

A blue-tinted map of North America with a grid overlay. A black dot is placed over the location of Denver, Colorado, with the word "DENVER" written in black capital letters to its right.

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Shutdown Requests

Gian Catano
Contract Administrator
December 17, 2014



DENVER INTERNATIONAL AIRPORT
TOGETHER WE SOAR

- **Two types of Shutdown Requests:**

- Airside Shutdown Requests
- System Shutdown Requests

- What is required from the Contractor to the DIA PM Team?
- What is the required processing time for a shutdown request approval?

What are you shutting down? ● DENVER

- **Airside Shutdown Requests:**

This could include, but is not limited to work associated with Gates, Runways, Taxiways, Airfield Roadways, Apron Pavement, Airside Underground Utilities, Taxiway Lighting, Deicing Systems, etc.

What are you shutting down?

- System Shutdown Requests:

Any work performed on an existing operating mechanical or electrical system such as but not limited to:

1. Plumbing,
2. Cathodic protection,
3. HVAC,
4. Fire Alarm and Detection, Fire Protection,
5. Lighting, Communications, Data, Security Systems,
6. Elevators and Escalators, Baggage Handling System,
7. Passenger Loading Bridge Systems, and
8. Roadways – Landside.

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Airfield Shut Down Request Required Information



**DIA
AIRFIELD SHUTDOWN REQUEST**



DIA DEPT SUPV/PROJECT MGR.: _____
 Office # _____ Cell# _____
 DIA CONTACT PERSON: _____
 RADIO CALL SIGN: _____ RADIO CHANNEL: _____
 CELL # _____

DESCRIPTION OF WORK: _____

SPECIFIC LOCATION: _____

RUNWAY: _____ TAXIWAY: _____
 REQUESTED SHUTDOWN: TIME: _____ DATE: _____
 SCHEDULED COMPLETION: TIME: _____ DATE: _____

IF CRANE/BOOM WILL BE USED:
 Location: _____ Boom Height: _____ Time: _____
 Crane Information: _____
 FAA FORM 7460 - AIRSPACE CASE NO: _____

REQUESTED BY: _____
 COMPANY: _____ CONTACT PERSON: _____
 PHONE NUMBERS: _____
 Office: _____ Mobile: _____ Fax: _____
 Home/24 hr. Emergency Contact#: _____

- APPROVAL IS SUBJECT TO THE FOLLOWING CONDITIONS:**
- Airport Operations reserves the right to deny or reschedule any shutdown to maintain safe and efficient airfield operations.
 - Plan your runway and taxiway closures according to the Runway Closure Schedule posted on the sign drive
 - Weekend and Holiday closure requests may be made directly to the duty AOM (303-342-4200). Prior coordination is strongly recommended and may be required.
 - All closures are dependent on wind, weather or the need for emergency repairs.

Signature of requesting individual: _____ Date: _____



System Shutdown Request Required Information

SYSTEM SHUTDOWN REQUEST - #DYN001

System Shutdown Request Status: [New](#)

Shutdown Type

Roadway - Landside

Additional Shutdown Type (if any)

Additional Shutdown Type (if any)

Additional Shutdown Type (if any)

Completed form is to be received no later than five (5) working days, (Monday – Friday) prior to requested shutdown time. PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

DIA DEPT.SUPV. / PROJECT MGR. [Rachael Bray](#)

DIA Contact Person: [George Carberry](#)
radio channel & # [DIA ENGR OPS 1, ENG 536](#)
cell # [303 xxx-xxxx](#)

REQUESTED BY:

NAME: [Jason Boyle](#)

COMPANY: [Dynalectric](#)

CONTACT PERSON: [Cameron Jagger](#)

24 HR PHONE NUMBERS:

OFFICE: [719xxxxxx](#)

CELL: [303xxxxxx](#)

REQUESTED SHUTDOWN:

TIME: [10pm \(nightly\) – Mon to Fri](#)

DATE: [8/4/2014](#)

SCHEDULED COMPLETION:

TIME: [6AM \(nightly\) – Tues to Sat](#)

DATE: [8/16/2014](#)

PURPOSE OF SHUTDOWN: [Install new type G9A light fixtures](#)

SPECIFIC LOCATIONS / VENDORS AFFECTED/EQUIPMENT AFFECTED: [West side Level 5 -Commercial Drive Lanes. Our plan is to only have one lane closed at a time. Work to be coordinated with Rohrer Contracting.](#)

