

ATTACHMENT J – MISCELLANEOUS CONSTRUCTION REQUIREMENTS AND FORMS

ATTACHMENT J1 -	FORM: WAYNE COUNTY AIRPORT AUTHORITY FLAGGING SERVICE REQUEST AUTHORIZATION FORM [NOT USED]
ATTACHMENT J2 -	FORM: WAYNE COUNTY AIRPORT AUTHORITY SECURITY SERVICES REQUEST AUTHORIZATION FORM
ATTACHMENT J3 -	TEMPORARY TRAILERS [NOT USED]
ATTACHMENT J4 -	FORM: REQUEST FOR INFORMATION
ATTACHMENT J5 -	FORM: SWORN STATEMENT FOR CONTRACTOR AND SUBCONTRACTOR TO OWNER
ATTACHMENT J6 -	FORM: CONTRACTOR GUARANTEE
ATTACHMENT J7 -	FORM: SUBCONTRACTOR GUARANTEE
ATTACHMENT J8 -	FORM: (SAMPLE) CONTRACTOR CHANGE NOTICE
ATTACHMENT J9 -	FORM: (SAMPLE) CONTRACTOR CHANGE REQUEST
ATTACHMENT J10 -	FORM: (SAMPLE) CONTRACTOR CHANGE PROPOSAL
ATTACHMENT J11 -	CONSTRUCTION CHANGE PROCESS – CONSTRUCTION CHANGE NOTICE – CONTRACTOR REQUESTED CHANGE
ATTACHMENT J12 -	CONSTRUCTION CHANGE PROCESS – OWNER REQUESTED CHANGES
ATTACHMENT J13 -	CONTRACTOR'S GUIDE TO UTILITY MARKING REQUEST

ATTACHMENT J1 – WAYNE COUNTY AIRPORT AUTHORITY FLAGGING SERVICE REQUEST AUTHORIZATION FORM [NOT USED]



DETROIT METRO + WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

WAYNE COUNTY AIRPORT AUTHORITY FLAGGING/ESCORTING REQUEST AUTHORIZATION

I, _____,
(Print Name) (Title)

of Company _____

Billing Address _____

Telephone Number _____ Cell _____

do hereby request flagging/escorting services at _____
(Location: be specific)

for Project _____

for: ☐ Specified period of: _____ to _____
(Date and Time) (Date and Time)

Example: **Monday thru Saturday 6 a.m. to 7 p.m.**

☐ As requested on a case-by-case basis during the duration of the project.

I understand that the Wayne County Airport Authority will provide each requested flagging/escorting service at an hourly rate up to \$77.76 (48 hours prior notification requested).

I understand that my company will be invoiced for this service and agree to make our remittance within thirty (30) days upon receipt of invoice.

Authorized by: _____
Name (Please Print)

Signature

Date: _____

AIRFIELD OPERATIONS USE ONLY

Airfield Operations Approval: _____ Date: _____

Flagging/Escorting Account Title: _____

Post Number: _____ Equipment Needed: _____

*Overhead charge represents miscellaneous operating and administrative expenses billed at a rate determined by a certified cost allocation plan. Overhead charges will be identified separately when invoiced.

Office: 734-942-8885

Email: Kevin.Kessler@wcaa.us, Ken.Demers@wcaa.us

ATTACHMENT J2 – WAYNE COUNTY AIRPORT AUTHORITY SECURITY SERVICES REQUEST AUTHORIZATION FORM



WAYNE COUNTY AIRPORT AUTHORITY CONTRACT SECURITY SERVICE REQUEST AUTHORIZATION

I _____
(Print Name) (Title)

Of Company _____

Billing Address _____

Telephone Number _____ Cell or Pager Number _____

do hereby request contract security services at: _____
(Location: be specific)

For project _____
(Project Name/Permit Number)

for:

- ☐ Specific period of: _____ to _____
(Date & Time) (Date & Time)
- ☐ As requested on a case-by-case basis during the duration of the project.
- ☐ A vehicle is needed for the project

I understand that the Wayne County Airport Authority will provide each requested contract security officer at an hourly rate of **\$29.78** with forty-eight (48) hours prior notification. Vehicle(s) will be billed at a rate of \$30.00 per day. With less than forty-eight (48) hour notice the contractor may be billed at an overtime rate of \$44.87, from the start of the shift, not to exceed 24 hours of overtime billing.

