

**EXHIBIT 10**

**DESIGN AND CONSTRUCTION STANDARD OPERATING PROCEDURES –  
CONCESSIONS**



# Design and Construction Standard Operating Procedures

## Concessionaire Projects Standard Operating Procedures (C-SOP)

O'Hare International Airport

Midway International Airport

Chicago Department of Aviation

April, 25, 2024

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## Definitions

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

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

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

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

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

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

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

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

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

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

**CDA Concessions (CDA-C):** refers to the department within CDA responsible for the oversight of the concessions program or its Concessions Management Representative (CMR)

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

**CDA 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.

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

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

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

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

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

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

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

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

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

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

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

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

**Design and Construction Standard Operating Procedures; Concessions Projects (C-SOP):** refers to the guidelines established by CDA and CDA Concessions as the process by which all Concessions projects are reviewed and approved.

**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.

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

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

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**MOPD:** Mayor’s Office for People with Disabilities.

**MDW:** refers to Midway International Airport.

**ORD:** refers to O’Hare International Airport.

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

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

**Professional Services:** refers to the portion of the project involving design, coordination, or post-construction work including but not limited to design, code review, project or program coordination, etc. that is associated with, but not necessarily required for the concession location. Note that work performed by an employee of the Concessionaire does not count as Professional Services.

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

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

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

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

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

## Introduction

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

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

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

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

Please refer to:

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



## STEP 1.0: Project Initiation

### 1.1: Project Initiation Letter & Concept Proposal

Prior to the submittal of any design documents, the Concessionaire must submit to the CDA POC, Design and Construction, a Project Initiation Letter on the Concessionaire letterhead.

Please refer to the C-SOP Exhibits & PIL Submittal Check List.

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

#### CDA Point of Contact, Design and Construction

Chicago Department of Aviation

Aviation Administration Building (AAB)

10510 West Zemke Road

Chicago, IL 60666

Email (as applicable):

[ordtenantconstruction@cityofchicago.org](mailto:ordtenantconstruction@cityofchicago.org)

[mdwtenantconstruction@cityofchicago.org](mailto:mdwtenantconstruction@cityofchicago.org)

### 1.2: Project Initiation Letter Response

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

During the project initiation step, the Concessionaire 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

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

The concessionaire must request the As-Builts as early as possible so that all relevant information and the existing drawings shall be incorporated in their drawing set. Please refer to:

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

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## 1.4: Document Management System

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

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

**End of STEP 1.0**

## STEP 2.0: Design Review

All Concession improvement projects require review by CDA Design and Construction. The Concession POC shall perform a code review to determine what permits are required. If it is determined that the scope of work does not require permit(s), the Concession POC shall explain this determination. Otherwise, building permits need to be issued by the Department of Buildings. CDA encourages the Concessionaire 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 projects 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. Please refer to:

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

### 2.2: Design Submittals and CDA Review

The Concessionaire will submit to the CDA Coordinating Architect of Design and Construction, 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 "Response to Project Initiation Letter". The Concessionaire may also be required to conduct design-level presentations to CDA. All presentation requests will be addressed in CDA's "Response to Project Initiation Letter".

Both Plan Sets and Spec submittals must meet these criteria prior to submitting to CDA Design & Construction for review. If one or more of these criteria have not been met, it will be rejected by CDA Design & Construction. For help with setting up pdf files to meet this requirement, please go to [Working with Bookmarks \(bluebeam.com\)](#), [Page thumbnails and bookmarks in PDFs, Adobe Acrobat](#), or any other PDF editing software support for more information.

Below is a brief description of CDA's expectations 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 Concessionaire 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. The drawings should incorporate and comply with Exhibit C & C.30. 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.

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## 2.4: 30% Schematic Design (SD) Submittal CDA Response with Review

### Comments

Fifteen (15) Business Days after the completion of the Concept Presentation and having submitted all necessary Concept Presentation documents prior to the presentation, CDA will provide the concessionaire the review comments to be addressed in the Excel document and directions regarding the next design submittal by email.

## 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 designer's consultants including but not limited to mechanical, electrical, plumbing, structural, fire protection engineers, architects, and kitchen designers must make a site visit for all field verification. The Designer's site visit must be accompanied with CDA Concession POC.**

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 services 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 drawings should incorporate and comply with Exhibit C & C.60.** The submittal should include 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 with Review

### Comments

Within fifteen (15) Business Days of receiving the 60% submittal (design development) review set, CDA will provide the concessionaire the review comments to be addressed in an Excel document and directions regarding the next design submittal by email.

## 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 2.13 for a complete listing of required information. The drawings should have all the necessary information to bid and permit the project and are in compliance with all local, state and federal requirements and codes. **The drawings should incorporate and comply with Exhibit C & C.90.** 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.

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

Within fifteen (15) Business Days of receiving the 90% submittal (pre-final construction) review set, CDA will provide concessionaire the review comments to be addressed in excel document and directions regarding the next design submittal by email.

## 2.9: 90% Pre-Final Construction Document (CD) Site Review Meeting

Following Response to 90% submittal letter, Concessionaire and CDA to schedule onsite or virtual conference meeting to review any open comments.

## 2.10: 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. **The drawings should incorporate and comply with Exhibit C & C.100.** 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.

## 2.11: 100% Final Construction Documents (CD) Submittal CDA Response Letter 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 Final submittal letter" to the Concessionaire along with a CDA Buildings Letter which notifies and permits the Concessionaire to submit the project to the Department of Buildings.

## 2.12: Design Requirements

### General Requirements:

The following general technical design items will be reviewed by CDA on all Concessionaire designs, as applicable. Please reference all checklists shown in C-SOP Exhibits document, Exhibit C.

- 1) Verify design is in accordance with All current applicable Codes.
- 2) Comply with CDA Design and Construction Standards and Specifications and SAM™ Prerequisites.
- 3) For tenant/concession projects, drawings need to identify previous use of space, particularly when the use of the space is changing, like a storage closet to occupied space.
- 4) Title blocks always need a key plan showing the location within the airport.
  - I. This should include floor level.
- 5) Include the egress path and the exit distance in the Life Safety Plan.
- 6) Any space adjacent to the tenant/concession needs to be labeled.
- 7) Copy-in self-certificate Architect when contacting DOB with specific project code-related questions.
- 8) **The drawings should incorporate and comply with Exhibit C.**

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### Mechanical Component Requirements:

The following mechanical technical design items should be shown on all Concession 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 Concession System(s) **BEFORE** to confirm existing data available & **AFTER** to document the existing/altered HVAC systems data vs. required Concession Design Requirements
- 2) Provide complete HVAC Ventilation Schedule indicating CFM-air changes required per Code, 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*.
- 6) For open-ceiling style retail and Kiosks, provide heat calculations from all proposed equipment.

### Electrical Component Requirements:

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

- 1) A site visit with CDA POC and Concessionaire / Architect POC and Contractor POC to the facility prior to beginning design is required.
- 2) Review total electrical load calculations to determine if the electrical service to the newly remodeled OR the existing space is adequate for the required loads. Distance from electrical service source to new space should be shown. Calculations must be completed at 60% level of design.
- 3) Submit all COMED service application request forms to CDA Utilities Team for coordination when requesting a separately metered electrical source for Concession 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](mailto:ordtenantconstruction@cityofchicago.org) or [mdwtenantconstruction@cityofchicago.org](mailto:mdwtenantconstruction@cityofchicago.org)**
- 4) Check and coordinate loads shown on electrical power plans against mechanical, plumbing, fire protection, and/or architectural equipment lists.
- 5) Lighting fixture schedules should show voltage and input watts of each fixture.
- 6) Complete panel schedules should be shown. Update existing panel schedules with updated circuit information.
- 7) Review circuiting designations of all electrical equipment including mechanical, IT, lighting fixtures and receptacles. Circuit loading must be to Chicago Electrical Code allowed values.
- 8) Balance loads on phases of all new panel boards to within 5% of each other.
- 9) Place this note on all design review submittals: "The design shall be in accordance with the requirements of the Chicago Electrical Code, Chicago Department of Aviation Design Specifications, Chicago Airport Systems Design and Construction Standards, and CDA Concessionaire SOP for Design and Construction."
- 10) Utilize Energy-saving devices per the direction given in the SAM™ (Note: devices carrying the "Energy Star" rating usually qualify).
- 11) Provide details on electrical demolition drawings so that contractors can submit accurate bids.
- 12) Show electrical equipment room locations. Provide code-required clearances and accessibility for all electrical equipment utilized for the design.
- 13) Check coordination between architectural reflected ceiling plan and electrical lighting plan.
- 14) Check coordination between mechanical ceiling plan and electrical lighting plan.
- 15) Check coordination between architectural millwork plan, electrical power and receptacle plan.