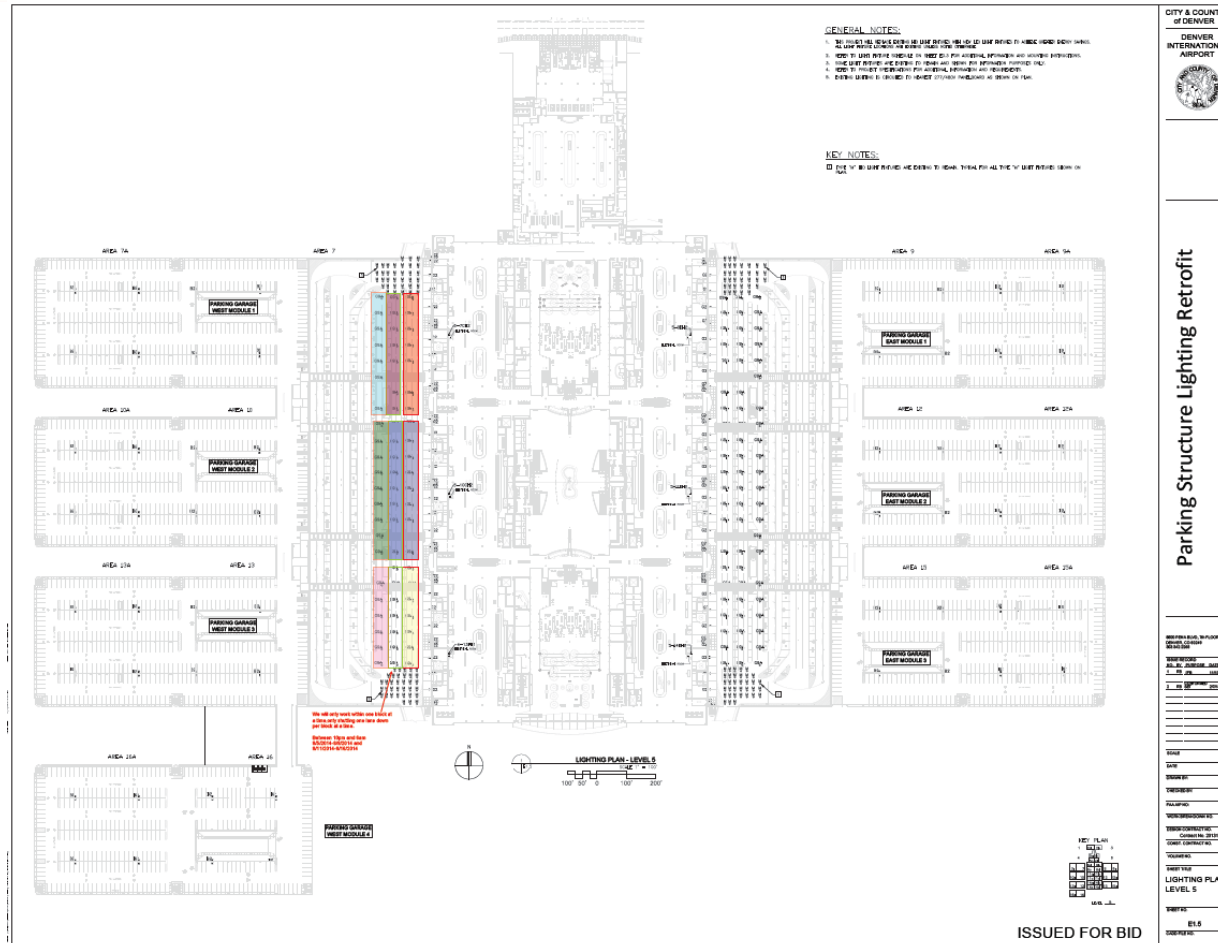
OTHER CONDITIONS: [Click here to enter text.](#)

Name of requesting individual: [Jason Boyle](#)

Date: [7/25/14](#)

Revised 8/6/2010

System Shutdown Request Required Information



System Shutdown Request Required Information – Roadways Landside



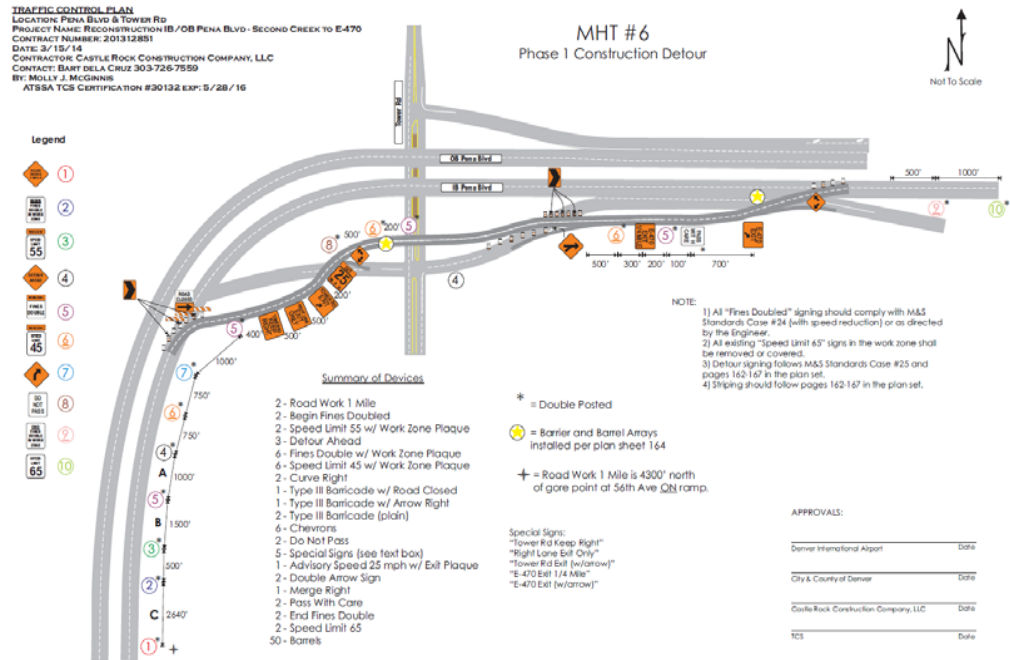
Method of Handling Traffic (MHT) Checklist

