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SECTION I.

INTRODUCTION

I. PURPOSE

This Policies and Procedures Manual details the guidelines and specifications for the implementation of the City of San Antonio Residential Acoustical Treatment Program (ATP). The policies and procedures outlined in this manual are based on the results and findings of the pilot program, as well as proven policies, procedures and experiences on comparable acoustical treatment programs at other airports. While certain policies and procedures have been successfully implemented at other airports, this manual has been tailored to best suit the needs and interests of the City of San Antonio and the affected community, while providing maximum flexibility in its implementation.

II. PROGRAM OVERVIEW

The Part 150 Noise Compatibility Study prepared for San Antonio International Airport (SAT), dated December 13, 1990 and approved on October 8, 1991, recommended that a five (5) home pilot study be conducted in order to determine the effectiveness of a residential acoustical treatment program, also known as a sound insulation program, as a viable noise mitigation measure. The intent of the Part 150 Study is to make non-compatible land uses within noise exposure areas greater than 65 DNL compatible with airport operations. Currently, an acoustical treatment program is one noise mitigation measure widely used on Part 150 programs across the country. While there are other noise mitigation measures available to airports, acoustical treatment programs tend to be a more popular mitigation measure because they achieve the intent of the Part 150 and maintain the community's economic base. In addition, they provide greater cost effectiveness than some of the other mitigation measures.

The primary goal of the Residential Acoustical Treatment Pilot Program (RATPP) was to develop a future program that would best suit the needs and interests of the surrounding communities. The key to achieving the goal was to ensure the success of the RATPP, because the future of the acoustical treatment program was dependent upon its outcome. A successful RATPP would present the program to the community as a viable and effective noise mitigation measure. Therefore, the overall success of an acoustical treatment program is based primarily on the community's response to the program, not merely achieving the established noise reduction goals. The RATPP was successful in attaining its goal, which can be supported by the outstanding comments received from the program participants.



III. PROGRAM OBJECTIVES

The objective of an acoustical treatment program is to reduce the interior noise level of a dwelling by making modifications to the residence. Since noise travels through air, this is accomplished by reducing the unwanted infiltration of air into a home. Since the highest level of air infiltration in a typical home occurs through existing windows, doors and attic/roof vents, an effective acoustical treatment program typically includes window, door and venting modifications. As established by the FAA, the goals for noise reduction are a maximum interior noise measurement of 45 decibels (db) after modification and an overall minimum five (5) decibel reduction as a result of the modifications. Additional objectives of the ATP include providing fair and equitable treatment to property owners and residents in noise-impacted areas and achieving compatibility between airport operations and the surrounding residential areas.

IV. DAILY IMPLEMENTATION

The Acoustical Treatment Consultant (ATC) will utilize a design/build approach in the daily implementation of the San Antonio Residential Acoustical Treatment Program (ATP). The primary advantage of the design/build approach is that the qualified general contractors are members of the ATC management team.

In a traditional residential acoustical treatment program, the ATC and qualified general contractors are contracted as separate entities with the program sponsor. While the ATC is typically responsible for providing overall program management, including general administration, homeowner liaison, public communication, design and construction management services, the general contractor is independently responsible for providing all construction services consistent with Federal, State and local codes and regulations.

In the San Antonio design/build approach, all qualified general contractors are subcontracted directly to the ATC. In addition to performing typical program management tasks, the ATC will also be responsible for the direct management of all general contractors to include qualification, training, contracting, payments and daily construction management oversight. The design/build process will insure a higher degree of quality control and cost efficiency.

In an effort to provide independent oversight of the ATC design/build implementation process, the City of San Antonio will provide separate consultants: a Design Review Team (DRT) to provide independent reviews of all acoustic designs, an Inspections Team (IT) to provide independent review of construction management and a Testing Team (TT) to provide independent review of acoustic and environmental testing.



The ATC will follow the procedures outlined in this Policies & Procedures Manual to qualify local General Contractors interested in ATP participation.

Within the design/build implementation process, a Single Parcel Bidding Method (SPM) will be utilized, whereby each home will represent an independent construction contract. Each month, several new contracts (homes) will be assigned to the ATP Monthly Bid Cycle. The SPM is specifically designed to provide maximum attention to participating homes, ensuring superior quality, homeowner satisfaction, contractor success and program cost efficiencies. The utilization of manageable contract sizes within each ATP Monthly Bid Cycle guarantees a greater opportunity for local and minority contractors to participate and increases participation in the Disadvantaged Business Enterprise (DBE) and Small Business Economic Development Advocacy (SBEDA) Programs.

The San Antonio Residential Acoustical Treatment Program (ATP) is projected to have twelve (12) individual Monthly Bid Cycles for each calendar year. Each Monthly Bid Cycle will consist of a seven (7) month period which contains all the essential program processes, including homeowner orientation, house inspection visit, design visit, design development, design review, bid/award, pre-construction, construction and close-out.

The City of San Antonio will determine the number of homes that will be assigned to each of the twelve (12) ATP Monthly Bid Cycles, depending on available funding levels. The following is an illustration of a typical seven (7) month ATP Monthly Bid Cycle:

7-MONTH PROCESS

ATP MONTHLY BID CYCLE	
MONTH 1	<ul style="list-style-type: none"> • Homeowner Orientation • House Inspection Visit
MONTH 2	<ul style="list-style-type: none"> • Design Visit • Design Development • General Contractor Interview Night • Design Review Meeting
MONTH 3	<ul style="list-style-type: none"> • Independent Design Review • Design Document Finalization • Pre-Bid Open House • Final Measurement Visit
MONTH 4	<ul style="list-style-type: none"> • Bid Opening • Bid Review



MONTH 5	<ul style="list-style-type: none">• Contract Award• Contractor Notice to Proceed• GC Permitting and Preparation• Product Procurement
MONTHS 6-7	<ul style="list-style-type: none">• Product Inventory and Verification• Pre-Construction Visit• Release of Product to General Contractor• 30-day Construction Period• Post Ventilation Testing• Punch List Inspection• Final Completion Inspection• Homeowner Exit Survey• Warranty Package Distribution

SECTION II. INITIAL SETUP STAGE

I. SETUP OF IMPLEMENTATION OFFICE AND ORGANIZATION

The City of San Antonio will implement a design/build implementation process for the Residential Acoustical Treatment Program (ATP). An extensive management team of experienced personnel will be assembled to successfully implement the ATP. The City will retain an Acoustical Treatment Consultant (ATC) to manage and implement the program as an extension of City staff. The ATC will consist of an Acoustical Treatment Program Manager, Construction Manager, Financial Analyst, Project Coordinator, Construction Superintendent, Construction Inspectors, Architectural Manager, Homeowner Agents, Procurement/Inventory Manager, Warehouse Manager, Warehouse Assistants, Architectural Design Technicians, Acoustic Consultants, Mechanical Consultants, Electrical Consultants, Structural Consultants, Ventilation Consultants and Legal Consultants. Based on the design/build implementation approach, all qualified General Contractors will also become integral members of the ATC team.

In addition to the ATC, the City of San Antonio will contract with a consulting firm which will provide an independent review of the ATC's design/build process. The Design Review Team (DRT) will consist of a design review consultant that will review the ATC design documents and architectural acoustical treatment plans for all homes. The Testing Team (TT) will be comprised of consultant personnel capable of performing acoustical and ventilation field-testing. The Inspection Team (IT) will consist of inspection consultants who will perform independent periodic construction inspection and review services on behalf of the City.



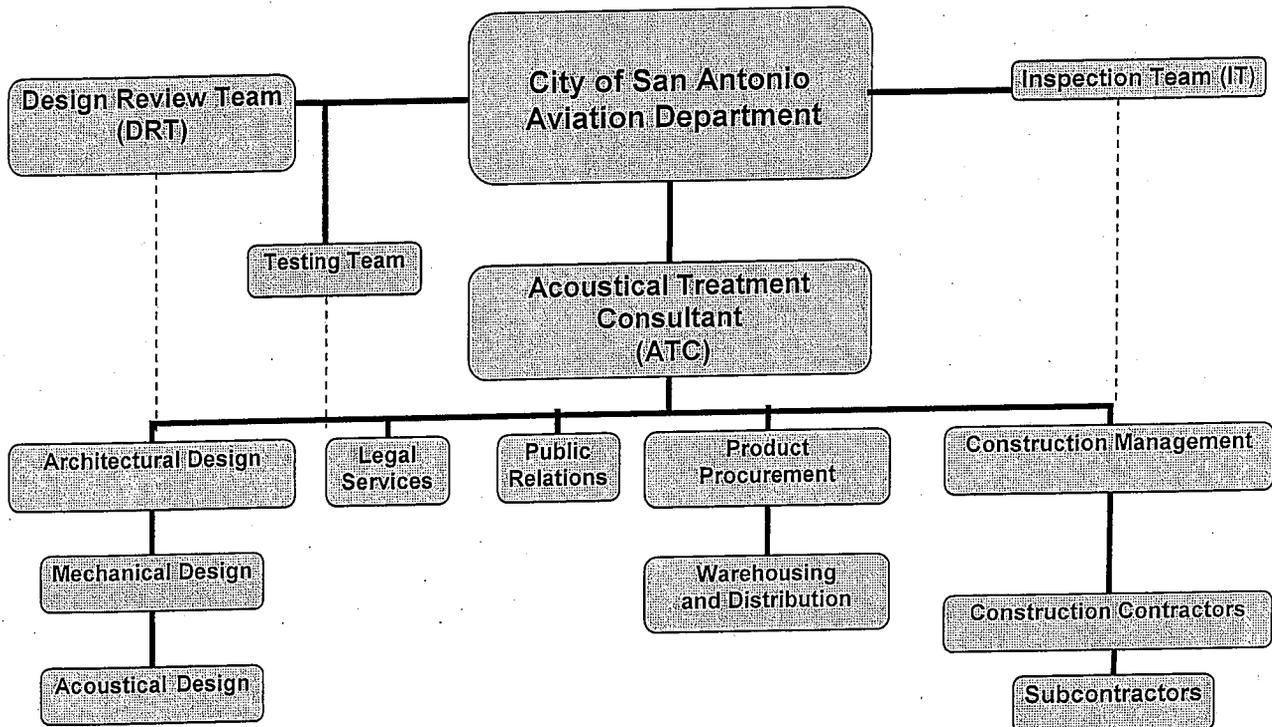
The City will oversee these various consultants with the services of a Noise Mitigation Program Representative (NMPPR). The consultant team will partner with the City's representative to ensure program success and that the program is meeting the goals and objectives of the FAA, the City of San Antonio and the local communities impacted by airport operations.

An organization chart is illustrated below showing the various members of the implementation team. The following list details the roles and responsibilities of each member of the ATC Team and the general responsibilities of the City's DRT, TT and IT teams.

ATP Organization Chart

**City of San Antonio
Residential Acoustical Treatment Program
(ATP)**

Organization Chart





Acoustic Treatment Consultant (ATC)

Acoustic Treatment Program Manager

- Responsibilities:*
- Serves as client liaison
 - Ensures contract compliance with FAA regulations, State regulations and City of San Antonio ATP Policies and Procedures
 - Overall program management of the ATP
 - Consultant team management
 - Develops program schedules (including design and construction schedules), consultant tasks and timetables
 - Assists in development of the program budget
 - Assists in the identification and prioritization of program participants
 - Reviews legal documents
 - Disseminates contractor selection information
 - Directs bid process, including bid review and recommendation for award
 - Attends public meetings
 - Develops visual presentation of products and construction process for property owner information
 - Submits monthly status reports to SAT Representative
 - Assists with preparation of Grant Close-Out Report for FAA
 - Processes General Contractor payments
 - Coordinates with Design Review Team (DRT) for FAA Weekly Report

Construction Manager

- Responsibilities:*
- Executive resource for the development of construction policies, specifications and standards
 - Conducts House Inspection Visits
 - Prepares Pre-Existing Deficiency Reports
 - Develops program contractor and construction compliance standards
 - Develops and maintains contractor outreach program
 - Manages contractor qualification and training
 - Manages construction superintendent, construction inspectors, procurement manager and warehouse staff
 - Serves as liaison between architect and contractor
 - Acts as Airport's representative in administering construction
 - Conducts weekly construction progress meetings
 - Provides executive direction on construction inspection process and change directives
 - Visits homes under construction to ensure compliance with intent of acoustical treatment scope of work
 - Assists in processing contractor payments
 - Prepares reports for SAT on progress, costs, schedule and quality of work by contractors
 - Assists in the development of field change process
 - Assists in the coordination of contractor standards, qualification and training
 - Develops program implementation and parcel status mapping
 - Constructs product showroom and provides for additional displays



Financial Analyst

- Responsibilities:*
- Reviews individual contractor Requests for Payment
 - Prepares bi-monthly construction pay applications to City (contractor payments and manufacturer invoices)
 - Prepares pay application templates per bid cycle for product data entry by procurement manager
 - Prepares "Contractor's Affidavit of Release of Liens" and "Contractor's Affidavit of Payment of Debts and Claims" forms for contractors (per individual home) and manufacturers (per Bid Cycle)
 - Reviews contractor certified payrolls for compliance with wage rates and assists in resolution of errors
 - Prepares spreadsheets required to obtain Payment and Performance bonding per bid cycle
 - Records bids at monthly bid opening, prepares Bid Tabulation and cost comparisons
 - Prepares construction / product cost data spreadsheets for use by contractors in obtaining building permits
 - Processes contractor payment requests and maintains check register
 - Tracks information on faulty products for billing and back-charge
 - Reviews construction contracts for accuracy
 - Updates Change Order tracking spreadsheet
 - Prepares miscellaneous cost data, as needed
 - Assists homeowners in product showroom
 - Serves as backup homeowner agent, if needed

Project Coordinator

- Responsibilities:*
- Coordinates ATP Worker applications for Pinkerton background investigation
 - Coordinates and schedules viewing of "Ethics" video, photos and preparation of ATP badges
 - Assists with Block Prioritization Identification (Bexar Appraisal documents)
 - Assists in the coordination of program activities
 - Assists Construction Manager with preparation of Change Orders
 - Coordinates and distributes all program schedules (House Inspection, Design Visit, Design Review, Post Vent Testing and Acoustical Testing)
 - Assists in the development of the ATP Design and Construction Schedule
 - Reviews invoices submitted by program consultants
 - Tracks exit survey responses from ATP participants
 - Conducts visits to non-responsive homeowners
 - Assists homeowners in product showroom
 - Assists with office management activities



Procurement Manager

- Responsibilities:*
- Reviews each Scope of Work to ensure product will meet installation requirements and needs of project specifications
 - Conducts home product measurement visits
 - Compiles measurement and Contractor Product Detail Sheets
 - Compiles and processes product bid packages (various vendors) per Bid Cycle
 - Orders products
 - Enters bid information into Parcel Payment sheets
 - Develops and enters information into Material and Inventory Databases
 - Maintains continuous communication with product vendors
 - Assists vendors in resolving issues relating to product, shipping, deliveries, warranties, etc.
 - Assists contractors with product installation issues
 - Coordinates repairs of damaged product
 - Assists in product receiving process and contractor loading
 - Constructs warehouse projects (storage and work areas, inventory racks) as needed
 - Coordinates with Financial Analyst for vendor payment process
 - Oversees warehouse operation

Homeowner Agents

- Responsibilities:*
- Serves as homeowner representative
 - Coordinates activities with eligible participants
 - Notification and daily communication with eligible participants
 - Distributes homeowner handbooks
 - Assists in Homeowner Orientation Session
 - Attends House Inspection Visit
 - Obtains title commitments
 - Coordinates with title company to resolve curative issues
 - Coordinates with homeowner mortgage companies to secure Consents to Avigation Easement and Subordination of Mortgage
 - Assists homeowners at General Contractor Interview Night
 - Coordinates Pre-Existing Deficiency Reports and legal releases
 - Attends the Design Visit
 - Participates in Design Review Meeting with homeowners
 - Prepares and presents legal documents to homeowners
 - Prepares and distributes bid package documents
 - Coordinates Pre Bid Open House Session
 - Communicates with construction inspectors during construction
 - Handles all correspondence and questions from homeowners
 - Maintains parcel file and database information
 - Attends final inspection
 - Coordinates delivery of warranty packages



Construction
Superintendent

- Responsibilities:*
- Reviews and approves contractor construction schedules
 - Oversees activities of ATP Construction Inspectors
 - Oversees activities of general contractors
 - Ensures quality control of construction
 - Responds to homeowner construction issues
 - Coordinates asbestos abatement activities
 - Acts as program field safety representative
 - Attends all construction meetings and homeowner sessions
 - Investigates ATP policy violations and issues contractor deficiency points, as necessary
 - Assists homeowners in product showroom
 - Prepares daily construction progress update
 - Assists in the reorder of products
 - Coordinates with local vendors for product repair
 - Investigates warranty issues
 - Coordinates with Design Review Team (DRT) for FAA Weekly Report
 - Provides general assistance to Construction Manager
 - Maintains set-up and organization of meeting room facilitates

Construction
Inspectors

- Responsibilities:*
- Assists Procurement Manager at Measurement Visit
 - Reviews acoustical scope of work documents
 - Attends Pre-Construction Meeting
 - Conducts daily residential inspections
 - Prepares daily inspection reports
 - Assists general contractors with installation issues
 - Provides clarification to general contractors regarding scopes of work
 - Monitors contractor construction schedules
 - Communicates with homeowners during construction phase
 - Provides supporting documentation for field change orders
 - Reports on readiness for post ventilation testing
 - Compiles inspection punch list
 - Coordinates with the Design Review Inspection Team
 - Attends weekly construction team meetings
 - Performs final inspection
 - Executes Final Certificate of Completion