I understand that my company will be assessed a fee for any service that is cancelled within the identified timeframe. A cancellation notice within 12 hours of the start time will result in a fee of:

- Contract Security Coverage: Security contractor may bill a minimum of 4 hours (or less if coverage was less than 4 hours) and maximum of 12 hours at the rate of \$29.78 hourly.
- Vehicle: **\$30.00 per day** (if a vehicle was required/requested)

I understand that my company will be invoiced for this service and agree to make our remittance within thirty (30) days upon receipt of invoice.

Authorized by: _____
Name (Please Print)

Signature Date: _____

SECURITY DEPARTMENT USE ONLY

Security Representative Approval: _____ Date: _____

Contract Security Service Notification: _____ Date: _____

ARC Notification: _____ Security Mgmt Notification Date: _____

Fax to (734) 942-3814 or Email to security@wcaa.us
7/22

ATTACHMENT J3 – TEMPORARY TRAILER [NOT USED]

TEMPORARY TRAILERS

1. Temporary Trailers shall comply with NFPA 241, Chapter 2 & Listed References.
2. No trailers (of any type) shall be placed under any concourse, moving walkway, or area under construction.
3. All temporary trailers shall be equipped with a smoke detector in each room.
4. A minimum of a 2A10BC fire extinguisher is to be positioned at each exit door.
5. The minimum spacing for any temporary trailer shall be six (6) feet on all sides from any other trailer or fence.
6. The space under the temporary trailer shall not be used for the storage or placement There in of flammable gases, liquids, or gas and liquid fuel powered equipment. This Area shall be kept free of build-ups of rubbish, trash, or other combustibles.
7. A temporary trailer shall be approved for use as office occupancy only. Use of A trailer for storage purposes of any kind is prohibited.
8. Any temporary trailer with a length of 30 feet or longer shall have two (2) exits, Marked with an approved exit signs. Trailers less than 30 feet that are used for office Space shall have an approved exit sign mounted over the door.
9. In temporary trailers, all exit doors shall be open for egress whenever the unit is Occupied. Draw bolts, hooks, and other similar locking devices shall be prohibited on all egress doors.
10. In temporary trailers, the installation of any heating system shall have prior approval of the Airport Fire Marshal.
11. Company name shall be displayed on the east and west sides of trailer.
12. Emergency lights at exit doors.
13. Exit stairs are to be illuminated.
14. A final inspection is required by the Airport Fire Prevention Division prior Occupancy (734.942.0061).

ATTACHMENT J4 – FORM: REQUEST FOR INFORMATION



REQUEST FOR INFORMATION (RFI)

RFI No.: RFI Date:
Issuer Name: Issuer Organization:

Project Name: Project ID:
Contract No.: Contract Date:

Designer:

Contractor:

REFERENCE:

Drawing: Specification:
Shop Drawing: Other:

RELATED TO:

RFI No.:	Date:	Bulletin No.:	Date:
CCR No.:	Date:	DSI No.:	Date:
CCP No. :	Date:	Other:	Date:

SUBJECT:

The following information is provided per the specific request of the Contractor and is a clarification of the intent of the Contract Documents, as defined in Paragraph 3.1, 3.2, and 3.6 of the General Terms and Conditions. No work shall be performed based on this information which could change the Contract Sum or Contract Time without the express written direction of the Wayne County Airport Authority and Architect/Engineer. Such clarifications shall be understood to include work of other trades not specifically described herein.

