

REQUEST FOR PROPOSALS
FOR THE SAMPLING, TESTING, AND REPORTING
OF STORM WATER
IN ACCORDANCE WITH
THE AIRPORT'S NPDES GENERAL PERMIT NO. 1



THE EASTERN IOWA AIRPORT
2515 Arthur Collins Parkway SW
Cedar Rapids, Iowa 52404-8952

APRIL 9, 2008

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**INVITATION FOR PROPOSALS
FOR THE SAMPLING, TESTING, AND REPORTING
OF STORM WATER
IN ACCORDANCE WITH THE AIRPORT'S NPDES GENERAL PERMIT NO. 1**

**THE EASTERN IOWA AIRPORT
CEDAR RAPIDS, IOWA**

Proposals, subject to the conditions contained herein, will be received at the Office of the Airport Director at The Eastern Iowa Airport Administration Building, 2515 Arthur Collins Parkway SW, Cedar Rapids, Iowa until 2:00 PM CST on the 23rd day of April, 2008.

The services, as required by the Contract documents, is generally described as follows:

Sampling, Testing, and Reporting of Storm Water in Accordance with the Airport's NPDES General Permit No. 1.

Copies of Specifications, form of Proposal, and form of Contract may be secured by bona fide Proposers at the Office of the Airport Director, Administrative Office Building, The Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404, between the normal business hours of 8:00 AM to 5:00 PM weekdays, or may be accessed on The Eastern Iowa Airport's website at <http://ejairport.org/about/requests.shtml>.

For further information regarding this Request for Proposal, please contact Sara Mau, A.A.E., Director of Operations (319) 286-5716.

The Cedar Rapids Airport Commission reserves the right to reject any or all Proposals, in whole or in part, with or without cause; to waive any informalities; and to re-advertise.

Dated this 9th day of April, 2008.

Cedar Rapids Airport Commission

By Dan Mann, A.A.E.
Airport Director

THE EASTERN IOWA AIRPORT
CEDAR RAPIDS, IOWA

PROPOSAL

The undersigned Proposer has carefully examined the work described herein; has become familiar with the character and extent of the work; has carefully examined the Specifications which are acknowledged to be a part of this Request for Proposal, the Proposal form, and the form of Contract; and thoroughly understands their stipulations, requirements, and provisions.

The undersigned Proposer has determined the quality and quantity of materials required; determined the sources of supply of the materials required; has investigated labor conditions; and has arranged for the continuous prosecution of the work herein described.

The undersigned Proposer hereby agrees to be bound by the award of the Contract, and if awarded the Contract on this Proposal, to execute within ten (10) days after notice of award the required Contract, of which this Proposal and the Specifications shall be a part.

The undersigned Proposer further agrees to provide all necessary equipment, tools, labor, incidentals, and other means of construction to do all the work, and furnish all the materials of the specified requirements which are necessary to complete the work in accordance with the Proposal and the Specifications.

The undersigned Proposer declares that this Proposal is made without connection with any other person or persons making Proposals for the same work, and is in all respects fair and without collusion or fraud.

In submitting this Proposal, the Proposer has examined copies of all the Proposal documents and the following Addenda (receipt of which is hereby acknowledged);

DATE OF ADDENDA

ADDENDUM NUMBER

Base Proposal:

	<u>Field Sampling</u>	<u>Laboratory</u>	<u>Report</u>	<u>Not to Exceed Total</u>
1. Sampling and Testing Of Storm Water in Accordance with the NPDES General Permit, Includes Grab and Composite Samplings.	\$ _____	\$ _____	\$ _____	\$ _____
2. Additional Attempts, One (1) Each.		\$ _____		

	<u>Field Sampling</u>	<u>Laboratory</u>	<u>Report</u>	<u>Not to Exceed Total</u>
3. Composite Sampling, /test/location On-call, at Each Specified Airport Outfall.	\$ _____	\$ _____	\$ _____	\$ _____

Additional Alternative Proposal:

	<u>Field Sampling</u>	<u>Laboratory</u>	<u>Not to Exceed Total</u>
1. Testing for Propylene Glycol.	\$ _____	\$ _____	\$ _____ /test/location

Name of Proposer

By: _____
Name and Title of Signing Official

Business Address:

Check List for Submittal of Proposal

- Signed Standard Form of Proposal
- Acknowledgement of Addendums (if applicable)

NOTE: THIS FORM MUST BE COMPLETED AND SIGNED AS PART OF PROPOSAL.