Warehouse Manager

- Responsibilities:*
- Receives and unloads product (certified forklift operator)
 - Processes product into inventory
 - Conducts thorough product inspection
 - Processes delivery documentation
 - Maintains inventory database
 - Organizes and stages warehouse
 - Coordinates release of product to contractors
 - Maintains pick-up documentation
 - Assists in resolving shipping issues with vendors
 - Performs minor repairs of damaged product
 - Assists in loading product for contractors
 - Contacts contractors regarding replacement or backordered material
 - Oversees activities of warehouse assistants
 - Oversees warehouse maintenance

Warehouse Assistants

- Responsibilities:*
- Receives and unloads product (certified forklift operator)
 - Assists in processing product into inventory
 - Assists in product verification
 - Stages product into bins
 - Assists in repair of minor product damage
 - Assists in loading products for contractors
 - Maintain warehouse facility

Architectural Manager

- Responsibilities:*
- Executive direction for the development of construction and technical specifications
 - Executive direction in developing design process
 - Executive direction for the product selection and qualification processes
 - Executive development of future acoustic and aesthetic modification strategies
 - Assists in development of architect's estimate for bid process
 - Executive assistance in the preparation of design plans and scopes of work
 - Assists in the coordination of mechanical / electrical consultant tasks



Design Technicians

- Responsibilities:*
- Conducts Design Visit at each eligible home
 - Assists in the development of construction and bid documents
 - Prepares designs using AutoCAD
 - Prepares final Scope of Work documents
 - Conducts Design Review with homeowners
 - Provides alternative solutions/options to homeowners regarding aesthetics/function
 - Provides construction cost estimate for bids
 - Prepares addenda to bids and specifications
 - Attends bid opening
 - Attends weekly consultant team meetings
 - Assists in contractor training

Legal Consultants

- Responsibilities:*
- Conducts title certifications
 - Conducts avigation easement closings
 - Records avigation easements and lender consent documents
 - Reviews legal issues

Acoustical Consultants

- Responsibilities:*
- Ensures acoustical compliance
 - Assists in participant prioritization
 - Assists in the review of program Policies & Procedures Manual
 - Consults with architect during design process
 - Conducts new product review
 - Assists in the integration of noise monitoring software with database/GIS

Mechanical Consultants

- Responsibilities:*
- Determines the replacement of mechanical equipment
 - Provides mechanical schedules and details for bid specifications
 - Coordinates activities with Architectural Manager, Design Technicians and Construction Inspectors
 - Determines and documents mechanical construction suspensions
 - Inspects remediated mechanical conditions

Electrical Consultants

- Responsibilities:*
- Determines the requirement for an electrical panel upgrade
 - Provides electrical schedules and details for bid specifications
 - Coordinates activities with Architectural Manager, Design Technicians and Construction Inspectors
 - Determines and documents electrical construction suspensions
 - Inspects remediated electrical conditions



Ventilation Consultants

- Responsibilities:*
- Conducts initial ventilation element research (startup period)
 - Conducts Design Visit (to observe existing ventilation characteristics)
 - Prepares insulation and ventilation design recommendations
 - Coordinates with mechanical consultant on design strategies
 - Modifies ventilation design based on Architect/Homeowner/Contractor feedback
 - Reviews ventilation-related change order requests
 - Determines and documents contractor installation quality
 - Inspects remediation of pre-existing ventilation conditions
 - Conducts review of ventilation test standards
 - Manages local ventilation testing sub-consultant
 - Conducts Post Ventilation tests (proportional)
 - Conducts Post Ventilation test analyses and Homeowner Reports
 - Prepares Post Ventilation remediation recommendations and ventilation-related corrections (when required)
 - Conducts ventilation remediation construction inspections (when required)
 - Conducts repeat of Post Ventilation Test (when required)
 - Assists in contractor training and qualification
 - Updates ventilation-related construction specifications (as required)

Environmental Consultants

- Responsibilities:*
- Attends Design Visit
 - Takes samples of suspect materials for laboratory testing
 - Provides testing information for inclusion in design
 - Monitors activities of abatement contractors
 - Provides air monitoring and testing, where required
 - Creates procedural documents for abatement activities
 - Provides specialty contractor training, as necessary

Structural Consultants

- Responsibilities:*
- Determines the extent of a structural condition and the effect of the structural condition on the dwelling for participation purposes
 - Determines and documents construction suspensions
 - Inspects the remediated structural condition

Design Review Team (DRT)

Design Review Consultants

- Responsibilities:*
- Reviews and provides comment on design packages
 - Creates FAA Weekly Report
 - Reviews and approves Change Orders
 - Prepares Monthly Report of construction activities



Inspections Team (IT)

Inspection Consultants

- Responsibilities:*
- Performs inspections throughout construction phase
 - Attends punch list inspection and final inspections

Testing Team (TT)

Ventilation Consultants

- Responsibilities:*
- Conducts Post Ventilation tests (proportional)
 - Conducts Post Ventilation test analyses and Homeowner Reports
 - Prepares Post Ventilation remediation recommendations and ventilation-related corrections (when required)
 - Conducts repeat of Post Ventilation Test (when required)

Acoustical Consultants

- Responsibilities:*
- Manages noise monitoring team
 - Conducts pre and post-modification noise tests (when required)
 - Analyzes and reports noise test results



II. SETUP OF PRODUCT SHOWROOM

The ATC will establish a product showroom for the master list of ATP approved products. The product showroom will be beneficial to the homeowners when making their selections of product styles and colors. The ATC will:

1. Locate sufficient space or location for the required showroom.
2. Develop showroom layout and plans.
3. Procure all selected showroom products.
4. Secure and construct required showroom displays and modifications.
5. Label and inventory all displayed products.
6. Develop growth and expansion plans for future product additions.
7. Include space for public information meetings and workshops.

III. DEVELOP RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

The ATC will be responsible for implementing the ATP. The ATC will develop an annual design and construction schedule containing the following services that include Block/Group Prioritization, Database Development, Acoustical Treatment, development of Construction Specification Manual and all required administrative support services.

ATP Block Prioritization Methodology

This methodology, previously approved by the Federal Aviation Administration (FAA), provides an equitable and fair method of prioritization for all eligible block groupings and parcels based on their location within individual DNL "single increment" noise contour boundary lines (DNL 75, 74, 73, 72, 71, 70, 69, 68, 67, 66, 65) from the certified DNL65 Noise Exposure Map (NEM) and distance from the runway end centerline point. In addition to determining the priority of all eligible block groupings and parcels completely contained within the certified DNL65 NEM, the ATP Block Prioritization Methodology will also be utilized to provide the basis for the adjustment ("rounding off") of the outermost DNL65 noise contour boundary line in an effort to provide eligibility to parcels located within block groupings partially intersected by the DNL65 noise contour boundary.

Parcel Definition

A Parcel is defined as an individual residential property containing a dwelling unit and located within a single Block Grouping as defined in the Block Grouping Methodology. The term "dwelling unit" could include a single-family home, town home, condominium complex or multi-family complex.



Parcel DNL Assignment

Individual parcels are not specifically assigned a DNL value. The Block Grouping in which they are located is assigned a DNL level based directly on the relationship of the Block Grouping to the certified Noise Exposure Map (NEM) contour boundaries (see below description of Block Grouping DNL Assignment).

Prioritization of Parcels

The prioritization of individual Parcels within identified Block Groupings shall be accomplished in the following manner:

- A Parcel having the shortest measurable distance from a property line to the highest DNL single increment contour line shall be given priority within the Block Grouping.
- Parcels located wholly between DNL single increment contour lines shall be given priority over parcels that are intersected by a lower value DNL contour line(s).
- The prioritization of individual parcels within defined Block Groupings may be further modified by the City of San Antonio. Areas within Block Groupings having significant parcel density, and parcels sharing common property lines and street frontage, may be prioritized sequentially to achieve continuity and construction staging efficiencies.

Block Grouping Description

A Block Grouping is defined as a group of private residential properties directly adjacent to each other, sharing side lot and/or back lot lines and surrounded by hard boundaries (to the north, south, east and west), as defined by the following:

Streets; alleys; public drainage ditches; utility right-of-way; parks and ranches; multi-family, industrial, commercial, public or institutional zoning districts or uses; lakes, rivers and streams; churches or places of worship.

Block Grouping DNL Assignment

Once a Block Grouping has been identified per the above description, it will be assigned a specific DNL level based directly on the relationship of the Block Grouping to the certified Noise Exposure Map (NEM) contour boundaries. This map (currently the 2004 baseline NEM) is comprised of multiple individual ("single increment") noise contour boundaries representing 75 DNL, 74 DNL, 73 DNL, 72 DNL, 71 DNL, 70 DNL, 69 DNL, 68 DNL, 67 DNL, 66 DNL and 65 DNL.



A Block Grouping is assigned a DNL level based on the following process:

- When a Block Grouping is wholly contained between two (2) single increment DNL boundary lines (not intersected), the Block Grouping will be assigned the lesser of the two DNL levels.
- When a Block Grouping is intersected in any way by one (1) DNL contour boundary line, the Block Grouping will be assigned that particular DNL.
- When a Block Grouping is intersected by two (2) to four (4) DNL contour boundary lines, the Block Grouping will be assigned the highest of the DNL levels.
- When a Block Grouping is intersected by five (5) or more single-increment DNL contour boundary lines, the following procedure will be utilized:
 - The Block Grouping will be assigned the DNL level that represents the mathematical average of the sum of all intersecting, single-increment DNL contour boundary lines.
 - A mathematical average of intersecting DNL values containing a decimal point shall be rounded up to represent the larger DNL value.

Block Grouping Prioritization

Block Groupings are prioritized by their DNL level assignment, with the highest DNL number receiving priority. Block Groupings sharing the same DNL level assignment are further prioritized based on airport runway proximity. The Block Grouping in an assigned DNL level with the shortest measurable proximity to the centerline of the runway end will be assigned the highest priority.

Master Block Grouping Prioritization

Once all Block Groupings have been assigned a DNL level on all ends of the approved DNL65 NEM (representing all participating communities and neighborhoods), the City of San Antonio will develop a master prioritization for all identified Block Groupings. This process will help ensure equitable distribution of SAT funding levels and acoustic modification implementation throughout all eligible Block Groupings within each individual neighborhood and/or community.



Database Management

The ATC will develop a database management system to manage and maintain the data generated from the ATP. This database should include, at a minimum, information from the following data files:

1. Block/Group Prioritization and GIS Parcel/Block Information
2. Noise Contour
3. Homeowner Information
4. Homeowner Schedule (orientation, design visit, design development, design review, product procurement, pre-construction, construction)
5. Design Preparation and Cost Estimate
6. Acoustic Design Scope of Work (CAD Drawings and Window Schedules)
7. Avigation Easement Signature and Conveyance
8. Pre-Bid Open House Documents
9. Bid Opening Spreadsheet and Recommendation
10. Construction Manager Changes, Field Orders, Extensions and Punch List
11. Contractor Eligibility Information and Program Activity History
12. Construction Manager Suspensions, Removals and Deficiency Points
13. Payment Processing
14. Ventilation Test Data and Remediation Documents
15. Acoustic Monitoring Documentation
16. Program Documents and Templates
17. Homeowner Exit Survey Comments

This database management system should have the capability to share data among the consultant teams as well as with the City, the Airport and, if desired by the City, the public, through a website.

Data links should include, at a minimum, the following:

1. Coordination with City
2. Airport (GIS/Noise Monitoring System/NEM)
3. Consultant Offices
4. Subconsultant Offices
5. Public Website

Acoustical Treatments

The ATC will design effective home acoustical treatment modification strategies that not only meet the minimum overall acoustic reduction of five (5) decibels and post-modification maximum interior noise measurement of 45 DNL, but also the individual needs of the homeowner. These needs include homeowner product style and color choices, architectural aesthetic concerns, product quality, indoor ventilation concerns and a "homeowner friendly" design and construction process.



The ATC should customize the acoustical treatment recommendations to meet the unique architectural characteristics and aesthetic sensitivities found in each home. The acoustical treatment recommendations should be nonexclusively applied to all homes. The design specifications that are developed with these priorities will maximize homeowner satisfaction. All typically recommended acoustic treatments should be evaluated for each home relative to its acoustical benefit, program cost benefit and impact on homeowner satisfaction.

The ATP acoustical treatment package will be developed utilizing the following product strategies:

Window Treatments:	<ul style="list-style-type: none"> • Exterior aluminum acoustic storm windows • Vinyl acoustic replacement windows • Aluminum acoustic replacement windows • Window styles including double-hung, slider, fixed and casement • Skylight acoustical storm panels (if required) • Interior glazing panels (if required)
Door Treatments:	<ul style="list-style-type: none"> • Exterior acoustic aluminum storm doors • Tandem steel-insulated acoustic prime doors with exterior aluminum acoustic storm doors • Tandem solid wood-core prime doors with exterior aluminum acoustic storm doors • Solo acoustic replacement door (storm-less) • Non-acoustic prime doors (wood and steel) • Numerous acoustic storm door styles and colors
Attic Insulation Treatment:	<ul style="list-style-type: none"> • Cellulose dense-packed insulation strategies (if applicable)
Air Conditioning Modifications:	<ul style="list-style-type: none"> • Air conditioning unit and condenser (if required) • Ductwork modifications (if required) • Electrical upgrade (if required) • Ductless AC unit (if required)
Ventilation Treatments	<ul style="list-style-type: none"> • Attic bypass insulation sealing (if required) • Gas appliance venting modifications (if required) • Bathroom ventilation fans • Gas water heater replacements (if required)

Construction Specifications Manual

A construction specifications manual will be assembled. The General Construction Specifications Manual will be provided to each qualified General Contractor and participating subcontractor for use throughout the ATP (See Appendix B – General Construction Specifications).



At a minimum, the general specifications manual will include the following:

1. The "front-end" specifications, based on the City's requirements.
2. The general conditions.
3. The technical construction, mechanical and electrical specifications.
4. The ventilation requirements.
5. All architectural details.
6. All sample program forms and templates.
7. Specification attachments (i.e., certification lists, approved products, etc.).
8. All program policy statements.

IV. CONTRACTOR OUTREACH PROGRAM

The Single Parcel Bidding Method (SPM) is designed to maximize the participation of local general contractors and subcontractors. The Contractor Outreach Program is a process whereby the ATC will seek out local contractors in the Metropolitan San Antonio area who may be interested in participating in the ATP. The Contractor Outreach process is designed to eventually lead General Contractors to qualification and inclusion in the ATC implementation team.

The Contractor Outreach process will be an ongoing service throughout the life of the ATP. The ATC will develop a contractor outreach brochure and presentation materials and develop ATP outreach advertisements in local newspapers, trade publications and with local builders' associations to reach contractors (See Appendix C for these documents).

In the Contractor Outreach meetings, the ATC will provide a complete summary of all ATP contractor requirements and expectations to include:

- general contractor qualification
- ATP process review
- contractor performance
- contractor meetings
- contractor commitment
- DBE participation
- ATP paperwork
- training session agenda



V. CONTRACTOR QUALIFICATION

The San Antonio Residential Acoustical Treatment Program (ATP) will be implemented as a "design-build" project, whereby the Acoustical Treatment Consultant (ATC) will be responsible to the City of San Antonio for all ATP management tasks, including general contractor qualification. General Contractors must first be qualified by the ATC before participating in the ATP as part of the ATC management team. The number of qualified General Contractors may vary with each ATP Phase, depending on the total number of homes and available funding. To participate in the ATP, interested General Contractors must possess a City of San Antonio Class I Home Improvement Contractor's License, a Texas Residential Construction Commission (TRCC) license and successfully complete the following five (5) steps:

Step One – Experience Evaluation

To be selected for ATP participation, General Contractors will be evaluated based on the following qualification criteria:

▶ Contractor Evaluation – Part A

- residential or similar type construction experience
- primary area of company's experience
- residential mechanical experience (staff or subcontractor)
- residential electrical experience (staff or subcontractor)
- residential insulation experience (staff or subcontractor)
- painting experience (staff or subcontractor)
- stucco/masonry experience (staff or subcontractor)
- claims and/or litigation evaluation
- credit report evaluation
- local office facility and staffing
- local warehouse/workshop facility
- on-line internet access

(Based on their Part A evaluations, the highest-scoring General Contractors will be selected for Contractor Evaluation - Part B)

▶ Contractor Evaluation – Part B

- current professional affiliation references
- past customer references
- current job site inspection

(Based on their cumulative Part A and B evaluations, the highest-scoring General Contractors will be selected for Step Two – Capacity Evaluation.)



Step Two – Capacity Evaluation

Once a General Contractor has completed the Experience Evaluation identified in Step One above, the Acoustical Treatment Consultant will determine and assign a Monthly Bid Award Limit based on the following criteria:

- bonding and insurance limits
- crew size
- number of available subcontractors in each required trade

This award limit is designed to maximize contractor success, while preventing the potential of a General Contractor being awarded more work than it can complete within the ATP thirty (30) day construction period.

The ATC has established a Monthly Bid Award Limit for each qualified General Contractor utilizing a calculation based on thirty-five percent (35%) of parcels assigned to a monthly Bid Cycle. The ATC will continue to monitor and evaluate General Contractor performance and make adjustments to each individual contractor's monthly award limit. The evaluation and adjustment will be based on overall performance, crew capacity, execution of work plan and homeowner satisfaction.

