



Concessionaire Projects Standard Operating Procedures (C-SOP)

Design and Construction Standard Operating Procedures

O'Hare International Airport

Midway International Airport

Chicago Department of Aviation
August 15, 2024

Table Of Contacts



Table of Contents

- Table Of Contacts** 1
- Definitions** 3
- Introduction** 6
- STEP 1.0: Post Award and Pre-Design** 7
 - 1.1: Concept Design and Project Initiation Letter 7
 - 1.2: Concept Design and Project Initiation Letter Response 7
 - 1.3: Request for Drawings / As-Built / CADD Files 7
 - 1.4: Document Management System 7
- STEP 2.0: Design Review** 8
 - 2.1: Design Overview 8
 - 2.2: Design Submittals and CDA Review 8
 - 2.3: 30% Schematic Design (SD) Submittal 8
 - 2.4: 60% Design Development (DD) Submittal 8
 - 2.5: 60% Design Development (DD) Site Review Meeting 9
 - 2.6: 90% Pre-Final Construction Documents (CD) Submittal 9
 - 2.7: 90% Pre-Final Construction Document (CD) Site Review Meeting 9
 - 2.8: 100% Final Construction Documents (CD) Submittal 9
 - 2.9: ALL CDA Responses to Concessionaire Submittals 9
 - 1) 30% Schematic Design 10
 - 2) 60% Design Development 10
 - 3) 90% Pre-Final Construction Document 10
 - 4) 100% Final Construction Documents 10
 - 2.10: Design Requirements 10
 - 2.11: Mechanical Component Requirements: 10
 - 2.12: Electrical Component Requirements: 10
 - 2.13: Plumbing Component Requirements: 12
 - 2.14: Fire Protection Component Requirements: 12
 - 2.15: Life Safety Plan Requirements: 12
 - 2.16: Food Service & Kitchen Equipment Area Component Requirements (If Applicable): 12
 - 2.17: IT and Telecommunications Component Requirements: 12
 - 2.18: Security and Safety Component Requirements: 13
 - 2.19: Utility Component Requirements: 13
 - 2.20: Environmental Component Requirements: 13
 - 2.21: Demolition Component Requirements: 14
 - 2.22: Construction Consideration Requirements: 14
 - 2.23: Barricade Requirements: 15
 - 2.24: Sustainable Airport Manual (SAM™) Requirements: 15
 - 2.25 Concessionaire and CDA Signage Requirements: 15
 - 2.26 FAA 7460-1 Requirements: 16
 - 2.27: Impacts to CDA Security Requirements: 16
- STEP 3.0: Permit Process** 17
 - 3.1: Establishing Building permits 17
 - 3.2: Applying for a Permit with the Chicago Department of Buildings 17

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3.3: Professional of Record (Architect of Record / Engineer of Record) Self-Certification Permit.....	17
3.5: MOPD Review	17
STEP 4.0: Pre-Construction	18
4.1: Pre-Construction (Pre-Con) Documentation	18
4.2: Pre-Construction Meeting	18
4.3: Required Pre-Construction Meeting Attendance	18
STEP 5.0: Notice to Airport User Form (eForm).....	19
5.1: Notice to Airport User Form (eForm)	19
STEP 6.0: Construction	20
6.1: Site Maintenance / Construction Administration.....	20
6.2: Building Inspections	20
6.3: Chicago Department of Public Health Inspections and Liquor License	20
6.4: Safety and Security Plan.....	21
6.5: Demolition	21
6.6: Construction Meetings and Reporting.....	21
6.7: Non-Compliance and Unauthorized Construction.....	22
STEP 7.0: Substantial Completion	23
7.1: Substantial Completion Notification.....	23
7.2: Final Walk Through and Punch List.....	23
7.4: Business License and Certificate of Insurance	24
7.5: ComEd Verification of Meter(s)	24
STEP 8.0: Project Closeout	25
8.1: Close Out Documents	25
8.2: Final SAM™ Checklist and Final SAM™ Required Forms.....	26
8.3: Contractor Warranty.....	26
8.4: Subcontractor’s Manufacturer’s and Equipment Warranties	26
8.5: Final Notice to Airport User Forms	26
STEP 9.0: Compliance Overview	27
9.1: City of Chicago Minority and Women-Owned-Business Participation Rules.....	27
9.2: Required MBE and WBE Documentation.....	27
9.3: MBE and WBE Compliance Plans	27
9.4: MBE and WBE Good Faith Efforts:.....	28
9.4: City Resident Construction Worker Employment Requirement & Certified Payroll Requirements....	28
9.5: Compliance Close-Out Documents	28
STEP 10.0: Supplemental Exhibits	29
Revision History.....	30

Definitions

In addition to the terms defined elsewhere, the following words, phrases, when capitalized, have the following meanings:

Airport: refers to O’Hare International Airport and/or Midway International Airport.

Airport Concession Program Handbook: refers to the manual created by CDA to coordinate operations of the Concession location with the CDA, including inspections, daily operations, and construction.

Architect of Record/ Engineer of Record (AOR/EOR): refers to the Concessionaire’s Licensed Architect and/or Engineer of Record.

Architect Point of Contact (Architect-POC): refers to the architects, engineers and/or consultants working on a concession project.

As-Builts: refers to the drawings that document on-site changes to the original construction documents. The initial plan markups are submitted by the General Contractor to the Architect or Engineer of Record for submission to CDA. These drawings are required by Chicago Department of Aviation as part of the close out documentation package and include both print and electronic formats.

Business Day: refers to a measurement of time that typically is a day in which normal business is conducted Monday through Friday; excluding Saturday, Sunday and City of Chicago holidays for all documentation and design submittals.

CDA CAD / BIM Standards: refers to the standards created by the Chicago Department of Aviation describing requirements for drawings.

CDA’s Coordinating Architect of Design and Construction: refers to the designee appointed by the CDA to oversee the design creation and review process. This entity may also be involved in the review of the construction process to ensure coordination with the design.

Chicago Department of Aviation (CDA): refers to the managing entity for the Airports on behalf of the City of Chicago.

CDA Concessions Point of Contact (CDA-POC): refers to the department within CDA responsible for the oversight of the concessions program or it’s Concessions Management Representative (CMR)

CDA Construction Safety Manual: refers to the manual created by the City of Chicago and the Chicago Department of Aviation (CDA) to incorporate health and safety regulations as the responsibility of the Contractor working on Airport premises.

CDA Concessions Project Administrator (CDA-CPA): refers to a CDA Project Administrator or a designated representative assigned by CDA who will oversee the development of the construction project on behalf of CDA.

CDA Project Number: refers to CDA project identification number that is required to be included on all correspondence and applications submitted throughout the design and construction process.

CDA Safety: refers to any party working for, or on behalf of, the CDA in regard to safety, security, or similar airport operations.

Chicago Department of Public Health (CDPH): refers to the City of Chicago entity responsible for enforcing Chicago Health Codes, by performing inspections and administering permits. “Concessionaire” refers to the leaseholder or tenant in the business of selling products or services to the public at the Airport.

Concessionaire: refers to the entity with a legal right to occupy Airport property including airlines, concessionaires, government agencies or other entities operating on Airport property, who desire to perform construction or renovation on Airport property.

Concessionaire Point of Contact (Concessionaire-POC): refers to any party working on behalf of a concessionaire, which will include architects and their engineers and consultants (Architect-POC), and the general contractors and their subcontractors (Contractor-POC).

Concessions: refers to non-rental car concession businesses at the Airport selling products or services to the public.

Concessions Design Guidelines for Midway: refers to the guidelines established by the CDA regarding overall design intent and to provide quality, material, signage, lighting and system standards for concessions development at Chicago Midway International Airport (MDW).

Concessions Design Guidelines for O'Hare: refers to the guidelines established by the CDA regarding overall design intent and to provide quality, material, signage, lighting and system standards for concessions development at Chicago O'Hare International Airport (ORD).

Concessions Management Representative: (CMR) refers to the entity or entities retained by the CDA to assist in overseeing Concessions, including construction of Improvements at the airport.

