



# Concessions Projects (C-SOP Exhibits)

## Design and Construction Standard Operating Procedures

O'Hare International Airport

Midway International Airport

Chicago Department of Aviation

**August 15, 2024**

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## Exhibit A: Concept Design Submittal Checklist

The following indicates the minimum requirements of the Concept Designer Submission (incomplete submittals may delay your project schedule):

- 1. Concessionaire's Point of Contact (POC) name(s), phone number(s) and email(s).
- 2. Concessionaire's Architectural/Engineering firm's (if applicable) POC name(s), phone number(s), and email(s).
- 3. Narrative of the Intended Project Scope including architectural and engineering work
- 4. Photos of the Current Conditions of the Project Location (showing adjacencies / provide at least 6 photo attachments).
- 5. Proposed Location Key Plan (if the project is within the terminal facilities, show column lines, and tenant lease/license line.
- 6. List of all items that need to be relocated (advertising, phones, vending devices, internet kiosks, charging stations, AED's, fire extinguishers, CDA signage, public address speakers, mechanical/electrical/plumbing equipment, etc.)
- 7. Provide CDA LOD Lease/License Outline Drawing (LOD); clearly identify any changes to boundary line.
- 8. Conceptual Design Colored perspectives, Demolition, Architectural, and Engineering (when applicable) drawings defining the basic parameters of the project and any impact to Airport base building:
  - One (1) full-size hard copy.
- 9. Estimated Construction Cost.
- 10. Preliminary Project Schedule
- 11. Indication if the Project is going to be self-certified.
- 12. Indication if this is the first time the designer has performed work at either ORD or MDW.

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### Other Information

- The checklist is to be turned into CDA's designated representative with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant.

**Exhibit A.1: Submittal Review Comments Form Concessions (Image is shown for reference only)**



**O'HARE / MIDWAY - TENANT / CONCESSION PROJECT REVIEW  
SUBMITTAL REVIEW COMMENTS FORM**

Project Name:			Reviewing Agency:	Agency
Project No.:		TH	Reviewed By:	Name
Milestone:			Review Date:	Date
Consultant:				
Comment Due Date:				
			Comment Closeout Mtg:	Response By:
<b>NO.</b>	<b>DWG NO./ SPEC NO./ SECTION NO., ETC.</b>	<b>COMMENTS</b>	<b>REVIEW COMMENT BY:</b>	<b>VENDOR / TENANT RESPONSES</b>
1			Name	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

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## Exhibit B: Designer's Request for CDA Design Standards Variance Form

Form can be found on the following page:



Aviation Administration Building  
10510 W. Zemke Circle  
Chicago, Illinois 60666

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## DESIGNERS REQUEST FOR CDA DESIGN STANDARDS VARIANCE

Project Name:

Project Number:

Specification Reference:

Drawing Reference:

Design Standard to be altered:

Designer of Record:

Subconsultant (as applicable):

Rationale for Design Standards Variance:

Cost Implications:

Effect to any other Scope of Work:

Code/Permit Implications:

O&M Implications:

Designer must submit redlined Specification and associated side by side comparison of data for Standard vs. Proposed Variance. Exhibits attached to this request:

CDA Technical Advisor approval signature:

CDA Representative approval signature:

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## Exhibit C: CDA Design & Construction Guideline Requirements Concession

### General Notes

The following general technical design items will be reviewed by CDA on all Concessionaire designs, as applicable.

General Notes:

- 1. The Architect and Concessionaire shall provide RMS/Compliance Plan information (Design and Construction) prior to the 90% submittal. The Pre-Construction meeting cannot be scheduled until the Compliance Plan is reviewed and approved by CDA.
- 2. All permits, user forms, emergency contact directory, and construction alerts shall be prominently displayed in a locked glass display cabinet 30 inches high x 36 inches wide mounted to the approved construction barricade.
- 3. All concession color and finish sample board(s) shall be approved by CDA prior to the Pre-Construction Meeting.
- 4. Add Building Data information with IL Accessibility Code (71 Ill. Adm. Code Chapter I 400), to Applicable Code Lists. Verify all accessibility information complies with the current codes.
  
- 5. Install and display an ADA Floor plan on an 11x17 framed display in the back of the house or near the electrical panel.
- 6. Perform an x-ray/scan prior to all floor, wall, and room penetrations and submit the test results to CDA for review and approval.
- 7. "Prior to all field welding, any field fabrication, any heavy dust or hot workday, the GC's fire watch person shall use CDA's Smartsheet to alert ORD Fire Department and Building Engineers so they can deactivate fire alarms during the specific construction activities. Prior to commencement of all work described above, notify CDA for their review and approval. CDA's SMARTSHEET: <https://app.smartsheet.com/b/form/63edd425733d42809282920ee9624788>"
- 8. Barricade and graphics package shall be reviewed and approved by CDA, prior to the Pre-Construction Meeting & final installation.
- 9. The design and installation of the barricade shall comply w/ CDA Construction Barricade SOP, including a closure membrane between the top of the barricade and the base building ceiling.
  
- 10. GC shall tape out the LOD lines and Barricade layout at the site and submit photos of LOD and Barricade lines prior to Pre-Construction Meeting.
- 11. GC shall verify proposed Barricade will not obstruct the required clearances of the existing lighting, security camera(s), spray area of the sprinkler heads per NFPA Code, terminal wayfinding signage, or terminal devices.
- 12. At the 60% design submittal the Architect of record, with Tenant's approval, shall identify the security plan showing the integration of security grilles proposed for the store lockdown and closure. Security grilles must comply with CDA Design Guideline standards.
- 13. Utility meters and shut-off valves shall not be located above ceilings.

## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

- 14. All utility meters and shut-off valves shall be labeled with tags and installed at easily accessible and visible locations.
- 15. At the concession space, provide identification tag(s) identifying the location of any applicable remote utility meter with room name and number. Refer to General Note G20.
- 16. At the remote utility meters located away from the concession space, provide identification tag(s) identifying the name of the concession, location of the concession, room number, and installed date. Refer to General Note G20.
- 17. The GC shall use the following identification tags for all utility meters and shut-off valves at the concession and remote locations: Utility meters and shut-off labels shall be a min. 2 inches x 4 inches, waterproof material, Bold Arial Font style, min. 14 font size. The label shall also identify any applicable remote utility meter with the room name and number.

FOR REMOTE METERS

<b>CONCESSION NAME: XXXXXXXX</b>
<b>LOCATION: (ORD/MDW) (Terminal) (Gate)</b>
<b>UTILITY: (GAS, WATER, ELECT)</b>
<b>METER CDA ROOM NO: <u>TXX.X.XX.X</u></b>
<b>INSTALLATION DATE: 00/00/000</b>

FOR CONCESSION METERS

<b>CONCESSION NAME: XXXXXXXX</b>
<b>LOCATION: (ORD/MDW) (Terminal) (Gate)</b>
<b>UTILITY: (GAS, WATER, ELECT)</b>
<b>METER LOCATION: <u>TXX.X.XX.X</u></b>
<b>INSTALLATION DATE: 00/00/000</b>

- 18. Gas shut-off valve locations shall be compliant with current codes and not limited to International Fuel Gas "Code section 409".
- 19. At the concession space on both sides of the demising wall provide identification tag(s) identifying the type/use of any pipe, conduit, and mechanical duct. Refer to General Note # 20 for tag details.
- 20. Designer shall coordinate with MEPFP disciplines and show all required access panels for ceiling and wall MEPFP controls or equipment on the reflected ceiling and floor plans, and elevations.
- 21. All exposed conduits shall be painted, and all TV, data, and communication lines shall be concealed.
- 22. GC to verify and remove all existing abandoned domestic water pipes, sewer pipes, and gas pipes to the source and cap. Provide new pipes from the source as required
- 23. Any existing equipment including but not limited to Low-Temperature Water Isolation valves, VAV boxes, and associated controls, Fire Protection, roof drainage, pneumatic controls, exhaust fans, supply, and return grills must remain unimpeded, the existing equipment shall be relocated to maintain access.

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## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

- 24. All grease traps shall be accessible for cleaning. Grease trap locations shall be reviewed and approved by CDA prior to any field installation.
- 25. At all food establishments, in wet areas provide waterproof membrane under the entire tile floor finish and min. 12-inch up-turn at walls.
- 26. GC to provide all closeout documents per CDA Design and Construction Standard Operating Procedures, C-SOP Step 9.0.
- 27. Contractors shall provide photos of all fireproof caulking of all fire-rated wall, floor, and ceiling/roof penetrations. Architect and Contractors shall provide fireproof caulking details, and product cut sheet for Chicago Fire Department's inspection prior to the Substantial Completion inspection.
- 28. Architect, Concessionaire, and GC to verify hand sink location and numbers of employee zone per IL Health code.
- 29. Any unexpected existing equipment discovered during construction shall be reported to CDA for further coordination prior to proceeding with work.
- 30. Any attachments to the base building architecture, including soffits, columns, or mullions, are prohibited unless authorized by the CDA. Damage to base building finishes shall be repaired at the Concessionaires' expense.
- 31. Food establishment projects: Architect of Record, Concessionaire, and GC shall comply with the Chicago Department of Public Health (CDPH) requirements.

### BARRICADE "Architect and General Contractor's responsibility unless noted otherwise."

- 1. Barricade shall have self-closing, flush, hollow metal double doors with combination lock. Submit combination number to CDA prior to start of construction.
- 2. Mount a 24" x 36" locked bulletin board inside a clear aluminum frame adjacent to the access door outside the Barricade shall display the building permit, safety and security contact information, incident notification form, and copy of e-Form.

### SIGNAGE "Architect, General Contractor, and Concessionaire's responsibility unless noted otherwise."

- 1. A signage permit is not required; however, when signage requires electrical power, it shall be part of the electrical permit.
- 2. Logos are not allowed on primary signs located on storefronts. Logos are allowed on blade signs only.
- 3. Concessionaire signage shall not have a total length exceeding 1/2 of the premises' frontage dimension.

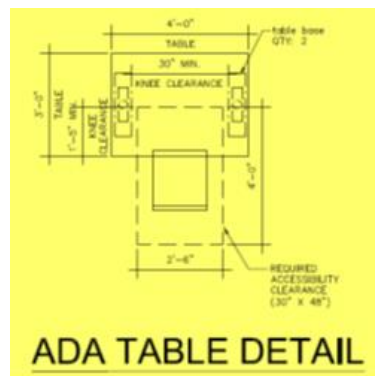
## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

LIFE SAFETY "Architect and General Contractor's responsibility unless noted otherwise."

- 1. The Architect shall provide Life Safety Plan(s) showing locations of all existing applicable night lights, emergency lights, exit lights, fire extinguishers, Ansul fire protection switch & tanks, gas meter and shut off valve, water meter, and shut off valves, electrical meter, switch gear or transformer and panels, fire rating of partitions. Life Safety Plan will be used by the Chicago Fire Department. The Life safety plan(s) shall be placed after Title plan sheet. (If shut-off valves are remotely located, provide reference to the locations)
- 2. Submit cut sheets and specifications for proposed or existing Ansul fire suppression system.

ADA - accessibility "Architect, Engineer, Concessionaire's responsibility unless noted otherwise."

- 1. Add Building Data information with IL Accessibility Code (71 Ill. Adm. Code Chapter I 400), to Applicable Code Lists. Verify all accessibility information complies with the current code.
- 2. Show ADA Floor plan(s) with all ADA circulation and access clearance dimensions, ADA Seating calculation chart, and ADA seating floor plan(s). Submit all ADA-accessible furniture and fixtures cut sheet. ADA compliance plans, charts, and details shall be placed after the Life Safety plan sheet.
- 3. Table and counter height must be 29" to 34" above finished floor. Knee clearance below the table and counter must be a minimum 27" clear height, 30" minimum width, and 19" minimum depth. All accessible seating must be identified with a handicap symbol adhered to the tabletop.
- 4. Center support leg tables are not recommended. Corner support leg tables are preferred as shown in note AD4. However, if round tables with center posts are used for dining, the minimum diameter of these tables shall be a minimum 48" diameter. All accessible tables must comply with ADA codes. Ensure the accessible table legs provide adequate clearance for the wheelchair.
- 5. CDA's recommended accessible four support leg tables:

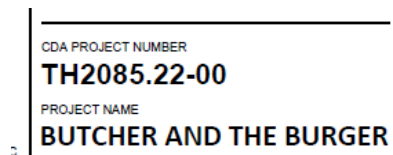


- 6. Show and dimension ADA approach, access, and reach to Point of Sale (POS) counters, food and beverage counters, and merchandise display surfaces, and Grab-and-Go equipment on the plan(s), elevations, and sections.

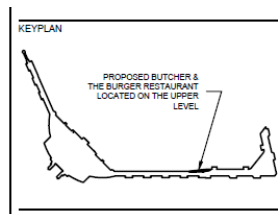
## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

ARCHITECTURAL " Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show CDA Project Number on Title Sheet and on title block of each sheet, see example



- 2. Include a vicinity map, Key plan map, and project scope description on the title sheet.
- 3. Example of the (ORD/MDW) key plan indicating the project location on Title Sheet and on title block of each sheet.



- 4. Food and beverage establishment projects: Architect of Record must add a note on the cover sheet that he has reviewed and complied with Chicago Department of Public Health's (CDPH) requirements.
- 5. Identify previous use of the space on Demolition or Construction floor plan.
- 6. Label adjacent spaces on all floor plans.
- 7. Show the location of the luggage rail wall protection on plans, elevations, and sections, and provide details for fabrication and installation.
- 8. Show employee storage area for personal items and employee lockers in the back-of-house (BOH) area. Identify and show the employee storage area if it is located remotely.
- 9. Identify and show staging of trash and debris removal in the BOH and the circulation path to the terminal trash disposal area.
- 10. Show base building roof structure and concourse ceiling height for reference on all interior elevations and building sections.
- 11. Identify all floor level changes on the finished plan(s) and show all floor transition details to comply with accessibility requirements.
- 12. Show and dimension all adequate angle support for all cantilevered countertops and millwork. Comply with ADA legroom clearances.

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## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

- 13. Kiosk concessions shall have a minimum 8" high toe-kick base plate.
- 14. Architect and General Contractor shall be aware that existing base building finished surfaces such as bulkheads, soffits, exterior walls, ceilings, and column cladding, cannot be modified or used for attachment of tenant construction. All base building finished surfaces damaged during tenant construction must be repaired to their original finish and appearance

### STRUCTURAL "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Provide drawings for structural framing, member sizes, details, and structural calculations for all rooftop equipment.
- 2. Provide drawings for structural framing, member sizes, details, and structural calculations for all roof, floor, and wall openings.
- 3. Provide drawings for structural framing, member sizes, details, and structural calculations for security grilles.
- 4. Provide drawings for structural framing, member sizes, details, and structural calculations for all miscellaneous architectural features, bracing, and equipment supports.

### MECHANICAL "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show a gas riser diagram indicating shut-off valve in a visible and accessible location below the ceiling.
- 2. Show all required access panels for existing ceiling HVAC and other utility equipment on the reflected ceiling plans
- 3. Any enclosed Mop sink must comply with the Mechanical Ventilation Requirement, Table 18-28-403.3 Ventilating Requirements in the Chicago Municipal Code, "Chapter 18-28 MECHANICAL SYSTEMS", unless the mop sink is in an open area.
- 4. Show the gas meter's location in plan.

### ELECTRICAL "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show the electric meter and transformer in plan and identify the location with the room name and number.
- 2. Track lighting is discouraged unless recessed and with CDA approval.
- 3. Do not exceed more than 80% of the load capacity of each panel as per City of Chicago 2021 Amendments "14E-2-210 Branch circuits to the Chicago Electric Code 2018."

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## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

### PLUMBING "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Connection to base building domestic water lines shall be installed with exterior backflow prevention valve as required by the Chicago Department of Public Health (CDPH) and the applicable plumbing code.
- 2. All domestic water lines are to be insulated with a minimum of 1" fiberglass insulation and vapor barrier.
- 3. Grease trap shall be located at an easily accessible area for periodic servicing.
- 4. Service sinks shall not be required to be located within individual tenant spaces provided that a service sink is provided in an area that can be accessed without passing through another tenant space, per City of Chicago 2021 Amendments "18-29-403.6 to the Chicago Plumbing Code."
  
- 5. Show water meter in plan and identify the location with the room name and number.
- 6. Concessionaire's hot water tank pan and relief valve shall be piped to a floor drain.
- 7. All concessionaire installed piping shall be color coded to match the base building system including Concession's grease waste pipe.

### FIRE PROTECTION "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show existing and new sprinkler heads on reflected ceiling plan.
- 2. Show the location of the manual override for any Ansul system at an easily accessible and visible location.

### FF&E + KITCHEN EQUIPMENT "Architect and Engineers' Responsibility unless noted otherwise "

- 1. All types of furniture cannot be attached to the floor. Furniture must have appropriate glides to prevent scratches and damage to finish floors.
- 2. Show and dimension circulation egress aisle path and width between furniture, merchandise displays, and equipment.

---

## Exhibit C.30: 30% Schematic Design (SD) Submittal Checklist

The following indicates the minimum required information and attachments that shall be included in the Schematic Design Submission:

- Approved PIL Submittal.*
- Concept Drawings / Renderings (Check if revision is included).*

### Drawings

- 1. Title Sheet
  - Drawing Index
  - Identify Project Name, CDA Project Number, Location Number, Consultant Names
  - Small-scale Vicinity map, Terminal key plan showing the location of premises identified by column lines within the terminal, and Small-scale Key Lease.
- 2. Include CDA Lease Outline Drawing (LOD) plan drawing with all perimeter dimensions, corresponding square footage identified, and adjacent spaces labeled.
- 3. Circulation, Queuing, and Accessibility compliance plans
  - Show and dimension all egress circulation aisles.
  - Show and dimension guest access to and within the tenant space.
  - Show dimensions between merchandise elements.
  - Show dimensions between tables and back-to-back seating.
  - Show dimension between equipment in the kitchen, server areas, and back-of-house (BOH)
  - Provide a minimum 3'-0" clearance between all elements.
- 4. Code Analysis schedule and Life Safety Plan
  - Identify applicable code analysis and list all pertinent code sections.
  - Identify and show all fire-rated walls.
  - Show Exit lights, Sprinkler heads, Fire Extinguisher
  - Show and document travel distance within the space and to the two nearest Terminal exits.
  - Food and Beverage tenants, identify the number of seats, type of seats, number of ADA-compliant wheelchair spaces, and tables provided for each type of seating.
  - Show ADA compliance drawings and reference figure numbers.

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## Exhibit C.30: 30% Schematic Design (SD) Submittal Checklist Cont'd.

- 5. Demolition plans and reflected ceiling plans
  - Identify all existing materials, Walls, Floor, Ceilings
    - Mechanical System: Ducts, VAV Units, Diffusers, Exhaust Hood, Rooftop Equipment
    - Electrical System: Lighting, Meter room, Power Panels, Data, Low voltage, and security
    - Plumbing System: Water meter, Shut-off Valves, Supply and waste pipes, Floor Drains, Vents, Grease trap, Gas Meter, Shut-off Valves.
    - Fire Protection System: Sprinklers, Exit Signs, Fire Extinguishers
    - Structural Framing: Columns, Beams, and Identify Column Lines.
    - Concourse Elements: Signage, FIBS, Decorative elements
    - Equipment
  - Show and identify materials and systems that will be removed or modified.
  - Attach a minimum of 6 photos representing the existing conditions noted above
- 6. Preliminary Floor Plan
  - Show storefront and security door.
  - Show LOD and fixed walls with dimensions and indicate fire-rated walls.
  - Show proposed merchandising plan, including fixture layout and product displays, POS, millwork, furniture, built-ins, and equipment.
  - Show back of house layout, storage, mop basin, employee lockers, utility panels.
  - Show preliminary kitchen layout.
- 7. Preliminary Reflected Ceiling Plan
  - Show all proposed elements: Ceiling types and soffits.
  - Lights, diffusers, and fire protection sprinklers, Exit Signs
  - Suspended ceiling elements: TVs, signs, design features
- 8. Preliminary Finish Plan
  - Identify materials.
  - Reference materials to Finish schedule.
  - Identify changes in floor elevations and provide details.
  - Provide a Preliminary Floor Finish Schedule.
- 9. Preliminary elevations and sections: Identify materials, show height dimensions, and column lines
  - Storefront
  - Interior Elevations and sections
  - Sections through space: Extend sections to underside of roof deck above tenant space.

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## Exhibit C.30: 30% Schematic Design (SD) Submittal Checklist Cont'd.

- 10. Preliminary Details
  - Wall types
- 11. Comply with CDA Design Guidelines Manual
- 12. Initiate Sam™ Checklist for later submittal

---

### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist should be used as a cover page for your submittal to CDA. Without proper sign-off, this design submittal package will not be reviewed by CDA.

---

Architect of record (AOR) signature of review:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

---

## Exhibit C.60: 60% Design Development (DD) Submittal Checklist

The following indicates the minimum required information and attachments that shall be included in the Design Development Submission:

- Confirm that the 60% drawing submittal incorporates 30% CDA review comments*  
*Confirm CDA'S General Notes referenced in (Exhibit C) are included in documents.*

### Drawings

- 1. Title Sheet
  - Drawing index Update
  
- 2. CDA's Lease Outline Drawing (LOD) plan drawing with all perimeter dimensions, and corresponding square footage identified, and label all adjacent spaces.
  
- 3. Circulation, Queuing plan, and (ADA) Accessibility compliance plans
  - Show and dimension all egress circulation aisles.
  - Show and dimension guest access to and within the tenant space.
  - Show dimensions between merchandise elements.
  - Show dimensions between tables and back-to-back seating.
  - Show dimension between equipment in the kitchen, server areas, and back of house (BOH)
  - Provide a minimum 3'-0" clearance between all elements.
  
- 4. Code Analysis schedule and Life Safety Plan
  - Identify applicable code analysis and list all pertinent code sections.
  - Identify and show all fire-rated walls.
  - Show Exit lights, Sprinkler heads, Fire Extinguisher
  - Show and document travel distance within the space and to the two nearest Terminal exits.
  - Food and Beverage tenants, identify the number of seats, type of seats, number of ADA-compliant wheelchair spaces, and tables provided for each type of seating.
  - Show ADA compliance drawings and reference figure numbers.
  
- 5. Barricade Plan
  - Show all elevations and dimensions vertical height from Concourse floor to ceiling, bulkhead., and roof.
  - Show barricade graphics, signage, and Contractor's display case location.
  - Show details: type of wall, closure to Concourse bulkhead or roof, anchoring, and distance to LOD.
  - Identify and coordinate with CDA all items that need to be relocated by others (CDA security team and adjacent tenant) including but not limited to (advertising, phones, vending devices, internet kiosks, charging stations, AEDs, fire extinguishers, CDA signage, public address speakers, mechanical/electrical/plumbing equipment, etc.).

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 6. Demolition: Plans and Reflected ceiling plans
    - Finalize plans.
    - Complete dimensions
    - Reference details, enlarged plans, sections, and elevations.
      - Identify all existing materials, Walls, Floor, Ceilings
        - Mechanical System: Ducts, VAV Units, Diffusers, Exhaust Hood, Rooftop Equipment
        - Electrical System: Lighting, Meter room, Power Panels, Data, Low voltage, and Security
        - Plumbing System: Water meter, Shut-off Valves, Supply and waste pipes, Floor Drains, Vents, Grease trap, Gas Meter
        - Fire Protection System: Sprinklers, Exit Signs, Fire Extinguishers
        - Structural Framing: Identify Column Lines, Columns, Beams, and other structural elements.
        - Concourse Elements: Signage, FIBS, Decorative elements
        - Equipment
    - Show and identify materials and systems that will be removed or modified.
    - Show and dimension locations for floor and roof penetrations.
    - Attach a minimum of 6 photos representing the existing conditions noted above
    - General Notes
- 
7. Floor Plans
  - Finalize plans.
  - Submit plans for remote utility and mechanical rooms which may be located on the Apron level or the roof.
  - Complete dimensions
  - Reference details, enlarged plans, sections, and elevations.
    - Storefront and security door
    - LOD, and fixed walls with dimensions, and indicate fire-rated walls.
    - Proposed merchandising plan, including fixture layout and product displays, POS, millwork, furniture, built-ins, and equipment.
    - Back-of-house layout, storage, mop basin, employee lockers, and utility panels
    - Kitchen layout.
- 
8. Reflected Ceiling Plans
  - Finalize plans.
  - Complete dimensions
  - Reference details, enlarged plans, and indicate vertical height elevations.
    - Show all elements: Ceiling types and soffits with heights above finish floor.
    - Lights, diffusers, and fire protection sprinklers
    - Suspended ceiling elements: TVs, signs, design features

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 9. Finish Material Plans
  - Finalize plans and indicate floor patterns, change of materials.
  - Complete dimensions
  - Identify changes in elevations and provide details.
  - Reference details and enlarged plans and elevations.
    - Identify materials.
    - Reference materials to Floor Finish schedule.
    - Finish Schedule
  
- 10. Elevations and sections: Identify materials, show height dimensions, and column lines
  - Finalize elevations and sections.
  - Show concourse ceiling and base building roof lines on all elevations and sections for reference.
  - Complete dimensions show all vertical dimensions from floor to underside of structure above.
  - Reference details and enlarged plans and elevations.
    - Identify all design features, materials, and dimensions.
    - Identify and show all signage and graphics, vertical and horizontal dimensions.
      - Storefront
      - Interior Elevations and sections
      - Merchandising millwork, product displays, POS, miscellaneous millwork, furniture, built-ins, and equipment
  
- 11. Details
  - Finalize
  - Complete vertical and horizontal dimensions
  - Identify materials.
  - Cross-reference details to plans, elevations, and sections.
    - Wall types
    - Floor, Base, Wall, Door, and Opening trim
    - Ceiling and soffits
    - Millwork, Casework, design features
    - Signage, graphics, and special features
    - Doors and hardware schedule. Door details
    - Security grille support rail, miscellaneous framing, attachments to base building structure
    - Floor transitions
    - Water Proofing
    - Roof curbs and flashing and MEP support details
    - Expansion Joints
    - Miscellaneous steel reinforcing for walls, floors, roof, counters, millwork, ceilings, equipment, soffits, storefront bulkheads, doors, etc.

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 12. Preliminary coordination of engineering disciplines to architectural drawings
  - Verify engineering background plans.
  - Verify remote utility rooms and provide necessary Apron and roof level plans with room names and numbers.
  - Verify utility identification tags.
  
- 13. Preliminary Mechanical: See Exhibit C.62 Mechanical Checklist for full compliance
  - Demolition: Plans, reflected ceiling plans, details and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plans showing, fan coil or VAV units, duct layout, size and manufacturer of grilles and diffusers, thermostats, and kitchen supply and exhaust systems where applicable.
  - Specifications and fixture cuts
  - Heat gain and heat loss calculations based on existing conditions and new operational requirements.
  - Venting and make-up air requirements
  - Mechanical equipment schedules per City of Chicago building code requirements
  - Mechanical and electrical design including base building modifications.
  - Mechanical and electrical design loads including anticipated exhaust system CPM.
  - Provide gas riser diagram showing gas shut-off valve below the ceiling.
  
- 14. Preliminary Electrical: See Exhibit C.61 Electrical Checklist for full compliance
  - Electric meter room locating plan which may be located remotely from the tenant space.
  - Identify meter number and room number which may be located remotely from the tenant space.
  - Data and communication room locating plan.
  - Demolition: Plans, reflective ceiling plans, elevations, sections, details and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan showing electrical requirements. Include a single line distribution diagram.
  - Emergency lighting plan and egress signs
  - Fixture schedule showing quantity and watts for each fixture.
  - Special lighting, signs, and design features
  - Specifications of fixtures
  - Panel schedule indicating total electrical demand, connected loads, available capacity, service location, and size of transformer.