Step Three – Program Training

Following completion of steps One and Two above, the Acoustical Treatment Consultant (THC, Inc.) will then provide necessary training to the selected General Contractors (as well as their subcontractors) in an effort to ensure their program success. This training process will be divided into a series of training sessions conducted at the Acoustical Treatment Consultant's office, as follows:

- ▶ Review of ATP processes
 - schedules
 - paperwork
 - technical specifications
 - performance requirements
 - design documents
 - product procurement
 - construction management

- ▶ Product Installation Training
 - window and doors
 - duct and attic insulation
 - duct sealing



Step Four – Issuance of Photo ID Badge

All General Contractors and workers will be required to pass a security background investigation conducted by Pinkerton Consulting and Investigations. All personnel will execute the required forms to initiate the process and submit a processing fee of \$100.00 (See Appendix C-23 – ATP Worker Participation Application and Appendix C-24 – Consent to Background Review and Release of Information).

Pinkerton will conduct the investigations based upon the information provided by the workers and will provide follow-up reports within five (5) days. Following the investigation and clearance by Pinkerton, workers will be required to view an Ethics and Worker Expectation Training Session video. The video is available in two languages, English and Spanish. Workers can select the language of their choice (See Appendix C-25 – ATP Ethics and Worker Expectation Training Session form).

Upon completion of the above steps, the ATC will process the photo ID badge. (See Appendix C-26 – Badge Authorization Form and Appendix C-27 – Temporary Badge Authorization Form).

Step Five – Signing of Contractor Participation Agreement

At the conclusion of the above contractor training, General Contractors will receive final qualification and will be required to sign the ATP Contractor Participation Agreement before they will be allowed to officially participate.

The ATC will perform the above contractor qualification process before the start of each ATP Phase. This ongoing process will assure that additional contractors can be added to the team throughout the life of the project.

VI. CONTRACTOR TRAINING

Per Step 3 of the ATP Contractor Qualification Process, the ATC will provide all necessary General Contractor training. The ATC training sessions will include a review of the following topics:

1. Contractor qualification requirements
2. Contractor performance requirements
3. ATP process
4. Construction specifications
5. Homeowner selection process
6. Product showroom
7. Contractor Participation Agreement
8. Bidding process
9. Payment process



Once a General Contractor has successfully completed Steps 1 through 4 above, the contractor will execute the "General Contractor Participation Agreement" (Step 5) (See Appendix C-20 – General Contractor Participation Agreement) and be given the Construction Specifications Manual (Appendix B – Separate Manual). (See Appendix C-21 – Construction Specifications Transmittal Letter).

All General Contractors must be qualified to establish their ATP eligibility and inclusion on the ATC team. Once a contractor becomes qualified via the above qualification process, that contractor will become a subconsultant to the ATC and be included on the ATC team. However, this qualification will not assure a contractor receives any work assignments. The ATC will maintain the list of qualified General Contractors and notify the NMPM (See Appendix C-14 – List of Qualified General Contractors).

In each Bid Cycle, participating Homeowners will select three (3) General Contractors (from the list of qualified General Contractors) to submit bid proposals for the work assigned to their home. The ATC will evaluate each bid proposal and award the work assignment based upon the lowest, responsible bid proposal. Therefore, work assignments will be awarded based upon a competitive bid process to contractors who have been qualified as eligible for the ATP and who are also members of the ATC team.

VII. TIMING OF GENERAL CONTRACTOR QUALIFICATION PROCESS

Due to the administrative time and effort required by the ATC to conduct General Contractor Outreach Sessions, review and assess General Contractor applications, conduct site evaluations, contact references and conduct numerous General Contractor training sessions, the above General Contractor Qualification Process will occur on a one-time basis prior to the beginning of each individual ATP Phase. This process will also provide continuity to the contractor selection process (homeowner's selection of three (3) qualified General Contractors to bid), providing assurance that the list of qualified General Contractors remains consistent within each ATP Phase.

Depending on future levels of funding, the number of Monthly Bid Cycles and the number of parcels assigned to future ATP Phases, the ATC will have the authority to increase the rate at which the General Contractor Qualification Process is conducted (per ATP Phase) to a two-time basis, one occurring prior to the beginning of an ATP Phase and one occurring at the halfway point of an ATP Phase.



VIII. BLOCK /GROUP SELECTION

Eligible properties are identified for participation utilizing the Block/Group selection system. Based upon funding levels and priority determination, all homeowners within an entire Block/Group will be contacted simultaneously. This process will ensure continuity within each neighborhood.

IX. HOMEOWNER HANDBOOK AND ORIENTATION

The ATC will develop a Homeowner Handbook and Homeowner Orientation Session presentation to fully explain the seven-month participation timeline so homeowners know what to expect during the entire process. The handbook and presentation will explain the responsibilities of both the homeowner and the contractors. They will also explain the processes and procedures and contain contact numbers for the ATC.

X. HOMEOWNER OUTREACH AND ORIENTATION SESSION

While the SPM process generally assumes that one (1) Homeowner Orientation Session will be conducted each month for only eligible homes assigned to one (1) ATP Monthly Bid Cycle, the ATC may elect to conduct Homeowner Orientation Sessions on an "every other month" basis, inviting eligible homes assigned to two (2) Monthly Bid Cycles. This process will provide the ATC with the ability to conduct a House Inspection Visit on a larger base of homes, ensuring a maximum ATP monthly implementation rate, given the possibility of potential pre-existing deficiency suspensions.

Upon the identification of homes within a specific phase, a letter will be sent to homeowners (See Appendix E-2 – Letter of Introduction to ATP), along with a Homeowner Brochure (See Appendix E-3 – Homeowner Brochure) and a Homeowner Selection Sheet (See Appendix E-4 – Homeowner Selection Sheet).

Upon receipt of responses from interested participants, a mailing will be sent to the homeowners of each selected property within a defined Block/Group, inviting them to attend a Homeowner Orientation Session (See Appendix E-4 – Letter of Invitation to Homeowner Orientation). The mailing will also contain forms to be completed and returned at the Orientation Session (See Appendix E-5 – House Information Sheet, Appendix E-6 – Notice of Participating Property and Appendix E-7 – Homeowner Availability Form).

A reminder notice will be sent and a follow-up phone call will be placed to each homeowner to enhance participation in the ATP program. The ATC shall keep track of attendance and participation (See Appendix E-8 – Attendance Reply Checklist and E-9 – Homeowner Orientation Reminder).



At the Homeowner Orientation Session, homeowners will view a PowerPoint Presentation and be provided with a handbook and complete overview of the ATP, including: an explanation of City and consultant team organization; a summary of the ATP goals; a description of ATP acoustical treatment modifications; a description of ATP rules, procedures and processes; program monthly cycle timetables (design and construction); as well as homeowner requirements and responsibilities. Homeowners will have an opportunity to have all general questions answered and, if interested in proceeding to the next step in the process, to sign up for the House Inspection Visit.

SECTION III. DESIGN STAGE

I. HOUSE INSPECTION VISIT

Before the design process can officially begin, the ATC will conduct a House Inspection Visit at each participating home to identify pre-existing deficiencies that may negatively impact the addition of acoustical treatments. A mechanical/electrical/plumbing consultant will participate in this inspection visit. Typical pre-existing deficiencies may include:

1. Structural issues
2. Moisture and mold issues
3. Building and safety code issues
4. Ventilation issues
5. Environmental issues
6. Health and safety issues

Due to Federal limitations, ATP funds cannot be used to correct pre-existing deficiencies. Homeowners will be required to assume all associated responsibility and liability for their pre-existing deficiencies before becoming eligible to participate in the ATP.

The ATC will retain sole discretion and authority in the identification and classification of all observed pre-existing deficiencies. All pre-existing deficiencies will be recorded on the Pre-Existing Deficiency Report (See Appendices E-19 – Pre-Existing Deficiency Report – Minor Deficiencies – No Action Required; Appendix E-20 – Pre-Existing Deficiency Release; Appendix E-21 – Pre-Existing Deficiency Report – Minor Deficiencies – Corrective Action Required; and Appendix E-22 – Pre-Existing Deficiency Report – Severe Deficiencies – Corrective Action Required and Program Suspension). Upon the discovery of a pre-existing deficiency, the ATC will determine the degree of the deficiency: “Minor” or “Severe”.



A "Minor" pre-existing deficiency is a condition where a home has an existing structural, code, moisture, mold and environmental, construction obstruction and/or health and safety deficiency(ies) that requires official documentation before the initiation of the bid and construction phases in an effort to protect the liability of the Sponsor. While "Minor" pre-existing deficiencies are of concern, they are not of a degree that requires suspension of homeowner participation. Where "Minor" pre-existing deficiencies are observed, homeowners will be required to sign a Pre-Existing Deficiency Report and Pre-Existing Deficiency Release (See Appendix E-20), which document the deficiency(ies) and transfer all associated liability to the Homeowner.

A "Severe" pre-existing deficiency is a condition whereby the severity of structural, code, moisture, mold and environmental, construction obstruction and/or health/safety deficiencies prohibit the continuation of the design process until all required corrections have been made. Upon discovery of a "Severe" pre-existing deficiency, the homeowner is temporarily suspended until remedial corrections have been completed. A homeowner's participation in the ATP can resume once the ATC has inspected and approved the pre-existing deficiency corrections (See Appendix E-23 Inspection Approval Form - For Correction of Pre-Existing Deficiencies).

II. DESIGN VISIT

Once the House Inspection Visit process has been successfully completed, the Homeowner Agent will schedule the Design Visit with the homeowner. The Design Visit will serve as the "fact finding" mission that assists the ATC in developing the most effective acoustical treatment design package for each home. The Design Visit will include:

1. A Computer Aided Design (CAD) layout and measurements;
2. Evaluation of the existing window and door conditions;
3. Evaluation of existing wall and attic insulation;
4. Evaluation of existing vents, fans and ventilation;
5. Evaluation of existing mechanical, electrical and A/C systems;
6. Evaluation of any pre-existing problem conditions (deficiencies).

The Design Visit will be conducted by the ATC staff, consisting of an Architect, CAD Technician, Design Technician, Environmental Consultant, Ventilation Consultant and a Homeowner Agent (See Appendix E-25 – Design Visit Schedule and E-26 – Design Visit Appointment Reminder). In some special cases, a Mechanical / Electrical / Plumbing Consultant or a Structural Consultant may need to attend the Design Visit. The ATC will perform the Design Visit in an effort to compile all necessary information required to develop the final acoustic design package based on the design and measurement data collected.



III. ACOUSTICAL TREATMENT DESIGN PACKAGE DEVELOPMENT

Based upon the information gathered during the Design Visit, the ATC will utilize an Architect and a Design Technician to prepare the design package for the custom acoustical treatment of each home.

The Acoustical Treatment Design Package will include a summary of all window, door, attic insulation, ventilation, mechanical / electrical / plumbing modifications necessary to treat the home within FAA guidelines. In addition, detailed window and door installation schedules will also be supplied. All teams may be involved.

IV. GENERAL CONTRACTOR INTERVIEW NIGHT

One evening each month, a General Contractor Interview Night will be held to enable the homeowners to meet their prospective General Contractors (See Appendix E-27 – General Contractor Interview Night Reminder). This event provides homeowners with the opportunity to meet and interview the ATC's qualified General Contractors and to review Contractor Notebooks and qualifications. Homeowners will receive brochures which provide specific information about each of the General Contractors. This session also provides another opportunity for homeowners to speak with the ATC staff, ask program-related and product-related questions and visit the Product Showroom.

V. HOMEOWNER SELECTION OF GENERAL CONTRACTOR

The Homeowner will select three (3) qualified General Contractors from the list of ATP-qualified contractors supplied by the ATC. This selection process takes place during the Design Review Meeting (See Appendix E-37 – Contractor Selection Report).

Due to Federal bidding laws, the ATC and the City of San Antonio cannot assist homeowners in the contractor selection process in any way.

VI. DESIGN REVIEW MEETING WITH THE HOMEOWNER

The ATC Homeowner Agent and Architect will meet with each homeowner at a Design Review Meeting. They will present and review the home's unique Acoustical Treatment Design Package with the Homeowner. The Homeowner Agent will prepare for the Design Review Meeting using a supplied checklist (See Appendix E-28 – Design Review Schedule, E-29 – Design Review Appointment Reminder and E-30 – Design Review Checklist for Homeowner Agent).



During the design review process, each homeowner will have the opportunity to review product styles and colors at the ATP Product Showroom as well as make final paint and stain color selections, if applicable.

If necessary, Homeowners will have a final opportunity to adjust their assigned construction cycle, depending on any special scheduling needs and/or circumstances.

VII. AVIGATION EASEMENT AND WORK AGREEMENT

After review and acceptance of their design package, homeowners are required to sign the Work Agreement and the Avigation Easement (See Appendix E-30 – Homeowner Work Agreement and Appendix E-35 – Avigation Easement). If required, homeowners will sign program waivers (See Appendix E-20 – Pre-Existing Deficiency Release; and the following Addenda to Work Agreement: Appendix E-31 – Moisture Release; Appendix E-32 – Wood Door Waiver; and Appendix E-34 – Noise Reduction Waiver).

The ATC will manage the recording of the executed avigation easements and provide same to the City of San Antonio.

XIII. BID PACKAGE DEVELOPMENT

The ATC team will finalize development of the unique Scope of Work documents and prepare an Architect's Estimate on each home's Acoustic Treatment Design Package. The ATC will provide a copy of the finalized Scope of Work documents to the homeowner.

The ATC will also prepare three (3) Bid Packages for each home. Each Bid Package will contain the bid documents (See Appendix F-9 – Bidder's Checklist; Appendix F-10 – Bid Form and Bidder's Certificate; Appendix F-11 – DBE Good Faith Effort Plan for Federally Funded Projects; Appendix F-12 – DBE Letter of Intent for Federally Funded Projects; and Appendix F-13 – DBE Subcontractor Compliance Plan. Instructions for the completion of the forms are included.

IX. DESIGN REVIEW BY DRT

The Design Review Team (DRT) will review and provide comment for each Acoustical Treatment Design Package upon completion by the ATC.

If necessary, the ATC will issue an Addendum to the bid documents, incorporating the applicable comments from the DRT.



X. PRE-BID OPEN HOUSE

A Pre-Bid Open House will be scheduled by the Homeowner Agent at a date and time selected by the Homeowner (from the pre-designated dates for the Bid Cycle). The Program Manager will contact the General Contractors selected by the Homeowners to notify them of the Pre-Bid Open House appointment. The Pre-Bid Open House will provide the opportunity for the selected General Contractors and their subcontractors (and suppliers, if required) to view the home before preparing their final bids (See Appendix F-6 – Pre-Bid Open House Schedule, Appendix F-7 – Pre-Bid Open House Appointment Reminder and F-8 – Pre-Bid Open House Sign-In Sheet). The ATC will track the schedule of all open houses.

General Contractors will prepare their bid proposals for submittal to the ATC for review on the date of the Bid Opening.

XI. BID OPENING & CONTRACT AWARD

The ATC shall conduct a Bid Opening for all parcels included within a Bid Cycle. Participants in the Bid Opening will record each contractor's bid on a Bid Opening Summary (See Appendix F-14 – Bid Opening Summary). Following the bid opening, the results will be tabulated and distributed to all bidders and representatives of the City of San Antonio (See Appendix F-15 – Tabulation of Bids As Read).

The ATC will conduct a review of the bid results of the selected contractors. The review shall include communication with each low bidder whose bid is twenty percent (20%) or more below the Architect's Estimate to determine if all labor and incidental materials were included. General Contractors who advise the ATC of a bid error can withdraw their bid without penalty. Current workload, scheduling and capability of the successful contractors will be examined and verified by the ATC. (See Appendix F-16 – Letter to Low Bidder Requesting Action Plan).

The ATC shall collect from all low, responsive bidders Letters of Intent (See Appendix F-12 – DBE Letter of Intent for Federally Funded Projects) signed by subcontractors who will be working on each individual home. The ATC shall forward to the Aviation Division a Bid Award Recommendation (See Appendix F-17 – Bid Award Recommendation Letter and Appendix F-18 – Tabulation of Bids As Recommended) as well as the bid documents as submitted by the contractors being recommended for award, the originals of the DBE documentation, and any other documentation in support of the recommendation.

Upon concurrence in award and authorization from the Aviation Department, the ATC will prepare and submit a Bid Tabulation As Awarded (See Appendix F-16 – Tabulation of Bids – As Awarded) to all General Contractors. The ATC will notify all successful bidders of their contract awards.



The ATC will prepare a Construction Contract for each parcel in the Bid Cycle which each successful General Contractor will be required to execute (See Appendix F-20 – Construction Contract). Once all necessary signatures are obtained, the ATC will issue a final executed contract to the contractor (See Appendix F-22 – Transmittal of Executed Contract(s) to Contractor, which provides authorization to order incidental products or materials.

XII. HOMEOWNER NOTIFICATION OF AWARD

The ATC will notify the Homeowner of the General Contractor receiving the contract award (See Appendix F-21 – Notice to Homeowner with Name of Successful Contractor).

SECTION IV. CONSTRUCTION STAGE

I. ATC CONTRACTS WITH SELECTED CONTRACTOR

Upon award by the ATC, a Notice to Proceed will be distributed to the successful General Contractor. The ATC will track these awards with a construction time schedule.

II. PRODUCT PROCUREMENT

The ATC will visit all ATP homes within a Bid Cycle to coincide with the Pre-Bid Open House appointments. The Procurement Manager and the Construction Inspector assigned to the home will take final measurements of all specialty products, such as windows and doors. The Procurement Manager shall seek competitive bids from all applicable program manufacturers. Product bids will be reviewed and awarded to the vendor providing the lowest, responsible bid. The ATC will be responsible for the procurement process, which includes delivery from the manufacturers, storage, inspection, sorting and distribution of all specialty window and door products.

