract is complete. The ENGINEER, the Program Safety Manager and the OCIP Safety Director will review the submitted documents. The ENGINEER will render a decision regarding acceptance of the "at risk" Subcontractor on the project site and/or into the OCIP.

4.2 Training Attendance Requirements.

- 4.2.1 All Employees must attend a required Project Safety Orientation Class provided by the CONTRACTOR prior to starting Work on any Airport project. The orientation will cover all requirements outlined in section 4.4.1. After completion of the Project Safety Orientation Class, workers will receive an OCIP badge that must be worn on the outer layer of clothing between the belt and the shoulder.
- 4.2.2 CONTRACTOR, upon request, must provide evidence of the competent person's training for critical items of work (e.g., trench excavation).

4.3 CONTRACTOR Project Safety Manager Approval Process.

- 4.3.1 CONTRACTOR shall submit a resume(s) showing the experience and qualifications for Contractor's proposed Project Safety Manager(s) to the CITY's Safety Representatives prior to mobilization at any Jobsite. The minimum qualifications for a CONTRACTOR Project Safety Manager must have verifiable experience administering a safety program with a comparable size workforce on a similar type project. The Program Safety Manager and the CITY's OCIP Safety Director will review the submitted resumes for the Contractor's proposed original or successor Safety Manager(s) to assure that the minimum qualifications are met.
- 4.3.2 CONTRACTOR's project manager and superintendent must have a minimum of OSHA 30 safety training.
- 4.3.3 CONTRACTOR's Project Safety Manager must be OSHA 500 authorized.

4.3.4 CONTRACTOR is solely responsible for ensuring that its Project Safety Manager is of the caliber and quality to ensure compliance with the Construction Safety and Health Plan and the Contractor's Site-Specific Safety Plan.

4.3.5 The CITY reserves the right to interview a proposed candidate to better ascertain knowledge and experience before approving or disapproving a candidate. After the Project Safety Manager is approved, the CITY reserves the right to remove CONTRACTOR'S Project Safety Manager at any time for non-performance and/or non-compliance with The Construction Safety and Health Plan.

4.4 **CONTRACTOR'S Project Safety Manager Responsibilities.** Contractor's Project Safety Manager must perform daily safety inspections of all Jobsites to eliminate unsafe acts and/or conditions in violation of the Contract Documents, Contractor's Site-Specific Safety Plan, and OSHA regulations.

4.4.1 Ensure that all workers attend, prior to commencing Work, an orientation program coordinated by the CONTRACTOR that will include, as a minimum, a review of: (a) hazards present in the area of Work; (b) the personal protective equipment and apparel employees must use or wear as specified under OSHA, and this Plan, (c) accident/incident reporting procedures; and (d) the panel of physicians available for treatment. Meetings must be conducted to accommodate all language requirements of the CONTRACTOR'S Employees attending.

4.4.2 Ensure all Employees and subcontractors are made aware of the steps to take in the event of an accident or incident and the location of first aid facilities.

4.4.3 Provide weekly written reports to CITY'S Safety Representatives of all observed unsafe conditions or practices at any Jobsite, in violation of the Contract Documents, Contractor's Site-Specific Safety Plan, OSHA, Governmental Requirements or industry standards, specifically detailing all corrective actions taken.

4.4.4 Conduct root cause analysis following ALL personnel, equipment, and near-miss incidents.

- 4.4.5 Assist Program Safety Manager in the follow up root cause analysis, to include all documentation requested by the Program Safety Manager.
- 4.4.6 Review safety meeting reports submitted by all Job Superintendents and take necessary action to ensure that meaningful weekly safety meetings are being conducted.
- 4.4.7 Implement safety-training programs for all Job Superintendents and Employees applicable to specific responsibilities of each position.
- 4.4.8 Control the availability and use of necessary safety Equipment, including Personal Protective Equipment (PPE) for all Employees.
- 4.4.9 Cooperate with Safety Managers of other contractors, and take necessary steps to promptly implement appropriate safety recommendations.
- 4.4.10 Hold safety meetings on a weekly basis. Documentation of topics discussed and attendees must be maintained by CONTRACTOR and provided to the CITY'S Safety Representatives on the Monday following each week of the Project Work. Meetings must be conducted to accommodate all language requirements of the CONTRACTOR's Employees attending.
- 4.4.11 Provide monthly man-hour reports to the OCIP Administrator on the Monday following the 10th of the month. CONTRACTOR will ensure compliance of his staff and his subcontractors.
- 4.4.12 Attend the scheduled OCIP Safety Meeting at time and location determined by the OCIP Safety Director. The schedule of OCIP Safety meetings will be provided at the start of the project.