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 15. Preliminary Plumbing: See Exhibit C.62 Plumbing Checklist for full compliance
  - Demolition: Plans, reflective ceiling plans, elevations, sections, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan of services
  - Specifications and fixture cuts
  - Venting and backflow preventer location and requirements
  - Riser diagrams showing water meter location Submit all Peoples Gas service application request forms to CDA Utilities Team for coordination when requesting a separately metered gas service for tenant or concession work. A copy of the completed application needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)
  - Location of grease trap in all Food and Beverage spaces
  - Location of mop basin in all Food and Beverage spaces. "City of Chicago 2021 Amendments 18-29-403.6" to the Chicago Plumbing Code may apply in other tenant locations.
  - Water heater type and location showing relief and pan drain piped to floor drain.
  
- 16. Preliminary Fire Protection: See Exhibit C.62 Fire Protection Checklist for full compliance
  - Demolition: Reflective ceiling plans, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
  - Sprinkler distribution changes, head layout, and hydraulic calculations
  - Drain down locations.
  - Heat baffles when applicable.
  - Fire extinguisher locations.
  
- 17. Preliminary Structural Checklist
  - Drawings indicating size and location of all existing structural members on each floor and roof area above and below the Tenant space which may be affected by the new design.
  - Show demolition plans identifying all modifications required for the new design.
  - Drawings indicating size and location of all new structural and miscellaneous members intended means of seismic restraint for all City of Chicago building code, and required applications, and all applicable structural calculations.
  - Drawings and structural calculations for specialty elements, fixtures, equipment, or construction applying atypical point loads to the base building structure.
  - Drawings indicating size and location and framing for all intended floor or roof penetrations.

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 18. Preliminary Kitchen and Equipment Compliance Checklist.
  - Required for Food and Beverage Tenants
  - Plans
  - Reflected Ceiling Plans and exhaust hoods.
  - Preliminary utility locations.
  - Floor and roof penetrations.
  - Schedules and specifications.
  - Walk-in freezer plans.
  - Table of electrical loads indicating total electrical demand and connected loads.
  
- 19. Coordinate all disciplines and cross-reference details.
  
- 20. Comply with CDA Design Guidelines Manual.
  
- 21. Sam™ Checklist for later submittal.

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### Other Information

- Submit the checklist to CDA’s designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page for your CDA submission. Without proper sign-off, this design submittal package will not be reviewed by CDA.
- 

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Architect of Record (AOR) signature of review:

Name	Date	Firm
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## Exhibit C.61: 60% Design Development (DD) Submittal Checklist Cont'd.

### Electrical Submittal Checklist

The following indicates the minimum electrical technical design item requirements of the Design that shall be shown on all 60% Design Development and 90% Pre-Final Construction Document submittals (incomplete submittals may delay your project schedule):

- 1. Review total electrical load calculations to determine if the electrical service to the newly remodeled space is adequate for the required loads. Identify in an electrical summary, a schedule of all existing electrical devices and loads, and all new or reused electrical devices and loads.
- 2. Identify the location of electrical equipment and meter room; list meter service number
- 3. Submit a Load Letter to Com Ed requesting a separately metered electrical source for tenant or concession work. City-provided services do not require a separately metered source of power. A copy of the completed Load Letter needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)
- 4. Check and coordinate loads shown on electrical power plans against mechanical, plumbing, fire protection, and/or architectural equipment lists
- 5. Lighting fixture schedules should show the voltage and input watts of each fixture
- 6. Complete panel schedules should be shown. Update existing panel schedules with updated circuit information.
- 7. Review circuiting designations of all electrical equipment including mechanical, IT, lighting fixtures and receptacles, circuit loading allowed per the Chicago Electrical Code
- 8. Balance loads on phases of all new panel boards to within 5% of each other
- 9. Place this note on all design review submittals: "The design shall be in accordance with the requirements of the Chicago Electrical Code, Chicago Department of Aviation Design Specifications, and Chicago Airport Systems, Design and Construction Standards, and CDA C-SOP for Design and Construction
- 10. Utilize Energy Saving devices per the directions given in the Sustainable Airport Manual (Devices carrying the "Energy Star" rating usually qualify)
- 11. Provide enough detail on electrical demolition drawings so that contractors can submit accurate bids
- 12. Check coordination between architectural reflected ceiling plan and electrical lighting plan
- 13. Check coordination between mechanical ceiling plan and electrical lighting plan
- 14. Check coordination between architectural millwork plan and electrical power and receptacle plan

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## Exhibit C.61: 60% Design Development (DD) Submittal Checklist Cont'd.

### Electrical Submittal Checklist

- 15. Check coordination between architectural signage and electrical lighting plan if signage is illuminated or requires electrical power for operation
- 16. Provide a separate emergency lighting and exit plan in accordance with City of Chicago Bureau of Fire Prevention requirements. Show all exit signs, fire alarm pull stations, strobes, horns, speakers ,etc.
- 17. Electrical lighting switches and receptacles shall be installed in accordance with ADA and "Mayor's Office for People with Disabilities" requirements
- 18. Submit all drawings with proper building column line designations, north arrow directional information, and key plan, in coordination with the architectural plans
- 19. Provide one-line diagram (from Source to End Panel) and associated elevations of equipment
- 20. Provide Short Circuit Interrupting Ratings of all Over Current Protective Devices specified
- 21. A site walk through visit to the facility prior to beginning the design phase is required to confirm 30% submittal findings have been satisfied.
- 22. Lighting fixtures and PA speakers shall be Chicago Plenum Rated if installation in a plenum ceiling is required
- 23. The design should account for voltage drop in main feeders and branch circuits in compliance with Chicago Electrical Code requirements

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#### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page for your CDA submission. Without proper sign-off, this design submittal package will not be reviewed by CDA.
- 

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Engineer of Record (EOR) signature of review:

Name	Date	Firm	

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## Exhibit C.62: 60% Design Development (DD) Submittal Checklist Cont'd.

### Mechanical, Fire Protection & Plumbing Submittal Checklist

The following indicates the minimum mechanical technical design item requirements that shall be shown on all 60% Design Development and 90% Pre-Final Construction Document submittals (incomplete submittals may delay your project schedule):

#### General

- Verify Design is in accordance with all applicable codes and regulations & CDA Standards
- Comply with CDA Design & Construction Standards, Part 5, - Mechanical (M, P & FP)
- Existing pneumatic VAV boxes controls should be converted to DDC-Type VAV boxes.
- A site walk-through visit to the Concessionaire's space and adjacent facility prior to beginning the design phase is required to confirm 30% submittal findings have been satisfied.

#### Mechanical

- 1. Testing, Adjusting, and Balancing (TAB) Mechanical HVAC Tenant System(s) BEFORE to confirm existing data available & AFTER to document the existing/altered HVAC systems data vs required Tenant Design Requirements.
- 2. Provide a complete HVAC Ventilation Schedule indicating cfm-air changes required per Codes, per design. "Chicago Building Code 18-28-403.14" Requires Outside Air OA on schedules.
- 3. Provide New Area heating-cooling-venting loads. Adjust or add HVAC Equipment as required. Provide New or Altered Mechanical Systems equipment, ductwork, piping, and control details.
- 4. Additional base building airport HVAC is NOT available. Provide additional HVAC as necessary for Tenant operations.
- 5. Mechanical systems to be reviewed to verify accessibility and maintenance to CDA standards

#### Fire Sprinkler System

- 1. Show all existing, relocated, and New Heads or Covers. Verify coverage is not blocked by new construction, full or partial height walls, Electric Closet, storage rooms, or signage, etc.
- 2. Provide new systems piping details
- 3. Indicate the location of the nearest shut-off valves and drain-downs
- 4. Indicate Fire Protection shutdowns and expected durations
- 5. Testing and installation of the Fire Suppression System in the Premises shall be by the Concessionaire under CDA supervision. Any work on the fire protection system within the tenant space which requires a fire protection shutdown should have a separate user form submitted and follow the CDA fire shutdown procedures.

#### Plumbing

- 1. Need plumbing installation details for the following: meter and back flow preventers, check & double check valves, vacuum breakers, gas fired hot water tank-expansion tank-piping-return piping-blow downs-mixing valve assemblies, flue(s), EM drain pan under hot water tank, ID labeling, wall/floor penetration(s), pipe hangers & supports, vibration isolators, etc.
- 2. Plumbing systems to be reviewed to verify accessibility and maintenance to CDA standards

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## Exhibit C.62: 60% Design Development (DD) Submittal Checklist Cont'd.

### Mechanical, Fire Protection & Plumbing Submittal Checklist

- 3. Any work on the domestic water service within the tenant space that requires partial domestic water service shutdown should have a separate user form submitted and follow the CDA domestic water service shutdown procedures
- 4. Submit all Peoples Gas service application request forms to CDA Utilities Team for coordination when requesting a separately metered gas service for tenant or concession work. A copy of the completed application needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)

#### Demolition (If Applicable)

- Concession demolition requirements may include, but not limited to:
  - All renovation work for each architectural and engineering discipline requires some demolition work or modification to existing building systems.
  - Each architectural and engineering discipline design submittal shall provide demolition documents and specifications identifying existing and modified work.
  - Refer to C-SOP section 2.22 Demolition Component Requirements

#### Food Service & Kitchen Equipment Areas (If Applicable)

- 1. Board of Health review required
- 2. Special exhaust fans, hoods, and makeup air equipment, to maintain negative air as required per codes. Special materials required; Stainless Steel, Black Iron, Aluminum, Ansel, fire dampers, gas & electric automatic shunt-trips, etc. per Codes & CDA Standards
- 3. Where cooking devices are provided and a vented exhaust duct is not required by code, install a ventless, charcoal filter, and electric air cleaner hood above all cooking devices
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#### Other Information

- Submit the checklist to CDA’s designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page for your CDA submission. Without proper sign-off, this design submittal package will not be reviewed by CDA.
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Engineer of Record (EOR) signature of review:

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Name	Date	Firm
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## Exhibit C.90: 90% Pre-Final Construction Document (CD) Submittal Checklist

The following indicates the minimum required information and attachments that shall be included in the Pre-Final Construction Document Submission:

- Confirm that the 90% drawing submittal incorporates the 60% CDA review comments*
- Drawings
- 1. Title Sheet
    - Drawing index Update
  - 2. Confirm CDA's Lease Outline Drawing (LOD) plan drawing with all perimeter dimensions, and corresponding square footage identified, and label all adjacent spaces is complete. In case Concessionaire's proposed LOD is different from CDA'S LOD Plan Provide two LOD plans for comparison.
  - 3. Confirm Circulation, Queuing plan and (ADA) Accessibility compliance plans are complete
    - Show and dimension all egress circulation aisles.
    - Show and dimension guest access to and within the tenant space.
    - Show dimensions between merchandise elements.
    - Show dimensions between tables and back-to-back seating.
    - Show dimension between equipment in the kitchen, server areas, and back- of -house (BOH)
    - Provide a minimum 3'-0" clearance between all elements.
  - 4. Confirm Code Analysis schedule and Life Safety Plan are complete
    - Identify applicable code analysis and list all pertinent code sections.
    - Identify and show all fire-rated walls.
    - Show Exit lights, Sprinkler heads, Fire Extinguisher
    - Show and document travel distance within the space, and to the two nearest Terminal exits.
    - Food and Beverage tenants, identify the number of seats, type of seats, number of ADA-compliant wheelchair spaces, and tables provided for each type of seating.
    - Show ADA compliance drawings and reference figure numbers.
  - 5. Confirm Barricade Plan is complete
    - Show all elevations and include height to Concourse ceiling or bulkhead.
    - Show barricade graphics, signage, and Contractor's display case location.
    - Show details: type of wall, closure to Concourse bulkhead or roof, anchoring, and distance to LOD.
    - List of all items that need to be relocated by others (CDA or adjacent tenant) in order for the project to be built (advertising, phones, vending devices, internet kiosks, charging stations, AED's, fire extinguishers, CDA signage, public address speakers, mechanical/electrical/plumbing equipment, etc.)
  - 6. Demolition: Plans and Reflected ceiling plans
    - Finalize plans.
    - Complete dimensions

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## Exhibit C.90: 90% Pre-Final Construction Document (CD) Submittal Checklist Cont'd

- Reference details, enlarged plans, and indicate vertical elevations
  - Identify all existing materials, Walls, Floor, Ceilings
    - Mechanical System: Ducts, VAV Units, Diffusers, Exhaust Hood, Rooftop Equipment
    - Electrical System: Lighting, Meter room, Power Panels, Data, Low voltage, and security
    - Plumbing System: Water meter, Shut-off Valves, Supply and waste pipes, Floor Drains, Vents, Grease trap, Gas Meter, Shut-off Valves.
    - Fire Protection System: Sprinklers, Exit Signs, Fire Extinguishers
    - Structural Framing: Identify Column Lines, Columns, Beams, and
    - Concourse Elements: Signage, FIBS, Decorative elements
    - Equipment
  - Show and identify materials and systems that will be removed or modified.
  - Show and dimension locations for floor and roof penetrations.
  - Attach a minimum of 6 photos representing the existing conditions noted above
  - General Notes
- 7. Floor Plans
  - Finalize plans.
  - Submit plans for remote utility and mechanical rooms which may be located on the Apron level or the roof.
  - Complete dimensions
  - Reference details and enlarged plans and elevations.
    - Storefront and security door
    - LOD and fixed walls with dimensions and indicate fire-rated walls.
    - Proposed merchandising plan includes fixture layout and product displays, POS, millwork, furniture, built-ins, and equipment.
    - Back-of-house layout, storage, mop basin, employee lockers, and utility panels
    - Kitchen Layout
- 8. Reflected Ceiling Plans
  - Finalize plans.
  - Complete dimensions
  - Reference details, enlarged plans, and include vertical height elevations.
    - Show all elements: Ceiling types and soffits.
    - Lights, diffusers, and fire protection sprinklers
    - Suspended ceiling elements: TVs, signs, design features
- 9. Finish Material Plans
  - Finalize plans and indicate floor patterns, change of materials.
  - Complete dimensions
  - Reference details and enlarged plans and elevations.
    - Identify materials.
    - Reference materials to Finish schedule.
    - Finish Schedule

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## Exhibit C.90: 90% Pre-Final Construction Document (CD) Submittal Checklist Cont'd.

- 10. Elevations and sections: Identify materials, show height dimensions, and column lines
  - Finalize elevations and sections.
  - Complete dimensions show all vertical dimensions from floor to underside of structure above.
  - Reference details and enlarged plans and elevations.
    - Identify all design features, materials, and dimensions.
    - Identify and show all signage and graphics, vertical and horizontal dimensions.
      - Storefront
      - Interior Elevations and sections
      - Merchandising millwork, product displays, POS, miscellaneous millwork, furniture, built-ins, and equipment
- 11. Finalize Details
  - Complete vertical and horizontal dimensions
  - Identify materials.
  - Cross-reference details to plans, elevations, and sections.
    - Wall types
    - Floor, Base, Wall, Door, and Opening trim
    - Ceiling and soffits
    - Millwork, Casework, design features
    - Signage, graphics, and special features
    - Doors, hardware, and schedule
    - Security grille support rail, miscellaneous framing, attachments to Concourse structure
    - Floor transitions & Expansion Joints
    - Water Proofing
    - Roof curb flashing and MEP support details
    - Miscellaneous steel reinforcing for walls, floors, roof, counters, millwork, ceilings, equipment, soffits, storefront bulkheads, doors, etc.
- 12. Finalize Coordination of engineering disciplines to architectural drawings
  - Verify engineering background plans.
  - Verify remote utility rooms and provide necessary Apron and roof level plans with room names and numbers.
  - Verify utility identification tags.
- 13. Finalize Mechanical: See Exhibit C.62 Mechanical Checklist for full compliance
  - Demolition: Plans, reflective ceiling plans, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plans showing, fan coil or VAV units, duct layout, size and manufacturer of grilles and diffusers, thermostats, and kitchen supply and exhaust systems where applicable.
  - Specifications and fixture cuts

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## Exhibit C.90: 90% Pre-Final Construction Document (CD) Submittal Checklist Cont'd.

- Heat gain and heat loss calculations based on existing conditions and new operational requirements.
  - Venting and make-up air requirements
  - Mechanical equipment schedules per City of Chicago building code requirements
  - Mechanical and electrical design including base building modifications.
  - Mechanical and electrical design loads including anticipated exhaust system CPM.
  - Provide gas riser diagram showing gas shut-off valve below ceiling.
14. Finalize Electrical: See Exhibit C.61 Electrical Checklist for full compliance
- Electric meter room locating plan which may be located remotely from the tenant space.
  - Identify meter number and room number which may be located remotely from the tenant space.
  - Data and communication room locating plan.
  - Demolition: Plans, reflective ceiling plans, elevations, sections, details and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan showing electrical requirements. Include single line distribution diagram.
  - Emergency lighting plan and egress signs
  - Fixture schedule showing quantity and watts for each fixture.
  - Special lighting, signs, and design features
  - Specifications of fixtures
  - Panel schedule indicating total electrical demand, connected loads, available capacity, service location and size of transformer.
15. Finalize Plumbing: See Exhibit C.62 Plumbing Checklist for full compliance
- Demolition: Plans, reflective ceiling plans, elevations, sections, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan of services
  - Specifications and fixture cuts
  - Venting and back flow preventer location and requirements
  - Riser diagrams showing water meter location Submit all Peoples Gas service application request forms to CDA Utilities Team for coordination when requesting a separately metered gas service for tenant or concession work. A copy of the completed application needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)
  - Location of grease trap in all Food and Beverage spaces
  - Location of mop basin in all Food and Beverage spaces. City of Chicago “2021 Amendments 18-29-403.6” to the Chicago plumbing Code may apply in other tenant locations.
  - Water heater type and location showing relief, and pan drain piped to floor drain

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## Exhibit C.90: 90% Pre-Final Construction Document (CD) Submittal Checklist Cont'd

- 16. Finalize Fire Protection: See Exhibit C.62 Fire Protection Checklist
  - Demolition: Reflective ceiling plans, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
  - Sprinkler distribution changes, head layout and hydraulic calculations
  - Drain down locations.
  - Heat baffles when applicable.
  - Fire extinguisher locations.
  
- 17. Finalize Structural Checklist
  - Drawings indicating size and location of all existing structural members on each floor and roof area above and below the Tenant space which may be affected by the new design .
  - Show demolition plans identifying all modifications required for the new design.
  - Drawings and structural calculations indicating size and location of all new structural and miscellaneous members intended means of seismic restraint for all City of Chicago building code, and required applications, and all applicable structural calculations.
  - Drawings and structural calculations for specialty elements, miscellaneous framing and supports, fixtures, equipment, or construction applying atypical point loads to the base building structure.
  - Drawings indicating size and location and framing for all intended floor or roof penetrations.
  - Specifactions
  - Details
  
- 18. Finalize Kitchen and Equipment Checklist
  - Required for Food and Beverage Tenants
  - Plans
  - Reflected Ceiling Plans, Exhaust hoods.
  - Preliminary utility locations
  - Floor and roof penetrations
  - Schedules and specifications
  - Walk-in freezer plans
  - Table of electrical loads indicating total electrical demand and connected loads
  
- 19. Finalize Coordination with all disciplines and cross reference details
  
- 20. Comply with CDA Design Guidelines Manual
  
- 21. Sam™ Checklist for later submittal

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## Exhibit C.90: 90% Pre-Final Construction Document (CD) Submittal Checklist Cont'd

### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page to your submittal to CDA. Without proper sign off, this design submittal package will not be reviewed by CDA.

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Architect of Record (AOR) signature of review:

---

Name

Date

Firm

Engineer of Record (EOR) signature of review:

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Name

Date

Firm

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## Exhibit C.100: 100% Construction Document (CD) Submittal Checklist

The following indicates the minimum required information and attachments that shall be included in the Construction Document Submission:

- Confirm 100% drawing submittal incorporates 90% CDA review comments*

### Drawings

- 1. Title Sheet
  - Drawing index Update
- 2. CDA's Lease Outline Drawing (LOD) plan (Refer to Exhibit C.90 for the full checklist of compliance).
- 3. Final (ADA) Accessibility compliance plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 4. Final Life Safety Plan (Refer to Exhibit C.90 for the full checklist of compliance).
- 5. Final Barricade Plan (Refer to Exhibit C.90 for the full checklist of compliance).
- 6. Final Demolition: Plans and Reflected Ceiling Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 7. Final Floor Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 8. Final Reflected Ceiling Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 9. Final Finish Material Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 10. Final Elevations and sections: (Refer to Exhibit C.90 for the full checklist of compliance).
- 11. Final Details drawings (Refer to Exhibit C.90 for the full checklist of compliance).
- 12. Final Coordination of engineering disciplines to architectural drawings (Refer to Exhibit C.90 for the full checklist of compliance).
- 13. Final Mechanical: (Refer to Exhibit C.62 Mechanical Checklist & Exhibit C.90 for the full checklist compliance).
- 14. Final Electrical: (Refer to Exhibit C.61 Electrical Checklist & Exhibit C.90 for the full checklist of compliance).
- 15. Final Plumbing: (Refer to Exhibit C.62 Plumbing Checklist & Exhibit C.90 for the full checklist of compliance).

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## Exhibit C.100: 100% Construction Document (CD) Submittal Checklist Cont'd.

- 16. Final Fire Protection: (Refer to Exhibit C.90 for the full checklist of compliance).
- 17. Final Structural Checklist (Refer to Exhibit C.90 for the full checklist of compliance).

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### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page to your submittal to CDA. Without proper sign off, this design submittal package will not be reviewed by CDA.
- 

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Architect of Record (AOR) signature of review:

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Name

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Date

---

Firm

---

## Exhibit CE-1: Development Process Overview Average Timeline

Form can be found on the following page:



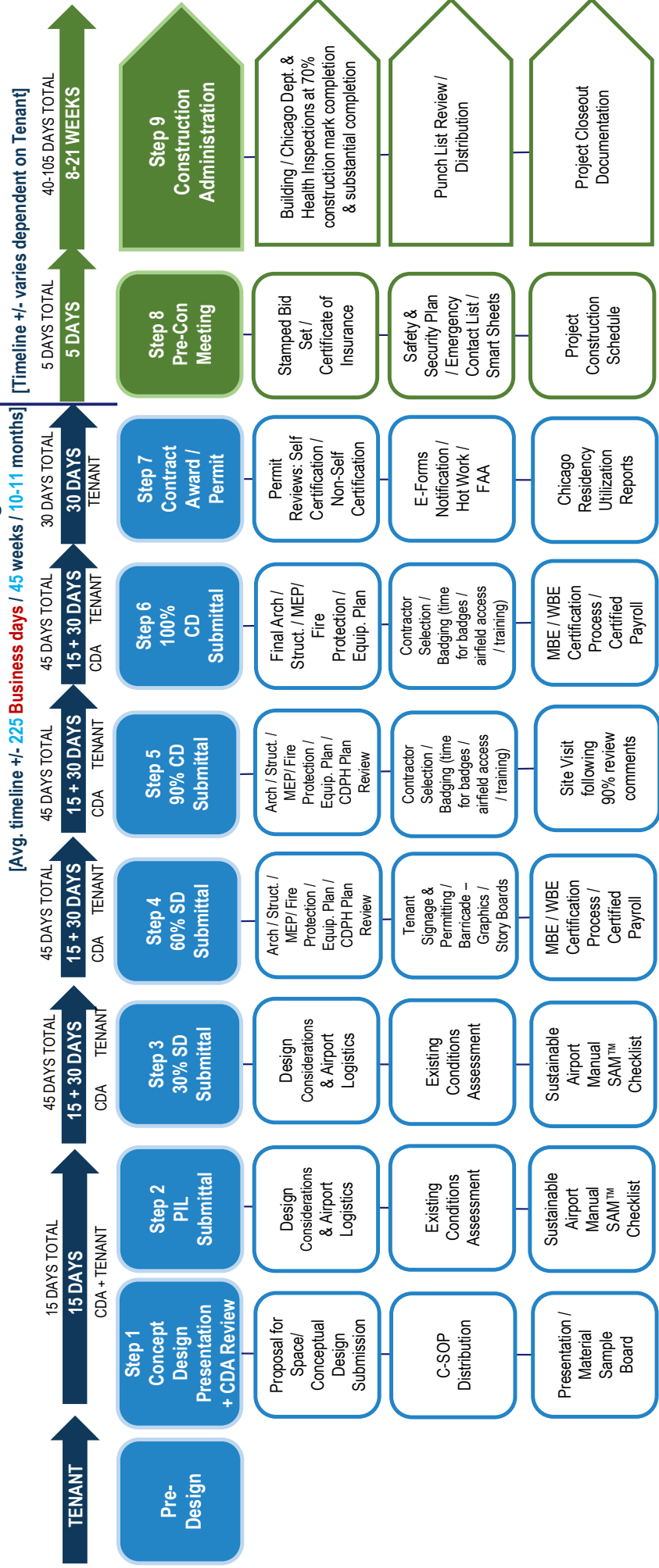
# CDA Tenant Design Review Process Average Timeline(s)

October 16<sup>th</sup>, 2023



# TENANT DEVELOPMENT PROCESS

[Total / Avg. timeline +/- 270-335 Business days / 54-67 weeks / 12-16 months]



[Avg. timeline +/- 225 Business days / 45 weeks / 10-11 months]

[Timeline +/- varies dependent on Tenant]

Note: Steps 3 - 6: CDA Design Review Typically Requires 15 Business days | Tenant Architect Response time is a maximum 30 Business days after CDA comments received (response to review comments) - this may be shorter based on tenant response duration.



