



DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING

Milwaukee County

Date: November 11, 2011

To All Interested Consultants

Project : GMIA Electrical Power Distribution Equipment
& Systems Testing 2012-2016

Project No.: 5051-6610-A1SY

Subject: REQUEST FOR PROPOSAL (R.F.P.)

Milwaukee County Department of Transportation and Public Works is requesting proposals for professional testing services to the GMIA Electrical Power Distribution Equipment and Systems for calendar years 2012-2016.

I. BACKGROUND

General Mitchell International Airport has approved funding for maintenance and testing on the high voltage electrical power Distribution system throughout the airport complex. The contract is annual with a five year agreement.

The electrical equipment at the airport needs to be functional at all times. The testing of the equipment is to help prevent unplanned outages and also plan ahead for maintenance costs on the large equipment.

II. GENERAL PROJECT DESCRIPTION

This Request For Proposal (RFP) is authorized by the Director of Transportation & Public Works (DTPW) for Milwaukee County. DTPW is requesting proposals from interested Testing Agencies in providing professional testing/engineering services for the testing of electrical power distribution equipment and systems at General Mitchell International Airport (GMIA).

The testing firm shall be an independent, third party entity that can function as an **unbiased testing authority**, professionally independent of the manufacturers, suppliers, and installers of equipment or systems being evaluated. The Testing firm shall be regularly engaged for the past five years in the testing of electrical equipment devices, installations and systems and shall use engineers & technicians who are regularly employed for testing services. Testing and related activities will be performed according to the most recent edition of the NETA's "Maintenance Testing Specifications for Electrical Power Distribution Equipment and Systems", published by the InterNational Electrical Testing Association Inc. (NETA). Tests are to include NETA recommended testing, maintenance and inspection for dry and liquid filled transformers (dissolved gas analysis for liquid filled transformers), surge arresters testing, medium voltage load break switch testing, partial discharge and testing of switchgear, in addition to any specific tests outlined by this RFP.

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III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Transportation and Public Works Consultant Agreement for Professional Services Type A (copy will be emailed upon request). This is a 5 year contract that is renewed on an annual basis.

1. GENERAL REQUIREMENTS

The Consultant firm must adhere to the following in testing equipment and systems at General Mitchell International Airport (GMIA):

1. Testing and related activities must be performed during hours when the public is not present, usually 10 P.M. to 6 A.M. Schedule with GMIA to accommodate late flights or other adjustments to time or work area.
2. Testing and related activities will be performed according to the most recent edition of the NETA's Maintenance Testing Specifications for Electrical Power Distribution Equipment and Systems, published by the InterNational Electrical Testing Association Inc. (NETA).
3. Testing at GMIA is organized into Fall & Spring season testing for years 2012-2016. See the detailed listing.
4. At the conclusion of tests and inspections, furnished typed copies of test data will be furnished to Milwaukee County DPW. A licensed Professional Engineer shall analyze test results that shall then be forwarded to Milwaukee County DPW with specific recommendations. The testing engineer will certify that the tests performed are in accordance with recognized standards for such procedures. Equipment used in making the test measurements shall be accurate and bear recent traceability to the National Institute of Standards.
5. The testing firm shall be an independent, third party entity that can function as an **unbiased testing authority**, professionally independent of the manufactures, suppliers, and installers of equipment or systems being evaluated. It shall be regularly engaged for the past five years in the testing of electrical equipment devices, installations and systems and shall use engineers & technicians who are regularly employed for testing services.
6. Engineers & technicians performing these electrical tests and inspections shall be trained and experienced concerning the apparatus and systems being evaluated. These individuals shall be capable of conducting the tests in a safe manner and with complete knowledge of the hazards involved. They must evaluate the test data and make a judgment on the continued serviceability or non-serviceability of the specific equipment.
7. Engineers/technicians shall be certified in accordance with ANSI/NETA ETT-2000, Standard for Certification of Electrical Testing Personnel. Each on-site crew leader shall hold a current certification, Level III or Higher, in electrical testing.
8. Technicians shall be State Indentured Journeyman Wireman, responsible for their own lock-out, tag-out and grounding.
9. The testing organization shall submit appropriate documentation to demonstrate that it satisfactorily complies with these requirements.
10. The testing organization shall have permanent local (Milwaukee County and the four border

counties) representation while performing work throughout term of the Professional Services Agreement.

11. Provide written test reports to DPW and GMIA Maintenance Manager, with recommendations and comments as to operational condition of equipment or need for repair/replacement.

12. The testing organization's employees shall be required to report in and check out as directed by GMIA.

13. The owner will have the right to determine the method to bring performance into compliance with Agreement.

14. The testing firm's employees shall be trained and have experience in the testing and proper maintenance, and repair of electrical distribution equipment and systems. All parties involved shall follow industry standard safety procedures. A licensed Professional Engineer shall review all tests and written reports.