III. PRE-CONSTRUCTION ACTIVITIES

Approximately three (3) weeks prior to the Pre-Construction Visit period, the Financial Analyst will send reminders to all General Contractors awarded work in the Bid Cycle regarding the necessity to obtain building permits and begin developing construction schedules. General Contractors are required to provide the ATC with a copy of the permit one (1) week prior to the Pre-Construction Visit period.



At the same time, the Financial Analyst will prepare the necessary Work on Hand documentation for submittal to the bonding company and order the Payment and Performance Bonds for the Bid Cycle.

Upon issuance of the Payment and Performance Bonds, the ATC will transmit the originals to the Aviation Division.

IV. PRE-CONSTRUCTION VISIT

The Homeowner Agent will schedule a Pre-Construction Visit with the Homeowner, the General Contractor and the Construction Inspector (See Appendix G-1 – Description of Pre-Construction Visit Process).

The General Contractor is required to submit the construction schedule to the ATC several days prior to the Pre-Construction Visit. The Construction Superintendent will review the construction schedule to determine feasibility of proposed work flow. In the event the home requires asbestos abatement (as noted in the Scope of Work documents), the Construction Inspector will coordinate the activity with one (1) of the ATC's three (3) contracted abatement contractors. The abatement work will be divided as equitably as possible, pursuant to the abatement contractor's work schedules.

At the Pre-Construction Visit, the Homeowner Agent, the Construction Inspector and the General Contractor will meet with the Homeowners at their home to review all aspects of the pending ATP construction. The Pre-Construction Visit will give the Homeowner the opportunity to ask any final questions prior to the start of construction. The Pre-Construction Visit must be scheduled a minimum of three (3) days prior to the start of construction in order to give the homeowner sufficient time to remove window coverings and move furniture.

The General Contractor will present the Homeowner, the Homeowner Agent and the Construction Inspector with the final construction schedule. In developing this schedule, the General Contractor will have the flexibility to determine the home's thirty (30) calendar-day construction period within the established six (6) week construction period for each ATP Monthly Bid Cycle. A copy of the final construction schedule will also be provided to the ATC.

If a home has tested positive for asbestos, the abatement crew chief may participate in the Pre-Construction Visit in order to coordinate abatement activities with window and door removal.



A lockbox supplied by the General Contractor will be placed on the home. The lockbox is required to remain on the home from the Pre-Construction Visit until the Final Inspection Visit. The Homeowner will be required to provide a home key for the lockbox.

Upon notification from the ATC that products are ready for pickup (in the ATC's warehouse), the General Contractor will begin construction, consistent with the construction schedule presented to all parties during the Pre-Construction Visit.

V. CONSTRUCTION

Throughout the term of construction, ATC Construction Inspectors will monitor construction progress on a daily basis. Inspectors will verify that correct materials are being installed, trouble-shoot questions in the field, investigate claims and initiate documentation for any Field Directives or Change Orders. The independent Inspection Team will also perform inspections throughout the construction period.

All construction personnel, as well as all ATC personnel, are required to wear photo identification security badges issued by the ATC (See Appendix C-26 – Badge Authorization Form and C-27 – Temporary Badge Authorization Form).

ATC Construction Inspectors will prepare a daily inspection report for each site visit, documenting the construction activity, status and key observations. Inspection reports and other construction-related documentation will be sent to the ATC Program Manager and ATC Construction Manager. (See the following construction-related documents: Appendix G-6 – Daily Inspection Report; Appendix G-7 – Change Order Field Directive; Appendix G-8 – Change Order Pricing Sheet; Appendix G-9 - Change Order; Appendix G-10 – Request for Time Extension; Appendix G-11 – General Contractor Request for Asbestos Abatement; and Appendix G-12 – Asbestos Abatement Work Order).

VI. PUNCH LIST INSPECTION

At such time as the General Contractor has verified the work is substantially complete, Contractor will submit a Request for Punch Inspection (See Appendix G-15 – Request for Punch List Inspection) to the assigned Construction Inspector. The ATC Construction Inspector shall conduct a comprehensive punch list inspection at the home to verify construction status. The Homeowners will be notified of the scheduled punch list inspection so they may be present. The ATC Construction Inspector will inspect the home to determine the General Contractor's compliance with the General Construction Specifications Manual and Scope of Work documents.



VII. CONTRACTOR PUNCH LIST

The Construction Inspector will provide a punch list to the General Contractor which outlines any work that needs to be completed in accordance with the General Construction Specifications Manual and design documents. A copy of the punch list will be provided to the ATC (See Appendix G-16 – Punch List Inspection Report).

The General Contractor must complete any listed work prior to requesting a final inspection. All punch list work must be completed within three (3) calendar days.

VIII. POST CONSTRUCTION TESTING

After construction is completed, the ATC's ventilation consultant and the City's independent Testing Team will conduct Post Ventilation Tests to ensure compliance with ATP ventilation standards. These tests will be conducted in accordance with the ATC's prescribed ventilation standards. (Every possible attempt will be made to divide the testing responsibilities between the ATC's ventilation consultant and the City's independent Testing Team on a 50/50 ratio).

The ATC's ventilation consultant and the City's independent Testing Team will prepare Ventilation Post Test Notes and submit to the ATC (See Appendix G-17 – Ventilation Post Test Notes).

In the event of a Post Ventilation Test failure, the ventilation consultant will determine the cause. If the failure is due to incomplete work by the General Contractor, the ventilation technician and the Construction Inspector will coordinate the required modifications with the General Contractor. If required, a follow up Post Ventilation Test will be performed.

If a test failure is due to elevated carbon monoxide levels, the ventilation technician will prepare a report documenting the condition (See Appendix G-18 – Homeowner Interior Combustion Appliance Carbon Monoxide Report) and provide a copy of the report to the Homeowner outlining their responsibility for correction.

The ATC's acoustical consultant and the City's independent Testing Team will also perform a Post-Modification Noise Test on homes that received Pre-Modification Noise Testing to determine the effectiveness of the acoustical treatments in meeting the Federal criteria for post-construction interior noise level reductions. These tests will be performed on a representative sampling of homes as determined by the NMPM. The ATC's acoustical consultant and the City's independent Testing Team shall share in the testing responsibilities at a 50/50 ratio.



IX. FINAL INSPECTION

Following the General Contractor's completion of all items identified on the punch list, the Contractor will submit a Request for Final Inspection (See Appendix G-20 – Request for Final Inspection). The Construction Inspector will verify completion of all work and notify the Homeowner Agent that the home is ready for a Final Inspection. The Homeowner Agent shall schedule the final inspection and notify the Homeowner of the scheduled walk-through for their attendance.

The ATC Construction Inspector, Homeowner Agent, General Contractor and Homeowner shall conduct a final inspection as verification of project closeout (100% completion). (See Appendix G-19 – Final Inspection Protocol; Appendix G-21 – Certificate of Final Completion; , Appendix G-22 – Warranty Letter to Homeowner; and Appendix G-23 – Warranty Policy Identification.

The ATC will monitor contractor performance through the use of the Homeowner Exit Survey and the General Contractor Deficiency Notice (See Appendix G-24 – Homeowner Exit Survey and Appendix G-13 – General Contractor Deficiency Notice).

X. HOMEOWNER EXIT SURVEY

Upon completion of the construction process and at the Final Inspection visit, the Homeowner Agent will provide an exit survey to the homeowner for their opinions and suggestions concerning the entire ATP process. A self-addressed, stamped envelope will accompany the exit survey for the homeowner's ease in returning said form. The ATC will compile the surveys for a monthly summary and review by the NMPM (See Appendix G-24 – Homeowner Exit Survey).

XI. PAYMENT PROCESS

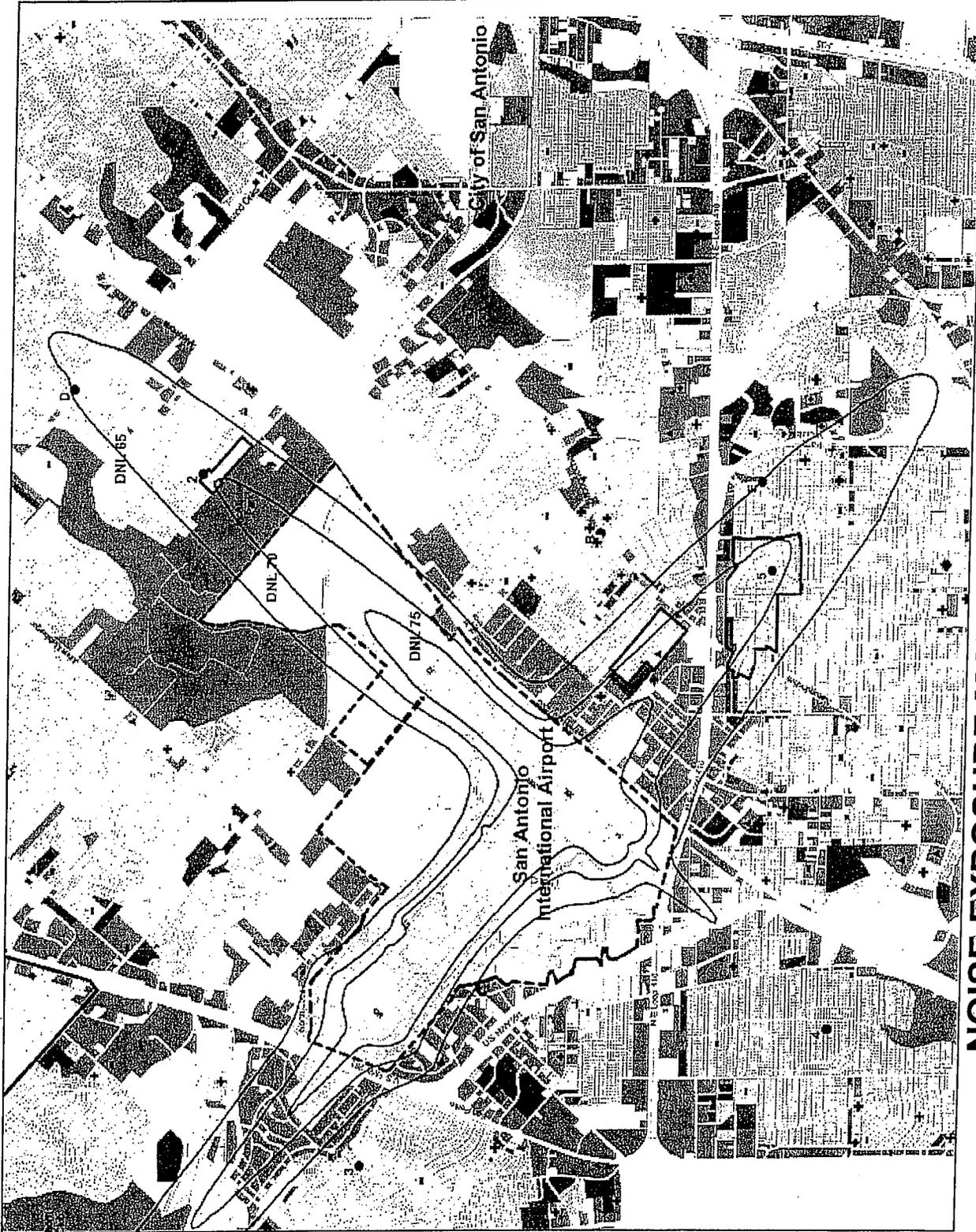
Since the ATC is independently procuring all window and door products, the General Contractor will be provided one (1) payment (representing 100% of their construction contract) upon successful Final Inspection and approval by the ATC team (See Appendix G-25 – Description of Contractor Payment Process and Appendix G-26 – Application for Payment).

MB

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Appendix A

A-1 Noise Exposure Map with Priority Areas



NOISE EXPOSURE MAP WITH PRIORITY AREAS

City of San Antonio

Residential Acoustical Treatment Program

A-1

06/21/2004

TAB
3

**APPENDIX B CONSISTS OF THE
CONSTRUCTION SPECIFICATIONS FOR
THE RESIDENTIAL ACOUSTICAL
TREATMENT PROGRAM (ATP).**

**THE SPECIFICATIONS ARE CONTAINED
WITHIN A SEPARATE BOUND
DOCUMENT WHICH, BY REFERENCE, IS
MADE PART OF THIS POLICIES &
PROCEDURES MANUAL.**

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Appendix C

- C-1 Request for Advertisement
- C-2 Phase Advertisement
- C-3 Requirements for General Contractors to Participate
- C-4 Notice of Work Opportunity
- C-5 Invitation to Contractors to Attend Outreach Session
- C-6 Contractor Outreach Brochure
- C-7 Contractor Outreach PowerPoint Presentation
- C-8 Contractor Outreach Database
- C-9 General Contractor Application
- C-10 General Contractor - Reference Check – Past Clients
- C-11 General Contractor – Professional Reference Check
- C-12 General Contractor Evaluation
- C-13 General Contractor Score Sheet
- C-14 List of Qualified General Contractors
- C-15 List of Subcontractors
- C-16 Meeting Invitation to Qualified General Contractors
- C-17 General Contractor Training Requirements
- C-18 Contractor Training Session 1 – PowerPoint Presentation
- C-19 Contractor Training Session 2 – PowerPoint Presentation
- C-20 General Contractor Participation Agreement
- C-21 Construction Specifications Transmittal Letter
- C-22 List of Approved Products and Suppliers
- C-23 Badge Authorization Form
- C-24 Temporary Badge Authorization Form

**CITY OF SAN ANTONIO
DEPARTMENT OF AVIATION
INTERDEPARTMENTAL CORRESPONDENCE SHEET**

TO: City Clerk

FROM: Director of Public Works

COPIES TO: Public Information Office, SBEDA/EDD, Dave Hebert, Barbara Prossen, Norma Flores, Dom Smith, File

SUBJECT: REQUEST FOR ADVERTISEMENT

Please advertise the attached following NOTICE for:

RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM (ATP)

"REQUEST FOR ADVERTISEMENT" TO BE PUBLISHED IN THE FOLLOWING:

	PH:	FAX:
Commercial Recorder 6222 NW IH 10 San Antonio, Texas 78201	736-4450	736-5506
San Antonio Informer 600 N. Hackberry San Antonio, Texas 78202	227-8300	223-4111
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Special Instructions:

Please charge advertising to Cost Center 3302010001, GL Account 5203020, WBS Element 33-00170-05-01.

Request the attached "Notice" be published (DAY), (DATE) and (DAY), (DATE).

**DIRECTOR OF PUBLIC WORKS
ATTACHMENT**

**City of San Antonio
Aviation Department
Residential Acoustical Treatment Program (ATP)**

The City of San Antonio Residential Acoustical Treatment Program (ATP) is a community-based program to assist neighborhoods in being more compatible with airport activities by providing acoustical treatments to eligible homes. The ATP will begin implementation of Phase 1 consisting of a total of 98 homes. The Acoustical Treatment Consultant (ATC) will qualify general contractors depending on the number of homes and available funding. Subcontractor opportunities may include carpentry, mechanical, electrical, plumbing, insulation, stucco/masonry and metalwork. Selected Contractors shall comply with the Federal Aviation Administration's Disadvantaged Business Enterprise (DBE) Program and the City of San Antonio's Small Business Economic Development Advocacy (SBEDA) Program. Contractors will be required to make good faith efforts which meet or exceed the goals for DBE and SBEDA and the ATC will evaluate the respondent's good faith efforts to achieve these goals. All work performed under this program is being funded with federal funds and is subject to all applicable federal labor standards provisions pertaining to payment of prevailing wage rates, anti-kickback provisions, overtime provisions, etc., as required by federal laws and regulations, in addition to labor standards applicable under State and local law.

Contractors interested in participating in this program, should contact Ron Chamness, THC, Inc. at 210-824-1440

**CITY OF SAN ANTONIO
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM (ATP)**

REQUIREMENTS FOR GENERAL CONTRACTORS TO PARTICIPATE

General Contractors interested in becoming qualified to participate in the Residential Acoustical Treatment Program (ATP) must possess a City of San Antonio Class 1 Home Improvement Contractor's License and successfully complete the following four (4) steps:

Step One – Experience Evaluation

To be selected by ATP participation, General Contractor will be evaluated based on the following qualification criteria:

- **Contractor Evaluation – Part A**
 - residential or similar type construction experience
 - primary area of company's experience
 - residential mechanical experience (staff or subcontractors)
 - residential electrical experience (staff or subcontractors)
 - residential insulation experience (staff or subcontractors)
 - painting experience (staff or subcontractors)
 - stucco / masonry experience (staff or subcontractors)
 - claims and/or litigation evaluation
 - credit report evaluation
 - local office facility and staffing
 - local warehouse / workshop facility
 - on-line internet access

(Based on their Part A evaluation, the highest scoring General Contractors will be selected for Contractor Evaluation – Part B)

- **Contractor Evaluation – Part B**
 - current professional affiliation references
 - past customer references
 - current job site inspection

(Based on their cumulative Part A & B evaluation, the highest scoring General Contractors will be selected for Step Two – Capacity Evaluation)

Step Two – Capacity Evaluation

Once a General Contractor has completed the Experience Evaluation identified in Step One above, the Acoustical Treatment Consultant will determine and assign a Monthly Bid Award Limit based on the following criteria:

- bonding & insurance limits
- crew size
- number of available subcontractors in each required trade.

This award limit is designed to maximize contractor success, while preventing the potential of a General Contractor being awarded more work than they can complete within the ATP thirty (30) day construction period.