Denver International Airport – Landside Engineering

- Project name and contract number
- Traffic control company's name
- Prime contractor's name
- Detailed Diagram showing the location of all traffic control devices
- Advanced construction signs
- Speed limit signs
- Method, length and time duration for lane and shoulder closures
- Location of flaggers and time duration of flagging operations
- Tabulation of all traffic control devices
- MUTCD sign designation code and size for all signs used
- Size, location and spacing of all cones and drum channelizing devices
- Type and location of concrete barrier (temporary)
- Type and location of all barricades
- Restriping shall be clearly designated on the MHT
- Signature block including the following signatures; Traffic Control Supervisor, Project Superintendent and DIA Representative

Each MHT shall follow CDOT M&S Standard Cases when possible. When following M&S Standard Case the case number shall be stated clearly on the MHT document.

If the MHT cannot follow the M&S Standard Cases a Non-Standard statement shall be clearly placed on the document.



Shutdown Request in SharePoint



Shutdown Request Form

The Shutdown Request form manages the submission and approval of requests to shut down facilities at Denver International Airport. Once submitted, the approval workflow requests approval from the required Approval Groups, tracks the Request Status, and notifies all parties of the progress.

For more information on the Shutdown Request system, please refer to these documents:

- [Shutdown Request User Guide](#)
- [Shutdown Request Policies and Procedures](#)

For technical issues, please contact [AskIT](#).

Shutdown Request Details

Request ID	SR439
Request Submitted By	Smith, Russ - DIA
Status	Pending Approval
Request Name	Runway 7/25 and associated Taxiways Closure Shutdown Request
Shutdown Request Types	Airfield
DIA Dept. Supervisor / Project Manager	Nichols, Brent - DIA
DIA Contact Person	Rice, Rex - DIA
Additional Contact	Claybourn, Brian - DIA
Contact Radio Channel	Ops 1

Contact Radio Call Sign	Eng 562
Contact Cell Number	303 513-6289
Requester Name	Nichols
Requester Company	CCD
Requester Contact	Brent Nichols
Requester Office Number	303 342-2656
Requester Cell Number	303 862-2071
Requester Home Number	303 877-2197
Shutdown Date and Time	7/1/2014 4:00:00 AM
Shutdown Completion Date and Time	8/14/2014 5:00:00 PM
Shutdown Purpose	Concrete Rehabilitation
Shutdown Specific Locations	Runway 7/25 and associated Taxiways
Shutdown Equipment Affected	Runway & Taxiways
Vendors Affected	Airlines & FAA
Shutdown Request Files	

Attachments

No file attached

Required Approvals

Approval ID	Approver Group	Approval Status
2580	Operations	Approved Modified: Steffi, Adam - DIA 6/27/2014 11:30:55 AM
2579	Maintenance Controls	Approved Modified: Player, Sylvester - DIA 6/26/2014 3:43:15 PM
2578	Engineering	-----

Comments

Add Comments

View Comments

Required Approval Time for Shut Down Requests

- Approval Time Starts in SharePoint.
 - The completed shutdown request must be received by the required reviewers **no later than five (5) working days**, (Monday - Friday) prior to the requested shutdown time. Unless it is an emergency, any shutdown request submitted without the five (5) day requirement will be rejected by the Project Manager and/or the required reviewers.
 - **Please allow your DIA PM Team enough time to review and enter into SharePoint in addition to the 5 working days needed for approval.**

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Shutdown Requests

Gian Catano
Contract Administrator
December 17, 2014



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AIM Development – Facilities Services Design Reviews