15. The testing firm's and their employees are to become familiar with conditions relating to execution of electrical power distribution equipment and systems at GMIA. The testing firm shall be informed as to conditions relating to execution of the work by GMIA personnel. Neglect of this requirement will not be accepted as cause for additional compensation.

16. Owner assumes no responsibility for Testing firm's materials or equipment. The testing firm assumes full responsibility for damage or loss due to storing of materials and equipment.

17. The testing firm shall not use existing facilities for convenience, such as lunch rooms, storage of materials, etc. Violators shall be requested to leave the job-site.

18. Contractor shall utilize designated contractor parking. Provide a list of vehicles to John Moore – Landside Operations Manager @ 414-747-5705 for approval and additional instructions.

19. The operation of the airport is regulated by Federal Aviation Administration and the Transportation Security Administration. All FAA/TSA rules and regulations governing security and safety shall be enforced.

20. Failure to observe security and safety requirements will be reason to remove testing firm or Subcontractors or their personnel or material from the site.

21. Smoking on the airport property is prohibited, accept where clearly marked.

22. Welding or torch cutting operations require specific permission of Airport Fire Department. When permitted, adequate fire suppression equipment must be available in close proximity to job.

23. Prior to first day of work, each testing firm, including subcontractors, shall provide a list to Airport Operations Office of supervisory personnel who will be involved in project. This list shall contain home telephone numbers of those persons who should be called in event of an emergency during evenings and weekends.

24. Review the attached Safety and Security specifications for required airport safety and security rules. Failure to follow these rules is cause for removal of the testing firm employees. It is the testing agency's responsibility to inquire about updates to the rules through out the entire contract.

2. BASIC SERVICES

SPRING 2012

For Spring 2012: Include 50 Hours Infrared Scanning & Report

USS-PP Power House

- 2 2000/2500 kVA Oil Filled Transformers (T-PP1 & T-PP2)
- 2 18 kV Surge Arresters
- 2 480 volt, 3000 Amp Main Circuit Breakers
- 1 480 volt, 3000 Amp Tie Breaker
- 5 480 volt, 1200 Amp Feeder Circuit Breakers
- 4 Chiller contactors 5 kV

SG-1 Power House

- 15 5 kV Feeder Fused Load Break Switches
- 2 Sets of 3 kV Surge Arresters
- 3 Motor Operated switches and source transfer control
- 2 5 kV Vacuum Breakers (cap bank)
- 10 200 kVAR Capacitors
- 2 Sets of 3 kV Surge Arresters
- 13 Testing of Partial Discharge Sensors

PSG/2 Power House

- 4 25 kV Fused Load Break Switches
- 2 Sets of 18 kV arresters
- 1 Fall of Potential Ground Test
- 2 3750/4667 kVA Oil Filled Transformers
- 12 Testing of Partial Discharge Sensors

FALL 2012

International Arrivals Building

- 1 Set of 3 kV Arresters
- 1 225 kVA Oil Filled Transformer (T-5)
- 1 600 Amp Main Circuit Breaker

Parking Administration

- 1 Set of 3 kV Arresters
- 1 500 kVA Dry Type Transformer (T-PA)
- 1 600 Amp Low Voltage Fused Load Break

Airport Administration

- 1 5 kV Fused Load Break Switch
- 1 Set of 3 kV Arresters
- 1 500 kVA Dry Type Transformer (T-6)
- 1 600 Amp Low Voltage Fused Load Break

FAA Tower

- 4 5 kV Padmount Switches (PM/FAA)
- 2 5 kV Load Break Switches (PM-2)
- 1 500 kVA Oil Filled Transformer

North Parking Structure SG/4

- 3 5 kV Fused Load Break Switches (Mains & Tie)
- 4 5 kV Feeder Fused Load Break Switches
- 2 Sets of 3 kV Arresters
- 2 1500 kVA Dry Type Transformers (T9 & T10)
- 2 2000 Amp Main Breakers
- 1 2000 Amp Tie
- 8 Testing of Partial Discharge Sensors

2013 SPRING

For Spring 2013: Include 50 hours infrared scanning & report

2013 FALL

SG5 Substation Concourse D

- 1 5 kV Main Load Break Switch
- 4 35 kV Feeder Fused Load Break Switches
- 1 Set of 3 kV Arresters
- 1 Fall of potential Ground Test
- 4 Testing of Partial Discharge Sensors

2014 SPRING

For Spring 2014: Include 50 hours infrared scanning & report

SG7 Ticketing

- 2 5 KV Main Fused Load Break Switches
- 1 5 kV Tie Load Break switch
- 6 5 kV Feeder Fused Load Break Switches
- 2 Sets of 3 kV Surge Arresters
- 10 Testing of Partial Discharge Sensors