CONTRACT

THE EASTERN IOWA AIRPORT
CEDAR RAPIDS, IOWA

THIS CONTRACT made and entered into this ____day of _____, 2008, by and between the CEDAR RAPIDS AIRPORT COMMISSION, Cedar Rapids, Iowa (Party of the first part, hereinafter called the Owner) and _____CONTRACTOR, (Party of the second part, hereinafter called the Contractor).

WITNESSETH: That the said Contractor has agreed, and by these presence does agree with the said Owner, for the consideration herein mentioned and required by the Specifications to furnish all services, tools, materials, skill, and labor of every description necessary to carry out and provide in a good, firm and substantial, and workmanlike manner, the services specified, in strict conformity with the Specifications, together with the foregoing Proposal made by the Contractor, the Invitation, and the Instructions to Proposers, shall all form essential parts to this Contract. The provision of services covered by this Contract includes all services described in the Proposal and the Specifications to wit: Providing labor and material for the Sampling, Testing, and Reporting of Storm Water in Accordance with the NPDES General Permit No. 1 at The Eastern Iowa Airport.

The Contractor agrees to protect, defend, indemnify, and hold harmless the Commission and its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work, or other activity done by the Contractor, its employees, subcontractors, or any independent contractors working under the direction of either the Contractor or subcontractor in the performance of this Contract.

Work shall be completed no later than Sunday, May 31, 2009. Contract may be renewed on a yearly basis by mutual agreement in writing 30 days prior to termination date, subject to changes per the Department of Natural Resources.

The Owner shall pay and the Contractor shall receive the price stipulated in the Proposal hereto attached as full compensation for everything furnished and done by the Contractor under this Contract, the full sum as follows:

<u>BASE PROPOSAL</u>	<u>PRICE</u>
Sampling and Testing of Storm Water in Accordance with the NPDES General Permit, Includes Grab and Composite Samplings	
Field Sample	\$ _____
Laboratory	\$ _____
Report	\$ _____
Not to Exceed Total	\$ _____
Additional attempts, One (1) Each	
Composite Sampling, On-call, at Each Specified Airport Outfall	
Field Sample	\$ _____
Laboratory	\$ _____
Report	\$ _____
Not to Exceed Total	\$ _____

Additional Alternative Proposal

Testing for Propylene Glycol

Field Sample	\$ _____
Laboratory	\$ _____
Report	\$ _____
Not to Exceed Total	\$ _____

Based on the Proposal for the Sampling, Testing, and Reporting of Storm Water in Accordance with the Airport's NPDES General Permit No. 1 for The Eastern Iowa Airport, which sum shall be paid in the manner and terms specified in the Contract documents.

IN WITNESS WHEREOF the parties hereto have executed this Contract in duplicate this ____ day of _____, 2008.

CEDAR RAPIDS AIRPORT COMMISSION

ATTEST:

By: _____

CONTRACTOR

ATTEST:

By: _____

**DETAILED SPECIFICATIONS
FOR THE SAMPLING, TESTING, AND REPORTING
OF STORM WATER
IN ACCORDANCE WITH THE AIRPORT'S NPDES GENERAL PERMIT NO. 1**

I. INTENT

- A. These Specifications describe the requirements to sample, test, and report the storm water in accordance with the Airport's NPDES General Permit No. 1.
- B. It is the intent of these Specifications to stipulate the minimum acceptable requirements of good performance and to establish the Proposer's responsibility in furnishing all material and labor to supply the services being advertised for in complete conformance with the operational requirements outlined.
- C. In all cases, it is the Proposer's responsibility to supply all information requested by these Specifications exactly as specified. In cases where information is not provided, is incomplete, or is in a form not as requested, the Cedar Rapids Airport Commission may, at its discretion, rule a Proposer as not responsive to Specifications.
- D. All work herein specified or called for will be executed in accordance with all governing ordinances, laws, and regulations that meet all local conditions. Additionally, any changes and/or additions in the work necessary to meet these ordinances, laws, regulations, and/or conditions will be made without additional cost to the Owner.
- E. All parties interested in proposing this service should first visit and inspect the storm water outlets prior to submission of the Proposal.

II. PROPOSER'S QUALIFICATIONS

The Proposer shall have at least five (5) years of experience with the sampling of storm water and analyzing the results of testing. The laboratory must be certified. The Proposer's experience is not required as a part of the Proposal, but it should be available upon request.

III. SCOPE OF WORK

The scope of work is the sampling, testing, and reporting of storm water in accordance with the Airport's NPDES General Permit No. 1.

