

**Bidding Requirements, Contract Forms and Conditions of the Contract**  
**ADDENDUM**  
Section 00900

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**ADDENDUM No. 1**

Date December 7, 2011

City of Austin

Project Name **Hornsby Bend SCADA Improvements**

C.I.P. No. **3164.053**

This Addendum forms a part of Contract and clarifies, corrects or modifies original Bid Documents, dated November 21, 2011. Acknowledge receipt of this addendum in space provided on bid form. Failure to do so may subject bidder to disqualification.

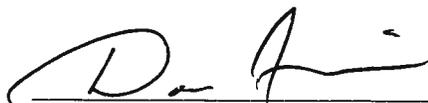
**A. Project Manual Revisions:**

1. Table of Contents: Delete the "Table of Contents" dated 09/20/11 in its entirety and replace with the attached "Table of Contents" dated 12/07/11.
2. Under the Supplementary Conditions, insert Section 00819-"Bidding Requirements, Contract Forms & Conditions of Contract Security Requirements"
3. Under the Special Provisions, insert Section SP-1070-"Facility Security Procedures for Contractors", including appendices "A" and "B".
4. Section 01900a: Delete Section 01900a in its entirety and replace with the attached revised Section 01900a.
5. Section 17299 Paragraph 1.02.A: Add the following at the end of the paragraph: "Contractor shall endeavor to identify wiring for all points identified in the list. Wiring not identified in the list may be marked "Unused" but existing labels shall be retained. Unused wiring may be pulled back after completion of testing."

**B. Drawing Revisions:**

1. Sheet 41 of 44: Delete this Drawing sheet in its entirety and replace with the attached revised Drawing sheet 41.
2. Sheet 42 of 44: Delete this Drawing sheet in its entirety and replace with the attached revised Drawing sheet 42.

This addendum consists of 22 pages / 2 sheets.



Approved by OWNER



Approved by ENGINEER/ARCHITECT

**END**



**Document  
Number**

**Title**

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**VOLUME 1**

**INTRODUCTORY INFORMATION**

05/06/11 Title Page  
11/21/11 Table of Contents

**BIDDING REQUIREMENTS, CONTRACT FORMS, & CONDITIONS OF THE CONTRACT**

**Pre-Bid Information**

00020 05/06/11 Invitation for Bids

**Instructions to Bidders**

00100 05/06/11 Instructions to Bidders

**Information Available to Bidders**

**Bid Forms**

00300L 05/06/11 Bid Form (Lump Sum)

**Supplements to Bid Forms**

00400 05/06/11 Statement of Bidder's Experience  
00405 09/25/05 Certificate of Non-Suspension or Debarment  
00410 05/06/11 Statement of Bidder's Safety Experience  
00440 05/06/11 Affidavit - Prohibited Activities  
00475 05/06/11 Nonresident Bidder Provisions

**Agreement Form**

00500 05/06/11 Agreement

**Bonds and Certificates**

00610 02/23/10 Performance Bond  
00620 02/23/10 Payment Bond  
00630 05/06/11 Nondiscrimination Certificate  
00650 02/23/10 Certificate of Insurance  
00670 09/13/10 Sales Tax Exemption Certificate  
00680 06/05/06 Non-Use of Asbestos Affidavit (Prior to Construction)  
00681 06/05/06 Non-Use of Asbestos Affidavit (After Construction)

**General Conditions**

00700 09/13/10 General Conditions

**Supplementary Conditions**

00810 05/06/11 Supplemental General Conditions  
**00819** 06/10/05 Bidding Requirements, Contract Forms & Conditions of the Contract  
Security Requirements  
00820 05/06/11 Modifications to Bidding Requirements and Contract Forms  
00830 06/05/06 Wage Rates and Payroll Reporting  
00830BC 08/30/11 Wage Rates Building Construction Trades

**Addenda**

00900 02/23/10 Addendum {If any addendum is issued, it will be bound in the front of  
Contract sets following contract execution.}

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**Document  
Number**
**Title****SPECIFICATIONS****Division 1 - General Requirements**

01010	08/01/11	Summary of Work
01025	08/01/11	Measurement and Payment
01040	08/01/11	Project Coordination
01095	07/21/03	Reference Standards and Definitions
01200	05/06/11	Project Meetings
01300	05/06/11	Submittals
01310	08/01/11	Schedules and Reports
01352	02/23/10	Sustainable Construction Requirements
01370	05/06/11	Schedule of Values
01380	05/06/11	Construction Photography & Videos
01500	05/06/11	Temporary Facilities
01505	09/13/10	Construction and Demolition Waste Management
01700	08/01/11	Contract Closeout
01720	08/01/11	Record Drawings
01741	05/06/11	Extended Warranty and Maintenance
01900	05/06/11	Prohibition of Asbestos Containing Materials
<b>01900a</b>	06/05/06	Statement of Non-Inclusion of Asbestos Containing Material (E/A Prior to Design)
01900b	06/05/06	Statement of Non-Inclusion of Asbestos Containing Material (E/A After Design)

**City Standard Technical Specifications**

*{City of Austin Standard Specifications, Series 100 through 1600, adopted April 6, 1986, as amended. Available for purchase from American Legal Publishing Corporation Folio Business Partners and Publishers 432 Walnut Street, 12<sup>th</sup> Floor Cincinnati, Ohio 45202*

<i>Telephone</i>	<i>1-800-445-5588</i>
<i>FAX</i>	<i>1-513-763-3562</i>
<i>email</i>	<i>amlegal@aol.com</i>
<i>Web Page</i>	<i>http://www.amlegal.com</i>

**Special Provisions to City Standard Technical Specifications**

**SP1070** 12/12/09 Facility Security Procedures for Contractors

**Special Specifications**

13402	08/01/11	Temperature Measuring Devices
15010	08/01/11	Air Conditioning and Environmental Control
16010	08/01/11	Basic Electrical Requirements
16050	08/01/11	Basic Electrical Materials and Methods
16110	02/16/10	Raceways, Fittings and Supports
16120	08/01/11	Wires and Cables
16130	02/18/10	Boxes and Cabinets
16140	02/18/10	Wiring Devices
16200	02/18/10	General Wiring Methods
16205	05/12/11	Wire Tagging
16450	05/12/11	Grounding
16650	08/01/11	Uninterruptible Power Supply
16900	08/01/11	Panels
16910	08/01/11	Panel Mounted Devices
16920	08/01/11	Panel Enclosures

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<b>Document Number</b>		<b>Title</b>
16990	08/01/11	Panel Modifications
17010	08/01/11	Operator Workstations
17020	08/01/11	Programmable Logic Controllers
17166	08/01/11	Testing
17180	08/01/11	Network Equipment
17182	08/01/11	Fiber Optic Cables
<b>17299</b>	08/01/11	Input/Output Point List
<b>VOL. 2</b>	10/09/00	<b>MBE/WBE Procurement Program Package</b>

**END**

**PART 1 – GENERAL**

**1.1 SECURITY POLICY**

Paramount to the Austin Water Utility is

- the production and delivery of an adequate supply of safe drinking water to all customers,
- uninterrupted collection of wastewater, without spills, and
- adequate processing of wastewater to safely return to the environment.

