



Design and Construction Standard Operating Procedures

Tenant Project Standard Operating Procedures Exhibits (TSOP-E)

O'Hare International Airport

Midway International Airport

Chicago Department of Aviation

Version 2024-01-04

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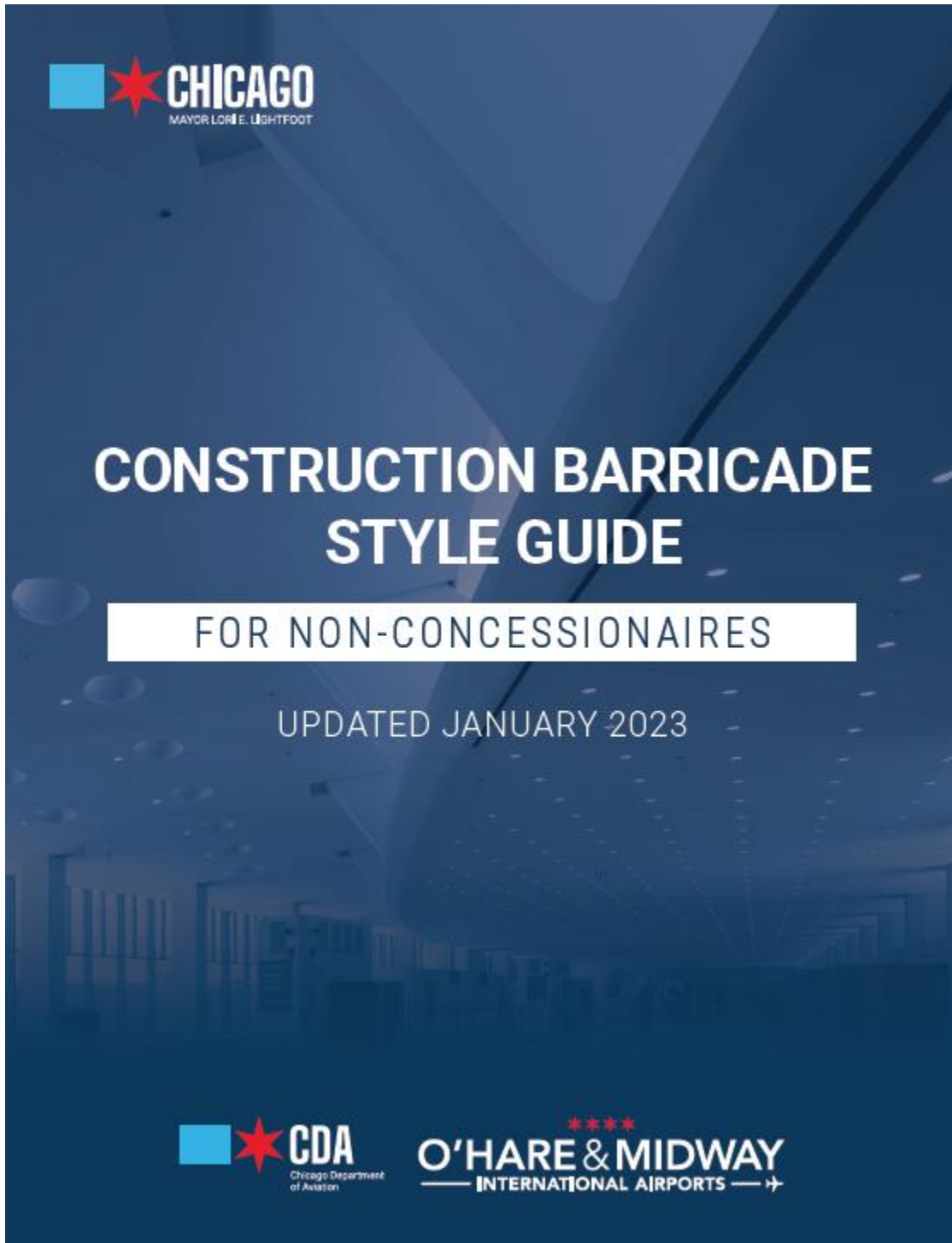


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Exhibit A: Tenant Construction Barricade Style Guide




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Exhibit B: ORD Pre-Construction Meeting Form ★

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



**ORD PRE-CONSTRUCTION MEETING FORM - TENANT PROJECTS
(NON-CONCESSION)**

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

PROJECT TITLE

SCOPE OF WORK

CHECK ALL ACTIVITIES THAT APPLY TO THE SCOPE OF WORK

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical Work	<input type="checkbox"/> HVAC	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Roof/Exterior Wall Penetration
<input type="checkbox"/> Signage	<input type="checkbox"/> Data/Telecom	<input type="checkbox"/> BMS	<input type="checkbox"/> Excavation	<input type="checkbox"/> Security/Controlled Access

1. GENERAL CONTRACTOR Phone

Superintendent 24 hr. phone

Subcontractors

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

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

Contractor's On-Site Safety Professional Phone

Submit to CDA Safety for review/approval:

<input type="checkbox"/> Safety Professional's resume with 5 yrs experience	<input type="checkbox"/> 30 Hr OSHA card	<input type="checkbox"/> AED/CPR card
<input type="checkbox"/> Site Specific Safety Plan/Job Hazard Analysis	<input type="checkbox"/> Incident Notification Plan	<input type="checkbox"/> Stop the Bleed Cert.

