
Exhibit A: Project Initiation Letter Submittal Check List

The following indicates the minimum requirements of the Project Initiation Letter 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. Response to CDA's Phase 1 comments
- 5. Photos of the Current Conditions of the Project Location (showing adjacencies / provide at least 6 photo attachments)
- 6. Proposed Location Key Plan (if project is within the terminal facilities, show column lines, tenant lease line, and adjacencies within 3 to 5 bays, in addition to clearly identifying impacts to others)
- 7. 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.)
- 8. Provide an existing and proposed Lease Outline Drawing (LOD); clearly identify if the lease line is proposed to change. Show dimensions and area of the LOD's
- 9. Schematic 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
 - Two (2) half size copies (min 11" x17")
 - One (1) CD with PDFs of drawings
- 10. Structural calculations (if required)
- 11. Estimated Construction Cost
- 12. Preliminary Project Schedule including the appropriate time frame for CDA's review and response per the Design section in this SOP
- 13. Indication if this is going to be a self-certified project
- 14. Indication if this is the first time the designer has performed work at either ORD or MDW
- 15. Indicate if any Mechanical / Electrical / Plumbing / Structural / Fire Protection to base building will be impacted.
- 16. Indicate if there is anything in the project that will require maintenance from CDA post construction

Other Information

- The checklist is to be turned in to CDA's designated representative with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.
- Re-attach "Response to Project Initiation Letter" when uploading to eForms

CDA designated representative signature of review:

Name & Date

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)