IV. SPECIFICATIONS

- A. Site Inspection
Each Proposer should visit the site of the proposed work and fully acquaint himself with the conditions there relating to construction and labor, and should fully inform themselves as to the facilities involved, the difficulties and restrictions attending the performance of the Contract. The Proposer should thoroughly examine and familiarize themselves with technical specs, and all other Contract documents. The Contractor, by the execution of the Contract,

shall in no way be relieved of any obligation under it due to their failure to receive or examine any form or legal document or to visit the site and acquaint themselves with the conditions there existing and the Owner will be justified in rejecting any claim thereof.

B. Owner's Authorized Representative

The only authority to approve work performed by the Contractor, make field changes that are deemed necessary, and approve estimates submitted by the Contractor for payment, is the Owner or its authorized representative(s). The Owner shall notify the Contractor in writing if an authorized representative(s) is designated. If the Owner is not in direct contact with the Contractor, that person who represents the Owner in awarding the Contract is deemed an authorized representative of the Owner. For the scope of these plans and Specifications, the term "Owner" refers to the Owner or his authorized representative(s).

C. Utilities and Protection

It is understood and agreed that the Contractor shall, upon execution of the Contract, notify the Owner of any utility services or other facilities of his plan of operations; and shall request all necessary information regarding the exact location of existing utilities and facilities; and shall mark or cause to have marked the location of such utilities and/or any hidden facility. The Contractor shall be liable for the damages to and the cost of repairing or replacing any conduit, cables, or piping encountered.

D. Indemnification

The Contractor agrees to protect, defend, indemnify and hold harmless the Cedar Rapids Airport Commission and the City of Cedar Rapids and their officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the Contractor, its employees, subcontractors or any independent contractors working under the direction of either the Contractor or subcontractor in the performance of this Contract.

E. Liability Insurance

1. Workers Compensation Insurance: The Contractor shall carry and maintain during the term of this Contract, workers compensation insurance in accordance with Iowa statutory requirements and employers liability insurance with limits of not less than \$1,000,000.00 per accident and per employee for bodily injury by disease. This Contract shall protect all the Contractor's employees carrying out the work involved in this Contract.

2. General Liability Insurance: The Contractor shall carry and maintain during the term of this Contract, commercial general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000.00 per occurrence for Personal Injury, Bodily Injury and Property Damage. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this Contract. Coverage shall include: Premises and Operations, Products and Completed Operations, Contractual Liability,

Personal Injury, and Independent Contractor Coverage. Where applicable the Explosion, Collapse and Underground (XCU) exclusion shall be deleted. Any fellow employee exclusion shall be deleted as it applies to managerial and supervisory personnel.

3. **Automotive Liability Insurance:** The Contractor shall carry and maintain during the term of this Contract, automobile liability insurance with either a combined limit of at least \$1,000,000.00 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000.00 for bodily injury per person per occurrence and \$1,000,000.00 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this Contract by the Contractor or its employees. Any fellow employee exclusion shall be deleted.
4. **Subcontractors:** In the case of any work sublet, the Contractor shall require subcontractors and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.
5. **Qualifying Insurance:** The insurance required by this Contract shall be written by non-assessable insurance companies licensed to do business in the State of Iowa and currently rated "B" or better by the A.M. Best Company. All policies shall be written on an occurrence basis and not on a claims made form.
6. **Additional Insured:** The Cedar Rapids Airport Commission and the City of Cedar Rapids, their officers and employees shall be named as additional insureds on the Contractor's, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance.
7. **Proof of Insurance:** The Contractor shall furnish the Cedar Rapids Airport Commission with Certificates of Insurance and a copy of the policies if requested by the Cedar Rapids Airport Commission. The name of the project or contract to be covered shall be listed on the certificates of insurance. Before commencing any performance under this Contract, the Contractor shall deliver all the Certificates of Insurance to the Cedar Rapids Airport Commission certifying that the policies stipulated above are in full force and effect.
8. **Insurance Cancellation or Material Change Notice:** The certificates of insurance shall state that the insurance company will provide thirty (30) days' written notice prior to cancellation, non-renewal, or material change including reduction of insurance coverage or limits. This notice will be sent to The Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404 via certified mail.
9. **Certificates of Insurance Signature:** All certificates of insurance shall be signed with an original penned signature of the agent and include the typed name of the agent an agency, address, and phone number. Signature stamps shall not be used on the certificates. Also a power of attorney form

or some other document showing the Agent's authority to sign the certificate as the authorized representative for the insurance company shall accompany each certificate. All insurance documents must be approved by the Airport Director prior to the Contractor commencing work under this Contract.

10. Airport Director Approval: It is required that all documents evidencing the Contractor's insurance coverage be approved by the Airport Director prior to the commencement of the work.
11. Excess Liability Coverage: The Contractor shall carry and maintain during the term of this Contract, excess liability coverage on a per occurrence basis with limits of liability not less than \$2,000,000.00 per occurrence.