5.0 Miscellaneous Safety Requirements.

- 5.1 **Safe Operations.** CONTRACTOR is fully and solely responsible for conducting all operations under this Contract at all times in such a manner as to avoid the risk of endangerment to health, bodily harm to individuals and damage to property. CONTRACTOR must continually and diligently inspect all equipment, materials and Work to discover any conditions that might involve such risks

and is solely responsible for discovery and correction of any such conditions.

5.2 Safety Orders. CONTRACTOR must have copies of appropriate Federal, State and Local Safety Regulations at all Jobsites available for Employees to review and must comply with all provisions.

5.3 General Safety Provisions. CONTRACTOR must protect the health and safety of Employees, the public and other Persons, prevent damage to property, Materials, supplies, and Equipment and avoid interrupting the normal operation of the Airport. Although the list below is not exhaustive, CONTRACTOR must:

5.3.1 Ensure only approved safety cans are used for flammable and combustible liquids. "No Smoking or Open Flame" signs and fire extinguishers must be provided where required or as directed by owner's safety representative. Approved safety cans must be metal with flash arresters and spring-loaded tops.

5.3.2 Prevent construction/maintenance activities or materials from hampering any crash-fire-rescue vehicle access to any parts of the Airport.

5.3.3 Continuously remove all bird attractions, such as edibles (food scraps, etc.) or other miscellaneous garbage, trash, or pooled water at all Jobsites where CONTRACTOR is performing Work.

5.3.4 Secure all material and equipment to prevent displacement from wind or jet blast. No survey or barricade tape is to be used on any project inside the Aircraft Movement Area (AMA).

5.3.5 Have temporary electrical service equipped with ground fault circuit interrupters.

5.3.6 Provide adequate and proper fencing, barricading, marking, and lighting of construction, maintenance or other sections of the Airport that are temporarily closed to normal Airport use.

5.3.7 Ensure that all Employees working on, erecting, dismantling or modifying any scaffolding are trained by a competent person.

5.3.8 The CONTRACTOR must ensure all documentation of project safety training as well competent person training are maintained and are easily accessible, if required.

6.0 Protection of the Public and Property. CONTRACTOR must take all steps necessary to ensure protection of the public and property, including, but not limited to, adhering to the following requirements:

- 6.1 When it is necessary to maintain public use of Jobsites involving sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways, and vehicular roadways, CONTRACTOR must protect the public with appropriate guardrails, lighting, barricades, temporary fences, overhead protection, temporary partitions, shields, and adequate visibility. This mandatory protection must guard against harmful radioactive rays or particles, flying materials, falling or moving materials and equipment, hot or poisonous materials, explosives and explosive atmospheres, flammable or toxic liquids and gases, open flames, energized electric circuits, or other harmful exposures.
- 6.2 Sidewalks, entrances to buildings, lobbies, corridors, aisles, doors, or exits that remain in use by the public must be kept clear of obstructions to permit safe ingress and egress of the public at all times.
- 6.3 Appropriate warnings, signs and instructional safety signs must be conspicuously posted where necessary. In addition, a signalman must control the movement of motorized equipment in areas where the public might be endangered, in accordance with the MUTCD.
- 6.4 Sidewalk sheds, canopies, catch platforms, and appropriate fences must be provided when it is necessary to maintain public pedestrian traffic adjacent to the erection, demolition or structural alteration of outside walls on any structure.
- 6.5 A temporary fence must be provided around the perimeter of above ground operations adjacent to public areas, except where a sidewalk shed or fence is required. Perimeter fences must be at least six (6) feet high. They may be constructed of wood or metal frame and sheathing, wire mesh or a combination of both. When the fence is adjacent to a sidewalk near a street intersection, at least the upper section of the fence must be open wire mesh from a point not over four (4) feet above the sidewalk and extending at least twenty-five (25) feet in both directions from the corner of the fence. Fences, which serve also as a component of the airfield security fence or within the Air Operations Area (AOA), shall be constructed in accordance with applicable Airport specifications.

