



Design and Construction Standard Operating Procedures

Tenant/Concessionaire Project Standard Operating Procedures Common Exhibits (SOP-CE)

O'Hare International Airport

Midway International Airport

Chicago Department of Aviation

Version 2024-01-04

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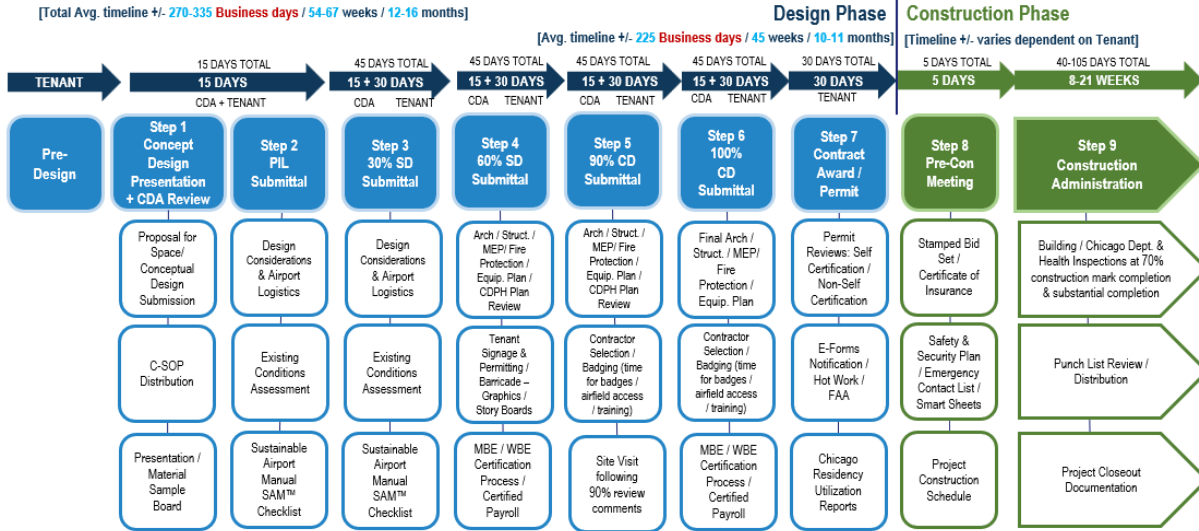
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Common Exhibit (CE)-1: Development Process Overview Average Timeline

The electronic version of this exhibit can be found at build.flychicago.com

TENANT DEVELOPMENT PROCESS

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



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.

Common Exhibit (CE)-2: Standard Electronic Document Request Form 

The electronic version of this exhibit can be found at build.flychicago.com



**CHICAGO DEPARTMENT OF AVIATION
STANDARD ELECTRONIC COPY DOCUMENT REQUEST**

APPROVAL FORM

DATE:	<input type="text"/>	Please release these documents to:
FROM:	Tenant Name: <input type="text"/> Title: <input type="text"/> Department: <input type="text"/> Phone Number: <input type="text"/> E-Mail: <input type="text"/>	Architect/ Engineer: <input type="text"/> Title: <input type="text"/> Company: <input type="text"/> Phone Number: <input type="text"/> E-Mail: <input type="text"/>
TO:	Dominic Garascia Assistant Commissioner Design / Construction Division Chicago Department of Aviation Phone: 773-686-7091 Fax: 773-686-6635	Thomas O'Brien Managing Deputy Commissioner Safety & Security Division Chicago Department of Aviation Phone: 773-686-2397 Fax: 773-686-8309
	 (Approval Signature)	 (Approval Signature)

CDA PROJECT NUMBER: (if known)

PROJECT TITLE:

Request Details: ARCHIVE DOCUMENTS / DRAWINGS REQUEST (State reason for request, New CDA Project #, Archival Project Number, if known, location, etc. Submit request to CDA Point of Contact)

CDA POINT OF CONTACT:
CDA POINT OF CONTACT Phone Number:

Cc: Frank Grimaldi, Jr.
 Saaema Alavi (for Architecture)
 Annie Rantila (for Architecture)
 CDA Point of Contact

 Miguel Romo (Document Control)
 Rene Moya (CADD Services)

Common Exhibit (CE)-3: Digital Deliverables Table

The electronic version of this exhibit can be found at build.flychicago.com



JUNE 2022

Appendix C Digital Deliverables Table

Participants in projects at O'Hare and Midway International Airports are expected to provide models and drawings with the CDA throughout project delivery. As a project moves through design, construction, and handover, the timing, file types, and nature of materials to be shared/submitted change. A table outlining digital deliverable expectations is shown below.