Codes: refers to all applicable CDA standards, specifications, and building codes including but not limited to the Chicago Building Code, Chicago Electric Code, Chicago Mechanical Code, Chicago Plumbing Code, Chicago Fire Prevention Code, Chicago Fire Prevention Code, Illinois Plumbing Code, International Fire Code(s), NFPA Code(s), Life Safety Code(s), the Illinois Accessibility Code, Federal ADA Accessibility Guidelines, and FAA & DOT regulations. Concessionaire AOR and EOR are responsible for identifying and confirming all applicable standards, regulations and codes.

Construction Services: refers to the portion of the project involving construction, including but not limited to trade labor, material purchase, equipment purchase, tool or equipment rentals, support services such as safety monitoring, clean up labor, delivery costs, taxes, etc. that directly results in a code compliant concession location.

Contractor Point of Contact (Contractor-POC): refers to the general contractor and any subcontractors working on a concession project.

Department of Buildings: refers to the City of Chicago entity responsible for enforcing Chicago Building Codes, by performing inspections and administering permits.

Design and Construction Standard Operating Procedures; Concessions Projects (C-SOP): refers to the guidelines established by CDA and CDA Concessions as the process by which all Concessions projects are reviewed and approved For O'Hare International Airport and Midway International Airport.

Design Documents/Construction Documents: refers to the documents that illustrate and describe the project design by defining scope, relationships, forms, size, and appearance of the project with specifications, plans, sections, elevations, perspectives, typical sectional details, diagrams, equipment layouts, furniture, and graphics.

Liquor License: refers to the City of Chicago entity responsible for enforcing the Chicago Liquor Licensure by performing inspections and administering permits.

MEFPF: refers to mechanical, electrical, plumbing, and fire protection/ fire alarm equipment and/or other systems.

MOPD: Mayor’s Office for People with Disabilities.

MDW: refers to Midway International Airport.

ORD: refers to O’Hare International Airport.

Pre-Construction Meeting: refers to the mandatory meeting held prior to project construction.

Project Initiation Letter (PIL): refers to the Concessionaire’s formal letter submittal to CDA Design and Construction requesting a CDA Project Number. The Project Initiation Letter shall clearly define the project and scope.

Professional Services: refers to the portion of the project involving design, coordination, or post-construction work including but not limited to design, code review, project or program coordination, etc. that is associated with, but not necessarily required for the concession location.

PLEASE NOTE that work performed by an employee of the Concessionaire does not count as Professional Services.

Record Drawings: refers to the drawings submitted by the AOR or EOR to CDA that document the final built conditions of the project, which have incorporated all As-Builts from the General Contractor. These drawings are required by CDA as part of the close-out documentation package and include both print and electronic formats.

Retail Management System (RMS): refers to the CDA’s secure concessions portal, AirportWare™ Software Suite, for Capital Program Management, Lease Management, Aviation Statistics, and Facilities Inspection.

Review Comments Form: refers to the CDA template used to document all reviewing parties’ comments regarding the drawing submittal.

Review and Conditions Letter: refers to the document that is issued by CDA and used at all submittals throughout the drawing review process as a communication and response tool between review parties and the Concessionaire.

Sustainable Airport Manual (SAM™): refers to the manual created by CDA to incorporate and track sustainability in administrative procedures, planning, design and construction, operations and maintenance, and concessions and tenants with minimal impact to project schedules or budgets.

Introduction

The City of Chicago, acting through the CDA, is responsible for the management and operation of ORD and MDW. CDA reserves the right to review and approve the construction and/or modification of any Concession on Airport property. CDA, through its Design and Construction Division, reviews, oversees, and approves design and work for all new construction, renovation, and remodeling projects at the Airports.

The procedures, submission requirements, and deadlines set forth in this C-SOP document are mandatory and may only be waived in unique circumstances upon written approval by CDA Concessions. CDA reserves the right to modify the requirements at any time.

The Concessionaire shall provide evidence of professional services throughout all stages of work. All project documentation shall be prepared, signed, and stamped by a licensed design professional. Throughout the design process, the Concessionaire is to utilize the most sustainable design practices in the industry with reference to the Sustainable Airport Manual (SAM™) to the extent dictated in the Concessionaire's signed Lease and License Agreement. The CDA, through its Design and Construction Division & CDA Concessions, reviews, oversees, and approves design and work for all new construction, renovation, and remodeling projects at the Airports.

All Concessionaires who desire to perform construction or renovation on Airport property shall use the following procedures.

Please refer to:

- **Common Exhibit (CE)-1:** Development Process Overview Average Timeline

STEP 1.0: Post Award and Pre-Design

1.1: Concept Design and Project Initiation Letter

After the Concession Request for proposal (RFP) is awarded and prior to the submittal of any major design submittal, the Concessionaire must submit to the CDA Concessions Point of Contact (CDA-POC) a Concept Design and Project Initiation Letter (PIL) on the Concessionaire letterhead.

Please refer to the C-SOP Exhibits & PIL Submittal Check List, and address all design submittals as identified below, and copy them as indicated in all emails:

➤ **CDA Point of Contact, Design and Construction**

Chicago Department of Aviation
Aviation Administration Building (AAB)
10510 West Zemke Road
Chicago, IL 60666
Email (as applicable):
ordtenantconstruction@cityofchicago.org
mdwtenantconstruction@cityofchicago.org

1.2: Concept Design and Project Initiation Letter Response

Within ten (10) Business Days of receiving the Concept Design and the Project Initiation Letter, CDA will send a "Response to the Concessionaire's Concept Design and Project Initiation Letter" to the Concessionaire with comments and direction regarding the design submittals, including the Concessionaire's assigned Project Number which must be included on all future project correspondence, design and construction submittals, and permit submittals. The letter will identify the CDA Concession Project Administrator (CDA-CPA) for the design phase of the project. The Project Initiation Letter Response will also provide notice of the SAM™ checklist requirement, which will be necessary for all Concession work. All Concessionaire questions, concerns, or requests for information or project coordination shall be directed to CDA Concession Project Administrator (CDA-CPA). The Project Initiation Letter Response will include a response to the Concessionaire's proposed plan for creating and submitting digital design and construction documentation. The "Response to Project Initiation Letter" is informative only and identifies the proposed LOD. It does not represent any type of approval of the Concessionaire project.

1.3: Request for Drawings / As-Builts / CADD Files

Concessionaires requesting documentation from CDA for use in their design shall use the link below for the "Document Request Form" and submit it to (CDA-CPA) for required approvals. Drawings, CADD files, or BIM models will not be available until the form is signed by (CDA-CPA). The concessionaire will be notified by CDA Concessions Project Administrator when the documents are available. The concessionaire must request the As-Builts as early as possible so that all relevant information and the existing drawings shall be incorporated in their drawing set. Please refer to:

➤ **Common Exhibit (CE)-2: CDA Standard Electronic Copy Document Request Form**

1.4: Document Management System

CDA may determine to give Concessionaire access to a project folder in its internal Document Management System for ease of sharing information. The concessionaire and (Architect-POC) must follow all instructions for the use of the system.

➤ **Common Exhibit (CE)-3: Digital Deliverables Table.**

End of STEP 1.0

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STEP 2.0: Design Review

2.1: Design Overview

All Concession improvement projects require review by CDA Design and Construction. The design review process includes design document submittals, review, and approval prior to advancing to the next phase. The project design timeline will vary based on multiple factors, such as scope of work, existing conditions, drawing completeness at time of submittal, and/or as dictated by (CDA-CPA). Please refer to:

- **Common Exhibit (CE)-1:** Development Process Overview Average Timeline

2.2: Design Submittals and CDA Review

The Concessionaire shall submit the following design completion level submittals to (CDA-CPA):

1. 30% Schematic Design (SD)
2. 60% Design Development (DD)
3. 90% Pre-Final Construction Documents (CD)
4. 100% Final Construction Documents (CD)

Other completion-level submissions may be necessary based upon review and completeness of the initial and follow-up submittals. Less complex projects may be approved to deviate from this requirement “Response to Project Initiation Letter” or additional submittals may be required if the design submittals are incomplete or poorly coordinated between professional disciplines.