INFORMATION REQUESTED: RESPONSE DUE BY:

RESPONSE:

Response Date: Responder Name:

ATTACHMENTS:

Planning, Design & Construction

State of _____ Contract Title: _____
County of _____ Contract No. _____
The affiant (1) _____ being first duly sworn on other deposes and
says that he/she is (2) _____ of (3) _____ who has contracted with
(4) _____ for (5) _____

_____ owned by (7) _____ ("Owner").

(1) Executors Name	(2) Executor's Title:	(3) Firm Name	(4) Owner of General Contractor	(5) Brief work description
(6) Site location	(7) Owner	(8) Payment type		

[illegible]

Signed _____

Subscribed and sworn before me this _____ day of _____, 20_____.

NOTARY PUBLIC

ATTACHMENT J6 – FORM: CONTRACTOR GUARANTEE



CONTRACTOR GUARANTEE

Date: _____

To All Whom It May Concern: _____

of the City/Township of _____, County of _____

and State of _____, being duly sworn, deposes and says that he or she is

_____ of _____

(hereinafter called the Contractor); and, being duly authorized, makes this statement and guarantee on its

behalf; that the Contractor, in completing the performance of a certain contract dated _____

with Wayne County Airport Authority _____

(hereinafter called the Owner) for _____

(the Work) specified as CIP No. _____, furnished labor or materials or both,

supervision of construction or alterations and/or otherwise, in connection with the site development,

remediation and /or the erection and construction of a certain building or buildings, structures and

installations, situated on the following property, viz: Wayne County Airport Authority DTW/YIP (circle one),

in the City/Township of _____, County of _____ and State of _____

_____; that, for a valuable consideration paid to the Contractor therefore, receipt whereof

is hereby confessed and acknowledged, the Contractor does hereby guarantee to the Owner that all labor

and materials or both and all work performed is in accordance with the requirements of said Contract and all

authorized Supplements thereto; that should any defect develop for the Contractor's Work, due to improper

materials, workmanship, arrangements or functionality, as stated herein, due to improper materials, workmanship

or arrangements; the same will, upon written notice from the Owner, promptly be made good by the

Contractor without expense to the Owner, and that any other work affected in correcting such defects will

also be made good by the Contractor without expense to the Owner.

TRADE OR WORK:

GUARANTEE FROM DATE:

GUARANTEE TO DATE:

Materials and Equipment (12 mos.)

Workmanship (24 mos.)

Special Guarantee

Per Contract Documents

Per Contract Documents

CONTRACTOR

By: _____
(signature)

Name: _____
(Print or Type)

ATTACHMENT J7 – FORM: SUBCONTRACTOR GUARANTEE



SUBCONTRACTOR GUARANTEE

Date: _____

To All Whom It May Concern: _____
of the City/Township of _____, County of _____
and State of _____, being duly sworn, deposes and says that he or she is
_____ of _____

(hereinafter called the Subcontractor); and, being duly authorized, makes this statement and guarantee on its behalf, that the Subcontractor, in completing the performance of a certain contract agreement with _____ (hereinafter called the Contractor) for _____ (the Work) required by the Drawings and Specifications (CIP No.) _____, furnished labor or materials or both, supervision of construction or alterations and/or otherwise, in connection with the site development, remediation and /or the erection and construction of a certain building or buildings, structures and installations, situated on the following property, viz: Wayne County Airport Authority DTW/YIP (circle one), in the City/Township of _____, County of _____ and State of _____; that, for a valuable consideration paid to the Subcontractor therefore, receipt whereof is hereby confessed and acknowledged, the Subcontractor does hereby guarantee to the Owner and to the Contractor that all labor or materials or both furnished and/or work performed is in accordance with the requirements of said Drawings and Specifications and all authorized alterations and additions thereto; that should any defect develop for the Subcontractor's Work, due to improper materials, workmanship, arrangements or functionality; the same will, upon written notice from the Owner or the Contractor, promptly be made good by the Subcontractor without expense to the Owner or the Contractor, and that any other work affected in correcting such defects will also be made good by the Subcontractor without expense to the Owner or the Contractor.

