



CITY OF ATLANTA

Kasim Reed
Mayor

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

October 7, 2016

Dear Potential Proponents:

Re: FC-9188, Atlanta City Hall Green Roof Renovation

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Ms. Joyce Webb, Contracting Officer, at (404) 330-6893 or by email at jnwebb@atlantaga.gov.

Sincerely,

A handwritten signature in black ink that reads "Adam L. Smith".

Adam L. Smith

ALS/jnw



ADDENDUM NO. 2

This Addendum No. 2 forms a part of the Request for Proposals (“RFP”) and modifies the original solicitation package and any prior addenda as noted below and is issued to incorporate the following:

1. **Attachment No. 2:** Responses to 7 Questions.
2. **Attachment No. 3:** Revised Exhibit C. (Revised 10/7/16).

The last day for questions was Tuesday, October 4, 2016 at 12 P.M. EDT.

The Proposal due date has NOT been modified and Proposals are due on Wednesday, October 19, 2016 and should be time stamped in no later than 2:00 P.M. EDT and delivered to the address listed below:

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

****All other pertinent information is to remain unchanged****



FC-9188, Atlanta City Hall Green Roof Renovation

Addendum No. 2

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Acknowledgment of Addendum No. 2

Proponents must sign below and return this form with Proposal 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. 2 for **FC-9188, Atlanta City Hall Green Roof Renovation** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



ATTACHMENT NO. 2

RESPONSES TO 7 QUESTIONS

Questions

1. We discussed at prebid that a lift and dumpster was acceptable to use and park on long side of building to load and unload material. See below for section 2.3 that states otherwise. Can you please confirm.

Answer: We recommend placing the dumpster on the sidewalk on Central and Mitchell Street. The debris can be taken down on the freight elevator to the garage and placed in the dumpster. Due to the need of the Central Avenue, we do not want to place any restrictions on the street. A crane or lift could be placed temporarily on Central Avenue to lift the new materials to the roof. We would prefer the crane do this type work on the weekend.

2. I notice that contractor is responsible for repair to all damage to the existing roof membrane which occurs during the course of the work? Given that the Scope Of Work requires significant demolition – e.g., the creation of the vegetative-free zones – it seems reasonable to expect that some damage may occur. Can these roof repair items be included as a separate line items on proposal?

Answer: The soil media sits on top of a “J-Drain DRS” drainage layer that is approximately ¾” thick and is located between the roof membrane and the soil media. The drainage layer is not secured to the roof membrane. Reasonable care during removal of the soil media and installation of the vegetation free zone should not result in damage to the roof membrane.

3. There is a missing page in Measure and Payment, Section 01200. There’s a page 1 and a page 3, no page 2.

Answer: See Addendum No. 2, Attachment No. 3.

4. Will we be given parking access? If so, what is the location of the assigned parking?

Answer: Yes, we will accommodate parking for the contractor however it will be limited to two company vehicles only.

5. We noticed berms on the site, are those intentional or will they need to be graded down?

Answer: The berms were part of the original design.

6. I wanted to confirm quantities of the outdoor furniture in Figure F. The plan provided in the guidance section shows 16 chairs and 6 tables, is this correct?

Answer: The plan provided in the furniture guidance (Figure F) was simply a previous concept of how outdoor eating areas and seating could be increased and was provided as an example only. The proponent is free to suggest alternate seating configurations and furniture quantities with the understanding that the existing paved areas will not be significantly changed. Minor paving alterations, including the addition of bench pads on the western wing would be acceptable.

7. Do you want us to include the plan with the submitted paperwork?

Answer: Please provide a conceptual plan of the seating arrangement, as well as furniture quantities proposed. A planting plan is not expected as part of the proposal, though a proposed plant palette should be submitted.

8. Are alternates allowed or do you want pricing on this specific chairs and tables? If alternate options are allowed, how many options can we send/are allowed.