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USS/BS-SA SWGR-7

- 2 5 kV Fused Load Break Switch
- 1 Set of 3 kV Arresters
- 2 1000/1333 kVA Dry Type Transformer (T-23 & T-24)
- 2 1600 Amp Low Voltage Circuit Breaker
- 1 1600 Amp Low Voltage Tie Circuit Breaker
- 2 800 Amp Low Voltage Feeder Circuit Breakers

USS/LR-S South Lighting

- 1 5 kV Fused Load Break switch
- 1 Set of 3 kV Arresters
- 1 500/667 kVA Dry Type Transformer (T-25)
- 1 3000 Amp Low Voltage Circuit Breaker
- 1 800 Amp Low Voltage Circuit Breaker MDP-A

USS/LR-N North Lighting

- 1 5 kV Fused Load Break Switch
- 1 Set of 3 kV Arresters
- 1 500 kVA Dry Type Transformer (T-27)
- 1 2000 Amp Low Voltage Circuit Breaker
- 1 800 Amp Feeder Circuit Breaker (MDP-D)

2014 FALL

SG/3

- 2 5 kV Main Fused Load Break Switches
- 1 5 kV Tie Load Break switch
- 3 5 kV Feeder Fused Load Break Switches
- 1 Motor Operated Tie
- 2 Sets of 3 kV Surge Arresters

SG/11 C-Hammer Head

- 4 5 kV Main Fused Load Break Switches
- 4 Sets of 3 kV Surge Arresters
- 2 500 kVA Dry Type Transformers (T-56, T-57)
- 2 1500 kVA Dry Type Transformer (T-54, T-55)
- 2 2000 Amp Mains
- 1 2000 Amp Tie
- 2 1600 Amp Mains
- 1 1600 Amp Tie

Fuel Farm

- 1 Set of 3 kV Arresters

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- 1 400 kVA Transformer (T-33)
- 1 600 Amp Low Voltage Disconnect
- 1 600 Amp Transfer Switch

2015 SPRING

For Spring 2015: Include 50 hours infrared scanning & report

SG/10

- 2 5 kV Main Load Break Switches
- 1 5 kV Tie Break Switch
- 4 5 kV Feeder Load Break Switches
- 2 Sets of 3 kV Surge Arresters
- 4 Testing of Partial Discharge Sensors

PSS/4 D-STEM

- 2 5 kV Fused Load Break Switches
- 2 Set of 3 kV Arresters
- 2 500/667 kVA Dry Type Transformer (T-41 & T-42)
- 3 800 Amp Low Voltage Circuit Breakers

LSS/3 D-STEM

- 2 5 kV Fused Load Break Switches
- 2 Set of 3 kV Arresters
- 2 300/400 kVA Dry Type Transformers (T-43 & T-44)
- 3 1200 Amp Low Voltage Circuit Breakers

2015 FALL

AIRFIELD LIGHTING VAULT 25 kV

- 2 25 kV Main Fused Load Break Switches
- 1 Motor Operated Transfer System
- 2 25 kV Feeder Load Break Switches
- 2 Sets of 18 kV Surge Arresters

AIRFIELD LIGHTING VAULT 480V

- 2 Sets of 18kV Arresters
- 2 750 kVA Dry Type Transformers
- 3 1600 Amp Low Voltage Circuit Circuit Breakers

FIRE HOUSE

- 1 600Amp 208 Volt Main Breaker

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SG/6A Concourse D – HAMMERHEAD

- 2 5 kV Main Fused Load Break Switches
- 1 5 kV Tie Load Break Switch
- 5 5 kV Feeder Load Break Switches
- 2 Sets of 3 kV Surge Arresters

LSS/2 (SG6A)

- 2 5 kV Fused Load Break Switches
- 2 Set of 3 kV Arresters
- 2 225/300 kVA Dry Type Transformers (T-45 & T-46)
- 3 800 Amp Low Voltage Circuit Breakers

PSS/3 (SG6A)

- 2 5kV Fused Load Break Switches
- 2 Set of 3kV Arresters
- 2 750/1000 kVA Dry Type Transformers (T-47 & T-48)
- 3 1600 Amp Low Voltage Circuit Breakers

2016 SPRING

For 2016 Spring: Include 50 hours infrared scanning & report

SG/8 E-CONCOURSE

- 4 5 kV Main Fused Load Break Switches
- 4 Sets of 3 kV Surge Arresters
- 2 2000/2500 kVA Dry Type Transformers (T-12, T-14)
- 2 500/667 kVA Dry Type Transformers (T-11, T-13)
- 6 Main and Tie Circuit Breakers

SG/12 – C-STEM

- 4 5 kV Main Fused Load Break Switches
- 4 Sets of 3 kV Surge Arresters
- 2 500 kVA Dry Type Transformers (T-52, T-53)
- 2 1500 kVA Dry Type Transformer (T-50 T-51)
- 2 2000 Amp Mains
- 1 2000 Amp Tie
- 2 1600 Amp Mains
- 1 1600 Amp Tie

Please contact me (Mary Turner) at 414 747-6233 or Roger Chwala 414-747-4517 (Airport electrical foreman) with any questions.