Design Stage				Construction Stage			Handover	
Design Teams to develop all project documentation using Revit for building projects, or Civil 3D for civil/utility projects.				Construction Team to further develop models from Design Team, adding supply chain/fabrication models.			Models and drawings to be included in handover at end of construction	
File Type	Model Type	Notes	Work-in-Progress	Milestone or End-of-Phase Submission	Notes	Work-in-Progress	Notes	
Revit (.RVT)	Single Discipline Models (i.e., unshared project models broken down for ease of production)	BIM 360 Package to include: <ul style="list-style-type: none"> 3D View of model geometry without links or annotation objects 	All design work, in-progress to be done using CDA BIM 360 Project Hub. Files to be shared weekly via BIM 360	Discreet set of models to be filed in BIM 360 & submitted to e-Builder by ZIP	BIM 360 Package to include: <ul style="list-style-type: none"> 3D View of model geometry without links or annotation objects Asset coding and reqd. data to be applied as model development progresses 	Construction Team may use their own BIM 360 Project Hub to manage fabrication modeling with supply chain, however models must be shared to CDA Project Hub on a weekly basis.	Construction Team to provide As-Built model(s) of project integrating information from design, fabrication, and survey (where appropriate). Models shall reflect changes approved during construction via RFIs, AChs, or otherwise. Models shall contain all asset data according to CDA specifications. Models shall be organized by discipline, federated, and packaged for BIM 360 in alignment with construction stage notes.	Discreet set of models to be filed in BIM 360 & submitted to e-Builder by ZIP
	Federated "Single-Discipline" Model (i.e., only architectural/structure/mechanical/etc.) * For use only when project is broken up across multiple models geographically	BIM 360 Package to include: <ul style="list-style-type: none"> 3D View of full model geometry without annotation objects Level by Level 3D views of model geometry without annotation objects Overall plans of every building level Building sections 			BIM 360 Package to include: <ul style="list-style-type: none"> 3D View of full model geometry without annotation objects Level by Level 3D views of model geometry without annotation objects Overall plans of every building level Building sections 			
	Federated "All-Discipline" Model (i.e., all building elements and systems included)	BIM 360 Package to include: <ul style="list-style-type: none"> 3D View of full model geometry without annotation objects Level by Level 3D views of model geometry without annotation objects 			BIM 360 Package to include: <ul style="list-style-type: none"> 3D View of full model geometry without annotation objects Level by Level 3D views of model geometry without annotation objects 			
Civil 3D (.DWG)	Single Discipline/Utility/Feature Models	<ul style="list-style-type: none"> All X-Refs removed Only relevant geometry and survey monuments shown 			<ul style="list-style-type: none"> All X-Refs removed Only relevant geometry and survey monuments shown Asset coding and reqd. data to be applied as model development progresses 		<ul style="list-style-type: none"> Laser scan of site conditions in point-cloud and .XML 	
	Federated "All-Discipline/Utility/Feature" Model	<ul style="list-style-type: none"> Only relevant geometry and survey monuments shown X-Refs in proximity so all links are found. Do not "bind" X-Refs 			<ul style="list-style-type: none"> Only relevant geometry and survey monuments shown X-Refs in proximity so all links are found. Do not "bind" X-Refs 			
	Topo-Surface	<ul style="list-style-type: none"> Proposed design in .XML 			<ul style="list-style-type: none"> Laser scan of site conditions in point-cloud and .XML 			
Navis works (.NWD)	Single Discipline Models	Models exported/created using shared coordinates to facilitate seamless integration with other campus projects.	As requested		Models exported/created using shared coordinates to facilitate seamless integration with other campus projects.		Models exported/created using shared coordinates to facilitate seamless integration with other campus projects.	
	Federated "All-Discipline" Model	Models exported/created using shared coordinates to facilitate seamless integration with other campus projects.			Models exported/created using shared coordinates to facilitate seamless integration with other campus projects.		Models exported/created using shared coordinates to facilitate seamless integration with other campus projects.	
Drawing Sheets	All drawing sheets regardless of software or discipline	Buildings in Revit <ul style="list-style-type: none"> PDF and DWG version of all design drawing sheets. PDFs shall be combined by vcl Civil Works in DWG <ul style="list-style-type: none"> PDF sheets & DWG layout files with references 	As requested	Discreet set of ZIP files (one for PDF and one for DWG) to be filed in BIM 360 & submitted to e-Builder.	PDF and DWG version of all shop drawing/fabrication sheets.	To be provided as part of regular submittal review process in e-Builder	PDF and DWG version of all As-Built sheets.	Discreet set of ZIP files (one for PDF and one for DWG) to be filed in BIM 360 & submitted to e-Builder.

