



Design and Construction Standard Operating Procedures

Tenant Project Standard Operating Procedures (TSOP)

O'Hare International Airport

Midway International Airport

Chicago Department of Aviation

Version 2024-01-04

Table of Contents

- Definitions..... 2
- Introduction..... 4
- STEP 1.0: Project Initiation**..... 5
 - 1.1: Project Initiation Letter & Concept Proposal 5
 - 1.2: Project Initiation Letter Response..... 6
 - 1.3: Request for Drawings / As-Builts / CADD Files 6
 - 1.4: Document Management System..... 6
- STEP 2.0: Design Review** 7
 - 2.1: Design Overview 7
 - 2.2: Design Submittals and CDA Review 7
 - 2.3: 30% Schematic Design (SD) Submittal 7
 - 2.4: 30% Schematic Design (SD) Submittal CDA Response and Review Comments 8
 - 2.5: 60% Design Development (DD) Submittal..... 8
 - 2.6: 60% Design Development (DD) Submittal CDA Response and Review Comments 8
 - 2.7: 90% Pre-Final Construction Documents (CD) Submittal 8
 - 2.8: 90% Pre-Final Construction Documents (CD) Submittal CDA Response and Review Comments 8
 - 2.9: 100% Final Construction Documents (CD) Submittal 8
 - 2.10: 100% Final Construction Documents (CD) Submittal CDA Response and Dept. of Building Letter 8
 - 2.11: Design Requirements 9
- STEP 3.0: Final CDA Document Review and Conditional Approval to Construct**..... 17
 - 3.1: Final CDA Document Submittal 17
 - 3.2: Pre-Permitting Drawing Set Review and Response 17
 - 3.3: Applying for Permit with the Chicago Department of Buildings 17
 - 3.4: Self-Certification 18
- STEP 4.0: Pre-Construction** 19
 - 4.1: Pre-Construction Meeting..... 19
 - 4.2: Construction Logistics Coordination 20
 - 4.4: Dig Book 21
- STEP 5.0: Notice to Airport User Form (eForm)**..... 22
 - 5.1: Notice to Airport User Form (eForm)..... 22
- STEP 6.0: Construction** 23
 - 6.1: Site Maintenance / Construction Administration 23
 - 6.2: Building Inspection..... 23
 - 6.3: Safety 24
 - 6.4: Security ID Badging 24
 - 6.5: Construction Meetings and Reporting 25
 - 6.6: Non-Compliance and Unauthorized Construction 26
- STEP 7.0: Substantial Completion**..... 27
 - 7.1: Substantial Completion Notification 27
 - 7.2: Final Walk Through and Punch List 27
- STEP 8.0: Project Closeout** 28
 - 8.1: As-Builts and Record Drawings 28
 - 8.2: Final SAM™ Checklist and Final SAM™ Required Forms 29
 - 8.3: Contractor Warranty 29
 - 8.4: Subcontractor’s Manufacturer’s and Equipment Warranties 29
 - 8.5: Final Notice to Airport User Forms 29
- STEP 9.0: Closeout Meeting** 30
 - 9.1: Closeout Meeting..... 30
- STEP 10.0: Supplemental Exhibits**..... 31

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Definitions



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

Air Operations Area (AOA): refers to The area of the Airport bounded by a fence of to which access is otherwise restricted and which is primarily used or intended to be used for landing, takeoff, or surface maneuvering or aircraft, and related activities.

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

Architect of Record/ Engineer of Record (AOR/EOR): refers to the Tenant Architect and/or Engineer of Record.

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

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

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 Point of Contact (CDA POC): refers to a CDA employee 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.

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. Tenant AOR and EOR are responsible for identifying and confirming all applicable standards, regulations and codes.

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

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

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

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 and equipment layouts.

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

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 Tenant’s formal letter submittal to CDA Design and Construction requesting a CDA Project Number. The Project Initiation Letter should clearly define the project and scope.

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.

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 Tenant.

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.

Tenant: 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.

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

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 structure 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 standard operating procedure (SOP) are mandatory and may only be waived upon approval of the CDA Commissioner or designated representative in unique circumstances. CDA reserves the right to modify the following procedural requirements based on the scope of each project and/or information discovered throughout the design and construction process.

The Tenant's design team shall provide evidence of professional services throughout all stages of work. Design, drawings, documents, materials, and As-Builts shall be prepared, signed, and sealed by a licensed design professional, and a Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP).

All Tenants who desire to perform construction or renovation on Airport property shall use the following procedures. Once the design of the project has been approved and a Pre-Construction Meeting (Step 4.0) completed, a Work Right of Entry Form will be administered to indicate that the contractor can begin work.

Please refer to:

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

STEP 1.0: Project Initiation

1.1: Project Initiation Letter & Concept Proposal

Prior to the submittal of any design documents, the Tenant must submit to the CDA POC, Design and Construction, a Project Initiation Letter on Tenant letterhead that includes:

- Tenant POC name, phone number, and email address
- Tenant's Architect POC names, phone numbers, and email addresses
- Narrative of the intended project scope
- Photos of the current conditions of the project location (showing adjacencies)
- Proposed location key plan (if the project is within the terminal facilities, show column lines, Tenant lease line, and adjacencies within 3-5 bays; in addition to clearly identifying all impacts to others)
- List ALL of the items that need to be relocated by others (CDA or adjacent Tenants) in order for the project to be built (including but not limited to: advertising, phones, vending devices, internet kiosks, charging stations, AED's, fire extinguishers, CDA signage, public address speakers, MEP / FP equipment)
- Depict existing and future lease line clearly identifying if the lease line is proposed to change
- Conceptual drawings defining the basic parameters of the project
 - One USB Flash Drive with PDF of drawings
- Structural calculations (if applicable)
- Order of magnitude project budget
- Preliminary project schedule including the major milestones of design, permitting, bidding and construction
- Indicate if this is a self-certified project
- Indicate if this project contemplates CDA reimbursement of project costs
- Indicate if this project already has a CDA project number
- Indicate if this is the first time the AOR or EOR has performed work at either ORD or MDW
- Specify if any mechanical, electrical, plumbing, fire protections or structure of the base building will be impacted
- Specify all items that will require maintenance from CDA post project completion. Provide project warranty information for all items and discuss with CDA
- If any portion of the project is proposed to occur outside an existing building / tenant footprint on Airport property, indicate all known impacts to underground or above ground utility lines and/or equipment, infrastructure, pavement, fences, earthwork, and other civil conditions
- Indicate whether this is proposed to be a standalone project or one phase of a larger effort
- Indicate whether project will require new or relocated utility service. If so CDA Utility Coordination Team will contact you to meet and discuss project needs
- Description of proposed plan for creating and submitting digital design and construction documentation such as BIM models, CADD files, etc. See Appendix A and B of Part 1 of CDA Digital Governance.