The Utility shall provide high quality physical security at all its facilities and shall initiate, implement, enforce, and update as needed, specific rules and procedures to protect property, personnel, facilities, and material against unauthorized entry, trespass, damage, sabotage, or other acts that might threaten the security of these facilities, the quality of the drinking water, or the quality of treated wastewater.

**1.2 RELATED DOCUMENTS**

The most current version of the Austin Water Utility’s “Facility Security Procedures for Contractors, SP-1070” shall be considered a part of this Specification Section.

**1.3 SECURITY PROCEDURE**

The CONTRACTOR shall become familiar with this Specification Section and the most current version of the Austin Water Utility’s “Facility Security Procedure for Contractors, SP-1070”, and shall assure that all SUBCONTRACTORS do likewise. The CONTRACTOR and each SUBCONTRACTOR shall sign an affidavit attesting to the fact that they have read, understood, and will abide by this procedure. The CONTRACTOR’s signed affidavit shall be delivered to the Utility no later than the Pre-construction Conference and before any access is allowed to the work site.

## 1.4 SUBMITTALS

The CONTRACTOR shall submit a “Contractor’s Acknowledgement” form (Appendix A of “Facility Security Procedure for Contractors, SP-1070”) signed by the Contractor’s Project Manager and Site Superintendent no later than the Pre-Construction Conference. This submittal shall be an original document, with original signatures. Copies or facsimiles will not be accepted.

The CONTRACTOR shall submit a “Contractor’s Acknowledgement” form (Appendix A of “Facility Security Procedure for Contractors, SP-1070”) signed by each Subcontractor’s Project Manager and Site Supervisor no later than two weeks prior to the date the Subcontractor wishes to enter the secured area. Each submittal shall be an original document, with original signatures. Copies or facsimiles will not be accepted.

The CONTRACTOR shall submit an “Application for Authorization to Enter Secured Austin Water Utility Facilities” form (Appendix B of “Facility Security Procedure for Contractors, SP-1070”) for every Contractor’s and Subcontractors’ employee that will need to enter the secured area. Each application shall be accompanied by a complete “Background Security Check” (including fingerprint card), performed by a governmental law enforcement agency, as described in the “Facility Security Procedure for Contractors, SP-1070”. These submittals shall each be an original document, with original signatures. Copies or facsimiles will not be accepted.

The CONTRACTOR shall submit a sample of their company’s Security Identification Badge, sized and formatted as described in the “Facility Security Procedure for Contractors, SP-1070”.

## PART 2 – PRODUCTS

AS PART OF CONTRACT MOBILIZATION COSTS, THE CONTRACTOR SHALL INCLUDE A \$1,000 ALLOWANCE FOR PROCUREMENT OF THE PERMANENT BADGE DECALS OR ID BADGE BLANKS. These items shall be ordered by, and delivered directly to the UTILITY from vendors already designated by the UTILITY to provide these specialty items. The Allowance shall be reduced or increased by Change Order to match the exact cost of procurement.

The badge and mobilization allowance is required for contracts within or around the plant perimeter having duration of more than 30 days.

## PART 3 – EXECUTION

### 3.0 Work Schedule

Normal plant work schedule is between the hours of 7.A.M thru 3.30 P.M. Contractor will be allowed to work from Monday thru Friday from the hours of 7:00 A.M to 6: P .M. with permission from the project Engineer. Contractor intending to work night and weekend should get special clearance from the Project Engineer and the plant superintendent or manager.

### 3.1 SITE SECURITY

The CONTRACTOR shall be responsible for maintaining absolute site security and for following all provisions of the UTILITY’s “Facility Security Procedures for Contractors, SP-1070” in good faith. Failure to follow any of the provisions of this procedure shall be considered a breach of this CONTRACT.

#### 3.1.1 FENCES AND GATES

All existing fences and gates shall be maintained secure. If existing fences or gates must be moved or removed, equally secure temporary fencing shall be erected to maintain site security before any removal is initiated. If there is no existing fencing, temporary fencing and gates, as identified in another section of these specifications,

shall be erected before any other work is performed. Gates shall be maintained closed and locked at all times. If necessary for convenient access, a guard, fluent in speaking and reading English, may be stationed at the gate to open and close it. In addition, the guard shall notify the Contractor's Site Superintendent of the arrival of all deliveries and shall examine the Identification Badges of all personnel seeking to enter the site, to assure that only persons with proper Security Identification Badges are allowed to enter.

### 3.1.2 BUILDINGS

All existing buildings shall be maintained secure. If access to an existing building is controlled by an existing security system, the CONTRACTOR, all SUBCONTRACTORS, and their respective employees shall follow the procedures for access as described in the "Facility Security Procedures for Contractors, SP-1070"

## 3.2 PERSONNEL

Personnel access to the construction site shall be limited to those identified in the "Facility Security Procedures for Contractors, SP-1070", and access will be controlled by the use of Security Identification Badges. The CONTRACTOR shall be responsible for assuring that all personnel allowed to enter the work site have proper Security Identification Badges. A proper Security Identification Badge is a picture badge, as described in SP-1070, either issued by the CONTRACTOR or SUBCONTRACTOR with the proper Utility-applied authorization decal, or a badge issued by the UTILITY. The CONTRACTOR shall deny access to any person lacking a proper Security Identification Badge. Any person discovered on the work site without a proper identification badge will be escorted off the site and may be subject to arrest by law enforcement authorities.

### 3.2.1 ACCESS AUTHORIZATION

The CONTRACTOR shall provide an original "Application for Authorization to Enter Secured Austin Water Utility Facilities" (including Background Security Check and fingerprint card) for each person who will be working on the site at least five (5) working days prior to the date that person is scheduled to begin work on the site. The

UTILITY shall determine whether or not to grant each person access to the work site based upon the results of the Background Security Check. Random audits shall be performed by the UTILITY on the results of the Background Security Checks.

The original "Application for Authorization to Enter Secured Austin Water Utility Facilities" shall be kept on file by the Utility's Facility Manager or Project Manager. A copy of this document will be returned to the CONTRACTOR with an indication of the approval or denial of access for the named employee. The Background Security Check and fingerprint card shall be returned to the CONTRACTOR also, but must be kept available for audit until one year following Final Completion.

### 3.2.2 IDENTIFICATION BADGES

The CONTRACTOR shall provide Security Identification Badges for each of their employees and their SUBCONTRACTORS' employees. The badges shall be picture badges conforming to all the requirements of the "Facility Security Procedure for Contractors, SP-1070". The badge must be worn by all persons at all times while present on the work site, and must be worn above the waist and be clearly visible from the front. Following a satisfactory review of each person's Background Security Check, and presentation of government-issued picture identification, the UTILITY will apply a permanent access authorization decal to the badge.