Common Exhibit (CE)-5: ORD eForms Quick Reference Guide

The electronic version of this exhibit can be found at build.flychicago.com

Online Notice to Airport Users Form (E-Form) Quick Reference Guide


All Contractors/Tenants performing work at the Terminals, Airside or Landside of O'Hare International Airport must submit an electronic Notice to Airport Users Form (E-Form) to the Chicago Department of Aviation (CDA).

The electronic form can be found at <https://eforms.cityofchicago.org> Select O'Hare. Save link to your browser favorites. Compatible browsers are Google Chrome, Internet Explorer and Mozilla Firefox.

Electronic forms must be submitted 3 full business days (72 business hours) before scheduled start of work. All impacted parties must be contacted for coordination prior to submission of E-Form.

Note: No work may occur until the E-Form is fully reviewed by CDA Users Form Committee and Affected Users. It is the Contractor's/Tenant's responsibility to submit Users Forms in a timely manner to ensure proper committee review prior to scheduled start of work. All proposed work shall comply with the CDA Construction Safety Manual.


Working with the Online Notice to Airport User Form (E-Form)



New User Registration

Already Registered?

- Login, if already registered.
- Forgot Password? Click for reminder email.



Welcome to E-Forms !

The Menu

The main menu displays at login. Options can be accessed by the top drop-downs or main screen

Click on "Online Forms" from the menu to work on a Form.

Common Exhibit (CE)-6: MDW eForms Quick Reference Guide

The electronic version of this exhibit can be found at build.flychicago.com



Chicago International Midway Airport
 Central Field Office
 5642 S. Central Avenue
 Chicago, Illinois 60638

ELECTONIC USER FORM TRAINING Chicago Midway International Airport

April 16, 2014 10:00 AM
 Midway Airport AMC Building

1. INTRODUCTION

- a. **What is an electronic user form?**
 - i. The electronic user form is to notify all the affected parties about work being performed at Midway International Airport.
- b. **When to use an electronic user form?**
 - i. Any known work to be performed by contractor or tenant at the Terminals, Airside or Landside of Midway International Airport must submit an electronic user form.
- c. **When not to use an electronic use form?**
 - i. Emergency work that will be completed within 48 hours.*
 - 1. *Note: all work still needs to be reported to let all proper authorities (Police, Fire, Security, CDA, FAA etc.), but a user form is not required.
- d. **Users must use Internet Explorer**
 - i. https://eforms.cityofchicago.org/ufoms/forms_secu_pkg.mdwlogin

2. NEW USER REGISTRATION

- a. **Create New User Login**
 - i. Accessed through main page
 - ii. Enter in all asterisk information and the address of your company
 - 1. *Note: If your company is not listed, click other and enter company name.*
 - iii. Click **Submit**

New User Registration

Please enter contact info (* indicates required field):

*First Name:

*Last Name:

*Company Name:

*Email:

*Do you have a CDA CPEN login ID? No Yes

*Password: Password must be atleast 8 characters long

*Retype Password:

Phone:

*24 hour phone:

Fax:

*Address Line 1:

Address Line 2:

*City:

*State:

*Zip:

Pg 1

Common Exhibit (CE)-7: Smartsheet Standard Operating Procedure

The electronic version of this exhibit can be found at build.flychicago.com



SMARTSHEETS

THE CDA FACILITIES PROJECT COORDINATION REQUEST FORM AND THE SITE INVESTIGATION REQUEST FORM ARE TOOLS USED TO INCREASE COMMUNICATION BETWEEN GENERAL CONTRACTORS/SUB-CONTRACTORS AND CDA FACILITIES PERSONNEL DURING THE CONSTRUCTION PHASE OF TENANT AND CONCESSIONS PROJECTS WITHIN THE TERMINAL CORE AREA.

THE FORM LINKS POPULATE A SPREADSHEET WHICH IS USED INTERNALLY TO COORDINATE MANPOWER FOR ANY AND ALL SITE VISITS OR MEP/FP/CONTROLS RELATED SHUTDOWNS/STARTUPS FOR ALL CONSTRUCTION PROJECTS AT O'HARE INTERNATIONAL AIRPORT.