- 6.6 Safe and adequate pedestrian zones and public transportation stops, as well as pedestrian crossings of the work at intervals not exceeding three hundred (300 feet) (90 m) also must be maintained, unless otherwise modified by CITY.
- 6.7 CONTRACTOR must furnish, erect, and maintain all barricades, warning signs and markings for hazards necessary to protect the public and the Work. When used during periods of darkness, such barricades, warning signs and hazard markings must be suitably illuminated, in accordance with the MUTCD.
- 6.8 Warning signs and lights, meeting Airport and FAA requirements, must be maintained from dusk to sunrise along the guardrails, barricades, temporary sidewalks, and at every obstruction to the public. These items must be placed at both ends of the protections or obstructions and not over twenty (20) feet apart alongside of the protections or obstructions.
- 6.9 Temporary sidewalks must be provided when a permanent sidewalk is obstructed by CONTRACTOR's operations. Guardrails must be provided on both sides of temporary sidewalks.
- 6.10 Fuel-burning lanterns, burn barrels, torches, flares, or other open-flame devices, are prohibited.

7.0 Accident Investigation and Reporting.

- 7.1 **ALL ACCIDENTS, INCIDENTS, NEAR MISSES, UNSAFE ACTS OR UNSAFE CONDITIONS MUST BE IMMEDIATELY REPORTED PER THE INCIDENT REPORTING PROTOCOL AND FOLLOWED UP WITH A WRITTEN REPORT WITHIN TWENTY-FOUR (24) HOURS OF THE OCCURRENCE. THIS PROTOCOL DOCUMENT WILL BE PROVIDED UPON ENROLLMENT IN THE OCIP.**
- 7.2 **First Aid. All accidents which occur from operations or Work performed at the Airport must be referred to the listed panel of physicians, except in cases of extreme emergency. This list will be provided to the CONTRACTOR upon enrollment in the OCIP.**
- 7.3 **Emergency Telephone Numbers. CONTRACTOR must post a list of emergency telephone numbers; to include doctor and ambulance, fire, etc., next to telephones at the Project.**

- 7.4 **Posted panel of physicians.** CONTRACTOR must post the Panel of Approved Physicians furnished by the OCIP Insurance Carrier in a conspicuous location where it can be seen by all Employees.
- 7.5 CONTRACTOR must secure the affected area immediately after the accident in order to prevent any alteration of the scene before the investigation. The area is to be cordoned off and an individual posted by CONTRACTOR to restrict unauthorized personnel as necessary.
- 7.6 CONTRACTOR shall not make any news releases or statements to the public regarding any matters related to the Project.
- 7.7 CONTRACTOR must obtain witness statements when there has been an incident/accident. The witness must sign and date the statement. CONTRACTOR must provide the CITY'S Safety Representatives with all witness statements within twenty-four (24) hours of completion of witness statements.
- 7.8 The Incident/Accident Report form must be filed within twenty-four (24) hours of the occurrence with the CITY'S Safety Representative, the Program Safety Manager, and the OCIP Safety Director.
- 7.9 Appropriate drug screening must be conducted after any incident or accident within four (4) hours.
- 7.10 CONTRACTOR will conduct a root cause analysis with the appropriate parties involved in the incident and other stakeholders within 48 hours of the incident. A detailed summary report of the results of the analysis will be provided to the CITY'S Program Safety Manager and the OCIP Safety Director.

8.0 Site-Specific Safety Plan.

- 8.1 **General:** This Plan is intended as a universal document for all work the CONTRACTOR is to perform per the Contract Documents. Once approved by the CITY'S Office of Enterprise Risk Management, it must be fully briefed and disseminated to all contractor personnel and subcontractor personnel. This Plan is a "living document" and will be updated as needed.
- 8.2 Site specific safety plan must be developed in accordance with guidelines in Appendix 1 of this document.