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

Hot Work Permit? Yes No *Submit E-Form for any hot work. Fill out Hot Work Permit Form found in E-Forms under Documents and attach.*

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

3. PROJECT MANAGEMENT: CDA Project Architect – Saeema Alavi 773-462-7329 or Edwin Mendez 773-462-7484

CDA Tenant Coordinator *Submit status and man power reports to CDA Tenant Coordinator*

Tenant PM Phone Tenant CM Phone

4. DESIGN REVIEW AND PERMITTING

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

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

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

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

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


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

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

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

Exhibit C: MDW Pre-Construction Meeting Form ★

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



**MDW PRE-CONSTRUCTION MEETING FORM - TENANT PROJECT
(NON-CONCESSION)**

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

PROJECT TITLE

SCOPE OF WORK

CHECK ALL ACTIVITIES THAT APPLY TO THE SCOPE OF WORK

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical Work	<input type="checkbox"/> HVAC	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Roof/Exterior Wall Penetration
<input type="checkbox"/> Signage	<input type="checkbox"/> Data/Telecom	<input type="checkbox"/> BMS	<input type="checkbox"/> Excavation	<input type="checkbox"/> Security/Controlled Access

1. GENERAL CONTRACTOR Phone

Superintendent 24 hr. phone

Subcontractors

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

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

Contractor's On-Site Safety Professional Phone

Submit to CDA Safety for review/approval:

<input type="checkbox"/> Safety Professional's resume with 5 yrs experience	<input type="checkbox"/> 30 Hr OSHA card	<input type="checkbox"/> AED/CPR card
<input type="checkbox"/> Site Specific Safety Plan/Job Hazard Analysis	<input type="checkbox"/> Incident Notification Plan	<input type="checkbox"/> Stop the Bleed Cert.

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

Hot Work Permit? Yes No *Submit E-Form for any hot work. Fill out Hot Work Permit Form found in E-Forms under Documents and attach.*

Contacts: Midway Emergency: 773-838-9111, CDA Safety: 773-838-0663

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

CDA Tenant Coordinator *Submit status and man power reports to CDA Tenant Coordinator*

Tenant PM Phone Tenant CM Phone

4. DESIGN REVIEW AND PERMITTING

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

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

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

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

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

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

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

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

Exhibit D: ORD Pre-Construction Meeting Submittal Checklist



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

Pre-Construction Meeting Submittal Checklist

CDA Project No.: _____

Project Title: _____

Construction Mgr/Company: _____

Mtg. Date/Time/Location: _____

- Pre-Con Meeting Agenda – filled out and submitted.
- 100% CDA review comment response in writing
- Building / Electrical Permits. No. _____
- Permit set of drawings with reviewers signatures/notes- Hard copy
- Construction Schedule
- List of Subcontractors
- Certificate of Insurance to include this wording: "the City of Chicago and its representatives as additionally insured".
- Safety information per CDA Construction Safety Manual (CAS)
 - Incident Notification Plan
 - Site Specific Safety Plan
 - Job Hazard Analysis (JHA)
 - Dedicated On-Site Safety Professional to provide:
 - Resume representative of 5 years of Safety specific experience
 - 30 Hr. OSHA card
 - AED/CPR card
 - Stop the Bleed and First Aid Certification
- Staging and haul route
- Barricade plan
- 7460 (FAA case study determination)
- Minority Participation Form for Concession Projects.
- Confined Space Permit (See EForms Document Section for form.)
- IT Construction Requirements Form (See EForms Document Section.)

In order to schedule a Pre-Con meeting, the Contractor must submit electronic versions of the above to Dorothy Izewski at dorothy.izewski@cityofchicago.org. A permit set of drawings is to be brought to the meeting for CDA Design and Construction.