Answer: As stated in Section 3.2 of the Basis of Design and Scope of Work, "An example of the furniture style and proposed layout is included with this RFP (Figure F- Furniture Style and Layout Example), but this should not be construed as the City's final choice of furniture or furniture arrangement. Contractor should propose furniture and a layout that meets the functional criteria listed above".

(Please see the rest of Section 3.2 for the functional criteria)

Multiple furniture options are welcome, but please provide a separate cost (per the Cost Proposal Form) for each furniture option.

ATTACHMENT NO. 3

REVISED EXHIBIT C – ADDITIONAL SPECIFICATIONS (Revised 10/7/16)

**SECTION 01200
MEASUREMENT AND PAYMENT**

PART 1 GENERAL

1.01 SCOPE

- A. Work includes furnishing all labor, equipment, tools, and materials, and performing all operations required to complete the Work satisfactorily, in-place, as described in Exhibit A, "Scope of Services", specified and shown in the approved Renovation and Maintenance plans that will be prepared by the Proponent as part of this contract.
- B. All costs of required items of work and incidentals necessary for the satisfactory completion of the Work shall be considered as included in the unit price. The cost of work not directly covered by the pay items shall be considered incidental to the contract and no additional compensation shall be allowed.
- C. The Contractor shall take no advantage of any apparent error or omission on the Drawings or Specifications, and the Engineer shall be permitted to make corrections and interpretations as may be deemed necessary for fulfillment of the intent of the Contract Documents.

1.01 SUBMITTALS

- A. The Contractor shall submit to the Owner for approval, in the form directed or acceptable to the Engineer, a complete schedule of values of the various portions of the Work, including quantities and unit prices, aggregating the Contract Price. An unbalanced breakdown providing for overpayment to the Contractor on items of Work, which would be performed first, will not be approved.
- B. Submit application for payment on a form approved by the Owner. Form shall contain project milestones required for payment as listed in Section 1.02. Allowances shall be paid under the terms listed in Section 1.02.

1.02 LUMP SUM ITEMS AND PAYMENT SCHEDULE

- A. Payment for all work shall be in accordance with the lump sum items in the Cost Proposal and shall be full compensation for all labor, materials, and equipment required to furnish, install, construct, and test the Work covered under the unit price item.
- B. Payments will be made only for the work performed in compliance with the Scope of Work and the approved plans, materials, and project approach. The project costs shall be

grouped into two categories, Renovation, and Maintenance, as shown in the Cost Proposal, and will be paid by the City on the following schedule of project milestones:

C. Schedule of Payments

1. Renovation

- a. Initial payment of 25% of the contract amount for the Renovation items (as shown on Exhibit A.1 Cost Proposal) shall be made upon completion and acceptance by the City of the project design, and approval for the beginning of construction. Project design will include full project approach and plans of each of the items described in the Scope of Services and Project approach, including:
 - i. Plan and details of vegetation free zones
 - ii. Updated seating plan and furniture selection,
 - iii. Planting plan
 - iv. Soil media remediation approach
 - v. Weed management approach
 - vi. Irrigation plan and schedule
 - vii. Work schedule and plan to coordinate work and material deliveries with cafeteria operations.
- b. Second payment totaling 65% of the contract amount for the Renovation items shall be made upon determination and acceptance of Substantial Completion of the renovation by the City.
- c. Third Payment, totaling the remaining 10% of the contract amount for the Renovation items, shall be made upon determination and acceptance of Final Completion of the renovation by the City.

2. Maintenance

- a. Monthly payments shall be made during the maintenance portion of the contract, with pay requests submitted on the 15th day the month for the previous months work. Payment shall equal 1/12 (8.33%) of the Contract amount for the annual maintenance of the appropriate maintenance year line item.

1.03 ALLOWANCE

- A. An allowance has been designated for use in unanticipated repairs to the roof, flashing, drains, or building components that are discovered during the Green Roof Renovation, or other City directed services. Work under the allowance item shall be completed only at the written direction of the City, and the cost for this work will be approved prior to work commencing.