9.0 Fire Prevention Plan / Program.

9.1 General. A Fire Prevention Plan / Program must be submitted in writing to the ENGINEER, for review and coordination with other Jobsite activities prior to commencing Work at any Jobsite. Such program must include:

- 9.1.1 At a minimum, OSHA and NFPA standards.
- 9.1.2 Restriction of burning to designated areas. No unauthorized fires shall be permitted on Jobsite.
- 9.1.3 Assignment of fire watches, trained and equipped to prevent or control fires, for all welding and burning operations. Fires should be monitored for three hours after the burning.
- 9.1.4 Proper identification, storing, handling and use of inflammable Material to prevent accidental ignition.
- 9.1.5 Adequate fire extinguishing Equipment appropriate for the operations being performed must be provided and Employees must be trained in the maintenance and use of such Equipment.
- 9.1.6 Evacuation procedures and fire drills as required by the Program Safety Manager.

10.0 Hazard Communication Plan / Program.

10.1 General. A Hazard Communication Plan / Program must be submitted in writing to the Program Safety Manager and the OCIP Safety Director for review and coordination with other Jobsite activities prior to commencing Work at any Jobsite. This Program shall include:

- 10.1.1 Receipt/Identification of Material Safety Data Sheets (MSDS) for Materials being brought onto the Jobsite by CONTRACTOR or its Subcontractors.
- 10.1.2 Employee training on MSDS's and in the handling and disposal of Materials that fall under statutory regulations.
- 10.1.3 Medical Surveillance Program. CONTRACTOR will establish a medical surveillance program to monitor the health of employees whose work environment may be exposed to

occupational hazards. Health records will be maintained for thirty (30) years after the last date of employment.

11.0 Traffic Control Plan.

11.1 General. The CONTRACTOR must also submit to DOA Operations for approval a comprehensive plan detailing how traffic will be maintained on all Work under this Contract. For vehicular and pedestrian traffic, CONTRACTOR must furnish, erect and maintain barricades, warning signs, lights and other traffic control devices in reasonable conformity with the Manual of Uniform Traffic Control Devices (MUTCD) for Streets and Highways (published by United States Government Printing Office).

12.0 Trench Excavation Plan.

12.1 General. Before excavating any trench five (5) feet or more in depth, CONTRACTOR must submit to ENGINEER and CITY'S Safety Representatives a detailed plan showing the design of shoring, bracing, sloping or other provisions to be made for the Employees' protection from the hazard of caving ground during the excavation of such trench. The Plan must be designed per OSHA standards.

13.0 Construction Requirements.

13.1 Fall Protection Requirements. These fall protection requirements are mandatory for all trades, involved in performing Work on the Project.

13.1.1 CONTRACTOR must apply and enforce 100% fall protection for all work performed six (6) feet or more above ground or finished floor level.

13.1.2 CONTRACTOR must take all practical measures to eliminate, prevent and control fall hazards. The Project must be surveyed prior to the commencement of any Work to identify all hazards of Personnel falling from elevations. First consideration must be given to the elimination of those hazards. If a fall hazard cannot be practically eliminated, second consideration must be given to implementing effective permanent means of fall protection.

13.1.3 All Employees who are working where fall hazards cannot be eliminated or falls prevented must be uniformly equipped,

trained and given refresher training every twelve (12) months to minimize adverse effects of accidental falls.

13.1.4 All employees must utilize a full body harness with two (2) shock-absorbing lanyards to allow continuous protection.

13.1.5 Guardrail systems consisting of a top rail, mid-rail and toe plate must be installed on perimeter edges or scaffolding.

13.2 **Eye, Face and Head Protection Policy.** All personnel shall at all times wear American National Standard Institute approved safety glasses, hard hats and face shields (as needed) while working on the Jobsite.

13.3 **Lighting and other Hazard Markings.** CONTRACTOR must furnish, erect and maintain markings and associated lighting of open trenches, excavations, temporary stock piles and its parked construction Equipment that may be hazardous to the operation of emergency fire-rescue or maintenance vehicles on the Airport in reasonable conformance to FAA guidelines, including FAA Advisory Circular 150/5370-2D, Operational Safety on Airports during Construction. CONTRACTOR must identify each motorized vehicle or piece of construction equipment in reason conformance to FAA Advisory Circular 150-5370-2D.