Exhibit E: MDW Pre-Construction Meeting Submittal Checklist



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

Pre-Construction Meeting Submittal Checklist

CDA Project No.: _____

Project Title: _____

Construction Mgr./Company: _____

Mtg. Date/Time/Location: _____

- Pre-Con Meeting Agenda – filled out and submitted.
- 100% CDA review comment response in writing
- Building / Electrical Permits. No. _____
- Permit set of drawings with reviewer signatures/notes- Hard copy
- Construction Schedule
- List of all first-tier Subcontractors.
- Certificates of Insurance for prime contractor and first-tier subcontractors to include this wording: “the City of Chicago and its representatives as additionally insured”.
- Safety information per CDA Construction Safety Manual (CAS)
 - Incident Notification Plan
 - Site Specific Safety Plan
 - Job Hazard Analysis (JHA)
 - Dedicated On-Site Safety Professional to provide:
 - Resume representative of 5 years of Safety specific experience
 - 30 Hr. OSHA card
 - AED/CPR card
 - Stop the Bleed and First Aid Certification
- Site Logistics Plan, including staging and haul route
- Barricade plan
- FAA 7460 approved (FAA case study determination).
- Minority Participation Form for Concession Projects.
- Confined Space Permit (See EForms Document Section for form).
- IT Construction Requirements Form (See EForms Document Section).
- Dig Book (for projects digging below grade, if applicable).
- New Meters for:

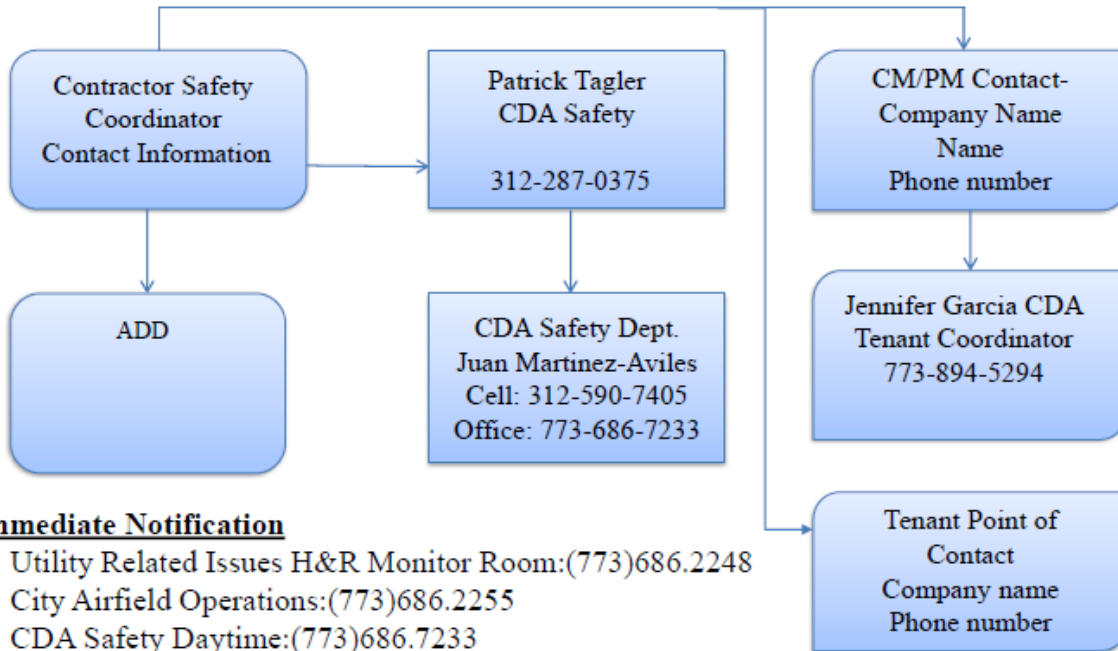
○ Gas	Yes <input type="checkbox"/>	No <input type="checkbox"/>
○ Water	Yes <input type="checkbox"/>	No <input type="checkbox"/>
○ Electric	Yes <input type="checkbox"/>	No <input type="checkbox"/>

To schedule a Pre-Construction meeting, the Contractor must submit electronic versions of the above to Niels De Vita at niels.devita@cityofchicago.org. A permit set of drawings is to be brought to the meeting for CDA Design and Construction.

Exhibit F: ORD Incident Notification Plan ★

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

Incident Notification Plan
 Project Name XXXXXXXXXXXXXXXXXX and CDA Project Number XXXXXXXXXX
 in Case of Emergency call the "O'Hare Communications Center"
773.894.9111
 Then Initiate the Call Flow Chart below