## 4.0

### Parking

Due to limited parking spaces in the plant, contractors and their subcontractors are expected to park their vehicles outside the plant. If there are spaces for parking inside the plant, the plant superintendent will notify the contractors through their project manager or superintendents.

**City of Austin Water Utility  
Water and Wastewater Treatment Plants,  
Water Pump Stations and Reservoirs,  
and Lift Stations**

**FACILITY SECURITY PROCEDURE FOR CONTRACTORS**

**SP-1070**

Dec, 2009

## Facility Security Procedure for Contractors

### SP-1070 Revision Record

<b>Revision</b>	<b>Date of revision</b>	<b>Revision Description- affected pages</b>	<b>Revision approved by</b>
0		Initial issue, all pages	
1	22 Nov 02	All pages	
2	20 Jun 03	All pages	
3	25 Mar 04	All pages	
4	10 Jun 05	All pages	
5	12 Dec 09	All pages	

**City of Austin Water Utility  
Water and Wastewater Treatment Plants,  
Water Pump Stations and Reservoirs, and Lift Stations**

**FACILITY SECURITY PROCEDURE FOR CONTRACTORS**

**SP-1070**

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## SECURITY POLICY

Paramount to the Austin Water Utility is:

- The production and delivery of adequate supply of safe drinking water to all customers
- Uninterrupted collection of wastewater, without spills, and
- Adequate processing of wastewater to safely return to the environment.

The Utility shall provide high quality physical security at all its facilities and shall initiate, implement, enforce, and update as needed, specific rules and procedures to protect property, personnel, equipment, and material against unauthorized entry, trespass, damage, sabotage, or other acts that might threaten the security of essential facilities, the quality of the drinking water, or the quality of treated wastewater.

## **2 SECURITY PROCEDURE**

### **2.1 PURPOSE**

The purpose of this Procedure is to provide Contractors and Subcontractors with standard operating methods, directives and instructions in accordance with the Utility's mission to protect its assets.

### **2.2 SECURITY PROCEDURE MAINTENANCE**

The maintenance and updating of this Facility Security Procedure is the responsibility of the Treatment Program Division Managers and the Security Manager.

This Facility Security Procedure will be reviewed and updated at least yearly. A record of all revisions will be maintained at the front of all copies.

### **2.3 CONTRACTOR'S BASIC SECURITY RESPONSIBILITIES**

#### **2.3.1 Read-and-Follow Requirement**

All Contractors and Subcontractors shall read and follow this Procedure. The Contractor's Project Manager and Site Superintendent, and all Subcontractors' on-site Supervisors will be required to sign the "Contractor's Acknowledgement" (Appendix A) attesting to the fact that they have read and understood this Procedure. The "Contractor's Acknowledgement" signed by the Contractor's Project Manager and Site Superintendent shall be delivered to the Utility at the Pre-construction Conference, and before any access is permitted to the work site. The "Contractor's Acknowledgement" signed by the Subcontractors' Project Managers and Site

Supervisors will be delivered to the Utility at least two weeks before the Subcontractor requires access to the site.

All Contractor's and Subcontractors' employees are expected to be thoroughly knowledgeable in the contents of this Procedure. Contractors and Subcontractors shall instruct their employees on the provisions and requirements of this procedure and shall emphasize the importance of their compliance. Any person's failure to follow any of the provisions or requirements of this Procedure shall be considered sufficient grounds for their immediate removal from the job site and loss of access privileges.

### **2.3.2 Basic Security Functions**

The basic security functions of Contractors and Subcontractors shall center on the protection of water and wastewater quality, personnel, and the Utility's and Contractors' property. These basic functions will involve securing and monitoring the project site, controlling access, preventing unlawful entry, unlocking and locking buildings, and enforcing Utility rules, policies, procedures and directives.

Contractors and Subcontractors shall provide deterrence against fire, theft, vandalism, and trespass and shall assist in the elimination of safety hazards and security breaches. In some cases, Contractors and Subcontractors will be called upon to assist in the detection and detention of persons guilty of trespassing on or committing offenses on Utility property. Uniformed officers from the Austin Police Department and local Sheriffs' Departments shall provide the enforcement support for criminal acts committed on Utility property.

Contractors and Subcontractors shall accurately report and record all transgressions and incidents.

## **2.4 APPLICATIONS FOR AUTHORITY TO ENTER FACILITIES, BACKGROUND SECURITY CHECKS AND IDENTIFICATION BADGES**

### **2.4.1 Applications for Authority to Enter Facilities**

The Contractor shall submit an "Application for Authorization to Enter Secured Austin Water Utility Facilities" (Appendix B) for each of their employees and their Subcontractors' employees before that employee is allowed to enter the project site. All information requested on the application shall be provided, including required signatures. Each application submitted shall be an original document. Copies or facsimiles are not acceptable.

Each application shall be accompanied by a complete background security check and fingerprint card. Each employee's application and background security check shall be submitted at least five (5) working days prior to the first day that employee is to work on the secured site to allow for adequate review of the documents. Each background check submitted shall be an original

document. Copies or facsimiles are not acceptable (fingerprint card may be a copy if investigating agency elects to keep the original).

#### **2.4.2 Background Security Checks**

The Contractor shall provide a current background security check for each of their employees and their Subcontractors' employees, submitted along with the "Application for Authorization to Enter Secured Austin Water Utility Facilities". The background check must be performed by either the United States Federal Government (FBI) or the Department of Public Safety from the employee's home state (the state in which the employee resides and from whom they obtained their driver's license or identification card). The background security check for a non-US citizen shall be performed by their native country's national law-enforcement agency (e.g. a Canadian citizen shall submit a background check performed by the Royal Canadian Mounted Police).

The results of each background check shall be dated and submitted as an original, certified official document from the agency performing the check, and shall bear all appropriate letterheads, seals, and signatures. The background check shall clearly indicate the agency performing the check and include their address and telephone number. Background checks performed less than one year prior to the subject Contract's Notice-to-Proceed will be acceptable. The results of background checks may be audited at any time.

Each background check shall include fingerprint identification on the appropriate card designated by the agency performing the background check. (It has been noted that the FBI and various state Departments of Public Safety each have their own particular fingerprint card for making background checks. The FBI and some states allow fingerprints to be taken by other law-enforcement professionals as long as they are taken on the card designated by the investigating agency).

#### **2.4.3 Security Identification Badges**

Security Identification Badges for employees of Contractors and Subcontractors shall be picture badges as approved by Treatment Program Division Managers and authorized by the Security Manager. Contractors shall provide a Security ID Badge for each of their employees and their Subcontractors' employees who require access to protected Utility facilities to perform their work. The facilities they may access shall be limited to those locations necessary for the performance of their contract. Contractors shall provide clear, plastic badge holders with an appropriate clip that will protect the badge and allow it to be worn and displayed safely by employees on the outside of their clothing.