F. Preparation of Proposal

The Proposer shall submit his/her Proposal on the forms furnished by the Owner. The Proposer shall state the price (written in ink or typed) in numerals for which he proposes to provide for each pay item furnished in the Proposal.

G. Irregular Proposals

Proposals shall be considered irregular for the following reasons:

1. If the Proposal is on a form other than that furnished by the Owner, or if the Owner's form is altered.
2. If there are unauthorized additions, conditional or alternate pay items, or irregularities of any kind, which make the Proposal incomplete, indefinite, or otherwise ambiguous.

The Airport Commission reserves the right to reject any irregular Proposal and the right to waive technicalities if such waiver is in the best interest of the Airport Commission.

H. Proposal Preparation Costs

Issuance of this Request for Proposals does not commit the Airport Commission in any way, to pay any costs incurred in the preparation and submission of a Proposal. Nor does the issuance of this document obligate the Airport Commission to enter into Contract for any services or equipment. All costs related to the preparation and submission of a Proposal shall be paid by the Proposer.

I. Delivery of Proposal

Each Proposal submitted shall be placed in a sealed envelope plainly marked "**SAMPLING, TESTING, AND REPORTING OF STORM WATER**" and include name and business address of the Proposer on the outside. When sent by mail, the sealed Proposal, marked as indicated above, should be enclosed in an additional envelope. Proposals received after the Proposal opening time may be returned to the Proposer unopened.

J. Withdrawal or Revision of Proposals

A Proposer may withdraw or revise (by withdrawal of one Proposal and submission of another) a Proposal provided that the Proposer's request for

withdrawal is received by the Owner in writing or by telegram before the time specified for opening Proposals. Revised Proposals must be received at the place specified in the advertisement before the time specified for opening all Proposals.

K. Consideration of Proposals

It is the intent of the Owner, if this Contract is awarded, to award this Contract to the lowest responsible Proposer considering quality, performance, and the time specified for performance. The Owner shall decide which is the best Proposer and, in determining such Proposer, the following elements may be considered: Whether the Proposer involved (a) maintains a permanent place of business; (b) has adequate plant equipment to provide the equipment properly and expeditiously; (c) has a suitable financial status to meet obligations incident to the provision of the equipment; and (d) has appropriate technical experience. The Proposal for the equipment listed herein shall be evaluated separately by the Airport Commission and not in conjunction with any other item Proposed.

In addition, until the award of a Contract is made, the Owner reserves the right to reject any or all Proposals, waive technicalities, if such waiver is in the best interest of the Owner, or re-advertise for new Proposals. All such actions shall promote the Owner's best interests.

L. Competency of Proposers

The Owner may make such investigations as he deems necessary to determine the ability of the Proposer to provide the equipment, and the Proposer shall furnish to the Owner all such information and data for this purpose, as the Owner may request. The Owner reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Owner that such Proposer is properly qualified to carry out the obligations of the Contract and to provide the equipment contemplated therein.

M. Disqualification of Proposers

Proposer shall be considered disqualified for any of the following reasons:

1. Submitting more than one (1) Proposal from the same partnership, firm, or corporation under the same or different name.
2. Evidence of collusion among Proposers. Proposers participating in such collusion shall be disqualified as Proposers for any future work of the Owner until any such participating Proposer has been reinstated by the Owner as a qualified Proposer.

N. Award of Contract

The award of a Contract, if it is to be awarded, shall be set by the Cedar Rapids Airport Commission. Award of the Contract shall be made by the Owner to the lowest, qualified Proposer who's Proposal conforms to the cited requirements of the Owner.

O. Cancellation of Award

The Owner reserves the right to cancel the award without liability to the

Proposer, at any time before a Contract has been fully executed by all parties and is approved by the Owner in accordance with the subsection titled APPROVAL OF CONTRACT of this section.

P. Execution of Contract

The successful Proposer shall sign (execute) the necessary Contracts for entering into the Contract and return such signed Contract to the Owner within ten (10) calendar days' from the date mailed or otherwise delivered to the successful Proposer. If the Contract is mailed, special handling is recommended.

Q. Failure to Execute Contract

Failure to execute the Contract as provided herein within ten (10) days' from the date of award shall be just cause for cancellation of the award.

R. Approval of Contract

Upon receipt of the Contract that has been executed by the successful Proposer, the Owner will complete the execution of the Contract, and return the fully executed Contract to the Contractor. Delivery of the fully executed Contract to the Contractor shall constitute the Owner's approval to be bound by the successful Proposer's Proposal and the terms of the Contract.

