



HERZOG  
ASSOCIATES, PLLC  
ARCHITECTURE  
PLANNING\DESIGN

Steven P. Herzog, AIA, LEED-AP

**TUCSON INTERNATIONAL AIRPORT**  
**Family Restrooms/Custodial Closets**  
**Tucson Airport Authority**  
**TAA Project #10217978**  
**ARCHITECT'S JOB NO. 124**  
**March 06, 2019**

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### ADDENDUM TWO

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In accordance with the Bid Documents, Bidders on the above-referenced project are hereby notified that the following Addendum, dated March 06, 2019 shall be made a part of the Bid Documents. Bidder shall acknowledge receipt of this Addendum on the Bid Form. Bidder shall return this Addendum along with any copies of drawings and specifications issued with the Addendum complete and in good condition at the time of bid submission.

- Item #1:** A Pre-Bid Conference was held March 06, 2019. Minutes and the sign in sheet are included at the end of this Addendum.
- Item #2:** The City of Tucson approved construction drawings are on file at Development Services Center, 201 N. Stone. The permit fee is \$5,083.49.00. The drawings are filed under the following routing #: T18CM05701.

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**End of Addendum Two**

Respectfully Submitted;



Expires: 03:31:2021

## PRE-BID CONFERENCE SUMMARY

**Project Number:** 10217978  
**Project Name:** Family Restrooms - 2019  
**Date:** March 6, 2019  
**Time:** 10:00 a.m.  
**Location:** Tucson Airport Authority (TAA) Administrative Offices – Catalina Room  
**Funding:** TAA  
**Procurement Officer:** Kathy Myers, TAA  
**Project Manager:** Lorraine Behr, TAA  
**Project Architect:** Steve Herzog, Herzog Associates, PLLC

### 1. SIGN IN AND INTRODUCTIONS

- 1.1. See attached list for attendees.
- 1.2. Ms. Myers welcomed all attendees and made brief introductions of TAA staff and the Project Architect.
- 1.3. Ms. Myers indicated that a copy of the pre-bid conference summary and associated sign-in sheets will be distributed to all bid set holders of record and pre-bid conference attendees via addendum. Bidders wishing to receive any further addenda must confirm they are on the Bid Holder's List.

### 2. BIDDING REQUIREMENTS:

- 2.1 Bids will be opened at 2:00 p.m. Local Tucson Time on March 29, 2019 in the Catalina Room of the TAA Administration Office, Tucson International Airport, Third Level, 7250 South Tucson Boulevard, Suite 300, Tucson, Arizona 85756.
- 2.2 All requests for clarifications or substitutions shall be made in writing to the Architect via email at [steve@herzogassociates.com](mailto:steve@herzogassociates.com). Answers will be provided via addendum to all bid set holders of record. The last day for questions will be Thursday, March 21, 2019, by 3:00 p.m. and a final addendum, if necessary, will be issued on Monday, March 25, 2019.
- 2.3 The contractor shall carefully complete the bid as required by the Contract Documents.

- 2.4 Bidders must prepare their bid on the Bid Form provided on pages 22 - 24 of the Bid Documents and must enclose with their bid all items listed on page 23.
- 2.5 Bidders must enclose a properly executed Non-collusion Affidavit in the form provided on page 25 of the Bid Documents.
- 2.6 Bidders must enclose a properly executed TAA Interest List Form on provided on page 20 of the Bid Documents for themselves and their subcontractors.
- 2.7 All bids must include a bid bond in the amount of 10 percent of the base bid amount in the form shown on page 29 of the Bid Documents.
- 2.8 The Work to be performed will be subject to the provisions of Title 34 of the Arizona Revised Statutes (A.R.S. § 34-201, *et seq.*, as amended). All bidders and subcontractors must be duly licensed to perform the work at the time the bid is submitted (or exempt from licensing requirements). If a licensing exemption is claimed, the bidder must set forth basis for any claimed exception on page 23 of the Bid Form at the time the bid is submitted.