Both Plan Sets and Specification submittals shall meet C-SOP criteria prior to submitting to CDA Design & Construction for review. If one or more of these criteria have not been met, it will be rejected by CDA Design & Construction. For help with setting up pdf files to meet this requirement, [Please go to Working with Bookmarks \(bluebeam.com\), Page thumbnails and bookmarks in PDFs, Adobe Acrobat](#), or any other PDF editing software support for more information. All drawings shall be submitted in accordance with CDA CAD / BIM Standards. A complete set of PDFs is also required as part of each design submission. See Appendix C of Part 1 of CDA Digital Governance.

Below is a brief description of CDA’s expectations for each design-level submittal.

2.3: 30% Schematic Design (SD) Submittal

The drawings further illustrate the concept of the design and include spatial relationships, scale, and form for the Concessionaire and CDA to review. Content shall include an airport terminal key plan, LOD and floor plan, overall dimensions, and illustrative materials such as images, renderings, and material selection boards. Sections and elevations shall be included if available and critical to describing the function of the project. If any portion of the project is proposed to occur outside of the buildings on Airport property, the drawings shall show all impacts to existing utilities, infrastructure, pavement, fences, earthwork, and other civil conditions, and propose necessary relocations. **The documents shall incorporate and comply with Exhibit C & C.30.** A SAM™ Checklist shall be included with this submittal to promote the early integration of sustainability strategies and ensure compliance with prerequisites.

2.4: 60% Design Development (DD) Submittal

The drawings further enhance and respond to the previous CDA review submittal comments. The submittal shall include preliminary mechanical, electrical, plumbing, and structural documents, architectural elevations, sections, reflective ceiling plan, and details, demolition plans, structural load calculations, technical evaluations, and phasing plans.

The drawings shall also contain full finalized dimensions and information on material specifications that communicate the level of quality. If the project will require modifications to or new utility services such as electricity, gas, water, or internet/phone, service applications and/or load calculations shall be submitted with identification of the party who will be responsible for paying utility bills. **The documents shall incorporate and comply with Exhibit C & C.60.** The submittal shall update the SAM™ Checklist with any changes or considerations requested in prior review comments.

2.5: 60% Design Development (DD) Site Review Meeting

As soon as the Concessionaire and the Architect of Record are prepared to discuss their response to the CDA 60% Submittal Review Comments, **the Concessionaire and the Architect of Record shall schedule an onsite visit for all field verification.** The AOR consultants including but not limited to architects, mechanical, electrical, plumbing, structural, fire protection engineers, and kitchen designers must attend the site visit. The design professionals' site visit must be accompanied with (CDA-CPA).

2.6: 90% Pre-Final Construction Documents (CD) Submittal

The drawings further enhance and respond to the previous CDA review submittal comments. The drawings shall be substantially complete construction documents for all architectural, engineering, and special consultant disciplines. Include final specifications for construction details and materials, materials selection, structural calculations, equipment layouts, and a barricade plan and elevation. The drawings shall have all the necessary preliminary information to bid and permit the project and are in compliance with all local, state, and federal requirements and codes. **The documents shall incorporate and comply with Exhibit C & C.90.** The submittal shall update the SAM™ Checklist with any changes or considerations requested in prior review comments.

2.7: 90% Pre-Final Construction Document (CD) Site Review Meeting

As soon as the Concessionaire and the Architect of Record are prepared to discuss their reply to the CDA 90% Submittal Review Comments, **the Concessionaire and the Architect of Record shall schedule an onsite or virtual conference meeting with (CDA-CPA) to review their response.**

2.8: 100% Final Construction Documents (CD) Submittal

The drawings shall represent complete construction documents and respond to the previous CDA review Submittal comments. The drawing shall have all necessary final information to bid and permit the project. **The drawings shall incorporate and comply with Exhibit C & C.100.** The submittal shall include the final updated SAM™ Checklist with any changes or considerations requested in prior review comments.

2.9: ALL CDA Responses to Concessionaire Submittals

Within fifteen (15) Business Days after each design submittal CDA will provide an Excel format document listing comments and directions **that require the Concessionaire and Architect of Record response prior to the next design submittal.** **The Concessionaire and Architect of Record shall indicate their response to each CDA comment on the "Submittal Review Form" and on the next design document submittal.** CDA will review the Concessionaire and AOR's response and design documents prior to the next submittal. At CDA's option, (CDA-CPA) may schedule an onsite or virtual conference meeting with the Concessionaire and AOR to review the response comments.

When the 100% construction documents review set is determined acceptable, CDA will send a "Response to Final submittal letter" to the Concessionaire stating that the project may be submitted for permit. The Concessionaire's AOR or contractor shall attach the CDA "Response to Final submittal letter" to the permit application and submit both to the Chicago Department of Buildings for a building permit.

Major milestone design submittals are listed below:

- 1) **30% Schematic Design**
- 2) **60% Design Development**
- 3) **90% Pre-Final Construction Document**
- 4) **100% Final Construction Documents**

2.10: Design Requirements

General Requirements:

All design professionals shall include the following general and technical design items in accordance with the appropriate design phase submittals. Preliminary engineering and specialty consultant work shall be shown no later than in the 60% submittal level. All discipline work shall be complete in the 100% submittal level. CDA will utilize the design requirement checklist as a reference to determine whether design requirements are satisfactorily addressed in the AOR's documents.

- 1) Verify design is in accordance with **All current applicable Codes**.
- 2) Comply with CDA Design and Construction Standards and Specifications and SAM™ Prerequisites.
- 3) Drawings shall identify previous use of space, particularly when the use of the space is changing, like a storage closet to occupied space.
- 4) Title blocks shall always include an airport terminal key plan showing the location of the Concession within the airport.
- 5) Include the egress path and the exit travel distance in the Life Safety Plan.
- 6) Label all adjacent spaces to the concession.
- 7) All correspondence with specific project code-related questions to DOB shall be distributed to the self-certified Architect and (CDA-CPA).
- 8) The drawings shall incorporate and comply with **Exhibit C Checklist**

2.11: Mechanical Component Requirements:

- 1) Testing, Adjusting, and Balancing (TAB) HVAC System(s)
 - a. **BEFORE** to confirm existing data available
 - b. **AFTER** to document the existing/altered HVAC systems data vs. required Concession Design Requirements
- 2) Provide complete HVAC Ventilation Schedule indicating CFM-air changes required per Code and per each 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.
- 4) Provide New or Altered Mechanical Systems equipment, ductwork, piping, and control details.
- 5) Convert existing pneumatic VAV boxes controls to *DDC-Type VAV boxes*.
- 6) For open-ceiling style retail and Kiosks, provide heat calculations from all proposed equipment and identify heat load in the ventilation schedule.
- 7) Identify all fire rated dampers and penetrations through fire rated walls, floor, ceiling, and roof.

2.12: Electrical Component Requirements:

- 1) Verify existing total electrical load calculations to determine if the electrical service to the newly remodeled OR the existing space is adequate for the required loads. Calculations must be completed at 60% level of design.
- 2) Identify the distance from the electrical service source to new space. Calculations must be completed at 60% level of design.

- 3) Submit all COMED service application request forms to CDA Utilities Team for coordination when requesting a separately metered electrical source. Attach a copy of the standard Load Letter to this e-mail. **A copy of the completed application must be emailed to ordtenantconstruction@cityofchicago.org or mdwtenantconstruction@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 shall show voltage and input watts of each fixture.
- 6) Complete panel schedules shall 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, etc. Circuit loading must comply with Chicago Electrical Code allowed values.
- 8) 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, Chicago Airport Systems Design and Construction Standards, and CDA Concessionaire SOP for Design and Construction."
- 9) Utilize Energy-saving devices per the direction given in the SAM™
(**PLEASE NOTE:** devices carrying the "Energy Star" rating usually qualify).
- 10) Provide details on the electrical demolition drawings so that contractors bids will be accurate.
- 11) Show electrical equipment room locations. Provide code-required clearances and accessibility for all electrical equipment utilized for the design.
- 12) Check coordination between architectural reflected ceiling plan and electrical lighting plan.
- 13) Check coordination between the mechanical ceiling plan and electrical lighting plan.
- 14) Check coordination between architectural millwork plan, electrical power and receptacle plan.
- 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 (if required), etc.
- 17) Electrical lighting switches and receptacles shall be installed in accordance with ADA and "Mayor's Office for People with Disabilities" requirements.
- 18) Identify all building column line designations, north arrow directional information, and airport terminal key plan, in coordination with the architectural plans submitted.
- 19) Provide a "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) Lighting fixtures and public address speakers shall be Chicago Plenum Rated if installation of a plenum ceiling is required.
- 22) The design shall account for voltage drop in main feeders and branch circuits and comply with Chicago Electrical Code requirements.
- 23) Show location of electrical meter in plan with room name and number.
- 24) Feeder and branch circuits shall be sized such that they shall not exceed 80% of the feeder or branch circuit rating respectively.
- 25) Provide a 25% minimum space capacity in each component in the design of each system.
- 26) Provide an electrical permit for all electric signage.
- 27) Balance panel phases to within 10% of one another.