- 16) Check coordination between architectural signage and electrical lighting plan if signage is illuminated or requires electrical power for operation.
- 17) 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.
- 18) Electrical lighting switches and receptacles shall be installed in accordance with ADA and "Mayor's Office for People with Disabilities" requirements.
- 19) Make sure all drawings have proper building column line designations, north arrow directional information, and key plan, in coordination with the architectural plans submitted.
- 20) One line diagram (from Source to End Panel) and associated elevations of equipment shall be provided.
- 21) Provide Short Circuit Interrupting Ratings of all Over Current Protective Devices specified.
- 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.
- 24) Provide single line diagram including electric meter.
- 25) Show location of electrical meter in plan with room name and number.
- 26) Feeder and branch circuits shall be sized such that they shall not exceed 80% of the feeder or branch circuit rating respectively.
- 27) 25% minimum space capacity shall be included in each component in the design of each system.
- 28) If signage is electric, permit via electrical permit is required.
- 29) Balance panel phases to within 10% of one another.

#### **Plumbing Component Requirements:**

The following plumbing design items should be shown on all Concession 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, Electric Hot Water Tank-expansion tank-piping-return piping-blow downs-mixing valve assemblies, flue(s), EM Drain Pan under Hot Water Tank, ID labeling, wall/floor penetration(s), pipe hangers & supports, Vibration Isolators, etc.
- 2) Submit all Peoples Gas service application request forms to CDA Utilities Team for coordination when requesting a separately metered gas service for tenant or concession work. **A copy of the completed application must be emailed to [ordtenantconstruction@cityofchicago.org](mailto:ordtenantconstruction@cityofchicago.org) or [mdwtenantconstruction@cityofchicago.org](mailto:mdwtenantconstruction@cityofchicago.org)**
- 3) Provide complete plumbing requirements and schedules.
- 4) Provide water metering for all Concession spaces.
- 5) Grease trap at food and beverage establishments.
- 6) All valves need to be within arm's reach. Do not locate valves in the ceiling.

#### **Fire Protection Component Requirements:**

The following fire protection design items should be shown on all Concession 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.
- 3) Provide fire suppression system (Ansul) at kitchen hood.

**Life Safety Plan Requirements:**

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

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

**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.
- 4) Provide photos for the existing ceiling, all sides of wall finishes, and floor finishes on the demolition plans.

**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. The process can be found in the [City of Chicago :: Chicago Department of Public Health](#)
- 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.
- 3) Compliance with the Chicago Department of Public health (CDPH).

**IT and Telecommunications Component Requirements:**

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

- 1) Coordinate any IT & Telecommunications needs with CDA POC for additional instructions as required.
- 2) Infrastructure space and capacity must be field verified when proposing to occupy existing duct banks, 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 Concessionaire project.



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#### Security Component Requirements:

All Security-related design items should be shown on all Concessionaire 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, e.g., Moving an existing security camera.

#### Safety Component Requirements:

All Safety-related design items should be shown on all Concessionaire 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:

All Utility Service-related design items should be shown on all Concessionaire 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.

#### Environmental Component Requirements:

All Environmental related design items should be shown on all Concessionaire 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) Asbestos / lead-based paint / mold building alteration or demolition
  - I. Asbestos & lead-based paint (LBP)
    - A. 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.
    - B. If asbestos survey findings report that asbestos-containing material (ACM) is found and has the potential to be disturbed during construction, then the Concessionaire 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.

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- C. If LBP survey findings report that LBP is found and has the potential to be disturbed during construction, then the Concessionaire 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
- A. All projects involving building alterations, renovations, or demolitions may, at the Concessionaire's discretion, conduct a mold study to verify the presence or absence of mold growth. The presence of mold is more likely in environments that have moisture problems.
    - a. If mold is observed, the Concessionaire should seek the involvement of a mold remediation contractor regarding proper mold removal prior to building alteration.
- 2) Equipment with Air Pollution Emissions:
- I. Any project that involves the installation, removal, or modification of equipment that 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.
- 3) Impacts and changes to the AOA or airfield fence
  - 4) Building alteration that changes the footprint of the building.
  - 5) Project work that adds or changes paved areas.

Concessionaire 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 Concessionaire 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 Concessionaire's lease/license boundaries need to be clearly identified on all drawings, communicated to CDA Point of Contact and, if applicable, coordinated with the Concessionaire of the impacted space during the project's design phase. 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 construction components 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 Concessionaire and Architect POC's ability during the design phase. Concessionaire must ensure due diligence is undertaken to determine the exact locations of all system tie-ins and to provide a design that requires minimal system shutdowns in order to avoid the project being assessed multiple shutdown fees. 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 nighttime.

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#### **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 the barricade will obstruct fire protection, cameras, and any other fixtures) must be included on the demolition drawing of the design submittal for review and approval by **CDA team including CDA security team**. 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:

- **Common Exhibit (CE)-4: CDA Style Guide Construction Barricades**

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 Concessionaire:**

Included with each design submittal, the Concessionaire 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 Concessionaire 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 (TO-OM) checklist is not required for construction projects.

The SAM™ checklist submittal is applicable to most Concession projects. The applicability is based mainly on the size and scope of the project. The determination of whether a SAM™ checklist is required will be made by CDA and will be communicated to the POC Architect in the "Response to the Project Initiation Letter".

##### **Non-Terminal Concessionaires:**

Concessionaires 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 Concessionaire's may include FBOs, cargo/freight operations, or other commercial or retail entities.

Please refer to link below:

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

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

The Concessionaire must inform the CDA if the project requires existing building signage to be removed, modified, or supplemented; any Airport signage to be removed or relocated within the project area shall be reviewed and approved by the CDA. Some unit locations do require moving existing Airport signage. The Concessionaire shall be responsible for all costs to relocate or modify building signage. If Airport signage is located within the project area, the Concessionaire must include in the construction documents that the contractor will adequately protect all Airport signage to ensure it is not damaged during construction.

### FAA 7460-1:

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

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

Please note that this process takes approximately 60- 90 days to complete.

- Refer to: **Common Exhibit (CE)-5: FAA Approved 7460-1 F**

### Impacts to CDA Security:

The Concessionaire 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 Concessionaire to assist CDA Security with the process.

The costs to move existing security devices, including cameras, are at the sole discretion of the CDA and may be the responsibility of the Concessionaire, depending on the device location, impacts on the building security operation, and timing related to the scope of work. Further, any modification to the base-building PA system must be reviewed by CDA Security, and additional speakers or replacement speakers may be required to be integrated into the Concessionaire lease space.

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

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### **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 Concessionaire must coordinate the schedule for these meetings early on in the design process.

### **Timeframe for Design Reviews:**

All CDA design reviews typically 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 Concessionaire, who 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.

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

### **Response to Comments:**

The Concessionaire 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 “Concessionaire Response” must be completed and accompany the next designated design submittal.

The Concessionaire must also incorporate all review comments into the next designated design submittal. In case the Concessionaire has any disposition, the written response letter should be submitted into the next design submittal. Failure to do so will affect the design review process timeline. All 100% responses to comments are due at least five (5) 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 Concessionaire 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 Concessionaire, 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 Concessionaire is required to respond to all review comments listed on the Review Comments Form throughout all design phases. No construction activities can take place until all review comments are resolved.

### 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 Concessionaire must coordinate the method, process, and schedule for the permit application submittals as well as coordinate conduction of final inspections. It is the Concessionaire'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.

Please refer to: "E-Plan" at the following website:

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

### 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 held an active Self-Certification registration. Refer to Step 6.3 Chicago Department of Public Health and Liquor License For more information please visit: Chicago Dept. of Buildings Self Certification Program

### 3.5: MOPD Review

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

End of STEP 3.0

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## STEP 4.0: Pre-Construction

### 4.1: Pre-Construction Meeting

The Concessionaire POC shall request a Pre-Construction Meeting through CDA POC (CDA Concession Project Administrator) as directed in the final CDA review comments. All Pre-Construction documents must be compiled, and electronic copies sent to the CDA (CDA Concession Project Administrator) prior to scheduling the Pre-Construction Meeting. The Pre-Construction Meeting can be scheduled no sooner than (3) three business days after the final pre-construction document is received.

CDA or the CDA POC (CDA Concession Project Administrator) will schedule a Pre-Construction Meeting and notify the Concessionaire of the meeting time and location. At the Pre-Construction Meeting, the Concessionaire and their representatives should be prepared to answer any questions regarding the required documentation and the proposed construction. If applicable, the General Contractor must provide proof that the barricade graphic has been produced and is ready for installation; the barricade and graphic must be installed within (7) seven business days from the start of construction. The Pre-Construction Meeting will NOT take place until MBE/WBE Compliance Plans have been reviewed and accepted by the CDA. Please refer to **Step 9** for more information on compliance.