The Security ID Badge shall be made of durable plastic material with minimum dimensions of 2 1/8 inches by 3 3/8 inches, and shall show a clear, photographic image of the bearer, with a vertical facial image no less than 3/4 inches high. Each badge shall clearly display the name of the employee and the Company he/she works for. A space at least 3/4 inch high and one inch wide shall be kept free of information and shall be reserved for the Utility to apply a permanent, access authorization decal.

The Utility's Plant Superintendent or Division Manager shall supervise and control the application of the permanent decal authorizing the badge bearer to enter protected Utility facilities. Such authorization to enter protected facilities shall require a review of the background security check and approval from ALL of the following: the Contractors' Project Manager, the Utility's Project Manager, and the Plant Superintendent or Division Manager responsible for the site to be accessed.

The permanent decal shall be valid only for the year in which it is issued. If the construction project continues past the first year a decal is applied, AND the bearer still requires access, the Utility may apply a new decal to the Security ID Badge.

#### **2.4.4 Identification Badge Control and Handling**

All personnel on the job site shall wear the Security Identification Badge on the outside of their clothing, in the front, at or above their waist.

Security Identification Badge holders will take reasonable cares to protect their badge from unauthorized use. ID badge holders will not allow others to use their badge.

In the event that a Security Identification Badge holder discovers that their badge has been lost, the badge holder shall immediately report the loss to the Contractor's Site Superintendent, who will immediately report the loss to the Project Manager, and to the Plant Superintendent (at treatment plants) or the Central Security Operator and the Security Manager at the South First Support Center (512-972-0501) (for pump stations and reservoirs).

#### **2.4.5 Revoking Access Authorization**

Authorization to enter and/or work on any Austin Water Utility site is at the sole discretion of the Utility and may be revoked at any time.

Authorization to enter secured Utility sites shall be revoked immediately for the following reasons:

- the badge holder ends their employment with the Contractor or Subcontractor
- The badge holder allows another person to use their badge, or the badge holder permits, suffers, or allows another person without a badge to enter a secured site.
- The badge holder acts without authorization to defeat any security device at any secured site.
- The badge holder's actions (or inaction) result(s) in damage to Utility facilities or threaten(s) the quality of the drinking water.

Personnel in the following positions may revoke Access Authorization:

- W&WW Utility Director and Assistant Directors for Treatment and for Engineering

- W&WW Division Heads, Plant Superintendents, and Supervisors in the Treatment Program Area
- Security Manager
- W&WW and Consultant's Project Managers
- Contractor's Project Manager and Site Superintendent

If a person in one of the positions listed above ever believes that another person's Access Authorization should be immediately revoked to eliminate or mitigate a threat to site security or the security of the water, they shall contact the Project Manager or the Contractor's Site Superintendent. Any decal authorizing entry to Utility protected facilities shall be removed, and at the discretion of the Contractor, the badge taken from the person. The person shall be escorted from the work site.

## **2.5 FACILITY SECURITY AND ACCESS CONTROL**

### **2.5.1 Access to Facilities**

Access to Utility facilities shall be limited to:

- Utility employees who possess appropriate unescorted access authorization by the Utility and have a valid Security Identification Badge.
- Contractor's and Subcontractors' employees who possess appropriate access authorization(s) and possess and wear a proper Utility-authorized Security Identification Badge. All Contractor's and Subcontractors' employees will follow Utility procedures while on the site.
- Contractor's or Subcontractors' supplier delivery personnel. Delivery personnel may be permitted access to complete material deliveries and will not be required to obtain a Security Identification Badge. Delivery personnel shall be closely escorted within the secured site by the Contractor's Site Superintendent and shall be permitted access only for the time required to unload the material being delivered. Under no circumstances will any delivery personnel be allowed to remain on site for longer than one hour. If delivery of any material or equipment is projected to require more than one hour's time, an "Application for Authorization to Enter Secured Water Treatment Facilities", complete Background Security Check, and Security Identification Badge will be required for all personnel associated with making that delivery.
- Visitors who have been authorized in advance, in writing, by the Plant Superintendent or Division Manager. (Persons who perform work on the site or deliver equipment or materials to the site are not considered to be visitors) Visitors who have been authorized such access will be closely escorted within the Utility facility by either a Utility employee who possesses the appropriate access authorization and Security Identification Badge, or the Contractor's Site Superintendent (who also possesses appropriate access authorization and Security Identification Badge). The Contractor shall maintain a Visitor Register to record all visits. The Visitor Register shall record the name of each visitor, their employer, citizenship, date of the visit, arrival and departure times, the purpose of visit and the name of the escort. This Visitor Register shall be made available at every project progress meeting and shall be

delivered to the Utility Project Manager at the end of the project. Visitors do not require an ID badge.

### **2.5.2 Site Security Requirements**

All Utility facilities shall be kept secure at all times. The following provisions, at a minimum shall be maintained:

- An eight-foot high perimeter fence shall be maintained without gaps or holes, with gate(s) locked with a tempered chain and padlock. A security guard may also be employed if desired by the Contractor or required by other sections of the Contract.
- All perimeter door(s) (if present) shall be locked and alarmed.
- Other installed security devices (if present) such as motion detectors, fence monitors and CCTV cameras shall be operational.
- All classified material (if present) within shall be properly stored.

During the Contractor's working hours, the Contractor's Site Superintendent shall maintain an active cellular telephone to enable the Utility's Plant Superintendent or the Central Security Operator to contact him/her in the event that a security alarm is triggered on the job site. If an alarm is triggered and the Plant Superintendent or the Central Security Operator is unable to contact the Contractor's Site Superintendent to ascertain the reason for the alarm, law enforcement officers will be summoned to the site.

At the beginning of each day that the Contractor or a Subcontractor performs work on a pump station or reservoir site, a Supervisor authorized by the Contractor (and previously identified to the Central Security Operator) shall open the security gate to the site as follows:

- Place a telephone call to the Central Security Operator (972-0501) before unlocking the gate.
- Identify themselves and advise the Central Security Operator that they are at the site entrance, identify where on the site they intend to work, and advise that they are about to open the gate. The Central Security Operator will disarm any alarms that might be triggered by the gate opening or by employees working in the areas identified. The Central Security Operator will advise the Supervisor placing the call when the alarms are disarmed.
- Unlock the gate, enter the site, and lock the gate or post a guard to assure that only authorized personnel wearing required, proper Security Identification Badges may enter.

At the end of every work day at a pump station or reservoir site, when the last employee has left the job site, the Contractor's Site Superintendent shall place a call to the Central Security Operator to advise that everyone has left the site, that the security gate is locked, and that the alarms should be rearmed.

### **2.5.3 Combinations and Key Controls**

Knowledge of the combination of locks and access to any keys will be limited to designated individuals assigned to work in the associated facilities. All combinations will be changed regularly at times designated by the Division Manager, and whenever it is suspected the combination has been compromised.

Facility keys are cut to fit a number of cylinders. If a key shared with the Contractor is lost, all similar lock cylinders, whether present on the site or off the site, will be re-keyed by the Utility, at the expense of the Contractor.