2.13: Plumbing Component Requirements:

- 1) Provide plumbing installation details for Meter, Back Flow Preventers after meter, Check & Double Check Valves, Vacuum Breakers, Electric 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) Submit all Peoples Gas service application request forms to CDA Utilities Team for coordination when requesting a separately metered gas service for concession work. A copy of the completed application must be emailed to ordtenantconstruction@cityofchicago.org or mdwtenantconstruction@cityofchicago.org
- 3) Provide complete plumbing requirements and schedules
- 4) Provide water metering for all Concession spaces
- 5) Provide Grease trap(s) at food and beverage establishments
- 6) All valves shall be within arm's reach. Do not locate valves in the ceiling or in inaccessible locations.

2.14: Fire Protection Component Requirements:

- 1) Show all existing, relocated, and new Sprinkler Heads
- 2) Verify sprinkler coverage complies with codes
- 3) Provide new systems piping details
- 4) Provide fire suppression system (Ansul) at kitchen hood
- 5) Identify all fire-rated penetrations through fire-rated walls, floor, ceiling, and roof

2.15: Life Safety Plan Requirements:

- 1) Provide Life Safety Plan including locations of any applicable night lights, exit lights, fire extinguishers, Ansul fire protection switch & tanks, Gas meter & shut off valve, Water meter & shut off valve, Electrical meter & switch gear or panel, and fire rating of partition, as required.
- 2) Provide egress width and travel distance within the concession and to the nearest exit.
- 3) Life Safety Plan will be used by the Chicago Fire Department. The Life safety plan shall be placed after Title plan and the second sheet of the drawing set.

2.16: Food Service & Kitchen Equipment Area Component Requirements (If Applicable):

- 1) A separate Board of Health review is required for projects containing Food Service & Kitchen Equipment. The process can be found in the
 - [City of Chicago: Chicago Department of Public Health](#)
- 2) Provide and identify special exhaust fans, hoods, make-up air equipment, to maintain negative air as required per codes. Provide special materials such as Stainless Steel, Black Iron, Aluminum, Ansel, fire dampers, gas, and electric automatic shunt trips, etc. per Codes & CDA Standards.
- 3) Comply with the Chicago Department of Public Health (CDPH).

2.17: IT and Telecommunications Component Requirements:

- 1) Coordinate all IT & Telecommunications needs with (CDA-CPA) for additional instructions as required.
- 2) Field verify the existing Infrastructure space and capacity when proposing to use the existing duct banks, manholes, handholds, tunnels, conduits, cable trays, IT/telecom rooms, and other infrastructure. If the existing space is not available, new infrastructure shall be included in the scope of the Concessionaire project.

2.18: Security and Safety Component Requirements:

Notify (CDA-CPA) for all Security and Safety Requirements and service requests. CDA Security, Safety, and CDA Design & Construction will review and coordinate all requests. e.g., Moving an existing security camera.

2.19: Utility Component Requirements:

Notify (CDA-CPA) for all Utility service requests. CDA Utility Team and CDA Design & Construction will review and coordinate all requests.

2.20: Environmental Component Requirements:

Notify (CDA-CPA) for all Environmental work. CDA Environment and CDA Design & Construction will review and coordinate all requests.

Asbestos / lead-based paint/mold building alteration or demolition:

1) Asbestos & lead-based paint (LBP)

- A. All projects involving building alterations, renovations, or demolitions shall have a licensed asbestos building inspector and a licensed lead risk assessor conduct a limited asbestos survey and an LBP survey prior to the start of work **UNLESS** accurate recordkeeping of one of the following documents are available:
 - a) Technical Specifications (including as-builts) have been filed and showcase that existing building components **DO NOT** contain asbestos or LBP products.
 - b) A prior asbestos survey and LBP survey has been filed for the building being altered and the report states that samples taken for the building **DO NOT** contain asbestos or LBP.
PLEASE NOTE that an LBP survey is **NOT** necessary if the building being altered was built after 1980.
- B. If asbestos survey findings report that asbestos-containing material (ACM) **IS FOUND** and has the potential to be disturbed during construction, then the Concessionaire shall comply with local, state, and federal regulations and shall conduct an asbestos abatement project prior to the start of the building alteration.
- C. If LBP survey findings report that LBP **IS FOUND** and has the potential to be disturbed during construction, then the Concessionaire shall comply with local, state, and federal regulations and shall conduct an LBP abatement project prior to the start of the building alteration.

2) Mold

- A. All projects involving building alterations, renovations, or demolitions may, at the Concessionaire's discretion, conduct a mold study to verify the presence or absence of mold growth. The presence of mold is more likely in environments that have moisture problems.
 - a) If mold is observed, the Concessionaire shall seek the involvement of a mold remediation contractor regarding proper mold removal prior to building alteration.

- 3) Equipment with Air Pollution Emissions on any project that involves the installation, removal, or modification of equipment that emits or has the potential to emit air pollution emissions shall be shown in the design. Permits may be required by the IEPA and the Chicago Department of Public Health (CDPH) for construction and/or operation of this equipment.

2.21: Demolition Component Requirements:

- 1) A Chicago Department of Building Permit is required prior to the start of any construction work unless CDA determines that the scope of the project does not require a building permit. If the Concessionaire acquires CDA approval to phase the construction work and begin demolition prior to obtaining the full building permit, the contractor shall contact Chicago Department of Buildings for a separate Demolition Permit.
- 2) Designs requiring any work in spaces outside the Concessionaire's LOD (lease/license boundaries) shall be clearly identified on all drawings, communicated to CDA Point of Contact and, if applicable, coordinated with the Concessionaire of the impacted space during the project's design phase.
- 3) Concession demolition requirements may include, but not limited to:
 - a. Abandoned Domestic water pipes and fire protection pipes shall be removed entirely back to an active line and capped.
 - b. In accordance with the Illinois plumbing code, demolition of abandoned existing domestic water and sanitary drain piping shall be properly removed and capped up to the active branch connections.
 - c. Abandoned or disconnected electrical conduit, mechanical ductwork, mechanical piping, equipment piping, etc. shall be removed entirely back to an active line and capped.
 - d. Abandoned or unused equipment shall be removed.
 - e. All renovation work for each architectural and engineering discipline requires some demolition work or modification to existing building systems.
 - f. Each architectural and engineering discipline design submittal shall provide demolition documents and specifications identifying existing and modified work.
 - g. Identify any items that shall be relocated by others such as advertising, phones, vending devices, internet kiosks, charging stations, AED's, fire extinguishers, CDA signage, public address speakers, mechanical, electrical, plumbing, equipment, etc.
 - h. A survey for asbestos-containing material, lead-based paint, mold, and hazardous materials may be required. Please contact (CDA-CPA) to determine whether a survey is required.
 - i. Provide photos for the existing elements that will be removed or modified. Attach the pre-demolition photos on the demolition plans shown in the 30% and 60% design submittal.
- 4) All Concessionaire Projects must comply with CDA's Construction and Demolition Debris Disposal and PFAS policy. Contact (CDA-POC) Environment Division for this policy.