Following Barricade coordination is required prior to the Pre-Construction Meeting. For more information about barricade:

- GC to tape out LOD lines and Barricade layout out at the site prior to pre-construction meeting for CDA team AND CDA Security team to review.
- Schedule an on-site meeting with the CDA team including CDA security team to review the LOD layout.
- Graphics and timeline to be communicated.
- Barricade material and construction to be outlined with execution of anchoring or tie-ins.

Refer to CDA Common Exhibit (CE)-4: CDA Style Guide Construction Barricades

At the conclusion of the pre-construction meeting, CDA will determine if the documentation and Concessionaire's response to any questions are complete and, if so, CDA will issue a letter authorizing construction to start. Note that an eForm must also be submitted and approved before construction can start. Please refer to **Step 5** for more information on the eForm.

### 4.2: Pre-Construction Documentation

It is the Concessionaire's POC's responsibility to compile and submit the required documentation in a timely manner in order to maintain the overall project schedule. The list of required documents can be found in Exhibit D. Allow two (2) to four (4) weeks to acquire badging, vehicle permits, building permits and other necessary pre-construction documentation, identified below. Processes for all required Airport badges and permits must be completed for every employee/worker and vehicle involved in the project before work begins. Construction will NOT begin until all required documentation has been submitted and reviewed by the CDA POC (CDA Concession Project Administrator). Pre-construction document submittal shall include the following: one (1) full-size hard copy set of stamped approved plans by the Department of Buildings, one (1) half-size set of stamped approved plans by the Department of Buildings, and one (1) PDF of stamped plans approved by the Department of Buildings.

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The **Pre-Construction Documentation** includes the following:

- Exhibit D:** Pre-Construction Meeting Checklist
- Exhibit D.1 & D.2:** Pre-Construction Meeting Form
- Common Exhibit (CE)-5:** FAA Approved 7460-1 F
- Exhibit D.3:** Impact to CDA Security and TSA Approval
- Exhibit D.4:** Certificate of Insurance (COI)
- Common Exhibit (CE)-9:** CDA Construction Safety Manual
- Exhibit (CE)-1:** Development Process Overview Average Timeline
- Exhibit D.6:** Safety and Security Plan & CDA Safety Manager Credentials
- Exhibit D.7 & D.8:** Incident Notification Plan
- Exhibit D.9:** Building Permit (example)

### 4.3: Logistics

The General Contractor must develop a logistic plan prior to the Pre-Construction Meeting. The logistic plan should identify the following:

- 1) **Hours of Construction are 10:00 PM to 5:00 AM**, unless approved otherwise by the CDA.
- 2) Obtain employee/worker and vehicle badging, employer /worker information, authorization forms, and permits. (See **Exhibits D.10 & D.11**)
- 3) Identify dock location for deliveries / Determine dumpster locations. (See **Exhibit D.12 & D.13**)
- 4) Determine site access / Elevator matrix & maps. (See **Exhibits D.14 - D.17**)
- 5) Vehicle Access Form - Airfield (See **CDA Common Exhibit (CE)-10**)
- 6) Operations Plan - Material delivery and debris removal. (See **Exhibit D.18**)
- 7) Create a detailed project schedule that identifies all work phasing.
- 8) Identify any building systems that will be required to be shutdown.
- 9) All material storage and staging areas, should be off-site or within the barricaded concession area; and
- 10) Contractors and Sub-Contractors new to the Airport are required to perform onsite facilities training. The CDA POC will facilitate a meeting date time.

Please refer to **Step 4.2** for where O'Hare and Midway Pre-Construction Submittals should be sent.

### 4.4: Pre-Construction Meeting Attendance

The following is a list of required attendees: Concessionaire and/or Owner's representative(s); General Contractor's, Project Manager, Superintendent, and Safety Manager. Concessionaire's design consultant's attendance is optional. The CDA Concessions POC will notify all Airport stakeholders necessary to attend the meeting.

**End of STEP 4.0**



## STEP 5.0: Notice to Airport User Form (eForm)

### 5.1: Notice to Airport User Form (eForm)

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

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

Any work on the domestic water service within the Concession space which requires partial domestic water service shutdown 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)-8:** [CDA Smartsheet SOP](#)

**End of STEP 5.0**

## STEP 6.0: Construction

### 6.1: Site Maintenance / Construction Administration

All permits, user forms, emergency contact directory, and construction alerts shall be prominently displayed in a locked glass display cabinet 30" high by 36" wide approved by the CDA. One full size stamped set of drawings and the original permit must be kept on site at all times.

### 6.2: Building Inspections

Department of Buildings Inspection Bureau will be conducting inspections throughout construction. Contractors must request inspections of ventilation, electrical, plumbing, and new construction 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 Chicago Department of Buildings for violation of licensing requirements against the General Contractor and subcontractors.

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

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

- Ventilation Department – (312) 743-3573
- Electrical Department – (312) 743-3622
- Plumbing Department – (312) 743-3572
- New Construction Department – (312) 743-3531

In addition, contractors must offer the terminal manager and building engineer an opportunity to perform an inspection at demolition, rough, and final phases. The Concessionaire shall contact the CDA Concessions POC to coordinate these inspections.

### 6.3: Chicago Department of Public Health Inspections and Liquor License

Food establishments and retail establishments serving food require a health inspection to be conducted by the Chicago Department of Public Health (CDPH). Concessionaires applying for a liquor license require a separate inspection coordinated by the Business Affairs and Consumer Protection Department, in addition to the Department of Buildings inspections. For both inspections, allow one (1) to three (3) weeks to schedule and obtain a final inspection and certificate. Please note, the construction barricade cannot be removed until applicable licenses and inspections are complete.

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

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

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

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

[City of Chicago :: Business Licenses](http://City of Chicago :: Business Licenses) or call (312) 744-6249.

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## 6.4: Safety and Security Plan

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

Please refer to link: CE-9

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

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

## 6.5: Demolition

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

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

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## 6.6: Construction Meetings and Reporting

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

- 1) Bi-Weekly Meeting: Minutes from a Bi-weekly contractor led meeting (in person or via telecom) including the project owner and/or representative and CDA POC, at an agreed location (project site or POC conference room).
- 2) Additional meeting: CDA POC will request any additional meetings upon any specific issues.
- 3) A weekly report: 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
  - 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 / CDA Concessions 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.
  - h) Other items as requested by CDA.
- 4) A revised overall schedule when necessary
- 5) All Issued for Construction Drawings (IFC), addenda to the permit drawings, and resolved RFIs as they become available.

## 6.7: Non-Compliance and Unauthorized Construction

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

**End of STEP 6.0**

## **STEP 7.0: Substantial Completion**

### **7.1: Substantial Completion Notification**

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

- (1) The Concessionaire's architect should compile their punch list items. The Concessionaire or concessionaire's architect will provide a copy of their punch list to CDA for review prior to the walk through.
- (2) The concessionaire will receive final CDPH and Department of Buildings inspector's approval before the substantial completion walk through.
- (3) The substantial completion walk through must occur 5-10 business days prior to concessions opening.

### **7.2: ADA Compliance Check**

The General Contractor and Concessionaire must comply with the current Federal, State, and local Accessibility Code.

The ADA Floor Plan such as the fixture layout plan or the accessible seating plan must be displayed in a 11x17 frame at the back of the house. The General Contractor and Concessionaire must submit the ADA compliance letter by the Concessionaire's architect, it will need to be submitted to CDA prior to any occupancy of the renovated or newly constructed space.

The Concessionaire must always comply with the most current Accessibility Code.

### **7.3: 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 they have identified and the proposed date of substantial completion. The General Contractor and Concessionaire must show proof of all final Department of Buildings and CDPH inspections, Certificate of Occupancy, Business and Liquor licenses and Certificate of Insurance. If a Certificate of Occupancy is required as determined by the Department of Buildings, it will need to be submitted to the 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 Concessionaire should identify meter locations to be properly labeled and provide the meter number and the room name of meter location(s).

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After all attendees have completed the walk through, the parties will reassemble to discuss their punch list items with the Concessionaire and General Contractor. CDA Concessions will review the Concessionaire's architect's punch list and relay any additional items identified during the substantial completion walk through on a separate punch list. Any punch list items that are noted as critical and thus require immediate correction will be identified during the substantial completion walk through. The concessions' location cannot open until these critical punch list items have been corrected.

Within five (5) business days after the substantial completion walk through, the Concessionaire, Concessionaire's architect, and/or the contractors will consolidate all agreed upon punch list items and issue via e-mail, a composite formal punch list. This list will be distributed to all parties invited from the substantial completion walk through. The Concessionaire's architect will also submit their substantial completion letter to the CDA.

Depending on issues presented, CDA will determine which option below is acceptable.