Please address all design submittals as identified below, and copy as indicated on all emails:

O’Hare International Airport

Chicago Department of Aviation
Attn: Design & Construction
10510 West Zemke Rd.
Chicago, IL 60666
Email: ordtenantconstruction@cityofchicago.org

Midway International Airport

Chicago Department of Aviation
Attn: Design & Construction
5700 South Cicero Avenue
Chicago, IL 60638
Email: mdwtenantconstruction@cityofchicago.org

1.2: Project Initiation Letter Response

Within ten (10) Business Days of receiving the Project Initiation Letter, CDA will send a “Project Initiation Letter Response” to the Tenant with comments and direction regarding the design submittals, including Tenant’s assigned Project Number which must be included on all future project correspondence and submittals including on all permits. The letter will identify the CDA Point of Contact 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 Tenant work. All Tenant questions, concerns, or requests for information or project coordination should be directed to CDA Point of Contact. The “Project Initiation Letter Response” will include a response to the Tenant’s proposed plan for creating and submitting digital design and construction documentation. The “Project Initiation Letter Response” is informative only and does not represent any type of approval of the Tenant project. The “Project Initiation Letter Response” shall not be used for construction or permitting purposes.

During the project initiation step, the Tenant and Architect POC should proactively consider potential sustainable design elements for further consideration and detail in preparation of sustainable design requirements as outlined in Step 2.

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

Tenants requesting documentation from CDA for use in their design shall use the link below for the “Document Request Form” and submit it to CDA Point of Contact for required approvals. Drawings, CADD files, or BIM models will not be available until the form is signed by CDA. Tenant will be notified by CDA Point of Contact when the documents are available.

Please refer to:

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

1.4: Document Management System

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

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

End of STEP 1.0

STEP 2.0: Design Review

All Tenant improvement projects require review by CDA Design and Construction. The Tenant POC shall perform code review to determine what permits are required. If it is determined that the scope of work does not require permit(s), the Tenant POC shall explain this determination. Otherwise, building permits need to be issued by the Department of Buildings. CDA encourages the Tenant to allow ample schedule time to acquire all required building permits. Please note that if a signed construction permit is required, it can only be obtained by a licensed signed contractor. All project are to conform and comply with all applicable CDA standards and codes.

2.1: Design Overview

The design review process includes design drawing, review, and approval. 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.

2.2: Design Submittals and CDA Review

The Tenant will submit to the CDA Design and Construction POC, the 30%, 60%, 90%, and 100% design completion levels. Other completion level submissions may be accepted based upon review and completeness of the initial and follow-up submittals. Less complex projects may be approved to deviate from this requirement which will be indicated in the “Project Initiation Letter Response”. The Tenant may also be required to conduct design level presentations to CDA. All presentation requests will be addressed in CDA’s “Project Initiation Letter Response”.

Design submittals must include a **flattened** pdf meeting the below criteria at minimum:

- ✓ **Thumbnails** match the Sheet Number for each page
- ✓ Active **Bookmarks** for each page broken out by discipline
- ✓ Sheet Index matches the sheets received

Both Plan Sets and Spec submittals must meet this 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 [Bluebeam Support](#), [Adobe Acrobat Support](#), or any other pdf editing software support for more information.

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

2.3: 30% Schematic Design (SD) Submittal

The drawings illustrate the concept of the design and include spatial relationships, scale, and form for the Tenant and CDA to review. Content should include a site plan, floor plan, overall dimensions, and illustrative materials such as images, renderings, material selection boards, or models. Sections and elevations can 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 should show all impacts to existing utilities, infrastructure, pavement, fences, earthwork, and other civil conditions, and propose necessary relocations. A SAM™ Checklist should be included with this submittal to promote the early integration of sustainability strategies and ensure compliance with prerequisites. All drawings and models, if applicable, 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.

2.4: 30% Schematic Design (SD) Submittal CDA Response and Review Comments

Within fifteen (15) Business Days of receiving the 30% submittal (schematic design) review set, CDA will send a response to the Tenant with comments and direction regarding the next design submittals.

2.5: 60% Design Development (DD) Submittal

The drawings further enhance the previous submittal and include layouts of mechanical, electrical, plumbing, structural, civil, and architectural details, demolition plans, structural load calculations, technical evaluations, and phasing plans. The drawings should also contain floor plans, sections, and elevations with full dimensions, door and window details, and information on material specifications that communicate the level of quality. If the project will require modifications to or new utility service such as electricity, gas, water, or internet/phone, service applications and/or load calculations are to be submitted with identification of the party who will be responsible for paying utility bills. The submittal should include the SAM™ Checklist with any changes or considerations requested in prior review comments. All drawings and models, if applicable, 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.

2.6: 60% Design Development (DD) Submittal CDA Response and Review Comments

Within fifteen (15) Business Days of receiving the 60% submittal (design development) review set, CDA will send a response to the Tenant with comments and direction regarding the next design submittals.

2.7: 90% Pre-Final Construction Documents (CD) Submittal

The drawings further detail all previous information including specifications for construction details and materials, materials selection, structural calculations, equipment layouts, and a barricade plan and elevation. Refer to Section 2.10 for a complete listing of required information. The drawings should have all necessary information to bid and permit the project and are in compliance with all local, state and federal requirements and codes. The submittal should include the SAM™ Checklist with any changes or considerations requested in prior review comments. All drawings and models, if applicable, 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.

2.8: 90% Pre-Final Construction Documents (CD) Submittal CDA Response and Review Comments

Within fifteen (15) Business Days of receiving the 90% submittal (pre-final construction) review set, CDA will send a response to the Tenant with comments and direction regarding the next design submittals.

2.9: 100% Final Construction Documents (CD) Submittal

The drawing should reflect all comments made to the previous submittal and have all necessary information to bid and permit the project. All drawings and models, if applicable, 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.

2.10: 100% Final Construction Documents (CD) Submittal CDA Response and Dept. of Building Letter

Within fifteen (15) Business Days of receiving the Final Submittal (100% construction documents) review set, CDA will send a response to the Tenant with a CDA Buildings Letter which notifies and permits the Tenant to submit the project to the Department of Buildings.