### **3. CONTRACT REQUIREMENTS:**

- 3.1 Bidders shall carefully review the Construction Services Agreement provided on pages 26 - 28 of the Bid Documents, as well as the Master General Conditions.
- 3.2 There are liquidated damage requirements for this project. Bidders should carefully review these requirements, which are found on pages 31 – 32 of the Master General Conditions.
- 3.3 Insurance requirements are shown on pages 32 - 35 of the Master General Conditions. Bidders should carefully review these requirements to confirm they can comply.
- 3.4 Performance and Payment bonds will be required for this project in the forms found on pages 30 and 31 of the Bid Documents.

### **4. REPORTING AND DBE REQUIREMENTS:**

- 4.1 It is the policy of TAA to ensure that Disadvantaged Business Enterprise firms (“DBEs”) have a fair and equal opportunity to participate in TAA’s contracts. Specifically, it is the goal of TAA to ensure that, to the extent reasonably possible and consistent with other legal requirements that: (a) DBEs are not discriminated against in the award and administration of TAA’s contracts; (b) a level playing field is created on which DBEs can compete fairly for TAA’s contracts; and (c) any barriers to the participation of DBEs in TAA’s contracts are removed. Generally speaking, if a firm or subcontractors of the firm are certified as DBE, the work performed by both shall be counted towards meeting the aspirational goal. Any work performed by a non-DBE firm or subcontractor will not be counted towards DBE participation. TAA has set an aspirational 7% (7% of the dollar value of the contract) DBE participation goal for this contract. As a matter of responsiveness, firms must complete and submit the “Statement of Proposed DBE Utilization” form in the form provided, with its submittal. Firms and firms’ subcontractor who are submitting as DBEs must be certified DBEs in Arizona in good standing prior to the date submittals are due. TAA recognizes current DBE certifications by the ADOT, City of Phoenix, and City of Tucson. For information regarding DBE firms recognized by TAA, or if you have any questions about TAA’s DBE Program, please contact Veronica Ruiz-Ronquillo, TAA DBE Liaison Officer, at 520-573-8100

- 4.2 The bidder will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract; (3) the dollar amount of the participation of each DBE firm participating; (4) written documentation of the bidder/proposer's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; and (5) written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment
- 4.3 As a condition of the agreement between the parties, the firm awarded the contract will be required to report DBE participation efforts listing (1) all certified DBE subcontractors who will be working on the Project, including work performed by firm's own forces if firm is a DBE and (2) the estimated amount of dollars that will be paid to any DBE subcontractors providing services. This information will be reported on a form to be provided by TAA. In addition, firm must provide written confirmation from each DBE of its participation in the firm's work. Firm will be required to track all payments to DBEs working on the Project. At the completion of the Project, firm will be required to complete and submit a final certification of payments to DBE firms on a form to be provided by TAA.

## **5. PROJECT SCOPE AND TIMING:**

- 5.1 Ms. Behr and the Project Architect reviewed the Scope of the Work.
- 5.2 Ms. Behr indicated that the successful Bidder will be required to achieve Substantial Completion of the entire Work in accordance with the terms of the contract not later than 120 Calendar Days after the issuance of the Notice to Proceed by TAA.
- 5.3 A copy of the "Ground Rules for Construction at TAA and Ryan Airfield" (May, 2018) and Tenant Improvement Standards (dated February 2019) can be found on our website, [www.flytucson.com](https://www.flytucson.com) (<https://www.flytucson.com/taa/business/taa-resources/>). Bidders should note the requirements for a Site Specific Project Safety Plan and an OSHA Job Hazard Analysis Program.

## **6. GENERAL INFORMATION:**

- 6.1 Passenger access shall be provided for by the Contractor. Passenger access, or other accommodations, shall be safe and well-constructed.
- 6.2 Barricading, Dust & Temporary partitions shall be provided by the contractor. Barricades, dust/temporary partitions shall be suitable for the task. Dust shall be contained, and all filtering ducted to the building exterior as approved by the Airport Authority. Dust/temporary partitions shall be secured to prevent being pushed over.
- 6.3 A City of Tucson building permit is required for this project. The Contractor shall pick up and pay for the permit. Permit cost shall be reimbursed by TAA at the Contractor's cost.