***For Retail Concessions:***

- (1) Concessionaire may proceed to stock, train, and open their concession, while non-critical punch list repairs continue.
- (2) Concessionaire may stock and train for their concession but cannot open until the identified critical punch list items are corrected.
- (3) Concessionaire may NOT stock, or train for, or open their concession until the identified critical punch list items are corrected.

***For Food and Beverage Concessions:***

- (1) Concessionaires may proceed to train, furnish, and prep their food and beverage, while non-critical punch list repairs continue.
- (2) Concessionaire may proceed to train, furnish, and prep their food and beverage but cannot open until the identified critical punch list items are corrected.
- (3) The Concessionaire may NOT furnish, prep, or train for their facility until the identified critical punch list items are corrected.

CDA Concessions will review and then issue a response/acceptance letter back to the Concessionaire or Concessionaire's architect after receipt of the substantial completion letter. **The concession location cannot open until they have received CDA Concession's notice to open.**

The Concessionaire will track the completion of the punch list and periodically send CDA the list of completed and outstanding punch list items (with the reason for incomplete items and lead times for materials not immediately available). **Please note, that the construction barricade may not be removed without written approval from CDA Concessions.** The General Contractor is to complete the punch list items within thirty (30) business days of the initial walk-through or as dictated in the Concessionaire's signed Lease and License Agreement.

If after thirty (30) business days, the punch list items remain incomplete CDA may elect to:

- Impose a fine of \$200 per item, per day, until the work is finished.

If after sixty (60) business days, the punch list items remain incomplete CDA may elect to:

- Hire contractors to complete the work at the Concessionaire's expense.

---

The punch list completion tracking document will be sent to CDA Concessions for review within the thirty (30) business day period after the substantial completion walk through takes place. All punch list items should be resolved to the satisfaction of CDA or include an agreed upon completion schedule.

#### **7.4: Business License and Certificate of Insurance**

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

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

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

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

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

#### **7.5: ComEd Verification of Meter(s)**

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

For more information call (877) 426-6331.

**End of STEP 7.0**

## STEP 8.0: Project Closeout

### 8.1: Close Out Documents

The Concessionaire's architect and engineer of record must transmit to the CDA POC as dictated in the **Concessionaire's signed Lease and License Agreement** all architectural and engineering "As-Built Documents". If no time is specified, then the "As-Built Documents" must be submitted within thirty (30) business days. The items listed below are required to support maintenance of accurate facility records and future construction. The Concessionaire must submit two (2) copies of the below documents on USB memory stick and (1) half size hard copy:

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

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

**O'Hare International Airport Contacts**  
CDA Aviation Administration Building  
Attn: Coordinating Architect, Design and Construction  
10510 West Zemke Rd.  
Chicago, IL 60666  
cc: [ordetailconstruction@cityofchicago.org](mailto:ordetailconstruction@cityofchicago.org)

**Midway International Airport Contacts**  
CDA Aviation Administration Building  
Attn: Coordinating Architect, Design and Construction  
10510 West Zemke Rd.  
Chicago, IL 60666  
cc: [mdwretailconstruction@cityofchicago.org](mailto:mdwretailconstruction@cityofchicago.org)

In addition, the following close out documents must be transmitted to the CDA POC as dictated in the Concessionaire's signed Lease and License Agreement. If no time is specified, then the documents must be submitted within sixty (60) business days.

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

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## 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](mailto:samdocs@cityofchicago.org). These forms include:

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

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

## 8.3: Contractor Warranty

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

## 8.4: Subcontractor's Manufacturer's and Equipment Warranties

The General Contractor must ensure that all required subcontractors, manufacturers, and equipment warranties are passed on to the CDA. The warranties must include the name of the project as designated in the contract documents, and project reference number and must be signed by an officer of the company having authority to provide the warranty. Include wording such as "this document serves as a (list duration of the warranty) written guarantee for the work performed, and the material and equipment installed on the above-referenced project. This warranty incorporates all provisions of the contract documents that refer to or relate to the guarantee. This warranty 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 Concessionaire shall close out the Notice to Airport Users Form by electronically attaching a PDF of the permit's front and back showing inspector sign-offs, by entering the substantial completion date, by entering the completion walkthrough date, and by entering the anticipated submittal of redlined drawings which must be within 30 days of the completion walk through. An automatic email reminder will be sent to the Concessionaire / Contractor POC if this information is not entered into the Notice to Airport Users Form on or before the scheduled substantial completion date.

**End of STEP 8.0**

## STEP 9.0: Compliance Overview

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

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

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

**MBE and WBE participation shall be separately documented for Construction Services and Professional Services.**

### 9.2: Required MBE and WBE Documentation

Required compliance documentation will be submitted through the web-based Retail Management System ("RMS") which is the City of Chicago, Department of Aviation's, secure concession portal. All compliance reporting must be submitted electronically using RMS.

The Concessionaire and General Contractors are required to enter the Compliance Plans, Certified Payroll and Sworn Statements into RMS. Once the Concessionaire selects a Professional Service Contractor and General Contractor, the designated Concessionaire POCs will be provided with RMS login information. The RMS links and User Guide are listed below. All required documents must be submitted electronically using RMS.

- RMS Portal: [Retail Management System \(airportware.com\)](https://airportware.com)

### 9.3: MBE and WBE Compliance Plans

Once the Final or 100% Construction Document Submittal is approved by CDA (see Step 3.0), and the Concessionaire has selected a General Contractor, then the Concessionaire is required to submit, via RMS, the Concessions' Compliance Plans: Affidavit of Concessionaire, Affidavit of Prime Contractor for Construction. This includes a selection of MBE, WBE, and Non-Minority Sub-Contractors.

- Concession's Compliance Plan – Affidavit of Concessionaire
- Concession's Compliance Plan – Affidavit of Prime Contractor

#### **PLEASE NOTE:**

**If at any point during the construction phase of the project, there is a change in MBE or WBE participation, the CDA POC must be immediately notified.**

Resource:

To aid in outreach efforts to meet or exceed the City of Chicago's Construction and Professional Services Program goals, a list of City of Chicago certified MBE and WBE firms may be found at:

- [https://www.cityofchicago.org/city/en/depts/dps/supp\\_info/process\\_improvements.html](https://www.cityofchicago.org/city/en/depts/dps/supp_info/process_improvements.html)
- <http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>

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#### MBE and WBE Good Faith Efforts:

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

#### PLEASE NOTE:

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

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

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

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

- City Resident Construction Worker Employment & Certified Payroll Requirements
- Excel Certified Payroll Worksheet (example)

### **9.5: Compliance Close-Out Documents**

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

- Concession's Sworn Statement – Affidavit of Concessionaire
- Concession's Sworn Statement – Affidavit of Prime Contractor for Construction Services

**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 the documents below; the link can be found on the Fly Chicago website.

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

1. [ORD Concessionaire Design Guidelines](#)
2. [MDW Concessionaire Design Guidelines](#)
3. [CDA Concessions Exhibits \(C-SOP Exhibits\)](#)
4. [Construction Safety Manual](#)
5. [Concessions Construction Barricade](#)

**End of STEP 10.0**

## Revision History

### Version 2014-07-01

All Sections: Initial Issue

### Version 2020-08-01

All Sections: Major Revision

### Version 2023-10-18

All Sections: Major Revision

### Version 2024-01-04

All Pages: Version update to title page and footers

§ 2.2: Added pdf submittal requirement

### Version 2024-04-25

All Sections: Minor Revision

added general Notes checklist.

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

Updates links & embedded exhibits within.

MOPD Review.

Impacts to CDA Security

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

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**CDA**

Chicago Department  
of Aviation

# Design and Construction Standard Operating Procedures

## Concessions Projects (C-SOP Exhibits)

O'Hare International Airport

Midway International Airport

Chicago Department of Aviation

April 25, 2024

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## Exhibit A: Project Initiation Letter (PIL) and Concept Design Submittal Checklist

The following indicates the minimum requirements of the Project Initiation Letter Submission (incomplete submittals may delay your project schedule):

- 1. Concessionaire's Point of Contact (POC) name(s), phone number(s) and email(s).
- 2. Concessionaire's Architectural/Engineering firm's (if applicable) POC name(s), phone number(s) and email(s).
- 3. Narrative of the Intended Project Scope including architectural and engineering work
- 4. Photos of the Current Conditions of the Project Location (showing adjacencies / provide at least 6 photo attachments).
- 5. Proposed Location Key Plan (if the project is within the terminal facilities, show column lines, and tenant lease/license line.
- 6. List of all items that need to be relocated (advertising, phones, vending devices, internet kiosks, charging stations, AED's, fire extinguishers, CDA signage, public address speakers, mechanical/electrical/plumbing equipment, etc.)
- 7. Provide CDA LOD Lease/License Outline Drawing (LOD); clearly identify any changes to boundary line.
- 8. Schematic Design Colored perspectives, Demolition, Architectural, and Engineering (when applicable) drawings defining the basic parameters of the project and any impact to Airport base building:
  - One (1) full-size hard copy.
- 9. Estimated Construction Cost.
- 10. Preliminary Project Schedule
- 11. Indication if the Project is going to be self-certified.
- 12. Indication if this is the first time the designer has performed work at either ORD or MDW.