3. QUALITY CONTROL

1. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

4. PROJECT TIMETABLE

1. **11/11/11** Issue Request for Proposal
2. **12/15/11** RFP Due
3. **12/19/11** Selection Committee selects consultant.
4. **12/23/11** Consultant award (will occur no sooner than this date).
5. **01/03/11** Offer, negotiate and execute a contract with selected Testing Agency.
6. **03/03/12** Anticipated Testing Start
7. **11/01/16** Anticipated Testing Completion

IV. RELATED WORK BY OTHERS

GMIA will provide a current set of one lines and floor plans during each testing session.

V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 4). The proposal shall include the Consultant Proposal Form (see Attachment 5) and the following information:

- A. Cover:** Include project number and name, project location, testing agency's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. Table of Contents:** Include an identification of the material by section and page number.
- C. Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. Organization's Experience:** Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.
- E. Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for

the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications.

- F. **Sub-Consultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
- G. **Project Approach:** Provide a description of engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- H. **Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
- J. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract **17%**.
- K. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
- L. **Fee Proposal:** The fee for this project shall be clearly stated as a ***lump sum*** not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated,

VI. PROPOSAL EVALUATION

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VII. GENERAL REQUIREMENTS

1. With the signing and submission of a statement or proposal the submitting testing agency certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected testing agency) has been read and understood and that the submitting testing agency is ready, willing and able to sign the agreement when requested without making any substantive changes
2. The successful testing agency and/or any contractor affiliated with the testing agency shall be prohibited from submitting bids in the bidding process for this project.
3. Bidders shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including

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adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.

4. The successful consultant must be an Equal Opportunity Employer.
5. The proposal shall conform with all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.
6. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
7. The proposal must be submitted in a single bound 8-1/2" x 11" document.

Please return **four (4)** copies of your proposal no later than **2 P.M. on 15th, December, 2011**, to **Mary Turner**, Project Manager, General Mitchell International Airport room A260C, 5800 South Howell Avenue, Milwaukee, Wisconsin, 53207 (Telephone (414) 747-6233, FAX (414) 747-5010; email mturner@mitchellairport.com).

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,



Project Manager

Attachments:

- 1) Proposal Preparation, Submission and Evaluation (5 pages)
- 2) Consultant Proposal Form (2 pages)
- 3) Disadvantaged Business Enterprise (DBE) Requirements (7 pages)
- 4) Security Specification (4 pages)
- 5) Safety Specification (1 page)

cc: G. High, DTPW
G. Drent, DTPW

Owner Dept. Representative
Project Manager, DTPW

M. Phillips, CDBP

ATTACHMENT 1

**PROPOSAL PREPARATION, SUBMISSION AND
EVALUATION GUIDELINES**

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

A. Name of the offeror;

- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;
- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- D. Copies of any current license, registration or certification required in RFP;
- E. If the offeror is a partnership of joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

Following a list of general criteria which will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- d. Fee and hourly rates. Weight: 15%.

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner.

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates

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- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty
- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

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	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSES	SUB TASK	TASK TOTAL
TASK	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

TOTAL FEE

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ATTACHMENT 2
CONSULTANT PROPOSAL

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MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: GMIA Electrical Power Distribution Equipment & Systems Testing 2012-2016
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CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)

- A. "LUMP SUM" fee for testing per Spring 2012 schedule: \$
(_____)
- B. "LUMP SUM" fee for testing per Fall 2012 schedule: \$
(_____)
- C. "LUMP SUM" fee for testing per Spring 2013 schedule: \$
(_____)
- D. "LUMP SUM" fee for testing per Fall 2013 schedule: \$
(_____)
- E. "LUMP SUM" fee for testing per Spring 2014 schedule: \$
(_____)
- F. "LUMP SUM" fee for testing per Fall 2014 schedule: \$
(_____)
- G. "LUMP SUM" fee for testing per Spring 2015 schedule: \$
(_____)
- H. "LUMP SUM" fee for testing per Fall 2015 schedule: \$
(_____)
- I. "LUMP SUM" fee for testing per Spring 2016 schedule: \$
(_____)
- J. "LUMP SUM" fee for testing per Fall 2016 schedule: \$
(_____)

V. PRINCIPAL IN CHARGE

**GMIA Electrical Equipment Testing
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Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 17% will be required.