TRADE OR WORK:

Materials and Equipment (12 mos.)

Workmanship (24 mos.)

Special Guarantee

GUARANTEE FROM DATE:

Per Contract Documents

GUARANTEE TO DATE:

Per Contract Documents

CONTRACTOR

By: _____
(Signature)

Name: _____
(Print or Type)

ATTACHMENT J8 – FORM: (SAMPLE) CONTRACTOR CHANGE NOTICE

CONTRACTOR CHANGE NOTICE (CCN)

Project Name: _____ WCAA Project No: _____
Contract No.: _____ Contract Date: _____
Purchase Order No.: _____
CCN No.: _____ CCN Date: _____
Issuer Name: _____
Contractor: _____
Designer: _____

RELATED TO:

RFI No.: _____ Date: _____ DSI No.: _____ Date: _____
Field Order No.: _____ Date: _____
Other: _____ Date: _____

REFERENCE:

Drawing: _____ Specification: _____
Shop Drawing: _____ Other: _____

SUBJECT: _____

This CCN is submitted as defined and required by Article 11.3 of the Contract General Terms and Conditions and shall serve as written notice to the Airport Authority that the Contractor believes that a change has occurred, and that it is necessary to adjust the Contract Sum or the Construction Duration or otherwise modify the terms of the Contract Documents. It is the Contractor's intent to submit a Contractor Change Request (CCR). This CCN is submitted as soon as practicable after the occurrence of the event or circumstance upon which the CCR will be based, and in any event not later than five (5) days following the occurrence of the event or circumstance upon which the CCR will be based. Back-up information supporting this CCN, if applicable, is attached.

Issue:

(Provide as much information concerning the event or circumstance and its effect on cost or schedule as is reasonably available)

Issuer Signature: _____

ATTACHMENTS:

C: (WCAA PM) (A/E PM) (Others)

ATTACHMENT J9 – FORM: (SAMPLE) CONTRACTOR CHANGE REQUEST

CONTRACTOR CHANGE REQUEST (CCR)

Project Name: _____ WCAA Project No: _____
Contract No.: _____ Contract Date: _____
Purchase Order No.: _____
CCR No.: _____ CCR Date: _____
Issuer Name: _____
Contractor: _____
Designer: _____
RELATED TO:
Contractor Change Notice (CCN) No.: _____ Date: _____
Other: _____ Date: _____
REFERENCE:
Drawing: _____ Specification: _____
Shop Drawing: _____ Other: _____
SUBJECT: _____

This CCR (including associated CCN) is submitted as defined and required by Article 11.5 of the Contract General Terms and Conditions (GT&C's). The Contractor Change Request must be delivered to the Airport Authority within 30 days of the date of the Contractor Change Notice. This CCR includes documentation justifying that a change has occurred and that the Contractor is entitled to an adjustment in the Contract Sum and/or the Construction Duration, and includes the applicable Contract Document references supporting the Contractor's claim, the nature of the costs or schedule extension involved and, in so far as possible, the amount of the potential claim or schedule extension, and the efforts taken and to be taken by the Contractor to prevent or minimize costs or schedule extension. This Contractor Change Request contains all information and certifications required to be included by Article 11.7 of the Contract General Terms and Conditions.