S. Rights Reserved

The Owner reserves the right to reject any or all Proposals, to award Contract to other than the low Proposer, to waive informalities, and to re-advertise.

T. Claims

The Owner reserves the right to refuse to issue any vouchers and to direct that no payment shall be made to the Contractor in case the Owner has reason to believe that said Contractor has neglected or failed to pay any subcontractor, materialmen, workmen, or employee for equipment included in these Specifications until the Owner is satisfied that such subcontractors, materialmen, workmen, or employees have been fully paid.

U. Wage Laws

While working on the premises of the Owner, the Contractor agrees to comply with all requirements of their Wage and Hour Act and shall be held responsible for compliance.

**INSTRUCTIONS
FOR SAMPLING, TESTING, AND REPORTING
OF STORM WATER
IN ACCORDANCE WITH THE AIRPORT'S NPDES GENERAL PERMIT NO. 1**

A. PROJECT INFORMATION

Storm water sampling, testing, and reporting to be accomplished under this RFP consists of: 1) Accordance with the Airport's NPDES General Permit No. 1; and 2) on-call, within thirty-six (36) hours of notification, sampling without the rainfall event requirement.

1. The objective of the proposed storm water sampling activities is to collect storm water samples from three (3) storm water outfalls after a .10 inch or more of rainfall. Automatic, portable samplers will be set up at each outfall. The samplers will run for three (3) hours when a rain event occurs. A grab sample of the first rinse that occurs in the first hour of the rain event will be collected at each outfall. In addition to the grab samples, composite samples will be collected at each outfall for the remaining two (2) hours.

For winter 2008 - 2009, storm water outfalls #3, 5, and 13 shall be tested. Please see the attached map for the outfalls' locations.

2. Sampling without the rainfall event requirement may be required occasionally, possibly as much as bi-weekly, from November 1, 2008 thru May 31, 2009, based on direction from IDNR. This sampling will be accomplished within thirty-six (36) hours after telephone notification from Airport management, and it could include one (1) or more of the thirteen (13) outfalls. This sampling may include outfall #3, but the sampling will be taken in the west ditch of 18th St. SW.

B. SCOPE OF SERVICES

1. Provide and set up automatic portable samplers and rain gauges at the three (3) outfalls when weather forecasts anticipate sufficient rainfall.
 - Collect one (1) grab sample from each outfall within the first hour after 0.10 inch of rain has fallen.
 - The grab samples will be analyzed for biological oxygen demand (BOD), chemical oxygen demand (COD), total suspended solids (TSS), total Kjeldahl nitrogen, total phosphorus, ethylene glycol, and propylene glycol.
2. Collect a composite sample from each outfall for the remaining two (2) hours of the storm event.
 - The composite samples will be analyzed for BOD, COD, TSS, total Kjeldahl nitrogen, total phosphorus, pH, oil and grease, ethylene glycol, and propylene glycol.

- The Contractor will collect the storm water samples within twelve (12) hours following the rain event. Samples will be transferred to laboratory prepared containers, labeled, and placed in a cooler that will be secured with a custody seal. The samples and completed chain-of-custody forms will be transported to the selected analytical laboratory for standard turn around time.
- 3. Collect a grab sample from each of the Airport-specified outlets. The composite samples will be analyzed for BOD, COD, TSS, total Kjeldahl nitrogen, nitrate plus nitrite nitrogen total phosphorus, pH, oil and grease, ethylene glycol and propylene glycol, when notified.

Laboratory Analytical Program

The storm water samples collected from the outfalls will be analyzed for BOD, COD, TSS, total Kjeldahl nitrogen, total phosphorus, pH, oil and grease, and ethylene glycol as follows:

<u>Analysis</u>	<u>Quantity</u>	<u>Method</u>
BOD	6	SM 5210 B
COD	6	SM 5210 B
PH	3	EPA 150.1
TSS	6	USGSI-3765-85
Kjeldahl Nitrogen	6	EPA 351.2
Oil and Grease	3	EPA 1664
Ethylene Glycol	6	SW-8015B
Propylene Glycol	6	SW-8015B

Preparation of Letter Report

Upon completion of site activities and receipt of the laboratory analytical results, a report will be prepared that will include the following:

- Summary of field activities;
- Analytical laboratory results;
- Data evaluation and presentation of findings; and
- Recommendations concerning further action.

Supplemental information containing excerpts from the Airport’s Storm Water Pollution Presentation Plan (SWPPP) and the NPDES General Permit No. 1 have been included in Appendix 1 of this RFP.