Note: In an effort to maximize contractor participation and success levels in the ATP Phase 1 (98 homes), the ATC will assign a Monthly Bid Award Limit for each qualified General Contractor that ranges from one (1) to eight (8) potential contract awards. Beginning with Phase 2 and beyond, the ATC will have the authority to revise this Monthly Bid Award Limit range, depending on funding levels, the number of parcels assigned to each monthly bid cycle and documented contractor performance levels.

If, in the future, the upper limit of the Monthly Bid Award Limit is increased (greater than 8 contract awards), the ATC will establish the new upper limit utilizing a calculation based on thirty-five percent (35%) of the total number of parcels assigned to a Monthly Bid Cycle.

Step Three – Program Training

Following completion of Steps One and Two above, the Acoustical Treatment Consultant (THC, Inc.) will then provide necessary training to the selected General Contractors (as well as their subcontractors) in an effort to ensure their program success. This training process will be divided into a series of training sessions conducted at the Acoustical Treatment Consultant's office, as follows:

- Review of ATP processes
 - schedule
 - paperwork
 - technical specifications
 - performance requirements
 - design documents
 - product procurement
 - construction management

- Produce Installation Training
 - window & doors
 - duct & attic insulation
 - duct sealing

Step Four – Signing of Contractor Participation Agreement

At the conclusion of the above contractor training, General Contractors will receive final qualification and will be required to sign the ATP Contractor Participation Agreement before they will be allowed to officially participate.

The ATC will perform the above contractor qualification process before the start of each ATP Phase. This ongoing process will assure that additional contractors can be added to the team throughout the life of the project.



NOTICE OF WORK OPPORTUNITY

BUILDERS, REMODELING CONTRACTORS and SUBCONTRACTORS

(HVAC, Electrical, Plumbing, Insulation, Masonry/Stucco, Painting, etc.)

The City of San Antonio is looking for small to medium sized local general contractors and subcontractors to participate in the Residential Acoustical Treatment Program (ATP). The ATP is a multi-year program that is performing acoustical treatment work to numerous homes located near the San Antonio International Airport. This work primarily includes the replacement of windows and doors, but may also include the installation of air-conditioning systems, water heater replacements, electrical service work, attic insulation and various supporting activities. All general contractors must be pre-qualified before participating in the ATP. This pre-qualification process will occur on a limited basis, before the start of each ATP Phase. In addition, the ATP will provide an excellent opportunity for interested local, small and/or minority subcontractors.

If you are interested or know of other contractors who may be interested in participating in this program, please contact us at 210-824-1440 (fax 210-824-1997) to receive Contractor Outreach Information.



Date: December 2, 2005
To: All Interested Contractors
From: THC, Inc. (Acoustical Treatment Consultant)
Subject: Residential Acoustical Treatment Program (ATP)

As you are aware, the City of San Antonio is seeking small to medium-sized local general contractors and subcontractors to participate in the Residential Acoustical Treatment Program (ATP). The ATP is a multi-year program that will provide acoustical treatments to numerous homes located near the San Antonio International Airport. This work primarily includes the replacement of windows and doors, but may also include the installation of air-conditioning systems, water heater replacements, electrical service work, attic insulation and various supporting activities. All general contractors must be pre-qualified in order to participate in the program.

To learn more about participating in this program, please join us at one of the following Contractor Outreach Sessions to be held at the ATP Office, **8610 Broadway, Suite 440, San Antonio, TX** (map enclosed). Each session will last approximately 1 hour.

Tuesday, December 13, 2005	@	10:00 AM
Wednesday, December 14, 2005	@	10:00 AM
Thursday, December 15, 2005	@	3:00 PM
Monday, December 19, 2005	@	3:00 PM
Tuesday, December 20, 2005	@	10:00 AM
Tuesday, December 20, 2005	@	3:00 PM

Due to limited seating capacity, please contact the ATP office with your preferred session date. You may do so by calling 210-824-1440 or via email at cchamness@thcinc.net.

CONTRACTOR

OUTREACH BROCHURE

What homes are eligible for the ATP?

Only properties located within FAA approved noise contour boundaries of 65 DNL or greater are eligible for ATP participation. Homes must be built prior to October 1, 1998 in order to qualify for eligibility. Homeowners interested in participating in the ATP are required to grant to the City of San Antonio an avigation easement (right of over-flight) in exchange for the acoustical treatments. Funding for the ATP is provided by FAA Grants (80%) and local airport funds (20%). No City, County or State taxes are used to fund the ATP.

When is the ATP anticipated to begin?

On April 7, 2005 the City of San Antonio authorized the execution of a Professional Services Contract with the firm of THC, Inc. A 2-year contract was signed in May, 2005, with an option to renew for an additional 2-year term. THC, as the Acoustical Treatment Consultant (ATC), is responsible for the overall execution of the ATP which includes homeowner communication, General Contractor qualification, design, bidding, product procurement and construction. The ATP will consist of numerous phases during the next several years. Each ATP phase may differ in number of bid cycles and number of homes, based on available federal funding levels. The budget will allow for acoustical treatment of approximately 224 homes, anticipated to begin in early 2006.

What type of Acoustical Treatments will the ATP provide?

The ATP provides an array of acoustical treatments to single family homes located within the federally-approved San Antonio International Airport 2004 DNL 65 noise contour maps. Where applicable, the acoustical treatments

- Window & door installations
- Addition of attic cavity insulation
- Installation of ventilation fans
- Central air conditioning (only if none exists)

What type of Contractor opportunities will be available in the ATP?

The ATP will provide the following contractor opportunities for those who are qualified:

- General Contractor
- Subcontractor - Carpentry
- Subcontractor - Mechanical
- Subcontractor - Electrical
- Subcontractor - Insulation
- Subcontractor - Plumbing
- Subcontractor - Masonry/Stucco
- Subcontractor - Metalworker
- Subcontractor - Painting



What are the ATP requirements for General Contractors to participate?

The ATP will be implemented as a "design-build" project, where the ATC (THC, Inc.) will be responsible to the City of San Antonio for all ATP management tasks including general contractor qualification. The number of qualified General Contractors may vary with each ATP Phase, depending on the total number of homes and available funding. To participate in the ATP, interested General Contractors must possess a City of San Antonio Class I Home Improvement Contractor's License and successfully complete the following four (4) steps:

Step One - Residential Work Experience Evaluation

To be selected for ATP participation, General Contractors will be evaluated based on the following qualification criteria:

► Contractor Evaluation - Part A

- residential or similar type construction experience
- primary area of company's experience
- mechanical experience (staff or subcontractor)
- electrical experience (staff or subcontractor)
- insulation experience (staff or subcontractor)
- painting experience (staff or subcontractors)
- stucco / masonry experience (staff or subcontractors)
- claims and/or litigation evaluation
- credit report evaluation
- local office facility
- local warehouse / workshop facility
- DBE/SBEDA contractor & subcontractor participation levels

► Contractor Evaluation - Part B

- current professional affiliation references
- past customer references
- current job site inspection

(Based on their cumulative Part A & B evaluation, the highest scoring general contractors will be selected for Step 2 - Capacity Evaluation)

Step Two - Capacity Evaluation

Once a General Contractor has completed the Residential Work Experience Evaluation identified in Step One above, the ATC will determine and assign a Monthly Bid Award Limit based on the following criteria:

- bonding & insurance limits
- crew size
- number of available sub contractors in each required trade

This award limit is designed to maximize contractor success, while preventing the potential of a General Contractor being awarded more work than they can complete within the ATP 30-day construction period

Step Three - Program Training

Following completion of Steps One and Two, the ATC will then provide necessary training to the selected General Contractors (as well as their subcontractors) in an effort to insure their program success. This training process will be divided into a series of training sessions conducted at the ATC's office, as follows:

► Review of ATP processes

- schedule
- paperwork
- technical specification
- performance requirements
- design documents
- product procurement
- construction management

► Product Installation Training

- window & doors
- duct & attic insulation
- duct sealing



Step Four - Signing of Contractor Eligibility Agreement

At the conclusion of the above contractor training, all qualified General Contractors will receive final qualification and will be required to sign the ATP Contractor Eligibility Agreement before they will be allowed to officially participate.

As a qualified ATP General Contractor, what do my

► Attendance at monthly ATP Contractor Meetings

These meetings provide a venue for communicating the ATP progress, changes, updates and the resolution of construction issues or concerns.

► Attendance at monthly ATP "Contractor Interview Night"

To assist homeowners in their contractor selection process, these meetings provide General Contractors the opportunity to meet with homeowners to communicate their company's strengths and experience. This informal meeting process will allow homeowners the opportunity to learn more about all ATP qualified General Contractors, before making their final contractor selections and will help to insure a "level playing field" between all qualified ATP General Contractors.

► Attendance at monthly ATP "Pre-Bid Open House"

Qualified ATP General Contractors who are selected by homeowners to prepare a bid for their home's acoustical design package must first attend a "Pre-Bid Open House" before submitting their official bid. At the "Pre-Bid Open House", General Contractors will receive from the homeowner the official bid package and have the opportunity to view the property. During this time period, all interested subcontractors and suppliers may also attend in an effort to assist them in their bid preparations.

CONTRACTOR OUTREACH

POWERPOINT PRESENTATION

1

City of San Antonio
Residential Acoustical Treatment Program (ATP)

Contractor Outreach Presentation




 City of San Antonio
Residential Acoustical Treatment Program (ATP)
 

2

Residential Acoustical Treatment Program (ATP)
Contractor Outreach Presentation

PRESENTATION AGENDA



- ① ATP Background
- ② Acoustical Treatment Consultant (ATC)
- ③ Program Highlights
- ④ Acoustical Modifications
- ⑤ General Contractor Qualification
- ⑥ DBE & SBEDA Participation Goals
- ⑦ ATP Process Clarifications
- ⑧ Question & Answer Session


 City of San Antonio
Residential Acoustical Treatment Program (ATP)
 

3

Residential Acoustical Treatment Program (ATP)
Contractor Outreach Presentation



1
ATP Background


 City of San Antonio
Residential Acoustical Treatment Program (ATP)
 

4

Contractor Outreach Presentation
ATP BACKGROUND

- The Federal Aviation Administration (FAA) created the Residential Acoustical Treatment Program (ATP) as a optional strategy for airports to make neighborhoods located in close proximity to the airport more compatible to exterior aircraft noise
- The ATP is a voluntary program for homes located within FAA approved noise exposure contours


 City of San Antonio
Residential Acoustical Treatment Program (ATP)
 

Contractor Outreach Presentation 5
ATP BACKGROUND

- The ATP is funded by two sources:
 - ▶ Federal FAA grant funds (80%)
 - ▶ Airport funds (20%)
- The ATP implementation rate (*# of homes treated*) is based entirely on available funding levels


 City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)
 

Residential Acoustical Treatment Program (ATC)
Contractor Outreach Presentation 6

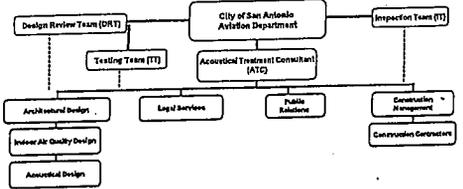


2

ATP Acoustical Treatment Consultant


 City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)
 

Contractor Outreach Presentation 7
ATP Organizational Chart




 City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)
 

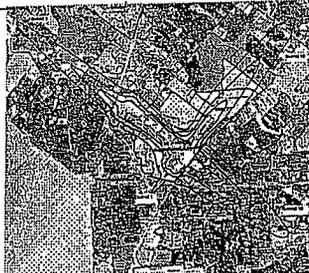
Contractor Outreach Presentation 8
ATP Acoustical Treatment Consultant

- The ATC will be responsible for the following:
 - Homeowner Communication
 - General Contractor Qualification
 - Design Process
 - Bidding Process
 - Payment & Performance Bonding
 - Product Procurement
 - Bonding
 - Construction Process
 - Signing of Legal Documents

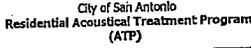

 City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)
 

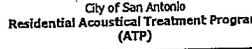
	Residential Acoustical Treatment Program (ATC) ⁹ Contractor Outreach Presentation
 <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 10px auto;">3</div> <h2 style="margin: 0;">ATP Program Highlights</h2>	
 <small>Improving Your Community</small>	<small>City of San Antonio</small> Residential Acoustical Treatment Program (ATP)
	

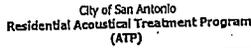
	Contractor Outreach Presentation ¹⁰ ATP Eligibility
	<ul style="list-style-type: none"> ■ Residences located within the 65 Day/Night Level (DNL) and higher noise contours (in NCP Maps and subject to change by FAA) ■ Residences must be built prior to October 1, 1998 ■ Homeowners are required to provide the City of San Antonio with an Avigation Easement in exchange for the ATP acoustic treatments
 <small>Improving Your Community</small>	<small>City of San Antonio</small> Residential Acoustical Treatment Program (ATP)
	

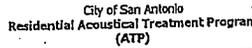
	Contractor Outreach Presentation ¹¹ Approved 2004 DNL Noise Contour
	
 <small>Improving Your Community</small>	<small>City of San Antonio</small> Residential Acoustical Treatment Program (ATP)
	

	Contractor Outreach Presentation ¹² ATP Projected Implementation
	<ul style="list-style-type: none"> ■ ATP Phase 1 implementation estimated to begin early 2006 with approximately ninety-eight (98) homes ■ ATP implementation pace will be strictly contingent on FAA & San Antonio funding levels
 <small>Improving Your Community</small>	<small>City of San Antonio</small> Residential Acoustical Treatment Program (ATP)
	

Contractor Outreach Presentation ATP Contractor Opportunity	13
<ul style="list-style-type: none"> ■ Excellent long-term work opportunities for local general contractors, sub-contractors and suppliers ■ Excellent long-term work opportunities for local minority & small businesses 	
  	

Contractor Outreach Presentation ATP Program Security	14
<ul style="list-style-type: none"> ■ All ATP Staff will be issued photo-ID security badges: <ul style="list-style-type: none"> - ATC Management Staff - City of San Antonio Staff - Contractors - Subcontractors - Suppliers ■ During construction, the Contractor will provide each home with a lock-box to insure home access 	
  	

Contractor Outreach Presentation ATP Bid Method	15
<ul style="list-style-type: none"> ■ The ATP will utilize a "Single Parcel Design-Build" bid method ■ THC will be responsible for managing all ATP team members 	
	
  	

Contractor Outreach Presentation ATP Bid Method	16
<ul style="list-style-type: none"> ■ Each home will represent an independent construction contract ■ Homeowners will select three (3) qualified general contractors to bid on their home's unique acoustical treatment design 	
  	

Contractor Outreach Presentation
ATP Bid Method 17

■ In a "Single Parcel Design-Build" bid method, the ATC will be directly responsible for:

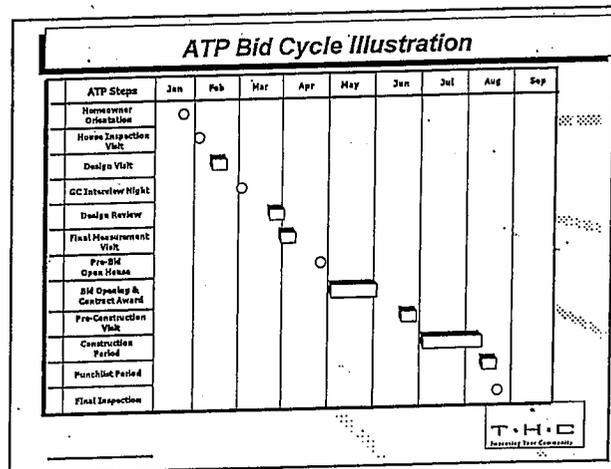
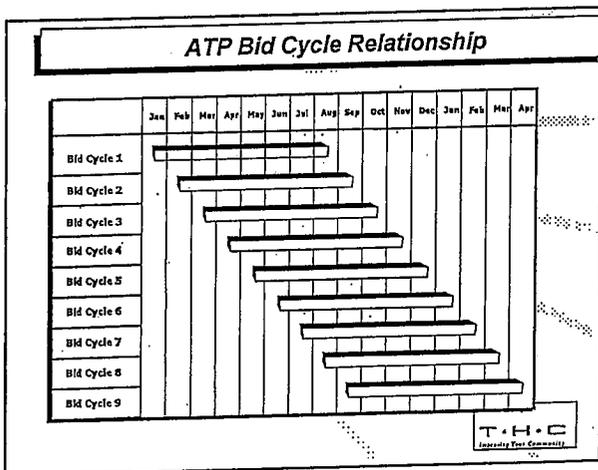
- Homeowner Liaison Services
- Acoustic Design Development
- General Contractor Qualification
- Bid Process
- Product Procurement (*acoustic products*)
- Construction Management
- Payment Processing
- Legal Document Processing


 City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)
 

Contractor Outreach Presentation
ATP Monthly Bid Cycles 18

- The ATP will be implemented utilizing a series of Monthly Bid Cycles within each program phase, each representing a seven (7) month period
- The ATC will assign a specific number of homes to each Monthly Bid Cycle, based on available funding
- Each month a new ATP Bid Cycle will begin, ensuring that ATP activities will be in continual motion (*without downtime*)


 City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)
 



Contractor Outreach Presentation 21
Projected ATP Phase 1 Schedule

Bid Cycle 1 - 5 homes
Bid Cycle 2 - 7 homes
Bid Cycle 3 - 14 homes
Bid Cycle 4 - 18 homes
Bid Cycle 5 - 18 homes
Bid Cycle 6 - 18 homes
Bid Cycle 7 - 18 homes
TOTAL 98 homes



City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)



Contractor Outreach Presentation 22
Projected ATP Phase 2 Schedule

Bid Cycle 8 - 18 homes
Bid Cycle 9 - 18 homes
Bid Cycle 10 - 18 homes
Bid Cycle 11 - 18 homes
Bid Cycle 12 - 18 homes
Bid Cycle 13 - 18 homes
Bid Cycle 14 - 18 homes
TOTAL 126 homes



City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)



Residential Acoustical Treatment Program (ATC) 23
Contractor Outreach Presentation



4 ATP Acoustic Modifications

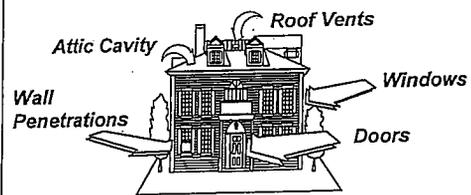


City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)



THE SCIENCE OF ACOUSTICAL TREATMENT 24

Reducing the Infiltration of Air & Noise into the Home



City of San Antonio
 Residential Acoustical Treatment Program
 (ATP)



THE SCIENCE OF ACOUSTICAL TREATMENT 25

The goal of the Acoustical Treatment Program will be to reduce the interior noise level in a home by a minimum of **5 Decibels**

A reduction of 5 decibels is equivalent to "doubling" the distance of the aircraft from your roof....