Firm Name

Authorized Signature

Title

Date

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ATTACHMENT 3

DISADVANTAGED BUSINESS ENTERPRISE (DBE) INSTRUCTIONS & FORMS

ATTACHMENT 3

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

1. The successful contractor/service provider shall comply with CFR 49 Part 23 and 26 and Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE*) firms on all USDOT and Milwaukee County funded contracts with a DBE goal. In accordance with this Milwaukee County policy and USDOT requirements, the contractor/service provider shall ensure that DBEs have an opportunity to participate in this contract.

During Solicitation Process

2. The Milwaukee County Office of Community Business Development Partners (CBDP) will make the determination that a contractor/service provider has made a good faith effort (GFE) to achieve the established DBE participation goal by doing either of the following:
 - a. Show evidence that it has met the DBE participation goal by submitting a complete ***Commitment to Subcontract with DBE Firms (DBD-014 form)*** with their proposal; or
 - b. Documents that it made good faith efforts to meet the DBE participation goal, even though it did not succeed in achieving it. In this case, the contractor/service provider must submit the ***Certificate of Good Faith Efforts (DBD-001 form)*** and all relevant documentation with their proposal.
3. Contractors/service providers should note that for the purpose of determining compliance with DBE requirements, only DBEs that have been certified by the State of Wisconsin Unified Certification Program (UCP) prior to the proposal due date may be listed on the ***Commitment to Subcontract with DBE Firms*** form and counted towards the DBE requirements. If you need assistance related to certified DBE firms, contact CBDP at (414) 278-4747.
4. The efforts employed by the contractor/service provider should be those that one could reasonably expect to be taken if the contractor/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE participation contract goal. (49 CFR §26.53 and Appendix A to 49 CFR Part 26, which provides guidance regarding GFE).
5. In the event CBDP determines that the contractor/service provider has failed to meet the GFE requirements, the contractor/service provider is entitled to appeal this determination.

* The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by the State of Wisconsin UCP under CFR 49 Part 26.

The provisions of 49 CFR §26.53(d) apply to such an appeal. A request for administrative reconsideration must be sent within three (3) calendar days of receiving written notice of the failure to meet the GFE requirement. The request should be sent to:

CBDP Office
City Campus, Room 830
2711 West Wells Street
Milwaukee, WI 53208

6. Contractor/service provider must submit with its proposal, the *Subcontractor/Subconsultant/Supplier Information Sheet (DBD-002 form)* and a complete *Commitment to Subcontract with DBE Firms (DBD-014 form)*. In the event the contractor/service provider is not able to meet the DBE goal, a complete *Certificate of Good Faith Efforts (DBD-001 form)* and all relevant documentation must be submitted with the proposal in addition to the aforementioned forms.
7. When evaluating a contractor/service provider's proposed DBE commitment (**DBD-014 form**), Milwaukee County reserves the right to request any documentation from both the contractor/service provider and the listed DBE subcontractors. If the information requested is not submitted by the contractor within the time specified for such submission, Milwaukee County may determine the contractor/service provider to be non-responsive and thereby remove them from further consideration for contract award.

Following Contract Award

8. The contractor/service provider shall prepare and submit accurate and timely forms and reports on DBE utilization after contract award. These shall include, but not be limited to *DBE Utilization Reports (DBD-016 form)*, and other forms as directed. Failure to submit forms and reports as prescribed herein, may result in delay of payments, or other sanctions deemed appropriate by the County, including those listed under Section (9), below.
9. When evaluating the performance of this contract after contract execution, Milwaukee County reserves the right to conduct compliance reviews and request, both from the contractor/service provider and DBE subcontractor(s), documentation that would indicate level of compliance. If the contractor/service provider is not in compliance with the specifications, the County will notify the contractor/service provider in writing of the corrective action that will bring the contractor/service provider into compliance. If the contractor/service provider fails or refuses to take corrective action as directed, Milwaukee County may take one or more of the actions listed below:
 - a. Terminate or cancel the contract, in whole or in part.
 - b. Remove the contractor/service provider from the list of qualified consultant/service providers and refuse to accept future proposals for a period not to exceed three (3) years.
 - c. Impose other appropriate sanctions, including withholding any retainage or other contract payments due which are sufficient to cover the unmet portion of the DBE contract commitment, where the failure to meet the DBE contract commitment is the

result of a finding by CBDP of less than adequate good faith efforts on the part of the contractor/service provider.