# DEVELOPMENT PROCESS – TYPICAL TRACK

[Total Avg. timeline +/- 270-335 Business days / 54-67 weeks / 12-16 months]

	Design Phase [Avg. timeline +/- 10.5 months]			Construction Phase [Avg. timeline +/- varies]		TOTAL DEVELOPMENT DURATION Normal Track
	Pre - Design Phase	Design Phase	Permitting	Construction Phase		
<b>Retail</b>	TBD	195 Days / 10.5 Months	30 Days	45 days	+/- 270 Business Days / 12 Months	
<b>Food &amp; Beverage</b>	TBD	195 Days / 10.5 Months	30 Days	110 days	+/- 335 Business Days / 16 Months	

**Notes:**

1. Steps 3 – 6: CDA Design Review Typically Require 15 business days. Review times may vary pending CDA review team availability and project complexity.
2. Tenant Architect Response time is a maximum 30 business days after CDA comments received (response to review comments) – this may be shorter based on tenant response duration
3. All Days are Business Days: Assumed 5 business per week and 4 weeks per month,
4. Construction Phase based off MDW Concessions Redevelopment average benchmarks for Retail and F&B locations for construction durations
5. All Permitting durations are per Department of Buildings
6. All construction durations are contingent on Tenant Construction



## Contractor's Checklist:

### Exhibit D& E reference :

It is intended to provide additional assistance to the General Contractor for their completion of information required in Exhibits D & E prior to beginning construction and during construction. The contractor(s) shall comply with the SOP and other related documents ( This checklist is provided for information only):

- Exhibit D.1 O'Hare Airport or D.2 Midway Airport:** Pre-Construction Meeting Form
- Exhibit D.3:** Impact to CDA Security and TSA Approval (If Applicable)
  - Identify if there are any anticipated impact to CDA Security that may require TSA Approval
- Exhibit D.4:** Certificate of Insurance (COI)
- Exhibit D.6:** Safety and Security Plan & CDA Safety Manager Credentials
  - The name of the safety manager and copies of the safety manager's Resume, OSHA Card, AED/CPR and training credentials.
  - Provide Site Specific Safety Plan
  - Provide a Job Hazard Analysis Plan
  - Provide Incident Notification Plan
  - Impact to CDA security and TSA Approval (See Exhibit D.3) (If applicable)
  - Provide any other documentation as required by the CDA Construction Safety Manual
- Exhibit D.7 O'Hare Airport or D.8 Midway Airport:** Incident Notification Plan
- Exhibit D.9:** Building Permit (Copies)
  - Building Permit
  - Electrical Permit
  - Demolition Permit (If issued separately)
  - Other Permits (city, state, federal)
- Exhibit D.10:** Badging Procedures and Requirements
  - Copy of all employee badges
  - Copy of all vehicle permits. Vehicle access form (if required) (See Exhibit CE-8)
- Exhibit D.11:** Employer Information and Authorization Form
- Exhibit D.12:** Operations Plan- Material Delivery and Debris Removal
  - Identify construction deliver entry point
  - Identify Post and dock location
  - Identify Freight elevator location
  - Identify Refuse location
  - Identify dumpster location
  - Identify storage requirements, including any additional space request for storage beyond the designated LOD.
- Exhibit D.100:** O'HARE Airport (ORD)- Directions to Post and Loading Dock Locations
- Exhibit D.101:** O'HARE Airport (ORD)- Terminal Posts and Services Site Map
  - For information to complete Exhibit D.18
- Exhibit D.102:** O'HARE AIRPORT Elevator Matrix
  - For information to complete Exhibit D.18
- Exhibit D.200:** MIDWAY Airport (MDW)- Direction to Post and Loading Dock Locations
  - For information to complete Exhibit D.18
- Exhibit D.201:** MIDWAY Airport (MDW)- Terminal Posts and Services Site Map
  - For information to complete Exhibit D.18

- Exhibit D.202:** MIDAWAY Airport (MDW)- Elevator Matrix
  - For information to complete Exhibit D.18
- Exhibit E.4:** Affidavit of Concessionaire -Concession’s Compliance Form
- Exhibit E.5:** Affidavit of Professional Services Contractor- Professional Services Compliance Form
- Exhibit E.6:** Affidavit of Prime Contractor- General Contractor Compliance Form
- Exhibit 7:** Good Faith Efforts Form- Schedule H

- Common Exhibit (CE)-1:** Development Process Overview Average Timeline
- Common Exhibit (CE)-5:** FAA Approved 7460-1 F
- Common Exhibit (CE)-8:** CDA Construction Safety Manual
- Common Exhibit (CE)-9:** Vehicle Access Form

- Pre-construction document submittal** shall also include the following:
  - One (1) full-size hard copy set of stamped approved plans by the Department of Buildings.
  - One (1) half-size set of stamped approved plans by the Department of Buildings.
  - One (1) PDF of stamped plans approved by the Department of Buildings.
  - PDF of approved Barricade and Graphic Plan
  - Barricade layout to be taped out at the site and schedule a meeting with the CDA team including the CDA security team for review.
  - Photos of the Barricade tape line reviewed by CDA.
  - CDA 100% Document Review Comments spreadsheet with completed responses by Concessionaire’s architect/engineer
  - Overall Project Schedule & Three (3) Week Load Ahead Schedule
- Utility Plan
  - ComEd Load Letter and/or Proof of ComEd Application (See electrical requirements Exhibit C.61 for reference only)
  - Proof of People’s Gas Service Application

Following the Pre-Construction Meeting: [EFORMS - Login \(chicago.gov\)](#)

- Project start-up: Submit following completion of the pre-construction meeting.
- Hot work: Required if welding or torch cutting.
- Coring or drilling: X-Ray or scan to be submitted via e-form.
- CE-5: Crane Use: FAA approved 7460 Form (if applicable)
  - **\*\* The FAA approval process takes approximately 60- 90 days to complete;** therefore, if any rooftop crane work is intended, coordinate the FAA approval process in advance.
- Any other potential impacts on airport operations

[EFORMS - Login \(chicago.gov\)](#) Allow 3 business days for processing.

Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

- System **Shutdowns at Terminals 1, 2, and 3**, contact H&R Monitor Room 773-686-2248
- System **Shutdowns at Terminal 5**, contact 24-hour dispatch at 773-864-2060.

Follow the CDA fire protection shutdown procedure.

Other Information

- For all construction projects, the Concessionaire is required to submit a Notice to Airport User Form (see C-SOP Section 5.0).
- Incomplete submittals may cause a delay to the project schedule.

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## Exhibit D: Pre-Construction Meeting Checklist

The following indicates the minimum requirements of the Concessionaire Pre-Construction Meeting (incomplete submittals may delay your project schedule):

- 1) Pre-Construction Form (See Exhibit D.1 & D.2)
- 2) Building Permit (See Exhibit D.9), and any other required city, state, and federal permits
- 3) PDF of the stamped, approved building
  - a. PDF of approved Barricade and Graphic Plan refer to CDA Barricade Standard (not included here).
  - b. Barricade layout to be taped out at the site and schedule a meeting with the CDA team including the CDA security team for review.
  - c. Photos of the Barricade tape line reviewed by CDA.
- 4) 100% design submittal response to comments
  - a. CDA 100% Document Review Comments spreadsheet with completed responses by Concessionaire's architect/engineer.
- 5) Concession's Compliance Plans – Concessionaire & General Contractor (See Exhibits E.4 & E.6)
- 6) Safety and Security Plan (See Exhibit D.6)
  - a. The name of the safety manager and copies of the safety manager's Resume, OSHA Card, AED/CPR and training credentials.
  - b. Provide Site Specific Safety Plan
  - c. Provide a Job Hazard Analysis Plan
  - d. Provide Incident Notification Plan
  - e. Impact to CDA security and TSA Approval (See Exhibit D.3) (If applicable)
  - f. Provide any other documentation as required by the CDA Construction Safety Manual
- 7) Operations Plan
  - a. Material Delivery and Debris Removal (See Exhibit D.12)
  - b. Post and Loading Dock Location (See Exhibit D100 - D200)
  - c. Elevator Matrix and Maps (See Exhibits D101 & 102- D201&202)
  - d. Vehicle access form (if required) (See Exhibit CE-10 for reference only)
- 8) Utility Plan
  - ComEd Load Letter and/or Proof of ComEd Application (See electrical requirements Exhibit C.61 for reference only)
  - Proof of People's Gas Service Application
- 9) Identify storage requirements, including any additional space request for storage beyond the designated LOD.
- 10) Overall Project Schedule & Three (3) Week Load Ahead Schedule

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## Exhibit D: Pre-Construction Meeting Checklist Cont'd.

Following the Pre-Construction Meeting: [EFORMS - Login \(chicago.gov\)](#)

- Project start-up: Submit following completion of the pre-construction meeting.
- Hot work: Required if welding or torch cutting.
- Coring or drilling: X-Ray or scan to be submitted via e-form.
- Crane Use: FAA approved 7460 Form (See
- Exhibit CE-5 for reference only) (if applicable)
- \*\* The FAA approval process takes approximately 60- 90 days to complete; therefore, if any rooftop crane work is intended, coordinate the FAA approval process in advance.
- Any other potential impacts on airport operations

[EFORMS - Login \(chicago.gov\)](#) Allow 3 business days for processing.

Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

System Shutdowns at Terminals 1, 2, and 3, contact H&R Monitor Room 773-686-2248

System shutdowns at Terminal 5, contact 24-hour dispatch at 773-864-2060.

Follow the CDA fire protection shutdown procedure.

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### Other Information

- For all construction projects, the Concessionaire is required to submit a Notice to Airport User Form (see C-SOP Section 5.0).
- Incomplete submittals may cause a delay to the project schedule.

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## Exhibit D.1: O'Hare International Pre-Construction Meeting Form

Form can be found on the following page:



# ORD PRE-CONSTRUCTION MEETING FORM - CONCESSION PROJECTS

CDA PROJ. NO.  Include CDA Proj. No. on all correspondence MEETING DATE

PROJECT TITLE

SCOPE OF WORK

### CHECK ALL ACTIVITIES THAT APPLY TO THE SCOPE OF WORK

- Plumbing     Electrical Work     HVAC     Fire Protection     Roof/Exterior Wall Penetration
- Signage     Data/Telecom     BMS     Excavation     Security/Controlled Access

1. GENERAL CONTRACTOR  Phone

Superintendent  24 hr. phone

Subcontractors

*Notify CDA of any changes or substitutions within 48 hrs of new subcontractor starting work*

### 2. SAFETY: All work must comply with Airport Construction Safety manual (CAS)

Contractor's On-Site Safety Professional  Phone

Submit to CDA Safety for review/approval:

<input type="checkbox"/> Safety Professional's resume with 3 yrs experience	<input type="checkbox"/> 30 Hr OSHA card	<input type="checkbox"/> AED/CPR card
<input type="checkbox"/> Site Specific Safety Plan/Job Hazard Analysis	<input type="checkbox"/> Incident Notification Plan	

*Injury reporting to CDA Safety is required within 24 hours of incident*

Hot Work Permit?     Yes     No    *Submit E-Form for any hot work and attach copy of permit*

Contacts: O'Hare Emergency: 773-894-9111, Non-Emergency: 773-894-5000, Chgo Fire Dept. at O'Hare 773-686-2244, CDA Safety 773-686-2397

### 3. PROJECT MANAGEMENT: CDA Project Architect - Christian Dillon-Duque 773-894-3916 or Efrain Fabian 773-894-3918

CDA Tenant Coordinator  *Submit weekly status reports to CDA Tenant Coordinator*

Tenant PM  Phone  Tenant CM  Phone

### 4. DESIGN REVIEW AND PERMITTING

Response to CDA 100% design review comments submitted?     Yes     No

Copy of permit drawings from Chicago Dept. of Bldgs provided?     Yes     No

SAM (Sustainable Airport Manual) checklist submitted?     Yes     No     N/A - per CDA review

Bldg. Permit No.  EPA Permit No.  Electrical Permit No.  *Call CDA Electricians 773-686-2224 prior to construction.*

*Rough and final inspections with building inspector's sign-off are required. Submit copy with E-Form close-out*

Sign Permit?     Yes     No    *Submit copy of sign application to CDA*

New Water Meter?     Yes     No    *Provide copy of meter number with E-Form close-out*

New Electrical Meter?     Yes     No    *Provide copy of meter number with E-Form close-out. Provide copy of ComEd application at Pre-con*

**5. SCHEDULE, HAUL ROUTE AND STAGING**

Start Date  Completion Date

Select all work days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Day Hrs    to    Night Hrs    to

**Any work which is noisy, odorous or disruptive to others will not be scheduled during the day.**

Delivery Route

Employee Parking/Staging Area

Install barricades?  Yes  No *Provide barricade plan, elevation & graphics to CDA prior to meeting for review. Install per CDA standards.*

On-Site Dumpster?  Yes  No Dumpster Location   
*Keep dumpster covered at all times to prevent FOD.*

Certificate of Insurance submitted to CDA?  Yes  No *City of Chicago and its designated representatives must be additionally insured. Limits shall be per lease agreement.*

**6. UNDERGROUND WORK: Contractor is responsible for underground locates**

Utility Dig Book Status

**7. E-FORMS: NOTICE TO AIRPORT USERS FORM - <https://eforms.cityofchicago.org> Allow 3 business days for processing.**

Submit electronically for project start-up, interruptions, shutdowns, hot work, coring, crane use and any other potential impacts on airport operations. Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

**System shutdowns at domestic Terminals 1, 2 and 3, contact H&R Monitor Room 773-686-2248**

**System shutdowns at the International Terminal 5, contact 24 hour dispatch 773-864-2060**

**Follow the CDA fire protection shutdown procedure.**

**8. SECURITY: Compliance with Airport Security is mandatory - keep jobsite secure.**

Any impacts on TSA/Security?  Yes  No *If so, coordinate with CDA Security directly. TSA amendment may be required.*

G.C is badged for O'Hare?  Yes  No  N/A - landside

List subcontractors to be escorted by G.C

**9. AIRSIDE OPERATIONS 773-686-2255 - call for crane use and airside escorts.**

FAA 7460 Form submitted?  Yes  No  N/A - no impacts Case No.  Max Equip. Hgt.

**10. GENERAL COMMENTS AND NOTES**

Keep jobsite clean - Throw away trash and remove from site for rodent control. Provide walk-off mats to prevent tracking dirt and dust control.

Floor/wall coring - Scan floor to identify obstructions. Fire caulk all penetrations

Comments:

**11. CONCESSIONS ONLY - Provide Compliance Plan**

**12. PROJECT COMPLETION - Tenant CM to notify CDA Tenant Coordinator to schedule the Project Completion Walkthrough**

**Tenant to submit all close out documentation to CDA within 90 days of the Project Completion Walkthrough**

Close E-Forms: All E-Forms require closeout - enter completion date and any relevant documents, i.e. electrical inspector's sign-off.

To closeout the Project Startup E-Form:

- a. Enter dates for substantial completion, punchlist walkthrough and red-line drawings.
- b. Provide copy of signed permit for rough and final inspections
- c. Attach red line drawings for As-Builts

**\*Please refer to the CDA's Standard Operating Procedure for "Tenant Design, Renovation and Construction" for all project requirements**

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## Exhibit D.2: Midway International Pre-Construction Meeting Form

Form can be found on the following page:



# MDW PRE-CONSTRUCTION MEETING FORM - TENANT PROJECTS

CDA PROJ. NO.  Include CDA Proj. No. on all correspondence MEETING DATE

PROJECT TITLE

SCOPE OF WORK

### CHECK ALL ACTIVITIES THAT APPLY TO THE SCOPE OF WORK

- Plumbing     Electrical Work     HVAC     Fire Protection     Roof/Exterior Wall Penetration
- Signage     Data/Telecom     BMS     Excavation     Security/Controlled Access

1. GENERAL CONTRACTOR  Phone

Superintendent  24 hr. phone

Subcontractors

*Notify CDA of any changes or substitutions within 48 hrs of new subcontractor starting work*

### 2. SAFETY: All work must comply with Airport Construction Safety manual (CAS)

Contractor's On-Site Safety Professional  Phone

Submit to CDA Safety for review/approval:

Safety Professional's resume with 3 yrs experience     30 Hr OSHA card     AED/CPR card  
 Site Specific Safety Plan/Job Hazard Analysis     Incident Notification Plan

*Injury reporting to CDA Safety is required within 24 hours of incident, 773-838-0656 MDW Command Center (MCC)*

Hot Work Permit?     Yes     No    *Submit E-Form for any hot work and attach copy of permit*

Contacts: MDW Emergency 773-838-9111, Chicago Fire Dept. at MDW 773-838-4004, CDA Safety 773-838-0663

### 3. PROJECT MANAGEMENT: CDA Project Architect - Niels De Vita 773-838-0627 or Christian Dillon-Duque 773-894-3916

CDA Tenant Coordinator  *Submit weekly status reports to CDA Tenant Coordinator*

Tenant PM  Phone  Tenant CM  Phone

### 4. DESIGN REVIEW AND PERMITTING

Response to CDA 100% design review comments submitted?     Yes     No

Copy of permit drawings from Chicago Dept. of Bldgs provided?     Yes     No

SAM (Sustainable Airport Manual) checklist submitted?     Yes     No     N/A - per CDA review

Bldg. Permit No.  EPA Permit No.  Electrical Permit No.  *Call CDA prior to construction. Ricardo Gaspar 773-838-0634 or Felipe Najjar 773-838-0619*

*Rough and final inspections with building inspector's sign-off are required. Submit copy with E-Form close-out*

Sign Permit?     Yes     No    *Submit copy of sign application to CDA*

New Water Meter?     Yes     No    *Provide copy of meter number with E-Form close-out*

New Electrical Meter?     Yes     No    *Provide copy of meter number with E-Form close-out. Provide copy of ComEd application at Pre-con*

**5. SCHEDULE, HAUL ROUTE AND STAGING**

Start Date  Completion Date

Select all work days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Day Hrs    to    Night Hrs    to

**Any work which is noisy, odorous or disruptive to others will not be scheduled during the day.**

Delivery Route

Employee Parking/Staging Area

Install barricades?  Yes  No *Provide barricade plan, elevation & graphics to CDA prior to meeting for review. Install per CDA standards.*

On-Site Dumpster?  Yes  No Dumpster Location   
*Keep dumpster covered at all times to prevent FOD.*

Certificate of Insurance submitted to CDA?  Yes  No *City of Chicago and its designated representatives must be additionally insured. Limits shall be per lease agreement.*

**6. UNDERGROUND WORK: Contractor is responsible for underground locates**

Utility Dig Book Status

**7. E-FORMS: NOTICE TO AIRPORT USERS FORM - <https://eforms.cityofchicago.org> Allow 3 business days for processing.**

Submit electronically for project start-up, interruptions, shutdowns, hot work, coring, crane use and any other potential impacts on airport operations. Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

**System shutdowns at the Terminals: contact City Operations 773-838-0677  
Follow the CDA fire protection shutdown procedure.**

**8. SECURITY: Compliance with Airport Security is mandatory - keep jobsite secure.**

Any impacts on TSA/Security?  Yes  No *If so, coordinate with CDA Security directly. TSA amendment may be required.*

G.C is badged for O'Hare?  Yes  No  N/A - landside

List subcontractors to be escorted by G.C

**9. AIRSIDE OPERATIONS 773-838-0677 - call for crane use and airside escorts.**

FAA 7460 Form submitted?  Yes  No  N/A - no impacts Case No.  Max Equip. Hgt.

**10. GENERAL COMMENTS AND NOTES**

Keep jobsite clean - Throw away trash and remove from site for rodent control. Provide walk-off mats to prevent tracking dirt and **dust** control.

Floor/wall coring - Scan floor to identify obstructions. Fire caulk all penetrations

Comments:

**11. CONCESSIONS ONLY - Provide Compliance Plan**

**12. PROJECT COMPLETION - Tenant CM to notify CDA Tenant Coordinator to schedule the Project Completion Walkthrough**

**Tenant to submit all close out documentation to CDA within 90 days of the Project Completion Walkthrough**

Close E-Forms: All E-Forms require closeout - enter completion date and any relevant documents, i.e. electrical inspector's sign-off.

To closeout the Project Startup E-Form:

- a. Enter dates for substantial completion, punchlist walkthrough and red-line drawings.
- b. Provide copy of signed permit for rough and final inspections
- c. Attach red line drawings for As-Built

**\*Please refer to the CDA's Standard Operating Procedure for "Tenant Design, Renovation and Construction" for all project requirements**

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### **Exhibit D.3: Impact to CDA Security and TSA Approval**

The Concessionaire must notify the CDA Point of Contact if the project scope of work includes the removal, installation, deactivation, reactivation, or relocation of an access control device or boundary including perimeter fence, perimeter gate or checkpoint, or new openings (temporary or permanent) from the public area to the sterile area/airside, access control door, camera, alarm, or supporting hardware.

If the scope of work includes any of these items, CDA Security must comply with TSA regulations. Conditions lasting less than (60) days require a TSA Change Condition, and conditions lasting (60) days or longer require a TSA Amendment. Both submittal processes require a TSA approval process of up to (45) days. Information on scope will be required by the Tenant to assist CDA Security with the process.

The costs to move existing security devices, including cameras, is at the sole discretion of the CDA, and may be the responsibility of the Concessionaire dependent on the device location, impacts to the building security operation, and timing related to the scope of work.

Further, any modification to the base-building PA system must be reviewed by CDA Security and additional speakers and or replacement speakers may be required to be integrated into the Concessionaire lease space.

## Exhibit D.4: Certificate of Insurance (COI) (Image shown for reference)

All city contractors and subcontractors must provide a copy of the COI indicating “The City of Chicago and all of its designated representatives” as additional insured. Insured amounts should match requirements dictated in the Concessionaire’s / Tenant’s lease/license documents. Insurance required of Subcontractors: Tenant and/or Contractor must name Subcontractor(s) as a named insured(s) under Tenant and/or Contractor’s insurance or Tenant and/or Contractor will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker’s Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance. Insured coverage amounts should match outlined requirements dictated per Concessionaire / Tenant or Sub-Tenant lease/License documents.

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MMDDYYYY)		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER		CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):		
		E-MAIL ADDRESS:					
		INSURER(S) AFFORDING COVERAGE		NAIC #			
INSURED		INSURER A:					
		INSURER B:					
		INSURER C:					
		INSURER D:					
		INSURER E:					
		INSURER F:					
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
	POLICY <input type="checkbox"/> PRO-ACC <input type="checkbox"/> LOC <input type="checkbox"/>						GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY			\$1M Non-Airfield / \$5M Airfield			PRODUCTS - COM/OP AGG \$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	RETENTIONS						\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NH)		Y/N				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$
X	All Risk Blanket Builders Risk covering: Materials, Supplies, Equipment, Machinery and Fixtures						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							
INSERT AIRPORT, TERMINAL _____, Chicago, Illinois INSERT ZIP CODE _____ Location INSERT CDA PROJECT NUMBER _____							
Commercial Liability and Automobile Liability insurance must include as additional insureds: The City, and its elected and appointed officials, agents, representatives and employees, on a primary non-contributory basis.							
CERTIFICATE HOLDER				CANCELLATION			
Chicago Department of Aviation O'Hare International Airport P.O. Box 56142 Chicago, IL 60666				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE			

ACORD 25 (2010/05)

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Clear All

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## Exhibit D.5: For Future Expansion

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## Exhibit D.6: Safety and Security Plan

Safety Manager (more information on safety manager responsibilities is on Page 5 of the CSM Manual)

<https://www.flychicago.com/business/opportunities/build/Pages/StandardsManuals.aspx>

Responsibilities are solely limited to safety-related functions. A safety waiver request may be submitted to the Commissioner of Concession and CDA Safety for those projects with limited scope and duration.

- Safety Manager Credentials” (resume) with a Minimum of three (3) years of verifiable construction project safety experience with written Responsibilities of Safety manager.
- OSA thirty (30) Hour Course Certification.
- Current First Aid / CPR Certification.
- Onsite 100% of the time when work is in progress. 2nd Shift means at least two safety Personnel are required. This includes weekend work.

### Responsibilities of Safety Manager

- Develop Site Specific Safety Program
- Develop Emergency Procedures
- Develop Job Hazard Analysis
- Provide site-specific safety orientation.
- Monitor work for safety compliance.
- Document safety issues and corrective actions.
- Incident / Injury Reporting
- Provide training to employees.
- Prepare and deliver weekly toolbox safety meetings and maintain records on-site for review if requested.
- Be available to accompany CDA Safety Personnel for on-site audits.

See the Chicago Airport System Construction Safety Manual for additional Contractor responsibilities and requirements which will be provided electronically.

### Site-specific safety plan in the form of a Job Hazard Analysis

- JHA shall be developed for each and every portion of the work.
- Workers shall be made aware of job hazards and their remedies.
- Use CAS Manual as a reference for requirements.
- All JHAs are required to be maintained on site.

### Hot Work Procedures

- Hot Work is torch cutting, burning, welding, open flame, or any other spark-producing activity.
- Hot Work Procedure shall be developed if hot work is part of the project’s construction work.
- Contractor Hot Work Permit shall be submitted with “CDA User Form.”
- The contractor shall issue daily (shift) hot work permits for each hot work.
- Each hot work shall have a trained fire watch equipped with a fire extinguisher assigned to each hot work activity.
- Fire watchers must continue for up to 2 hours following the completion of the hot work activities.

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## Exhibit D.6: Safety and Security Plan Cont'd.

### Weekly Toolbox Safety Meeting

- All project workers are required to attend a weekly safety meeting.
- Project safety issues shall be discussed.
- Minutes of the meetings shall be maintained on-site for review at the request of CDA Safety Personnel

### Inspections

- Safety Inspections of the job-site is a continuous process.
- Inspections shall be documented at least weekly.
- Inspection reports shall be maintained on-site for review at the request of CDA Safety Personnel.

### Injury / Incident Plan & Reporting

- Emergency Response is handled through O'Hare Communication Center ("OCC".) Telephone number 773-894-9111 (Refer to exhibit D.7)
- Emergency Response is handled through Midway Communication Center ("OCC".) Telephone number 773-838-0656 (Refer to exhibit D.8)
- Injury / Incidents require immediate notification per your Incident Notification Plan (D.7 & D.8)
- Emergency Contacts: Refer to the emergency contact list for key contact information.
- Detailed Injury / Incident Reports must be submitted within 24 hours.

## Exhibit D.7: O'Hare International Incident Notification Plan

An electronic form can be found here:

<https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

## Exhibit D.8: Midway International Incident Notification Plan

An electronic form can be found here:

<https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

**Exhibit D.9: Building Permit (Image is shown for reference only)**



Note: Include copies of the front and back of the permit showing all inspection dates, city inspector comments, and approvals when submitting Close-Out Documents.

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## Exhibit D.10: Badging Procedures and Requirements

Construction companies contracted to perform work must follow procedures listed below:

CDA's Point of Contact (CDA POC) shall approve and sign for badges for each general contractor and their subcontractors for concession-related construction projects. Contractors' badges will be valid only for the duration of the assigned project. All construction personnel must either be badged or accompanied by someone with escort privileges. People with escort privileges have green badges with an "E" designator, and those with blue badges. No one is allowed on the airfield at any time unless wearing the proper green badge or accompanied by a person with escort privileges.

Requests for escort privileges are processed and approved by the CDA POC and the ID Badging Office based on TSA guidelines and regulations and City ordinances and regulations. Escort privileges are granted only to those who must bring unbadged personnel or vendors to a secured area in order to conduct company business. Individuals performing escort duties must remain in close proximity to the person being escorted. An individual performing escort duties may not escort more people than he or she can continuously control, monitor, and respond to while maintaining direct oral communication. Any persons issued, but not in physical possession of their badges, shall not under any circumstances be escorted into any portion of a secured area.

Please call the O'Hare Badging Office at 773-686-6487 or the Midway Badging Office at 773-838-0678 if you have any questions. The procedures for ID Badging Concessionaires' Contractors are as follows:

1. The Concessionaire is required to provide a letter to the CDA POC, on Concessionaire letterhead, listing the general contractor and subcontractors that will require badging and anticipated dates to complete the project. The contractor(s) are not permitted to perform work for any company other than the company that has sent an authorization letter to Unison. The letter shall include:
  - Complete listing of all construction companies (active badge holders and those requesting badges)
  - Project manager/coordinator
  - Indicate companies requiring badges.
  - Anticipated period of time to complete the project (include the start and end dates)
  - Names of superintendent and on-site safety inspector
  - Site location(s)
  
2. The contractor must complete the Employer Information and Authorization Form (see Exhibit D.11). This form must be signed by a president, owner, or senior executive officer of the company and shall authorize an individual(s) to sign all employee badge forms as the company signatory. The Company form authorizes all approved companies to operate on airport property. All companies assigned for the duration of the project, whether in possession of, or requiring badges, MUST complete a Company form per the Chicago Department of Aviation in order to work in the concessionaire's space.

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## Exhibit D.10: Badging Procedures and Requirements Cont'd.

The contractor shall assign a signatory to be responsible for all regulations that link their company and the ID Badging and Access Control System. This person(s) is designated to represent the company in all matters pertaining to ID Badging and access control, including signing the ID Badge applications (badge assignment is based on responsibilities and duties). The designated Signatories must attend the Signatory Certification Training Course. This course is offered twice a month, the first and third Wednesday by Compliance Department, ID Badging.