2.11: Design Requirements

General Requirements:

The following general technical design items should be shown on all Tenant designs, as applicable, in draft form on every design submittal level:

- 1) Verify design is in accordance with All Codes
- 2) Comply with CDA Design and Construction Standards and Specifications and SAM™ Prerequisites.

Mechanical Component Requirements:

The following mechanical technical design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level:

- 1) Testing, Adjusting, and Balancing (TAB) Mechanical HVAC Tenant System(s) **BEFORE** to confirm existing data available & **AFTER** to document the existing/altered HVAC systems data vs. required Tenant Design Requirements
- 2) Provide complete HVAC Ventilation Schedule indicating CFM-air changes required per Code, 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) Existing pneumatic VAV boxes controls should be converted to *DDC-Type VAV boxes*.

Electrical Component Requirements:

The following electrical technical design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level:

- 1) Review total electrical load calculations to determine if the electrical service to the newly remodeled space is adequate for the required loads. Distance from electrical service source to new space should be shown.
- 2) Submit all COMED service application request forms to CDA Utilities Team for coordination when requesting a separately metered electrical source for Tenant work. 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.**
- 3) Check and coordinate loads shown on electrical power plans against mechanical, plumbing, fire protection, and/or architectural equipment lists.
- 4) Lighting fixture schedules should show voltage and input watts of each fixture.
- 5) Complete panel schedules should be shown. Update existing panel schedules with updated circuit information.
- 6) Review circuiting designations of all electrical equipment including mechanical, IT, lighting fixtures and receptacles. Circuit loading must be to Chicago Electrical Code allowed values.
- 7) Balance loads on phases of all new panel boards to within 5% of each other.
- 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 Tenant SOP for Design and Construction."
- 9) Utilize Energy Saving devices per the direction given in the SAM™ (Note: devices carrying the "Energy Star" rating usually qualify).
- 10) Provide enough detail on electrical demolition drawings so that contractors can submit accurate bids.

- 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 mechanical ceiling plan and electrical lighting plan.
- 14) Check coordination between architectural mill work plan and 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) A separate emergency lighting and exit plan shall be provided 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) Make sure all drawings have proper building column line designations, north arrow directional information, and key plan, in coordination with the architectural plans submitted.
- 19) One line diagram (from Source to End Panel) and associated elevations of equipment shall be provided.
- 20) Provide Short Circuit Interrupting Ratings of all Over Current Protective Devices specified.
- 21) A site visit with CDA POC and Tenant/ Architect POC and Contractor POC to the facility prior to beginning design is required.
- 22) Lighting fixtures and public address speakers shall be Chicago Plenum Rated if installation of a plenum ceiling is required.
- 23) The design should account for voltage drop in main feeders and branch circuits and comply with Chicago Electrical Code requirements.

Plumbing Component Requirements:

The following plumbing design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level:

- 1) Need plumbing installation details for Meter, Back Flow Preventers after meter, Check & Double Check Valves, Vacuum Breakers, Gas Fired 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 tenant or 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 Tenant spaces.

Fire Protection Component Requirements:

The following fire protection design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level:

- 1) Show all relocated Heads & New Heads or Indicate All Existing Covers. Verify coverage is not blocked by new construction; Walls - Spaces behind walls, Electric Closet or storage room, etc.
- 2) Provide new systems piping details.

Demolition Component Requirements (If Applicable):

Contact Chicago Department of Buildings for Demolition Permit requirements. Airport requirements may include, but not limited to:

- 1) Domestic water pipes to be demolished need to be removed all the way back to an active line.
- 2) In accordance with the Illinois plumbing code, demolition of abandoned existing domestic water and sanitary drain piping needs to be properly removed and capped up to the active branch connections.
- 3) A survey for asbestos-containing material, lead-based paint, mold, and hazardous materials may be required. Please contact CDA Design & Construction and CDA Environment to determine whether a survey is required.

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

- 1) A separate Board of Health review is recommended for projects containing Food Service & Kitchen Equipment. Process can be found in the [Concessions Standard Operating Procedures \(C-SOP\)](#).
- 2) Need special exhaust fans, hoods, makeup air equipment, to maintain negative air as required per codes. Special materials are required such as Stainless Steel, Black Iron, Aluminum, Ansel, fire dampers, gas and electric automatic shunt trips, etc. per Codes & CDA Standards.

IT and Telecommunications Component Requirements:

The following IT and telecommunications design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level:

- 1) All IT and Telecommunications Requirements and service requests must be coordinated with CDA ITT and CDA Design & Construction.
- 2) Submit ITT Construction Requirements Form.
- 3) Particular attention must be paid to Airport safety and security systems for emergency reporting, CCTV, access control, and remote equipment monitoring. These require connection to the CDA's fiber optic network.
- 4) Infrastructure space and capacity must be field verified when proposing to occupy existing duct bank, manholes, handholds, tunnels, conduits, cable trays, IT/telecom rooms, and other infrastructure. If existing space is not available, new infrastructure may need to be included in the scope of the Tenant project.

Security Component Requirements:

All Security related design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level.

- All Security Requirements and service requests must be coordinated with CDA Security and CDA Design & Construction.

Safety Component Requirements:

All Safety related design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level.

- All Safety Requirements and service requests must be coordinated with CDA Safety and CDA Design & Construction.

Utility Component Requirements:

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All Utility Service related design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level.

- All utility service requirements and service requests must be coordinated with CDA Utilities Team and CDA Design & Construction.

Civil Component Requirements:

All Civil related design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form on the 100% design submittal level. All civil improvements and requests must be coordinated with CDA Planning, CDA Environment, and CDA Design & Construction.

