

## AGENDA

10:00 am, Wednesday, April 17, 2024  
3217 Terminal Drive, Santa Maria, 93455

### 1. Introductions:

- A. Martin Pehl, General Manager; Santa Maria Public Airport District
- B. Kerry Fenton, Administrative Assistant; Santa Maria Public Airport District
- C. Ric Tokoph, Operations and Maintenance Manager; Santa Maria Public Airport District
- D. Tom Widrow; Project Coordinator
- E. Val Seiden, Management & Program Analyst; US Customs and Border Protection
- F. Dave Song, Project / Program Manager; US Customs and Border Protection
- G. Others from US Customs and Border Protection
- H. Representatives from Newton Construction & Management, Inc.
- I. Representatives from Quaglino Roofing
- J. Jessica Carlon, Jim Albrecht; Ravatt Albrecht & Associates
- K. Noli Gamiao, John Smith; Tartaglia Engineering
- L. Airport users and tenants with an interest in the project

### 2. Brief Project Description:

#### A. US Customs Upgrades: Building & Site Civil (Newton Construction & Management, Inc.):

- Airfield safety and security including temporary fencing, airport access / badging, access gate management, work site delineation, and foreign object debris (FOD) management.
- Building Upgrades to include but not be limited to:
  - Exterior preparation and paint.
  - Interior selective demolition, clean and preparation for new finishes.
  - Minor general construction, new ceilings, fixtures, finishes doors, hardware, signage.
  - All new lighting, lighting controls, circuiting where necessary.
  - New un-interruptible power supply, panel and circuiting, data cabling and security systems pathway.
  - New differed submittal design build fire sprinkler and alarm systems.
  - HVAC grille replacement and new communication room-dedicated HVAC system.
  - Coordination with roofing, security, CCTV and data systems providers under separate contracts.
- Site Civil Upgrades to include but nor be limited to:
  - Reconstruct concrete path of travel. Concrete and asphalt pavement repair.
  - Install fire sprinkler lateral from city main to building.
  - Crack fill, slurry seal, and pavement markings.
  - Free-standing metal garden-type shed.

#### B. Roof Repair: 3335 Corsair Circle (Quaglino Roofing):

- Airfield safety and security including temporary fencing, airport access / badging, access gate management, work site delineation, and foreign object debris (FOD) management.
- Roof repair / replacement including removal of existing roofs and insulation and installation of new insulation and roof.

3. Construction Contract Award:
  - A. Building and Site Civil:**
    - Newton Construction & Management, Inc.
    - Entire Bid Package (no additive alternatives in bid schedule)
    - \$694,000.00
  - B. Roof Repair:**
    - James A. Quaglino, Inc., dba Quaglino Roofing
    - Entire Bid Package (no additive alternatives in bid schedule)
    - \$89,887.00
  
4. Building Permits:
  - A. Plans have proceeded through the plan review and approval process with the City of Santa Maria.
  - B. Permit cards issued.
  - C. Contractor to manage the building inspection program with the city, including scheduling and coordinating all city inspections.
  - D. Complete sign-off card to be returned to the District at the end of the project.
  
5. USCBP Coordination:
  - A. US Customs and Border Protection will play an active role during construction.
    - Submittal and shop drawing review.
    - Periodic inspections.
    - Specific subject interests:
      - Security equipment and systems.
      - Surveillance equipment and systems.
      - IT equipment and systems.
      - Other – to be discussed now.
  - B. Unless told otherwise, this Team (Contractor, Ravatt, Tartaglia) will coordinate and communicate directly with Val and Dave of USCBP.
  - C. We will rely on Val and Dave to coordinate and communicate with others at USCBP as the work progresses.
  
6. Phasing:
  - A. No phasing.
  - B. Contractor to take charge of the building and site at the start of the project, returning it to the District when work is complete and accepted.
  - C. At contractor option, they can install a secured fence on the street side of the building.
  - D. District does not assume any liability for lost or stolen materials or equipment, or damage to the building and improvements during construction.



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7. Contractor Coordination:
  - A. Both contractors are to participate in joint periodic progress meetings, with a focus on coordination and scheduling of tasks as they relate to and potentially impact progress of the other.
  - B. Roof contractor to be provided 30 days advance notice for when they are expected to start.
  
8. Work Window Limitations:
  - A. None.
  
9. Material Submittals (allow ample time for review – identify short lead items when submitting):
  - A. Required for all materials intended for use / installation on this project.
  - B. Deliver to Tartaglia Engineering. Tartaglia will distribute to interested parties and return to the contractor.
  - C. Contractor to prepare and provide a submittal log for tracking. Log to be updated in advance of each progress meeting.
  