Total Cost: \$ _____ Total Number of Days Added to Construction Duration: _____

Item 1: (Detailed Description for each Item)
(Attach Back-up for each item as required by GT&C Article 11.7)

Issuer Signature: _____

ATTACHMENTS:

C: (WCAA PM) (A/E PM) (Others)

\\sfppm02\Planning\Airfield Capital\A169 McNamara Terminal Apron Reconstruction\C2 - Solicitation\Draft RFB Docs\Att F components\F9
CCR_v.01_20200103.docx

ATTACHMENT J10 – FORM: (SAMPLE) CONTRACTOR CHANGE PROPOSAL

CONTRACTOR CHANGE PROPOSAL (CCP)

Project Name: _____ WCAA Project No: _____
Contract No.: _____ Contract Date: _____
Purchase Order No.: _____
CCP No.: _____ CCP Date: _____
Issuer Name: _____
Contractor: _____
Designer: _____
RELATED TO:
Bulletin No.: _____ Date: _____
Other: _____ Date: _____
REFERENCE:
Drawing: _____ Specification: _____
Shop Drawing: _____ Other: _____
SUBJECT: _____

This CCP is due from the Contractor within 20 days of receipt of the Airport Authority's Bulletin, notice or order giving rise to the Change Proposal (unless the Airport Authority allows an additional period) as described in Article 11.2 of the of the Contract General Terms and Conditions (GT&Cs). As further described in Article 11.7 of the GT&Cs, it shall remain firm for a period of not less than 60 days from delivery of the CCP. Any delay in submission does not justify or constitute the basis for an increase in Contract Sum or Construction Duration. This CCP certifies that the amounts included cover all direct, supplemental, indirect, consequential, serial and cumulative costs and delays, as applicable, and that these costs and delays would be or were necessarily incurred, despite the Contractor's reasonable and diligent efforts to mitigate them.

Total Cost: \$ _____ Total Number of Days Added to Construction Duration: _____

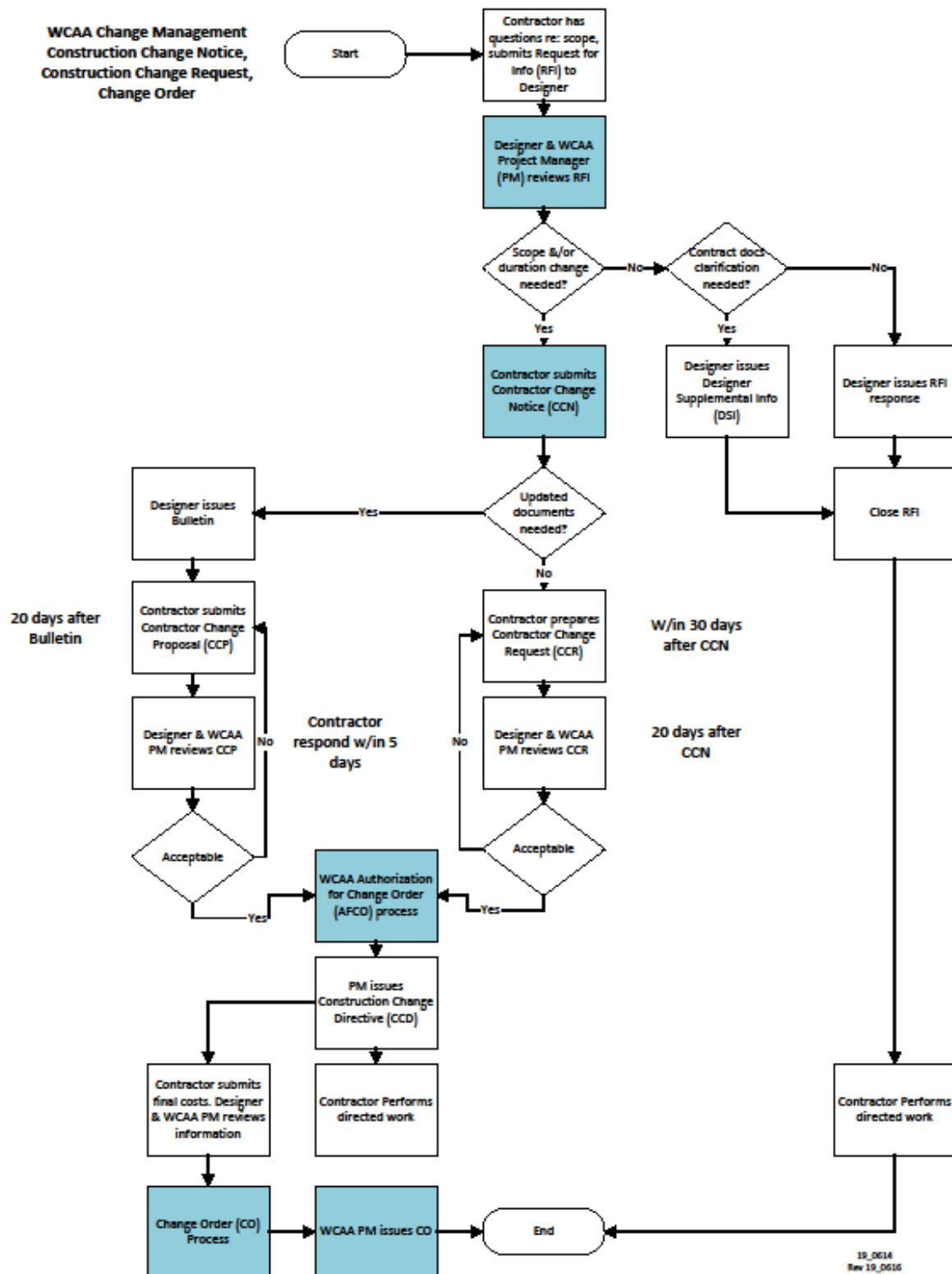
Item 1: (Detailed Description for each Item)
(Attach Back-up for each item as required by GT&C Article 11.7)