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### Other Information

- ◆ The checklist is to be turned into CDA's designated representative with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant.

Exhibit A.1: Submittal Review Comments Form Concessions (Image is shown for reference only)



**O'HARE / MIDWAY - TENANT / CONCESSION PROJECT REVIEW  
SUBMITTAL REVIEW COMMENTS FORM**

Project Name:		Reviewing Agency:	Agency
Project No.: ITH		Reviewed By:	Name
Milestone:		Review Date:	Date
Consultant:			
Comment Due Date:			
		Comment Closeout Mtg:	Response By:
NO.	DWG NO./ SPEC NO./ SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY: Name
1			VENDOR / TENANT RESPONSES
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

---

## Exhibit B: Designer's Request for CDA Design Standards Variance Form

Form can be found on the following page:



Aviation Administration Building  
10510 W. Zemke Circle  
Chicago, Illinois 60666

---

## DESIGNERS REQUEST FOR CDA DESIGN STANDARDS VARIANCE

Project Name:

Project Number:

Specification Reference:

Drawing Reference:

Design Standard to be altered:

Designer of Record:

Subconsultant (as applicable):

Rationale for Design Standards Variance:

Cost Implications:

Effect to any other Scope of Work:

Code/Permit Implications:

O&M Implications:

Designer must submit redlined Specification and associated side by side comparison of data for Standard vs. Proposed Variance. Exhibits attached to this request:

CDA Technical Advisor approval signature:

CDA Representative approval signature:

---

## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes

The following general technical design items will be reviewed by CDA on all Concessionaire designs, as applicable.

### General Notes:

- 1. The Architect and Concessionaire shall provide RMS/Compliance Plan information (Design and Construction) prior to the 90% submittal. The Pre-Construction meeting cannot be scheduled until the Compliance Plan is reviewed and approved by CDA.
- 2. All permits, user forms, emergency contact directory, and construction alerts shall be prominently displayed in a locked glass display cabinet 30 inches high x 36 inches wide mounted to the approved construction barricade.
- 3. All concession color and finish sample board(s) shall be approved by CDA prior to the Pre-Construction Meeting.
- 4. Add Building Data information with IL Accessibility Code (71 Ill. Adm. Code Chapter I 400), to Applicable Code Lists. Verify all accessibility information complies with the current codes.
- 5. Install and display an ADA Floor plan on an 11x17 framed display in the back of the house or near the electrical panel.
- 6. Perform an x-ray/scan prior to all floor, wall, and room penetrations and submit the test results to CDA for review and approval.
- 7. "Prior to all field welding, any field fabrication, any heavy dust or hot workday, the GC's fire watch person shall use CDA's Smartsheet to alert ORD Fire Department and Building Engineers so they can deactivate fire alarms during the specific construction activities. Prior to commencement of all work described above, notify CDA for their review and approval. CDA's SMARTSHEET: <https://app.smartsheet.com/b/form/63edd425733d42809282920ee9624788>"
- 8. Barricade and graphics package shall be reviewed and approved by CDA, prior to the Pre-Construction Meeting & final installation.
- 9. The design and installation of the barricade shall comply w/ CDA Construction Barricade SOP, including a closure membrane between the top of the barricade and the base building ceiling.
- 10. GC shall tape out the LOD lines and Barricade layout at the site and submit photos of LOD and Barricade lines prior to Pre-Construction Meeting.
- 11. GC shall verify proposed Barricade will not obstruct the required clearances of the existing lighting, security camera(s), spray area of the sprinkler heads per NFPA Code, terminal wayfinding signage, or terminal devices.
- 12. At the 60% design submittal the Architect of record, with Tenant's approval, shall identify the security plan showing the integration of security grilles proposed for the store lockdown and closure. Security grilles must comply with CDA Design Guideline standards.
- 13. Utility meters and shut-off valves shall not be located above ceilings.
- 14. All utility meters and shut-off valves shall be labeled with tags and installed at easily accessible and visible locations.

## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

- 15. At the concession space, provide identification tag(s) identifying the location of any applicable remote utility meter with room name and number. Refer to General Note G20.
- 16. At the remote utility meters located away from the concession space, provide identification tag(s) identifying the name of the concession, location of the concession, room number, and installed date. Refer to General Note G20.
- 17. The GC shall use the following identification tags for all utility meters and shut-off valves at the concession and remote locations: Utility meters and shut-off labels shall be a min. 2 inches x 4 inches, waterproof material, Bold Arial Font style, min. 14 font size. The label shall also identify any applicable remote utility meter with the room name and number.

FOR REMOTE METERS	FOR CONCESSION METERS
<b>CONCESSION NAME: XXXXXXXX</b> <b>LOCATION: (ORD/MDW) (Terminal) (Gate)</b> <b>UTILITY: (GAS, WATER, ELECT)</b> <b>METER CDA ROOM NO: TXX.X.XX.X</b> <b>INSTALLATION DATE: 00/00/000</b>	<b>CONCESSION NAME: XXXXXXXX</b> <b>LOCATION: (ORD/MDW) (Terminal) (Gate)</b> <b>UTILITY: (GAS, WATER, ELECT)</b> <b>METER LOCATION: TXX.X.XX.X</b> <b>INSTALLATION DATE: 00/00/000</b>

- 18. Gas shut-off valve locations shall be compliant with current codes and not limited to International Fuel Gas "Code section 409".
- 19. At the concession space on both sides of the demising wall provide identification tag(s) identifying the type/use of any pipe, conduit, and mechanical duct. Refer to General Note # 20 for tag details.
- 20. Designer shall coordinate with MEPFP disciplines and show all required access panels for ceiling and wall MEPFP controls or equipment on the reflected ceiling and floor plans, and elevations.
- 21. All exposed conduits shall be painted, and all TV, data, and communication lines shall be concealed.
- 22. GC to verify and remove all existing abandoned domestic water pipes, sewer pipes, and gas pipes to the source and cap. Provide new pipes from the source as required
- 23. Any existing equipment including but not limited to Low-Temperature Water Isolation valves, VAV boxes, and associated controls, Fire Protection, roof drainage, pneumatic controls, exhaust fans, supply, and return grills must remain unimpeded, the existing equipment shall be relocated to maintain access.
- 24. All grease traps shall be accessible for cleaning. Grease trap locations shall be reviewed and approved by CDA prior to any field installation.



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## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

- 25. At all food establishments, in wet areas provide waterproof membrane under the entire tile floor finish and min. 12-inch up-turn at walls.
- 26. GC to provide all closeout documents per CDA Design and Construction Standard Operating Procedures, C-SOP Step 9.0.
- 27. Contractors shall provide photos of all fireproof caulking of all fire-rated wall, floor, and ceiling/roof penetrations. Architect and Contractors shall provide fireproof caulking details, and product cut sheet for Chicago Fire Department's inspection prior to the Substantial Completion inspection.
- 28. Architect, Concessionaire, and GC to verify hand sink location and numbers of employee zone per IL Health code.
- 29. Any unexpected existing equipment discovered during construction shall be reported to CDA for further coordination prior to proceeding with work.
- 30. Any attachments to the base building architecture, including soffits, columns, or mullions, are prohibited unless authorized by the CDA. Damage to base building finishes shall be repaired at the Concessionaires' expense.
- 31. Food establishment projects: Architect of Record, Concessionaire, and GC shall comply with the Chicago Department of Public Health (CDPH) requirements.

### BARRICADE "Architect and General Contractor's responsibility unless noted otherwise."

- 1. Barricade shall have self-closing, flush, hollow metal double doors with combination lock. Submit combination number to CDA prior to start of construction.
- 2. Mount a 24" x 36" locked bulletin board inside a clear aluminum frame adjacent to the access door outside the Barricade shall display the building permit, safety and security contact information, incident notification form, and copy of e-Form.

### SIGNAGE "Architect, General Contractor, and Concessionaire's responsibility unless noted otherwise."

- 1. Signage permit is not required; however, when signage requires electrical power, it shall be part of the electrical permit.
- 2. Logos are not allowed on primary signs located on storefronts. Logos are allowed on blade signs only.
- 3. Concessionaire signage shall not have a total length exceeding 1/2 of the premises' frontage dimension.