3. Construction personnel requiring a badge must complete an online Access Control and Photo ID Badge Application, which is approved by the authorized signatory and returned to the CDA POC, along with supporting documentation that provides information on the applicant's living status - Certification of Naturalization, Permanent Residence card, Social Security card, U.S. Passport, Birth Certificate, Department of Human Services paperwork.
4. Badging: Anyone requiring daily access to the airport and/or the airfield, non-secure, and secure areas must obtain a badge.
  - A purple or green badge is issued to complete the scope of work.
  - As CDA's tenant, the CDA POC will approve and sign ID Badging applications and return to designated personnel. Applications will be rejected if corrections are needed or required documentation is omitted.
5. Based on an evaluation of the application and the results of a fingerprint-based Criminal History Records Check and Security Threat Assessment by TSA, the ID Badging Office will decide whether to issue a badge; this process generally takes 7-10 business days.
6. After the contractor receives a faxed notification that an employee may obtain a badge, the employee will then report to the ID Badging Office with the proper identification. The employee must also produce the issued fingerprint receipt in order to receive his/her badge.
7. Construction projects requiring airfield access must be approved prior to construction. To apply for authorization of a vehicle allowing access to the airfield, complete CDA's Vehicle Access form – AIRFIELD (See Exhibit CE-10). These forms must be approved and signed by the CDA POC, then submitted to the Office of Compliance, ID Badging for vehicle permit(s). If approved, the process will take approximately 48 hours for permits to be issued. Requests are processed Monday, Wednesday and Friday. Automobile Liability Insurance is required and the combined single limit (each occurrence) for airfield access is \$5,000,000.
8. Individuals driving on the airfield are required to take a driving test and must be familiar with the "Ground Motor Vehicle Operation Regulations Manual". All information, including online registration for the Driver's Training 303/329 Class and Training Application Form, may be found at [FAA Guide to Ground Vehicle Operations](#)

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## Exhibit D.10: Badging Procedures and Requirements Cont'd.

9. Upon termination of an employee, the contractor is responsible for completing the required termination paperwork and collecting and returning the ID badges to the Office of Compliance. The contractor must make every effort to collect the badge, complete the required termination forms, and submit the paperwork and badge to the Compliance Division of ID Badging within 24 hours of termination of the employee. Please note that the City may impose substantial fines on a contractor if badges are not promptly returned. These fines increase daily, as each day that a badge is not returned, is considered a separate violation.

Link to Badging form see below:

<https://badging.flychicago.com/SiteCollectionDocuments/form/CDAEmployerInformationandAuthorizationForm.pdf>

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## **Exhibit D.11: Employer Information and Authorization Form**

An electronic form can be found here:

[Employer Information and Authorization Form](#)

Form can be found on the following page:



# EMPLOYER INFORMATION AND AUTHORIZATION FORM

City of Chicago  
Department of Aviation  
Safety & Security Office of Compliance

Date:

Month/Day/Year

New

Update

Company Type:  Airline  Concessionaire  Airport Tenant Contractor  Sub-Tenant Construction  Government Vendor  Union

### COMPANY INFORMATION

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### TYPE OF COMPANY/PROOF OF COMPANY LEGAL STATUS

Corporation Type: \_\_\_\_\_ State Company Filed In: \_\_\_\_\_  
 Assumed Name Registration: \_\_\_\_\_ State File#: \_\_\_\_\_  
 City of Chicago BACP License ID # \_\_\_\_\_

### PRESIDENT, OWNER OR SENIOR EXECUTIVE LEVEL MANAGER RESPONSIBLE FOR BADGING OVERSIGHT

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Badge # \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

### PRIMARY SIGNATORY CONTACT

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Badge # \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_  
 President, Owner, or Senior Executive \_\_\_\_\_

*The following individuals are authorized to sign Security Access Identification Badge Applications:*

Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete
Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete

I hereby certify that I am a tenant for the above-mentioned company. I understand that I must supervise and provide written authorization for all ID badging and Access Control transactions for their sub-tenants, employees, contractors, and vendors. I will ensure proper use and authorization of access to space leased under the terms of the lease agreement. As the tenant, I understand that I must ensure that all signatories adhere to badging regulations.

Printed Name \_\_\_\_\_  
 Tenant Authorization \_\_\_\_\_  
 Company \_\_\_\_\_  
 \_\_\_\_\_  
 CDA Processed By \_\_\_\_\_

Signature \_\_\_\_\_  
 Badge# \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

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## Exhibit D.12: Operations Plan - Material Delivery and Debris Removal

[CONTRACTOR COMPANY LOGO]

TO: [CDA POC]  
FROM: [GENERAL CONTRACTOR COMPANY NAME]  
[CONTRACTOR PROJECT MANAGER NAME]  
DATE: [DATE SUBMITTED]  
SUBJECT: [PROJECT NAME]  
PROJECT: [CDA PROJECT NUMBER]  
LOCATION: [PROJECT LOCATION/SPACE NUMBER]

### PROPOSAL:

[Provide an introduction paragraph summarizing the construction project proposal to be highlighted in the following sections. Indicate what work is to be performed (See C-SOP 4.3: Logistics Plan); indicate in what area(s) work will take place]

### [Project Name] Construction Plan

[Identify what work is to be performed, and who the work is being performed on behalf of. Provide a narrative describing the major aspects or milestones of the project. If applicable, provide a breakdown of any phase work showing the sequence of operations]

### Project Dates

Start Date: [Identify start of construction date]  
End Date: [Identify end of construction date]

### Manpower and Working Hours

[Indicate proposed hours in which work will be performed; indicate if shift work will be implemented and identify working hours of each shift. Indicate proposed crew size]

### Manpower Movement

[Specify security procedures that will be implemented for site access; employee badging access requirements (See Exhibits D.10 & D.11); elevators and doors to be used (See **ORD Exhibits D.100-D.102** or **MDW Exhibits D.200-D.202**); vehicle access (See **Exhibit CE-9**); employee parking.

### Equipment

Identify what equipment will be used to perform work. Identify where equipment will be stored while not in use.

Housekeeping and Waste Removal – (See **ORD Exhibit D.101** or **MDW Exhibit D.201** [Indicate how trash and debris will be controlled and removed from the construction site. Provide an aerial view of the proposed dumpster location as an exhibit.]

**Haul Routes & Deliveries-** (See **ORD Exhibit D.100** or **MDW Exhibit D.200**) [Identify proposed location(s) for material deliveries. Provide haul route for material and equipment deliveries to designated access

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doors across the airfield, if required. Identify haul routes for transporting material through the facility. Identify material storage location]

**CDA Impacts**

[Identify any potential impacts to CDA operations or facilities. Identify any potential equipment that will need to be shut down. Indicate how any potential impacts will be mitigated] (See **Exhibits CE-5 and Exhibit D.3**)

## Exhibit D.100: O’Hare International Airport (ORD)- Directions to Post and Loading Dock Locations

An electronic form can be found here:

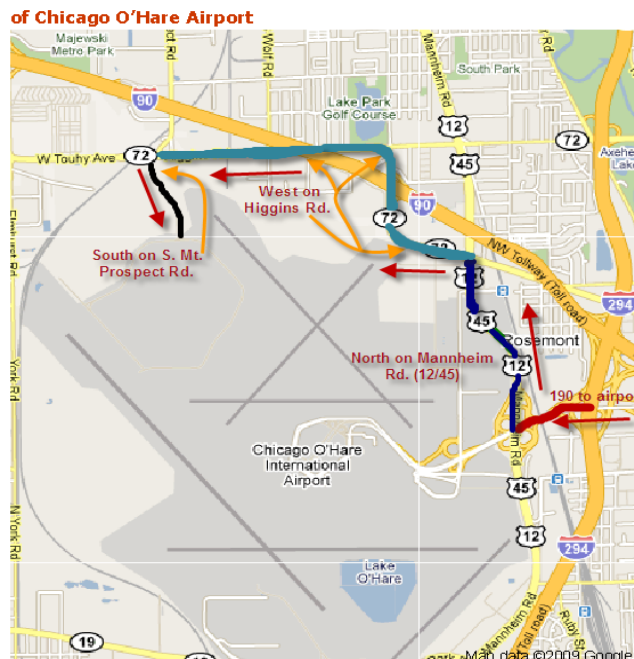
- <https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

### DIRECTIONS TO POST 1:

- Take 1-90 to O’Hare Airport.
- Turn right (north) on Mannheim Rd. (Route 12 / 45)
- Turn left (west) on Higgins Rd. and keep left following the airport perimeter. Higgins Rd. will be Touhy Ave.
- Pass South Wolf Rd. and turn left on South Mt. Prospect Rd.
- When you arrive at the Post 1 checkpoint, you may have to wait until security comes to escort you to your pick up/delivery area (usually a yellow pickup truck.) The escort will remain until your pick up/delivery ends and will escort you back to Post 1.
- Please minimize the time for loading and unloading (if possible, less than one hour.)

***For security purposes, all tenant delivers must be made between the hours of 10:00 p.m. and 6:00 a.m.***

(Image is shown for reference only):



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## Exhibit D.100: O’Hare International Airport (ORD)- Directions to Post and Loading Dock Locations Cont’d

### DIRECTIONS TO POST 7 LANDSIDE DELIVERY:

- Take 1-90 to O’Hare Airport.
- As you come around the big curve before the terminals, stay in the very right-hand lane to have the vehicle checked at the Chicago Police checkpoint.
- Stop at guard shack and tell them you are making a delivery to Post 7. Your vehicle may go through screening by CDA Safety & Security and dogs. Call security at 773-686-2255 and tell them where you are.
- From there you will be directed into the inner roadway to access the Post 7 checkpoint which is located on the lower level (arrivals), just beyond Terminal 1, attached to Terminal 2.
- Post 7 is accessed at the side entrance of Terminal 2 main building.
- Trucks are allowed to park in the post area for up to 30 minutes. Trucks may not be left unattended.

### DIRECTIONS TO POST 7 WITH AIRFILED ESCORT TO FREIGHT ELEVATORS IN TERMINAL 1:

- Take 1-90 to O’Hare Airport.
- As you come around the big curve before the terminals, stay in the very right-hand lane to have the vehicle checked by CDA Safety and Security at the checkpoint booth.
- Stop at guard shack and tell them you are making a delivery to Post 7. Your vehicle may go through screening by the police and dogs. Call security at 773-686-2255 and tell them where you are.

***NOTE: For Post 7 access, be sure to have an “Airfield Escort Request Form” in your possession.***

- From there you will be directed into the inner roadway to access the Post 7 checkpoint which is located on the lower level (arrivals), just beyond Terminal 1, attached to Terminal 2.
- Tell Post 7 security that you are waiting for an escort (yellow pickup truck) when it shows up, you will be able to access the airfield.
- Depending on your request form, you will either be taken to B4, which is directly across from the access gate, or to the C-Concourse, C20 freight.
- Trucks are allowed to park in the post area for up to 30 minutes. Trucks may not be left unattended.

## **Exhibit D.100: O'Hare International Airport (ORD)- Directions to Post and Loading Dock Locations Cont'd.**

### **DIRECTIONS TO POST 9 SMALL DELIVERIES:**

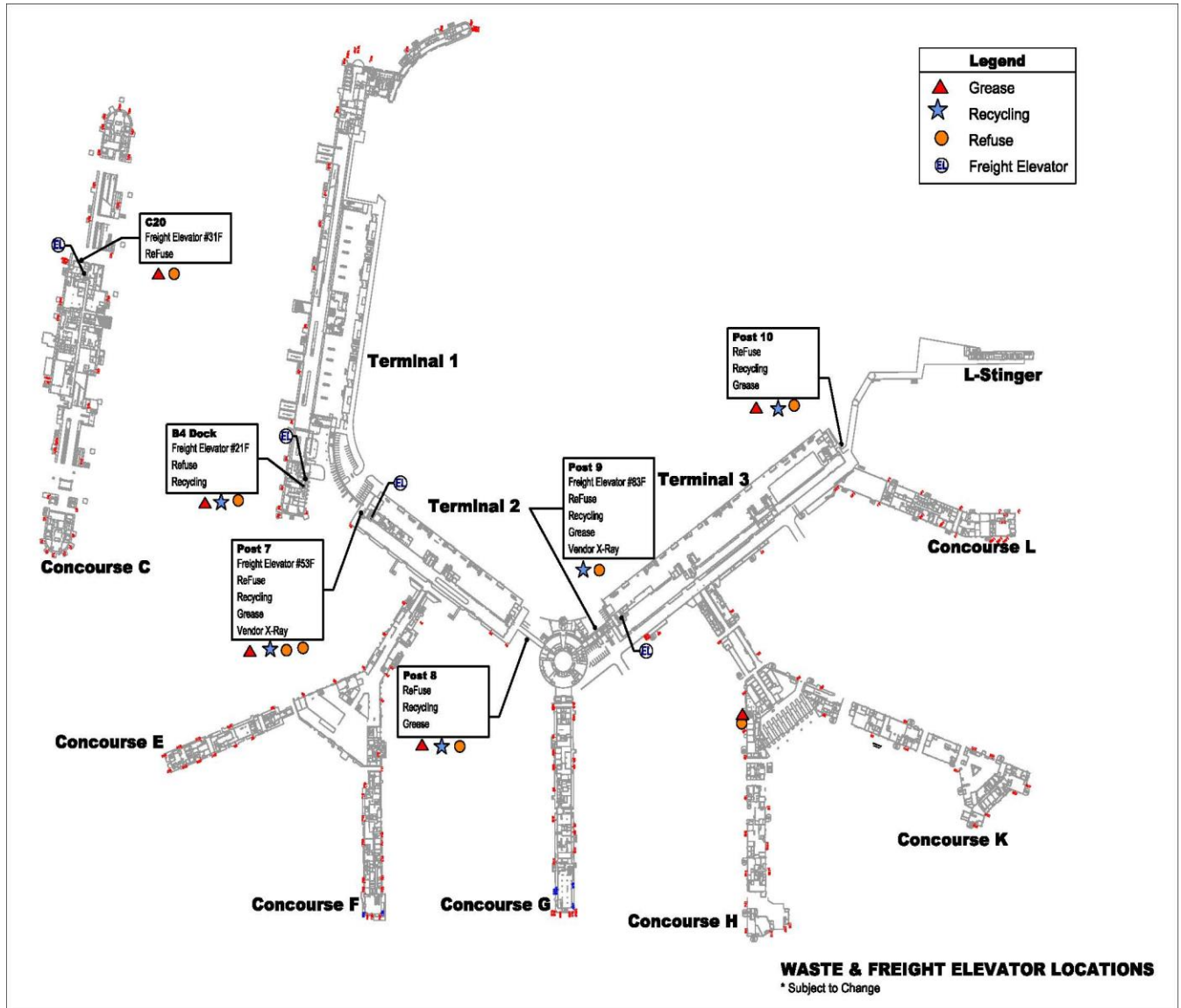
- Take 1-90 to O'Hare Airport.
- As you come around the big curve before the terminals, stay in the very right-hand lane to have the vehicle checked by CDA Safety and Security at the checkpoint booth.
- Stop at the guard shack and tell them you are making a delivery to Post 9. Your vehicle may go through screening by CDA Safety & Security and dogs.
- From there you will be directed to the inner roadway to access the Post 9 checkpoint, which is located on the lower level at the beginning of Terminal 3.
- All products are then brought upstairs through the freight elevator and then checked at the vendor checkpoint.

# Exhibit D.101: O’Hare International Airport (ORD)- Terminal Posts and Services Site Map Matrix

An electronic form can be found here:

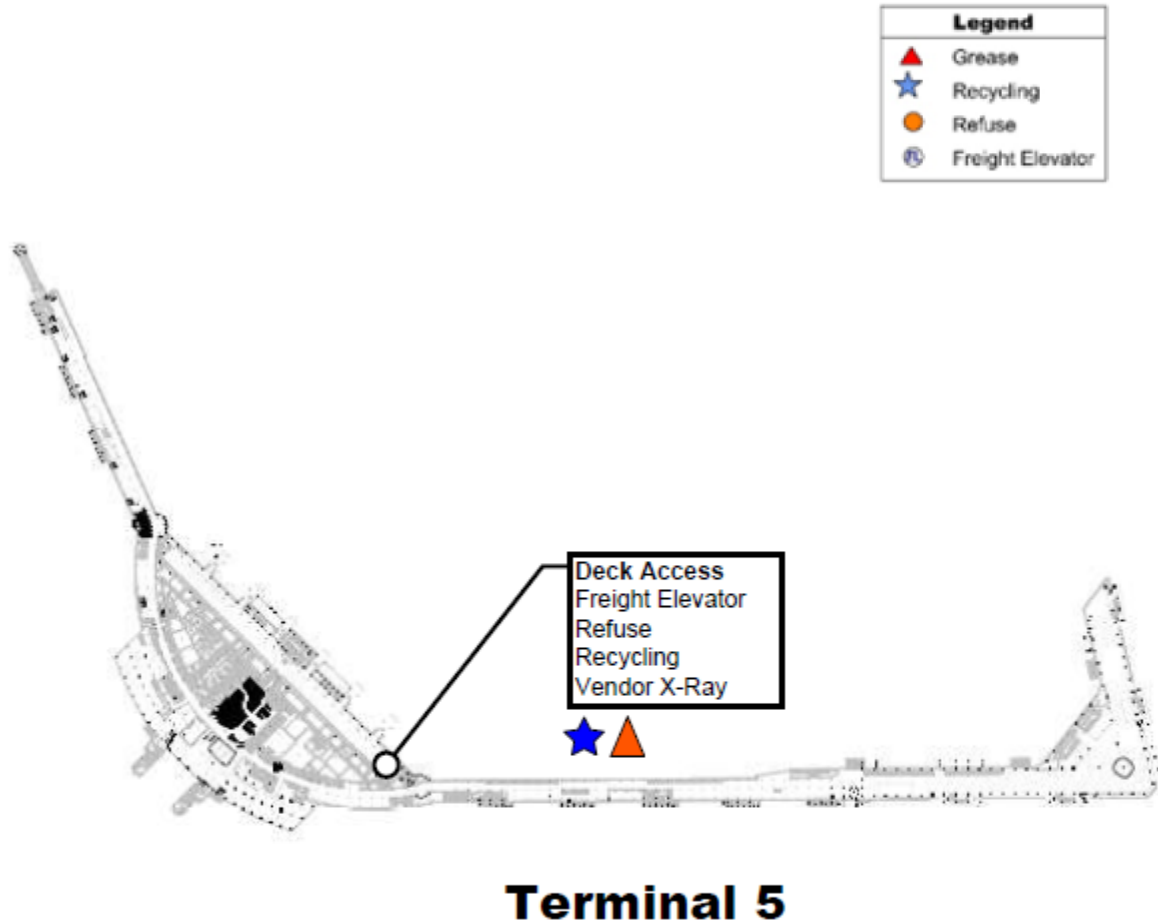
- <https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

(Image is shown for reference only):



## Exhibit D.101: O'Hare International Airport (ORD)- Terminal Posts and Services Site Map Matrix Cont'd

(Image is shown for reference only):



### Terminal 5

#### WASTE & FREIGHT ELEVATOR LOCATION

\*Subject to change

## Exhibit D.102: O’Hare International Airport (ORD)- Elevator Matrix

An electronic form can be found here:

- <https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

(Image is shown for reference only):

O'HARE ELEVATOR MATRIX							
Location		Door			Inside Platform with No Obstructions		
Concourse	Elevator No	Width	Height	Configuration	Width	Depth	Height
T1B	425B / 21F	9'-9"	8'-0"	Open Both Ends &	10'-6"	19'-0"	8'-0"
	(Gate "B"4)			Bi-Parting			
T1C	802B / 31F	9'-0"	8'-0"	Bi-Parting	12'-0"	20'-0"	9'-0"
T2	53F	6'-0"	7'-0"	Center	8'-5"	7'-0"	7'-0"
T3	83F	6'-0"	7'-0"	Side Slide	8'-5"	7'-0"	7'-0"
T5	9	6'-0"	7'-0"	Pass thru - ends	8'-0"	8'-0"	8'-0"
T5	10	6'-0"	7'-0"	Pass thru - ends	8'-0"	8'-0"	8'-0"

## Exhibit D.200: Midway International Airport (MDW)- Directions to Post and Loading Dock Location

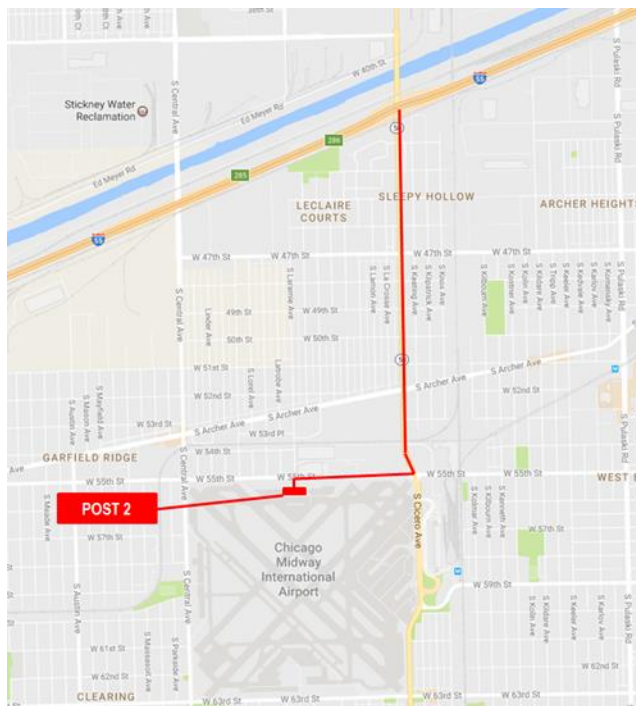
An electronic form can be found here:

- <https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

### DIRECTIONS TO POST 2:

- Take I-55 to Midway International Airport
- Take Exit 286 and turn south on Cicero Avenue
- Turn right (west) on W 55<sup>th</sup> Street and drive approximately 0.5 miles.
- Turn left (south) on S Laramie Avenue and keep right until arrival at Post 2 point.
- When you arrive at the Post 2 checkpoint, you may have to wait until security comes to escort you to your pick up/delivery area (usually a yellow pickup truck.) The escort will remain until your pick up/delivery ends and will escort you back to Post 2.
- Note: Please minimize the time for loading and unloading (if possible, less than one hour)

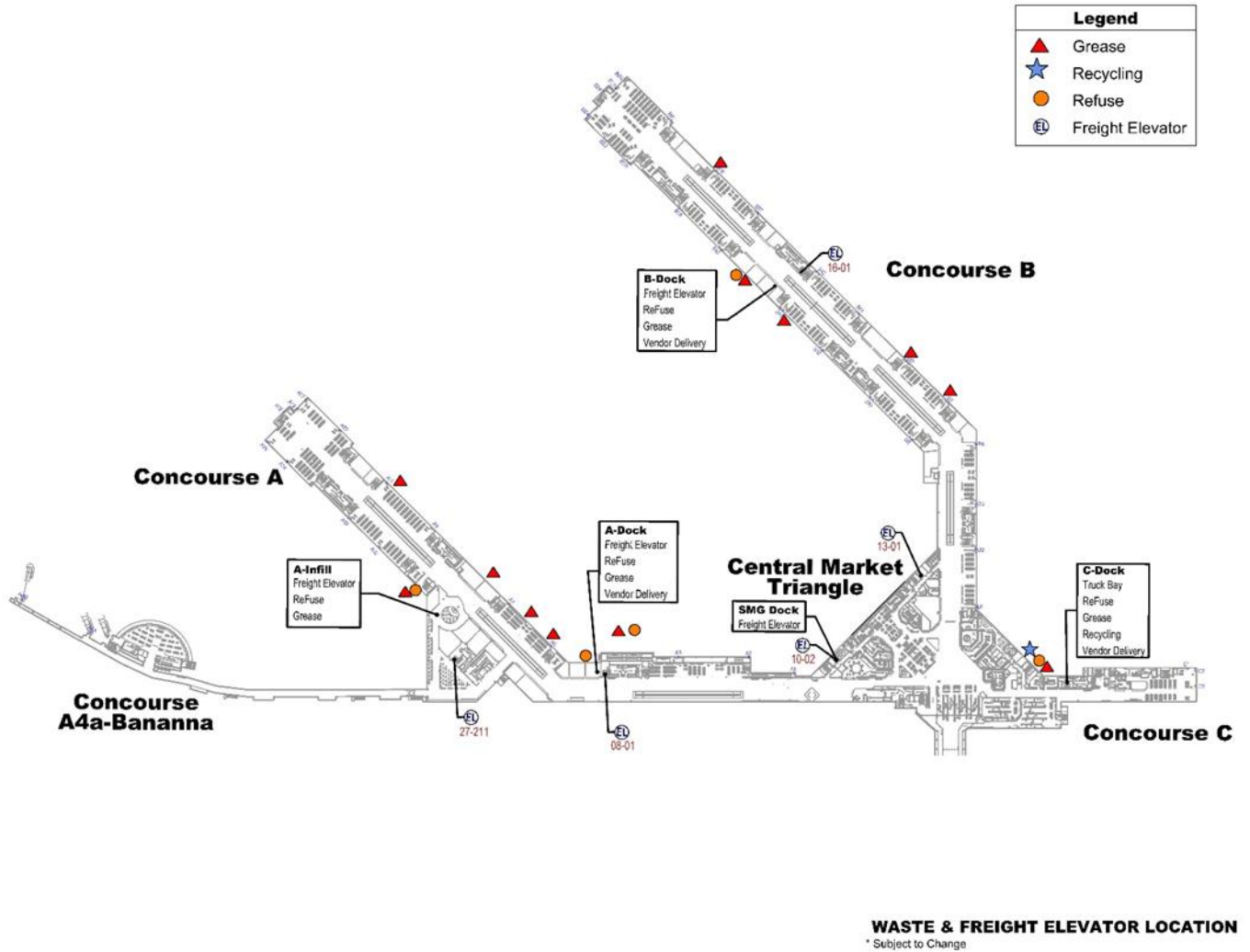
***For security purposes, all tenant delivers must be made between the hours of 10:00 p.m. and 4:00 a.m.  
For Post 2 access, be sure to have an "Airfield Escort Request Form" in your possession.***



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## Exhibit D.201: Midway International Airport (MDW)- Post Docks and Services Site Map Matrix

(Image is shown for reference only):



## Exhibit D.202: Midway International Airport (MDW)- Elevator Matrix

An electronic form can be found here:

- <https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

(Image is shown for reference only):

MIDWAY ELEVATOR MATRIX							
Location		Door			Inside Platform with No Obstructions		
Concourse	Elevator No	Width	Height	Configuration	Width	Depth	Height
A	EL-27-11	4'-0"	7'-4"	Both Ends / Side Slide	6'-0"	9'-7"	8'-4"
A	EL- 08-01	4'-0"	7'-4"	Side Slide	6'-4"	10'-6"	8'-4"
B	EL-16-01	4'-0"	7'-4"	Side Slide	6'-0"	9'-7"	8'-4"
Food Court	EL-10-02	4'-0"	7'-0"	Side Slide	6'-4"	10'-2"	8'-0"
Food Court	EL-13-01	4'-0"	7'-0"	Side Slide	6'-4"	10'-2"	8'-0"