T·H·C
Empowering Your Community

City of San Antonio
Residential Acoustical Treatment Program
(ATP)



Contractor Outreach Presentation Typical ATP Acoustic Package 26

- Window Treatments
- Door Treatments
- Attic Insulation*
- Ventilation Fans*
- Central Air Conditioning*
- Gas Water Heater Replacements*



**Only where applicable; based on ATP design policies*

T·H·C
Empowering Your Community

City of San Antonio
Residential Acoustical Treatment Program
(ATP)



Contractor Outreach Presentation Window Treatment Summary 27

- Total window replacements
(new acoustic replacement windows)
- or
- Addition of exterior aluminum acoustic storm window to an existing window



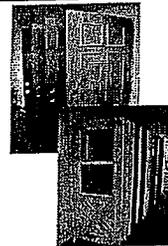
T·H·C
Empowering Your Community

City of San Antonio
Residential Acoustical Treatment Program
(ATP)



Contractor Outreach Presentation Door Treatment Summary 28

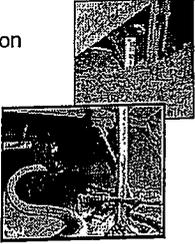
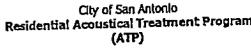
- Total door replacements
(new acoustic replacement doors)
- or
- Addition of exterior aluminum acoustic storm door to an existing door

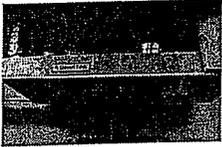
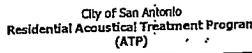


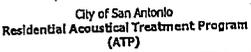
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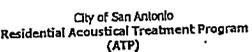
City of San Antonio
Residential Acoustical Treatment Program
(ATP)

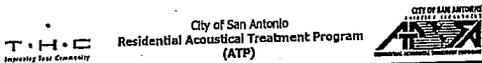


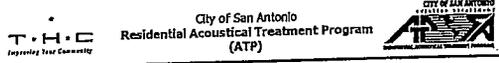
Contractor Outreach Presentation 29	
Insulation Treatment Summary	
<ul style="list-style-type: none"> ■ Addition of cellulose insulation in attic cavity ■ Ductwork sealing ■ Attic bypass sealing 	
  	

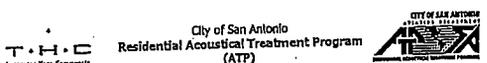
Contractor Outreach Presentation 30	
Ventilation Modification Summary	
<p>To insure proper ventilation exchange rates between interior and exterior air, the following ventilation fans may be provided:</p> <ul style="list-style-type: none"> ■ Standard ventilation fan ■ Continual-running ventilation fan 	
	
  	

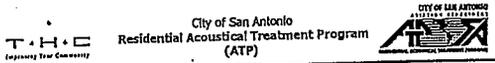
Contractor Outreach Presentation 31	
Water Heater Replacement	
<p>Due to potential carbon monoxide (CO) back-drafting concerns, gas water heaters may be replaced with:</p> <ul style="list-style-type: none"> ■ "Direct vent" gas water heater ■ Electric water heater 	
  	

Contractor Outreach Presentation 32	
Air Conditioning Treatment Summary	
<p>Homes <u>without</u> central air conditioning will receive a new central air conditioning system that may include some or all of the following:</p> <ul style="list-style-type: none"> ■ Central AC components ■ Required ductwork ■ Electrical service upgrade ■ Ductless AC unit(s) ■ Removal & infilling of wall air conditioning units 	
	
  	

Contractor Outreach Presentation Air Conditioning Treatment Summary	33
<p>In the event homes with <u>existing</u> Central AC Systems have rooms that are not cooled by ducts, the ATP may include the following modifications:</p> <ul style="list-style-type: none"> ■ Ductwork additions ■ Ductless AC unit 	
	
	

Contractor Outreach Presentation Subcontractor Opportunities	34
<p>Based on these ATP acoustical treatments, the following is a list of the potential subcontractor areas:</p> <ul style="list-style-type: none"> ■ Carpentry ■ Mechanical ■ Electrical ■ Insulation ■ Painting ■ Stucco / Masonry 	
	

Residential Acoustical Treatment Program (ATC) Contractor Outreach Presentation	35
	
<p>5 ATP General Contractor Qualification Process</p>	
	

Contractor Outreach Presentation General Contractor Qualification	36
<ul style="list-style-type: none"> ■ Before the start of each ATP Phase, the ATC will qualify general contractors to participate based on a <u>4-Step qualification process</u> ■ The number of ATP qualified general contractors will be directly based on number of anticipated homes within each ATP Phase 	
	

Contractor Outreach Presentation 4-Step Certification Process	37
<ul style="list-style-type: none"> ■ STEP 1 - Contractor Evaluation ■ STEP 2 - Capacity Evaluation ■ STEP 3 - Program Training ■ STEP 4 - Signing of Eligibility Agreement 	

Contractor Outreach Presentation Step 1 – Contractor Evaluation	38
<p>The ATP Contractor Evaluation process will consist of detailed review and analysis of the following two (2) areas:</p> <ul style="list-style-type: none"> ■ Contractor Experience ■ Contractor References 	
<p>The ATC will score the above evaluations utilizing a point system</p>	

Contractor Outreach Presentation Contractor Experience Evaluation	39
<p>The ATC will evaluate a contractor's construction experience (<i>staff and/or subcontractor</i>) in the following areas:</p> <ul style="list-style-type: none"> ■ Company's primary area of experience ■ Construction experience (<i>residential or similar</i>) ■ Mechanical experience ■ Electrical experience ■ Insulation experience ■ Painting experience ■ Masonry/stucco experience 	

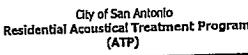
Contractor Outreach Presentation Contractor Experience Evaluation	40
<p>In addition, the ATC will evaluate these additional important areas:</p> <ul style="list-style-type: none"> ■ Claims and/or litigation ■ Credit reports ■ DBE & SBEDA participation potential ■ Local office ■ Local warehouse facility 	

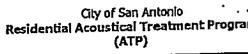
Contractor Outreach Presentation Contractor Reference Evaluation	41
<p>For the contractors that score the highest in the Contractor Experience Evaluation process, the ATC will then conduct an evaluation of the contractor's references in the following areas:</p> <ul style="list-style-type: none"> ■ Professional affiliations ■ Past customers ■ Current job site inspections 	

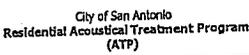
Contractor Outreach Presentation Contractor Evaluation Scoring	42
<p>Based on points received in the ATC's evaluation of a contractor's experience and references, <u>only</u> the highest scoring contractors will advance to the next step in the ATP Contractor Qualification process: (Step 2 - Capacity Evaluation)</p>	

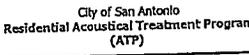
Contractor Outreach Presentation Step 2 – Capacity Evaluation	43
<p>To contractors that advance from Step 1, the ATC will conduct an evaluation of their company's current capacity based on:</p> <ul style="list-style-type: none"> ■ Bonding limits ■ Crew size ■ Number of available subcontractors 	

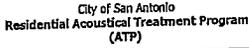
Contractor Outreach Presentation Step 2 – Capacity Evaluation	44
<ul style="list-style-type: none"> ■ Based on the findings of the capacity evaluation, the ATC will assign an <u>ATP Monthly Award Limit</u> to each contractor ■ The <u>ATP Monthly Award Limit</u> is designed to insure contractor success by limiting the number construction contract awards in a Monthly Bid Cycle, based directly on a contractors' capacity 	

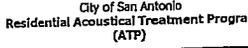
45	<p>Contractor Outreach Presentation</p> <h3>Step 2 – Capacity Evaluation</h3>
<ul style="list-style-type: none"> ■ In Phase 1 the <u>ATP Monthly Award Limit</u> may vary between one (1) to eight (8) homes ■ The <u>ATP Monthly Award Limit</u> can be adjusted between Monthly Bid Cycles, depending on capacity adjustments made by the contractor 	
  	

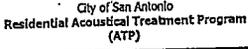
46	<p>Contractor Outreach Presentation</p> <h3>Step 3 – Program Training</h3>
<ul style="list-style-type: none"> ■ Following completion of Steps 1 & 2, the ATP will provide specialized program training to all selected contractors in an effort to increase success ■ This ATP contractor training will include two (2) primary areas: <ol style="list-style-type: none"> 1. ATP procedure review 2. Specialty product installation 	
  	

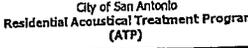
47	<p>Contractor Outreach Presentation</p> <h3>Step 3 – Program Training</h3>
<p>The ATP procedure review training will include:</p> <ul style="list-style-type: none"> ■ Bid Cycle Schedule overview ■ Construction paperwork review ■ Specification review ■ Performance requirements overview ■ Design document review ■ Construction management review ■ Payment process review 	
  	

48	<p>Contractor Outreach Presentation</p> <h3>Step 3 – Program Training</h3>
<p>The ATP product installation training will include:</p> <ul style="list-style-type: none"> ■ Acoustic window installation ■ Acoustic door installation ■ Insulation techniques ■ Duct sealing techniques ■ Ventilation fan installation 	
  	

Contractor Outreach Presentation 49	
Step 4 – Signing of Contractor Eligibility Agreement	
<ul style="list-style-type: none"> ■ Upon successful completion of Steps 1-3, all contractors will be required to sign the ATP Contractor Eligibility Agreement, which binds them to all ATP program responsibilities 	
  	

Contractor Outreach Presentation 50	
Contractor Required Monthly Sessions	
<ul style="list-style-type: none"> ■ ATC Construction meeting ■ Contractor Interview Night ■ Pre-Bid Open House (if selected to bid) ■ Pre-Construction meeting (if awarded) ■ Special meetings when required 	
  	

Residential Acoustical Treatment Program (ATC) 51	
Contractor Outreach Presentation	
	
6 DBE & SBEDA Participation Goals	
  	

Contractor Outreach Presentation 52	
DBE Participation Goals	
<ul style="list-style-type: none"> ■ Consistent with federal funding requirements, the ATC will assign a Disadvantaged Business Enterprise (DBE) participation % goal to ATP Phase 1 construction contracts ■ This DBE participation % goal per contract may range between 0% to 20%, depending on the degree of acoustical treatments and subcontractor opportunities 	
  	

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Contractor Outreach Presentation DBE Participation Goals

- On the ATP bid form, all general contractors will be required to identify (*in both \$ and %*) how they will meet the pre-assigned DBE participation % goal
- Only DBE general contractors and subcontractors certified by the South Central Texas Regional Certification Agency can be utilized to meet these goals



City of San Antonio
Residential Acoustical Treatment Program
(ATP)



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Contractor Outreach Presentation SBEDA Participation Goals

- In addition to federal DBE participation goals, the City of San Antonio Small Business Economic Development Advocacy (SBEDA) has also established these additional minority participation goals for ATP construction contracts:

Minority Business Enterprise (MBE)	24.0%
Woman-Owned Business Enterprise (WBE)	11.0%
African American Business Enterprise (AABE)	1.5%
Small Business Enterprise (SBA)	50.0%



City of San Antonio
Residential Acoustical Treatment Program
(ATP)



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Contractor Outreach Presentation SBEDA Participation Goals

- Although contractors will not be required to document compliance with SBEDA participation goals in the ATP bid documents, the ATC will monitor overall compliance among all contractors within each ATP Monthly Bid Cycle
- This process will insure maximum DBE & SBEDA participation in the ATP, satisfying both the Federal Aviation Administration (FAA) and the City of San Antonio



City of San Antonio
Residential Acoustical Treatment Program
(ATP)



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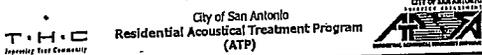
Contractor Outreach Presentation DBE & SBEDA Guest Speakers

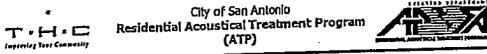
- **Norma Flores**
City of San Antonio
DBE Liaison – San Antonio International Airport
- **Grace Luna**
City of San Antonio
Economic Development

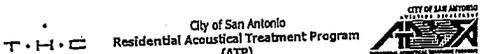


City of San Antonio
Residential Acoustical Treatment Program
(ATP)



57	Residential Acoustical Treatment Program (ATC) Contractor Outreach Presentation
	
7 ATP Process Clarifications	
	

58	Contractor Outreach Presentation ATP Process Clarifications
<ul style="list-style-type: none"> ■ Given the Design Build process, the ATC will assume responsibility of procuring all window and door products, including security bars. ■ Qualified general contractors will be responsible for the procurement of all remaining miscellaneous construction materials as well as all materials required for insulation, mechanical, electrical and ventilation modifications (<i>if specified in designs</i>) 	
	

59	Contractor Outreach Presentation ATP Process Clarifications
<ul style="list-style-type: none"> ■ Upon a successful final completion inspection, the ATC will make one (1) payment representing 100% of the contract value ■ The ATC will process payments twice a month: <ul style="list-style-type: none"> ■ 15th day of the month ■ 30th day of the month 	
	

60	Contractor Outreach Presentation ATP Process Clarifications
<ul style="list-style-type: none"> ■ Due to City of San Antonio payment process requirements, an ATP general contractor should receive payment no later than 45 days from the program's receipt of a fully completed Request for Payment 	
	

Residential Acoustical Treatment Program (ATC) ⁶¹
Contractor Outreach Presentation



8 **Question & Answer Session**

T.H.C.
Identity and Creativity

City of San Antonio
Residential Acoustical Treatment Program
(ATP)



CONTRACTOR OUTREACH

DATABASE

Contractor Outreach Database

4/28/2006

Contractor Name	Address	City	Zip	Contact Person	Business	Application Rec'd	Qualified
Mechanical Air & Heating	7770 Schultz Rd.	Elmendorf	78112	Bubba White	HVAC		
strom Constructive Services	611 Coronet Street	San Antonio	78216	Russell Ahlstrom	GC		
Jireh Services	5122 Leonhardt Rd.	San Antonio	78233	Javier Martinez	HVAC / Plumbing		
Source Equipment Company	P. O. Box 831106	San Antonio	78283	Frank Lee Caroenas	HVAC		
Star Heating & Air Conditioning	12127 Jones Maltzberger	San Antonio	782147	Joe Munoz	HVAC		
Stream Air Conditioning	1216 Hoefgen Avenue	San Antonio	78210	Richard Flores	HVAC		
istad Mechanical LLC	P. O. Box 461265	San Antonio	76246-1265	Robert Sanchez, Vice President	Plumbing		
istad Mechanical LLC	5394 Prancing Deer	Bulverde	78163	Robert Sanchez	Plumbing		
squez Electric LLC	P. O. Box 7393	San Antonio	78207	Henry Bosquez, Owner	Electrical		
usiness World Company	131 E. Grayson Street	San Antonio	78208	Carlos Cardenas, President	GC	12/15/05	Yes
ownhill Builders, Inc.	2141 NW Military Highway	San Antonio	78213	Robert Hoek	GC	2/1/06	Yes
Services	1206 W. Agarita	San Antonio	78201	David Guerrero, Owner	GC	1/06/06	Yes
Tamez Commercial Refrigeration	2403 North Zarzamora	San Antonio	78201	Mari Tamez	HVAC		
Tamez Commercial Refrigeration, Heating & AC	2403 North Zarzamora	San Antonio	78201	Mari Tamez	HVAC		
Flume	708 W. Summit	San Antonio	78212	Dean Flann	GC		

Contractor Name	Address	City	Zip	Contact Person	Business	Application Rec'd	Qualified
Flume	708 W. Summit	San Antonio	78212	Dean Flann	GC		
Air Conditioning & Heating	7114 Oaklawn Drive	San Antonio	78229	Enrique Zuniga, President / CEO	HVAC		
st Choice Insulation	17200 1 State Hwy. 16	Helotes	78023	Ed Gonzales	Insulation		
st Choice Insulation	17200 1 State Hwy. 16	Helotes	78023	Ed Gonzalez	Insulation		
Enterprises LLC	8027 Shady Hollow	San Antonio	78255	Jeff Spalding	Masonry		
Enterprises LLC	8027 Shady Hollow	San Antonio	78255	Jeff Spalding	Masonry		
VR, Inc.	2002 N.W. Military Hwy. Suite 7	San Antonio	78213	Conny Klufas, Sr. Estimator	GC		
obe Construction	5710 Ozark Street	San Antonio	78201	Benjamin Martinez	GC		
een Earth Group LLP	P. O. Box 6227	San Antonio	78209	Thomas Martin	GC		
ndrick Painting	20770 Hwy. 281 N., #105- 107	San Antonio	78258	Dan Hendrick, Owner	Painting		
hmann Development Services	2560 Boardwalk St.	San Antonio	78217	Ashley Hohmann	GC	1/13/06	Yes
ex	3308 Broadway; Suite 300	San Antonio	78209	Jaime Hurtado	GC	1/13/06	Yes
Gordon, Inc.	15802 Redwoods Manor	San Antonio	78247	Rod Gordon, Manager	GC	1/12/06	Yes
Sanchez Contracting	303 Clarence Tinker Dr. Suite 103	San Antonio	78226	Joe Sanchez, Owner	GC		
D Enterprises	217 Michelle Drive	Converse	78109	Jack Sherouse	GC		