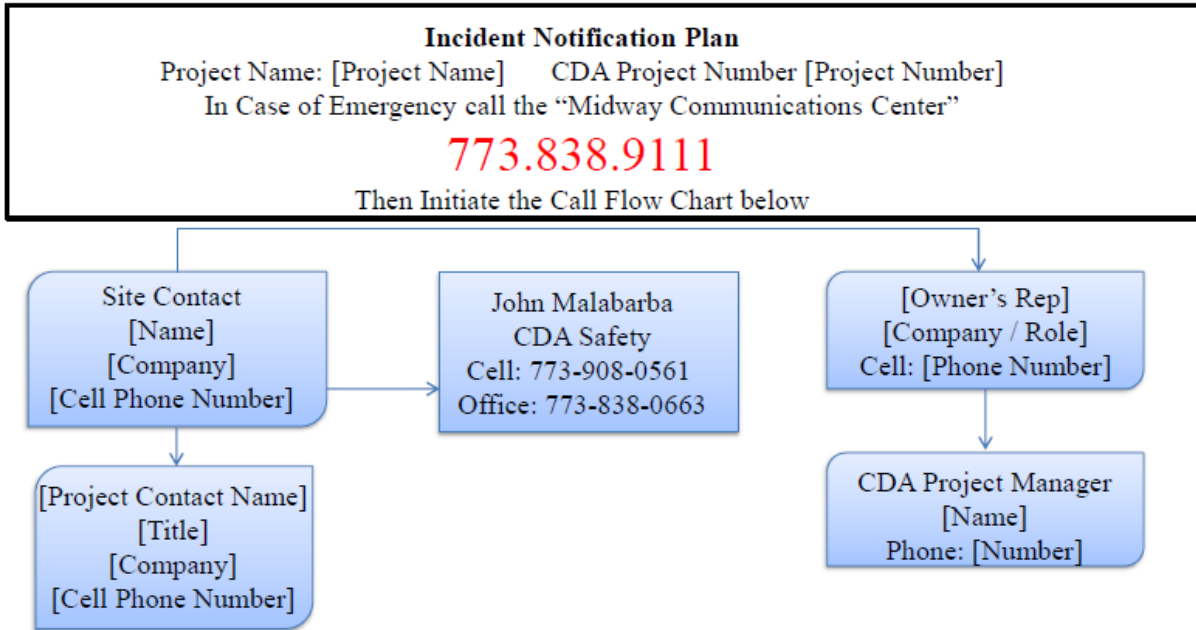


Immediate Notification

- Utility Related Issues H&R Monitor Room:(773)686.2248
- City Airfield Operations:(773)686.2255
- CDA Safety Daytime:(773)686.7233

Exhibit G: MDW Incident Notification Plan

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



Immediate Notification

- Utility Related Issues H&R Monitor Room:(773)948.6900
- City Airfield Operations:(773)838.0677
- CDA Safety Daytime:(773)838.0663

Exhibit H: Dig Book Submission Procedure



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

UTILITY DIG BOOK SUBMISSION PROCEDURE

June 2015

1. PURPOSE AND OVERVIEW:

To ensure the O'Hare Airport Community that the Contractor and the Construction Manager are performing their due diligence in determining the location of and protecting all known existing utilities; and of efforts to be taken when unknown utilities are encountered.

2. SCOPE:

Verify the location of all existing utilities within a predetermined work area and guarantee that every possible step is being taken to protect these utilities. This procedure is also to ensure that the proposed construction does not disrupt or otherwise interfere with the existing airport infrastructure.

3. REFERENCES:

- 3.1 Chicago Department of Aviation (CDA) Notice to Airport Users Form
- 3.2 Utility Dig Book (UDB) Checklist
- 3.3 FAA 7460 Form
- 3.4 FAA Cable Locate Request

4. DEFINITION:

- 4.1 **CDA Notice to Airport Users E-Form:** A formal online mechanism in which the Contractor or CM of all the projects Landside and Airside notifies the O'Hare Community of a scheduled impact to a facility (service road, utility interruption, etc). Forms shall be submitted at <https://eforms.cityofchicago.org> and reviewed by the CDA, impacted Tenants and Airport Users. Allow 3 business days for the review process.
- 4.2 **Utility Dig Book Checklist:** The UDB Checklist provides the project information, including the name of the Resident Engineer, the name of the Contractor/Subcontractor and descriptions of the work to be performed, including exhibits illustrating locations of existing utilities. An approved UDB is required prior to any utility investigation and is a prerequisite to performing any excavation. This Checklist is an information gathering tool for identifying, locating and protecting known existing utilities as well as certain restricted areas on the airfield (Safety Areas, Object Free Areas and NAVAID Critical Areas). An appropriately completed UDB Checklist provides documentation that due diligence has been taken with respect to these items.
- 4.3 **FAA Form 7460 – Notice of Proposed Construction or Alteration:** A 7460 form must be filed with the FAA for the construction of any new permanent or temporary structures and for the use of temporary construction equipment crane, soil boring rig, etc). FAA reviews the forms and completes an aeronautical study to determine all airspace impacts. This process takes approximately 6 weeks and a letter of determination is issued with an Airspace Case Number and any provisions or comments noted.