10. Project Schedule:
  - A. Base Line Project Schedule to be provided – as a submittal. Show entire project, from Day 1 through completion, within the contract time allocated.
  - B. Three-week look ahead to be provided and updated in advance of each progress meeting.
  
11. Airfield Safety, Security, Access, Closures:
  - A. At present, the building is within the secured airport. The contractor to install a temporary chain link fence “inside” the airport. In so doing, the building becomes outside the airport.
  - B. Installation of temporary fence must be accomplished under accompaniment of an escort (badged individual or airport employee). This activity must be scheduled in advance.
  - C. Once temporary fence is installed:
    - Workers at the building are not subject to badging, background checks, and escorts.
    - Vehicle signs and lights / flags are not required.
    - Work in the parking lot and building access is all outside the secured area.
    - Pavement markings on the airport will be inside the secured area. Escorts, vehicle lights / flags and other airfield safety and security measures apply.
  - D. For public safety, delineation of work areas required.
  - E. Work to be performed within the active airport operations area:
    - Pavement marking of secured aircraft parking areas and pedestrian path of travel delineation.
    - FOD retrieval.
      - This work requires escort or contractor securing their own badges.
      - Employees to become badged must proceed through security / background check and acquire their own badge (allow 3 weeks).
      - Must be coordinated.



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- F. Other than within 300 feet of the building, on the apron, all contractor forces to remain away from and clear of runways and taxiways.
- G. Contractor to concern himself with Foreign Object Debris (FOD), with particular focus on the apron and aircraft parking areas adjacent to and down-wind from the project.

12. Contractor Entrance (when working “outside” the airport):

- A. Full access from the parking area.
- B. No restrictions.

13. Contractor Entrance (when working “inside” the airport):

- A. Automatic Vehicle Gate: Located east of the building (and east of Fire Department Access).
- B. Gate to remain closed and locked when not in use.
- C. When entering or exiting the airport through the gate wait to ensure that the gate is fully closed before leaving the gate area.
- D. Contractor allowed to create a temporary access way through the chain link fence into the area enclosed by the temporary airport fence.

14. Impacts to Airfield:

- A. None.
- B. Contractor forces to remain clear of all runways and taxiways.
- C. Contractor forces to remain clear of the Commercial Terminal SIDA area.
- D. With the exception of pavement marking on the apron, FOD retrieval, and possible access through the gate to install water improvements, Contractor forces to remain clear of the apron.

15. Impacts to Commercial Service:

- A. No impacts to commercial service.

16. Airfield Electrical Impacts:

- A. None.

17. Night lighting requirements:

- A. Night construction is not allowed for this project.

18. Construction Surveying / Layout:

- A. Contractor to provide all survey / layout.

19. Construction Water:

- A. At Contractor expense.
- B. One possible source is the City of Santa Maria. The City owns and serves several hydrants in close proximity to the project.



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20. Contractor Yard / Material and Equipment Storage:
  - A. The parking lot in front of the building.
  - B. Within the fenced area on both sides of the building.
  - C. Can store equipment / trucks / materials.
  - D. Keep neat and tidy. Don't create an attractive nuisance.
  - E. All material disposal as described.
  - F. No personal vehicles inside the fence.
  
21. Material Disposal:
  - A. Contractor responsible for all material disposal, including compliance with City of Santa Maria recycling and solid waste disposal requirements.
  
22. Contract Time:
  - A. US Customs Upgrades: 150 calendar days
  - B. Roof Repair: 30 calendar days (within the 150).
  
23. Liquidated Damages:
  - A. \$500.00 for each and every calendar day for first 30 days beyond date established for completion.
  - B. \$1,000.00 for each and every calendar day beyond the 30<sup>th</sup> day.
  
24. Prevailing Wage Requirements:
  - A. Compensation to workers on this project shall be in accordance with the general prevailing wage rates for the Santa Maria locality as determined by the Director of Industrial Relations, State of California, or in accordance with the Davis Bacon wage rates for northern Santa Barbara County, whichever is higher.
  - B. Certified payroll statements required to Airport District, engineer, and to state via the web-site upload.
  
25. Contract Documents:
  - A. "Plans for construction" will be issued to the building contractor.
  - B. No change to the roofing package.
  - C. Addenda were issued for both bid packages during the bid. They are of equal status as original materials.
  
26. Thank you for your active participation today. Confirm you have signed the Sign-In Sheet and that all information including e-mail address is clearly legible.