AIRPORT SECURITY FOR CONTRACTORS

1. This project will take place in the Airport's Security Identification Display Area (SIDA), or Airport Operations Area (AOA). The Contractors may drive his marked vehicles in the non-movement area, but he will have to communicate with the FAA Control Tower to drive into the movement areas.
2. Description of Requirements
This Section describes provisions of the Airport's security measures that are applicable to Contractor's operations.
 - A. Providing adequate security of the project site, equipment, and materials is the Contractor's sole responsibility. Except as otherwise indicated, the use of alternative security methods of facilities, equivalent to those specified, is the Contractor's option, subject to the Owner's acceptance.
 - B. Comply with governing regulations for the operations of security, including the rules and recommendations of fire departments, police, rescue squads, watchman services and similar local organizations and companies, and the Owner.
 - C. Provide security at the times first needed at the site; and maintain, expand and modify the facilities as needed throughout the construction period.
 - D. Use security services in a safe, lawful, and publicly acceptable manner, which will not interfere unduly with performance of the work, the operation of the Airport nor result in other deleterious effects.
 - E. Changes can be mandated at any time by the Transportation Security Administration or other governing bodies. The Contractor will be required to comply with all such changes. The Contractor will be given notice of the effective date of a change.
3. Security at The Eastern Iowa Airport (TEIA)
 - A. General Philosophy: TEIA conducts its security operations in a serious manner and incorporates its mandated security directives to the letter. The management of the Airport fully expects all Tenants and Contractors to help enforce our security regulations. TEIA strictly enforces the requirements on issuance and use of Airport identification/access media. Companies and individuals found to be in continual non-compliance with rules and regulations outlined in this manual may face revocation of access privileges and/or prosecution.
 - B. Role of the U.S. Government in Airport Security: The Transportation Security Administration (TSA) through several Transportation Security Regulations (TSR) has the regulatory power to assess fines for breaches of airport security. Accordingly, if the Contractor is found culpable for security breaches, fines assessed to the Airport will be collected from the Contractor.

4. Secured Areas at The Eastern Iowa Airport

- A. Security Identification Display Area (SIDA) / Secured Area: At TEIA, the SIDA is the same as the Secured Area. It is the restricted area where the airlines enplane and deplane passengers and sort and load baggage and includes adjacent areas. The SIDA includes the apron around the Terminal, the Air Cargo Building apron including Gate 5 and the west cargo apron adjacent to Landmark Aviation Fixed Base Operator. In these areas, authorized personnel must continuously display an airport identification medium unless under airport escort on his/her outermost garment.
- B. Air Operations Area (AOA): Area designed and constructed for the landing, take-off, and surface maneuvering of aircraft. The AOA has been divided into areas and numbered. A tall chain-link fence surrounds the AOA.
- C. Sterile Area: All interior Terminal areas beyond the passenger screening checkpoint up to each controlled exterior door or gate.

5. Contractor Responsibilities

- A. A person or a company acting as a general contractor is directly responsible to the Airport for authorizing his/her employees and the employees of the sub-contractors into the SIDA or AOA. The general contractor shall also account for photo-ID badges and controlled keys that are issued to his/her employees and the subs' employees. The Contractor shall collect all Airport photo-ID badges from his/her employees at the conclusion of the project and return them to the Airport Public Safety Dept. The General Contractor shall insure that all photo-ID badges issued to his sub-contractors are returned to the Airport Public Safety Dept. This policy also applies to Airport-owned keys. If the badge and/or key is not returned, the Contractor will be invoiced for its cost. If the invoice is not paid within 10 days after receipt by Contractor, side amount may be withheld by the Owner from the Contractor's final payment.
- B. Each Contractor employee is responsible for challenging unidentified or suspicious persons or vehicles that are not displaying the appropriate permit or identification medium in his area, and promptly reporting such incidents to the Airport Public Safety Department, telephone 366-2246. At the time of report, please give as much information concerning the individual or incident as possible.
- C. Each Contractor employee must immediately notify the Airport Public Safety Dept. when security-related facilities and equipment within the Contractor's area are malfunctioning or not longer adequate to perform the control function.
- D. No Contractor employee may tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented at TEIA.
- E. No Contractor employee may enter, or be present within, a secured area, SIDA, AOA, or Sterile Area without complying with the systems, measures, or procedures being applied to control access to, or presence, or movement in, such areas.