- B. Allowance funds shall only be used under a change order. For additive change orders, the Proponent shall receive a fee of 10% of the additional costs incurred by the change order.
- C. All allowance funds not used during the course of the project shall revert back to the City and the completion of the project.

1.04 MEASUREMENT OF QUANTITIES

- A. With the exception of the Maintenance, all contract items will be paid for on a lump sum basis. Confirmation by the City of completion of the work per the milestones described in Sec. 1.02 will be necessary before payment shall be made.
- 2. No separate or additional payment shall be made for mobilization of the Project Site. The cost for mobilization shall be included in the unit price for the items to which it pertains.

PART 2 PRODUCTS

(NOT USED)

PART 3 EXECUTION

(NOT USED)

+++ END OF SECTION 01200 +++

SECTION 01350

PROJECT DOCUMENT TRACKING AND CONTROL SYSTEMS

PART 1 – GENERAL

1.01 SCOPE

- A. The Contractor shall utilize the City of Atlanta's Project Document Tracking and Control System (DTCS). The primary function of the system is to facilitate timely processing and approval of all contract documentation in coordination with the overall Project Schedule established by these Specifications and the Contractor. This system will utilize e-Builder software for document tracking and control or other software as determined by the City of Atlanta. The e-Builder software will:
1. Facilitate communication among the Owner, Engineer and Contractor;
 2. Facilitate turn-around time with regard to responses and approvals;
 3. Provide a central location for all Project information to facilitate all Project participants in performing their tasks based on the latest Project data;
 4. Provide a standard system of project administration with accountability.
- B. The Contractor shall be required to utilize the web-based DTCS system to generate documents in the proper format for submission to the City. The Contractor shall access the system through the internet using a compatible web browser.
- C. The Contractor shall be required to generate Project documents and records utilizing the aforementioned system. The Contractor shall be required to transmit and submit the Project documents within the system to the City.
- D. The Contractor shall utilize a high capacity scanner capable of scanning 11 x 17 documents, double sided, on site for the entire duration of the Project. All documents must be scanned in and attached to the appropriate Unifier document, including submittals, shop drawings, O&M's and all other documents requested by the Engineer.
- E. The Contractor shall utilize the DTCS to create and maintain Project documents, including, but not limited to the following:
1. Company Directory: Addresses, Phone Numbers, Personnel Contacts, etc.
 2. Drawings Log: Current Drawing revision log

3. Submittals (Integrated with Project Schedule through Activity codes)
4. Transmittals
5. Requests for Information and Answers (RFIs)
6. Change Documents, Including:
 - a. Requests for Proposal (RFPs)
 - b. Work Authorizations (WAs)
 - c. Change Order Requests (CORs)
 - d. Change Orders (CO)
 - e. Design Clarifications (DC)
7. Field Decisions & Clarification Memos
8. Notice of Non-Compliance
9. Construction Issue Memos
10. Punchlists
11. Meeting Minutes & Agendas
12. Correspondence
13. Work Plans

F. The Contractor shall utilize the complete capabilities of the DTCS to meet the requirements of this Section. The Contractor shall provide a highly trained and experienced construction project controls person knowledgeable in construction work sequencing, productivity, scheduling and invoicing. This person, along with the Contractor's management team, shall work closely with the City to deliver the documents outlined in this Section

G. Software Provision and Training

1. The City of Atlanta shall provide to the contractor a license of or access to the DTCS software at no cost. The City of Atlanta will provide training in

the use of the DTCS software to at least one Contractor's employee at no cost. It shall be the responsibility of the Contractor to ensure that staff attend City-provided training and are afterwards proficient in the use of the DTCS software.