- 1) Site Plan with dimensions
- 2) Civil Details & Specifications
- 3) Structural Details (if installing or relocating tethering pit)
- 4) Utility locates within the area of work
- 5) Items to be relocated (utilities, tethering pits, etc.)
- 6) Striping Plan (if restriping)
- 7) SAM™ Checklist
- 8) ILR10 Permit (for work over 0.5 acres)

Environmental Component Requirements:

All Environmental related design items should be shown on all Tenant designs, as applicable, in draft form on the 60% level and final form by the 100% design submittal level. Work requiring an Environmental Review includes:

- 1) Wetlands, Waterways, and Flood Plains:
 - I. All designs should include these layers to evaluate if the project has the potential to impact a wetland, waterway, and/or flood plain. Permits may be required from the U.S. Army Corps of Engineers (ACOE) and/or the Illinois Department of Natural Resources (IDNR) to perform construction in these environmentally sensitive areas.
 - II. Any project installing a storm sewer outfall pipe (i.e., that discharges to a ditch and/or waterway) may require permitting with the Illinois Environmental Protection Agency (IEPA) and the Chicago Department of Water Management (CDWM).
- 2) Site Excavating and Grading:
 - I. Any project with site excavating and grading should include erosion & sedimentation sheets in the design. Permits may be required by the IEPA for the discharge of stormwater related to construction activities.
 - II. Projects with a disturbed area of 0.5 acres or greater (including the project site, staging areas, & stockpile areas) are required to submit a Soil Erosion and Sediment Control Plan to the county's respective Soil & Water Conservation District (SWCD) for review and approval.
 - i. North Cook County SWCD: <https://www.northcookswcd.org/nc/>
 - ii. Kane-DuPage SWCD: <https://kanedupageswcd.org/kd/>
- 3) Soil Management and Waste Disposal:
 - I. Estimate the total volume of excess soils for offsite shipment
 - II. Characterize excess soils with environmental testing per the standard waste characterization as required by the proposed Subtitle D landfill or proposed Clean Construction or Demolition Debris facility

- i. Include testing for PFAS as part of the waste characterization
 - III. Submit the results of waste characterization and the proposed disposal facilities to the CDA for review and approval as designated under Construction Waste Management – Specification Section 01524
 - i. Include a draft or signed waste profiles (if applicable)
 - ii. Include a draft or signed IEPA form LPC-663 (if applicable)
 - a. Note: ANY detection of PFAS disqualifies soil for offsite shipment to a CCDD facilities, even if the detection is an estimated value below the reporting limit.
 - iii. Include a list of the proposed disposal facilities and the estimated quantity of the designated materials.
- 4) Aboveground Storage Tanks (AST) / Underground Storage Tanks (UST)
 - I. Include a permit for removal/installation of any AST/UST
 - II. If the existing AST/UST is currently owned by the CDA or if the ownership of the AST/UST is unknown, then additional coordination with the CDA is required.
- 5) Asbestos / lead-based paint / mold building alteration or demolition
 - I. Asbestos & lead-based paint (LBP)
 - i. All projects involving building alterations, renovations, or demolitions should have a licensed asbestos building inspector and a licensed lead risk assessor conduct a limited asbestos survey and a 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.
 - c. Please note that a LBP survey is not necessary if the building being altered was built after 1980.
 - ii. If asbestos survey findings report that asbestos containing material (ACM) is found and has the potential to be disturbed during construction, then the tenant will need to comply with local, state, and federal regulations and may need to conduct an asbestos abatement project prior to the start of the building alteration.
 - iii. If LBP survey findings report that LBP is found and has the potential to be disturbed during construction, then the tenant will need to comply with local, state, and federal regulations and may need to conduct a LBP abatement project prior to the start of the building alteration.
 - II. Mold
 - i. All projects involving building alterations, renovations, or demolitions may, at the tenant’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 Tenant should seek the involvement of a mold remediation contractor regarding proper mold removal prior to building alteration.

- 6) Equipment with Air Pollution Emissions:
 - I. Any project that involves the installation, removal, or modification of equipment which emits or has the potential to emit air pollution emissions (e.g., boilers, emergency generators, spray booths) should 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.
- 7) Impacts and changes to the AOA or airfield fence
- 8) Building alteration that changes the footprint of the building
- 9) Project work that adds or changes paved areas

Tenant shall coordinate all work with CDA Environment and CDA Design & Construction to ensure all work is properly reviewed and submittal for Environmental review, as required.

All Tenant Projects must comply with CDA's Construction and Demolition Debris Disposal and PFAS policy. Contact CDA Environment Division for this policy.

Adjacencies:

Designs requiring any work in spaces outside the Tenant's lease/license boundaries needs to be clearly identified on all drawings, communicated to CDA Point of Contact and, if applicable, coordinated with the Tenant of the impacted space during the design phase of the project. Designs must also specify any items that need to 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.

Construction Requirements:

The components of construction including dumpster locations, phasing, haul routes of material to site and through terminal facility, required shutdowns of systems, and laydown/material storage areas should be coordinated to the best of the Tenant's and Architect POC's ability during the design phase. Tenant 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 shut downs in order to avoid the project being assessed multiple shut down fees. Work hours for the project must be included in the notes of the design submittal, including work components planned for daytime versus work components planned for night time.

Barricades:

Barricades are required for all projects that are within the view of passengers in the terminal facility, and must completely obstruct the view of the construction site and adhere to CDA Temporary Barricade Standard for the applicable airport. Exceptions to providing barricades will be considered and approved based on airport operational impacts. Please select the link below for the current version of CDA's Barricade Standard and Style Guide for ORD and MDW. Barricade details (height, material, color, location, clear distance between barricade and the public space, demarcation of the lease/license boundary line, elevations, and identification of any instances where fire protection will be obstructed by the barricade) must be included on the demolition drawing of the design submittal for review and approval by CDA. Any requested deviations to the standard must be highlighted in the design submittal and must be approved by CDA. All barricade graphics must also be included in the design submittal for review and approval by CDA.

Please refer to:

- **Exhibit A:** Tenant Construction Barricade Style Guide

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Projects requiring barricades outside the view of passengers are not required to adhere to CDA standard but must still include the proposed barricade design on the demolition drawing of the design submittal for review and approval by CDA during the design review process. Any deviations to CDA standard must be highlighted to assist in the review process.

Sustainable Airport Manual (SAM™):

Terminal Tenants:

Included with each design submittal, the Tenant must also 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. 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 Tenant projects within the terminal, only the TO-DC section is applicable (SAM™ TO-DC Credits 1.0 to 6.0). The Designer will 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 Tenant 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 POC Architect in the “Project Initiation Letter Response”.

Non-Terminal Tenants:

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

Please refer to link below:

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

Tenant and CDA Signage:

If 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 if a sign permit is required, it can only be obtained by a licensed sign contractor. All advertising, concessions, storefront and blade signs, with and without electrical components, require a sign permit from the Department of Buildings. Wayfinding or directional signage will not require a sign permit.