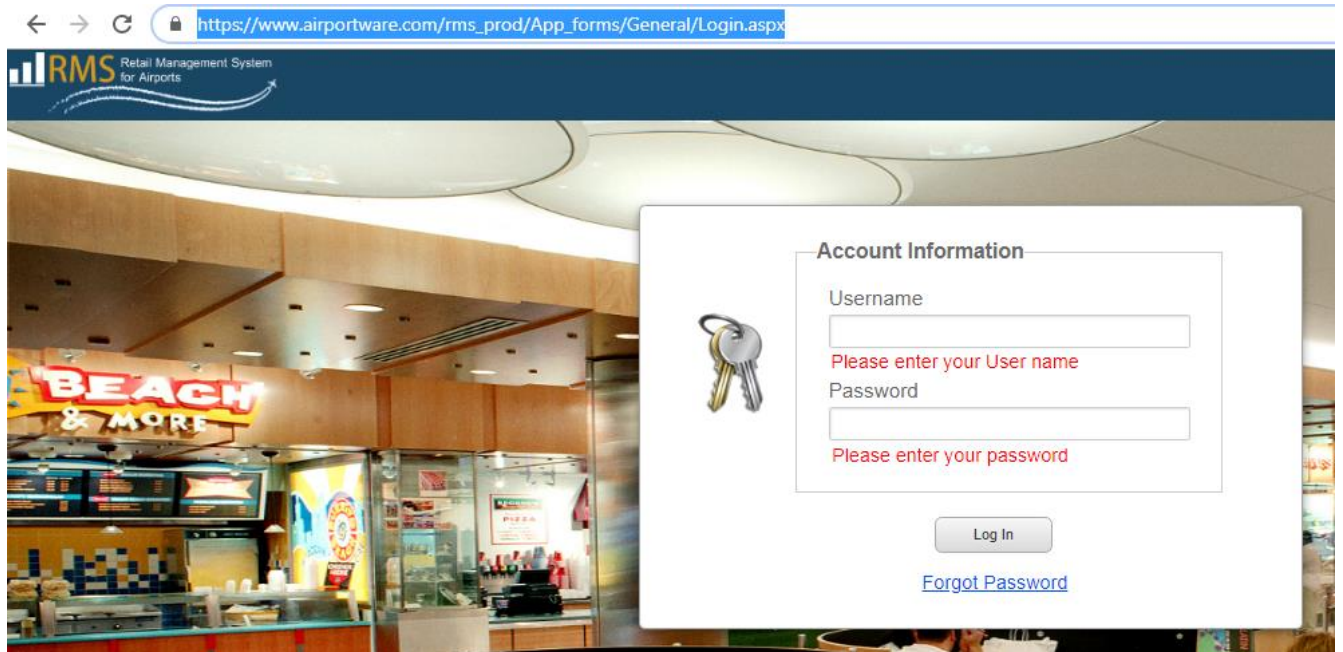
**Exhibit E.1: Special Conditions Regarding Minority-Owned Business Enterprise Commitment and Women-Owned Business Enterprise Commitment in Professional Services (found within RMS form on the next Page)**

**Exhibit E.2: Special Conditions Regarding Minority-Owned Business Enterprise Commitment and Women-Owned Business Enterprise Commitment in Construction Contracts (found within RMS form on the next Page)**

**Exhibit E.3: RMS Construction Compliance User Guide**

Form can be found on the following page:

## LOG IN



To access the Retail Management System (RMS):

1. Go to the following web address:  
[https://rms.airportware.com/rms\\_prod/App\\_forms/General/Login.aspx](https://rms.airportware.com/rms_prod/App_forms/General/Login.aspx)
2. When the "Log In" screen displays:
  - Enter your username and password
  - Click "Log In"
3. If you have forgotten your password, click "Forgot Password" and password information will be sent to your email address.
4. To acquire a username and password, contact Lisa Cameron at [Lisa.Cameron@unisonretailmng.com](mailto:Lisa.Cameron@unisonretailmng.com)

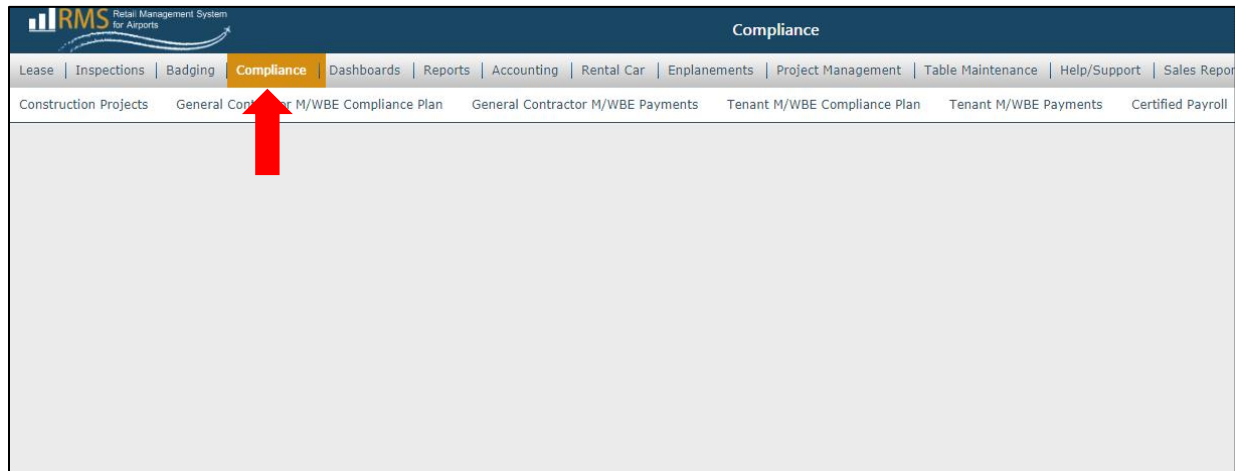
## **CONSTRUCTION COMPLIANCE**

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1. All Contractors and Tenants performing work at O'Hare and Midway International Airports, must submit documentation describing the work to CDA for approval. The Concession's Design and Construction SOP contains Construction Compliance information and guidelines required for all CDA construction projects and may be found on the flychicago website.

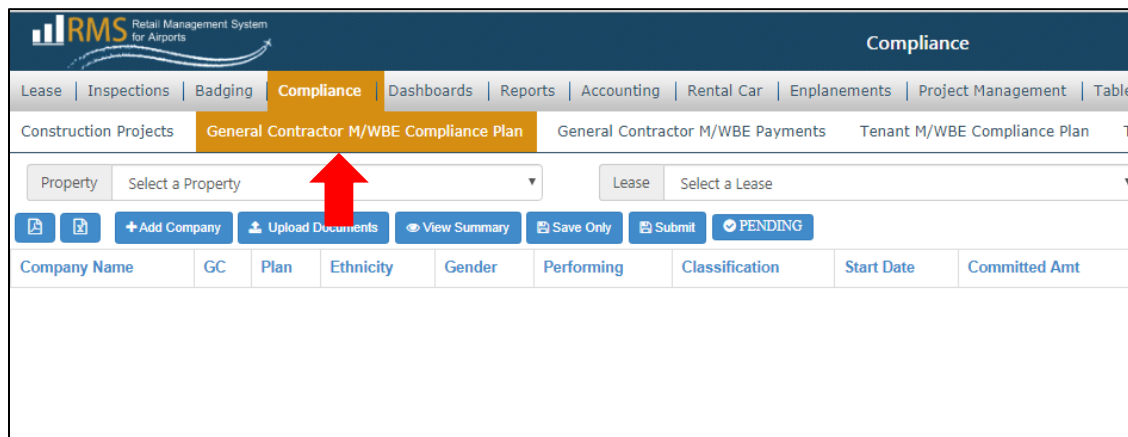
## SUBMITTING A COMPLIANCE PLAN

1. Click the “Compliance” tab on left side of screen.



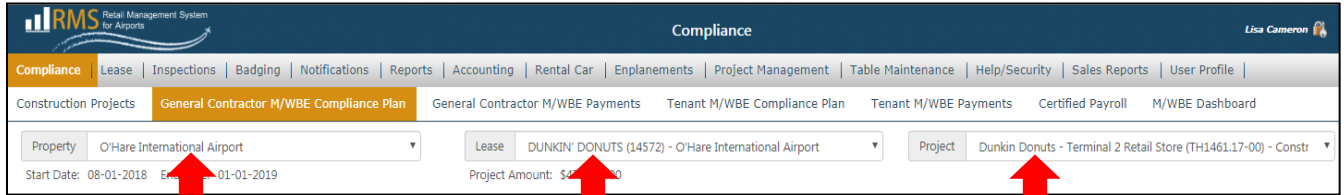
## GENERAL CONTRACTOR’S M/WBE COMPLIANCE PLAN

1. Click General Contractor’s M/WBE Compliance Plan.



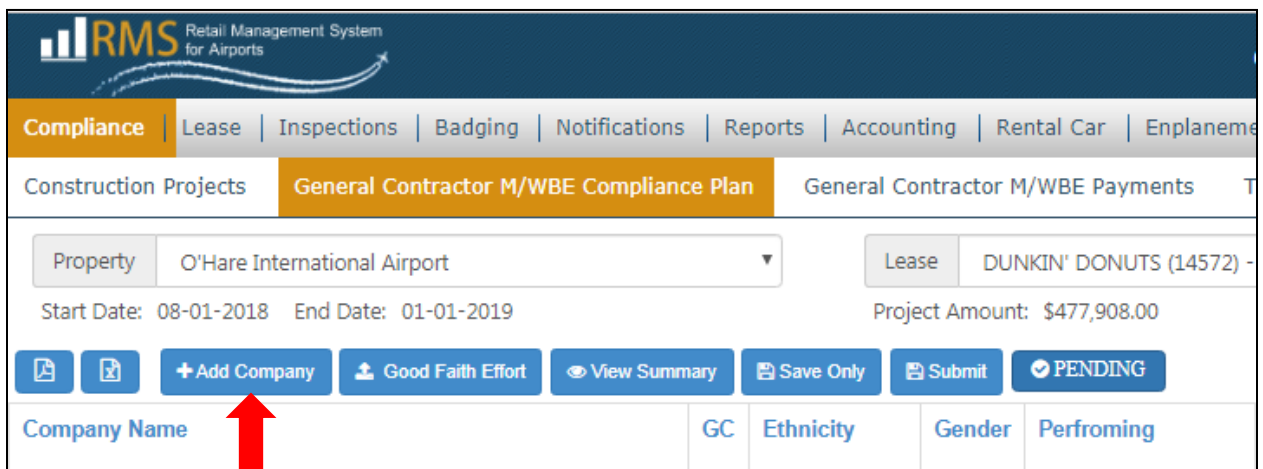
2. Select Property, Lease and Project from the drop down list:

- O’Hare
- Dunkin’ Donuts
- Construction

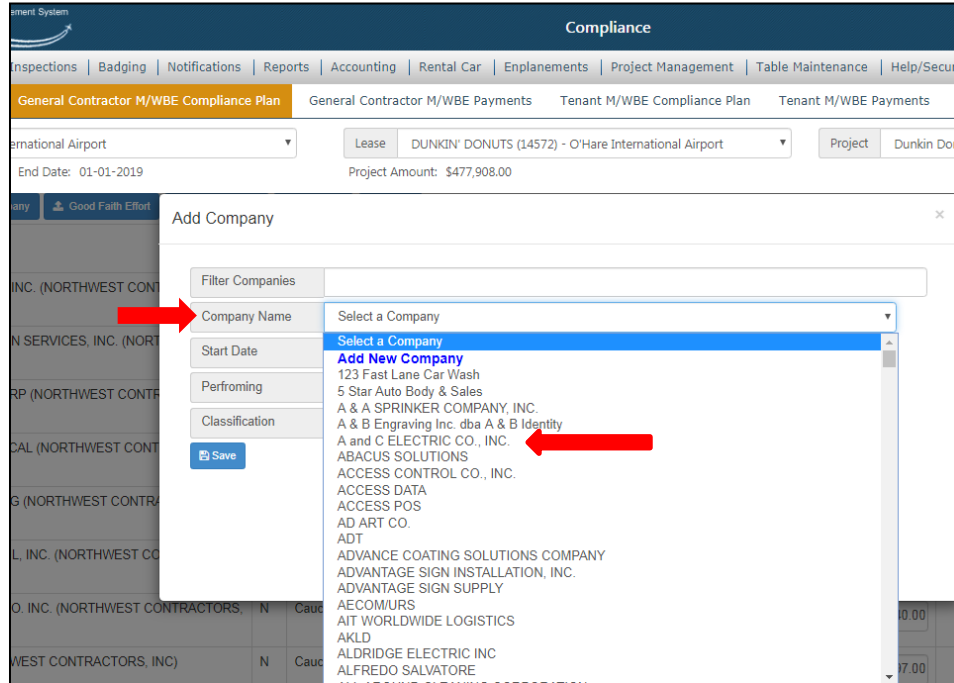


## ADD A COMPANY TO THE COMPLIANCE PLAN

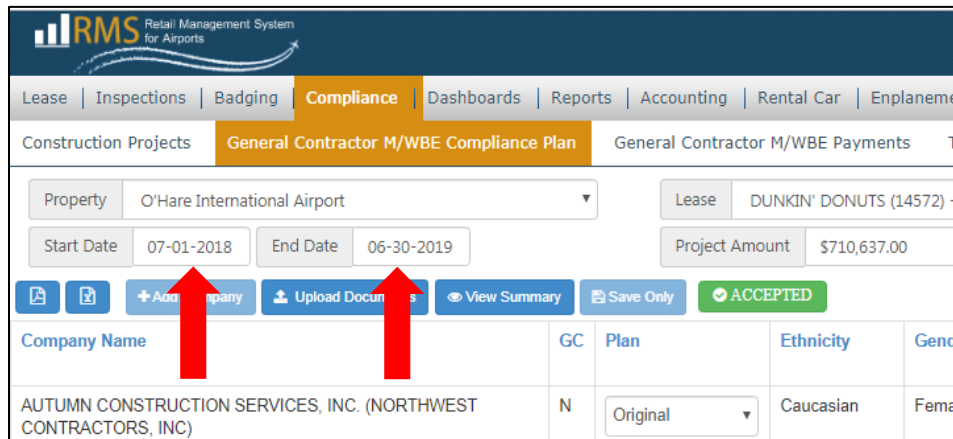
1. Click on "+Add Company".



2. Select a "Company Name" from drop down list: (the "Filter Companies" box provides a vendor name search shortcut).

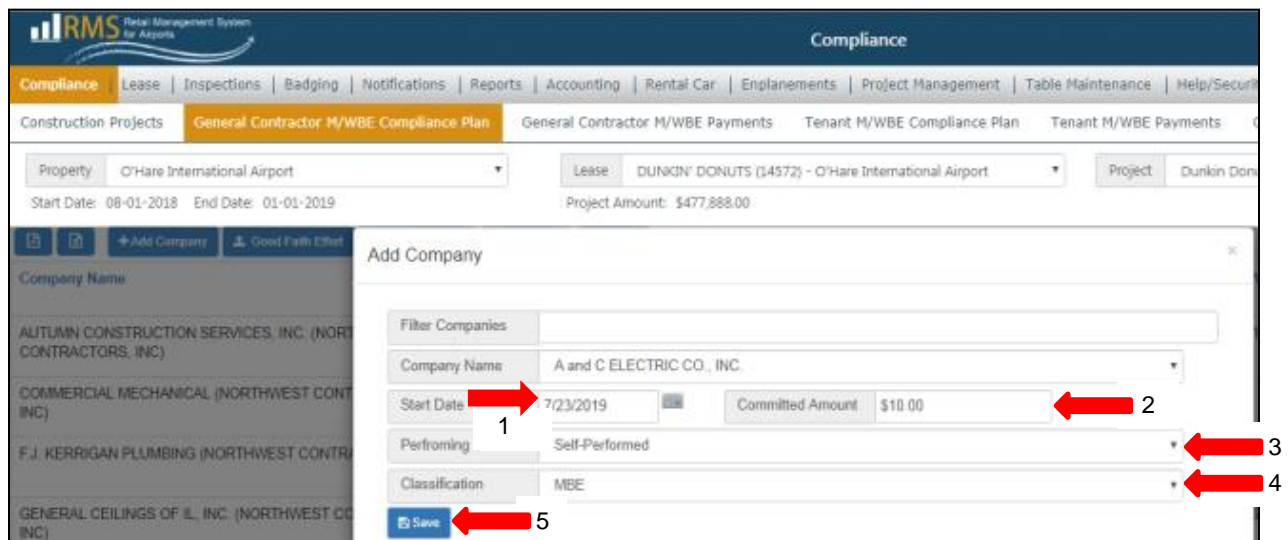


3. **NOTE:** The General Contractor must be selected first. The start and end dates are already in place and the dates cannot go beyond these perimeters.

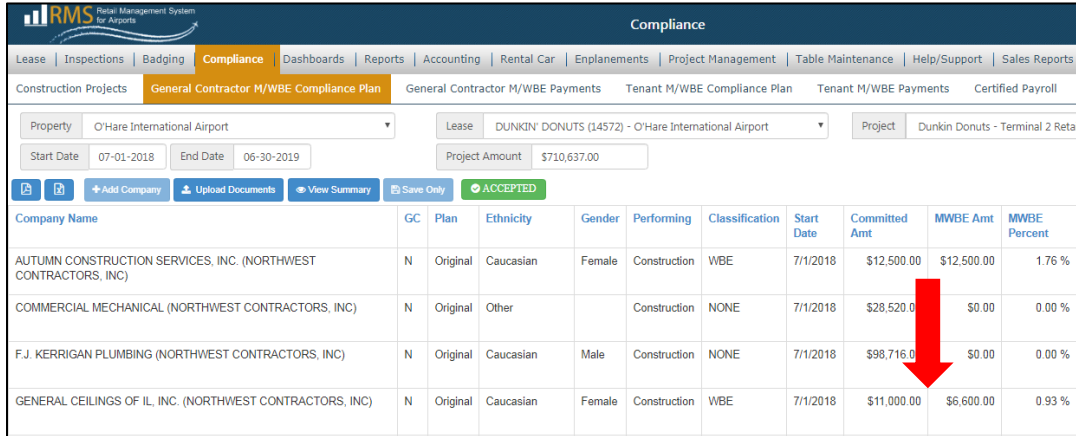


4. After the Company has been selected: *(sample chart next page)*
- Type in Start Date (Arrow 1). The Start Date is the actual date the contractor or subcontractor begins his/her portion of the work in accordance with the Construction Schedule submitted at the Pre-Con Meeting.
  - Type in Commitment Amount (Arrow 2).

- Performing: Select either Distributor, Manufacturer, Self-Performing or Supplier from the drop down box (Arrow 3).
  - Classification: Select MBE, WBE or None from the drop down box (Arrow 4).
5. Click “Save” (Arrow 5).
  6. A message box appears (company name) has been added. Click “OK”.
  7. Click “X” to exit dialog box.
  8. If the vendor’s name is not on the drop down list, please contact Lisa Cameron at [lisa.cameron@unisonretailmng.com](mailto:lisa.cameron@unisonretailmng.com) or 773-894-5424.



**NOTE:** If the “Supplier” is a MBE or WBE, RMS will automatically calculate 60% of the contract value in accordance Article IV. E of Exhibit 18, of the “Special Conditions Regarding Minority Owned Business Enterprise Commitment in Construction Contracts” located in the CDA Design and Construction SOP (please see Page 4 for the website link).

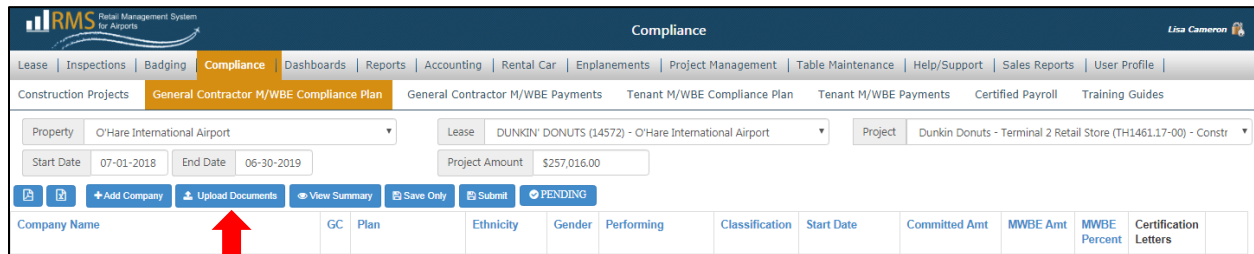


Company Name	GC	Plan	Ethnicity	Gender	Performing	Classification	Start Date	Committed Amt	MWBE Amt	MWBE Percent
AUTUMN CONSTRUCTION SERVICES, INC. (NORTHWEST CONTRACTORS, INC)	N	Original	Caucasian	Female	Construction	WBE	7/1/2018	\$12,500.00	\$12,500.00	1.76 %
COMMERCIAL MECHANICAL (NORTHWEST CONTRACTORS, INC)	N	Original	Other		Construction	NONE	7/1/2018	\$28,520.00	\$0.00	0.00 %
F.J. KERRIGAN PLUMBING (NORTHWEST CONTRACTORS, INC)	N	Original	Caucasian	Male	Construction	NONE	7/1/2018	\$98,716.00	\$0.00	0.00 %
GENERAL CEILINGS OF IL, INC. (NORTHWEST CONTRACTORS, INC)	N	Original	Caucasian	Female	Construction	WBE	7/1/2018	\$11,000.00	\$6,600.00	0.93 %

## UPLOADING DOCUMENTS

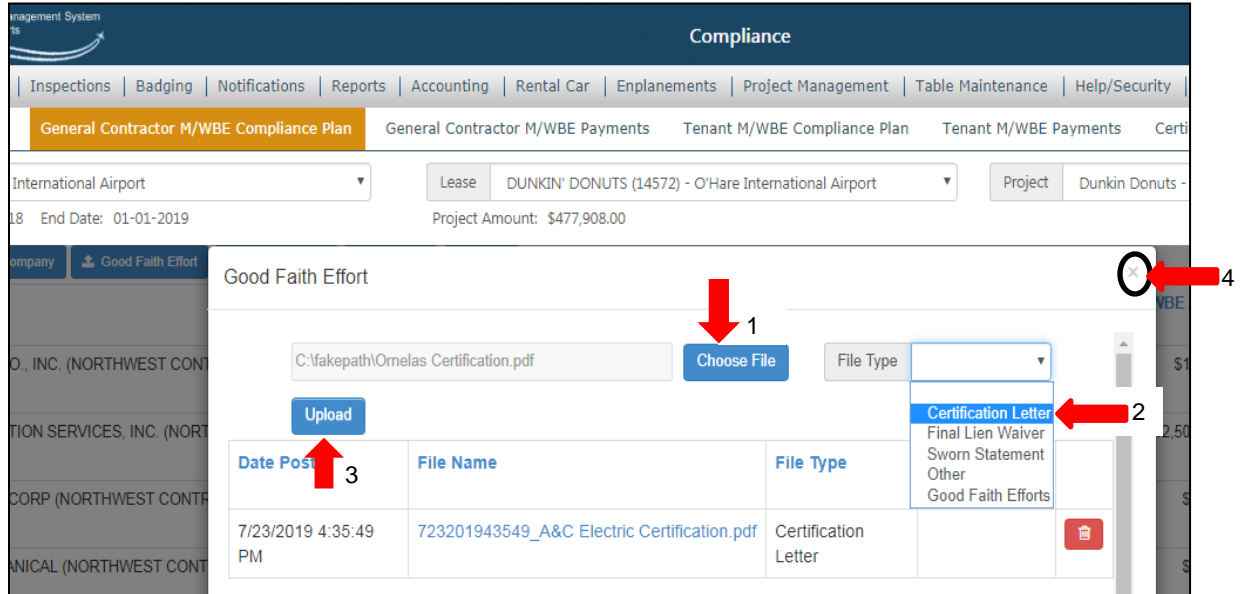
When entering a MBE or WBE contractor or subcontractor, their Certification Letter must accompany the Compliance Plan. To upload Certification Letters, the Good Faith Efforts form or other documents:

1. Click “Upload Documents”.

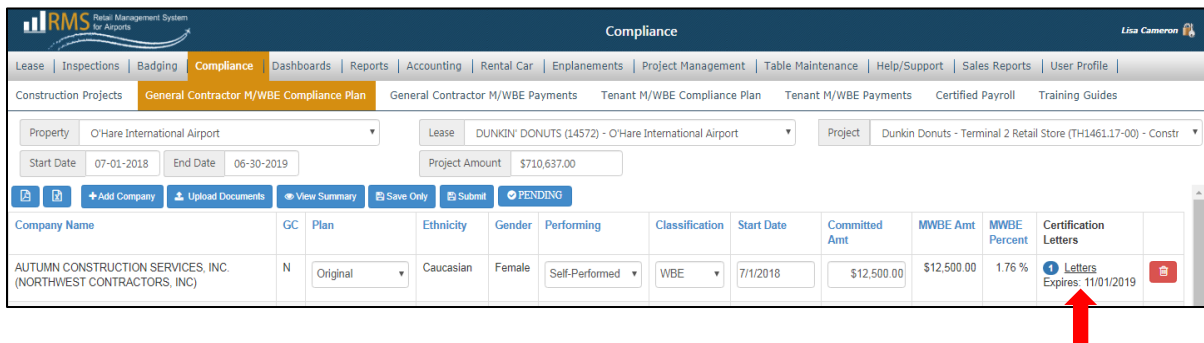


Company Name	GC	Plan	Ethnicity	Gender	Performing	Classification	Start Date	Committed Amt	MWBE Amt	MWBE Percent	Certification Letters

2. Click “Choose File” (RMS will access your computer’s hard drive); double click on your chosen file (Arrow 1).
3. Click “File Type” and choose: Certification Letter, Final Lien Waiver, Sworn Statement, Other, Good Faith Efforts (Arrow 2).
4. Click “Upload” (Arrow 3).
5. Click “X” in upper right corner of box to exit the screen (Arrow 4).



- If uploading a certification letter only, click the “Certification Letter” box of the m/wbe vendor and follow the steps above, then add the Certification Letter’s expiration date.

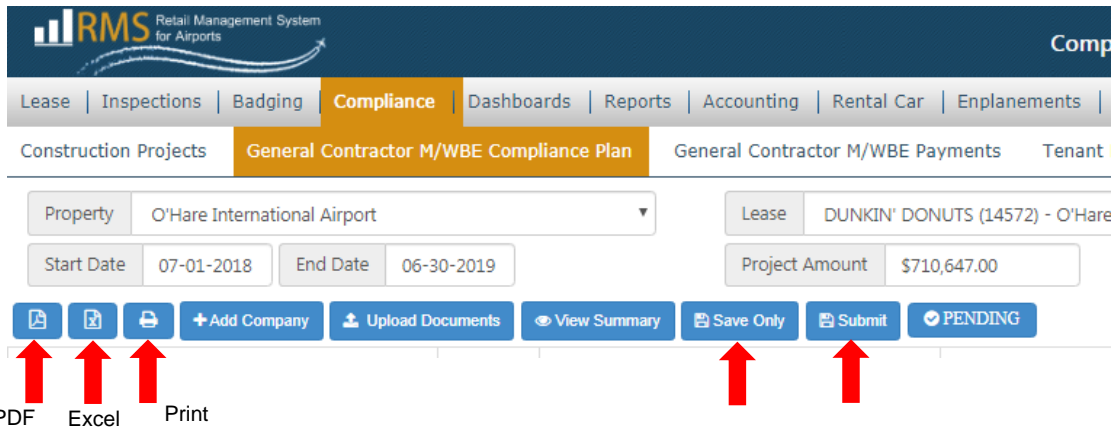


## GOOD FAITH EFFORTS FORM

The Good Faith Efforts Form, instructions and link may be found on Page 4.

## VIEW AND PRINT COMPLIANCE PLAN

- To view the Compliance Plan in either a PDF or Excel format, click on either of the blue boxes upper left (shown below). Printing will then be enabled. **NOTE:** The Excel format is designed to allow data editing. You may also print from the Print button.



2. There is a “Save Only” feature if the Compliance Plan is incomplete.
3. When the Compliance Plan is complete, click “Submit”.
4. Once submitted, changes cannot be made.
5. Click “OK” to return to main screen.
6. Once the Compliance Plan is approved, notification will be sent via RMS.