2. The Contractor shall be required to establish an internet connection using DSL or better to connect to the DTCS to permit the forwarding and receipt of documents.
 - I. The Contractor shall meet with the City within 15 days after the Contract is awarded to discuss access requirements and the Contractor's plan to utilize DTCS and execute the document control functions herein.
 - J. Access through the internet to the DTCS shall be operational within 30 days following the pre-construction meeting date.

1.02 COMPANY DIRECTORY

- A. The Contractor and the City will monitor and manage the Company Directory. The directory must include Company name, Company abbreviation, contact names, address, phone numbers and e-mail addresses.

1.03 DRAWING LOG

The City will maintain a log of initial "issued for construction" drawings in the DTCS. Information shall include drawing number, title and revision number. In addition to logging the initial project drawing list, the City will maintain a log on the DTCS of all subsequent revisions to these drawings and any sketches resulting from clarification memos, RFIs, field orders and Change Orders. It is the Contractor's responsibility to utilize the latest drawings and sketches in the performance of the work.

1.04 SUBMITTALS/SHOP DRAWINGS

- A. Requirements: This section specifies supplemental requirements to General Conditions related to the processing of submittals and shop drawings. The Contractor will utilize the DTCS to log and track submittals, as well as generate associated transmittal letters.
- B. Submittals & Product Data: A list of all required submittals will be entered into the DTCS by the Contractor. Submittals shall be incorporated into packages, with the submittal numbering format to be provided by the COA's engineer. The Contractor will log and track all submittals utilizing the DTCS. Each review

cycle shall be entered into the DTCS. The Contractor shall identify as activities in the CPM schedule, to include all data submittals, as well as those involving complex reviews and long lead deliveries, and all procurement items required for construction activities. Submittal schedule information shall be updated monthly with the Contractor's updated project CPM schedule.

- C. **Samples:** A list of all required sample submittals will be entered into the DTCS by the Contractor. Sample submittals shall be identified as individual submittals within the submittal packages with numbering as specified above.
- D. **Guarantees/Warranties:** A list of all required Guarantee/Warranty submittals will be entered into the DTCS by the Contractor. These submittals shall be identified as individual submittals within the submittal packages with numbering as specified above.
- E. **Work Plans, Start-up Plans, O&M Submittals and Spare Parts:** All testing, Start-up and O&M submittals will be entered into the DTCS by the Contractor. These submittals shall be identified as individual submittals within the submittal packages identified with numbering as specified above.
- F. **Submittal Procedures:** The Contractor shall prepare all submittal packages utilizing the submittal numbering system, description and packaging conventions described above. Submittals prepared by the Contractor, which fail to follow the conventions described above, will be returned "amend and resubmit". Should the Contractor determine that a submittal is required and is not covered by the listing within the DTCS, consultation with the City to determine the submittal number, description and packaging will be required.

1.05 CORRESPONDENCE

The City shall monitor and manage the correspondence, Non-Compliance Notices, Field Decisions & Clarification Memos and Construction Issue Memo logs. The Contractor is responsible for generating Project correspondence within the DTCS, and forwarding the correspondence to the City.

1.06 TRANSMITTAL LOG

The Contractor and the City will monitor and manage the transmittal log. All Project transmittals shall be created electronically, automatically sequentially numbered and logged into the DTCS system as they are created. The Contractor is responsible for utilizing the system to create transmittals for items transmitted to the Owner, Engineer, Resident Inspection Staff and other Contractors.

1.07 REQUEST FOR INFORMATION & ANSWERS

The Contractor shall be responsible for generating RFIs on the DTCS system. The Contractor shall notify the City when an RFI is submitted. The City will monitor and manage the RFI log. The City will generate an Answer document in response to each RFI and forward them to the Contractor. The DTCS will track "Ball in Court" for all RFIs and Answers, as well as date of original generation and response date. In addition the RFIs will reference the relative Specification Section and Drawings. The DTCS will identify the date of the request and the originator, responsible party for a response and the date of the response.