2.22: Construction Consideration Requirements:

Construction components including dumpster locations, phasing, haul routes of material to site and through terminal facility, required shutdowns of systems, and lay down and material storage areas should be coordinated to the best of the Concessionaire and Architect-POC's ability during the design phase. Architect of record must ensure due diligence is undertaken to determine the exact locations of all system tie-ins and to provide a design that requires minimal system shutdowns in order to avoid the project being assessed multiple shutdown fees. For site visits or shutdown coordination with CDA Facilities. Proposed work hours for the project shall be included in the notes of the design submittal, including work components planned for daytime versus work components planned for nighttime.

The final construction schedule, system shut-downs, and tie-in shall be identified by the General Contractor during the CDA Pre-construction meeting and to be coordinated through the CDA Smartsheet Standard Operating Procedure.

Please refer to Common Exhibit (CE)-7: CDA Smartsheet SOP.

2.23: Barricade Requirements:

Barricades are required for all projects that are within the view of passengers in the terminal facility. Barricades must completely obstruct the view of the construction site and adhere to CDA Temporary Barricade Standard for the applicable airport. All barricade graphics must also be included in the design submittal for review and approval by CDA.

Please refer to CDA Construction Barricade style Guide for full compliance requirements.

2.24: Sustainable Airport Manual (SAM™) Requirements:

1) Terminal Concessionaire:

A. Included with each design submittal, the Concessionaire must submit a Sustainable Airport Manual (SAM™) checklist. The relevant SAM™ chapter is Terminal Occupants which can be found along with all of its supporting documents at the link below.

PLEASE NOTE: that the Terminal Occupants chapter of the SAM™ is divided into two sections: Terminal Occupants – Design & Construction (TO-DC) and Terminal Occupants – Operations & Maintenance (TO-OM). For design, renovations, and construction of Concessionaire projects within the terminal, only the TO-DC section is applicable (SAM™ TO-DC Credits 1.0 to 6.0).

B. The Designer shall complete and submit a checklist for the SAM™ Terminal Occupants – Design & Construction Chapter (SAM™ TO-DC Credits 1.0 to 6.0) and include all relevant supporting documentation. Be advised that the Terminal Occupants – Operations & Maintenance (CT-OM) checklist is not required for construction projects. The SAM™ checklist submittal is applicable to most Concession projects. The applicability is based mainly on the size and scope of the project. The determination of whether a SAM™ checklist is required will be made by CDA and will be communicated to the Architect-POC in the “Response to the Project Initiation Letter”.

2) Non-Terminal Concessionaires:

A. Concessionaires who are not located in the terminals shall refer to the SAM™ Design & Construction (DC) and Operations & Maintenance (OM) chapters of the SAM™. Examples of non-terminal Concessionaire’s may include FBOs, cargo/freight operations, or other commercial or retail entities.

Please refer to link below:

➤ [Sustainable Airport Manual](#) (SAM™ Manual)

2.25 Concessionaire and CDA Signage Requirements:

When the project includes new storefront or blade signage, the final design submittal must include side view renderings or photos, the sign location, the exact dimensions, and an elevation for review by CDA to ensure the signage meets the terminal-specific requirements.

PLEASE NOTE: that a sign permit is NOT required for an interior airport project. If the sign is electric, obtain a permit via electric permit. Wayfinding or directional signage will not require a sign permit.

When airport signage is located within the project area, it must be shown in the construction documents. The design professionals shall inform the contractor that all Airport signage must be protected so it is not damaged during construction.

The Concessionaire must inform the (CDA-CPA) if the project requires existing airport terminal signage to be removed, modified, or supplemented. Altering any airport signage shall be reviewed and approved by the CDA. The Concessionaire shall be responsible for all costs to relocate or modify airport signage.

2.26 FAA 7460-1 Requirements:

A Federal Aviation Administration (FAA) Form 7460-1 (Notice of Proposed Construction or Alteration) may be required for certain projects that are expecting to use cranes or any other equipment that could impact the airport property due to height, civil, underground work, or building alterations. It is the responsibility of the Concessionaire to prepare and submit Form 7460-1 online via <https://oeaaa.faa.gov/> for on-airport projects. Select the FAA Notice Criteria Tool on the website to determine if a 7460-1 is required. This should be confirmed with CDA. To learn more about the 7460-1 process, to complete the form, and for the FAA's contact information, Please see:

- <https://www.faa.gov/forms/index.cfm/go/document.information/documentid/186273>

PLEASE NOTE: This process takes approximately 60- 90 days to complete.

- Refer to: **Common Exhibit (CE)-4:** FAA Approved 7460-1 F

2.27: Impacts to CDA Security Requirements:

The Concessionaire must notify (CDA-CPA) 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.

- Refer to: **Exhibit (D.3):** Impact to CDA Security and TSA Approval

End of STEP 2.0

STEP 3.0: Permit Process

3.1: Establishing Building permits

Typically, all projects require a building permit. However, projects with limited scope of work may not require a permit. The Concession-POC with CDA design & construction shall determine if permits are required. If it is determined that the scope of work does not require permit(s), the Concession-POC shall explain this determination to the Concessionaire. Otherwise, building permits shall be issued by the Department of Buildings. Complex projects may require multiple reviews with the Department of Buildings reviews at various stages during the design process. CDA encourages the Concessionaire to allow ample schedule time to acquire all required building permits.

PLEASE NOTE: if a signed construction permit is required, it can only be obtained by a licensed signed contractor. All projects are to conform and comply with all applicable CDA standards and codes.

3.2: Applying for a Permit with the Chicago Department of Buildings

Once the project is bid for construction and the Concessionaire awards the project to a contractor, the contractor shall apply for the required permits from the Department of Buildings and any other applicable state and federal authorities. The Concessionaire and contractor must coordinate the method, process, and schedule for the permit application submittals as well as coordinate conduction of final inspections.

PLEASE NOTE: The Description of Work on the permit must include the associated terminal (i.e. Terminal #), the closest gate (i.e. E4), the project name, and, the CDA project number. A list of required work permits is located on the Department of Buildings website.

PLEASE NOTE: that when a sign construction permit is required, it can only be obtained by a licensed sign contractor.

All Department of Buildings permit applications and submittals are fully electronic and available via the City's online system.

- Refer to: “E-Plan” at the following website:
<https://www.flychicago.com/business/opportunities/build/Pages/Online-Portals.aspx>

3.3: Professional of Record (Architect of Record / Engineer of Record) Self-Certification Permit

The professional of record may self-certify a building permit for the project. The AOR/ EOR must be registered with the Chicago Department of Buildings to perform a self-certification permit. Typical city site inspections during construction shall be coordinated by the contractor. The Self-Certification Permit Program simplifies the building permit process for eligible residential, business, and mercantile and small assembly projects where the Professional of Record (as defined in the Self-Certification Permit Program) takes full responsibility for Code compliance. The Department of Buildings plan reviews are eliminated by allowing the Professional of Record to certify that the permit drawings comply with the Chicago Building Code. The Professional of Record must prepare and seal the permit drawings, complete Department of Building's Self-Certification Training Class, and have an active Self-Certification registration. **Refer to Step 6.3** Chicago Department of Public Health and Liquor License for more information please see: [Chicago Dept. of Buildings Self Certification Program](#)

3.5: MOPD Review

MOPD provides pre-permit plan review guidance for architects and developers for a nominal fee. It is optional for privately funded concessions. Still, a helpful resource to ensure ADA compliance.