## PROFESSIONAL SERVICES M/WBE COMPLIANCE PLAN

1. Click the “General Contractor M/WBE Compliance Plan” tab.



2. Select Property, Lease and “Professional Services” under Project from the drop down list:

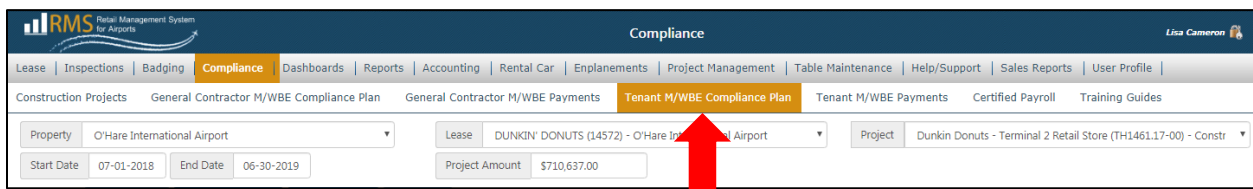


The screenshot shows the 'Compliance' section of the RMS system. The 'General Contractor M/WBE Compliance Plan' tab is active. The form includes fields for Property (O'Hare International Airport), Lease (DUNKIN' DONUTS (14572) - O'Hare International Airport), Project (Dunkin Donuts - Terminal 2 Retail Store (TH1461.17-00) - Profes), Start Date (07-01-2018), End Date (06-30-2019), and Project Amount (\$8,870.00). A 'PENDING' status is shown. Below the form is a table with columns: Company Name, GC, Plan, Ethnicity, Gender, Performing, Classification, Start Date, Committed Amt, MWBE Amt, MWBE Percent, and Certification Letters.

3. The Professional Services M/WBE Compliance Plan is identical to the General Contractor's Compliance Plan. Follow the instructions for "General Contractor's M/WBE Compliance Plan" beginning on Page 5.

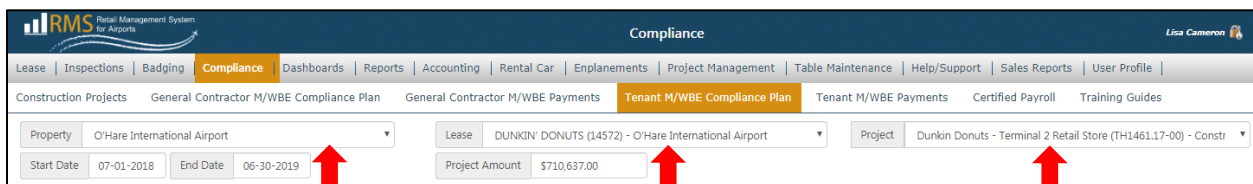
## TENANT M/WBE COMPLIANCE PLAN

1. Click the "Tenant M/WBE Compliance Plan" tab.



The screenshot shows the 'Compliance' section of the RMS system. The 'Tenant M/WBE Compliance Plan' tab is active. The form includes fields for Property (O'Hare International Airport), Lease (DUNKIN' DONUTS (14572) - O'Hare International Airport), Project (Dunkin Donuts - Terminal 2 Retail Store (TH1461.17-00) - Constr), Start Date (07-01-2018), End Date (06-30-2019), and Project Amount (\$710,637.00).

2. Select Property, Lease and "Construction" under Project from the drop down list.



The screenshot shows the 'Compliance' section of the RMS system. The 'Tenant M/WBE Compliance Plan' tab is active. The form includes fields for Property (O'Hare International Airport), Lease (DUNKIN' DONUTS (14572) - O'Hare International Airport), Project (Dunkin Donuts - Terminal 2 Retail Store (TH1461.17-00) - Constr), Start Date (07-01-2018), End Date (06-30-2019), and Project Amount (\$710,637.00).

3. The Tenant M/WBE Compliance Plan is identical to the General Contractor's Compliance Plan. Follow the instructions for "General Contractor's M/WBE Compliance Plan" beginning on Page 5.
4. When viewing the Tenant's Compliance Plan you will note the Plan includes the General Contractor and its Subcontractors, as denoted by the General Contractor's name in parenthesis (Arrow 1).
5. The Tenant's Subcontractors will not include the General Contractor's name (Arrow 2).

**RMS** Retail Management System for Airports
**Compliance**

Compliance
Lease
Inspections
Badging
Notifications
Reports
Accounting
Rental Car
Enplanements
Project Management
Te

Construction Projects
General Contractor M/WBE Compliance Plan
General Contractor M/WBE Payments
Tenant M/WBE Compliance Plan

Property: O'Hare International Airport

Lease: DUNKIN' DONUTS (14572) - O'Hare International Airport

Start Date: 08-01-2018   End Date: 01-01-2019

Project Amount: \$477,898.00

+ Add Company
Good Faith Effort
View Summary
Save Only
Submit
PENDING

Company Name	GC	Ethnicity	Gender	Perfroming	Classification	Start Date
A AND C ELECTRIC CO., INC. (NORTHWFST CONTRACTORS, INC) <span style="color: red; font-weight: bold;">← 1</span>	N	Hispanic American	Male	Self-Performed ▼	MBE ▼	7/23/2019
AUTUMN CONSTRUCTION SERVICES, INC. (NORTHWEST CONTRACTORS, INC)	N	Caucasian	Female	Self-Performed ▼	WBE ▼	8/1/2018
COMMERCIAL MECHANICAL (NORTHWEST CONTRACTORS, INC)	N	Other		Self-Performed ▼	NONE ▼	8/1/2018
EVERBRITE <span style="color: red; font-weight: bold;">← 2</span>	N ▼	Other	Male	Self-Performed ▼	NONE ▼	8/1/2018

**NOTE:** The Tenant will not be able to edit the General Contractor's Compliance Plan.

### City Residency Requirements:

- In accordance with the Concessionaire’s Lease and License Agreement, 50% of the total construction worker hours must be performed by actual residents of the City of Chicago.

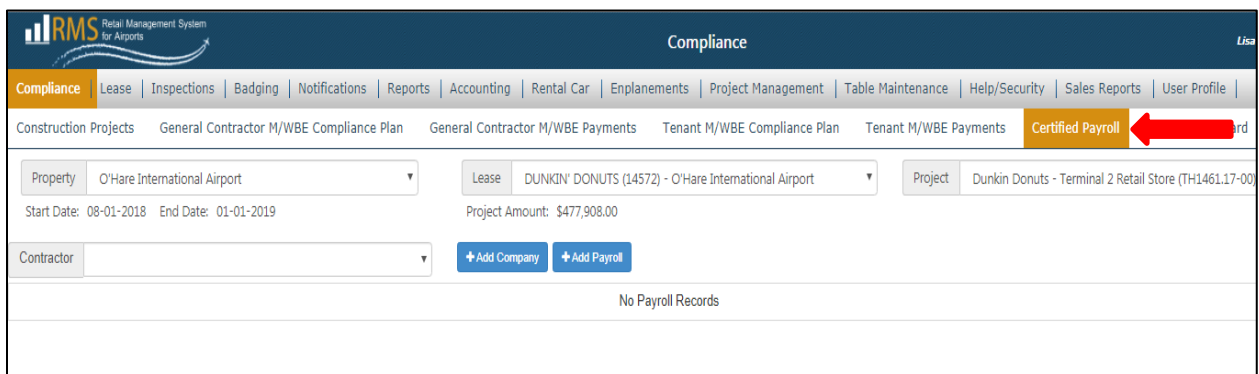
### Certified Payroll Report Requirements:

- Certified payroll reports must be submitted weekly for all contractors and subcontractors.
- Certified payroll reports must include:
  - ✓ Project Name
  - ✓ Location ID Number
  - ✓ Employee’s Name
  - ✓ Employee’s Full Address (including zip code)
  - ✓ Employee’s Last Four Digits of Social Security Number
  - ✓ Employee’s Ethnicity
  - ✓ Employee’s Job Title
  - ✓ Employee’s Date of Hire
  - ✓ Employee’s Hours Worked

## CERTIFIED PAYROLL REQUIREMENTS

## CERTIFIED PAYROLL FORMAT ENTRY / GC & SUBS

1. Click on the Certified Payroll Tab.

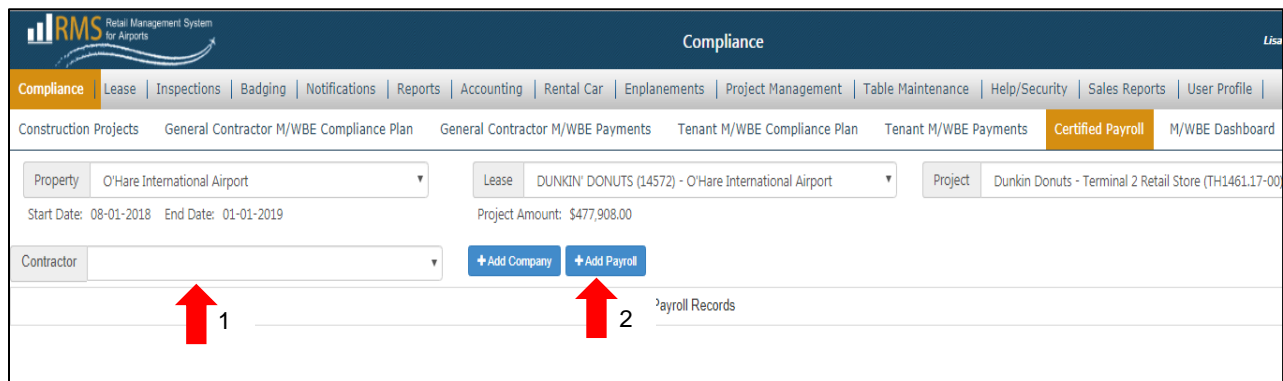


2. Select Property, Lease and “Construction” under Project from the drop down list.



3. In the “Contractor” box, select a contractor or subcontractor from the drop down list (Arrow 1).

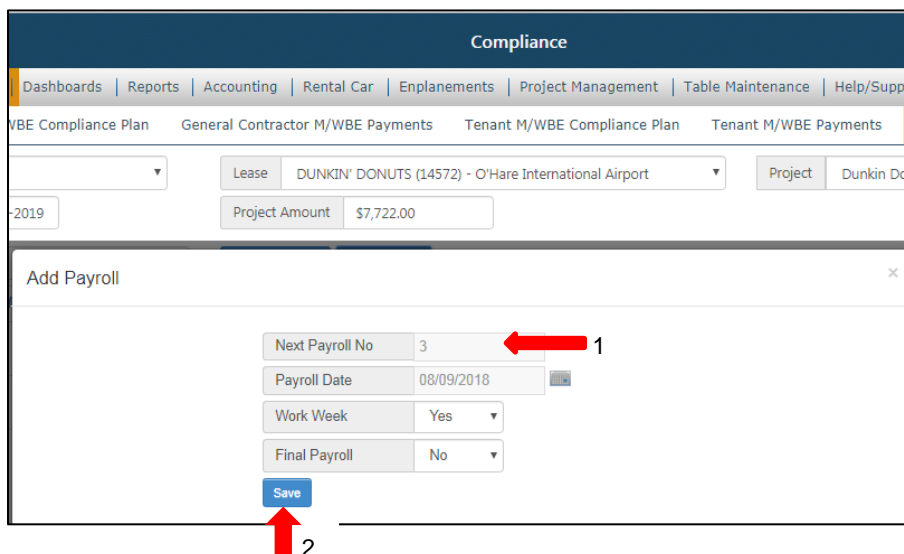
4. Click “Add Payroll” (Arrow 2).



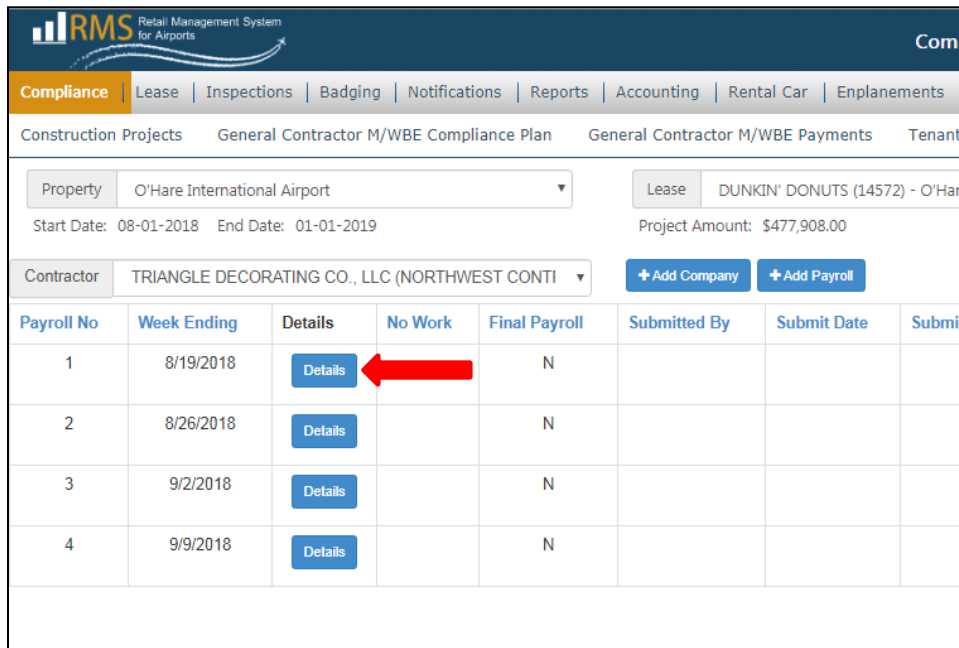
5. RMS automatically starts with Payroll No. 1.

6. Type in payroll week ending date (only Payroll No. 1 requires typing in a date; Payroll No. 2 automatically proceeds to the next week) (Arrow 1).

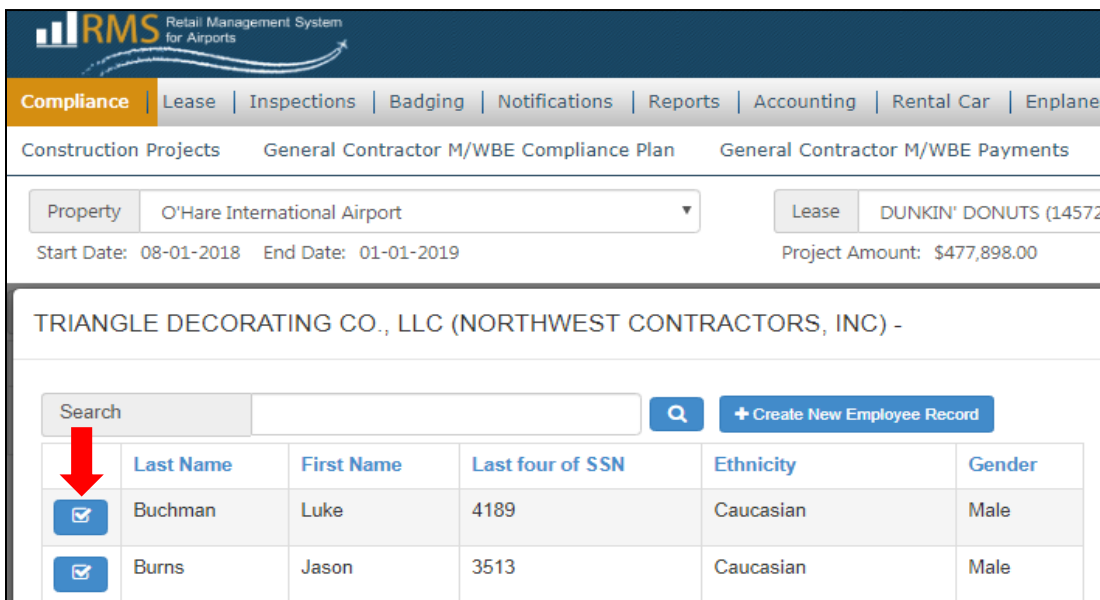
7. Click “Save” (Arrow 2).



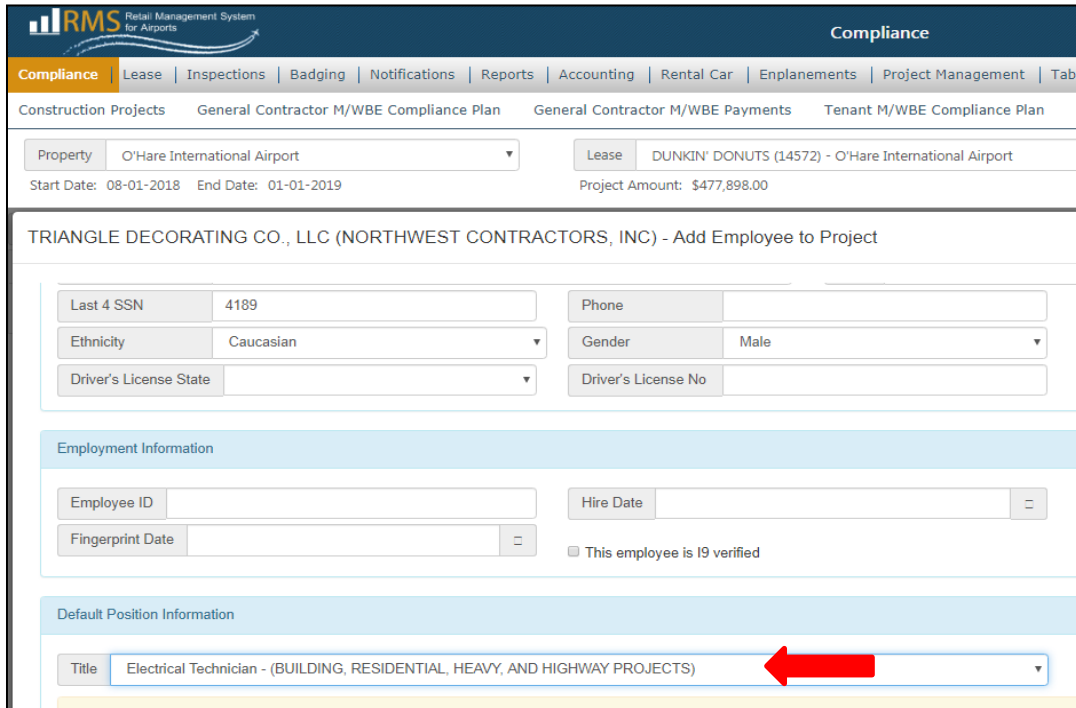
8. RMS asks “Are you sure you want to add this payroll record?”
9. Click “OK”.
10. Click “Details”. This will take you to the “Add Employee” screen.



11. Click “Add Employee”. RMS supplies a list of employees currently in RMS. If the employee is on the list, click the  box on the left.



12. This screen gives the opportunity to edit employee information and add the employee's job title from the drop down list (required).



The screenshot shows the 'Compliance' section of the RMS system. The main heading is 'TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) - Add Employee to Project'. The form is divided into several sections:

- Personal Information:** Last 4 SSN (4189), Ethnicity (Caucasian), Driver's License State, Phone, Gender (Male), and Driver's License No.
- Employment Information:** Employee ID, Hire Date, Fingerprint Date, and a checkbox for 'This employee is I9 verified'.
- Default Position Information:** Title (Electrical Technician - (BUILDING, RESIDENTIAL, HEAVY, AND HIGHWAY PROJECTS)). A red arrow points to this dropdown menu.

➤ When all employee information is entered, click “Continue”.

13. Click “Add Employee to Project”.

➤ *RMS says “Employee Added to Payroll”.*

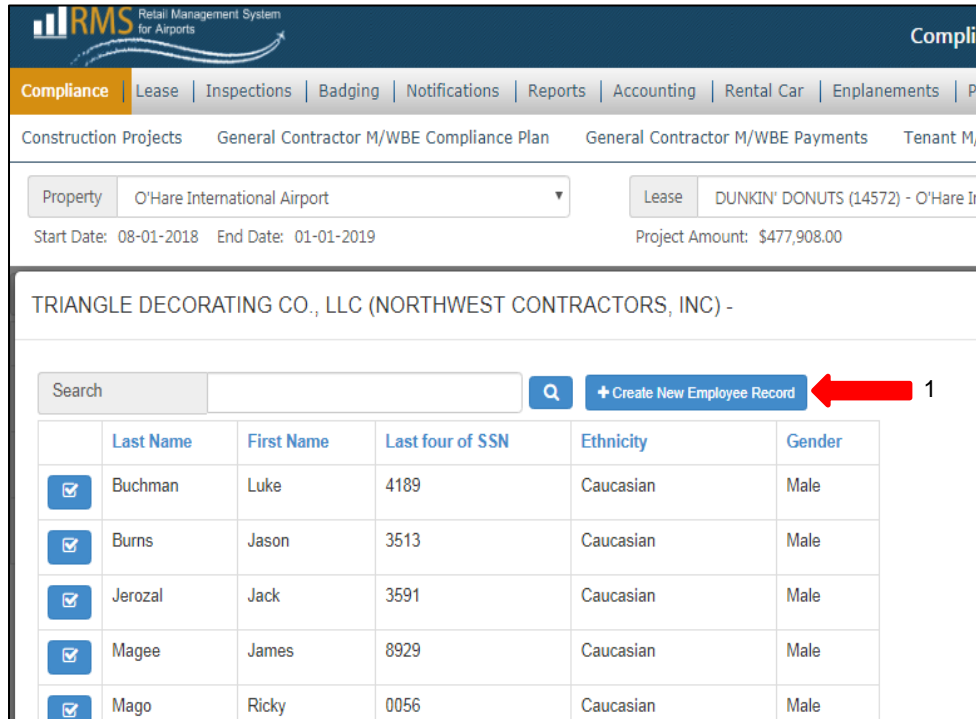
14. Click “OK”.

15. If employee is not listed, click “Create New Employee Record” (Arrow 1, next page).

➤ Fill in the required fields and click “Continue”.

➤ Click “Add Employee to Project” (Arrow 2).

➤ Click “OK”.

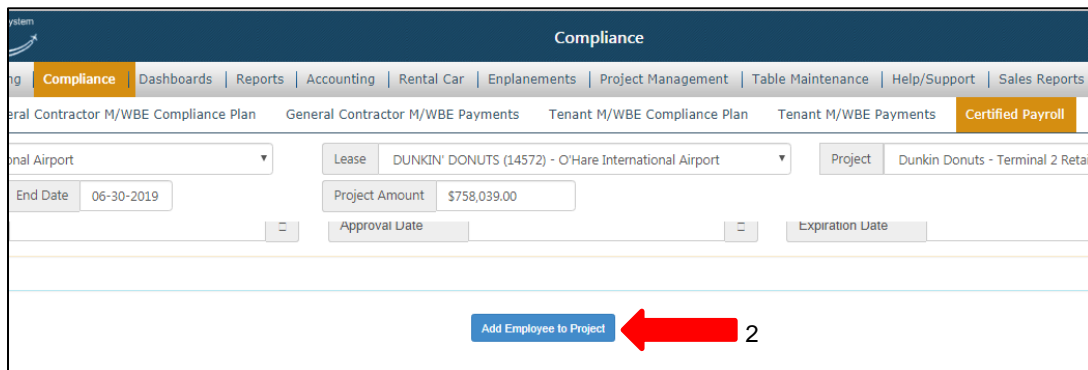


Property: O'Hare International Airport | Lease: DUNKIN' DONUTS (14572) - O'Hare International Airport  
 Start Date: 08-01-2018 | End Date: 01-01-2019 | Project Amount: \$477,908.00

TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) -

Search    1

	Last Name	First Name	Last four of SSN	Ethnicity	Gender
<input checked="" type="checkbox"/>	Buchman	Luke	4189	Caucasian	Male
<input checked="" type="checkbox"/>	Burns	Jason	3513	Caucasian	Male
<input checked="" type="checkbox"/>	Jerozal	Jack	3591	Caucasian	Male
<input checked="" type="checkbox"/>	Magee	James	8929	Caucasian	Male
<input checked="" type="checkbox"/>	Mago	Ricky	0056	Caucasian	Male



Compliance | Dashboards | Reports | Accounting | Rental Car | Enplanements | Project Management | Table Maintenance | Help/Support | Sales Reports

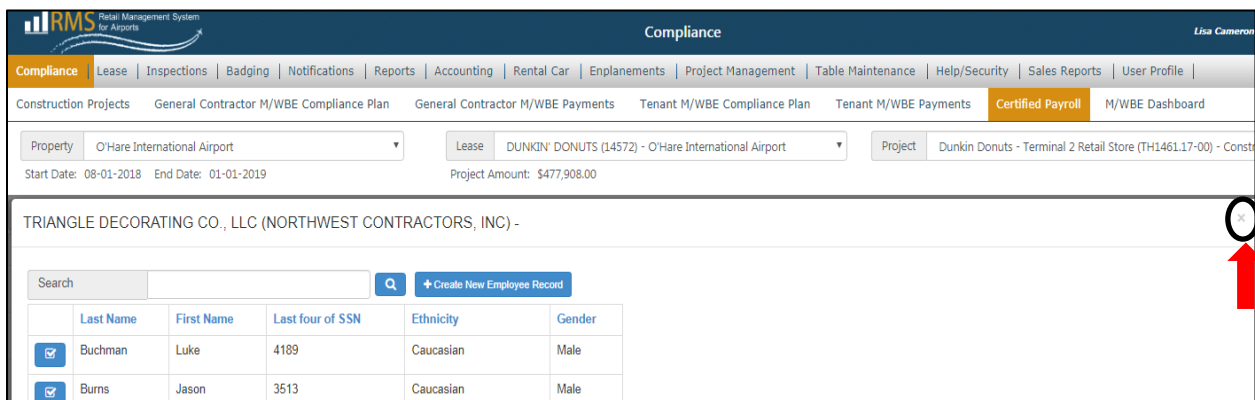
General Contractor M/WBE Compliance Plan | General Contractor M/WBE Payments | Tenant M/WBE Compliance Plan | Tenant M/WBE Payments | Certified Payroll

Property: O'Hare International Airport | Lease: DUNKIN' DONUTS (14572) - O'Hare International Airport | Project: Dunkin Donuts - Terminal 2 Retail  
 End Date: 06-30-2019 | Project Amount: \$758,039.00

Approval Date  | Expiration Date

2

16. When all employees have been “Added to the Project” click “X” in the upper right corner, top of page to close out of that screen.



Compliance | Lease | Inspections | Badging | Notifications | Reports | Accounting | Rental Car | Enplanements | Project Management | Table Maintenance | Help/Security | Sales Reports | User Profile

Construction Projects | General Contractor M/WBE Compliance Plan | General Contractor M/WBE Payments | Tenant M/WBE Compliance Plan | Tenant M/WBE Payments | Certified Payroll | M/WBE Dashboard

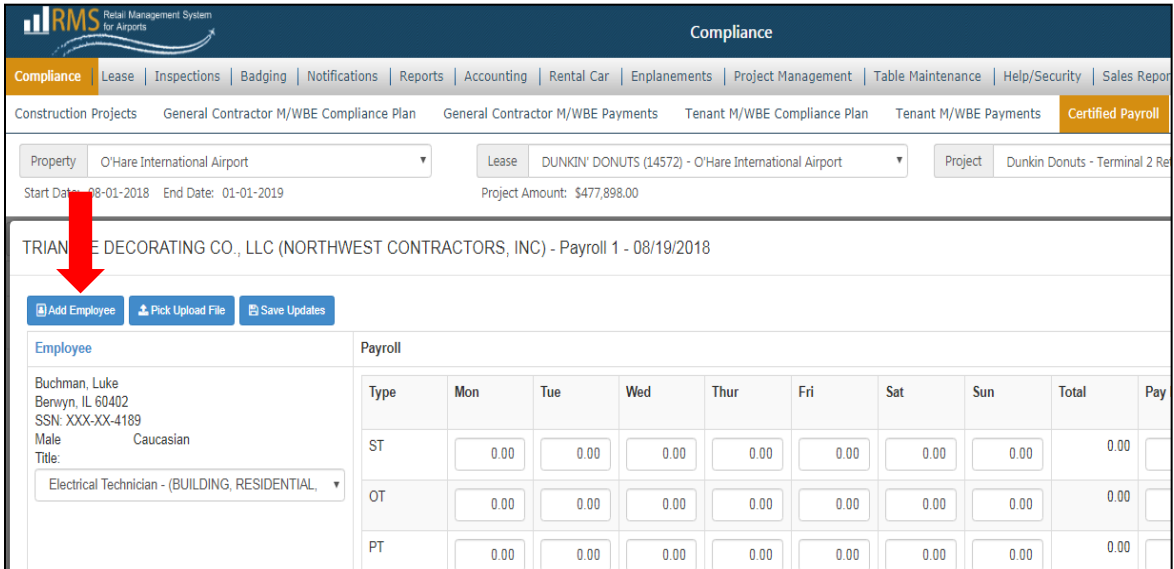
Property: O'Hare International Airport | Lease: DUNKIN' DONUTS (14572) - O'Hare International Airport | Project: Dunkin Donuts - Terminal 2 Retail Store (TH1461.17-00) - Const  
 Start Date: 08-01-2018 | End Date: 01-01-2019 | Project Amount: \$477,908.00

TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) -

Search

	Last Name	First Name	Last four of SSN	Ethnicity	Gender
<input checked="" type="checkbox"/>	Buchman	Luke	4189	Caucasian	Male
<input checked="" type="checkbox"/>	Burns	Jason	3513	Caucasian	Male

17. A new employee may also be added from the payroll timesheet screen by clicking the “Add Employee” button. Follow the same instructions above.