Contractor Name	Address	City	Zip	Contact Person	Business	Application Rec'd	Qualified
G Integrated Construction	220 Avondale	San Antonio	78223	Joseph Gonzales, Owner	GC	1/13/06	Yes
M-C Enterprises, Inc.	8400 North Mopac Expressway, Suite 304	Austin	78759	Kimberly Clakley, President	GC		
Pro Tech Service Company	11926 Warfield Street	San Antonio	78216	Steve Vannoy, General Manager	HVAC		
Donlight Mechanical	7859 Farlin Park Drive	San Antonio	78249	Sergio Cantu	HVAC		
Home Solutions	18720 Stone Oak Parkway; Suite 117	San Antonio	78258	Janet Fischer	GC		
Cliff Construction	Oak Cliff Acres	Bulverde	78163	R. L. Wanek	GC		
Cliff Construction	Oak Cliff Acres	Bulverde		R. L. Wanek	GC		
Construction & Design	12211 Poinciana	San Antonio	78245	Manuel Ortiz, Owner	GC	1/20/06	Yes
A. Miller Construction Services	2107 N. St. Mary's	San Antonio		Paul Miller	GC		
Construction Company	2207 Danbury Drive	San Antonio	78217	Elgin Pape	GC	2/15/06	Yes
ioenix Masonry	P. O. Box 831106	San Antonio	78283	Albert Caroenas	Masonry, Drywall, Painting		
ioenix Masonry	P. O. Box 831106	San Antonio	78283	Albert Caroenas	Masonry, Drywall		
Home Improvements	11031 Wye Street, Suite 113	San Antonio	78217	Juan Tapia	GC	1/10/06	Yes
udent Environment Services	8918 Tesoro, Suite 109	San Antonio	78217	Prakash Raja, Vice President	GC	1/13/06	No
Quality Construction	16711 Mt. Everest Street	San Antonio	78232	Larry R. Crane	GC		

Contractor Name	Address	City	Zip	Contact Person	Business	Application Rec'd	Qualified
Quality Construction	16711 Mt. Everest St.	San Antonio	78232	Larry Crane	GC		
Quality Remodelers	1806 W. Gramercy	San Antonio	78201	Larry Alston, General Manager	GC		
Wood and Adams Masonry	136 Old San Antonio Road	Boerne	78006	Terry Adams	Masonry		
Albino Group	314 East Commerce, S304	San Antonio	78205	Danny Benavidez	GC		
Albino Group LLC	314 East Commerce, Suite 304	San Antonio	78205	Danny Benavidez	GC		
Albino Painting	132 Dora Street	San Antonio	78212	Maria Salomon, Owner	Painting		
Albino Building & Lighting Services, Inc.	306 Northaven	San Antonio	78229-3608	Sandra Robles	Electrical		
Albino Air Conditioning & Heating	5650 Grissom Road, #1404	San Antonio	78238	Martin Hope	HVAC		
Albino Air Conditioning & Heating	5650 Grissom Rd. #1404	San Antonio	78238	Martin Hope, Owner	HVAC		
Albino Southwest Exteriors	2517 Boardwalk	San Antonio	78217	Scott Barr	GC	1/13/06	Yes
Albino Home Commercial Refrigeration	2403 N. Zarzamora	San Antonio	78201	Mari Tamez	HVAC		
Albino Home Remodeling Services	4285 Havenrock	San Antonio	78259	Tom Ehlinger, Owner	GC		
Albino Home Building & Home Improvement	10615 Manor Creek	San Antonio	78245	Antonio Barraza	GC	1/11/06	Yes
Albino Home Repair Company	14427 Brook Hollow Blvd. #130	San Antonio	78232	Richard Tharnish, President	GC	1/06/06	No
Albino Home Services	111 E. Rhapsody	San Antonio	78216	Roger Jackson	HVAC		

Contractor Name	Address	City	Zip	Contact Person	Business	Application Received	Qualified
ette Construction	15701 Henderson Pass	San Antonio	78232	Nard or Trey Tollette	GC		
erwood Flooring	855 Rittimen Street	San Antonio	78209	James Underwood	GC		
erwood's Flooring	855 Rittimen Street	San Antonio	78209	James Underwood	GC		
liams-Hirsch Custom Builders	13333 Blanco Road; Suite 216	San Antonio	78216	Jim Williams	GC	2/8/06	Yes
n-Con Enterprises, Inc.	P. O. Box 700230	San Antonio	78270	Michael Millman	GC	1/13/06	Withdrawn

GENERAL CONTRACTOR

APPLICATION



GENERAL CONTRACTOR APPLICATION

**APPLICATIONS MUST BE SUBMITTED TO THE ATP OFFICE LOCATED AT
8610 BROADWAY, SAN ANTONIO, TX 78217 ON OR BEFORE JANUARY 13, 2006**

(Note: Application must be completed in its entirety. Partial applications will not be considered)

Company Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Email (Optional): _____

San Antonio Class I Home Improvement Contractor's License No. _____

1. Company Years of Residential or Similar Construction Experience _____ Yrs.

2. Primary Area of Company Residential or Similar Construction Experience:
(Number in order of primary work activity, as applicable.)

- ___ Window / Door Replacement Specialist
- ___ New Construction and/or Building Additions
- ___ Remodeling Inside Existing Building Footprint
- ___ Exterior Work (i.e. Siding, Roofing, Trim, etc.)
- ___ General Repair Work

3. Years of In-House Residential Mechanical Experience: _____ Years

If none, list mechanical subcontractors utilized: (List at least one)

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

4. Years of In-House Residential Electrical Experience: _____ Years

If none, list electrical subcontractors utilized: (List at least one)

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

5. Years of In-House Residential Insulation Experience: _____ Years

If none, list insulation subcontractors utilized: (List at least one)

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

6. Years of In-House Residential Painting Experience: _____ Years

If none, list painting subcontractors utilized: (List at least one)

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

7. Years of In-House Residential Stucco/Masonry: _____ Years

If none, list stucco subcontractors utilized: (List at least one)

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

Name: _____ Years of Experience _____
Check Certifications: DBE ___ SBE ___ MBE ___ AABE ___ WBE ___

11. Does your office facility consist of: (check one)

- Full-time staffed office
- Part-time staffed office - State no. of hours per day _____
- Non-staffed office

12. Do you have on-line access? Yes _____ No _____

13. Do you have a warehouse / workshop facility? Yes _____ No _____

Is your warehouse / workshop insured? Yes _____ No _____

14. Please provide a minimum of five (5) professional references (i.e. other contractors, suppliers, banking, architectural/designers, etc.).

Name _____
Address _____
Phone _____

15. Please provide a minimum of five (5) past customer references:

Name _____
Address _____
Phone _____
Type of work performed: _____

Name _____
Address _____
Phone _____
Type of work performed: _____

Name _____
Address _____
Phone _____
Type of work performed: _____

Name _____
Address _____
Phone _____
Type of work performed: _____

Name _____
Address _____
Phone _____
Type of work performed: _____

Name _____
Address _____
Phone _____
Type of work performed: _____

Name _____
Address _____
Phone _____
Type of work performed: _____

16. Provide information on one (1) active job site:

Name _____
Address _____
Phone _____
Type of work performed: _____

I attest the foregoing information to be true and accurate.

Name _____
Signature _____ Date: _____

GENERAL CONTRACTOR
REFERENCE CHECK – PAST CLIENTS

Contractor: _____ Date: _____
Reference : _____ Confirmed By: _____

- How was the quality of the workmanship?

- How timely was the contractor during the course of the job?

- Were you happy with his/her attitude when problems would arise?

- How were the subcontractors (if any) and workers that were on the job?

- Did they keep the job site clean and safe?

- Was the Contractor himself on the job to supervise?

GENERAL CONTRACTOR
PROFESSIONAL REFERENCE CHECK

Contractor: _____ Date: _____
Reference : _____ Confirmed By: _____

- How long has your business been providing services to (name of contractor)?

- What percentage of your business is repeated business with (name of contractor)?

- Would you without hesitation refer (name of contractor) to other professional businesses?

- What products and services do you offer (name of contractor)?

- What type of service does (name of contractor) provide?

- How has your financial services experience been with (name of contractor)?

San Antonio Residential Acoustical Treatment Program (ATP)
GENERAL CONTRACTOR EVALUATION

Part A Professional Experience & Company Evaluation (100 total points)

- 1. Company years of residential or similar construction experience 20 points**
- | | |
|----------|------|
| 10 years | (20) |
| 9 years | (19) |
| 8 years | (18) |
| 7 years | (17) |
| 6 years | (16) |
| 5 years | (15) |
| 4 years | (10) |
| 3 years | (8) |
| 2 years | (4) |
| 1 year | (2) |

- 2. Primary area of Company residential or similar construction experience 15 points**
- | | |
|---|------|
| -window and door replacement specialist | (15) |
| -new construction and/or additions | (10) |
| -remodeling inside existing building footprint | (5) |
| -exterior work (i.e. siding, roofing, trim, etc.) | (2) |
| -general repair work | (1) |

- 3. Associated Residential Subcontractor experience 12 points**
- | | | | |
|--|------------|-----------------|-----|
| | Mechanical | 10-15 years+ | (6) |
| | | 5-10 years | (4) |
| | | < 5 years | (2) |
| | Electrical | 10 to 15 years+ | (2) |
| | | 5 to 10 years | (1) |
| | | < 5 years | (0) |
| | Insulation | 10 to 15 years+ | (2) |
| | | 5 to 10 years | (1) |
| | | < 5 years | (0) |
| | Painting | 5 to 15 years+ | (1) |
| | | < 5 years | (0) |
| | Masonry | 5 to 15 years+ | (1) |
| | | < 5 years | (0) |

- 4. Claims and/or Litigation Evaluation 10 points**

- 5. Credit Report Evaluation 10 points**
- | | |
|------------------|------|
| Submitted Report | (10) |
| No Submission | (0) |

6. Local Office Facility		5 points
full-time staffed office facility	(5)	
part-time staffed office facility	(2)	
non-staffed office facility	(0)	
<hr/>		
7. Local Warehouse / Workshop Facility		8 points
insured warehouse/workshop	(8)	
uninsured warehouse/workshop	(2)	
no warehouse/workshop	(0)	
8. DBE / SBEDA General Contractor Certification Status		10 points (accumulative)
DBE Status	(5)	
SBEDA Status	(5)	
9. DBE / SBEDA Subcontractor Certification Status		10 points (accumulative)
Mechanical	DBE (1) SBEDA (1)	
Electrical	DBE (1) SBEDA (1)	
Plumbing	DBE (1) SBEDA (1)	
Insulation	DBE (1) SBEDA (1)	
Masonry/Stucco	DBE (1) SBEDA (1)	

(Based on their cumulative Part A points, the highest scoring general contractors will be selected for Part B evaluation)

Part B References & Job Site Inspection (75 total points)

- 1. Current Professional References** **15 points**
An evaluation of three (3) random professional affiliations (such as other contractors, suppliers, bank, architect, etc.) regarding contractor's overall trade knowledge, general business practices, communication skills, and professional demeanor & disposition
- 2. Past Customer References** **25 points**
An evaluation of three (3) random past customers regarding contractor's overall quality of work, communication skills, timeliness of completion, responsiveness and cleanliness of work site
- 3. Current Job Site Inspection** **35 points**
An evaluation of one (1) current residential job site inspection will be made to determine contractor's overall quality of work, cleanliness of work site and overall client satisfaction

(Based on their cumulative Part A & Part B points, highest scoring general contractors will be selected, based on San Antonio ATP implementation pace and funding levels)

ATP CONTRACTOR SCORE SHEET

Company Name _____

Final Score

Part A

		<u>Points</u>
Years of Experience		<input style="width: 80%; height: 20px;" type="text"/>
Primary area of Construction Experience		<input style="width: 80%; height: 20px;" type="text"/>
Years of Subcontractor Experience		
Mechanical	<input style="width: 40px; height: 20px;" type="text"/>	
Electrical	<input style="width: 40px; height: 20px;" type="text"/>	
Insulation	<input style="width: 40px; height: 20px;" type="text"/>	
Painting	<input style="width: 40px; height: 20px;" type="text"/>	
Stucco/Masonry	<input style="width: 40px; height: 20px;" type="text"/>	
Total	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 80%; text-align: center;" type="text" value="0"/>

Claims/Litigation		<input style="width: 80%; height: 20px;" type="text"/>
Credit Report		<input style="width: 80%; height: 20px;" type="text"/>
Office Facility		<input style="width: 80%; height: 20px;" type="text"/>
Warehouse		<input style="width: 80%; height: 20px;" type="text"/>
General Contractor Certification		<input style="width: 80%; height: 20px;" type="text"/>
Subcontractor Certification		<input style="width: 80%; height: 20px;" type="text"/>
TOTAL POINTS - PART A		<input style="width: 80%; text-align: center;" type="text" value="0"/>

Part B

Current References		<input style="width: 80%; height: 20px;" type="text"/>
Customer References		<input style="width: 80%; height: 20px;" type="text"/>
Job Site		<input style="width: 80%; height: 20px;" type="text"/>
TOTAL POINTS - PART B		<input style="width: 80%; text-align: center;" type="text" value="0"/>

LIST OF QUALIFIED GENERAL CONTRACTORS

Business World Company
127 E. Grayson Street
San Antonio, TX 78215
210-223-1217

J Gordon Inc.
15802 Redwoods Manor
San Antonio, TX 78247
210-404-2087

Crownhill Builders, Inc.
2141 NW Military Highway
San Antonio, TX 78213
210-344-0297

Manuel Ortiz Construction, LLC
12211 Poinciana
San Antonio, TX 78245
210-679-7385

DG Services
1206 W. Agarita
San Antonio, TX 78201
210-828-4747

Pape Construction Co.
2207 Danbury Drive
San Antonio, TX 78217
210-822-9217

Hohmann Development Services
2560 Boardwalk
San Antonio, TX 78217
210-341-5650

Pride Home Improvements
11031 Wye Street, Suit 113
San Antonio, TX 78217
210-655-4263

Intex General Contractors, LLC
3308 Broadway, Suite 300
San Antonio, TX 78209
210-616-6330

Southwest Exteriors
2517 Boardwalk
San Antonio, TX 78217
210-828-5555

J.G.G. Integrated Construction L.L.C.
220 Avondale
San Antonio, TX 78223
210-275-7819

Texas Building & Home Improvements
4510 County Road 3841
San Antonio, TX 78253
210-889-9746

LIST OF SUBCONTRACTORS

NAME
ADDRESS
CITY, STATE, ZIP CODE
PHONE NUMBER

DATE

NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Re: **City of San Antonio Residential Acoustical Treatment Program (ATP)
General Contractor Qualification Process**

Dear _____

The City of San Antonio Residential Acoustical Treatment Program (ATP) has completed its evaluation of all general contractors who submitted applications for qualification. We are pleased to announce that your company has been chosen as a candidate to become a Qualified ATP General Contractor.

A mandatory Informational Meeting for all Qualified General Contractors will be held as follows:

<u>When:</u>	DATE
<u>Time:</u>	TIME
<u>Where:</u>	ATP Office 8610 Broadway; Suite 440; San Antonio, TX 78217

This meeting will review the program's progress to date, general contractor ATP requirements and expectations, and review the protocol for the General Contractor Interview Night scheduled for Tuesday, April 4, 2006 at 6:30 P.M. We will discuss the process for collecting information about your company which will assist us in the preparation of brochures for distribution to homeowners. The timing of Contractor Training Sessions and preparation of ATP identification badges will also be discussed. We anticipate that the meeting should last approximately two (2) hours.

If you have any questions, please don't hesitate to contact me. We look forward to seeing you on **DATE AND TIME.**

Sincerely,

Cheryl Chamness
Program Manager

**CITY OF SAN ANTONIO
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM (ATP)**

CONTRACTORS TRAINING REQUIREMENTS

1. Session I Completion
2. Session II Completion
3. Attendance at Homeowner Orientation
4. Completion of General Contractor Notebook
5. Lead Paint Safety Training
6. Signing of General Contractor Participation Agreement
7. Attendance at Manufacturers Training Sessions

GENERAL CONTRACTOR

TRAINING SESSION NO. 1

POWERPOINT PRESENTATION

T.H.C. Residential Acoustical Treatment Program (ATP)
Improving Your Community

CITY OF SAN ANTONIO
OFFICE OF COMMUNITY DEVELOPMENT
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

CONTRACTOR TRAINING SESSION 1

ATP
General Contractor
Training Session 1



T.H.C. Residential Acoustical Treatment Program (ATP)
Improving Your Community

CITY OF SAN ANTONIO
OFFICE OF COMMUNITY DEVELOPMENT
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

CONTRACTOR TRAINING SESSION 1

WELCOME!