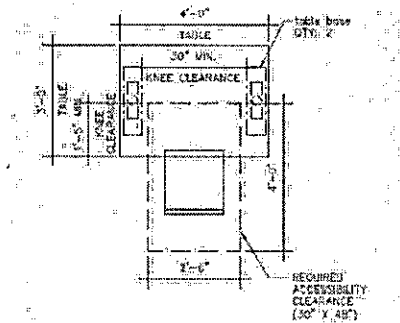
## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

### LIFE SAFETY "Architect and General Contractor's responsibility unless noted otherwise."

- 1. The Architect shall provide Life Safety Plan(s) showing locations of all existing applicable night lights, emergency lights, exit lights, fire extinguishers, Ansul fire protection switch & tanks, gas meter and shut off valve, water meter, and shut off valves, electrical meter, switch gear or transformer and panels, fire rating of partitions. Life Safety Plan will be used by the Chicago Fire Department. The Life safety plan(s) shall be placed after Title plan sheet. (If shut-off valves are remotely located, provide reference to the locations)
- 2. Submit cut sheets and specifications for proposed or existing Ansul fire suppression system.

### ADA - accessibility "Architect, Engineer, Concessionaire's responsibility unless noted otherwise."

- 1. Add Building Data information with IL Accessibility Code (71 Ill. Adm. Code Chapter I 400), to Applicable Code Lists. Verify all accessibility information complies with the current code.
- 2. Show ADA Floor plan(s) with all ADA circulation and access clearance dimensions, ADA Seating calculation chart, and ADA seating floor plan(s). Submit all ADA-accessible furniture and fixtures cut sheet. ADA compliance plans, charts, and details shall be placed after the Life Safety plan sheet.
- 3. Table and counter height must be 29" to 34" above finished floor. Knee clearance below the table and counter must be a minimum 27" clear height, 30" minimum width, and 19" minimum depth. All accessible seating must be identified with a handicap symbol adhered to the tabletop.
- 4. Center support leg tables are not recommended. Corner support leg tables are preferred as shown in note AD4. However, if round tables with center posts are used for dining, the minimum diameter of these tables shall be a minimum 48" diameter. All accessible tables must comply with ADA codes. Ensure the accessible table legs provide adequate clearance for the wheelchair.
- 5. CDA's recommended accessible four support leg tables:



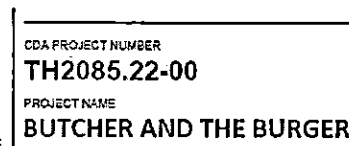
**ADA TABLE DETAIL**

## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

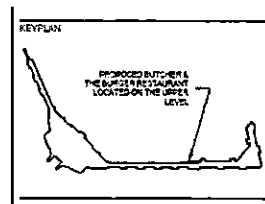
- 6. Show and dimension ADA approach, access, and reach to Point of Sale (POS) counters, food and beverage counters, and merchandise display surfaces, and Grab-and-Go equipment on the plan(s), elevations, and sections.

### ARCHITECTURAL "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show CDA Project Number on Title Sheet and on title block of each sheet, see example



- 2. Include a vicinity map, Key plan map, and project scope description on the title sheet.
- 3. Example of the (ORD/MDW) key plan indicating the project location on Title Sheet and on title block of each sheet.



- 4. Food and beverage establishment projects: Architect of Record must add a note on the cover sheet that he has reviewed and complied with Chicago Department of Public Health's (CDPH) requirements.
- 5. Identify previous use of the space on Demolition or Construction floor plan.
- 6. Label adjacent spaces on all floor plans.
- 7. Show the location of the luggage rail wall protection on plans, elevations, sections, and provide details for fabrication and installation.
- 8. Show employee storage area for personal items and employee lockers in the back-of-house (BOH) area. Identify and show employee storage area if it is located remotely.
- 9. Identify and show staging of trash and debris removal in the BOH and the circulation path to the terminal trash disposal area.
- 10. Show base building roof structure and concourse ceiling height for reference on all interior elevations and building sections.
- 11. Identify all floor level changes on the finish plan(s) and show all floor transition details to comply with accessibility requirements.

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## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

- 12. Show and dimension all adequate angle support for all cantilevered countertops and millwork. Comply with ADA legroom clearances.
- 13. Kiosk concessions shall have a minimum 8" high toe-kick base plate.
- 14. Architect and General Contractor shall be aware that existing base building finished surfaces such as bulkheads, soffits, exterior walls, ceilings, and column cladding, cannot be modified or used for attachment of tenant construction. All base building finished surfaces damaged during tenant construction must be repaired to their original finish and appearance

### STRUCTURAL "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Provide drawings for structural framing, member sizes, details, and structural calculations for all rooftop equipment.
- 2. Provide drawings for structural framing, member sizes, details, and structural calculations for all roof, floor, and wall openings.
- 3. Provide drawings for structural framing, member sizes, details, and structural calculations for security grilles.
- 4. Provide drawings for structural framing, member sizes, details, and structural calculations for all miscellaneous architectural features, bracing, and equipment supports.

### MECHANICAL "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show a gas riser diagram indicating shut-off valve in a visible and accessible location below the ceiling.
- 2. Show all required access panels for existing ceiling HVAC and other utility equipment on the reflected ceiling plans
- 3. Any enclosed Mop sink must comply with the Mechanical Ventilation Requirement, Table 18-28-403.3 Ventilating Requirements in the Chicago Municipal Code, "Chapter 18-28 MECHANICAL SYSTEMS", unless the mop sink is in an open area.
- 4. Show the gas meter's location in plan.

### ELECTRICAL "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show the electric meter and transformer in plan and identify the location with the room name and number.
- 2. Track lighting is discouraged unless recessed and with CDA approval.
- 3. Do not exceed more than 80% of the load capacity of each panel as per City of Chicago 2021 Amendments "14E-2-210 Branch circuits to the Chicago Electric Code 2018."

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## Exhibit C: CDA Design & Construction Guideline Requirements Concession General Notes Cont'd.

### PLUMBING "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Connection to base building domestic water lines shall be installed with exterior backflow prevention valve as required by the Chicago Department of Public Health (CDPH) and the applicable plumbing code.
- 2. All domestic water lines are to be insulated with a minimum of 1" fiberglass insulation and vapor barrier.
- 3. Grease trap shall be located at an easily accessible area for periodic servicing.
- 4. Service sinks shall not be required to be located within individual tenant spaces provided that a service sink is provided in an area that can be accessed without passing through another tenant space, per City of Chicago 2021 Amendments "18-29-403.6 to the Chicago Plumbing Code."
- 5. Show water meter in plan and identify the location with the room name and number.
- 6. Concessionaire's hot water tank pan and relief valve shall be piped to a floor drain.
- 7. All concessionaire installed piping shall be color coded to match the base building system including Concession's grease waste pipe.

### FIRE PROTECTION "Architect and Engineers' Responsibility unless noted otherwise."

- 1. Show existing and new sprinkler heads on reflected ceiling plan.
- 2. Show the location of the manual override for any Ansul system at an easily accessible and visible location.

### FF&E + KITCHEN EQUIPMENT "Architect and Engineers' Responsibility unless noted otherwise "

- 1. All types of furniture cannot be attached to the floor. Furniture must have appropriate glides to prevent scratches and damage to finish floors.
- 2. Show and dimension circulation egress aisle path and width between furniture, merchandise displays, and equipment.

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## Exhibit C.30: 30% Schematic Design (SD) Submittal Checklist

The following indicates the minimum required information and attachments to be included in the Schematic Design Submission:

- Approved PIL Submittal.*
- Concept Drawings / Renderings (Check if revision is included).*
  
- Drawings
- 1. Title Sheet
  - Drawing Index
  - Identify Project Name, CDA Project Number, Location Number, Consultant Names
  - Small-scale Vicinity map, Terminal key plan showing the location of premises identified by column lines within the terminal, and Small-scale Key Lease.
  
- 2. Include CDA Lease Outline Drawing (LOD) plan drawing with all perimeter dimensions, corresponding square footage identified, and adjacent spaces labeled.
  
- 3. Circulation, Queuing, and Accessibility compliance plans
  - Show and dimension all egress circulation aisles.
  - Show and dimension guest access to and within the tenant space.
  - Show dimensions between merchandise elements.
  - Show dimensions between tables and back-to-back seating.
  - Show dimension between equipment in the kitchen, server areas, and back-of-house (BOH)
  - Provide a minimum 3'-0" clearance between all elements.
  
- 4. Code Analysis schedule and Life Safety Plan
  - Identify applicable code analysis and list all pertinent code sections.
  - Identify and show all fire-rated walls.
  - Show Exit lights, Sprinkler heads, Fire Extinguisher
  - Show and document travel distance within the space and to the two nearest Terminal exits.
  - Food and Beverage tenants, identify the number of seats, type of seats, number of ADA-compliant wheelchair spaces, and tables provided for each type of seating.
  - Show ADA compliance drawings and reference figure numbers.

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## Exhibit C.30: 30% Schematic Design (SD) Submittal Checklist Cont'd.