AT PROJECT KICK-OFF THE CDA PROJECT COORDINATOR WILL SHARE THE FORM LINKS WITH THE GENERAL CONTRACTOR WHO WILL THEN FILL THE FORMS OUT FOR ALL MEP/FP/CONTROLS RELATED SHUTDOWNS/STARTUPS OR SITE INVESTIGATIONS. THE FORM LINKS WILL ALSO BE AVAILABLE THROUGH THE CDA EFORM ITSELF.

NOTE: THIS IN NO WAY SUPERCEDES THE CDA EFORM PROCESS. GENERAL CONTRACTORS WILL STILL BE RESPONSIBLE FOR FILLING OUT EFORMS FOR EACH PHASE OF WORK AND AT PROJECT START. THE SMARTSHEET FORM WILL BE FOR THE INDIVIDUAL MEP/FP/CONTROLS SHUTDOWNS/STARTUPS COVERED DURING EACH PHASE OF CONSTRUCTION. ANY WORK SUBMITTED THROUGH THE SMARTSHEET FORM BUT NOT THE CDA EFORM WILL NOT BE APPROVED.

Common Exhibit (CE)-8: Construction Safety Manual



The electronic version of this exhibit can be found at build.flychicago.com



CONSTRUCTION SAFETY MANUAL

NOVEMBER 2022



Document is Uncontrolled if printed or downloaded | Visit build.flychicago.com for current version

Common Exhibit (CE)-9: Vehicle Access Form

The electronic version of this exhibit can be found at build.flychicago.com

City of Chicago Department of Aviation
COMPANY VEHICLE ACCESS FORM - AIRFIELD

This form must be printed in ink or typed.

Date of Application: _____ MONTH _____ DAY _____ YEAR

Requesting Company Name: _____ Phone Number (Area Code): _____
 Company Address: _____ City: _____ State: _____ Zip Code: _____
 Authorized Contact Person: _____ Work Phone # (Area Code): _____ Home Phone # (Area Code): _____

Check Appropriate Box

First Time Registration Faded Vehicle Permit** Expired** Delay**

** Requires Current Permit # Lost / Stolen Vehicle Permit* Additional Vehicle(s) Change of Information* Other*

* Current Permit must be attached

I certify that the vehicles listed below are insured under a certificate of insurance for \$5,000,000 as required by the City of Chicago.

Authorized Signature: _____

Please print signed name

1 Current Permit # (if applicable)	Year	Make	Model	Color	For DOA Use Only ▶	New Permit #
State License Plate Number					VIN Number	
					Company Vehicle Number	
2 Current Permit # (if applicable)	Year	Make	Model	Color	For DOA Use Only ▶	New Permit #
State License Plate Number					VIN Number	
					Company Vehicle Number	
3 Current Permit # (if applicable)	Year	Make	Model	Color	For DOA Use Only ▶	New Permit #
State License Plate Number					VIN Number	
					Company Vehicle Number	
4 Current Permit # (if applicable)	Year	Make	Model	Color	For DOA Use Only ▶	New Permit #
State License Plate Number					VIN Number	
					Company Vehicle Number	
5 Current Permit # (if applicable)	Year	Make	Model	Color	For DOA Use Only ▶	New Permit #
State License Plate Number					VIN Number	
					Company Vehicle Number	
6 Current Permit # (if applicable)	Year	Make	Model	Color	For DOA Use Only ▶	New Permit #
State License Plate Number					VIN Number	
					Company Vehicle Number	

To be completed by Airport Tenant only

I have verified that the vehicles listed above are insured under a certificate of insurance for \$5,000,000 as required by the City of Chicago.

Authorized Tenant Signature: _____
 Please print signed name: _____

Tenant Company: _____
 Phone Number: _____ AREA CODE: _____

I have also verified that the certificate of insurance expiration date is: _____ MONTH _____ DAY _____ YEAR

Contract Expiration Date: _____ MONTH _____ DAY _____ YEAR

For DOA Use Only:

Insurance Binder Attached? Yes No DOA

Authorized Signature: _____

Expiration Date: _____ MONTH _____ DAY _____ YEAR Permit # _____

Return To:

Department of Aviation
 I.D. Badging Office
 O'Hare International Airport
 P.O. Box 66142, AMF - O'Hare
 Chicago, IL 60666-0142

Department of Aviation
 I.D. Badging Office
 Midway Airport
 5700 South Cicero
 Chicago, IL 60638

6/11/91