Sean Bannon
Staff Mechanical Engineer
December 17, 2014



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Overview

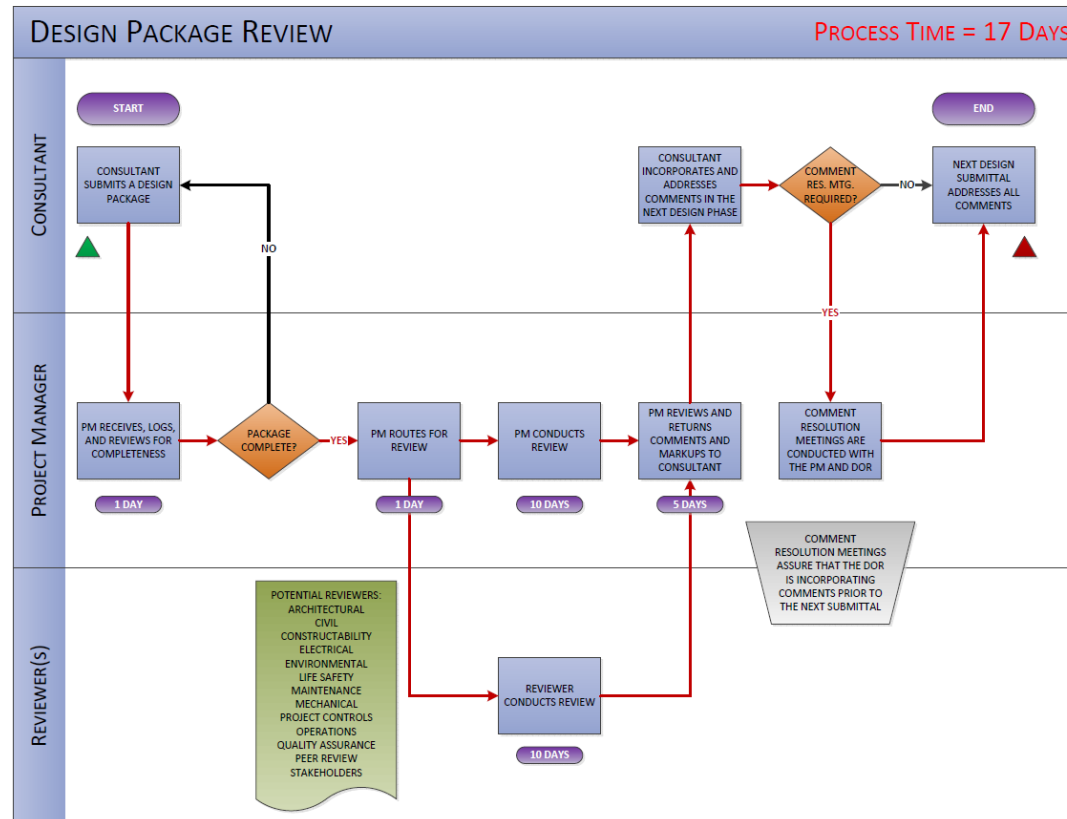
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- Process – Work Flow
- Deliverables
- DIA Review - Review Team
- DIA Review - Content
- PM Consolidation
- Consultant Response 1-3
- Comment Resolution
- Wrap-up

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Process – Work Flow

- Project Management Guidelines, Chapter 11: Design Activity



Deliverables

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- Required Files:
 - Revit Model
 - Navisworks Model
 - Adobe PDF Plans
 - Specifications
 - Design Analysis Report (if applicable)
 - Design Quality Control Checklist, Form PS-23
- Review the Design Standards Manuals for document requirements.
- Submit to DIA Project Manager

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DIA Review – Review Team

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- Review Team:
 - Organized by PM
 - Includes stakeholders and Subject Matter Experts (SME).
 - May include groups or agencies outside AIM (i.e.: DIA Environmental, Fire Department, etc.)
- Review Time: 10 Business Days

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DIA Review - Content

- Design Quality Assurance Checklist, Form PS-43
- Review for conformance with Design Standards Manuals.

Quality Control Checklist

Check list Item	Yes	No	N/A
GENERAL ITEMS			
1. Consultant name shown on the drawings and is the same as that used on the specifications and the Owner/Architect agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify the name and location of project corresponds with plans. Include ALP with Project identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Verify Bidding / Bidder requirements with DIA Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Verify that the unit price bidding is clear, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Verify alternate bidding is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Verify insurance requirements with Owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Verify legal conditions of Project Manual, i.e., General Conditions, Contract, Bond, Insurance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Verify that the zoning application has been submitted and the project approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Geo-Tech recommendations were followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Independent testing lab reports results immediately to Contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Rain water will be collected and divert to appropriate storm water systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Civil field engineering, staking in the Contract or performed by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Uniform Building Code Special Inspections - who performs what?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify below grade waterproofing location and limits material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Identify below grade water drainage is directed to appropriate storm water drainage systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Crack control - control joints located for all conditions; expansion joints located and waterproofed. Note: building not air conditioned, i.e., schools closed during summer must have additional crack control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Skylight and window wall; Consultant used, engineered, waterproofed and expansion provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Structural connection engineered to develop member loads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Through the wall flashing provided with weeps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Concealed gutters waterproofed and expansion provided; connected to roof drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. OSHA requirements are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Retaining walls; miscellaneous site items are engineered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Controls, fire alarm, HVAC are coordinated, installation and performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Roof drains, routed, located, detailed and overflow provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Walls, roof and floor engineered for vapor protection, prevent mildew.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. General Conditions of Contract documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Verify underpinning - support of existing structure during demolition and construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Verify exterior platforms, aprons are sloped to drain substructure, waterproofed and flashed. Provided control and expansion joints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Machinery vibration, air and noise control are defined and accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Verify site service condition with the different utilities, i.e., gas, water, electric, telephone, cable, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATION			
1. Verify coversheet information and spelling corresponds to Project Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify stamping and signing by professionals of the different disciplines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Verify Index Sheet corresponds to drawings and titles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Verify Abbreviations and Symbols correspond with abbreviations and symbols in the documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Verify conformance of Building Codes, Life Safety, Fire Protection, LEED, ASHRAE, EPA or other Governmental authority. Obtain written approval for any variance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PM Consolidation

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- PM Responsibilities:
 - Review and consolidate Review Team comments
 - Resolve any comment conflicts
 - Return to consultant
- Review Time: 5 Business Days

Consultant Response 1 – Adobe PDF

DEMOLITION KEY NOTES:
1. EXISTING DEMOLITION SYMBOLS ARE INDICATED AS SHOWN ON UNDERLAIN PLAN.
2. REMOVE EXISTING DEMOLITION SYMBOLS AS SHOWN ON MECHANICAL PLAN.