- 5. Demolition plans and reflected ceiling plans
  - Identify all existing materials, Walls, Floor, Ceilings
    - Mechanical System: Ducts, VAV Units, Diffusers, Exhaust Hood, Rooftop Equipment
    - Electrical System: Lighting, Meter room, Power Panels, Data, Low voltage, and security
    - Plumbing System: Water meter, Shut-off Valves, Supply and waste pipes, Floor Drains, Vents, Grease trap, Gas Meter, Shut-off Valves.
    - Fire Protection System: Sprinklers, Exit Signs, Fire Extinguishers
    - Structural Framing: Columns, Beams, and Identify Column Lines.
    - Concourse Elements: Signage, FIBS, Decorative elements
    - Equipment
  - Show and identify materials and systems that will be removed or modified.
  - Attach a minimum of 6 photos representing the existing conditions noted above
- 6. Preliminary Floor Plan
  - Show storefront and security door.
  - Show LOD and fixed walls with dimensions and indicate fire-rated walls.
  - Show proposed merchandising plan, including fixture layout and product displays, POS, millwork, furniture, built-ins, and equipment.
  - Show back of house layout, storage, mop basin, employee lockers, utility panels.
  - Show preliminary kitchen layout.
- 7. Preliminary Reflected Ceiling Plan
  - Show all proposed elements: Ceiling types and soffits.
  - Lights, diffusers, and fire protection sprinklers, Exit Signs
  - Suspended ceiling elements: TVs, signs, design features
- 8. Preliminary Finish Plan
  - Identify materials.
  - Reference materials to Finish schedule.
  - Identify changes in floor elevations and provide details.
  - Provide a Preliminary Floor Finish Schedule.
- 9. Preliminary elevations and sections: Identify materials, show height dimensions, and column lines
  - Storefront
  - Interior Elevations and sections
  - Sections through space: Extend sections to underside of roof deck above tenant space.

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## Exhibit C.30: 30% Schematic Design (SD) Submittal Checklist Cont'd.

- 10. Preliminary Details
  - Wall types
- 11. Comply with CDA Design Guidelines Manual
- 12. Initiate Sam™ Checklist for later submittal

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### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist should be used as a cover page for your submittal to CDA. Without proper sign-off, this design submittal package will not be reviewed by CDA.

---

Architect of record (AOR) signature of review:

\_\_\_\_\_

Name

\_\_\_\_\_

Date



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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist

The following indicates the minimum required information and attachments to be included in the Design Development Submission:

- Confirm 60% of drawing submittal incorporates 30% CDA review comments. Confirm CDA'S General Notes referenced in (Exhibit C) are included in documents.

### Drawings

- 1. Title Sheet
  - Drawing index Update
- 2. CDA's Lease Outline Drawing (LOD) plan drawing with all perimeter dimensions, and corresponding square footage identified, and label all adjacent spaces.
- 3. Circulation, Queuing plan, and (ADA) Accessibility compliance plans
  - Show and dimension all egress circulation aisles.
  - Show and dimension guest access to and within the tenant space.
  - Show dimensions between merchandise elements.
  - Show dimensions between tables and back-to-back seating.
  - Show dimension between equipment in the kitchen, server areas, and back of house (BOH)
  - Provide a minimum 3'-0" clearance between all elements.
- 4. Code Analysis schedule and Life Safety Plan
  - Identify applicable code analysis and list all pertinent code sections.
  - Identify and show all fire-rated walls.
  - Show Exit lights, Sprinkler heads, Fire Extinguisher
  - Show and document travel distance within the space and to the two nearest Terminal exits.
  - Food and Beverage tenants, identify the number of seats, type of seats, number of ADA-compliant wheelchair spaces, and tables provided for each type of seating.
  - Show ADA compliance drawings and reference figure numbers.
- 5. Barricade Plan
  - Show all elevations and dimensions vertical height from Concourse floor to ceiling, bulkhead, and roof.
  - Show barricade graphics, signage, and Contractor's display case location.
  - Show details: type of wall, closure to Concourse bulkhead or roof, anchoring, and distance to LOD.
  - Identify and coordinate with CDA all items that need to be relocated by others (CDA security team and adjacent tenant) including but not limited to (advertising, phones, vending devices, internet kiosks, charging stations, AEDs, fire extinguishers, CDA signage, public address speakers, mechanical/electrical/plumbing equipment, etc.).

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 6. Demolition: Plans and Reflected ceiling plans
  - Finalize plans.
  - Complete dimensions
  - Reference details, enlarged plans, sections, and elevations.
    - Identify all existing materials, Walls, Floor, Ceilings
      - Mechanical System: Ducts, VAV Units, Diffusers, Exhaust Hood, Rooftop Equipment.
      - Electrical System: Lighting, Meter room, Power Panels, Data, Low voltage, and Security
      - Plumbing System: Water meter, Shut-off Valves, Supply and waste pipes, Floor Drains, Vents, Grease trap, Gas Meter
      - Fire Protection System: Sprinklers, Exit Signs, Fire Extinguishers
      - Structural Framing: Identify Column Lines, Columns, Beams, and other structural elements.
      - Concourse Elements: Signage, FIBS, Decorative elements
      - Equipment
  - Show and identify materials and systems that will be removed or modified.
  - Show and dimension locations for floor and roof penetrations.
  - Attach a minimum of 6 photos representing the existing conditions noted above
  - General Notes
  
- 7. Floor Plans
  - Finalize plans.
  - Submit plans for remote utility and mechanical rooms which may be located on the Apron level or the roof.
  - Complete dimensions
  - Reference details, enlarged plans, sections, and elevations.
    - Storefront and security door
    - LOD, and fixed walls with dimensions, and indicate fire-rated walls.
    - Proposed merchandising plan, including fixture layout and product displays, POS, millwork, furniture, built-ins, and equipment.
    - Back-of-house layout, storage, mop basin, employee lockers, and utility panels
    - Kitchen layout.
  
- 8. Reflected Ceiling Plans
  - Finalize plans.
  - Complete dimensions
  - Reference details, enlarged plans, and indicate vertical height elevations.
    - Show all elements: Ceiling types and soffits with heights above finish floor.
    - Lights, diffusers, and fire protection sprinklers
    - Suspended ceiling elements: TVs, signs, design features

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 9. Finish Material Plans
  - Finalize plans and indicate floor patterns, change of materials.
  - Complete dimensions
  - Identify changes in elevations and provide details.
  - Reference details and enlarged plans and elevations:
    - Identify materials.
    - Reference materials to Floor Finish schedule.
    - Finish Schedule
  
- 10. Elevations and sections: Identify materials, show height dimensions, and column lines
  - Finalize elevations and sections.
  - Show concourse ceiling and base building roof lines on all elevations and sections for reference.
  - Complete dimensions show all vertical dimensions from floor to underside of structure above.
  - Reference details and enlarged plans and elevations.
    - Identify all design features, materials, and dimensions.
    - Identify and show all signage and graphics, vertical and horizontal dimensions.
      - Storefront
      - Interior Elevations and sections
      - Merchandising millwork, product displays, POS, miscellaneous millwork, furniture, built-ins, and equipment
  
- 11. Details
  - Finalize
  - Complete vertical and horizontal dimensions
  - Identify materials.
  - Cross-reference details to plans, elevations, and sections.
    - Wall types
    - Floor, Base, Wall, Door, and Opening trim
    - Ceiling and soffits
    - Millwork, Casework, design features
    - Signage, graphics, and special features
    - Doors and hardware schedule. Door details
    - Security grille support rail, miscellaneous framing, attachments to base building structure
    - Floor transitions
    - Water Proofing
    - Roof curbs and flashing and MEP support details
    - Expansion Joints
    - Miscellaneous steel reinforcing for walls, floors, roof, counters, millwork, ceilings, equipment, soffits, storefront bulkheads, doors, etc.

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 12. Preliminary coordination of engineering disciplines to architectural drawings
  - Verify engineering background plans.
  - Verify remote utility rooms and provide necessary Apron and roof level plans with room names and numbers.
  - Verify utility identification tags.
  
- 13. Preliminary Mechanical: See Exhibit C.62 Mechanical Checklist for full compliance
  - Demolition: Plans, reflected ceiling plans, details and other documents as necessary for the project site and all adjacent areas where work will be performed
  - Floor plans showing, fan coil or VAV units, duct layout, size and manufacturer of grilles and diffusers, thermostats, and kitchen supply and exhaust systems where applicable.
  - Specifications and fixture cuts
  - Heat gain and heat loss calculations based on existing conditions and new operational requirements.
  - Venting and make-up air requirements
  - Mechanical equipment schedules per City of Chicago building code requirements
  - Mechanical and electrical design including base building modifications.
  - Mechanical and electrical design loads including anticipated exhaust system CPM.
  - Provide gas riser diagram showing gas shut-off valve below ceiling.
  