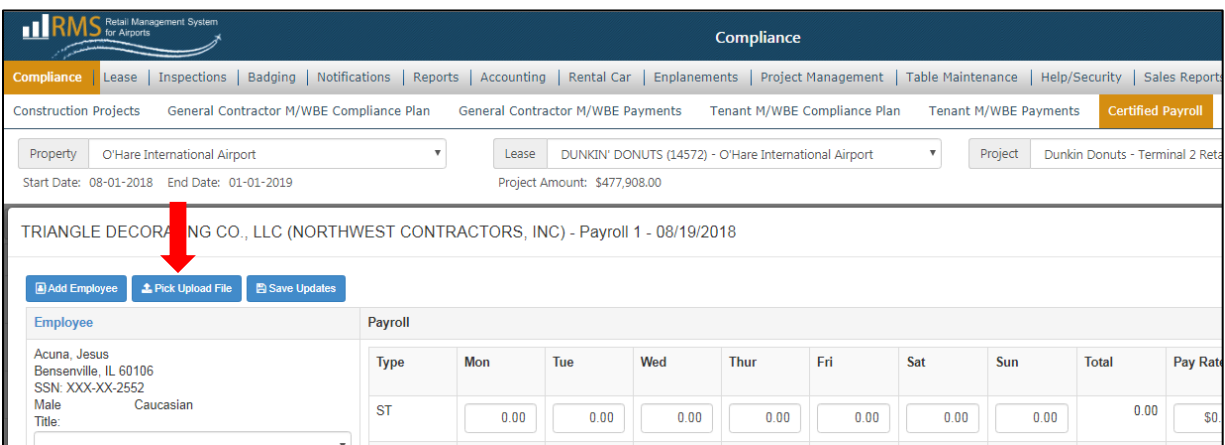


The screenshot shows the 'Compliance' section of the RMS system. The 'Certified Payroll' tab is selected. The property is 'O'Hare International Airport' and the lease is 'DUNKIN' DONUTS (14572) - O'Hare International Airport'. The start date is 08-01-2018 and the end date is 01-01-2019. The project amount is \$477,898.00. The current payroll entry is for 'TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) - Payroll 1 - 08/19/2018'. A red arrow points to the 'Add Employee' button. Below the button are fields for employee information: Name (Buchman, Luke), Address (Bensenville, IL 60402), SSN (XXX-XX-4189), Gender (Male), Race (Caucasian), and Title (Electrical Technician - (BUILDING, RESIDENTIAL,)). To the right is a payroll table with columns for Type, days of the week, Total, and Pay.

Type	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	Pay
ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

18. Certified payroll will need to be uploaded from an Excel spreadsheet format. The Excel spreadsheet and link may be found on Page 4.

19. To upload a completed Excel payroll timesheet, click “Pick Upload File”.



This screenshot is identical to the previous one, but the red arrow now points to the 'Pick Upload File' button. The employee information and payroll table remain the same.

- Click “Select your file!” (accessing your computer’s hard drive); double click on your chosen file (Arrow 1, next page).
- Click “Upload” (Arrow 2).
- Screen says “Success! Confirm data and submit”. Click “OK”.

- If a mistake is made on the Excel payroll timesheet, simply upload the revised payroll timesheet, process as shown above.

TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) - Payroll 1 - 08/19/2018

Upload Payroll

Select your file! UPLOAD ← 2

↑

1

### Sample Excel Payroll

SSN	FirstName	LastName	City	State	Zip	Ethnicity	Gender	WorkTitle	Level	PayType	Mon	Tue	Wed	Thur	Fri	Sat	Sun	PayRate
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter Forman	st		8	8	8	8	8	8	8	12.5
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter Forman	ot		1	0	0	0	0	0	0	13
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter Forman	pt		0	2	0	0	0	0	0	14.5
XXXX-XX-5215	Jo	Silh	Bensenville	IL	60106	African American	Female	Laborer Journeyman	2.st		8	8	8	8	8	8	8	12.5
XXXX-XX-5215	Jo	Silh	Bensenville	IL	60106	African American	Female	Laborer Journeyman	2.ot		1	0	0	0	0	0	0	13
XXXX-XX-5215	Jo	Silh	Bensenville	IL	60106	African American	Female	Laborer Journeyman	2.pt		0	2	0	0	0	0	0	14.5
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician Apprentice	2.st		8	8	8	8	8	8	8	12.5
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician Apprentice	2.ot		1	0	0	0	0	0	0	13
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician Apprentice	2.pt		0	2	0	0	0	0	0	14.5

**NOTE:** The Prevailing Wage Rate is preset in RMS as “Minimum Rate”. If the wage rate falls below the preset number, the “Pay Rate” box will be framed in red.

**RMS** Retail Management System for Airports Compliance Lisa Carter

Compliance | Lease | Inspections | Badging | Notifications | Reports | Accounting | Rental Car | Enplanements | Project Management | Table Maintenance | Help/Security | Sales Reports | User Profile

Construction Projects | General Contractor M/WBE Compliance Plan | General Contractor M/WBE Payments | Tenant M/WBE Compliance Plan | Tenant M/WBE Payments | **Certified Payroll** | M/WBE Dashboard

Property: O'Hare International Airport | Lease: DUNKIN' DONUTS (14572) - O'Hare International Airport | Project: Dunkin Donuts - Terminal 2 Retail Store (TH1461.17-00) - Con

Start Date: 08-01-2018 | End Date: 01-01-2019 | Project Amount: \$477,898.00

TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) - Payroll 1 - 08/19/2018

Add Employee Pick Upload File Save Updates

**Employee**

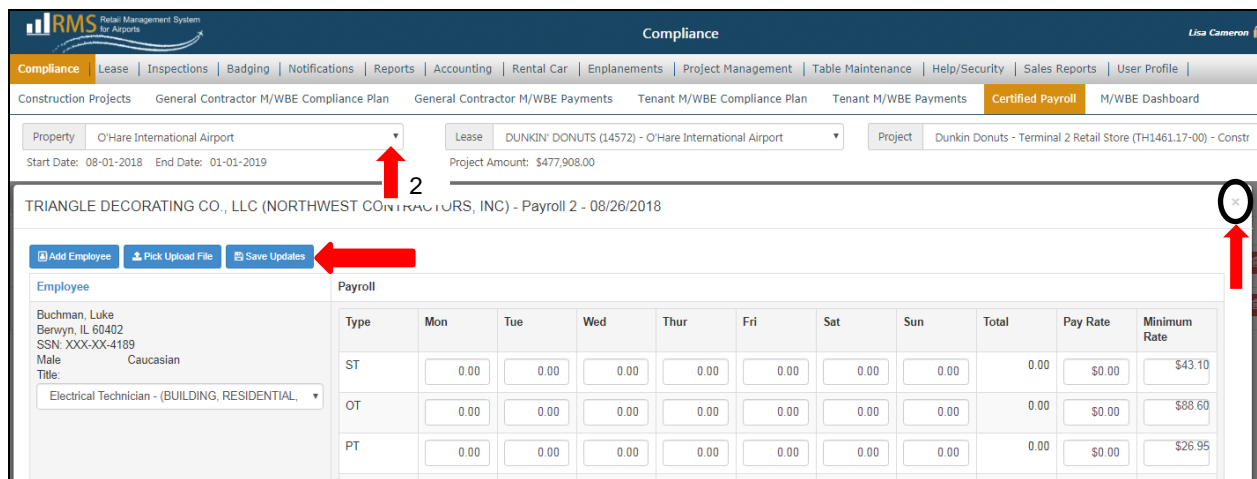
Buchman, Luke  
Berwyn, IL 60402  
SSN: XXXX-XX-4189  
Male Caucasian  
Title:  
Electrical Technician - (BUILDING, RESIDENTIAL)

**Payroll**

Type	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	Pay Rate	Minimum Rate
ST	5.00	7.00	3.00	0.00	0.00	0.00	0.00	15.00	\$32.45	\$42.26
OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$88.60
PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$26.95
<b>Total:</b>	5.00	7.00	3.00	0.00	0.00	0.00	0.00	15.00		

20. When payroll is complete:

- Click “Save Updates”.
- Click “X” in top right corner to close out of the payroll screen.
- Once the payroll box is closed, click “Submit”



Property: O'Hare International Airport | Lease: DUNKIN' DONUTS (L4572) - O'Hare International Airport | Project: Dunkin Donuts - Terminal 2 Retail Store (TH1461.17-00) - Constr

Start Date: 08-01-2018 | End Date: 01-01-2019 | Project Amount: \$477,908.00

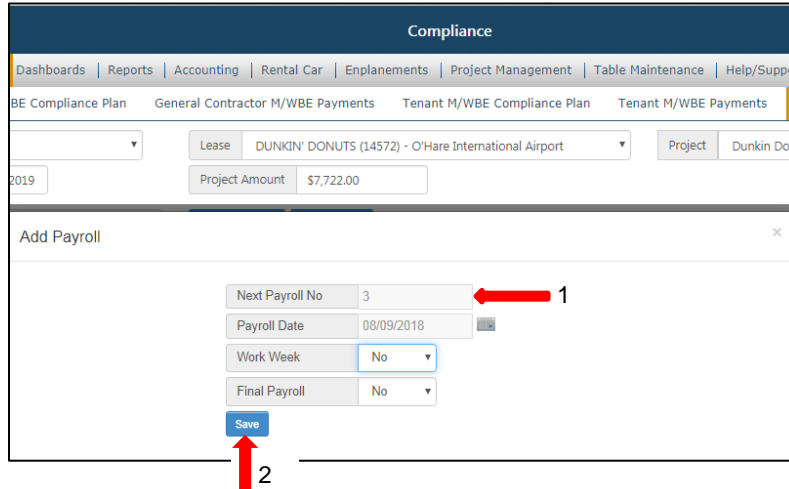
TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) - Payroll 2 - 08/26/2018

Buttons: Add Employee, Pick Upload File, Save Updates

Employee	Type	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	Pay Rate	Minimum Rate
Buchman, Luke Berwyn, IL 60402 SSN: XXX-XX-4189 Male Caucasian Title: Electrical Technician - (BUILDING, RESIDENTIAL)	ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$43.10
	OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$88.60
	PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$26.95

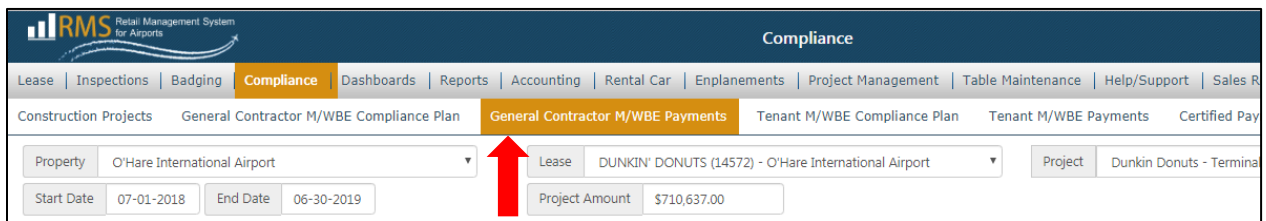
21. When there is a “No Work Week” payroll:

- Click “Add Payroll”.
- Click “No” on the “Work Week” box (Arrow 1).
- Click “Save” *Airportware.com* says “Are you sure you want to add this payroll record?” (Arrow 2).
- Click “OK”.

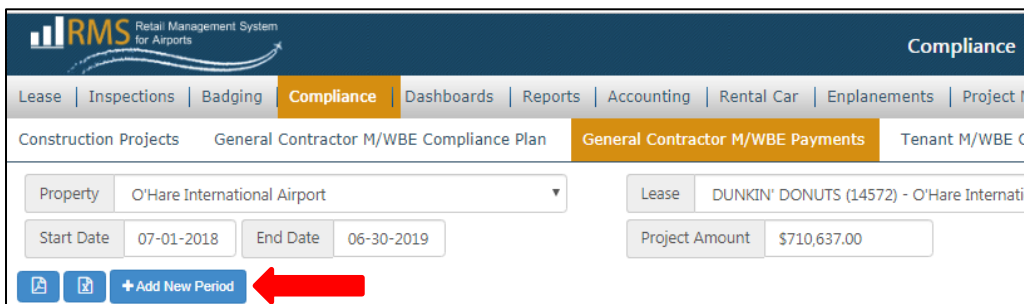


## GENERAL CONTRACTOR M/WBE PAYMENTS

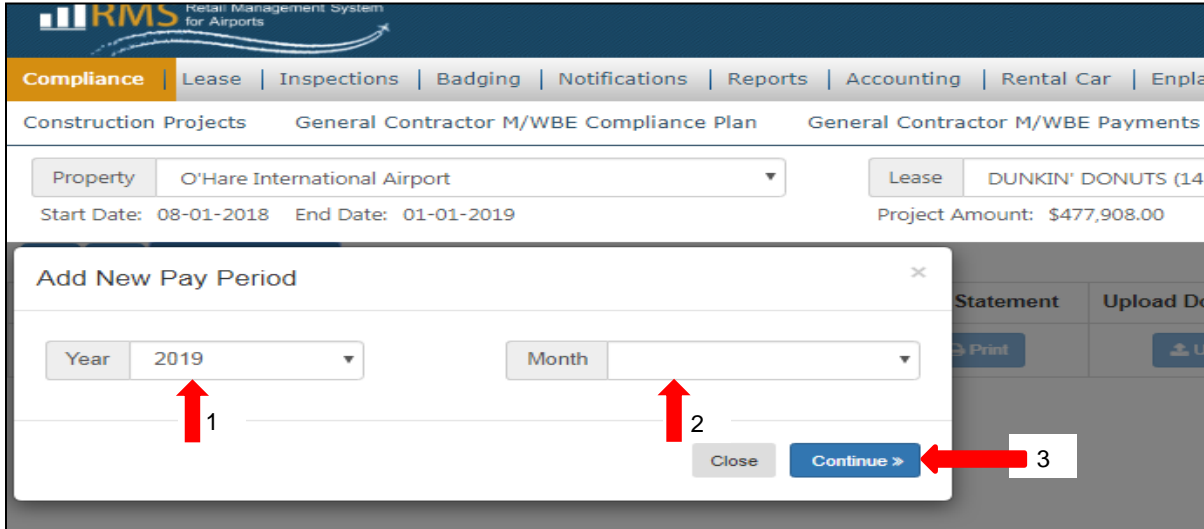
1. Click General Contractor M/WBE Payments.



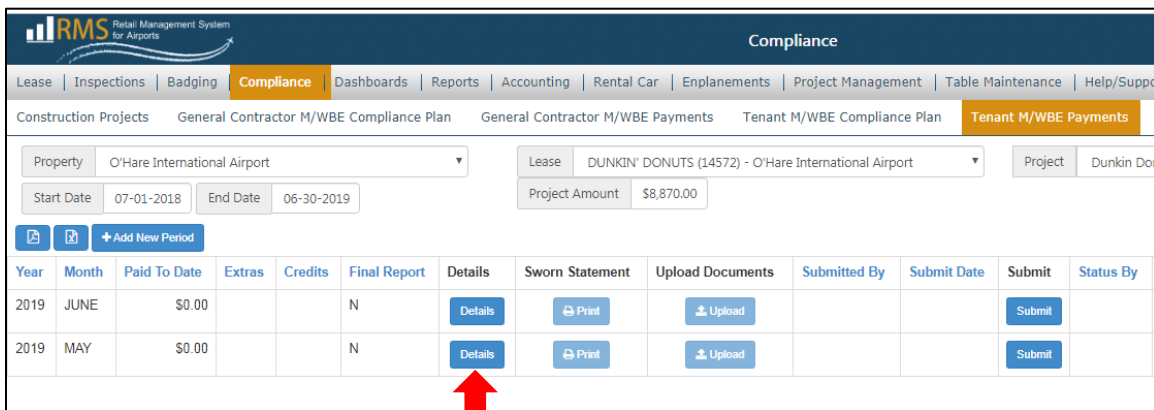
2. Click "+Add New Period".



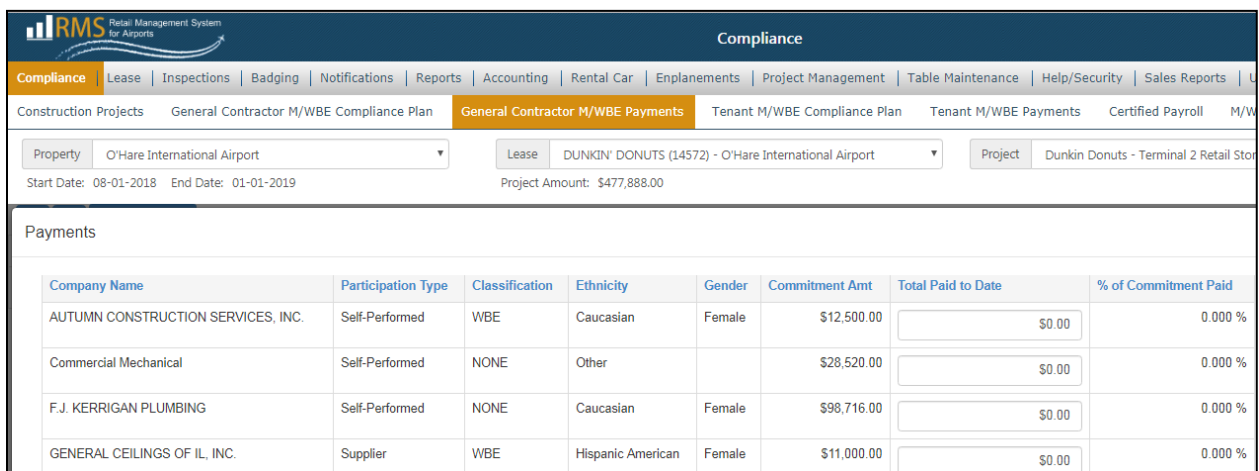
3. In the "Add New Pay Period" box, select Year and Month invoices were paid (Arrows 1 and 2, next page).
4. Click "Continue" (Arrow 3).



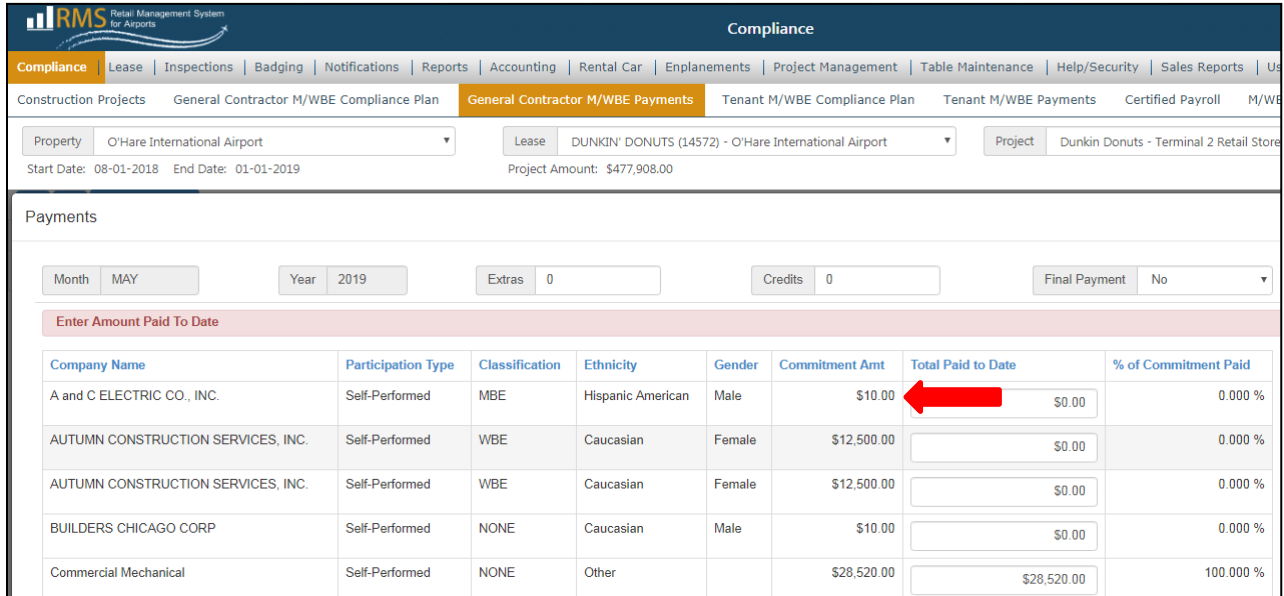
5. After the “Add New Pay Period” box closes, you will be back to the main screen. Click “Details”.



6. The next screen lists the Contractors, Subcontractors and Vendors from the Compliance Plan with the amount committed on the Compliance Plan.



7. Enter amount paid to each contractor, subcontractor or vendor.

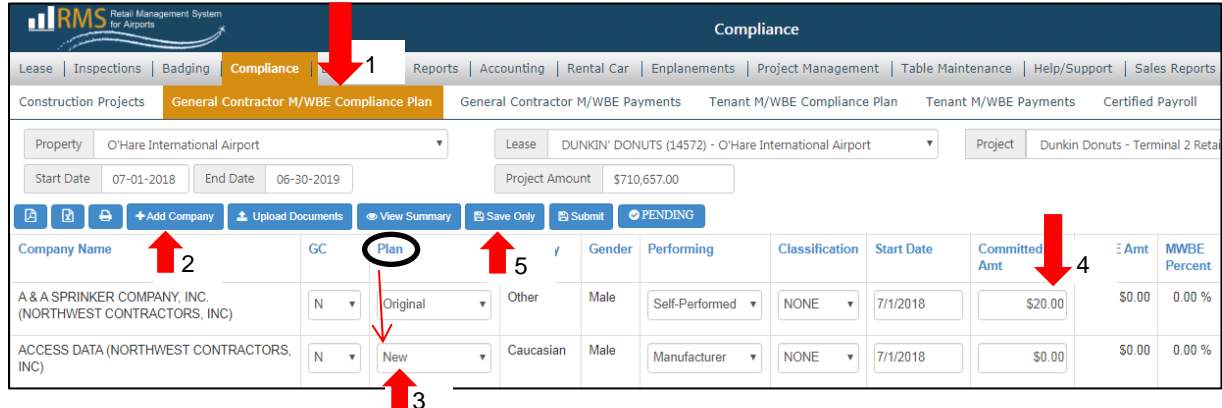


The screenshot shows the 'Payments' tab in the RMS system. At the top, there are navigation tabs for 'Compliance', 'Lease', 'Inspections', 'Badging', 'Notifications', 'Reports', 'Accounting', 'Rental Car', 'Enplanements', 'Project Management', 'Table Maintenance', 'Help/Security', 'Sales Reports', and 'Us'. Below these are sub-tabs for 'Construction Projects', 'General Contractor M/WBE Compliance Plan', 'General Contractor M/WBE Payments' (which is selected), 'Tenant M/WBE Compliance Plan', 'Tenant M/WBE Payments', 'Certified Payroll', and 'M/WBE'. The main content area shows filters for 'Property' (O'Hare International Airport), 'Lease' (DUNKIN' DONUTS (14572) - O'Hare International Airport), and 'Project' (Dunkin Donuts - Terminal 2 Retail Store). It also displays 'Start Date: 08-01-2018', 'End Date: 01-01-2019', and 'Project Amount: \$477,908.00'. Below the filters, there are input fields for 'Month' (MAY), 'Year' (2019), 'Extras' (0), 'Credits' (0), and 'Final Payment' (No). A red arrow points to the 'Enter Amount Paid To Date' section, which contains a table with the following data:

Company Name	Participation Type	Classification	Ethnicity	Gender	Commitment Amt	Total Paid to Date	% of Commitment Paid
A and C ELECTRIC CO., INC.	Self-Performed	MBE	Hispanic American	Male	\$10.00	\$0.00	0.000 %
AUTUMN CONSTRUCTION SERVICES, INC.	Self-Performed	WBE	Caucasian	Female	\$12,500.00	\$0.00	0.000 %
AUTUMN CONSTRUCTION SERVICES, INC.	Self-Performed	WBE	Caucasian	Female	\$12,500.00	\$0.00	0.000 %
BUILDERS CHICAGO CORP	Self-Performed	NONE	Caucasian	Male	\$10.00	\$0.00	0.000 %
Commercial Mechanical	Self-Performed	NONE	Other		\$28,520.00	\$28,520.00	100.000 %

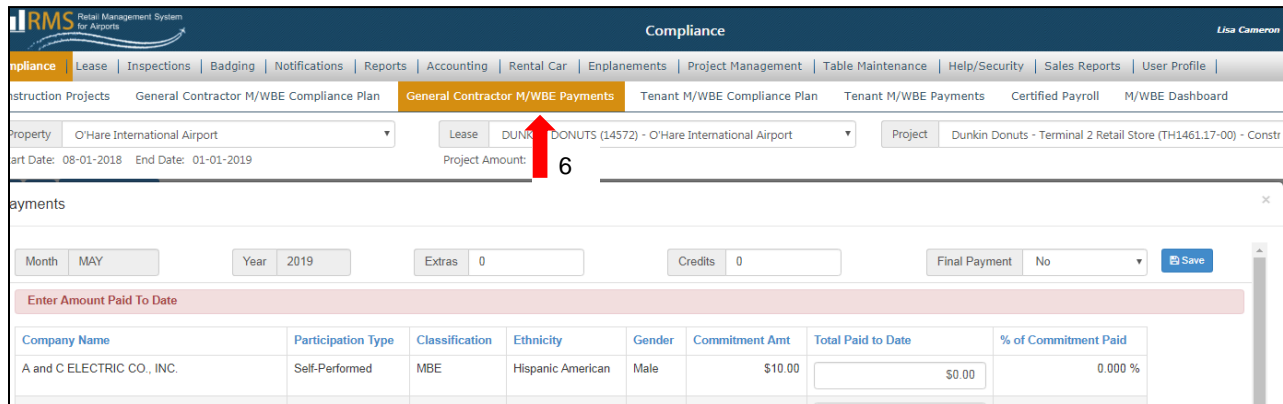
**NOTE:** The Payments tab is a duplicate of the Compliance Plan. If a subcontractor or vendor is added to the project after the Compliance Plan was submitted and approved or needs to be included as a new vendor on the Sworn Statement, first they will need to be added to the Compliance Plan as “New”. The Tenant or General Contractor may request to have the Compliance Plan reopened to make additional entries. Once the new subcontractor or vendor is added, they are automatically duplicated into the Payments tab. The payment may then be recorded to the Payments tab.