Issuer Signature: _____

ATTACHMENTS:

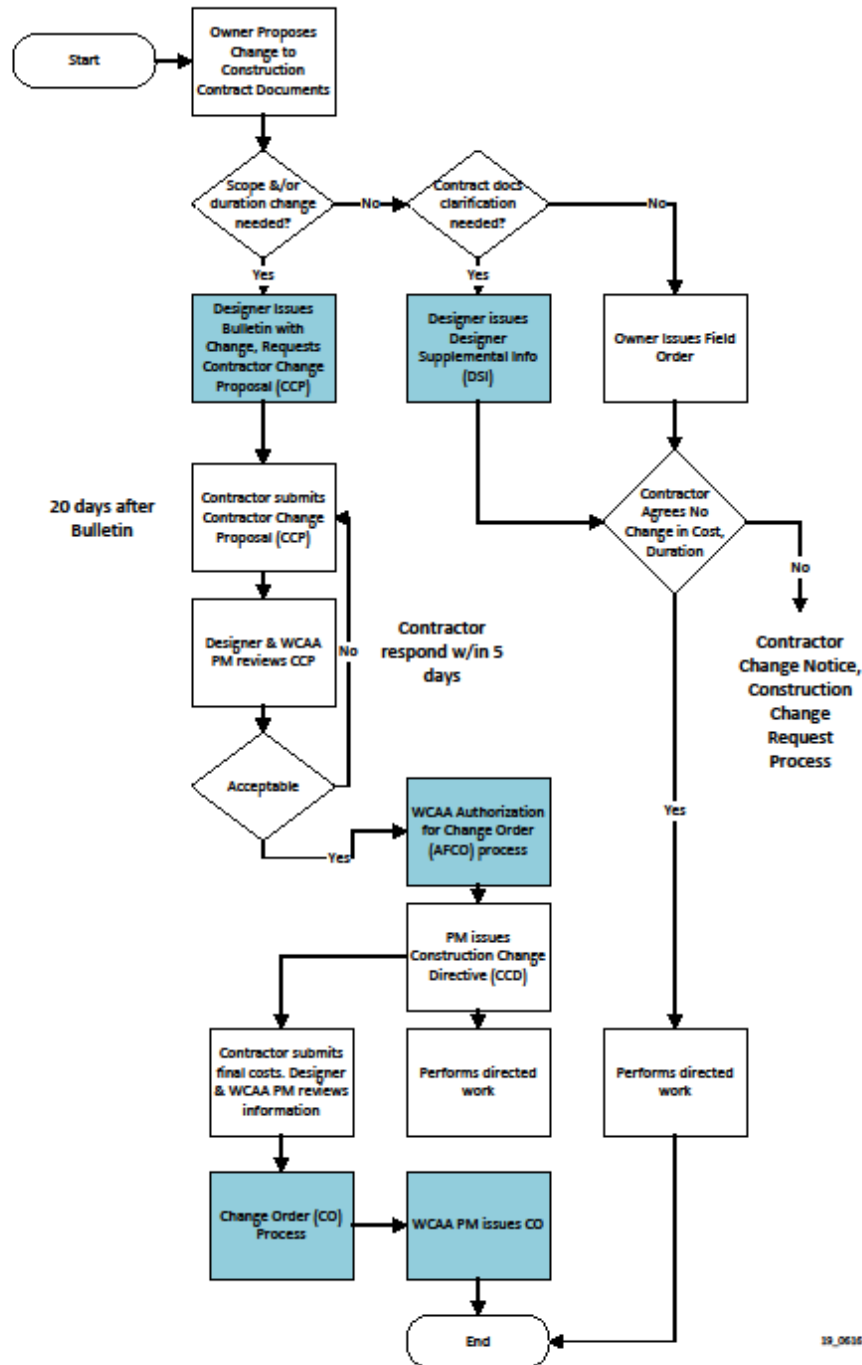
C: (WCAA PM) (A/E PM) (Others)