1.08 CHANGE DOCUMENTS

Change documents include Request for Proposals (RFPs), Work Authorization Requests (WARs), Work Authorizations (WAs), Change Orders Requests (CORs), Design Clarifications (DCs), and Change Orders (COs). All change documents will be monitored and managed by the City utilizing the DTCS. The DTCS will track "Ball in Court" status of all change documents.

1.10 PUNCHLISTS

The City will monitor and manage Punchlists, and will create Punchlists to be forwarded to the Contractor. The Contractor shall address the punchlist items that have been assigned to the Contractor and forward updates to the City. Once accepted as complete, the City will access the punchlist in the DTCS and close it out.

1.11 MEETING MINUTES AND AGENDA

The City shall monitor and manage the meeting minute process. The City will forward meeting minutes to the Contractor electronically. The City will log the meeting minute items into the DTCS within 3 days of the meeting date.

1.12 PROGRESS PAYMENTS /REQUISITIONS FOR PAYMENT

The Contractor is responsible for creating progress payment applications directly from the DTCS software and then forwarding them to the City electronically along with hard copies by 4:00 p.m. at the end of each update/billing period. All Progress Payments and schedule of values shall be developed as defined in the Special Conditions. Required information within the Pay Application shall be coordinated with the City's Project Manager. Failure of a Contractor to maintain project record documents, maintain current and properly prepared daily reports or to submit the project schedule will be just cause for withholding of the monthly or final payment.

+++ END OF SECTION 01350 +++

**SECTION 01540
SAFETY AND SECURITY**

PART 1 – GENERAL

1.01 COMPLIANCE WITH CITY'S SECURITY REQUIREMENTS

- A. Contractor must comply with City's security requirements for all job sites and Department of Watershed Management (DWM) facilities. The City shall provide copies to the Contractor.
- B. Contractor must cooperate with City on all security matters and must promptly comply with any project security arrangements established by the City.
- C. It is the Contractor's obligations to comply with all applicable governmental requirements and regulations and to undertake reasonable actions to establish and maintain secure conditions at any jobsite.

1.02 SECURITY PROGRAM

- A. The Contractor shall comply with the site security program at all times on City facilities.
- B. The Contractor shall maintain the security program throughout the Contract duration.
- C. The Contractor and his subcontractors are wholly responsible for the security of their employees, work areas, and for all their material, equipment and tools at all times.
- D. The Contractor shall provide the City with a list of 24-hour emergency phone numbers including chain of command.

1.03 ENTRY CONTROL

- A. The Contractor shall restrict entry of unauthorized personnel and employees and vehicles onto the Project site.
- B. The Contractor shall allow entry only to authorized persons with proper City-approved identification.
 - 1. All Contractors/Subcontractors will be required to have their personnel working at these facilities photographed for an identification (I.D.) badge before they start work.

- C. The Contractor shall maintain a current Employee Log of employees performing work on site, as well as a Visitor Log, and make the log available to the City upon request. This log shall be available to the City upon request and submitted to the City as necessary.
- D. The Contractor shall require all employees performing activities on site to sign the "Employee Acknowledgment of Project Site Rules Log" included at the end of this Section. All employees, subcontractor employees and lower tier contractor employees will attend a new employee orientation session. Signature of the Employee Log by the employee certifies that the orientation training has been received.
- E. The City has the right to refuse access to the site or request that a person or vehicle be removed from the site if found violating any of the safety, security, or conduct rules as outlined.

1.04 BARRICADES, LIGHTS AND SIGNALS

- A. The Contractor shall furnish and erect such barricades, fences, lights, danger signals and other precautionary measures for the protection of persons or property and of the work as necessary.
- B. The Contractor will be held responsible for all damage to the work and any negligence resulting in injuries due to his failure of erecting adequate barricades, signs, lights and safety provisions as required. Whenever evidence is found of such damage, the Contractor shall immediately remove the damaged portion and replace it at the Contractor's cost and expense.
- C. The Contractor's responsibility for the maintenance of barricades, signs and lights shall not cease until the City has been accepted in writing the Project.

