



## **Shutdown Control Center (SCC) – Select Program**

### **Mission:**

To manage shutdowns and identify, coordinate, minimize, and communicate impacts to our Stakeholders and the Traveling Public.

### **Overview:**

The Shutdown Control Center (SCC) was established in May 2011 within the Los Angeles World Airports (LAWA) Facilities Management Group (FMG). The purpose of the SCC is to centralize, manage, coordinate, and facilitate all aspects of utility and area shutdowns at LAX given the numerous planned construction and maintenance projects taking place throughout LAX. The SCC provides a key role in coordinating with the various stakeholders that may be impacted and LAWA personnel that have a specific role in executing a successful shutdown; thereby relieving the contractor of this task. By establishing the SCC and associated procedures, a logical and uniform process has been established to plan, coordinate, and control utility and area shutdowns allowing needed construction to take place in an orderly fashion while minimizing impacts to the daily operations at LAWA and the traveling public. The procedures developed by the SCC provide contractors with a defined process for planning, scheduling, coordinating, and executing necessary utility and area shutdowns to successfully complete their project.

Under the process and procedures established by the SCC, the actual shutdown of a utility or branch of a utility is executed by LAWA personnel. For construction and maintenance projects where shutdowns impacted a number of stakeholders, the standard SCC process and procedures have been effective in managing, coordinating, and facilitating successful shutdowns. However, SCC recognizes that some construction and maintenance projects require shutdowns that do not impact any stakeholder beyond the one responsible for the particular construction and maintenance project. Examples are individual circuits within a power panel or water to single facilities. In some instances required shutdowns may impact a limited number of directly adjacent stakeholders. For these construction and maintenance projects, the contractor may request utility shutdowns under a SCC-Select Program.

Under the SCC-Select Program, the USR's identified are self-performed by the Contractor along with the coordination with any impacted stakeholders. Also, the Contractor will be provided flexibility on shutdown schedules based on the agreement with any impacted stakeholder. The Contractor is responsible to notify the ARCC 30 minutes in advance of the actual shutdown each time it is performed, and upon completion.

SCC-Select provides a process to streamline the utility shutdown by allowing the contractor to take responsibility for physical shutdown of a utility. This also provides some flexibility in the time of performing the actual shutdown. The SCC-Select does not allow the contractor to bypass any of the process and procedures for requesting a utility shutdown. The SCC, upon review of documentation provided by the contractor, will notify the Contractor and LAWA PM of one the following determinations:

1. Consider allowing utility shutdowns under SCC-Select
2. Deny utility shutdowns under SCC-Select and direct the Utility Shutdown Request be submitted under the SCC standard procedures
3. Consider allowing some utility shutdowns under SCC-Select and direct others be submitted under the SCC standard procedures

The determination to consider allowing utility shutdowns under SCC-Select will trigger a workshop with the contractor prior to actual approval or disapproval of the use of SCC-Select. If the determination is to deny the shutdown under SCC-Select, the standard utility shutdown process will progress.

The following Utility shutdown Requests will not be considered under SCC-Select.

1. HVAC
2. Elevator / Escalator
3. ACAMS
4. IT
5. Critical stakeholder involvement (TSA, CBP, SITA)

### **SCC–Select Process:**

The program is provided to facilitate the shutdown approval process by identifying shutdowns that are eligible for self performance early in the construction schedule. Self-performance under SCC-Select includes the physical shutdown of the utility and the coordination with any stakeholder impacted by the shutdown. Contracts that perform within isolated areas with minimal impact to other stakeholders will have the most consideration for the SCC-Select Program.

The SCC-Select process involves meeting with the LAWA PM, submission of supporting documentation by the contractor for review by the SCC, initial determination by SCC followed by a workshop.

Meeting with the LAWA PM: The Contractor shall meet with the LAWA PM to discuss the utility shutdowns needed to complete the project; identify potential impacts of each shutdown; identify any potential scheduling issues; and review the process and documentation required for obtaining approval of the shutdowns. This initial meeting will facilitate development of complete USR documents and LAWA PM approval. This meeting will also facilitate identification of any utility shutdowns that may be eligible for SCC-Select. This meeting should take place as soon as possible in the construction schedule.

Supporting documentation: For those shutdowns seeking approval under SCC-Select, the contractor shall submit the following information for SCC review.

1. A package of Utility Shutdown Requests on standard SCC forms documenting all shutdowns to be submitted for SCC-Select consideration. Shutdown Information and Restore Information shall be provided as best estimate based on the schedule of construction.
2. The name, title and any applicable training of the individual, employed by the contractor or applicable subcontractor, that will be responsible for the actual shut down and subsequent turn on of the utility.
3. The Contractor or applicable subcontractor work history at LAX.

Following initial review of the documentation and a preliminary determination by the SCC that the contract may be eligible; the SCC will schedule a workshop with the Contractor.

#### Workshop #1:

1. Upon review of the documentation submitted by the contractor, and a direction to consider allowing utility shutdown under SCC-Select, the SCC will schedule a workshop to review the documentation in detail with the contractor and the procedures for implementing the shutdown.
2. Participants in the Workshop shall include the Contractor, applicable subcontractors, LAWA PM, SCC, and EFMD.
3. The purpose of the workshop will be to review the USR documentation, obtain any clarification of information from the Contractor and determine which USR's are eligible for self performance. Although some USR's may not be self performing and will need to follow the standard process, it does not disqualify the contractor from SCC-Select.
4. The Contractor shall be prepared to discuss in detail the following:
  - a. The Impact Analysis performed in support of the USR including the forensic field investigation.
  - b. Qualification of personnel who will perform the actual shutdown
  - c. Procedures the contractor will use to ensure a safe shutdown and restart of the utility.
  - d. Procedures for coordinating with and documenting approval of the shutdown with any impacted stakeholder
5. The Workshop will also cover notifications and procedures should issues arise during the shutdown.
6. The Workshop is intended to lead to the agreement that a shutdown can be approved under SCC-Select.
  - a. If the eligible USR's do not impact any other stakeholders and do not involve any critical systems or LAWA entities, agreement can be reached on self performance.
  - b. If the eligible USR's do impact any other stakeholders, but do not involve any critical systems or LAWA entities, they will go forward to Workshop #2.
  - c. If agreement cannot be reached, the utility shutdown will follow the standard SCC process with LAWA personnel executing the actual shutdown.
  - d. If agreement is subject to additional information required from the Contractor, that information will need to be provided and reviewed by the SCC prior to final approval under SCC-Select.

## Workshop #2:

This workshop will include the Contractor, SCC, appropriate LAWA department personnel, and the stakeholders impacted by a shutdown as identified in the USR's. The purpose of the workshop will be to review the USR documentation and reach agreement with the impacted stakeholders for the Contractor to be responsible for the coordination and achieving agreement with the stakeholder on the shutdown. These USR's will be under the SCC-Select Program. Depending on the number of USR's and impacted stakeholders, Workshops #1 and #2 can be combined as determined by the SCC.

Qualified Personnel: To perform the actual shutdown of a utility, the contractor will designate personnel with the following qualifications.

1. Experience level to be determined.
2. Training to be reviewed.

## Schedule:

- a. The Contractor is responsible for submitting a USR for every proposed utility shutdown a minimum of 30 calendar days prior to the requested shutdown date.
- b. For those USR's submitted for SCC-Select consideration, the SCC will provide a determination within 15 calendar days. If the determination is to deny the shutdown under SCC-Select, the standard utility shutdown process will progress.
- c. If the determination is to consider the utility shutdown for SCC-Select, the SCC will notify the Contractor and LAWA PM and schedule a Workshop within 15 calendar days.