

Exhibit D: Pre-Construction Meeting Check List

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.1a & D.1b**)
- 2) Building Permit (See **Exhibit D.9**), and any other required city, state, and federal permits
- 3) PDF of the stamped, approved building plans (if too large to email, please provide at the Pre-Con Mtg.)
- 4) 100% design submittal response to comments
 - a. CDA 100% Document Review Comments spreadsheet with completed responses by Concessionaire's architect/engineer
 - b. Transmittal letter or email documenting that the comments have been sent
- 5) Concession's Compliance Plans – Concessionaire & General Contractor (See **Exhibits C.7 & C.8**)
- 6) FAA approved 7460 Forms (See **Exhibit D.2**) (if applicable)
- 7) Hot Work Permit: Required if Welding or Torch Cutting to be submitted via eForm (3) business days prior to work performed
- 8) X-Ray or Scan to be submitted via eForm (3) business days prior to work performed (when coring or drilling)
- 9) Impact to CDA Security and TSA Approval (See **Exhibit D.3**) (if applicable)
- 10) Certificate of insurance documenting that all appropriate insurance has been obtained (See **Exhibit D.4**)
- 11) GC Safety Manager Credentials (See **Exhibit D.5**)
 - a. The named safety manager for the project
 - b. Provide copies of the safety manager's Resume, OSHA Card, AED/CPR Card and Training credentials. Provide Specific Safety Plan-Job Hazard Analysis (JHA)
 - c. Provide an Incident Notification Plan (See **Exhibit D.7 & D.8**)
 - d. Provide any other documentation as required by the CDA Construction Safety Manual
- 12) Safety and Security Plan (See **Exhibit D.6**)
- 13) Proof of Employee Badges & Employer Information and Authorization Form (See Badging Procedures and Requirements) (See **Exhibit D.10 & D.11**)
- 14) Overall Project Schedule
- 15) Three (3) weeks 'Look Ahead Schedule' (CDA Design and Construction / CDA Concessions will determine if applicable to a given project)
- 16) Identify Material Delivery and Debris Removal Plan
 - a) Post and Loading Dock Location (See **Exhibit D.12 & D.13**)
 - b) Elevator Matrix and Maps (See **Exhibits D.14 – D.17**)
 - c) Vehicle Access Form - Airfield (See **Exhibit D.18**)
- 17) Barricade and Graphic Plan (See **Exhibit D.19**)

Other Information

- For all construction projects, the Concessionaire is required to submit a **Notice to Airport User Form (see C-SOP Section 6.8)**.
- 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.

CDA designated representative signature of review:

Name & Date