End of STEP 3.0

STEP 4.0: Pre-Construction

4.1: Pre-Construction (Pre-Con) Documentation

- 1) As specified in the final CDA review comments, the Concessionaire-POC shall first compile all Pre-Construction documentation, and then request a Pre-Construction Meeting through the **(CDA-CPA) (CDA Concession Project Administrator)**. All Pre-construction documentation shall be electronically submitted to **(CDA-CPA)**. Please refer to Exhibit Reference D & E: Contractor's Checklist.
- 2) The Pre-Construction Meeting **will NOT** take place until MBE/WBE Compliance Plans, **Exhibits E.4-E.6**, have been reviewed and accepted by the CDA.
- 3) CDA and CDA's consultant team will conduct an evaluation to confirm complete compliance with the Minimum Pre-Construction document requirements (**refer to Step 9**). Complete documents will grant CDA acceptance. **(CDA-POC)** may reject, request any missing documents, or request an update to any outdated documents. Incomplete Pre-Construction documents must be resubmitted, and the approval process will be delayed. Concessionaire, consider the following:
 - (a) It is the Concessionaire's-POC's responsibility to compile and submit the required documentation in a timely manner in order to maintain the overall project schedule.
 - (b) Allow approximately four (4) weeks to acquire badging, vehicle permits, building permits, and other necessary pre-construction documentation.
 - (c) Refer to Exhibit D: Pre-Construction Meeting Checklist for all required documentation.
 - (d) Process for all required airport badges and permits must be completed by every employee/worker and vehicle involved in the project before work begins.
 - (e) Construction will NOT begin until all required documentation has been submitted, reviewed, and approved by the (CDA-CPA).

4.2: Pre-Construction Meeting

- 1) Upon completing **Step 4.1**, (CDA-CPA) will arrange to schedule a Pre-Construction Meeting and will notify the Concessionaire of the online meeting time. At the Pre-Construction Meeting, the Concessionaire and their representatives shall be prepared to answer any questions regarding the required documentation and the proposed construction.
- 2) The Concessionaire and/ or the General Contractor shall prepare a Presentation of the proposed construction summary for the Pre-Con meeting. (CDA-CPA) will provide a presentation power point template.
- 3) The General Contractor shall provide proof that the barricade graphic has been produced and is ready for installation.
- 4) At the conclusion of the pre-construction meeting, CDA will determine if the documentation and Concessionaire's response to any questions are complete, and, if so, (CDA-POC) will issue a letter authorizing construction to start.

PLEASE NOTE: an e-Form must also be submitted and approved before construction can start. Please refer to Step 5 for more information on the e-Form.

4.3: Required Pre-Construction Meeting Attendance

- 1) Concessionaire and/or Owner's representative(s).
- 2) General Contractor, Project Manager, Superintendent, and Safety Manager.
- 3) Attendance of the concessionaire's design consultant is optional.
- 4) The (CDA-CPA) will notify all Airport stakeholders necessary to attend the meeting.

End of STEP 4.0

STEP 5.0: Notice to Airport User Form (eForm)

5.1: Notice to Airport User Form (E-Form)

For all Concession projects, the Concessionaire shall submit a Notice to Airport Users form. The Concessionaire shall register or login to the online *Notice to Airport Users Form* at <https://eforms.cityofchicago.org/> to create a project start-up form indicating scope, start, and completion dates. Additional user forms required during the course of construction will be discussed at the Pre-Construction Meeting. All User Forms must be submitted at least three (3) business days prior to the anticipated start of work to allow adequate time for review.

Any work on the fire protection system within the Concession space which requires a fire protection shutdown should have a separate user form submitted and must adhere to CDA fire shutdown procedures.

Any work on the domestic water service within the Concession space which requires partial domestic water service shutdown shall have a separate user form submitted and must adhere to CDA domestic water service shutdown procedures.

For site visits or shutdown coordination with CDA Facilities, please refer to the CDA Smartsheet Standard Operating Procedure.

- **Common Exhibit (CE)-7:** [CDA Smartsheet SOP](#)

End of STEP 5.0

STEP 6.0: Construction

6.1: Site Maintenance / Construction Administration

The work area shall be kept clean and all debris removed daily. All permits, user forms, emergency contact directory, and construction alerts approved by the CDA shall be prominently displayed in a locked glass display cabinet 24" high by 36" wide mounted to the public side of the barricade. One full size stamped set of drawings and the original permit must be kept on site at all times.

6.2: Building Inspections

Department of Buildings Inspection Bureau will conduct periodic inspections throughout the construction. Contractors must request inspections of ventilation, electrical, plumbing, and new construction on all projects with issued building permits, for both rough and final inspections. Failure to request these inspections may result in suspension or revocation of the permit, and issuance of citations by the Chicago Department of Buildings for violation of licensing requirements against the General Contractor and subcontractors.

Chicago Department of Buildings inspections shall be scheduled via the online inspection scheduling system at www.cityofchicago.org/buildings. All requests for rough and final Chicago Department of Buildings inspections should be requested at least fourteen (14) business days in advance.

If needed, contact the Department of Buildings Inspection Bureaus by phone as listed below:

- Ventilation Department – (312) 743-3573
- Electrical Department – (312) 743-3622
- Plumbing Department – (312) 743-3565
- New Construction Department – (312) 743-3559

In addition, contractors must offer the (CDA-CPA), (CMR), terminal manager, and building engineer an opportunity to perform an inspection at demolition, rough, periodic progress, and final phases. The contractor shall contact the (CDA-CPA) to coordinate these inspections.

6.3: Chicago Department of Public Health Inspections and Liquor License

Food establishments and retail establishments serving food require a health inspection to be conducted by the Chicago Department of Public Health (CDPH). Concessionaires applying for a liquor license require a separate inspection coordinated by the Business Affairs and Consumer Protection Department, in addition to the Department of Buildings inspections. For both inspections, allow one (1) to three (3) weeks to schedule and obtain a final inspection and certificate.

Please Note, the construction barricade cannot be removed until applicable licenses and inspections are complete.

PDF of the Health Inspection Approval and supporting documentation must be supplied and sent to CDA Concessions prior to store opening.

For Chicago Department of Public Health (CDPH) visit their website at:

- City of Chicago :: Chicago Department of Public Health or call (312) 747-9884.

For Business Affairs and Consumer Protection Department information visit their website at:

- City of Chicago :: Business Licenses or call (312) 744-6249.

6.4: Safety and Security Plan

All contractors and subcontractors and the work they perform are subject to the CDA Construction Safety Manual. Each project requires an onsite full-time Safety Manager who is solely responsible to monitor job site safety and security (See **Exhibit D.6 for more details**).

Please refer to link: **CE-8**

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

CDA Safety will perform periodic site safety walkthroughs during construction to ensure all work is being performed per the CDA Construction Safety Manual. CDA Safety and the (CDA-CPA) have the authority to stop work if unsafe conditions or practices are observed.

6.5: Demolition

Refer to **Step 2.22**. Prior to demolition, pre-construction photos must be taken to document all existing conditions. Failure to provide photo documentation of the existing conditions before construction will result in the contractor and Concessionaire assuming responsibility for all damages and perceived damage to existing base building materials. Damaged materials must be repaired or replaced at the contractor's and Concessionaire's expense. Once demolition is complete, the CDA terminal manager, the CDA building engineer, (CMR), and (CDA-CPA) shall perform a site inspection prior to the start of construction.

Core drilling, and cutting of floors, walls, or roofs may be required. Under no circumstances shall the Concessionaire or its contractor(s), at any time be permitted to drill or cut conduit, pipe sleeves, chases, or duct equipment openings in the floor, columns, walls, or roofs of the structure without prior review and acceptance of the proposed locations and sizes by the CDA's structural consultant. The Concessionaire is required to x-ray or scan the area prior to beginning work utilizing a 3D ground penetrating radar and will provide a copy of x-ray/scan results to CDA. Scan/x-ray to be submitted via eForm three (3) business days prior to performing coring or drilling work. All penetrations shall be reviewed by a licensed engineer who shall provide engineering drawings and details to support the penetrations.

6.6: Construction Meetings and Reporting

During construction, the General Contractor shall provide the following project documentation and electronic documentation to the (CDA-CPA):

- 1) **Bi-Weekly Meeting:** Minutes from each Bi-weekly contractor led meeting (in person or via telecom) include the project owner and/or representative and (CDA-CPA), at an agreed location (project site or (CDA-CPA)conference room).
- 2) **Additional CDA Requested Meeting:** Minutes for any additional meetings upon any specific issues.
- 3) **Weekly Construction Status Report:** Minutes describing the progression of the work. The weekly status report must contain at a minimum the following:
 - a) Project title
 - b) Project number
 - c) Forecast/ actual start/completion date(s)
 - d) Describe construction progress of all trades that occurred since the last weekly report
 - e) Update the three (3) week "Look Ahead" construction task schedule

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- f) Identify current and forecasted issues
 - g) Take at least three (3) project photos daily to document progress of construction.
 - h) Other items as requested by CDA.
- 4) Update the overall project schedule monthly
 - 5) All Issued for Construction Drawings (IFC), addenda to the permit drawings, and resolved RFIs as they become available.