The following have been approved by the Acoustical Treatment Consultant (ATC) for candidacy to become a qualified General Contractor in the ATP Phase I:

- † Business World Company
- † Crownhill Builders Inc.
- † DG Services
- † Hohmann Development Services
- † Intex General Contractors
- † JGG Integrated Construction
- † J. Gordon Inc.
- † Ortiz Construction & Design
- † Pape Construction Company
- † Pride Home Improvements
- † Southwest Interiors
- † Texas Building & Home Improvement
- † Williams-Hirsch Custom Builders
- † Win-Con Enterprises Inc.

T.H.C. Residential Acoustical Treatment Program (ATP)
Improving Your Community

CITY OF SAN ANTONIO
OFFICE OF COMMUNITY DEVELOPMENT
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

CONTRACTOR TRAINING SESSION 1

AGENDA



- ① Road to ATP Qualification
- ② ATP General Contractor Expectations
- ③ Recap of ATP Acoustical Modifications
- ④ Recap of ATP Process
- ⑤ General Contractor Interview Night
- ⑥ Preview of Remaining Training Sessions
- ⑦ DBE & SBEDA Requirements
- ⑧ Tour of Product Showroom

T.H.C. Residential Acoustical Treatment Program (ATP)
Improving Your Community

CITY OF SAN ANTONIO
OFFICE OF COMMUNITY DEVELOPMENT
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

CONTRACTOR TRAINING SESSION 1



1 **Road to ATP**
Qualification

T.H.C. Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

CITY OF SAN ANTONIO
 ESTABLISHED 1835
 TEXAS

Remaining Contractor Qualification Requirements

- Two (2) Additional GC Training Sessions
- Two (2) Crew Training Sessions
- Providing Contractor Brochure Information
- Identification of Dedicated Crews & Subs
- Phase 1 Monthly Contract Award Limits
- Validation of Required Insurance Coverage
- DBE & SBEDA Certifications
- Signing of Legal Documents

T.H.C. Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

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 TEXAS



2 ATP General Contractor Expectations

T.H.C. Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

CITY OF SAN ANTONIO
 ESTABLISHED 1835
 TEXAS

General Contractor Expectations

1. THC Employee Requirements
2. Performance Requirements
3. Dedicated Crew & Subs
4. DBE & SBEDA Participation
5. Meeting Commitments
6. Phase 1 Monthly Contract Award Limits
7. Paperwork Requirements
8. Upholding "Level Playing Field"

T.H.C. Residential Acoustical Treatment Program (ATP)
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 TEXAS

1. THC Employee Requirements

- THC "Design-Build" Expectations
- ATP Management Authority:
 - ATC Construction Manager (*Ron Chamness*)
 - ATC Joint Venture (*C.A. Landry Partners*)
 - San Antonio IT Inspection Team Oversight
- Contractual Responsibilities:
 - ATP Participation Agreement
 - Individual Construction Contracts

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ASSISTANT ATTORNEY GENERAL
CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

2. Performance Expectations

- Product Installation Procedures
- Work Site Etiquette
(language, clothing, smoking, bathroom use, etc.)
- Containment & Daily Cleaning
- Daily Construction Inspections
- Deficiency Point System
- Security Badges
- Homeowner Surveys

T.H.C Improving Your Community **Residential Acoustical Treatment Program (ATP)** CITY OF SAN ANTONIO
ASSISTANT ATTORNEY GENERAL
CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

3. Dedicated Crew & Subcontractors

- Crew & Subcontractor Identification
- Crew & Subcontractor Consistency
- Training Certifications
- Crew & Subcontractor Liability

T.H.C Improving Your Community **Residential Acoustical Treatment Program (ATP)** CITY OF SAN ANTONIO
ASSISTANT ATTORNEY GENERAL
CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

4. DBE & SPEDA Participation

- Maximize Certifications
- Maximize Effort to Meet Contract Goals:
 - DBE *(FAA Federal Funding Requirement)*
 - SBEDA *(TX & San Antonio Funding Requirement)*
- "Good Faith Effort" Review Process
- Contract Award Impacts

T.H.C Improving Your Community **Residential Acoustical Treatment Program (ATP)** CITY OF SAN ANTONIO
ASSISTANT ATTORNEY GENERAL
CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

5. Meeting Commitments

- Monthly "GC Interview Night" Meeting
- Monthly Contractor Meeting
- Pre-Bid Open House *(if selected to bid)*
- Pre-Construction Meeting *(if awarded contract)*
- Additional Training Sessions *(as necessary)*

T.H.C Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

CITY OF SAN ANTONIO
ESTABLISHED 1837
ATP
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

6. Phase 1 Monthly Contract Award Limits

- ▶ Bid Cycle 1, 2
 - Limit of One (1) Contract Award
- ▶ Bid Cycle 3, 4
 - Initial Limit of One (1) Contract Award, unless approved by ATC after a "case by case" review
- ▶ Bid Cycle 5, 6, 7
 - Assigned Contract Award Limits based on crew capacity, work plan & past performance

T.H.C Residential Acoustical Treatment Program (ATP)
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CITY OF SAN ANTONIO
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RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

7. Paperwork Requirements

- State & Federal Prevailing Wage Requirements
- Certified Payrolls
- DBE & SBEDA Participation Forms
- ATP Payment Forms
- Insurance Certificates
- Monitoring of Payments to Subcontractors

T.H.C Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

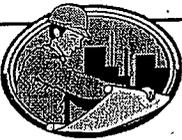
CITY OF SAN ANTONIO
ESTABLISHED 1837
ATP
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

8. Upholding "Level Playing Field"

- No Advertising
- No Homeowner Solicitation
- No Promotional Materials
- No Free Offerings or Items
- No Slander of Competing Contractors

T.H.C Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

CITY OF SAN ANTONIO
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ATP
RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM



3 Review of ATP Acoustic Modifications

T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
 Improving Your Community AVIATION DEPARTMENT
 CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

Typical ATP Acoustic Package

- ▶ Window Replacements
- ▶ Door Replacements
- ▶ Attic Insulation*
- ▶ Bathroom Ventilation Fans*
- ▶ Central Air Conditioning*
- ▶ Gas Water Heater Replacements*
- ▶ Ventilation Modifications*



**Only where applicable - based on ATP design policies*

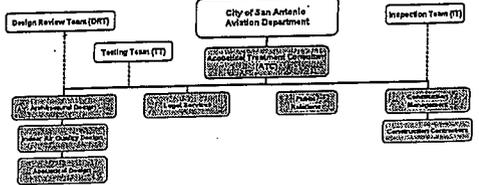
T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
 Improving Your Community AVIATION DEPARTMENT
 CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM



4 Review of ATP Process

T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
 Improving Your Community AVIATION DEPARTMENT
 CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

Acoustical Treatment Consultant (ATC)



```

    graph TD
      ATC[Acoustical Treatment Consultant] --- DRT[Design Review Team (DRT)]
      ATC --- TT[Testing Team (TT)]
      ATC --- ID[Inspection Team (IT)]
      ATC --- CAD[City of San Antonio Aviation Department]
      DRT --- DRT1[ ]
      DRT --- DRT2[ ]
      DRT --- DRT3[ ]
      TT --- TT1[ ]
      TT --- TT2[ ]
      TT --- TT3[ ]
      ID --- ID1[ ]
      ID --- ID2[ ]
      ID --- ID3[ ]
  
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T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
 Improving Your Community AVIATION DEPARTMENT
 CONTRACTOR TRAINING SESSION 1 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

ATP Bid Process

- Each home will represent an independent construction contract
- After attending an "ATP General Contractor Interview Night", Homeowners will be required to select three (3) qualified general contractors to bid on their home's unique acoustical treatment design

T.H.C. Residential Acoustical Treatment Program (ATP)
 Improving Your Community CONTRACTOR TRAINING SESSION 1

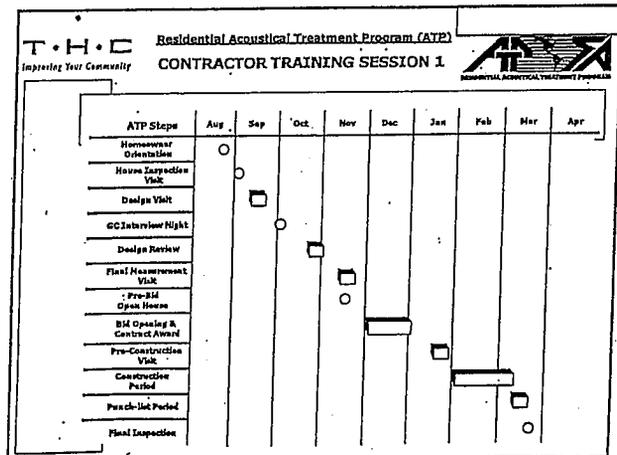
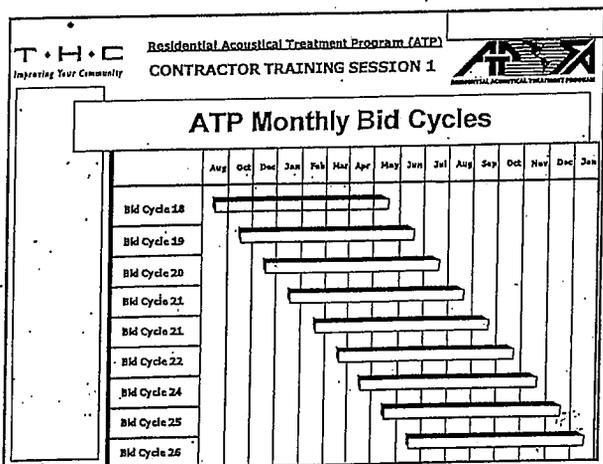
ATP Monthly Bid Cycles

- The ATP will be implemented utilizing a series of Monthly Bid Cycles within each program phase, each representing a seven (7) month period
- The ATC will assign a specific number of homes to each Monthly Bid Cycle, based on available funding levels
- Each month, a new ATP Monthly Bid Cycle will begin, ensuring that the ATP activities will be in continual motion (*without downtime*)

T.H.C. Residential Acoustical Treatment Program (ATP)
 Improving Your Community CONTRACTOR TRAINING SESSION 1

ATP Product Procurement

- Given the Design Build process, the ATC will assume responsibility of procuring all window and door products, including security bars.
- Qualified general contractors will be responsible for the procurement of all remaining miscellaneous construction materials as well as all materials required for insulation, mechanical, electrical and ventilation modifications (*if specified in designs*)



T.H.C. Residential Acoustical Treatment Program (ATP)
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CITY OF SAN ANTONIO
 PLANNING DEPARTMENT
ATP
 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

Projected ATP Phase 1 Bid Cycles

Bid Cycle 1	-	5 homes
Bid Cycle 2	-	7 homes
Bid Cycle 3	-	14 homes
Bid Cycle 4	-	18 homes
Bid Cycle 5	-	18 homes
Bid Cycle 6	-	18 homes
<u>Bid Cycle 7</u>	-	<u>18 homes</u>
TOTAL		98 homes

T.H.C. Residential Acoustical Treatment Program (ATP)
 Improving Your Community CONTRACTOR TRAINING SESSION 1

CITY OF SAN ANTONIO
 PLANNING DEPARTMENT
ATP
 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

Projected ATP Phase 2 Bid Cycles

Bid Cycle 8	-	18 homes
Bid Cycle 9	-	18 homes
Bid Cycle 10	-	18 homes
Bid Cycle 11	-	18 homes
Bid Cycle 12	-	18 homes
Bid Cycle 13	-	18 homes
<u>Bid Cycle 14</u>	-	<u>18 homes</u>
TOTAL		126 homes

T.H.C. Residential Acoustical Treatment Program (ATP)
 Improving Your Community CONTRACTOR TRAINING SESSION 1

CITY OF SAN ANTONIO
 PLANNING DEPARTMENT
ATP
 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

5 ATP "General Contractor Interview Night"



T.H.C. Residential Acoustical Treatment Program (ATP)
 Improving Your Community CONTRACTOR TRAINING SESSION 1

CITY OF SAN ANTONIO
 PLANNING DEPARTMENT
ATP
 RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM

General Contractor Interview Night

- The ATP "General Contractor Interview Night" serves as the official opportunity for eligible homeowners to meet all qualified general contractors before they select three (3) to prepare bids on their home
- This meeting is designed to maintain a "level playing field" throughout the ATP contractor selection process
- Upon arriving, each contractor will draw for their specific table assignment for the evening.

T.H.C Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

General Contractor Interview Night

- During this meeting, homeowners will move from table to table, meeting each contractor, picking up a brochure and asking questions
- In addition to the ATP Contractor Brochure, general contractors will be allowed to share past ATP homeowner surveys and photos
- Other than these approved materials, all general contractors are prohibited from distributing other promotional items, novelties, and/or free gifts

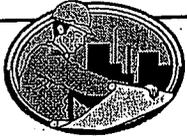
T.H.C Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

General Contractor Interview Night

- In an effort to develop an "interim" ATP General Contractor Brochure, each qualified general contractor will be required to provide need some additional information on your company
- Please provide the requested information to the ATC by Friday, March 31, 2006

T.H.C Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

6 Remaining ATP Contractor Training Session Agendas



T.H.C Residential Acoustical Treatment Program (ATP)
Improving Your Community **CONTRACTOR TRAINING SESSION 1**

General Contractor Training Session 2

- ▶ Legal Documents
- ▶ Homeowner Communication Policies
- ▶ Bid Process Review
- ▶ Procurement Process Review
- ▶ Work Site Etiquette
- ▶ Daily Site Inspections
- ▶ Change Orders / Field Orders
- ▶ Deficiency Points
- ▶ Final Inspection Process

T.H.C. *Improving Your Community* **Residential Acoustical Treatment Program (ATP)** **CONTRACTOR TRAINING SESSION 1** 

General Contractor Training Session 3

- ▶ Specification Review
- ▶ Architectural Document Review
- ▶ Architectural Details Review
- ▶ Payment Process
- ▶ Close-out Documents

T.H.C. *Improving Your Community* **Residential Acoustical Treatment Program (ATP)** **CONTRACTOR TRAINING SESSION 1** 

Crew & Subs Training Session 1

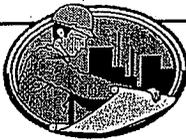
- ▶ Homeowner Communication Policy
- ▶ Work Site Etiquette
- ▶ Daily Cleaning Requirements
- ▶ Daily Site Inspection Process
- ▶ Change Orders / Field Orders
- ▶ Deficiency Points
- ▶ Asbestos Abatement Process
- ▶ "Safe Lead Paint Practice" Process

T.H.C. *Improving Your Community* **Residential Acoustical Treatment Program (ATP)** **CONTRACTOR TRAINING SESSION 1** 

Crew & Subs Training Session 2

- ▶ Window Installation Training
 - Window Rough Opening Preparation
 - Acoustic Vinyl Window Installation
 - Acoustic Aluminum Window Installation
- ▶ Door Installation Training
 - Door Rough Opening Preparation
 - Acoustic Solo Door Installation
 - Prime & Acoustic Storm Door Installation
- ▶ Insulation Installation Training
- ▶ Ventilation Modifications Training

T.H.C. *Improving Your Community* **Residential Acoustical Treatment Program (ATP)** **CONTRACTOR TRAINING SESSION 1** 



7 **Review of DBE & SBEDA Participation**

T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
 Improving Your Community CONTRACTOR TRAINING SESSION 1

Introduction of DM Dukes & Associates

- ▶ Dawwna Dukes
President
- ▶ Ruth Jones-McClendon
Project Manager

T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
 Improving Your Community CONTRACTOR TRAINING SESSION 1

DBE / SBEDA Process

- Description of City Ordinance Good Faith Effort
 - ◆ Small Business Economic Development Advisory Program
 - ◆ City Ordinance 100182
- Identify City-Approved Certifying Entity
 - ◆ Interface with SBEDA Office & Airport DBE Office
- Describe Good Faith Effort Goals

T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
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SBEDA FY 05-06 Goals

CONSTRUCTION	
Minority Business Enterprise (WBE)	24.0%
Women-Owned Business Enterprise (WBE)	11.0%
African-American Owned Business Enterprise (AABE)	1.5%
Small Business Enterprise (SBE)	50.0%
PURCHASING	
Minority Business Enterprise (WBE)	15.0%
Women-Owned Business Enterprise (WBE)	10.0%
African-American Owned Business Enterprise (AABE)	3.0%
Small Business Enterprise (SBE)	50.0%
PROF. SERVICES, LEASING, CONCESSIONS	
Minority Business Enterprise (WBE)	31.0%
Women-Owned Business Enterprise (WBE)	10.0%
African-American Owned Business Enterprise (AABE)	2.2%
Small Business Enterprise (SBE)	50.0%

* Goal Achievement will be based on plus or minus 2.5% margin of business availability (except in AABE category)

T.H.C. Residential Acoustical Treatment Program (ATP) CITY OF SAN ANTONIO
 Improving Your Community CONTRACTOR TRAINING SESSION 1

DEFINITIONS

GOAL:
 The percentage of small, minority, African-American and/or women business enterprise participation in an applicable project determined by the City, based on the availability of such businesses in the Marketplace and the subcontracting and supplier opportunities of the project

GOOD FAITH EFFORT:
 The measures taken to identify and utilize minority, women-owned and African-American owned businesses for subcontracting opportunities as outlined in the U.S. Department of Transportation regulations "Guidance Concerning Good Faith Efforts" published as Appendix A to 49 CFR sec. 25.45 and amendments thereto

SBEDA & DBE Certification Assistance

- DBE - Airport Office
 - ◆ Existing DBE Certified Contractor Lists
 - ◆ New DBE certifications

- SPEDA - City of San Antonio
 - ◆ Economic Development
 - ◆ Existing SBEDA Certified Contractor Lists
 - ◆ New SBEDA certifications