8. To add a vendor or change a payment, go to the “Compliance Plan” tab (Arrow 1).
9. To add a vendor, select “+Add Company”. Follow instructions as described in “Add a Company to the Compliance Plan, located on Page 6 (Arrow 2).
10. Under the “Plan” column, click on “New” (Arrow 3).
11. If a vendor is already on the plan and only the payment amount needs to be updated, click on the “Committed Amount” box and type in new payment amount (Arrow 4).
12. Click “Save Only” (Arrow 5).



Company Name	GC	Plan	Other	Gender	Performing	Classification	Start Date	Committed Amt	Σ Amt	MWBE Percent
A & A SPRINKER COMPANY, INC. (NORTHWEST CONTRACTORS, INC)	N	Original		Male	Self-Performed	NONE	7/1/2018	\$20.00	\$0.00	0.00 %
ACCESS DATA (NORTHWEST CONTRACTORS, INC)	N	New	Caucasian	Male	Manufacturer	NONE	7/1/2018	\$0.00	\$0.00	0.00 %

13. Click back to the “General Contractor M/WBE Payments” tab (Arrow 6).



Company Name	Participation Type	Classification	Ethnicity	Gender	Commitment Amt	Total Paid to Date	% of Commitment Paid
A and C ELECTRIC CO., INC.	Self-Performed	MBE	Hispanic American	Male	\$10.00	\$0.00	0.000 %

14. The completed payment record now becomes the Sworn Statement.

15. Print the completed Sworn Statement, sign and notarize (Arrow 1). Scan and save the Sworn Statement to your computer’s hard drive.

16. Upload the fully executed and notarized Sworn Statement, along with corresponding Final Lien Waivers, for the General Contractor and subcontractors.

**NOTE:** Payment amounts on the Sworn Statement MUST match the amounts on the Final Lien Waivers.

17. Click “Upload” (Arrow 2).

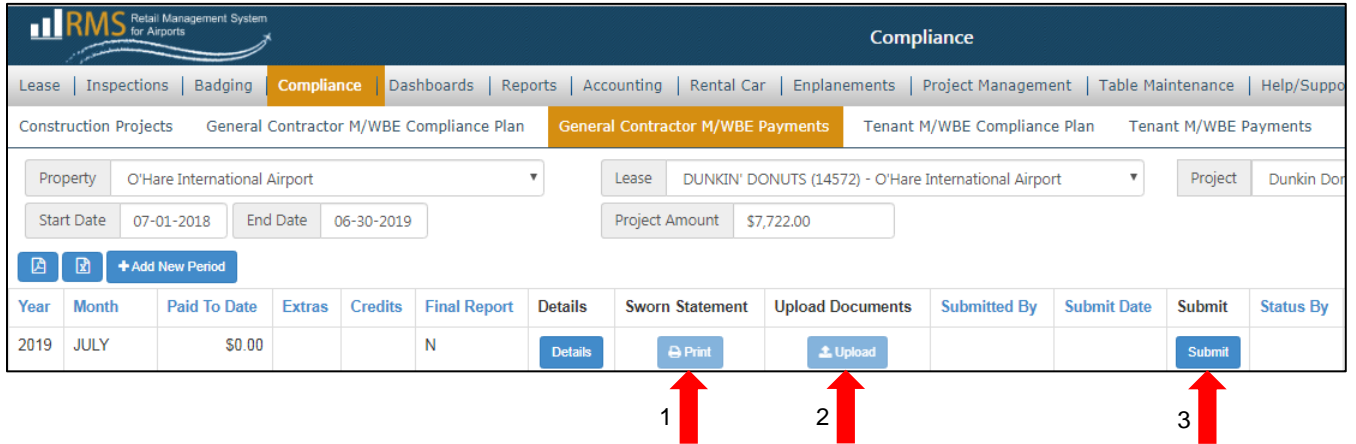
18. Select file (accessing your computer’s hard drive); double click on your chosen file.

19. Once all documents have been uploaded, click out of screen.

20. Click “Submit” (Arrow 3).

21. RMS asks “Are you sure you want to Submit?”

22. Click “Continue”.



The screenshot shows the 'Compliance' section of the RMS system. The 'General Contractor M/WBE Payments' tab is active. The interface includes search filters for Property (O'Hare International Airport), Lease (DUNKIN' DONUTS (14572) - O'Hare International Airport), Start Date (07-01-2018), End Date (06-30-2019), and Project Amount (\$7,722.00). Below the filters is a table with the following data:

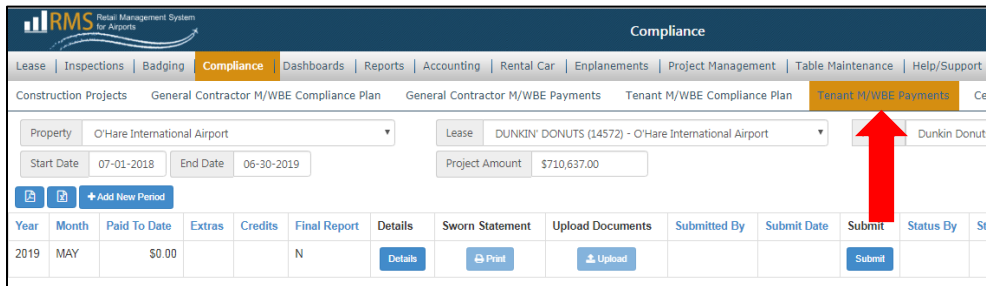
Year	Month	Paid To Date	Extras	Credits	Final Report	Details	Sworn Statement	Upload Documents	Submitted By	Submit Date	Submit	Status By
2019	JULY	\$0.00			N	Details	Print	Upload			Submit	

Red arrows labeled 1, 2, and 3 point to the 'Print', 'Upload', and 'Submit' buttons in the 'Sworn Statement' column, respectively.

23. Once the Sworn Statement has been submitted, changes may not be made.

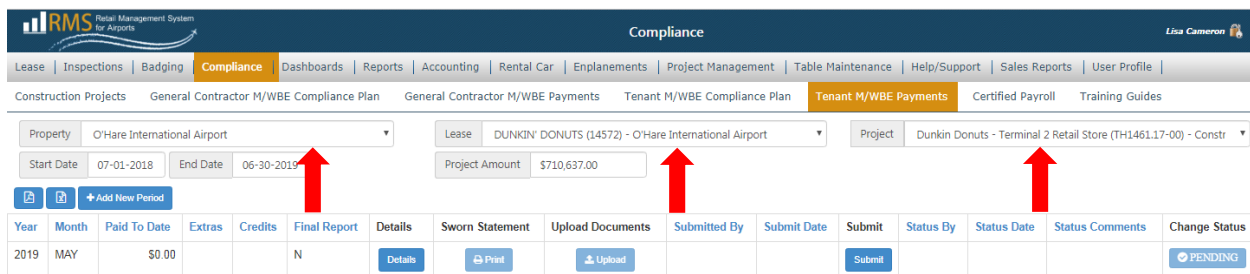
## TENANT M/WBE PAYMENTS

1. Click on Tenant M/WBE Payments tab.



The screenshot shows the RMS Compliance interface. The 'Tenant M/WBE Payments' tab is highlighted in orange. A red arrow points to this tab. Below the navigation bar, there are dropdown menus for 'Property' (O'Hare International Airport) and 'Lease' (DUNKIN' DONUTS (14572) - O'Hare International Airport). There are also input fields for 'Start Date' (07-01-2018), 'End Date' (06-30-2019), and 'Project Amount' (\$710,637.00). A table below shows a record for May 2019 with a 'Paid To Date' of \$0.00 and a 'Final Report' status of 'N'. A 'Submit' button is visible in the table row.

2. Select Property, Lease and "Construction" under Project from the drop down list.



This screenshot is similar to the previous one but shows three red arrows pointing to the 'Property', 'Lease', and 'Project' dropdown menus. The 'Project' dropdown is now set to 'Dunkin Donuts - Terminal 2 Retail Store (TH1461.17-00) - Constr'. The table below shows the same record for May 2019, but the 'Change Status' button is now labeled 'PENDING'.

3. The Tenant M/WBE Payments tab is identical to the General Contractor's Payments tab. Follow the instructions for "General Contractor's M/WBE Payments beginning on Page 21.

## QUESTIONS OR COMMENTS

Please direct questions or comments to:

Lisa Cameron, Unison Consulting Retail Management,  
[Lisa.Cameron@unisonretailmng.com](mailto:Lisa.Cameron@unisonretailmng.com) / 773-894-5424 office / 815-298-3092 mobile

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## Exhibit E.4: Concession's Compliance Plan – Affidavit of Concessionaire

Form can be found on the following page:



**Chicago Department of Aviation  
Concession's Compliance Plan  
Affidavit of Concessionaire**



Project Name: \_\_\_\_\_ Submission Date: \_\_\_\_\_  
 Location No.: \_\_\_\_\_ Project Start Date: \_\_\_\_\_  
 Total Project Amount: \$0.00 Project End Date: \_\_\_\_\_

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_ and a duly authorized representative of \_\_\_\_\_ and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this Compliance Plan.

Complete the following sections for **EACH** Subcontractor, Supplier and Consultant participating on this Project (all Tiers). **Also include Non-MBE/WBE participants.**  
 If bidder/proposer is a joint venture and one or more joint venture partners are certified MBE's or WBE's, attach copies of Letters of Certification, Schedule B Form and a copy of the Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and it's ownership interest in the joint venture.

NOTE: If a supplier subcontractor is a MBE or WBE, 60% of the total dollar value will be counted. For further clarification, please see Section IV.E. in the Special Conditions Regarding Minority Owned Business Enterprise Commitment and Women Owned Business Commitment in Construction Contracts, Exhibit 17 to the C-SOP.

**All MBE/WBE firms included in this Compliance Plan must be certified by the City of Chicago in the area(s) of specialty listed on the Letter of Certification and must be attached for each MBE/WBE participant.**

MBE PARTICIPATION						
Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Gender
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
<b>Total MBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	

<b>WBE PARTICIPATION</b>						
Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Gender
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
<b>Total WBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	

<b>NON-MBE/WBE PARTICIPATION</b>						
Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Gender
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
<b>Total Non-MBE/WBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	

To the best of my knowledge, information and belief the facts and representations contained in the aforementioned are true, and no material facts have been omitted.  
The Concessionaire designates the following person as its MBE/WBE Liaison Officer:

\_\_\_\_\_ (Name - Please Print or Type)

\_\_\_\_\_ (Phone)

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE CONCESSIONAIRE TO MAKE THIS AFFIDAVIT.**

\_\_\_\_\_ (Name of Concessionaire - Print or Type)

State of: \_\_\_\_\_

\_\_\_\_\_ (Signature)

County of: \_\_\_\_\_

\_\_\_\_\_ (Name & Title of Affiant - Print or Type)

Date: \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above signed officer \_\_\_\_\_ personally appeared and, known to me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_ (Notary Public Signature)

SEAL: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

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## Exhibit E.6: Concession's Compliance Plan – Affidavit of Prime Contractor

Form can be found on the following page:



**Chicago Department of Aviation  
Concession's Compliance Plan  
Affidavit of Prime Contractor**



Project Name: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Location No.: \_\_\_\_\_ Project Start Date: \_\_\_\_\_

Total Project Amount: \$0.00 Project End Date: \_\_\_\_\_

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_ and a duly authorized representative of \_\_\_\_\_ and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this Compliance Plan.

(Name of Prime Contractor)

Complete the following sections for **EACH** Subcontractor, Supplier and Consultant participating on this Project (all Tiers). **Also include Non-MBE/WBE participants.**

If bidder/proposer is a joint venture and one or more joint venture partners are certified MBE's or WBE's, attach copies of Letters of Certification, Schedule B Form and a copy of the Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and its ownership interest in the joint venture.

**All MBE/WBE firms included in this Compliance Plan must be certified by the City of Chicago in the area(s) of speciality listed on the Letter of Certification and must be attached for each MBE/WBE participant.**

MBE PARTICIPATION						
Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Gender
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
<b>Total MBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	

<b>WBE PARTICIPATION</b>						
Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Gender
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!	
<b>Total WBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	

<b>NON-MBE/WBE PARTICIPATION</b>						
Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Gender
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00	#DIV/0!	
<b>Total Non-MBE/WBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	

To the best of my knowledge, information and belief the facts and representations contained in the aforementioned are true, and no material facts have been omitted.  
The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

\_\_\_\_\_  
(Name - Please Print or Type)

\_\_\_\_\_  
(Phone)

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.**

\_\_\_\_\_  
(Name of Prime Contractor - Print or Type)

State of: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

County of: \_\_\_\_\_

\_\_\_\_\_  
(Name & Title of Affiant - Print or Type)

Date: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above signed officer \_\_\_\_\_ personally appeared and, known to me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_  
(Notary Public Signature)

SEAL:

Commission Expires: \_\_\_\_\_

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## Exhibit E.7: Good Faith Efforts Form

Form can be found on the following page:

## Good Faith Efforts Form Schedule H

The intent of this form is to document the good faith effort attempts made by the Concessionaire, or Prime Contractor in soliciting MBE/WBE firms to meet the MBE/WBE project goal. If the MBE/WBE contract goal is not achieved, the Good Faith Efforts checklist and contacts log must be submitted with the Compliance Plan of either the Affidavit of Concessionaire or Affidavit of Prime Contractor.

<b>Tenant Name:</b>	
<b>Concessionaire, Professional Services Contractor or General Contractor Name:</b>	
<b>Project Name:</b>	
<b>Project Location:</b>	

If the bidder's method of compliance with the MBE/WBE goal is based upon demonstration of a "Good Faith Effort", the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City of Chicago, Department of Aviation. Compliance with all items as they appear on the Good Faith Effort Form, in its entirety, shall satisfy the good faith effort requirement upon verification and confirmation of no counterfeit information, intentional and/or knowing misrepresentation of facts or intentional discrimination by the contractor. ***A minimum of five (5) companies must be contacted and listed below.***

MBE/WBE Company Name	Telephone No. / Email Address	Contact Person	Description of Work, Service or Material	Contact Results

## Good Faith Efforts Form Schedule H

**Additional Information:**

Please provide additional information to further explain your good and honest efforts to obtain MBE/WBE participation on this project.

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The undersigned certifies the information provided and the listed was/were contacted in good faith. It is understood any MBE/WBE firms listed on the Good Faith Efforts Form will be contacted and the reasons for not utilizing the firm will be verified by the Chicago Department of Aviation.

Authorized Signature:	Printed Signature:
Title:	Contact Name and Title (if different):
Company Name:	Phone Number:
Street Address:	Email Address:
City/State/Zip Code:	Date:

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## Exhibit E.8: City Resident Construction Worker Employment & Certified Payroll Requirements

### CITY RESIDENCY REQUIREMENTS:

In accordance with the Concession Lease and License Agreement, Section 5.7A, “City Resident Construction Worker Employment Requirement”, “Tenant and its Subcontractors must comply with the provisions of Section “2-92-330 of the Municipal Code of the City of Chicago, as amended from time to time concerning the minimum percentage of total construction worker hours worked performed by actual residents of the City. At least 50% of the total construction worker hours must be performed by actual residents of the City of Chicago.”

In addition to complying with this percentage, Tenant and its Subcontractors are required to make good faith efforts to utilize qualified residents of the City in both unskilled and skilled labor positions.

### CERTIFIED PAYROLL REPORTS:

In accordance with the Concession Lease and License Agreement, Section 5.7B, “Certified Payroll Reports”, weekly certified payroll report (U.S. Department of Labor Form WH-347 or equivalent) must be submitted by hard copy or electronically.

The certified payroll report must include:

- Project Name
- Location ID Number
- Employee’s Name
- Employee’s Full Address (including zip code)
- Employee’s Last Four Digits of Social Security Number
- Employee’s Ethnicity
- Employee’s Job Title
- Employee’s Date of Hire
- Employee’s Hours Worked

Link to U.S. Department of Labor

<https://www.dol.gov/>

## Exhibit E.9: Excel Certified Payroll Worksheet (Image is shown for reference only)

Excel CPR Requirements for RMS

SSN	FirstName	LastName	City	State	Zip	Ethnicity	Gender	WorkTitle	Level	PayType	Mon	Tue	Wed	Thur	Fri	Sat	Sun	PayRate
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter		st	8	8	8	8	8	8	8	12.5
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Forman		ot	1	0	0	0	0	0	0	13
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter		pot	0	2	0	0	0	0	0	14.5
XXXX-XX-5215	Jo	Silh	Ille	IL	60106	American	Female	Journeyman		st	8	8	8	8	8	8	8	12.5
XXXX-XX-5215	Jo	Silh	Ille	IL	60106	American	Female	Laborer		st	8	8	8	8	8	8	8	12.5
XXXX-XX-5215	Jo	Silh	Ille	IL	60106	American	Female	Journeyman		ot	1	0	0	0	0	0	0	13
XXXX-XX-5215	Jo	Silh	Ille	IL	60106	American	Female	Laborer		ot	1	0	0	0	0	0	0	13
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Journeyman		st	8	8	8	8	8	8	8	12.5
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Apprentice		st	8	8	8	8	8	8	8	12.5
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician		ot	1	0	0	0	0	0	0	13
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Apprentice		ot	1	0	0	0	0	0	0	13
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician		pot	0	2	0	0	0	0	0	14.5

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## Exhibit E.10: Concession's Sworn Statement – Affidavit of Concessionaire

Form can be found on the following page:



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## **Exhibit E.12: Concession's Sworn Statement – Affidavit of Prime Contractor Form**

Form can be found on the following page:



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## Exhibit G.1: Peoples Gas Service Pipe Application Form

An electronic form can be found here:

[New Service Installation Requirements/New Construction | Peoples Gas \(peoplesgasdelivery.com\)](#)

Form can be found on the following page:



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## Exhibit G.1: Peoples Gas Service Pipe Application Form

An electronic form can be found here:

[New Service Installation Requirements/New Construction | Peoples Gas \(peoplesgasdelivery.com\)](#)

Form can be found on the following page:

# PEOPLES GAS SERVICE PIPE APPLICATION

PLEASE FILL OUT THE ATTACHED INFORMATION AND EMAIL BACK TO:

**NewServiceApplications@peoplesgasdelivery.com**


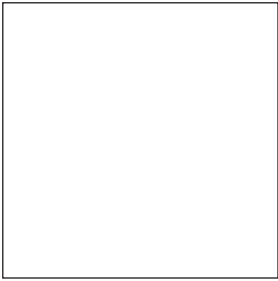
TEL: 773-542-7923 FAX: 920-430-6070

Section 1			
Account name		Federal ID # / Social Security #	
Business description			
Proposed service address		Zip	Contact name
Account phone	Contact phone	Contact fax	Contact email
Account billing address		City	State Zip
Description of building		Construction status	
# of residential units	# of commercial units	Total number of meters needed	

*For single meter only: complete section 2 and 3  
For additional meters breakdown: see page 2 and complete section 3*

Section 2					
Gas burning equipment	Quantity	BTU input/each	Gas burning equipment	Quantity	BTU input/each
Furnace(s)			Fireplace(s)		
Water heater(s)			Unit heater(s)		
Range(s)			Make-up air heater(s)		
Dryer(s)			Other - please describe		
Other - please describe			Other - please describe		

Choose a desired meter location (which side or wall):    N    S    E    W    Front

Section 3	
<p>The undersigned (herein designated as "Customer") hereby requests the Company to provide gas service facilities at the address shown on this application, and hereby consents and agrees to such installation and to the maintenance of such facilities, all in accordance with the applicable provisions of the Orders of the Illinois Commerce Commission and the Terms and Conditions of Service of, and Riders to, the Company's Schedule of Rates on file with the Illinois Commerce Commission, and Customer further agrees to pay the Company on a jobbing contract basis all costs incurred by the Company installing or relocating gas service facilities not borne by the Company pursuant to such provisions or this application.</p> <p>The Company agrees to make, at its own expense, ordinary concrete floor repairs and Customer agrees to make, at his own expense, any floor repairs occasioned by service pipe installations involving a type of flooring other than ordinary concrete. Customer further agrees (a) to provide a suitable space, satisfactory to the Company, for the installation of the Company's regulators, meters and metering equipment and, if the meter is not temperature compensated, the temperature in such space shall be maintained at all times by Customer at not less than 40° F; (b) to reimburse the Company for the cost of furnishing and installing any special equipment required by City Ordinance or by the Board of Underwriters, if located along the service pipe installed under this application; (c) to pay for any estimated amount of additional service installation costs occasioned by existing abnormal obstructions which impede normal construction procedures; and (d) to hold the Company harmless from any and all damages to sidewalks, driveways, lawns or other buildings, necessarily caused by the work provided for herein.</p>	<p style="text-align: center;"><b>MUST</b> draw a diagram of the building below showing windows, doors and the desired meter location</p> <div style="text-align: center;"> <p>Indicate direction</p>  </div> <div style="text-align: center; margin-top: 20px;">  </div> <div style="margin-top: 20px;"> <p>Lot line <span style="display: inline-block; border-bottom: 1px solid black; width: 150px; vertical-align: middle;"></span> Street name: _____</p> </div>

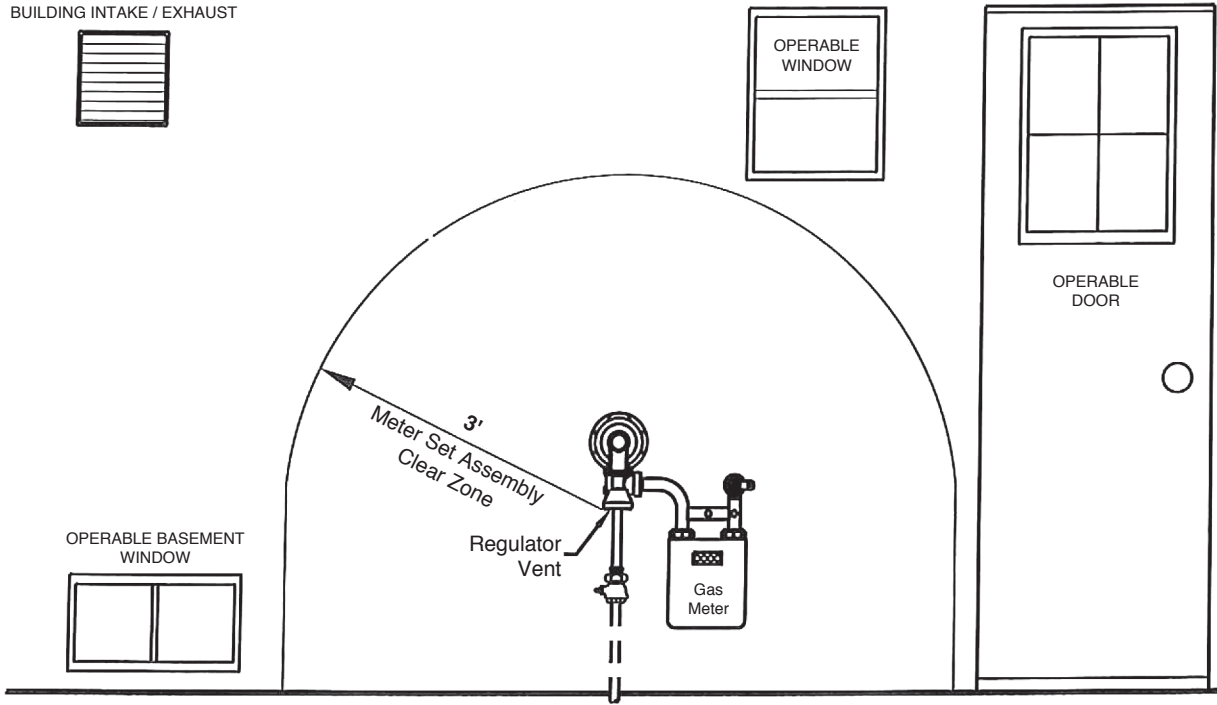
THIS APPLICATION IS SUBJECT TO APPROVAL OF THE CREDIT SECTION OF THE COMPANY

ACCEPTED: SIGN HERE:	DATE	<p><b>CONSENT OF OWNER OF BUILDING</b></p> <p>The owner of the building at the address shown above hereby consents to the installation of the service pipe upon the conditions stated in the above agreement.</p>	
X	X		
PRINT	(CUSTOMER)	TITLE	
X			
ADDRESS	ZIP CODE	OWNER	DATE
X			

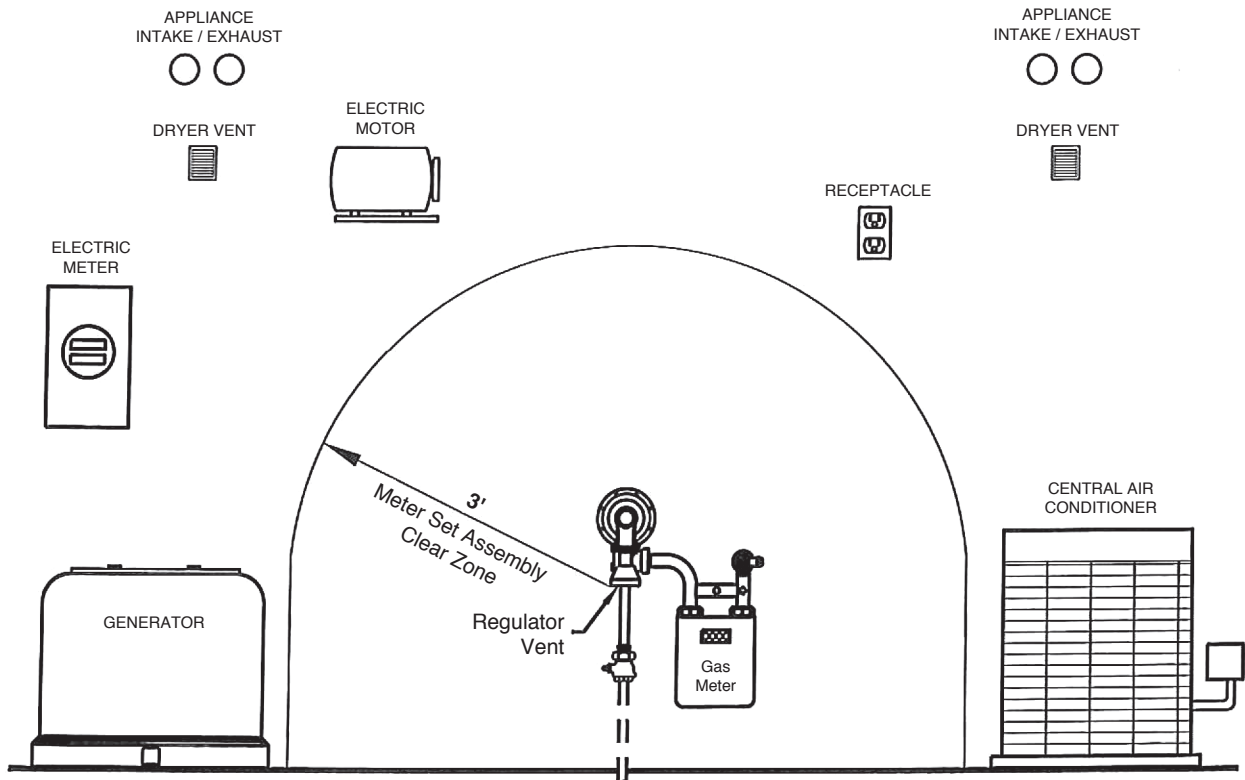


# Gas Meter Clearance Requirements

**A**



**B**



NOTE: 3 FOOT CLEARANCE REQUIRED IN FRONT OF METER FOR SAFETY AND ACCESS.