- 6.4 The Architect explained the requirements for special inspections, submittals, etc.
- 6.5 The location of the Contractor's yard and the haul routes were discussed.
- 6.6 The Contractor is responsible for arranging and payment of all costs for temporary utilities. Water & power available nearby.
- 6.7 Subcontractor work shall not be permitted without supervision of the Prime Contractor.
- 6.8 No drugs, alcohol or firearms are allowed on any airport property.
- 6.9 All Contractor vehicles shall be identified with permanent lettering that may be easily read from 20' away, on each side of the vehicle, showing the name of the company. Company owned, but not lettered vehicles, shall be marked with magnetic signs with the company name and shall be at least 12"x24" mounted on each side of the vehicle and easily read from 20' away on each side of the vehicle.
- 6.10 All company vehicles admitted to the secured area shall have a copy of vehicle registration (or rental/lease contract) and insurance card in the name of the company.
- 6.11 All vehicles operating during the daylight hours are required to have a 3' x 3' orange and white checked flag with 1-foot squares attached firmly to the high point of the vehicle, where it will not fall off or become soiled. During evening hours, rotating or flashing amber beacon attached firmly to the highest point of the vehicle is required.
- 6.12 No private vehicles are permitted in the secured operations area. Parking of private vehicles will be in a designated area, usually in or adjacent to the contractor yard.
- 6.13 All Contractor's and Subcontractors' supervisory personnel shall attend TAA's Driver Training Program. This is a short video program. Following training, supervisors shall brief other personnel.
- 6.14 It is mandatory that all aspects of the OSHA Hazardous Materials Communications Program be provided for, including Material Safety Data Sheets, which must be filed in a designated location on the project, available to personnel and the Fire Department.
- 6.15 The Contractor shall be responsible for the immediate cleanup of any leaking or spilled substance, such as fuel, oil, anti-freeze, etc. Spilled materials shall be disposed of off airport property in a proper manner. The Contractor shall provide TAA with documentation describing disposal.
- 6.16 The work and traffic areas must be kept free of debris, including dust, mud, construction materials, etc. which would jeopardize operations. Active pavements adjacent to the work site shall be cleaned by appropriate methods to insure that foreign materials are not present to damage aircraft or ground vehicles.

- 6.17 TAA shall not be responsible for the security of any stored materials or equipment. The Contractor shall provide whatever measures are necessary to protect materials or equipment.
- 6.18 Personnel will be working in a high noise area and should take appropriate protective measures.
- 6.19 If any welding or open flame cutting (including equipment repairs) is done, a daily, no cost, welding permit will be issued by TAA's Fire Department.
- 6.20 TAA has a confined space program is outlined in the project specifications. The Contractor will be responsible to provide all equipment and trained personnel if required by project activities.
- 6.21 Construction Safety Vests – in order for badged and non-badged personnel to be identified on construction sites, TAA has adopted a construction safety vest color standard to be utilized in AOA construction work zones. All badged personnel should wear yellow/green construction safety vests. Non-badged personnel should wear orange safety vests. This is only applicable for work within the TUS AOA, SIDA, or Sterile areas that requires badged escorts.

## **7. DISCUSSION**

The floor was opened to questions and answers and discussion followed.

Q. What are normal working and off hours?

A. It depends on the work area and amount of noise being made. The specs state normal working hours as 6:00 am to 6:00 pm. Upon award of the Contract, the flight schedules will be confirmed prior to finalizing the schedule for each area. Weekend hours are not available, terminal operations are 24/7/365.

Q. What size terrazzo tile is required?

A. As large a tile as can possibly be used.

Bidders were reminded that the last day for questions is Thursday, March 21, 2019 before 3:00 p.m. and the Bids are due on Friday, March 29, 2019 by 2:00 p.m.

## **7. SITE VISIT**

Ms. Behr indicated that a site visit would be conducted for interested firms.

The conference adjourned at 10:25 a.m. and a site visit was conducted.

This is a summary of the proceedings of the Pre-Bid Conference as recalled by Kathy Myers. A tape recording of the proceedings was made and is on file in the TAA Procurement Department.

cc: File E, O