6.7: Non-Compliance and Unauthorized Construction

Non-compliance or construction that deviates from the approved permit documents without CDA's prior written approval may be just cause for CDA to order work stoppage until corrective measures are taken and compliance is obtained. Any cost or claims due to this work stoppage shall be borne by the Concessionaire and the General Contractor.

End of STEP 6.0

STEP 7.0: Substantial Completion



7.1: Substantial Completion Notification

The General Contractor shall notify the (CDA-CPA) a minimum of seven (7) business days prior to the anticipated substantial completion date to request a site inspection project completion walk-through. The construction space must be clean and all tools and surplus materials must be removed from the site or the walk-through will be canceled. Mandatory attendance at the walk-through includes: Concessionaire and/or Owner's Representative(s), and the General Contractor's Project Manager and Superintendent. The (CDA-CPA) will notify the (CMR), CDA terminal manager, the CDA building engineer, and any other attendees identified during the Pre-Construction meeting or as deemed necessary. The items listed below are required to support the substantial completion walk-through process:

- 1) The Concessionaire's architect shall compile their punch list items. The Concessionaire or concessionaire's architect shall provide a copy of their punch list to (CDA-CPA) for review and distribution prior to the CDA walk-through.
- 2) The concessionaire will receive final CDPH and Department of Buildings inspector's approval before the substantial completion walk-through.
- 3) The General Contractor shall notify the **Chicago Fire Department (CFD)** a minimum of ten (10) business days prior to the anticipated substantial completion date to request a site fire inspection. Chicago Fire Department, CFD's field inspection requires a minimum seven (7) business days prior to concessions opening.
- 4) The substantial completion walk-through must occur 5-10 business days prior to concessions opening.

7.2: Final Walk Through and Punch List

- 1) At the substantial completion walk-through, the General Contractor shall conduct a brief meeting to distribute and discuss the punch list items that they have identified.
- 2) The General Contractor and Concessionaire must show proof of all final:
 - A. Department of Buildings and (CDPH) inspections
 - B. Certificate of Occupancy
 - a) If a Certificate of Occupancy is required as determined by the Department of Buildings, it must be submitted to the CDA prior to any occupancy of the renovated or newly constructed space.
 - b) It is the Tenant's responsibility to arrange for inspections by the Department of Buildings for the Certificate of Occupancy.
 - C. Business and Liquor licenses
 - D. Certificate of Insurance
 - E. The Concessionaire shall identify properly labeled utility meter locations
 - a) Identify meter number
 - b) Identify room name of meter location(s)
 - F. The Americans with Disabilities Act (ADA) Compliance Check :
 - a) The General Contractor and Concessionaire shall submit the ADA compliance letter by the Concessionaire's architect (It must be submitted to (CDA-CPA) prior to any occupancy of the renovated or newly constructed space.
 - b) The ADA Floor Plan such showing the fixture layout plan and the accessible seating plan must be displayed in an 11x17 frame in the back of the house.
- 3) After all attendees have completed the walk-through, the parties shall reassemble to discuss their punch list items with the Concessionaire and General Contractor.

(CDA-CPA) shall review the Concessionaire’s Architect’s punch list and relay any additional items identified during the substantial completion walk-through on a separate punch list. Any punch list items that are noted as critical and thus require immediate correction will be identified during the substantial completion walk-through.

- 4) Within five (5) business days after the substantial completion walk through, the Concessionaire, Concessionaire’s architect, and/or the contractors shall consolidate all agreed upon punch list items and issue via e-mail, a composite formal punch list. The Concessionaire's architect shall submit their substantial completion letter to the (CDA-CPA). This list will be distributed to all parties invited from the substantial completion walk-through.
- 5) (CDA-CPA) shall then issue a letter acknowledging the project’s substantial completion to the Concessionaire. **The concession location cannot open until they have received CDA Concession's "Substantial Completion Notification" letter.**
- 6) The Concessionaire will track the completion of the punch list and periodically send CDA the list of completed and outstanding punch list items (with the reason for incomplete items and lead times for materials not immediately available).
PLEASE NOTE: that the construction barricade may not be removed without written approval from (CDA-CPA).
- 7) The General Contractor shall complete the punch list items within thirty (30) business days of the initial walk-through or as dictated in the Concessionaire’s signed Lease and License Agreement.
Caution:
 - After thirty (30) business days, the punch list items remain incomplete CDA may elect to: Impose a fine of \$200 per item, per day, until the work is finished.
 - After sixty (60) business days, the punch list items remain incomplete CDA may elect to: Hire contractors to complete the work at the Concessionaire’s expense.

7.4: Business License and Certificate of Insurance

Prior to opening, the Concessionaire must obtain a Business License from the City of Chicago Business Affairs & Consumer Protection Department (BACP) City Hall, Room 805, 121 N. LaSalle St, 60602.

Concessionaire is also responsible for providing a current Certificate of Insurance per the Concessionaire’s signed Lease and License Agreement.

A PDF of the Business License must be sent to CDA Concessions prior to store opening.

For Business License and Certificate of Insurance information visit their website at:

- [City of Chicago :: Business Licenses](#) or call (312) 744-6060.

7.5: ComEd Verification of Meter(s)

Prior to opening, the Concessionaire must reference the meter #, and provide its tax ID and billing mailing address.

For more information call (877) 426-6331.

End of STEP 7.0

STEP 8.0: Project Closeout

8.1: Close Out Documents

The Concessionaire's architect and engineer of record must transmit to the (CDA-CPA) as dictated in the **Concessionaire's signed Lease and License Agreement** all architectural and engineering "As-Built Documents" within thirty (30) business days after the completion of the punch list items. The items listed below are required to support maintenance of accurate facility records and future construction.

- 1) One (1) half size hard copy As-Built Documents, including the General Contractor's redline mark-ups and clouding construction changes.
- 2) Two (2) USB memory stick of CAD files either in AutoCAD and/or BIM format
 - a) CAD folder with all CAD files to be submitted per CDA BIM standards.
 - b) PDF folder with all image files in PDF format.
- 3) One (1) PDF of the finalized SAM™ Construction Checklist, If applicable.
- 4) One (1) PDF of all Operating and Maintenance Manuals (O&M Manual) for equipment being maintained by the CDA, If applicable,
- 5) One (1) PDF of the General Contractor's, and if applicable, subcontractor's, manufacturers, and equipment warranties
- 6) One (1) PDF of all the specifications
- 7) One (1) PDF of the Building Permit (both sides) with all required rough/final inspection signoffs
- 8) One (1) PDF of the preventative maintenance schedules, If applicable:
 - a) Identify the required systems, equipment, and their frequency for preventative maintenance.
 - b) Identify the scope of preventive maintenance to be performed.
 - c) Identify which entity is responsible for the preventive maintenance.

The Concessionaire must submit two (2) copies of the above documents on USB memory stick and (1) half size hard copy of Item 1) above.

Documents shall be emailed and one full-size hard copy sent to O'Hare/Midway Airport at address below:

O'Hare International Airport Contacts

CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
cc: ordretailconstruction@cityofchicago.org

Midway International Airport Contacts

CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
cc: mdwretailconstruction@cityofchicago.org

In addition, the following close-out documents shall be transmitted to the (CDA-CPA) as dictated in the Concessionaire's signed Lease and License Agreement within sixty (60) business days after occupancy.

- 1) PDFs containing the Concessionaire's Sworn Statement of Improvement Costs, and all final lien waivers, including change orders.
- 2) PDFs containing the General Contractor's Sworn Statement of Improvement Costs, and all final lien waivers

8.2: Final SAM™ Checklist and Final SAM™ Required Forms

The General Contractor must also submit a final construction SAM™ checklist and final SAM™ required forms to samdocs@cityofchicago.org. These forms include:

- 1) Final C & D Debris Recycling Compliance Form
- 2) Final Diesel Emission Compliance Form
- 3) Local/Regional Material Final Construction Total
- 4) Recycled Content Material Final Construction Total
- 5) Sustainable Temporary Construction Materials Final Construction Total

SAM™ checklists will be reviewed concurrently with the final SAM™ required forms). Recognition in the form of a Green Airplane Certification will be awarded at completion of final checklist review.