- F. No Contractor employee may use, or allow to be used airport-issued access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in SIDA's, or AOA's in any other manner than that for which it was issued by the authority based in several Transportation Security Regulations (TSR) or the Airport Security Program (ASP).
 - G. Enforcement of Airport security will be through the federal, state, city, and Airport codes. Prosecution can be a fine and/or imprisonment, lease violation, or impoundment of a vehicle.
6. Obtaining an Airport Photo-Identification Badge
- A. Projects in the SIDA or Sterile Area: Each Contractor employee designated to receive an Airport Photo-Identification Badge to allow unescorted access must accomplish a criminal history check, submit to fingerprinting by the Airport Public Safety Dept., accomplish an application form supplied by the Airport Public Safety Dept., attend a one hour training session, and stand for the photo. The criminal history check determines if the individual has a criminal record, and it consists of a form that can be obtained from the Airport Public Safety Dept. Persons convicted of felonies or other disqualifying crimes are not eligible for a badge. If the person does not have a criminal record, then he/she must submit to fingerprinting. At this time, the identity of the person must be verified by presenting two forms of identification, one of which must be a government form showing the person's photo. Persons must also submit to a Security Threat Assessment. Persons should report to the Airport Public Safety Building for fingerprinting at least two weeks before the badge is needed in order to receive the verification in a timely manner. If the person has been denied unescorted access based on the fingerprinted criminal history check, he/she will be notified. If the person has been granted access, he/she will contact the Airport Public Safety Dept. for a training session appointment. The training and the badge making equipment are located at the Airport Public Safety Building. For additional information or to request forms, please contact the Airport Public Safety Dept., 319-366-2246.
 - B. Projects in the Non-Security Identification Display Area (Non-SIDA): This Area generally includes the remainder of the A.O.A. not in the SIDA. Each contractor employee designated to receive an Airport Photo-Identification Badge must accomplish an application form supplied by the Airport Public Safety Dept. and stand for the photo. The badge making equipment is located at the Airport Public Safety Building. For additional information or to request forms, please contact the Airport Public Safety Dept., 319-366-2246.
 - C. All Contractor employees require an Airport Photo-Identification Badge. Contractors may receive "Escort" privileges through prior written request of the Airport Security Coordinator. If escorting privileges are given, a superintendent or foreman with a badge may escort a group of employees for the duration of the project. An employee with a badge shall be present at all times during working hours.

D. Costs

1. The Contractor shall pay a non-refundable fee of \$50.00 to TEIA for fingerprinting, criminal history check, training, and badge printing for each employee who has not previously had a photo-ID badge at TEIA and will have unescorted access to the SIDA and the Airport Operations Area (AOA).
2. The Contractor shall pay a non-refundable fee of \$40.00 to TEIA for fingerprinting, criminal history check, training, and badge printing for each employee who has previously had a photo-ID badge at TEIA and will have unescorted access to the SIDA. The Airport Public Safety Dept. maintains a file of individuals possessing identification badges.
3. The Contractor shall pay a fee of \$25.00 to TEIA for every photo-ID badge NOT returned to the Airport Public Safety Department after the completion of a project.
4. The Contractor shall pay a non-refundable fee of \$5.00 each for the original issue of a door or gate key.
5. In addition to the above fees, the general contractor and each subcontractor will be required to provide a \$50.00 deposit to TEIA for each issued photo-ID badge and key to a maximum of \$1,000 per organization. This deposit is fully refundable upon the return of all issued photo-ID badges and keys at the end of the project.
6. In addition to the fees described above The Eastern Iowa Airport will collect the following non-refundable fees for lost or stolen items unless otherwise specified by lease or other agreement for:
 - a. Replacement of lost or stolen Airport identification - first time: \$50.00; second time: \$75.00; third and final time: \$100.00.
 - b. Replacement of lost or stolen door key will result in paying for re-keying of lock and new key(s).
7. Security Requirements for SIDA and AOA
 - A. Personnel Access: The control of access and easy identification of authorized personnel in these areas is the primary tool of civil aviation security in preventing acts of unlawful interference against the airport/air carrier community. To this end, The Eastern Iowa Airport has defined two (2) types of lawful access for entry into restricted areas of the Airport:
 1. Escorted Access
 - a. Any individual requiring access to a restricted non-public area of the Airport, who does not have in his possession at the time of access a recognized form of Airport Identification, must be under the general observation and control of an employee who has in his possession a valid Eastern Iowa Airport photo identification badge. A current badged

personnel who does not have their badge at the time of access CAN NOT be escorted.

- b. The individual requiring escort must be escorted on, off and remain under the control of the properly badged employee with appropriate escort endorsement the entire time they are in the restricted area.
- c. Under Owner approved escort shall mean being under the control of an individual who has been granted authorized unescorted access to the restricted area and, when within the SIDA, is readily displaying appropriate owner issued identification media. An owner issued identification badge must be displayed when within the non-SIDA area.