14.0 **Safety Not Separately Priced.** Costs for performing all Work necessary to provide safety measures must be incidental to the prices for other items of Work, and not priced separately.

15.0 **Enhanced Project Safety Rules.** The project safety rules attached as Appendix 2 to this Exhibit will be briefed to all personnel and posted on the project site. These rules are intended to enhance OSHA requirements and to establish policy for projects on the Hartsfield-Jackson Atlanta International Airport (HJAIA).

Appendix 1 to Exhibit D

Components of a CONTRACTOR Health and Safety Plan

Section 1 – This section should include a safety commitment letter signed by the President of your company. The following items must be addressed by this letter:

- a. Company commitment to being incident and injury free, and your company's philosophy on safety.
- b. Company acknowledgement that they will support and participate in a light duty/return to work policy.
- c. Company acknowledgement that they will commit to drug free workplace.
- d. Company acknowledgement that they will comply with OSHA Standards 29 CFR 1926, 29 CFR 1910 and 46 CFR (if applicable)
- e. Project Safety Manager's name and lines of authority, his authority regarding safety matters.
- f. The following attachments should follow the commitment letter:
 1. Project Safety Manager and Alternate Safety Manager's resumes (must meet specification qualifications).
 2. Contact List for Supervisory Staff:
 - i. Name
 - ii. Job Title
 - iii. Office Telephone Number
 - iv. Cellular Telephone Number
 - v. E-mail address
 3. List of Subcontractors:
 - i. Name of Subcontractor
 - ii. Address
 - iii. Contact Person
 - iv. Office Telephone Number
 - v. Cellular Telephone Number
 - vi. E-mail address

Section 2 – This section should include your company disciplinary policy which incorporates Section 6 of Appendix 2, Safety Rules for All Projects..

Section 3 – This section should include your company drug policy which incorporates Section 2 of Appendix 2, Safety Rules for All Projects.

Section 4 – This section should include the site specific job hazard analysis for your project. It should take the tasks in your project schedule, analyze the hazards and list the proposed safety measures to abate those hazards.

Section 5 – This section should include your health and safety program administration.

- a. How you intend to conduct the on-site, day-to-day operations of your program and roles / responsibilities of those in your organization in compliance with state, federal and local jurisdictions, commitment to safety education and training.
- b. How you handle new hire training, employee responsibilities, first aid, CPR, Return to Work Program, etc.
- c. Include in this section how you will address the items included in 29 CFR 1926 Subpart C General Safety and Health Provisions.

Section 6 – This section should be broken up into safety categories. At a minimum, it shall include sections on the following:

- a. Safe Work Practices
- b. Housekeeping
- c. Personal Protective Equipment
- d. Respiratory Protection
- e. Hearing Protection
- f. Fall Protection
- g. Fire Prevention
- h. Ladder, Stairway and Ramp Safety
- i. Scaffolding
- j. Electrical Safety
- k. Lockout / Tag out Procedures
- l. Tool safety
- m. Personal Hoists / Man-lifts
- n. Welding and Cutting
- o. Compressed Gas Cylinders
- p. Excavation and Trenching
- q. Mobile Equipment Operation and Operator Training
- r. Trucking
- s. Steel Erection
- t. Cranes & Rigging
- u. Hazardous Material Handling
- v. Hazard Communication Compliance
- w. Confined Space Entry Program
- x. Concrete and Masonry Construction
- y. Demolition
- z. Explosives
- aa. Work Zone Safety – MUTCD
- bb. Site Security
- cc. Miscellaneous – (Include any applicable items not covered above needed to successfully complete your contract.

Note: Not all items in Section 6 may be used in the course of your construction. If an item is not relevant, you may leave it out of your plan, but indicate under that item that it is not needed for your project. There may also be items not included above that are relevant, but which are not included above. Those items must still be addressed in your plan.

A failure to include items in your safety plan which may be needed later will not relieve you of the responsibility to comply with all government standards that would apply and we reserve the right to require a supplemental safety submission to address that specific issue.