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DENVER INTERNATIONAL AIRPORT

**DIA TERMINAL BUILDING
LEVEL 4
FACILITY OFFICE INTERIOR REMODEL**

MECHANICAL DEMO PLAN
SCALE: 1/8" = 1'-0"

KEY PLAN
SCALE: 1/8" = 1'-0"

Annotations
Drawing Markups
Comments List (4)
Find

- Sean Bannon ... Page 1 12/12/2014 2:53:19 PM Test Comment 2
- Sean Bannon ... Page 1 12/12/2014 2:53:37 PM Test Comment 4
- Sean Bannon ... Page 1 12/12/2014 2:52:57 PM Test Comment 1
- Sean Bannon ... Page 1 12/12/2014 2:53:28 PM Test Comment 3

Consultant Response 2 – Comment Reply

MECHANICAL DEMO PLAN
SCALE: 1/8" = 1'-0"

DEMOLITION KEY NOTES:
1. EXISTING DEMOLITION SYMBOLS SHOWN ON THIS PLAN TO INDICATE DEMOLITION TO BE PERFORMED AS SHOWN ON DEMOLITION PLAN.
2. EXISTING DEMOLITION SYMBOLS TO APPEAR ON DEMOLITION PLAN.

CITY & COUNTY OF DENVER
DENVER INTERNATIONAL AIRPORT

DIA TERMINAL BUILDING LEVEL 4 FACILITY OFFICE INTERIOR REMODEL

KEY PLAN
SCALE: 1/8" = 1'-0"

COMMENTS LIST (4)

- Sean Bannon ... Page 1 12/12/2014 2:53:19 PM Test Comment 2
- Sean Bannon ... Page 1 12/12/2014 2:53:37 PM Test Comment 4
- Sean Bannon ... Page 1 12/12/2014 2:52:57 PM Test Comment 1
- Sean Bannon ... Page 1 12/12/2014 2:53:28 PM Test Comment 3

Reply
Delete
Set Status
Add Checkmark
Expand All
Collapse All
Properties...

Consultant Response 3 – Tools

DEMOLITION KEY NOTES:
1. EXISTING DEMOLITION SYMBOLS ARE INDICATED AS SUCH ON UNDERLINED PLAN.
2. EXISTING DEMOLITION TO APPEAR AS SHOWN ON MECHANICAL PLAN.

CITY & COUNTY OF DENVER
DENVER INTERNATIONAL AIRPORT

DIA TERMINAL BUILDING
LEVEL 4
FACILITY OFFICE INTERIOR REMODEL

MECHANICAL DEMO PLAN
SCALE: 1/8" = 1'-0"

KEY PLAN
SCALE: 1/8" = 1'-0"

COMMENTS LIST (4)

Author	Date	Page	Comment	Checked
Sean Bannon ...	12/12/2014 2:53:19 PM	Page 1	Test Comment 2	<input type="checkbox"/>
Sean Bannon ...	12/12/2014 2:53:37 PM	Page 1	Test Comment 4	<input checked="" type="checkbox"/>
Sean Bannon ...	12/12/2014 2:52:47 PM	Page 1	Test Comment 1	<input type="checkbox"/>
Sean Bannon ...	12/12/2014 2:53:28 PM	Page 1	Test Comment 3	<input type="checkbox"/>

Comment Resolution

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- Communication!
 - Contact the commenter for clarification.
 - Document resolution of any conversations in comment response.
- Respond to EVERY comment!
- Return responses with the next design submission.

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Wrap-up

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- Key Contacts:
 - BIM Manager: Brendan Dillon
 - brendan.dillon@flydenver.com / 303.342.2676
- Questions?

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AIM Development - Design Reviews