The Tenant must inform the CDA Point of Contact if the project requires CDA signage be removed, modified, or supplemented. A walk through with CDA will be scheduled to ensure CDA has adequate time to schedule the required signage work to occur during the construction phase. Please note that any CDA signage needing to be removed or relocated within the project area must be performed by CDA. If CDA signage is located within the project area, the Tenant must include in the construction documents that the contractor will adequately protect all CDA signage to ensure it is not damaged during construction.

FAA 7460:

A Federal Aviation Administration (FAA) Form 7460 (Notice of Proposed Construction or Alteration) may be required for certain projects that are expecting to use cranes or any other equipment that could

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impact the airport property due to height, civil, underground work, or building alterations. It is the responsibility of the Tenant to prepare and submit the Form 7460 online via <https://oeaaa.faa.gov/> for on-airport projects. Select the FAA Notice Criteria Tool on the website to determine if a 7460 is required. This should be confirmed with CDA. To learn more about the 7460 process, to complete the form, and for the FAA's contact information, please visit <https://oeaaa.faa.gov/>. Please note, this process takes approximately 60 days to complete.

Please refer to:

- **Common Exhibit (CE)-4: FAA 7460 Form**

Impacts to CDA Security:

The Tenants must notify CDA Point of Contact 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. If the scope of work includes any of these items, CDA Security must comply with TSA regulations. Conditions lasting less than 60 days require a TSA Change Condition, and conditions lasting 60 days or longer require a TSA Amendment. Both submittal processes require a TSA approval process of up to 45 days. Information on scope will be required by the Tenant to assist CDA Security with the process.

Building Permits:

Projects requiring building permits will require reviews with the Department of Buildings. Complex projects may require multiple reviews at various stages during the design process. These reviews are mandatory for more complex projects to familiarize the Department of Buildings with the project and to provide the Department of Buildings and CDA with productive input during the design process, thus avoiding issues later in the Design, Renovation, & Construction Procedures permit review process. The Tenants must coordinate the schedule for these meetings early on in the design process.

Timeframe for Design Reviews:

All CDA design reviews require a minimum ten (10) Business Day review period plus an additional five (5) Business Days for consolidation of comments and responding back to the Tenant. The Tenant will receive either a "reviewed as noted" or a "revise and resubmit" in the "Review and Conditions Letter". The letter will include the "Submittal Review Comments Form" spreadsheet containing all design review comments.

Response to Comments:

The Tenant is required to include responses to all review comments listed in the "Submittal Review Comments Form" spreadsheet, as well as any issues identified in the "Review and Conditions Letter" by CDA and any other reviewing agencies / departments. The spreadsheet column titled "Tenant Response" must be completed and accompany the next designated design submittal. The Tenant must also incorporate all review comments into the next designated design submittal. Failure to do so will affect the design review process timeline. All 100% response to comments are due at least ten (10) Business Days prior to requesting a pre-construction meeting.

End of STEP 2.0

STEP 3.0: Final CDA Document Review and Conditional Approval to Construct

3.1: Final CDA Document Submittal

When the documents are 100% complete, the Tenant will need to submit the final documents to CDA for review. If approved, CDA will issue a “Review and Conditions Letter” with a “Reviewed as Noted” status to the Tenant, and if applicable, a separate letter to the Department of Buildings, indicating the construction documents have been reviewed and approved, allowing for the start of the permit application process.

3.2: Pre-Permitting Drawing Set Review and Response

The Tenant is required to respond to all review comments listed on the Review Comments Form throughout all design phases. The Tenant is required to submit a Pre-Permitting Drawing Set for CDA review and approval prior to applying for the project required permits. If any or all review comments have not been incorporated into the Pre-Permitting Drawing Set, the set will not receive approval and / or no construction activities are able to take place until all review comments are incorporated.

3.3: Applying for Permit with the Chicago Department of Buildings

Following approval of 100% construction drawings from the CDA, the project is bid and construction contracts are awarded. It is necessary for the awarded contractor to apply for the required permits from the Department of Buildings and any other applicable state and federal authorities. The Tenant must coordinate the method, process and schedule for the permit application submittals as well as coordinate conduction of final inspections. It is the Tenant’s sole responsibility to follow-up on the permit issuance process. Note: the Description of Work on the permit must include the associated terminal (i.e. Terminal 2), the closest gate (i.e. E4), the project name and, if applicable, 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.

The O’Hare International Airport Official Address for permitting is as follows:

O’Hare International Airport

Insert Terminal, Concourse, and Building Number with Tenant Name

10000 W O’Hare St

Chicago, Illinois 60666

Please note: The Pin # for O’Hare is 12-08100-006-8001

The Midway International Airport Official Address for permitting is as follows:

Midway International Airport

Insert Terminal, Concourse, and Building Number with Tenant Name

5700 South Cicero Avenue

Chicago, Illinois 60638

Please note: The Pin # for Midway is 19-16-100-002-8001

Please refer to:

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- “E-Plan” at the following website: chicago.gov/buildings

3.4: Self-Certification

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 have prepared and sealed the permit drawings, completed Department of Building’s Self-Certification Training Class, and hold an active Self-Certification registration. Structural work cannot be self-certified.

For more information please visit: [Chicago Dept. of Buildings Self Certification Program](#)

End of STEP 3.0

STEP 4.0: Pre-Construction

4.1: Pre-Construction Meeting

Following completion of Steps 1-3, the construction phase of the process begins. The Tenant shall request a Pre-Construction Meeting with CDA as directed in the “Construction Document Approval” letter. Requests shall be submitted to CDA in a single email with attachments of all required documentation, please refer below:

- **Exhibit B:** ORD Pre-Construction Meeting Form
 - **Exhibit C:** MDW Pre-Construction Meeting Form
 - **Exhibit D:** ORD Pre-Construction Meeting Submittal Checklist
 - **Exhibit E:** MDW Pre-Construction Meeting Submittal Checklist
- All required city, state, and federal permits
 - FAA approved 7460 forms, if required
 - PDF of the stamped, approved building plans (if too large to email, please provide at the Pre-Construction Meeting)
 - 100% design submittal Response to Comments
 - CDA 100% Document Review Comments spreadsheet with completed responses by Tenant’s AOR/EOR
 - Transmittal letter or email to CDA Design & Construction POC, documenting that the comments have been sent
 - Certificate of Insurance (COI) documenting that all appropriate insurance has been obtained. All city contractors and subcontractors must provide a copy of the COI indicating “The City of Chicago and all of its designated representatives” as additional insured. Insured amounts should match requirements dictated in the Tenant’s lease / license documents.
 - Contractor’s safety representative documentation per CDA Construction Safety Manual (See **Section 6.3** for safety requirements and a link to CDA Construction Safety Manual)
 - Incident Notification Plan
 - **Exhibit F:** ORD Incident Notification Plan
 - **Exhibit G:** MDW Incident Notification Plan
 - Site Specific Safety Plan
 - Dedicated On-Site Safety Professional, to be approved by the CDA Safety Division
 - Resume showing a minimum of 3 years verifiable construction project safety experience
 - 30 hours Occupational Safety and Health (OSHA) card issued within the past 5 years
 - Current Automated External Defibrillator (AED) / Cardiopulmonary Resuscitation (CPR) certification
 - Stop the Bleed Certification
 - Construction schedule that includes: All phases from permit application through construction completion walkthrough, including expected Department of Building inspections
 - List of contractors / subcontractors with 24 hours phone numbers
 - Barricade plan and elevation showing signage/graphics with dimensions
 - Site plan showing staging, dumpster location, and haul route
 - Copy of ComEd electrical meter application if project requires a new electrical meter
 - Peoples Gas Service application if project requires new gas service

- Chicago Department of Water Management water meter application if project contains water service
- IT Construction Requirements form if new IT service or security access, etc. is required
- Specify whether or not any building system shutdowns will be necessary (i.e. fire protection, utilities, etc.). A 72 hour notification to CDA Facilities is required via Smartsheet.
- Required pre-construction forms for the Sustainable Airport Manual (SAM™) checklist
- Dig Book, if required (See **Section 4.2**)
- Traffic plan, if lane closure is necessary

CDA will arrange a pre-construction meeting and notify the Tenant of the meeting time and location. Every Pre-Construction Meeting must be attended, at a minimum, by the Tenant and the Tenant POC. The Tenant and construction manager shall answer any outstanding questions and exchange documentation. The Tenant shall submit one (1) hardcopy of all submittals listed above in addition to one (1) full size hardcopy set of stamped approved building plans. The Tenant must also state in the Pre-Construction meeting if this is the first project for the general contractor or any subcontractors at ORD or MDW.

The Tenant must present the approved CDA barricade graphic. If the size of the graphic precludes the Tenant from bringing it to the Pre-Construction meeting, the Tenant must provide proof that the graphic has been produced and is ready for installation. The barricade graphic must be installed within 24 hours of erecting the barricade.

During the Pre-Construction meeting, CDA will assign a point of contact for the construction phase of the project who will either be a CDA employee or a designated representative. CDA Point of Contact will act as the project coordinator in working with the Tenant, POC Architect and POC Contractor. All Tenant questions, coordination requests, changes in schedule, or adjacency / infrastructure impacts should be directed to the CDA Point of Contact.

Processes for all required Airport ID Badges and permits must be completed for every employee and vehicle involved in the project before work begins and should be substantially completed by the time of this meeting. Please refer to the Security ID Badging section at the end of this document for the badging process.

No construction may begin until all required documentation has been submitted and reviewed by CDA, and all required coordination is complete. Notice to Proceed to construction and Work Right of Entry will be given after the Pre-Construction meeting and through the Notice to Airport Users / eForm process within three (3) business days.

4.2: Construction Logistics Coordination

Prior to any construction, it is highly advised to establish a process for planning the support of construction activities that may occur throughout the airport, airside, across all programs (Capital Improvement Plan, Terminal Area Plan, Term, and Tenant) at ORD.

This includes but is not limited to:

- Contractor Signing
- Material Delivery and Storage
- Material Management Areas
- Haul Routes and Temporary Access Roads
- Batch Plants for Asphalt and Concrete Materials

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- Site Access
 - Trades Parking
 - Other related logistical issues

The Construction Logistics Coordination Meeting is a meeting of individuals representing all parties with an interest in the management, design and construction of projects at the airport. The parties include the CDA, Project Management Office, Capital Improvement Plan Construction Manager, CDA Operations and other stakeholders identified as having an interest in operational and logistic considerations related to the scope and planning of construction.

4.3: Dig Book

If any underground excavation work is included in the scope of work, a Dig Book will be required. A Dig Book is a series of forms that defines the process of locating, marking, and protecting existing underground utility lines in the vicinity of the project area. This is a process established by CDA and FAA for all underground excavation work at the Airports. These utilities may include lines for telecommunications, electrical distribution, natural gas, cable television, fiber optics, traffic lights, street lights, storm drains, water mains, and wastewater pipes. It is the responsibility of the contractor to submit the forms and receive approval from CDA Operations, FAA, and other applicable parties in a timely manner. For the step by step procedure and forms, contact the CDA POC for Dig Book Requirements.

- **Exhibit H:** CDA Dig Book Submission Procedure

End of STEP 4.0

STEP 5.0: Notice to Airport User Form (eForm)

5.1: Notice to Airport User Form (eForm)

For all Tenant projects, the Tenant is required to submit a Notice to Airport Users form. The Tenant 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 3 days in advance of the anticipated start of work to allow adequate time for review. Select the link below to learn more about how to submit a Notice to Airport Users Form for ORD and MDW.

- **Common Exhibit (CE)-5:** [ORD eForms Quick Reference Guide](#)
- **Common Exhibit (CE)-6:** [MDW eForms Quick Reference Guide](#)

Any work on the fire protection system within the Tenant 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 Tenant space which requires partial domestic water service shutdown should 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:** [Smartsheet Standard Operating Procedure](#)

End of STEP 5.0

STEP 6.0: Construction

6.1: Site Maintenance / Construction Administration

All permits and the Notice to User Form shall be prominently displayed on the exterior of the barricade in a frame approved by CDA. One (1) full size stamped set of drawings and the original permit must be kept on site at all times for use by CDA and the Department of Buildings during inspections.

6.2: Building Inspection

During construction, Contractor POCs must request inspections by Ventilation, Electrical, Plumbing, and New Construction Department of Buildings Inspection Bureaus on all projects with issued building permits, regardless of scope, 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 Department of Buildings for violation of licensing requirements against general and subcontractors. All rough and final inspections will conclude with the inspector signing the back of the original permit. If an inspector determines a walkthrough is not necessary or does not respond to the request for an inspection, the contractor must indicate on the back of the permit when the inspection was requested and the reason, if known, for an inspection not occurring.