- d. If the contractor/service provider has completed its contract, and the DBE contract commitment was not met due to an absence of good faith on the part of the contractor/service provider as determined under 49 CFR Part 26, the parties agree that the proper measure of damages for such non-compliance shall be the dollar amount of the unmet portion of the DBE contract commitment. The County may in such case retain any unpaid contract amounts and retainage otherwise due the contractor/service provider, up to the amount of the unmet DBE contract commitment. If insufficient funds remain in the contract account to compensate the County up to that amount, Milwaukee County may bring suit to recover damages up to the amount of the unmet commitment, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.
10. **DBE Contract Goal:** Contractor/service provider shall utilize DBE firms to a minimum of the specified DBE contract goal. The DBE participation goal relative to contract award shall be based upon the approved *Commitment to Subcontract with DBE Firms (DBD-014 form)*. Contractors/service providers receiving additional work on the contract, e.g., change orders, addendums, etc., shall be expected to increase DBE participation proportionally.
 11. Contractor/service provider shall be credited for expenditures to DBE firms toward the requirements, if all of the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified DBE firm. CBDP, through the application of 49 CFR §26.55(c) will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.
 12. Contractor/service provider is required to notify CBDP if their DBE subcontractors will further subcontract out work on this project. Credit will be given based on actual participation by DBE firms.
 13. Listing a DBE on the *Commitment to Subcontract with DBE Firms* form shall constitute a written representation and commitment that the contractor/service provider has communicated and negotiated directly with the DBE firm(s) listed, and that it will use the listed firm(s). If awarded the contract, the contractor/service provider will enter into a subcontract agreement with the DBE firm(s) listed on the Commitment to Subcontract with DBE Firms form for the work and price set forth thereon. This agreement must be submitted to CBDP within seven (7) days from the *Notice to Proceed*.
 14. Contractor/service provider must maintain DBE participation and performance logs. If the DBE firm(s) cannot perform, or if the contractor/service provider has a problem in meeting the DBE goal, or any other problem relative to the DBE goal requirement, the contractor shall immediately contact CBDP at (414) 278-5248. If needed, contractor must submit a written request for substitution, including the reason for the request and the log. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the contractor.

15. DBE Utilization Reports/Payment Request After Contract Award. A ***DBE Utilization Report (DBD-016 form)*** must be submitted with each payment request by the contractor/service provider after contract award. This report must cover the period from the start of the project to the end of the period covered by the payment request being submitted or the period since the last payment request. The report must be submitted even if no DBE activity took place during the period being reported. The County Project Manager/Administrator will reject payment requests that are not in compliance with this section.
16. Final Payment Verification. The contractor/service provider must submit the ***DBE Payment Certification (DBD-018 form)*** and the final ***DBE Utilization Report*** along with their Final Payment Request. The County Project Manager/Administrator will not process the Final Payment Request if these reports are not submitted.
17. Milwaukee County reserves the right to waive any of these specifications when it is in the best interest of the County and with the concurrence of CBDP.

MILWAUKEE COUNTY COMMUNITY BUSINESS DEVELOPMENT PARTNERS
GUIDANCE CONCERNING GOOD FAITH EFFORTS

When Milwaukee County establishes a DBE contract goal a bidder/proposer must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder/proposer can meet this requirement in either of two ways. First, the bidder/proposer can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder/proposer can document adequate good faith efforts. This means that the bidder/proposer must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part, which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

In any situation in which Milwaukee County has established a contract goal, part 26 requires you to use the good faith effort mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder/proposer that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made. The efforts employed by the bidder/proposer should be those that one could reasonably expect a bidder/proposer to take if the bidder/proposer were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

The following is a list of types of actions, which Milwaukee County will consider as part of the bidder/proposer's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:

1. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty the DBEs are interested by taking appropriate steps to follow up initial solicitations.
2. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.

3. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. Negotiating in good faith with interested DBEs.
 - a. It is the consultant/service provider's responsibility to make a portion of the work available to DBE subcontractors and to select those portions of the work consistent with the available DBE subcontractors, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.
 - b. A consultant/service provider using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder/proposer's failure to meet the contract DBE goal, as long as reasonable. Also, the ability or desire of a consultant/service provider to do the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts. Prime consultants/service providers contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.
5. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
6. Making efforts to assist interested DBEs in obtaining lines of credit or insurance as required by the recipient or contractor.
7. Making efforts to assist interested DBEs in obtaining necessary resources or related assistance or services.
8. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

In determining whether a consultant/service provider has made good faith efforts, Milwaukee County may take into account the performance of other bidders/proposers in meeting the contract. For example, when the apparent successful consultant/service provider fails to meet the contract goal, but others meet it, Milwaukee County may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful consultant/service provider could have met the goal. If the apparent successful bidder/proposer fails to meet the goal, but meets or exceeds the average DBE participation obtained by other consultants/service providers, Milwaukee County may view this, in conjunction with other factors, as evidence of the apparent successful bidder/proposer having made good faith efforts.