1.05 RESTRICTIONS

- A. The Contractor shall not allow cameras on site or photographs to be taken, except those that are required to perform the Work in accordance with the Contract Documents or otherwise approved by the City.

1.06 CONTRACTOR SAFETY/HEALTH AND SECURITY PLAN

- A. Prior to the performance of any work, the Contractor will prepare and submit a Safety/Health and Security Plan which includes the following minimum requirements:
1. Basic pre-employment background checks for criminal convictions, veracity of previous employment and education statements, driving record and financial responsibility as applicable to the position.
 2. Security Education and Awareness training applicable to the job.
 3. Standard operating procedures (SOPs) for safeguarding City equipment, supplies and property.
 4. Certification requested under the SAFETY Act, Homeland Security Act of 2002, if applicable. Provide date and result as requested.
 5. Established process for identification of employees and emergency notification procedures.
 6. If applicable, procedures for entry permits and badges. Procedures for returning badges upon termination of employment.
 7. Anti-terrorism training provided to employees including the state of national alert with appropriate procedures.
 8. Emergency evacuation procedures including accounting for employees at a safe haven.
 9. Procedures for reporting post-contract criminal convictions and traffic accidents to the Contract Officer or DWM project manager.
 10. SOPs for protecting employees when performing required duties off-site including training for reporting accidents, calling for immediate assistance, job reporting procedures and personal duress codes or alarms.
 11. Contact information for the person(s) responsible for implementation and enforcement of Safety/Health and Security rules and regulations for this contract.
 12. Safe work procedures for the activities within the Contractor's scope of work.

13. New employee orientation program, which addresses job and site specific rules, regulations and hazards.
 14. The Contractor's Drug Free Work Place Policy including substance abuse prevention and testing program.
 15. Provisions to protect all of the Contractor's employees, other persons and organizations that may be affected by the work from injury, damage or loss.
 16. Demonstration of compliance with current Fed/OSHA, Safety/Health and Security Plan, facility safety program (when applicable), and locally accepted safety codes, regulations and practices.
 17. A site-specific emergency action and evacuation plan.
 18. Hazard Communication/Right To Know Program.
 19. Security procedures for the Contractor's work, tools, and equipment.
 20. Capability of providing the Engineer with documentation to show compliance with their plan, plus accidents and investigation reports.
 21. Any other contract specific requirements.
- B. It is not the City's responsibility to verify the Contractor's safety plan for the adequacy and compliance of the plan.
- C. Provide a Job Safety Analysis (JSA) for the scope of work, prior to the start of work.
- D. Review of the Contractor's Safety Plan by the City shall not impose any duty or responsibility upon the City for the Contractor's performance of the work in a safe manner.
- E. The Contractor shall be fully responsible for the safety and health of its employees, its subcontractors and lower tier contractors during performance of its work.
- F. The Contractor shall provide the City with all safety reports, training records, competent person list, and accident reports prepared in compliance with Fed/OSHA and the Project Safety/Health and Security Plan as requested.

1.07 PROJECT SAFETY COORDINATOR

- A. The Contractor shall be responsible for the safety of the Contractor's and Engineer's employees, the City's personnel and all other personnel at the site of the work caused by their operations.
- B. The Contractor shall have a Project Safety Coordinator, as required by Section GC-18 of the General Conditions.
- C. The Project Safety Coordinator shall ensure compliance with all applicable health and safety requirements of all governing legislation.

1.08 PROJECT SAFETY/SECURITY REQUIREMENTS OF THE CONTRACTOR

- A. It is the responsibility of the Contractor to ensure that all articles of possible personal or monetary value found by Contractor's employees are turned in to the appropriate City Project Manager.
- B. The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.
- C. Should the Contractor dismiss employees who have been given access to DWM facilities while the contract is in force, the Contractor will advise the DWM Security office.
- D. The City may request the Contractor to immediately remove from the premises and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:
 - 1. Neglect of duty, absenteeism, security or safety problems and sleeping on the job.
 - 2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
 - 3. Theft, vandalism, immoral conduct of any other criminal action.
 - 4. Selling, consuming, possessing, or being under the influence of intoxicants, alcohol, or illegal substances, which produce similar effects while on duty.