### **2.5.4 Operation of Access-Controlled Doors at Remote Facilities**

Entry to all remote facilities will be coordinated with the Central Security Operator (CSO). Many facilities include an access-control door. An access-control door may be used by authorized Security Identification Badge holders for entry and exit using the following procedure:

#### **Entry procedure:**

1. Contact the Central Security Operator (972-0501) and request permission to enter. Hang up the telephone.
2. The CSO will call back the person requesting to enter (on their previously authorized number) and verify the request.
3. The CSO will unlock the door or request that the person's Security Identification Badge be presented to the exterior card reader.
4. Unlock the deadbolt (if present)
5. Enter PIN
6. Open door
7. Enter
8. Close the door

#### **Exit procedure:**

1. Press crash bar
2. Open door
3. Exit
4. Close the door
5. Lock the deadbolt (if present)
6. Contact the CSO and request that the door be locked, advise them that the site's alarms need to be re-armed
7. The CSO shall lock the door and re-arm all alarm devices
8. The CSO shall call back and ask the requestor to verify that the door is locked

### **2.5.5 Tailgating**

Tailgating is the entry of multiple individuals through an access-controlled door or gate without closing the door (or gate) between entries. Tailgating is allowed by authorized ID Badge holders provided that each presents their badge to the card reader or person controlling access prior to entry. Tailgating by unauthorized individuals or anyone not possessing an authorized ID Badge is not allowed.

**APPENDIX A**  
**CONTRACTOR'S ACKNOWLEDGEMENT**  
**CITY OF AUSTIN WATER UTILITY**  
**FACILITY SECURITY PROCEDURES FOR CONTRACTORS**

**PROJECT NAME:** \_\_\_\_\_

**CIP/PROJECT NUMBER:** \_\_\_\_\_

By signing this document, I acknowledge that I have received a copy of the Austin Water Utility's **FACILITY SECURITY PROCEDURE FOR CONTRACTORS** and that I have read it and understand its contents. Furthermore, I agree to follow all the provisions contained therein.

**CONTRACTOR:**

PROJECT MANAGER:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

SITE SUPERINTENDENT:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**SUBCONTRACTOR:** \_\_\_\_\_

PROJECT MANAGER:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

SITE SUPERINTENDENT:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**SUBCONTRACTOR:** \_\_\_\_\_

PROJECT MANAGER:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

SITE SUPERINTENDENT:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

APPENDIX B:

**APPLICATION FOR AUTHORIZATION  
TO ENTER SECURED AUSTIN WATER UTILITY FACILITIES  
(CONTRACTOR EMPLOYEE)**

Date of Application: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
mm dd yy

PROJECT: \_\_\_\_\_ Cip /Proj No \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

SITE(S) TO BE ACCESSED: \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
Last Name First Name Middle Name

Job Title: \_\_\_\_\_

For

Home Address: \_\_\_\_\_  
Street / Apt No.

\_\_\_\_\_  
City State Country Zip Code

Telephone Nos.: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work

Birth date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
mm dd yr

Birth place : \_\_\_\_\_  
City County State Country

Driver's License: \_\_\_\_\_  
Number Class Exp Date (mm-dd-yr) Issuing State or Country

Signature: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_  
Last Name First Name M.I.

Job Title: \_\_\_\_\_ Work Telephone No. \_\_\_\_\_

Signature: \_\_\_\_\_

**AUTHORIZATIONS:**

CONTRACTOR'S PROJECT MANAGER: \_\_\_\_\_  
Print Sign

UTILITY'S PROJECT MANAGER: \_\_\_\_\_  
Print Sign

SITE / DIVISION MANAGER: \_\_\_\_\_  
Print Sign

AUTHORIZED FOR BADGE PREPARATION: \_\_\_\_\_  
Security Manager

Background Check Completed / Submitted: Yes - Date \_\_\_\_\_ No "Escorted" or Unescorted Date Audited: \_\_\_\_\_

STATEMENT OF NON-INCLUSION OF ASBESTOS CONTAINING MATERIAL

STATE OF TEXAS
COUNTY OF TRAVIS

ENGINEER/ARCHITECT
PRIOR TO DESIGN

"My name is Jack Geisenhoff, hereinafter known as Authorized Representative.

"I am over the age of 18 years and I have never been convicted of a crime. I am the Engineering Practice Manager of E M A, Inc. hereinafter known as ENGINEER/ARCHITECT.

"I am fully competent to make this statement. I have personal knowledge of the facts set forth below and they are all true and correct.

"WHEREAS ENGINEER/ARCHITECT has been selected to provide designs, to prepare the bid and construction documents, and to assist the City of Austin, Texas, hereinafter known as OWNER, during the construction of Hornsby Bend SCADA Improvements, located at 2210 South FM 973, Austin, Texas, hereinafter known as Project, and

"WHEREAS asbestos in a dust form is a recognized health hazard, and
"WHEREAS the OWNER desires not to have any asbestos containing materials used or incorporated into the construction of the Project;
"THEREFORE the ENGINEER/ARCHITECT affirms that to the best of its knowledge and belief:

- 1. The ENGINEER/ARCHITECT, any person, firm or organization representing or represented by the ENGINEER/ARCHITECT, shall not knowingly specify, request, or approve for use in conjunction with the Project, any asbestos containing materials or any other materials defined as containing asbestos by any laws, rules or regulations promulgated by the United States Government, the State of Texas or any governmental organization or agency operating under the authority of either of those entities.
2. Realizing that there might be materials required in which a satisfactory non-asbestos containing material cannot be obtained, the ENGINEER/ARCHITECT will do the following before specifying any asbestos containing material:
A. Inform the OWNER's Project Manager for this Project, in writing, of any intent to specify asbestos containing materials.
B. Receive written approval from the City of Austin Project Manager for the specifying of any asbestos containing materials.
C. At the completion of the design phase, and before the OWNER receives any bids for this Project, provide to the Project Manager, in writing, the proposed location of any asbestos containing materials, the type of asbestos they contain, and the percent of asbestos by types.
3. The ENGINEER/ARCHITECT states its understanding that if any asbestos containing materials not approved by the OWNER for inclusion into the Project, are determined, as a result of any inspection and sample analysis performed by an individual(s) and/or firm(s) certified and/or licensed to perform such inspection by the United States Government and/or the State of Texas, to have been knowingly specified, requested and/or approved by the ENGINEER/ARCHITECT for inclusion in the Project, the OWNER shall look to the ENGINEER/ARCHITECT for reimbursement of any and all costs incurred in the removal and/or other abatement of said asbestos containing materials.
4. ENGINEER/ARCHITECT further understands that OWNER shall also look to the ENGINEER/ARCHITECT for any and all damages to OWNER which result from the inability of the OWNER to use any portion or all of the Project due to the incorporation of asbestos containing materials that have been knowingly specified, requested and/or approved by the ENGINEER/ARCHITECT.
5. ENGINEER/ARCHITECT further understands that OWNER will pursue reimbursement of any said cost and compensation for any said damages from the ENGINEER/ARCHITECT by any and every means within OWNER's right and power.