ATTACHMENT J11 – CONSTRUCTION CHANGE PROCESS – CONSTRUCTION CHANGE NOTICE – CONTRACTOR REQUESTED CHANGE



ATTACHMENT J12 – CONSTRUCTION CHANGE PROCESS – OWNER REQUESTED CHANGES

WCAA Change Management:
Owner Change,
Construction Change Proposal,
Change Order



ATTACHMENT J13 – CONTRACTOR’S GUIDE TO UTILITY MARKING REQUEST



Contractor’s Guide to Utility Marking Requests

Rev. Date: 5-2019

Planning, Design & Construction

Wayne County Airport Authority

For assistance and questions regarding information found in this guide, please contact the Planning, Design & Construction Department at 734-247-2809 or Construction & Alterations Permits (Tenant Projects) at 734-941-8941

Overview

This Guide provides information and instructions on the Utility Marking Request and Excavation Process for the Wayne County Airport Authority. Contractors performing work at Detroit Metropolitan (DTW) and Willow Run (YIP) Airports are required to complete this process prior to initiating any excavations or below grade work.

It is the intent of this Guide to assure compliance with the Michigan Public Act 174 of 2013: The Underground Facility Damage Prevention and Safety Act, also known as MISS Dig Act, and Wayne County Airport Authority Safety Standards.

Advanced coordination with Contractors, Sub-contractors, Consultants (Designers), the Wayne County Airport Authority (WCAA) Maintenance, WCAA Skilled Trades, the FAA, Tenants and public utility companies is essential to ensure the WCAA utility marking process complies with the MISS Dig Act. **This Utility Marking procedure is to be performed in accordance with the WCAA Safety Standards, which are typically included in as Special Provisions Section 10 (SP-10) on Planning, Design and Construction projects, and is also available via the WCAA website.**

For Planning, Design & Construction and Construction & Alteration (C&A) Permit projects at DTW and YIP, it is anticipated that design professionals have conducted due diligence during the planning and design phases of the projects to identify and document existing utilities and/or underground structures that may be impacted during construction activities. This due diligence is exercised through review of existing as-built documentation, field investigation, survey work, and meetings with utility stakeholders. It is also anticipated that during the design and C&A permit review processes, various departments and utility stakeholders review proposed construction work and identify potential conflicts with existing utilities. **Regardless, the Utility Marking Procedure is the final assurance process to identify and mark known utilities in the field prior to excavation.**