Sean Bannon
Staff Mechanical Engineer
December 17, 2014



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Submittals

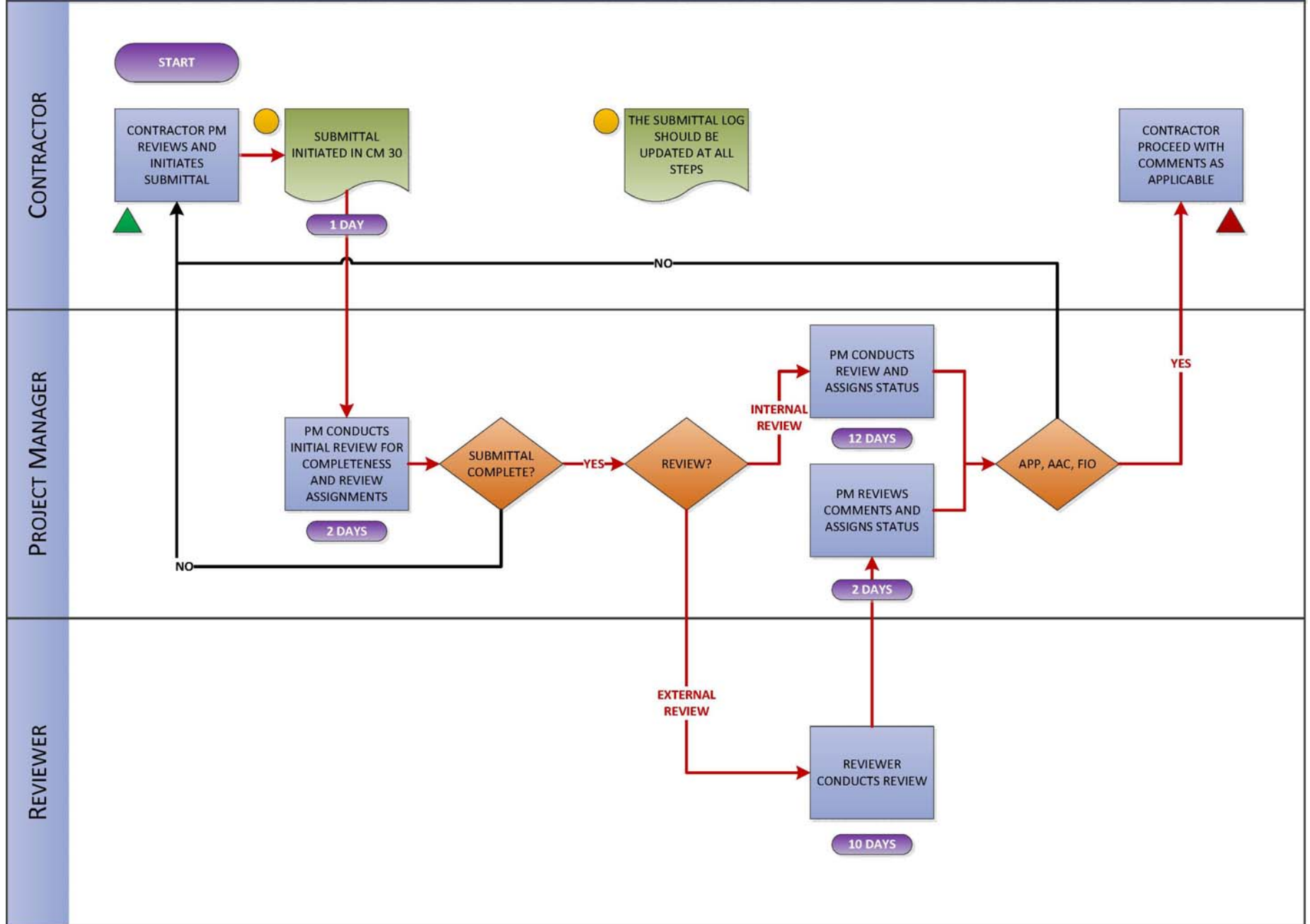
Irene Chhor
Staff Engineer
December 17, 2014



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SUBMITTALS

PROCESS TIME = 15 (14 WITH DIA) DAYS



PMG – Section 12.3 Submittals

- General Submittals vs. Technical Submittals
- Division 01 – Technical Specifications, **Section 013300**
- 14 day review by DIA
- Review Status:
 - Accepted
 - Accepted as Noted
 - Revise and Resubmit
 - Rejected
 - For Information Only
- Work performed w/o an Accepted submittal is at Contractor's own risk

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**SUBMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES
OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE**

(Read instructions on the reverse side prior to initiating this form)

DATE:
12/12/14

New Submittal
 Resubmittal

Section I REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the Contractor)

TO: City and County of Denver
8500 Pena Boulevard
Denver, Colorado 80249
Attention: DIA Project Manager

FROM: **Contractor
ABC Company**

CONTRACT NO.
2014-----

SUBMITTAL NO.
071-00601-005
PREVIOUS SUBMITTAL NO.

SPECIFICATION SECTION NO. (Cover only one section with each submittal)
Division 02 - Section 601

PROJECT TITLE AND LOCATION
[Project Title and Location]

I T E M # a.	DESCRIPTION OF ITEM SUBMITTED (Type, size, model number, etc.) b.	MFG. OR CONTR. CAT. CURVE DRAWING OR BROCHURE NO. (See Instruction No. 7) c.	No. of Copies d.	CONTRACT REFERENCE DOCUMENT		VAR. (See Instruction No. 5) g.	FOR CCD ACTION CODE h.
				SPEC. PARAGRAPH NO. e.	DRAWING SHEET NUMBER f.		
1	Concrete Mix Design - Class B/D	Ready Mix	1	601.02	Cable Rail Shop Drawings		A ▾
							▾
							▾
							▾
							▾
							▾
							▾
							▾

REMARKS:
Concrete mix design for cable rail caissons

Section II APPROVAL ACTION

CONTRACTOR'S CERTIFICATION:
(SEAL & SIGNATURE OF CONTRACTOR P.E. (as required))

I certify that the above submitted items have been reviewed in detail, and are correct and in strict conformance with the Contract Drawings and Specifications except as otherwise noted.

NAME AND SIGNATURE OF CONTRACTOR:

ENCLOSURES RETURNED (List by Item No.)

PROJECT MANAGER REVIEW:

A	<input checked="" type="checkbox"/>	ACCEPTED	Item Nos. 1
B	<input type="checkbox"/>	ACCEPTED AS NOTED	Item Nos.
C	<input type="checkbox"/>	REVISE & RESUBMIT	Item Nos.
E	<input type="checkbox"/>	NOT ACCEPTED	Item Nos.
F	<input type="checkbox"/>	RECEIPT ACKNOWLEDGED	Item Nos.