Please note that the assigned Department of Buildings Chief Inspector for the project will not sign off on the permit if necessary inspections have not been completed. Department of Buildings inspections shall be scheduled via the web-based, on-line inspection scheduling system at <http://www.chicago.gov/buildings>. All requests for rough and final Department of Buildings inspections should be requested at least ten (10) Business Days in advance.

In addition, contractors must offer CDA and CDA POCs an opportunity to perform an inspection at demolition, rough, and final phases. The Tenant shall contact CDA Point of Contact for notification to the CDA terminal manager and CDA building engineer for demolition, rough and final inspections.

Demolition:

Once demolition is completed, CDA terminal manager and CDA building engineer shall be offered the opportunity to perform an inspection of the site prior to beginning construction.

Rough inspections:

All internal structural components and mechanical systems shall remain exposed for completion of the preliminary rough inspection by the appropriate inspectors. Drywall should be installed only upon verification of code compliance for any work performed on any altered structural and / or mechanical systems. In addition, while rough components and systems are exposed, the CDA terminal manager and CDA building engineer shall be offered the opportunity to perform an inspection.

Final Inspections:

Once the rough inspection is approved and the balance of construction completed, a final inspection must also be performed by Department of Buildings inspectors from bureaus having jurisdiction over the related work. In addition, the CDA terminal manager and CDA building engineer shall be offered the opportunity to perform a final inspection.

Non-compliance with any of the “Conditions of Approval” listed in the “Submittal Review Comments Form” may be just cause for CDA to order a work stoppage until corrective measures are completed and compliance is obtained. Any cost or claims due to this work stoppage shall be borne by the Tenant.

6.3: Safety

All Contractor POCs and the work they perform are subject to CDA Construction Safety Manual (see link to the document below). The Contractor POC's Safety Representative's credentials must comply with the requirements as outlined in the most recent CDA Construction Safety Manual and must be approved prior to beginning any work on the project. Copies of the Safety Representative's resume, OSHA card, AED / CPR card, Site Specific Safety Plan / Job Hazard Analysis (JHA), Incident Notification Plan and any other documentation as set forth in the CDA Construction Safety Manual must be submitted to CDA at the Pre-Construction Meeting.

CDA Safety will perform site safety walkthroughs during construction to ensure all work is being performed per the requirements of the CDA Construction Safety Manual. CDA Safety and CDA Point of Contact have the authority to stop work if unsafe conditions or practices are observed. All personnel including all visitors and truck drivers must follow guidelines outlines in the CDA Construction Safety Manual.

Please refer to:

- **Common Exhibit (CE)-8:** Construction Safety Manual

6.4: Security ID Badging

All companies needing access at the Airport in connection with the project having an operational need for access to the Secured Area, Security Identification Display Area (SIDA), Air Operations Area (AOA), and / or the Sterile Area must be properly registered as a "Tenant" in the Airport ID Badging and Access Control System (ID Badging or ID Badging System), or be sponsored by Tenant, before its employees may be issued ID Badges, and its vehicles issued airfield vehicle permits. Companies servicing an existing Airport Tenant must be sponsored by that Airport Tenant. All companies must be in compliance with CDA – Identification Badge Regulations and Practices containing Policies and Procedures and Rules and Regulations of CDA.

Registration of companies as "Tenants" in the ID Badging System, and employee screening / ID Badging procedures, are a lengthy, but mandatory process. The Tenant should keep this in mind when scheduling a project. Tenants are advised to begin this process at the earliest opportunity, become familiar with required procedures, and allow adequate lead time to preclude delays.

Airport ID badges, driving privileges, and airfield vehicle permits are as crucial to timely project completion as are required construction permits. Failure to understand, or comply with, ID Badging and vehicle permit / operating regulations can impose significant and costly project delays.

Requirements, and detailed instructions for obtaining required badges, driving privileges, and permits are provided in CDA Identification Badge Regulations and Practices and in the Ground Motor Vehicle Operation Regulations manual. These documents are available upon request from CDA.

Airport ID Badging and Control Access Website – <http://www.flychicago.com/badging>

Tenants must review and understand these procedures thoroughly, before attempting to obtain badges, driving privileges, or vehicle permits. Companies working on the project must complete the Employer Information and Authorization Form to register as a "Tenant" and designate an authorized Signatory (required if the company is not already established as a "Tenant" in the ID Badging System). Signatories must be established in accordance with the rules defined in the Handbook, which typically requires two (2) Business Days to accomplish upon submittal.

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The Access Control and Photo ID Badge Application is required to register company employees. The Company Vehicle Access Form-AIRFIELD must be completed to register all company vehicles.

NOTE: Please contact CDA POC for more information on badging.

For concession projects only: for all badging and vehicle permits, please refer to CDA's Concessions Projects Design and Construction Standard Operating Procedures (C-SOP) –

<https://www.flychicago.com/business/opportunities/vendor/pages/default.aspx>

ID Badges for Secured Areas:

Any individual working on the project having operational duties requiring access to a Secured Area of the Airport is required to obtain an ID Badge. Requirements for obtaining an ID Badge include the following: a successful completion of the Access Control and Photo ID Badge Application; favorable results of an FBI fingerprint-based Criminal History Records Check (CHRC); favorable results of a TSA Security Threat Assessment (STA); successful completion of the Security Identification Display Area (SIDA) training; and an understanding and commitment to comply with all federal and CDA regulations listed in the Handbook.

Depending on individual training and testing requirements, issuance of an individual applicant badge typically requires a minimum of two visits, per applicant, with approximately 1-3 hours per visit, not including travel to CARE Plus (or Unison in the case of concessionaires) and ID Badging. In addition, the required fingerprint-based investigations CHRC and STA typically require a minimum of ten (10) Business Days, per employee, to accomplish.

Applicants seeking airfield-driving privileges within the Airport airfield perimeter (AOA or Secured Area) must be trained and tested and, therefore, must be thoroughly familiar with the Ground Motor Vehicle Operation Regulations Manual to obtain the driving privileges.

Airfield Vehicle Permits:

If a project involves driving on the airfield, all vehicles driven on the movement or non-movement area (ramp, service roads, runways and taxiways) must be properly insured and registered with the ID Badging Office. While in these areas, registered vehicles must have a valid Vehicle Permit sticker affixed to the lower left (driver's side) of the windshield of the vehicle. All documentation should be submitted at least fifteen (15) Business Days before the expiration or new issue date of the Vehicle Permit with a valid Certificate of Insurance covering the vehicles identified.