Appendix 2 to Exhibit D

Safety Rules for All Projects

1. OCIP Site Badges and OCIP Safety Orientation.

- a. Badges will be issued upon completion of the required safety orientation and will be good until the expiration date shown on the badge. If a worker changes companies or projects, that worker may come in with a Safety Orientation Sign-Off Sheet from the CONTRACTOR'S Project Safety Manager for the new project. Information in the OCIP database will be updated and a new badge issued. Specified times for badging will be given to the contractor at the pre-construction meeting.
- b. All workers shall display their OCIP badge on the outer layer garment of clothing between the belt and shoulder. Workers who are on site without a badge will be asked to leave the project.
- c. Workers who lose their badge will be required to pay a \$20.00 replacement fee for a new badge.

2. Drug and Alcohol Testing.

- a. Use and/or possession of intoxicants, alcohol or drugs, are strictly prohibited. Use and/or possession will result in immediate termination and removal from the project.
- b. Drug testing shall be a regular part of your program and include the following types of testing:
 - i. Post Accident – a worker who has an accident will be drug tested at the hospital or clinic. This applies to property and personnel incidents.
 - ii. For Cause – workers who exhibit behavior of a nature consistent with possible drug use will be subjected to immediate drug testing. Failure to comply with a request for testing will result in immediate removal from the project.
 - iii. Random – random testing will be done at the company level. The cost of all drug testing will be borne by the CONTRACTOR.

3. Personal Protective Equipment (PPE).

- a. All contractor personnel, DOA personnel and owner representatives, City of Atlanta Personnel, Vendors, Suppliers, and all visitors to the jobsite will dress as follows:

- i. Hardhats / construction helmets– must be worn 100% of the time while workers are on the project. The bill will face the front. No caps of any kind will be worn under hardhats. Hard hats must meet the applicable ANSI standards.
 - ii. Safety glasses will be worn 100% of the time while workers are on the project. Safety glasses must meet the applicable ANSI standards.
 - iii. Shirts with sleeves (minimum 4”) – no cut offs or tank tops are allowed.
 - iv. Long pants extending to the boot
 - v. Work boots
 - vi. Reflective vests
 - vii. Hearing protection in accordance with OSHA standards
 - viii. Work gloves (as required by contractor internal policies)
 - b. The following items of clothing or manner of dress are not considered appropriate attire and will not be allowed:
 - i. Cut-off shirts (sleeves or midriff)
 - ii. Workers without shirts
 - iii. Tennis shoes or hiking boots
 - iv. Glasses that are not safety glass (meet ANSI Z87 standard)
 - v. Jewelry – rings, earrings, body piercing, necklaces, etc. will not be worn around or near moving parts or tools.
4. **Housekeeping.** Housekeeping shall be done on a daily basis or as needed to ensure a safe working environment. Dumpsters shall be provided on each project for the removal of construction debris. Construction debris shall be removed to dumpsters daily or more often as needed. Work areas shall be cleaned as needed to provide for worker safety. Trash receptacles shall be provided on site for the disposal of cans, garbage and trash. These receptacles shall be clearly marked “Trash” and shall be emptied as needed to comply with sanitary requirements.
5. **Restrictions.**
 - a. No glass containers are allowed on the job site. Workers may use aluminum cans or plastic bottles and these must be disposed of properly.
 - b. When working on the Aircraft Operations Area (AOA), workers are to place all uneaten food; food wrappers, bottles and cans back in their lunch box and remove them. No debris (Foreign Object Debris (FOD)) is to be left on the AOA.
 - c. No use of music devices are allowed on the jobsite, including, but not limited to radios, cellular phones, cassette players, CD player, or IPODs.