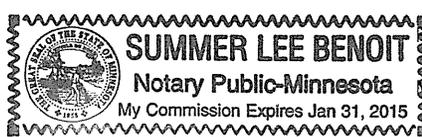
Signature of Authorized Representative: [Handwritten Signature]

STATE OF TEXAS
COUNTY OF TRAVIS

ON November 16, 2011, personally appeared Jack Geisenhoff

and been duly sworn by me, subscribed to the foregoing statement and has stated that the facts stated therein are true and correct.

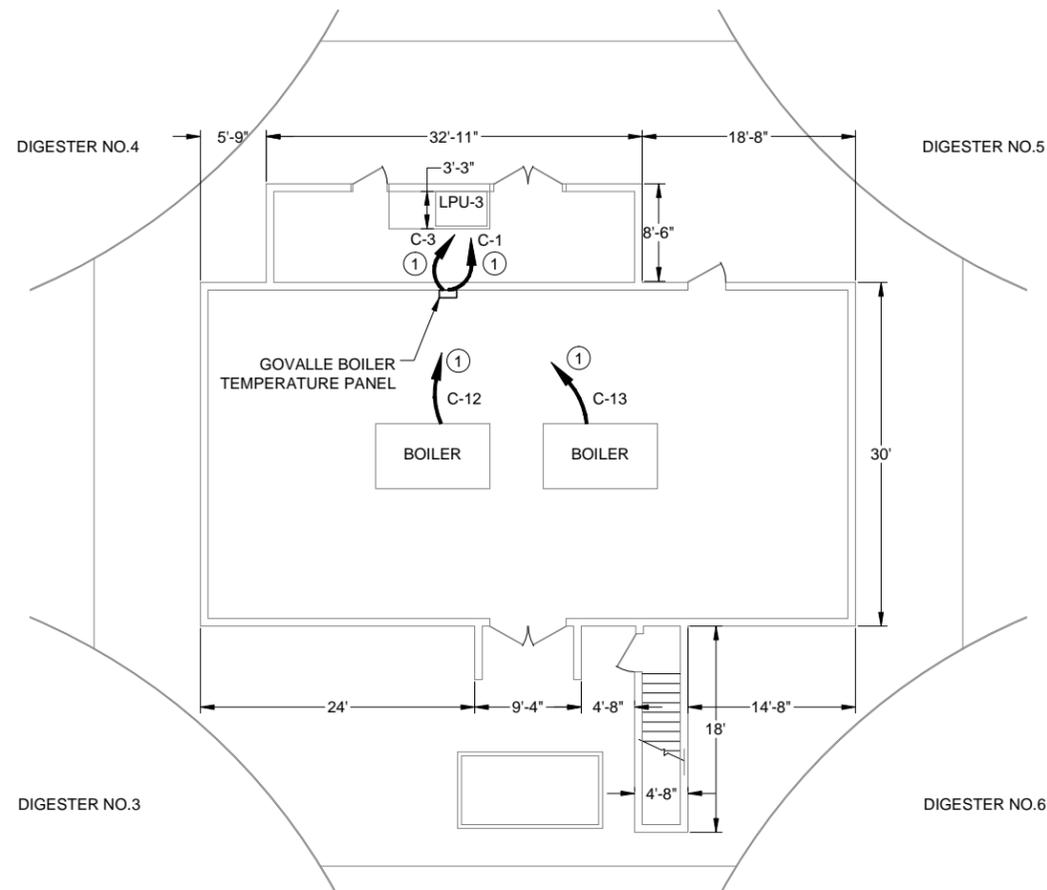
Notary Public, State of Texas [Handwritten Signature]