Please refer to:

- **Common Exhibit (CE)-9:** Vehicle Access Form

6.5: Construction Meetings and Reporting

During construction, the General Contractor is required to provide the following project documentation and electronic documentation to the CDA POC:

- 1) Minutes from a weekly contractor led meeting (in person or via video conference) including the project owner and/or representative and CDA POC, at an agreed location (project site or POC conference room).
- 2) A weekly status summary report describing the progression of the work. The weekly status report must contain at a minimum the following:
 - a. Project title
 - b. Project number

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- c. Forecasted / actual start / completion date(s)
 - d. What construction occurred since the last weekly report
 - e. Revised three (3) week “Look Ahead” construction task schedule (CDA Design and Construction will determine if applicable to a given project)
 - f. What issues occurred and / or are projected
 - g. At least three (3) photos taken daily to document in-progress installation of materials or construction progress
 - h. Other items as requested by CDA
- 3) A revised overall schedule when necessary
 - 4) All Issued for Construction Drawings (IFC), addenda to the permit drawings, and resolved requests for information (RFIs) as they become available
 - 5) Daily Manpower Activity and Count Report, to be submitted by 10:00am every work day

6.6: 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 a 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 Tenant.

End of STEP 6.0

STEP 7.0: Substantial Completion

7.1: Substantial Completion Notification

Upon substantial completion and prior to opening / occupancy, the Tenant shall request a site inspection / completion walk through with CDA POC as instructed during the Pre-Construction meeting.

The CDA POC will notify the CDA terminal manager, the CDA building engineer, and any other attendees identified during the Pre-Construction meeting or as deemed necessary. If additional time is needed, the Tenant must coordinate such request through CDA POC.

7.2: Final Walk Through and Punch List

At the substantial completion walk through, the General Contractor will conduct a brief meeting to distribute and discuss the punch list items that have been identified by the architect and the proposed date of substantial completion. The General Contractor and Tenant must show proof of all final Department of Buildings and CDPH inspections, Certificate of Occupancy, Business and Liquor licenses and Certificate of Insurance, if applicable. If a Certificate of Occupancy is required as determined by the Department of Buildings, it will need to be submitted to CDA prior to any occupancy of the renovated or newly constructed space. It is the Tenant's responsibility to arrange for inspection by the Department of Buildings for the Certificate of Occupancy. The Tenant should identify meter locations which need to be properly labeled and provide the meter number and the room name of meter location(s).

After all attendees have completed the walk through, the parties will reassemble to discuss their punch list items with the Tenant and Contractor POC. CDA will review the Tenant'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. The Tenant location cannot open until these critical punch list items have been corrected.

End of STEP 7.0

STEP 8.0: Project Closeout

8.1: As-Builts and Record Drawings

The As-Built and Record Drawings (all required prints and electronic files) shall be transmitted to CDA Design & Construction POC, within ninety (90) days of substantial completion unless CDA has formerly approved an alternate time frame. The items listed below are required to support maintenance of accurate Airport facility records and future construction:

- 1) One (1) half size hard copy (min. 11" x 17") of As-Builts required: **As-Built and Record documents** are required to incorporate all changes made during the construction process (i.e., clouding of construction changes, contractor's red-line drawings, etc.)
- 2) One (1) USB Flash Drive of CAD, (and model files, if applicable) containing:
 - a. Native format authoring models (single discipline and federated)
 - b. Navisworks format viewing models (single discipline and federated)
 - c. All image files in PDF format
 - d. One (1) PDF of Final Record Drawings
 - e. One (1) PDF of the finalized SAM™ Construction Checklist and final SAM™ required forms
 - f. One (1) PDF of all O&M manuals for equipment being maintained by CDA
 - g. One (1) PDF of the building permit (both sides) with all required rough and final inspection sign-offs
 - h. One (1) PDF of the preventative maintenance schedule listing the systems and equipment that require preventative maintenance, scope of maintenance to be performed, frequency, and which entity is responsible
- 3) All concession related Tenant projects are required to include one PDF of the Tenant certified statement detailing the final improvement cost including change orders. All other Tenant projects shall be required to provide this information at CDA's request.
- 4) All concession related Tenant projects are required to include one PDF documenting the project's Minority Business Enterprise (MBE) / Women-owned Business Enterprise (WBE) participation as well as the City of Chicago residency. All other Tenant projects shall be required to provide this information in accordance with the requirements within the lease / licensing agreement or any reimbursement agreement for CDA payment of project costs.

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

O'Hare International Airport

Chicago Department of Aviation
Attn: Design & Construction
10510 West Zemke Rd.
Chicago, IL 60666
Email: ordtenantconstruction@cityofchicago.org

Midway International Airport

Chicago Department of Aviation
Attn: Design & Construction
5700 South Cicero Avenue
Chicago, IL 60638
Email: mdwtenantconstruction@cityofchicago.org

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 Tenant 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, 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 or relate to the guarantee. This warranty will 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 in the functioning and operation of pieces of equipment operating together as a functional unit. Any equipment or material that is repaired or replaced will have the warranty period extended for a period of one additional year from the date of the last repair.

8.5: Final Notice to Airport User Forms

The Tenant 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 completion walk through. An automatic email reminder will be sent to the Tenant / 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: Closeout Meeting



9.1: Closeout Meeting

A Closeout Meeting may be required at the discretion of CDA Commissioner. The Tenant is required to confirm if a Closeout Meeting is required with the CDA Point of Contact.

End of STEP 9.0

STEP 10.0: Supplemental Exhibits



These Guidelines should be read in conjunction with the Design and Construction Standard Operating Procedures Common Exhibits.

Please refer to links below:

- Tenant/Concessionaire Project SOP Common Exhibits (SOP-CE)
- Tenant Project SOP Exhibits (TSOP-E)
- Design Criteria Manual – Volume 1, Design Standards and Exhibits
- Design Criteria Manual – Volume 2, Specifications
- ORD Signage and Wayfinding Standards and Guidelines - **FORTHCOMING**

End of STEP 10.0

Revision History



Version 2014-07-01

All Sections: Initial Issue

Version 2020-08-01

All Sections: Major Revision

Version 2023-05-16

All Sections: Major Revision

Version 2023-10-18

All Pages: Added document control disclaimer to footers

Introduction: Added language for the right of entry

§ 4.1: Added language for the right of entry

Tenant Exhibit D: New Document / Exhibit

Common Exhibit (CE)-1: Modified timeline & categories

Version 2024-01-04

All Pages: Version update to title page and footers

§ 2.2: Added pdf submittal requirements