- d. No yellow caution tape, red danger tape or survey tape is to be used on projects inside the Aircraft Operations Area (AOA).
6. **Imminent Danger to Life and Health situations (IDLH).** Anyone (e.g., visitors, consultants, excluded contractors, OCIP enrolled contractors, etc) who observes, has knowledge of, or is observed acting in a manner, which expose them or a coworker to serious injury or death will be disciplined as follows unless the act is so egregious that it requires immediate termination:
- a. first occurrence – Seventy-Two (72) hour suspension from Project.
This suspension period will exclude weekends and all holidays. Within two (2) hours of the suspension, CONTRACTOR must provide CITY's Program Safety Manager with documentation of who has been suspended and when they are allowed back on the Project. Included in the documentation will be the date and type of re-training that will occur before the suspended individual is allowed to return to work. The CONTRACTOR must confiscate the individual's OCIP badge and provide evidence in the documentation. The badge can be returned to the individual upon completion of re-training requirements.
 - b. second occurrence – Removal from Project
 - c. Incidents that would result in a violation of this policy include, but not limited to the following:
 - 1) Fall protection issues (not being properly anchored)
 - 2) Excavation issues (no trench box or sides of the excavation not properly sloped)
 - 3) Electrical safety - failure to use proper lockout / tag out procedures
 - 4) Welding or cutting without proper eye protection
 - 5) Ladder safety – dangerous practices
 - 6) Riding in the back of a pick-up truck
 - 7) Confined Space Entry Safety (monitor, permit, training, etc.)
 - 8) Riding in or driving a truck or operating heavy equipment without using a seatbelt. The driver will be held responsible for compliance of the seatbelt policy by all passengers.
7. **Temporary Power.** All temporary power shall be on ground fault circuits at all times. If outlets are not ground fault circuit interrupter (GFCI) protected, a (GFCI) pigtail shall be used between the tool and the power source. All GFCI circuits should be tested before being used. They are mechanical devices, which can fail.

8. **Cranes.** The following additional requirements to OSHA will be followed when operating a crane on any project:
 - a. Signalmen will stand where they may be clearly seen by the operator. They must be properly trained and have no other duties while they are signaling the crane operator.
 - b. FAA Form 7460 must be filed and approved before crane use on Airport property.
9. **Ladders.** Fiberglass ladders only are acceptable for use on the project.
10. **Loitering.** There will be no loitering in the parking lots once the workday is completed. All employees should leave the job site in a reasonable period of time after the completion of their shift.
11. **Hot Work.** The following procedures will be followed for all hot work: cutting, grinding or welding:
 - a. Flash arrestors shall be installed at the regulator on all cutting torches. An additional flash arrestor shall be installed on the manifold if used.
 - b. Flash shields or blinds shall be used to prevent exposure of workers in the vicinity any welding operation. All efforts shall be made to prevent exposure of workers to ultraviolet rays and radiation energy.
 - c. Fire extinguishers of the proper size and type shall be provided in all areas where hot work such as cutting, welding, grinding, etc. is taking place. The minimum size and type of fire extinguisher that is acceptable is a 5lb. ABC fire extinguisher. Fire extinguisher inspection tags must be in place on the unit and inspections must be current (within the last 6 months).
 - d. "Hot Work Permits" must be obtained from the Atlanta Fire Inspector prior to the use of any open flame cutting, welding, etc. A copy of the permit must be on site at all times during any "Hot Work" activity.
12. **Protection.** See section 6 of this document.
13. **Respect.** Airport passengers and airline employees will be treated with the utmost respect and courtesy. Anything less may result in removal from the project site.
14. **Harassment.** Harassment of any kind (e.g., sexual, personal, property, etc) will not be tolerated in any area controlled by the HJAIA. Proof of harassment will be grounds for removal from the project and possible action by the CONTRACTOR.

15. **Work Place Violence.** All acts of work place violence will be reported to your supervisor, who shall report in accordance with the project's incident reporting protocol. This protocol document will be provided upon enrollment in the OCIP.
16. **Accidents or Incidents.** All accidents, incidents, near misses, unsafe acts or unsafe conditions must be immediately reported to your supervisor, who must immediately report the occurrence in accordance with the Project's incident reporting protocol and followed up with a written report within twenty-four (24) hours of the occurrence. This incident protocol document will be provided upon enrollment in the OCIP.
- a. **First Aid –** All accidents which occur from operations or work performed at the airport must be referred to the listed panel of physicians, except in case of extreme emergency.
 - b. **Emergency Telephone Numbers –** A list of emergency telephone numbers, to include doctor, ambulance, police and fire numbers shall be posted at all telephones on the project.

END OF DOCUMENT