Making a Request

1. The Contractor (You) shall submit a **Request for Marking Utilities form** (available from the WCAA Safety Standards: [https://www.metroairport.com/sites/default/files/business_documents/PDFs/RiskManagement/WCAA_Safety_Standards\(rev_Oct_2018\).pdf](https://www.metroairport.com/sites/default/files/business_documents/PDFs/RiskManagement/WCAA_Safety_Standards(rev_Oct_2018).pdf)) with related utility plans, drawings/sketches highlighting the referenced area where the excavation is to occur, **no less than ten (10) business days before the planned excavation.** Request packages should be submitted to the Planning,

Design & Construction Project Supervisor or C&A Department Manager assigned to the project via e-mail. Project Supervisor/ Dept. Manager will be assigned at the Pre-Construction Meeting.

2. The Contractor (You) **MUST** also submit a Miss Dig request for service directly to Miss Dig. (Miss Dig requests can be made by contacting 1-800-482-7171).
3. Contractors should be aware that Requests for areas that are more than 5,000 linear feet or over one (1) acre, may be required to be subdivided into multiple Requests. Each Request will require a separate form and supporting documents. Additionally the WCAA may require a coordination meeting with you (the Contractor) to coordinate the marking schedule. WCAA will advise you of any subdivisions or additional documents that are required.
4. The WCAA Project Supervisor (or C&A Permit Dept. Manager) will notify You (the Contractor) when the marking process is complete and provide you with a completed copy of the **Request Tracking Log**.
5. The Contractor (You) will complete the **Field Acknowledgement Form**, attaching the verifications from the Miss Dig program of markings. The completed form should be submitted to the WCAA Project Supervisor.
6. The Contractor (You) will schedule and coordinate a meeting at the excavation site between the contractor, sub contractor and WCAA Project Supervisor (or C&A Permit Dept. Manager) to visually verify utility markings comply with submitted documents.
7. The Contractor (You) will be notified in writing by the WCAA Project Manager that the Request has been cleared, including requirements for soft digs. You will also receive a copy of the completed Utility Marking packet.
8. Upon receipt of the clearance, the Contractor (You) may commence with excavation in the confirmed area.
 - a. Approved excavation work must be completed in 21 days, unless prior approval is obtained.
 - b. Contractor will comply with all requirements of the Miss Dig Act, WCAA Safety Standards and Contract Documents for protecting existing utilities during excavation, including performing **soft digs** to locate existing utilities that cross or are in close proximity to the excavation as defined by the act.
 - c. Contractor must immediately stop work on the excavation if an undocumented utility is discovered and contact the assigned WCAA Project Supervisor / Dept. Manager for instructions.
 - d. All utilities encountered (abandoned or active) must be recorded on the project as-builts submitted for project closeout.

Forms can be found at WCAA Safety Standards: [https://www.metroairport.com/sites/default/files/business_documents/PDFs/RiskManagement/WCAA_Safety_Standards \(rev_Oct_2018\).pdf](https://www.metroairport.com/sites/default/files/business_documents/PDFs/RiskManagement/WCAA_Safety_Standards(rev_Oct_2018).pdf)

Completed Request and Acknowledgement forms should be submitted via e-mail to the Project Supervisor/Dept. Manager will be assigned at the Pre-Construction Meeting.

For Fire and Police Emergencies dial 911



Wayne County Airport Authority
Detroit Metropolitan Wayne County Airport
11050 Rogell Dr. #602
Detroit, Michigan 48242
Planning, Design & Construction
(734-247-2809)
Construction & Alteration Permits
(734-941-8941)
Www.MetroAirport.com

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