8.3: Contractor Warranty

The General Contractor must warrant to the City of Chicago and CDA that the work, materials, and equipment furnished and installed under the contract with Concessionaire are of good quality and new, and that the work conforms to the requirements of the contract documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Contractor's warranty shall exclude remedy for damage or defect caused by abuse, modifications, improper or insufficient maintenance and operation, or normal wear and tear, and normal usage, not executed by the general contractor.

8.4: Subcontractor's Manufacturer's and Equipment Warranties

The General Contractor must ensure that all required subcontractors, manufacturers, and equipment warranties are passed on to the CDA. The warranties must include the name of the project as designated in the contract documents, and project reference number and must be signed by an officer of the company having authority to provide the warranty. Include wording such as "this document serves as a (list duration of the warranty) written guarantee for the work performed, and the material and equipment installed on the above-referenced project. This warranty incorporates all provisions of the contract documents that refer to or relate to the guarantee. This warranty shall commence on the date of the occupancy or at acceptance of substantial completion."

During the warranty period, the Contractor-POC must repair and replace at its own expense, all materials or equipment that may develop defects whether these defects may be inherent in the equipment or materials, in the functioning of the piece of equipment, or the functioning and operation of pieces of equipment operating together as a functional unit. Any equipment or material that is repaired or replaced shall have the warranty period extended for one additional year from the date of the last repair.

8.5: Final Notice to Airport User Forms

The Concessionaire shall close out the Notice to Airport Users Form by electronically attaching a PDF of the permit's front and back showing inspector sign-offs, by entering the substantial completion date, by entering the completion walkthrough date, and by entering the anticipated submittal of redlined drawings which must be within 30 days of the substantial completion. An automatic email reminder will be sent to the Concessionaire / Contractor-POC if this information is not entered into the Notice to Airport Users Form on or before the scheduled substantial completion date.

End of STEP 8.0

STEP 9.0: Compliance Overview

Throughout the Design and Construction process, the Concessionaire shall be responsible for complying with various City of Chicago participation requirements. The Concessionaire shall also be responsible for tracking their participation and providing verifying documents to CDA for review.

9.1: City of Chicago Minority and Women-Owned-Business Participation Rules

In accordance with the Municipal Code of Chicago 2-92-650, or as dictated in the Lease and License Agreement, the City's Minority Owned Business Enterprise Commitment and Women-Owned Business Enterprise Commitment in Construction Contracts has set goals of **MBE** participation and **WBE** participation on all contracts. **MBE and WBE participation shall be separately documented for Construction Services and Professional Services.**

9.2: Required MBE and WBE Documentation

Both the Concessionaire and their General Contractor must comply with the CDA minority participation plans. After the Concessionaire selects a Professional Service Contractor and their General Contractor, the designated Concessionaire-POC shall be provided with RMS login information. The Concessionaire and General Contractors shall enter the Compliance Plans, Certified Payroll, and Sworn Statements into the web-based Retail Management System ("RMS") which is the City of Chicago, Department of Aviation's, secure concession portal. All required documents must be submitted electronically using RMS.

- The RMS links and User Guide are listed below:
 - RMS Portal: [Retail Management System \(airportware.com\)](https://airportware.com)

9.3: MBE and WBE Compliance Plans

The Concessionaire and their General Contractor shall submit via RMS, the following Compliance Plans and identify their selection of MBE, WBE, and Non-Minority Sub-Contractors.

- 1) Concession's Compliance Plan – Affidavit of Concessionaire, see **Exhibit E.4**
 - 2) Concession's Compliance Plan – Affidavit of Professional Services, see **Exhibit E.5**
 - 3) Concession's Compliance Plan – Affidavit of Prime Contractor, see **Exhibit E.6**
- **PLEASE NOTE:** If at any point during the construction phase of the project, there is a change in MBE or WBE participation, the (CDA-CPA) must be immediately notified.
 - **Resource:** To aid in outreach efforts to meet or exceed the City of Chicago's Construction and Professional Services Program goals, a list of City of Chicago certified MBE and WBE firms may be found at:
 - https://www.cityofchicago.org/city/en/depts/dps/supp_info/process_improvements.html
 - <http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>

9.4: MBE and WBE Good Faith Efforts:

If the Concessionaires and Prime Contractor Compliance Plans fall short of the MBE or WBE Construction Program goals, a Good Faith Efforts form must be included with the submitted Compliance Plans. Refer to **Exhibit E.7**. Good Faith Efforts are achieved by actively soliciting MBE and WBE firms to perform work on the contract in accordance with [Special Conditions Regarding Minority Owned Business Enterprise Commitment and Women-Owned Business Enterprise Commitment in Construction Contracts](#). The Good Faith Efforts form must contain contact information for not less than five (5) MBEs and/or WBEs. A Compliance Plan may be rejected as non-responsive if the Concessionaire and/or General Contractor fail to submit one or more of the documents with the response.

- **PLEASE NOTE:** If a Concessionaire’s and/or General Contractor’s Compliance Plan fails to meet the Construction Program goals for MBE and WBE participation, the project will be delayed and not move toward a Pre-Construction Meeting until either the goal is satisfied, or Good Faith Efforts have been demonstrated and approved.

9.4: City Resident Construction Worker Employment Requirement & Certified Payroll Requirements

In accordance with the Municipal Code of Chicago 2-92-330 and Article 5 of the Concession Lease and License Agreement, at least 50% of the total construction worker hours worked by persons on the site of the Work shall be performed by actual residents of the City and at least 7.5% by project area residents. The Airport will identify the project area for the purposes of calculating project area residents. The Concessionaire shall provide each general contractor bidding on the project with a Compliance Plan and the “City Resident Construction Worker Employment Requirement” for use in the bid preparation process.

When a project is approved by CDA, and construction has commenced, the General Contractor shall submit on a weekly basis, the following Certified Payroll Report for all contractors and subcontractors:

- 1) City Resident Construction Worker Employment & Certified Payroll Requirements, see **Exhibit E.8**
- 2) Excel Certified Payroll Worksheet (example), see **Exhibit E.9**.

9.5: Compliance Close-Out Documents

Within sixty (60) business days of substantial completion, the Concessionaire and the General Contractor shall submit the following documents, along with final lien waivers.

- 1) Concession’s Sworn Statement – Affidavit of Concessionaire, see **Exhibit E.10**.
- 2) Concession’s Sworn Statement – Affidavit of Prime Contractor for Construction Services, see **Exhibit E.11**

End of STEP 9.0

STEP 10.0: Supplemental Exhibits



These Guidelines shall be read in conjunction with the following documents below:

1. O'Hare Airport (ORD) Concessionaire Design Guidelines
2. Midway Airport (MDW) Concessionaire Design Guidelines
3. CDA Concessions Projects- Exhibits (C-SOP Exhibits)
4. CDA Tenant/Concessions Projects- Common Exhibits (SOP-CE)
5. Construction Barricade Style Guide
6. Construction Safety Manual

PLEASE REFER to the documents shared on the Fly Chicago website:

- <https://build.flychicago.com/>

End of STEP 10.0

Revision History



Version 2014-07-01

All Sections: Initial Issue

Version 2020-08-01

All Sections: Major Revisions

Version 2023-10-18

All Sections: Major Revisions

Version 2024-01-04

All Pages: Version update to title page and footers

§ 2.2: Added pdf submittal requirement

Version 2024-04-25

All Sections: Minor Revisions

added general Notes checklist.

Update 30%, 60%, 90%, 100% checklists.

Updates links & embedded exhibits within.

MOPD Review.

Impacts to CDA Security

Storage beyond the designated LOD. (C-SOP Exhibits)

Version 2024-08-15

All Sections: Minor Revisions

Update 30%, 60%, 90%, 100% checklists

Updates links & embedded exhibits within