ATTACHMENT 4
AIRPORT SECURITY REQUIREMENTS

I. AIRPORT SECURITY

A. General Security

1. The operation of the airport is regulated by the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA). The security rules and regulations established by these agencies shall be enforced. Contractors shall acquaint themselves with these rules and regulations and will be held accountable to ensure that all employees, subcontractors, and material suppliers abide by them.
2. The FAA and TSA have established civil penalty policies whereby monetary penalties may be assessed against individuals, companies, airlines, airports, or any combination thereof. These penalties range from \$1,000.00 to \$25,000.00 per violation. Any penalties assessed against General Mitchell International Airport by the FAA or the TSA as a result of negligence, or failure to adhere to established policies or procedures on the part of a contractor, subcontractor, material supplier or their employees, will be assessed to the prime contractor.
3. Failure to adhere to security rules and regulations will be reason to remove contractors or subcontractors or their personnel or material from the site.
4. **All vehicles and personnel are subject to search at any time.**

B. Regulations

1. 49 Code of Federal Regulations (CFR) 1542 is the governing regulation that requires each airport operator to establish and maintain, in writing, a security program that addresses, among other things, the conduct of required background checks and the establishment of an identification and access control system. This regulation further requires that a training program be established, and that everyone that applies for an airport issued identification/access media badge be trained in certain airport security procedures. General Mitchell International Airport accomplishes this by requiring everyone to view a security training video and pass a written test. This information is provided in English only and, if needed, special arrangements must be made with the Airport Badging Office (747-4537) to have an interpreter present to assist in the administration of this requirement.
2. 49 CFR 1520 establishes the requirement to safeguard information obtained as a result of this training. The information that is provided is considered Sensitive Security Information (SSI) and is therefore only to be discussed with persons that have a "need to know." Additional federal penalties can be assessed against personnel for the unauthorized disclosure of this information.
3. Milwaukee County Ordinance 4.02(8)(c)(8) states: "Airport-issued Personnel Identification Badges are the property of the County. They must be returned to the Airport upon Revocation, Suspension, ending employment at the Airport or upon demand of the County." **Failure to return Identification badges may delay or impact the final payment of the contract.**

C. Badging Procedures

1. All companies that conduct business at General Mitchell International Airport must have a Badge Information Supplement (BIS) form on file with the airport. This form can be obtained from the Airport Badging Office (Monday – Friday, 8:00 a.m. to 4:30 p.m., excluding holidays). This form must be completed by the company and returned to the Airport Badging Office for further processing. This process can take 7 business days or more to complete. This form must be completed for all projects, unless there is a break of 90 days or less between projects.
2. All companies conducting business in any security area of the airport, as defined in the Airport Security Program (ASP) - except as noted in paragraphs D. and E. below - are required to obtain an airport issued identification/access media badge, hereinafter referred to as badge, for **each** of their employees. To obtain a badge for each employee, the employer must complete a Security Identification Display Area (SIDA) Letter of Certification. This form can be obtained from the Airport Badging Office, during the same days and hours as previously noted. This form must be completed by an officer of the company that has responsibility for ensuring that the procedures on the form can and will be adhered to. This person can then appoint other personnel in the organization to be authorized signers for airport badge application forms.
3. An authorized signer must complete an airport Badge application form and then successfully pass a fingerprint based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), and must sign and date an Authorized Signer training form before they can sign the application form for other employees to start the badging process.
4. Criminal History Records Check (Fingerprinting)
 - a. Complete a Criminal History Records Check form.
 - b. Provide two forms of identification (these can be the same as the STA **OR** one must contain a photograph and one must be issued by a government agency. **Each applicant must do this in person.**
 - c. Be fingerprinted.

NOTE: The actual time to complete this process should be less than 30 minutes, however, due to unanticipated volume this may take more time. This information is submitted to the TSC immediately. The fingerprint results should be received within 24 hours. When the results are received, if the results are not favorable, the employee will be notified to come and see the Airport Security Coordinator (ASC) or an Assistant ASC, so that the individual receives information on their rights. There is a **\$50.00 fee** for the fingerprinting and a **\$10.00 fee** for the initial badge. A non-refundable fee of **\$50.00** will be assessed for the first replacement badge that is lost; a non-refundable fee of **\$100.00** will be assessed for each subsequent lost badge. The employee cannot schedule any additional training until after notification in regard to the STA.

5. Security Threat Assessment

- a. Complete a General Mitchell International Airport Application form.
- b. Provide two forms of identification as indicated in the List of Acceptable Documents. Only one item from List A **OR** one item from List B **AND** one item from List C at the time that the application is turned in to the Airport Badging Office. **Each applicant must do this in person.**
- c. Sign and date a Privacy Act Notice form.

NOTE: The actual time for the employee to complete these items should be less than 30 minutes, however, due to unanticipated volume this may take more time. The STA information is entered in the airport computer database and is sent to the Transportation Security Clearinghouse (TSC) for processing.