Review is only for conformance to the respective requirements of the Contract Documents. Confirmation of dimensions, fabrication processes, construction techniques and coordination of the work of all trades are the sole responsibility of the Contractor. Permission to proceed with procurement, fabrication and/or construction is general only and shall not relieve nor diminish the responsibility of the Contractor for full compliance with the requirements of the Contract Documents.

Contract No. 2014--- Submittal No. 071-00601-005 Date: _____

Name of Project Manager: DIA Project Manager

Signature of Project Manager: _____

COMMENTS BY PROJECT MANAGER ATTACHED (if applicable)



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Requests for Information (RFIs)

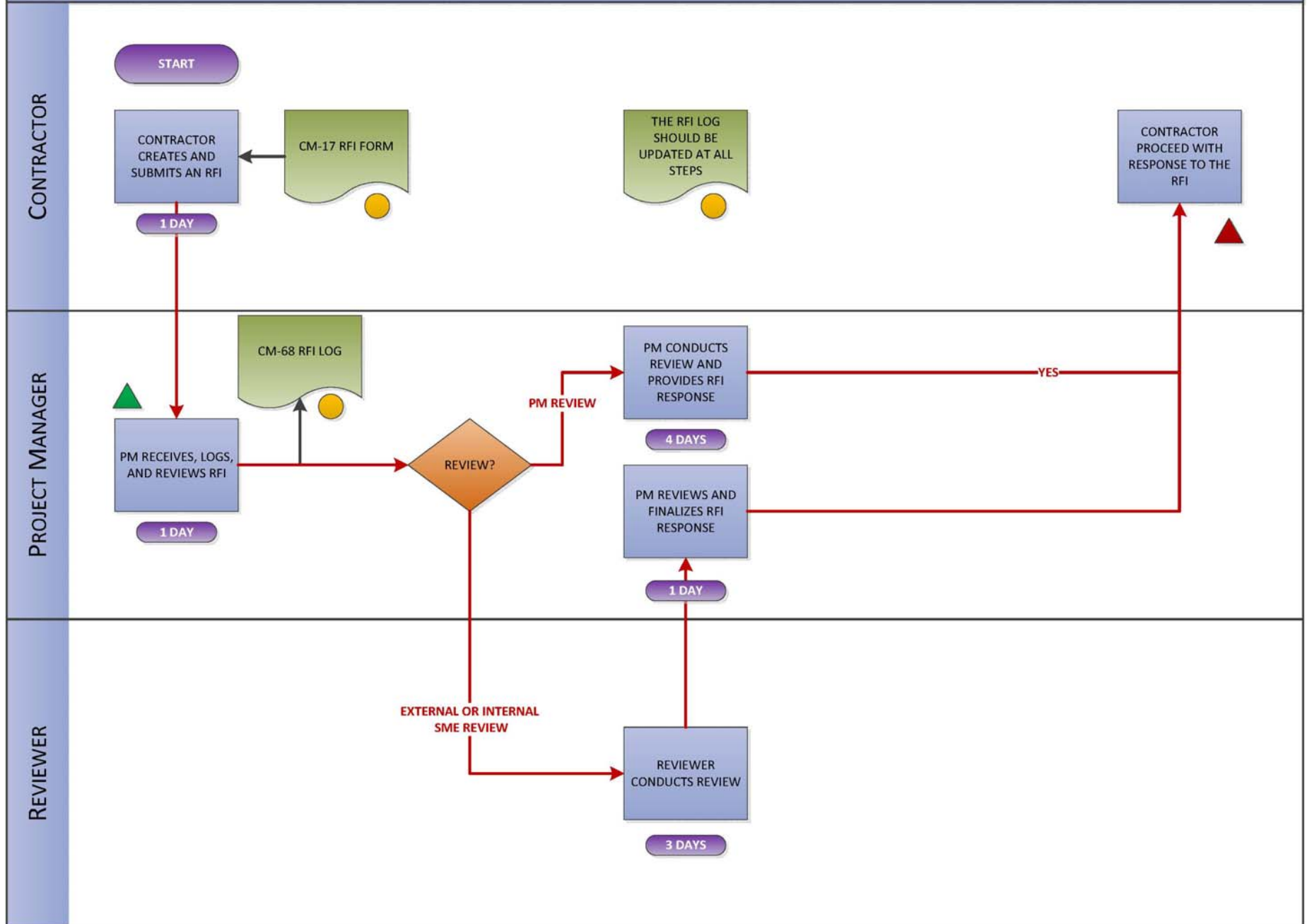
Irene Chhor
Staff Engineer
December 17, 2014



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REQUESTS FOR INFORMATION (RFIs)

PROCESS TIME = 6 (5 WITH DIA) DAYS



PMG Section 12.21 Request for Information

- Contractor must propose a solution to the issue
- Indicate on RFI form any cost or schedule impacts
- DIA will respond to RFI within 5 days
- DIA response:
 - acceptance of proposed solution
 - an alternate proposed solution
 - the RFI has been forwarded to the DOR or other entity
- RFI can result in a Change to the Contract but does not authorize the work to be performed at that time