2. Unescorted Access

- a. Persons possessing a valid form of The Eastern Iowa Airport identification has unlimited and unescorted access to the work area in the restricted area(s) designated by the type of badge.
- b. This type of access is granted for permanent Airport employees and contract service employees who need to be in restricted areas for long or re-occurring periods.

B. Personnel Identification/Access Media: Rules and Regulations

1. All Airport-issued identification/access media is the property of The Eastern Iowa Airport.
 2. No person may be issued any identification media that provides unescorted access to any SIDA unless the person has successfully completed training in accordance with a FAA approved curriculum. This training for all holders of owner issued/approved identification badges is mandatory and will take approximately one hour to complete.
 3. Badges will be issued to personnel whose duties require their presence in a restricted area of the Airport. Airport-issued identification badges will be displayed on outermost garment above the waist. Persons observed in the SIDA or AOA without proper credentials will immediately be arrested and charged with criminal trespass as specified under Iowa statute.
 4. The Contractor shall report immediately to the Airport Public Safety Dept. information relating to any employee whose Airport issued identification badge is lost, stolen or misplaced. This policy ensures the lost or stolen ID is not used by unauthorized persons to gain access to a secured area.
 5. The Contractor shall make every attempt to collect the Airport photo-ID badge from employees no longer employed by that company. If the badge cannot be collected, the Contractor shall report this information to the Airport Public Safety Dept. immediately, and shall be subject to fines.
8. Contractor Vehicles Operating in the SIDA or AOA

- A. Contractors requiring access to non-movement areas of the AOA, shall complete a drivers training course for non-movement drivers.
- B. Contractors requiring access to the movement area of the AOA, shall at a minimum complete the following:
 - 1. Movement area driver's training course
 - 2. Pass written exam
 - 3. Pass practical exam
- C. Contractor vehicles with access to the movement area shall have the following items provided by the contractor:
 - 1. Contractor vehicles with logos of sufficient size to be recognizable from Control Tower.
 - 2. A radio capable of providing two way contact with the Control Tower.
 - 3. A yellow/amber rotating beacon operational at all times on the airfield.
- D. Contractor vehicles shall be escorted if the vehicle does not have the following:
 - 1. A driver trained and authorized to drive the vehicle in the SIDA or AOA.
 - 2. A driver with proper Airport Identification media.
 - 3. Vehicles with company logo. Each Contractor general-purpose vehicle must display a company logo on both sides of sufficient size to be recognizable to personnel in the Control Tower. Signs must be a minimum of 200 square inches and be approved by the Airport. Specialized construction equipment do not require signs.
- E. The escort vehicle and driver must comply with the above requirements and regulations pertaining to escorted and unescorted access onto the AOA according to the Airport Security Program, the Airport Certification Manual and TSR Part 1542.207. The Airport Public Safety Dept. conducts driver training.
- F. The Contractor is responsible for escorting subs and suppliers to the project site.
- G. The Control Tower has overall control of ground vehicular traffic on lettered taxiways and runways. Vehicles must have two-way VHF radio communications and an operational requirement to drive on lettered taxiways and runways. The vehicle driver wanting to enter a lettered taxiway or runway shall announce his/her intentions on the ground frequency, 121.6 MHz. Between 11:30 PM and 5:00 AM, the frequency shall be 118.7. Vehicles with two-way communication shall escort vehicles without two-way communication. Pedestrian traffic is likewise restricted. The Contractor will provide the VHF radios.

9. Contractor's Security

- A. If applicable, the project plans will show the entry point(s), barricades, Contractor's staging area, employee's private vehicle parking area, and work area. The Contractor shall provide security for these areas. The Contractor is to provide to the Airport, for review and approval, all security measures, barricades, and other means to be taken to secure scheduled openings between the secure and non-secure areas, prior to creating the opening.
- B. The Contractor shall provide a guard with unescorted access to control the access into the SIDA or AOA, if applicable. The guard shall have a Contractor-provided cell phone to enable quick communication with the Airport Public Safety Dept.
- C. If the Contractor fails to provide adequate security or barriers at the breach or other openings between the secure and non-secure areas, the Airport will mandate a guard to be provided with the cost charged against the Contractor or project may be shut down at the discretion of the Public Safety Department. The guard will remain until adequate security or barriers are provided or installed. The contractor is to notify the Owner immediately if a breach in security accidentally occurs.
- D. The Airport Public Safety Dept. provides law enforcement and patrols of the Airport, but the Contractor should not rely on the patrols to provide full-time security. Security is the responsibility of the Contractor until such a time adequate security procedures are provided.

APPENDIX 1

SUPPLEMENTAL INFORMATION