The results should be received within 72 hours. When the results are received, if they are favorable, the employer will be notified to have the employee call or go online to schedule testing for the Security Video **and/or** Non-Movement Area Driver's Training or the Movement Area Driver's Training as appropriate. If the results are not favorable, the TSA will contact the individual and instruct them on how to proceed. The Airport Badging Office may not be permitted to discuss the results with the employer. There is **no fee** for this process.

6. Security Video **and/or** Driver's Training Video (if applicable)

- a. The Security Video is **mandatory** for all badged personnel.
- b. The Non-Movement Area Driver's Training Video is required only if duties require driving on the areas of the airport that do not cross taxiways **and/or** runways.

7. Contractor Safety Training Video (if applicable)

- a. Contractors working in certain areas of the airport are required to view and pass the Contractor Safety Training Video.
- b. Affected parties will be notified at the pre-bid meeting of the requirement.

NOTE: Scheduling for these training sessions **must** be done by calling the Airport Badging Office at 414-747-4537 or online (internet address will be provided as it becomes available). The actual time to complete the Security Video should be 60 minutes. The actual time to complete the Non-Movement Area Driver's Training Video should be 90 minutes. The actual time to complete the Contractor Safety Training Video should be 35 minutes. There is **no fee** for this process.

Table of Estimated Times for Security Items

Activity	Estimated time in person	Estimated time to completion
Badge Information Supplement (BIS)	30 minutes	7 days (See paragraph C.1.)
Security Identification Display Area (SIDA) Letter of Certification	30 minutes	3 to 5 days (dependent upon authorized signers STA and CHRC results) (See paragraph C.2.)
Authorized Signer Training	15 minutes	15 minutes (See paragraph C.3.)
Criminal History Records Check	30 minutes	1 day (See paragraph C.4.)
Security Threat Assessment (STA)	30 minutes	3 days (See paragraph C.5.)
Security Video	60 minutes	(See paragraph C.6.)
Driver's Training Video (if applicable)	90 minutes	(See paragraph C.6.)
Contractor Safety Training Video (if applicable)	35 minutes	(See paragraph C.7.)
Total time to receive a Badge = 3 to 7 business days (estimated)		

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		4. Voter's registration card		5. Native American tribal document
		5. U.S. Military card or draft record		
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		9. Driver's license issued by a Canadian government authority		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		8. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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NOTE: The applicant can present one item from Column A, OR, if they do not have an item from Column A, they must present one item from Column B AND one item from Column C.

Safety Specification for
Contracts Engaged in Construction and/or Repair Work at
General Mitchell International Airport
(Oct 2011)

ATTACHMENT 5
AIRPORT SAFETY SPECIFICATION

Safety Specification for
Contracts Engaged in Construction and/or Repair Work at
General Mitchell International Airport
(Oct 2011)

I. AIRPORT OPERATIONAL SAFETY

- A. General Mitchell International Airport will remain in full operation during the testing procedures. Any shut downs will be performed during off hours with prior authorization.
- B. Federal Aviation Regulations require that no construction activity be permitted within specific distances to runways or taxiways while aircraft operations are being conducted on these pavements. For this project, activities will not be permitted within 250 feet of a runway centerline nor within 110 of the of a taxiway centerline. See FAA Advisory Circular 150/5370-2(current addition) for further information on construction operation safety requirements.
- C. The contractor will be required to delineate the above-described restricted area limits in such prominent manner that accidental intrusion into these areas will not be possible.
- D. Project safety Training: All contractor and subcontractor personnel shall be required to complete a 2-3 hour program on SIDA (Security Identification Display Area), Airfield Non Movement Areas and Contractor Airfield Safety Training as a prerequisite to obtain an airport identification badge. These interactive programs can be viewed via computer driven kiosks located near the Airport operations Office during the hours of 8:00am to 3:00pm, Monday through Friday.
- E. No contractor or subcontractor personnel will be allowed on the secured airfield without previous viewing and passing the safety training program for this project or as approved by airport operations. Payment for contractor's costs associated with computer training shall be included in Mobilization, as found in the specification documents.

II. EQUIPMENT

- A. Unless otherwise approved by the Airport Operations Manager all materials and equipment remaining on the airport following a day's work activity shall be moved to the staging area location assigned for each phase or location. The contractor shall not park or store equipment and materials on the existing roads and parking areas, and shall keep drives and streets clean.
- B. The assigned staging areas shall only be used for the short-term temporary storage of materials and equipment to be used for this project.

III. Area Access

- A. Access to the project sites shall be the entrances and routes as directed by the airport Operations Manager.
- B. Airport Operations may provide guards or escorts as needed in the airport operations area.
- C. Airport operations or the engineer reserve the right to remove the airport operation area driving or equipment movement privilege from any individual based on any failure to observe or perform in accordance with airport guidelines.