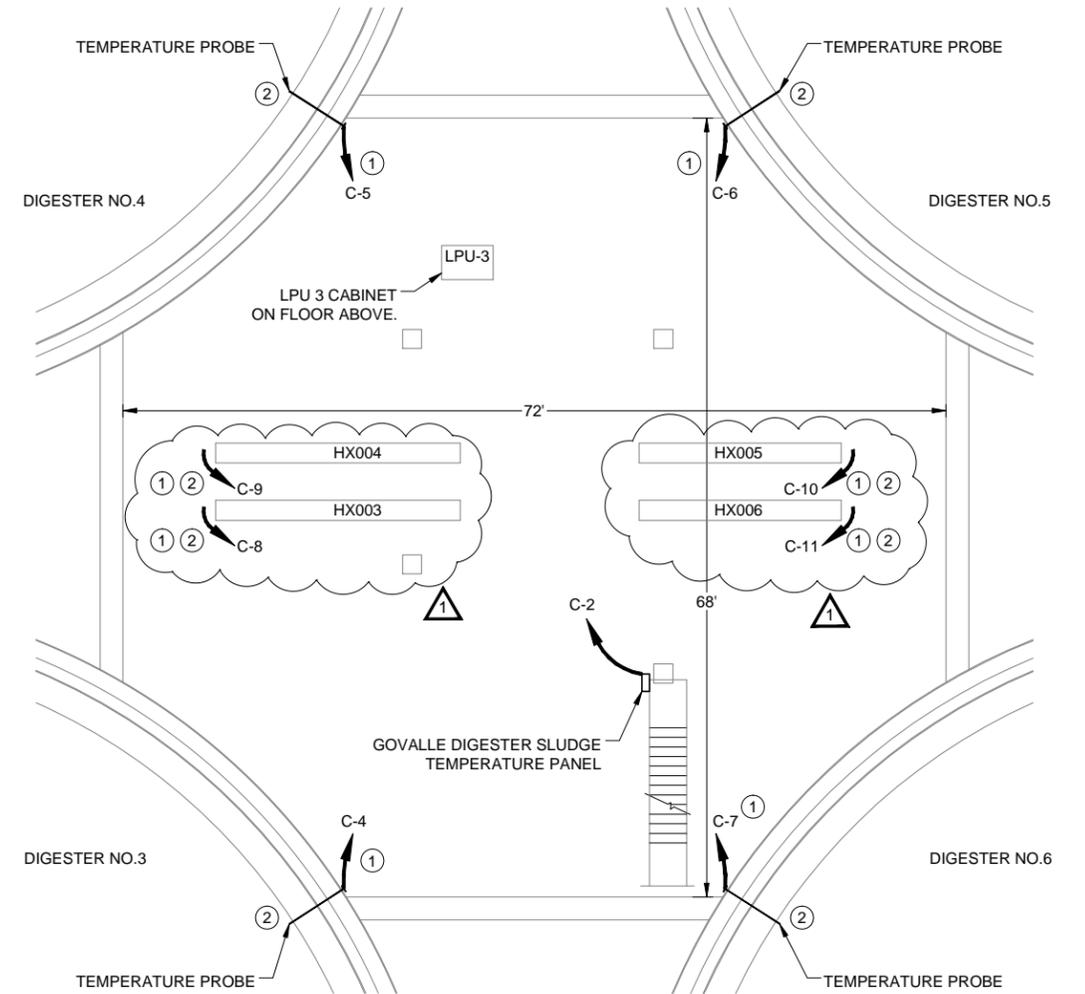
Printed Name of Notary Summer L. Benoit

My Commission Expires: 1-31-2015

01605A.00/110392



**GOVALLE FIRST FLOOR PLAN**  
(LPU FLOOR ELEVATION 444.5 FT)  
SCALE: 1/16"=1'-0"



**GOVALLE BASEMENT PLAN**  
(BASEMENT ELEVATION 420.0 FT)  
SCALE: 1/16"=1'-0"

**CONDUIT AND CABLE SCHEDULE**

CONDUIT NO.	CONDUIT SIZE	WIRE SIZE	FROM	TO	COMMENTS
C-1	1.5"	6-1 PR. #16 TW. PR.	GOVALLE FIRST FLOOR TEMPERATURE CONTROL CABINET	LPU 3 - GOVALLE PLC PANEL	SEE KEYED NOTE 1
C-2	2.5"	22-1 PR. #16 TW. PR.	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	LPU 3 - GOVALLE PLC PANEL	SEE KEYED NOTE 1
C-3	1"	8-#14 AWG	GOVALLE FIRST FLOOR TEMPERATURE CONTROL CABINET	LPU 3 - GOVALLE PLC PANEL	SEE KEYED NOTE 1
C-4	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 3 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-5	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 4 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-6	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 5 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-7	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 6 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-8	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 3 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-9	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 4 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-10	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 5 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-11	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 6 RTD TEMPERATURE TRANSMITTER	GOVALLE BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-12	1/2"	3 - #14 AWG	BOILER 1	GOVALLE BOILER TEMPERATURE PANEL	SEE KEYED NOTE 1
C-13	1/2"	3 - #14 AWG	BOILER 2	GOVALLE BOILER TEMPERATURE PANEL	SEE KEYED NOTE 1



**GENERAL NOTES**

- 1) FULL TONE INDICATES NEW EQUIPMENT AND WIRING.
- 2) HALF TONE INDICATES EXISTING EQUIPMENT.

**KEYED NOTES**

- ① FURNISH AND INSTALL CABLES/WIRES IN RIGID ALUMINUM CONDUIT, QUANTITY AND SIZES PER CONDUIT AND CABLE SCHEDULE.
- ② FURNISH AND INSTALL RTDS, THERMOWELLS, AND TRANSMITTERS PER SPECIFICATIONS.