- 5. Vehicle accident while on City property or driving City equipment. No employee, Contractor, or Subcontractor will be extended privileges to drive City equipment on City property if driving privileges have been withdrawn by the State of residence.
- E. All employees shall be required to sign in and out on a designated log sheet.
- F. All employees shall be required to wear at all times in an observable location, above the waist, on outer clothing, appropriate photo I. D. badges to be furnished by the Contractor and approved by the City.
- G. No one under age sixteen is permitted at work sites after normal working hours. Contractor's employees are allowed on work sites only during the specified hours and only when working on this contract. No Contractor employee will be allowed on work sites when not specifically working on this Contract Ft predetermined times and dates.

1.09 EMPLOYEE ACKNOWLEDGEMENT OF THE PROJECT SITE RULES

- A. All employees and agents of the Contractor must read and sign a form to acknowledge understanding of project site rules. A sample log is attached to this Section.
- B. By Signing this Employee Log, I acknowledge that I understand and agree to abide by the project rules outlined below. I further acknowledge that I have been briefed on specific hazards, hazardous substances that are on-site and the site emergency action procedure.

C. PROHIBITED ACTIVITIES:

1. Unauthorized removal or theft of CITY property
2. Violation of safety or security rules or procedures
3. Possession of firearms or lethal weapons on jobsite
4. Acts of sabotage
5. Destruction or defacing CITY property
6. Failure to use sanitary facilities
7. Failure to report accidents or job related injuries
8. Being under the apparent influence of drugs, alcohol or other intoxicants or in possession of drugs, alcohol or other intoxicants on the property
9. Wearing shorts or tennis shoes on the jobsite
10. Failure to wear a hardhat/safety glasses as required by law.
11. Gambling at any time on the project
12. Fighting, threatening behavior, or engaging in horseplay on the project

13. Smoking in unauthorized areas on the project
14. Open fire cooking or making unauthorized fires on project property
15. Selling items or raffles without authorization
16. Use of unauthorized cameras on the project
17. Use of radio or television in the construction area
18. Failure to park personal vehicle in authorized parking area
19. Failure to wear designated identification [Site Specific]
20. Failure to use designated gates
21. Use or storage of unauthorized chemicals or substances on site.

- D. I have read, understand and agree to abide by the PROJECT SITE RULES. Furthermore, I understand failure to abide by these rules is grounds for being denied access to the project site. I have received a personal copy for my use and reference.

1.10 OFFICE, MATERIAL AND EQUIPMENT SECURITY

- A. The Contractor is solely responsible for the security of any offices or any temporary staging areas utilized by the Contractor. The Contractor is also responsible for the security of his materials, tools, vehicles and equipment on-site at all of the various work locations throughout the City.

EMPLOYEE LOG

BY SIGNING THIS LOG I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE PROJECT RULES OUTLINED ABOVE AND ALL LOCAL, STATE, FEDERAL, AND/OR ANY OTHER CONTRACT OBLIGATIONS THAT MAY APPLY. I FURTHER ACKNOWLEDGE THAT I HAVE BEEN ORIENTATED BY A REPRESENTATIVE OF THE COMPANY AS TO THE SITE SPECIFIC HAZARDS, ANY HAZARDOUS SUBSTANCES THAT I MAY BE EXPOSED TO WHILE ON THE SITE AND THE SITE/COMPANY EMERGENCY ACTION PROCEDURES.

EMPLOYEES (PRINT)	SIGNATURE	COMPANY NAME	DATE
Signature of Company		Date Signed	

END OF SECTION

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