DENVER INTERNATIONAL AIRPORT REQUEST FOR INFORMATION

Contractor: ABC Company
 Subcontractor: A Sub-Contractor
 Contract/Task Title: Contract
 Site Location: DIA

RFI No.: 10
 Procurement No.: 2014----
 Date Logged: 11/3/2014
 Logged by: A person

Subject: Duct Liner Thickness Reply Required by: 11/5/2014 URGENT?
 Dwg./Spec. No.: 15290 Detail/Sec. No.:

Problem:
 DIA response to RFI-001 stated that a 1.5" thick duct liner was required. Per specification 15290 Ductwork insulation, supply and return ducts are required to have a minimum of 3.3 R-value. Per conversation with HVAC contractor, a 3.3 R-value can be achieved with 1" duct liner insulation.
 Please confirm ussing a 1" duct line that achieves a 3.3 R-value is acceptable.

Proposed Solution from Contractor by: _____ Date: 11/3/2014 Reviewed By: A N Other

Use Johns Manville Linacousti HP 1" duct liner with an R-value of 4.3, per the attached product data.

Response by Project Manager:
 The intent of the design was to specify 1.5" duct liner to meet the ASHRAE 90.1 requirement of R-6 minimum insulation. Per general note #1 on Sheets M2.24 through M2.45, all duct liner shall be 1.5". The table in specification section 15890 is incorrect. 1" duct line at R-4.3 is not acceptable.

Solution by: DIA Date: 11/4/2014 Reviewed By: DIA Date: 11/5/2014





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Requests for Information (RFIs)

Irene Chhor
Staff Engineer
December 17, 2014



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Pay Application Process at DIA



Mary Henderson-Reps
Contract Administrator
December 17, 2014



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Draft Submittal

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- Submit to your Project Manager your **Draft Pay Application** in the form of a Submittal on a CM 30.
 - Included within the Submittal are the following items:
 - CM 18 or 18A – Appears very much like a Industry standard AIA form with DIA's modifications
 - CM 19 – Contractor's Certification of Payment
 - CM 26 - Subcontractor Partial Lien Releases
 - CM 89 or 91 - Schedule of Values (CM 89 is for Lump Sum Contracts & CM 91 is for Unit Price Contracts)
 - Current Schedule & Narrative
- This process takes approximately 3-5 calendar days.



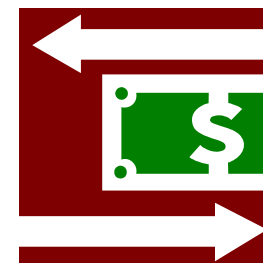
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When Draft Submittal is Approved....

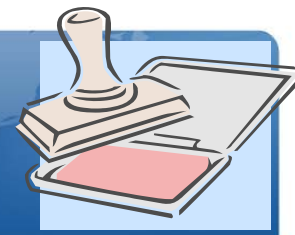
- Once a Draft Pay Application Submittal is approved, it will be sent back to you with the Action Code of "A" or "F".
- You may **then** submit all documentation to:

ContractAdminInvoices@flydenver.com

- **Note:** Please make sure that you have also submitted all your Certified Payroll to LP Tracker, as well.



Once it is Submitted to the Portal...^{DENVER}



- Business Management Services date stamps it and re-verifies the all documentation is included, values are correct, and Contractor's signature is on the CM 18/18A.
- BMS then notifies the Project Manager to sign and attach the Budget Memo with the Pay Application telling Finance how the values are to be coded and verify funds.
- The Project Manager signs and routes to the Supervisor and Director for additional signatures.
- Once all the signatures are in place, the PM/CA bundles the Pay Application and Budget Memo into a Portfolio and sends back to BMS to process.
- This process takes 2-3 calendar days.

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Once BMS sends the Pay Application on for Payment...

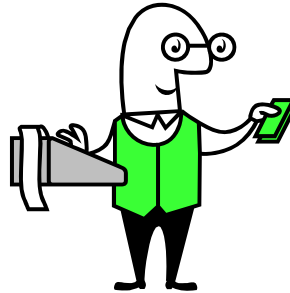
- It goes to Finance to be entered into PeopleSoft to be routed Downtown.
- Prevailing Wage checks to make sure the Contractor and his Subcontractors Certified Payroll has been entered into LP Tracker and there is nothing missing or incorrect.
- If there is a problem with Payroll, Prevailing Wage will notify the Contractor/Subcontractor to correct. **The clock stops if there is a Prevailing Wage issue.**
- Once cleared with Prevailing Wage, the Pay Application is sent to the Auditor for review and Payment.
- This process takes 3-5 calendar days.



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Once the City Auditor receives the Pay Application...

- The Auditor reviews for correct documentation, enters it into the payment system, cuts checks, signs and electronically distributes funding to the Contractor.



- This process takes approximately 10 Calendar days.
- **Total time for processing Pay Applications should take 20-30 calendar days total.**
- **Future state will be all Pay Applications will be processed through Textura in which this time will be cut in half!**

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A blue-tinted map of North America with a grid overlay. A black dot is placed over the location of Denver, Colorado, with the word "DENVER" written in black capital letters to its right.

● DENVER

Pay Application Process at DIA



Mary Henderson-Reps
Contract Administrator
December 17, 2014



DENVER INTERNATIONAL AIRPORT
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