02/16/2011 REV.0

NO.	DATE	BY	DESCRIPTION
1	12/07/11	BG	ADDENDUM 1
0	11/18/11	BG	BID DOCUMENT

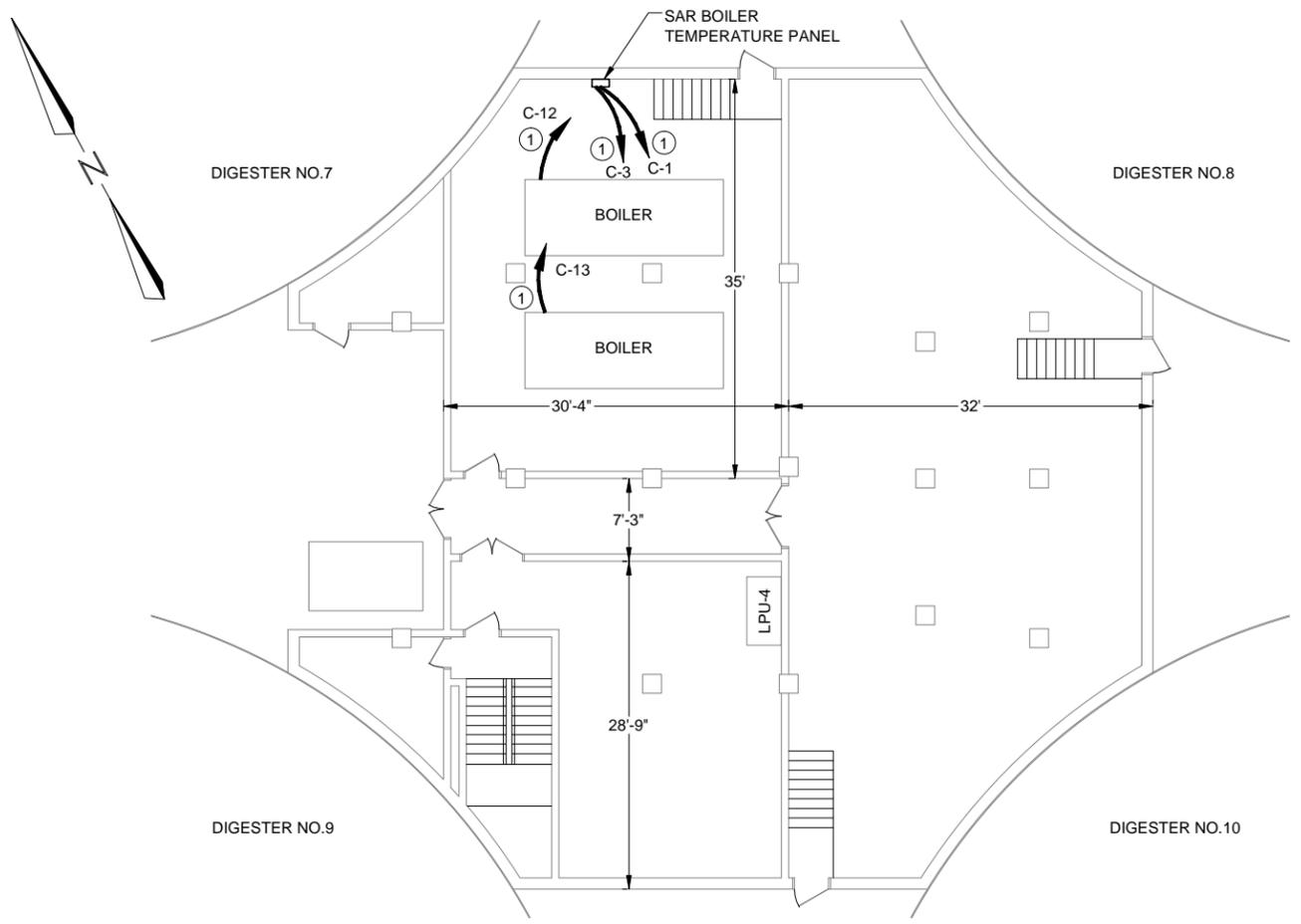


DES. HVP	DATE 03/15/11	CLIENT NO. XX	JOB NO. XX
DRN. BG	DATE 03/15/11	SCALE	CADD NO.
CKD.	DATE	AS NOTED	AW-HB36

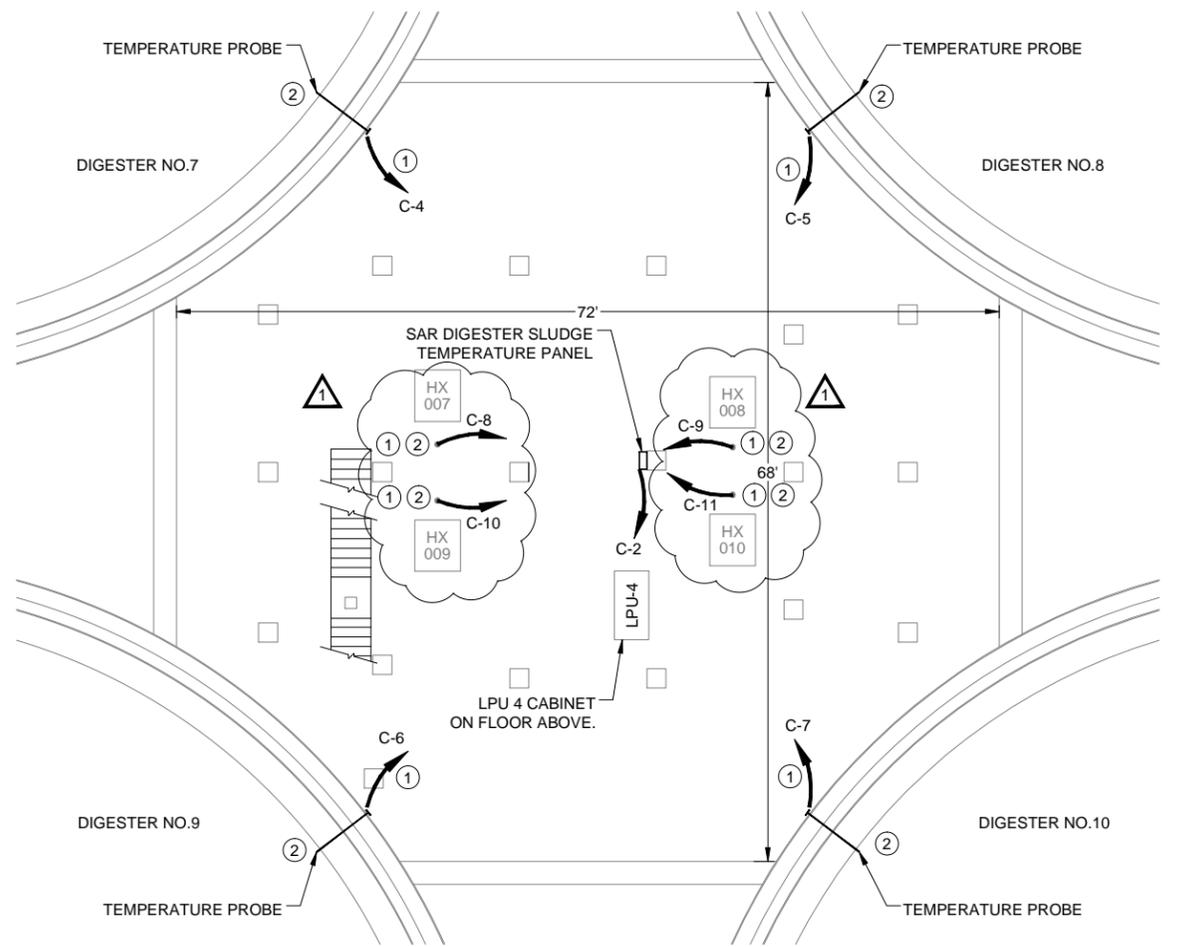
PROJECT  
**AUSTIN WATER UTILITY  
HORNSBY BEND SCADA IMPROVEMENTS**

TITLE  
**GOVALLE TEMPERATURE CONTROL  
WIRE & CONDUIT LAYOUT  
SHEET 41 OF 44**

DWG. NO.  
**E-26**



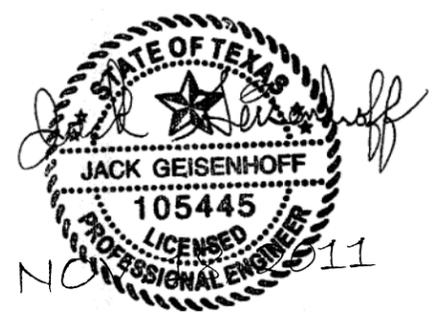
**SAR FIRST FLOOR PLAN**  
(LPU FLOOR ELEVATION 444.50 FT)  
SCALE: 1/16"=1'-0"



**SAR BASEMENT PLAN**  
(BASEMENT ELEVATION 420.0 FT)  
SCALE: 1/16"=1'-0"

**CONDUIT AND CABLE SCHEDULE**

CONDUIT NO.	CONDUIT SIZE	WIRE SIZE	FROM	TO	COMMENTS
C-1	1.5"	8-1 PR. #16 TW. PR.	SAR FIRST FLOOR TEMPERATURE CONTROL CABINET	LPU 4 - SAR PLC PANEL	SEE KEYED NOTE 1
C-2	2.5"	22-1 PR. #16 TW. PR.	SAR BASEMENT TEMPERATURE CONTROL CABINET	LPU 4 - SAR PLC PANEL	SEE KEYED NOTE 1
C-3	1"	8-#14 AWG	SAR FIRST FLOOR TEMPERATURE CONTROL CABINET	LPU 4 - SAR PLC PANEL	SEE KEYED NOTE 1
C-4	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 7 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-5	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 8 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-6	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 9 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-7	3/4"	1-1 PR. #16 TW. PR.	DIGESTER NO. 10 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-8	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 7 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-9	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 8 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-10	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 9 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-11	3/4"	1-1 PR. #16 TW. PR.	HEAT EXCHANGER NO. 10 RTD TEMPERATURE TRANSMITTER	SAR BASEMENT TEMPERATURE CONTROL CABINET	SEE KEYED NOTE 1
C-12	1/2"	3 - #14 AWG	BOILER 3	SAR BOILER TEMPERATURE PANEL	SEE KEYED NOTE 1
C-13	1/2"	3 - #14 AWG	BOILER 4	SAR BOILER TEMPERATURE PANEL	SEE KEYED NOTE 1



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02/16/2011 REV. 0

NO.	DATE	BY	DESCRIPTION
1	12/07/11	BG	ADDENDUM 1
0	11/18/11	BG	BID DOCUMENT



DES. HVP	DATE 03/15/11	CLIENT NO. XX	JOB NO. XX
DRN. BG	DATE 03/15/11	SCALE	CADD NO.
CKD.	DATE	AS NOTED	AW-HB37

PROJECT	AUSTIN WATER UTILITY HORNSBY BEND SCADA IMPROVEMENTS
TITLE	SAR TEMPERATURE CONTROL WIRE & CONDUIT LAYOUT SHEET 42 OF 44

DWG. NO.	E-27
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