- 14. Preliminary Electrical: See Exhibit C.61 Electrical Checklist for full compliance
  - Electric meter room locating plan which may be located remotely from the tenant space.
  - Identify meter number and room number which may be located remotely from the tenant space.
  - Data and communication room locating plan.
  - Demolition: Plans, reflective ceiling plans, elevations, sections, details and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan showing electrical requirements. Include a single line distribution diagram.
  - Emergency lighting plan and egress signs
  - Fixture schedule showing quantity and watts for each fixture.
  - Special lighting, signs, and design features
  - Specifications of fixtures
  - Panel schedule indicating total electrical demand, connected loads, available capacity, service location, and size of transformer.

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.

- 15. Preliminary Plumbing: See Exhibit C.62 Plumbing Checklist for full compliance
  - Demolition: Plans, reflective ceiling plans, elevations, sections, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan of services
  - Specifications and fixture cuts
  - Venting and backflow preventer location and requirements
  - Riser diagrams showing water meter location 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 needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)
  - Location of grease trap in all Food and Beverage spaces
  - Location of mop basin in all Food and Beverage spaces. "City of Chicago 2021 Amendments 18-29-403.6" to the Chicago Plumbing Code may apply in other tenant locations.
  - Water heater type and location showing relief and pan drain piped to floor drain.
  
- 16. Preliminary Fire Protection: See Exhibit C.62 Fire Protection Checklist for full compliance
  - Demolition: Reflective ceiling plans, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
  - Sprinkler distribution changes, head layout, and hydraulic calculations
  - Drain down locations.
  - Heat baffles when applicable.
  - Fire extinguisher locations.
  
- 17. Preliminary Structural Checklist
  - Drawings indicating size and location of all existing structural members on each floor and roof area above and below the Tenant space which may be affected by the new design.
  - Show demolition plans identifying all modifications required for the new design.
  - Drawings indicating size and location of all new structural and miscellaneous members intended means of seismic restraint for all City of Chicago building code, and required applications, and all applicable structural calculations.
  - Drawings and structural calculations for specialty elements, fixtures, equipment, or construction applying atypical point loads to the base building structure.
  - Drawings indicating size and location and framing for all intended floor or roof penetrations.

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**Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd.**

- 18. Preliminary Kitchen and Equipment Compliance Checklist.
  - Required for Food and Beverage Tenants
  - Plans
  - Reflected Ceiling Plans and exhaust hoods.
  - Preliminary utility locations.
  - Floor and roof penetrations.
  - Schedules and specifications.
  - Walk-in freezer plans.
  - Table of electrical loads indicating total electrical demand and connected loads.
  
- 19. Coordinate all disciplines and cross-reference details.
  
- 20. Comply with CDA Design Guidelines Manual.
  
- 21. Sam™ Checklist for later submittal.

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**Other Information**

- Submit the checklist to CDA’s designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page for your CDA submission. Without proper sign-off, this design submittal package will not be reviewed by CDA.

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Architect of Record (AOR) signature of review:

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Name	Date	Firm
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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd. Electrical Submittal Checklist

The following indicates the minimum electrical technical design item requirements of the Design that should be shown on all tenant design at 60% Design Development and 90% Construction Documents (incomplete submittals may delay your project schedule):

- 1. Review total electrical load calculations to determine if the electrical service to the newly remodeled space is adequate for the required loads. Identify in an electrical summary, a schedule of all existing electrical devices and loads, and all new or reused electrical devices and loads.
- 2. Identify the location of electrical equipment and meter room; list meter service number
- 3. Submit a Load Letter to Com Ed requesting a separately metered electrical source for tenant or concession work. City-provided services do not require a separately metered source of power. A copy of the completed Load Letter needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)
- 4. Check and coordinate loads shown on electrical power plans against mechanical, plumbing, fire protection, and/or architectural equipment lists
- 5. Lighting fixture schedules should show the voltage and input watts of each fixture
- 6. Complete panel schedules should be shown. Update existing panel schedules with updated circuit information.
- 7. Review circuiting designations of all electrical equipment including mechanical, IT, lighting fixtures and receptacles, circuit loading allowed per the Chicago Electrical Code
- 8. Balance loads on phases of all new panel boards to within 5% of each other
- 9. 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, and Chicago Airport Systems, Design and Construction Standards, and CDA C-SOP for Design and Construction
- 10. Utilize Energy Saving devices per the directions given in the Sustainable Airport Manual (Devices carrying the "Energy Star" rating usually qualify)
- 11. Provide enough detail on electrical demolition drawings so that contractors can submit accurate bids
- 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 millwork 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

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd. Electrical Submittal Checklist

- 16. Provide a separate emergency lighting and exit plan in accordance with City of Chicago Bureau of Fire Prevention requirements. Show all exit signs, fire alarm pull stations, strobes, horns, speakers, etc.
- 17. Electrical lighting switches and receptacles shall be installed in accordance with ADA and "Mayor's Office for People with Disabilities" requirements
- 18. Submit all drawings with proper building column line designations, north arrow directional information, and key plan, in coordination with the architectural plans
- 19. Provide one-line diagram (from Source to End Panel) and associated elevations of equipment
- 20. Provide Short Circuit Interrupting Ratings of all Over Current Protective Devices specified
- 21. A site walk through visit to the facility prior to beginning the design phase is required to confirm 30% submittal findings have been satisfied.
- 22. Lighting fixtures and PA speakers shall be Chicago Plenum Rated if installation in a plenum ceiling is required
- 23. The design should account for voltage drop in main feeders and branch circuits in compliance with Chicago Electrical Code requirements

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### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page for your CDA submission. Without proper sign-off, this design submittal package will not be reviewed by CDA.

---

Engineer of Record (EOR) signature of review:

Name	Date	Firm
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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd. Mechanical, Fire Protection & Plumbing Submittal Checklist

The following indicates the minimum mechanical technical design item requirements of the Design that should be shown on all tenant design at 60% Design Development and 90% Construction Documents (incomplete submittals may delay your project schedule):

### General

- Verify Design is in accordance with all applicable codes and regulations & CDA Standards
- Comply with CDA Design & Construction Standards, Part 5, - Mechanical (M, P & FP)
- Existing pneumatic VAV boxes controls should be converted to DDC-Type VAV boxes.
- A site walk-through visit to the Concessionaire's space and adjacent facility prior to beginning the design phase is required to confirm 30% submittal findings have been satisfied.

### Mechanical

- 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 a complete HVAC Ventilation Schedule indicating cfm-air changes required per Codes, per 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. Provide New or Altered Mechanical Systems equipment, ductwork, piping, and control details.
- 4. Additional base building airport HVAC is NOT available. Provide additional HVAC as necessary for Tenant operations.
- 5. Mechanical systems to be reviewed to verify accessibility and maintenance to CDA standards

### Fire Sprinkler System

- 1. Show all existing, relocated, and New Heads or Covers. Verify coverage is not blocked by new construction, full or partial height walls, Electric Closet, storage rooms, or signage, etc.
- 2. Provide new systems piping details
- 3. Indicate the location of the nearest shut-off valves and drain-downs
- 4. Indicate Fire Protection shutdowns and expected durations
- 5. Testing and installation of the Fire Suppression System in the Premises shall be by the Concessionaire under CDA supervision. 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 follow the CDA fire shutdown procedures.

### Plumbing

- 1. Need plumbing installation details for the following: meter and back flow preventers, 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. Plumbing systems to be reviewed to verify accessibility and maintenance to CDA standards

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## Exhibit C.60: 60% Design Development (DD) Submittal Checklist Cont'd. Mechanical, Fire Protection & Plumbing Submittal Checklist

- 3. Any work on the domestic water service within the tenant space that requires partial domestic water service shutdown should have a separate user form submitted and follow the CDA domestic water service shutdown procedures
- 4. 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 needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)

### Demolition (If Applicable)

- 1. Domestic water pipes to be demolished shall be removed back to an active line
- 2. According to 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

### Food Service & Kitchen Equipment Areas (If Applicable)

- 1. Board of Health review required
- 2. Special exhaust fans, hoods, makeup air equipment, to maintain negative air as required per codes. Special materials required; Stainless Steel, Black Iron, Aluminum, Ansel, fire dampers, gas & electric automatic shunt-trips, etc. per Codes & CDA Standards
- 3. Where cooking devices are provided and a vented exhaust duct is not required by code, install a ventless, charcoal filter, and electric air cleaner hood above all cooking devices
- 

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### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page for your CDA submission. Without proper sign-off, this design submittal package will not be reviewed by CDA.
- 

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Engineer of Record (EOR) signature of review:

Name	Date	Firm
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## Exhibit C.90: 90% Construction Document (CD) Submittal Checklist

The following indicates the minimum required information and attachments to be included in the Construction Document Submission:

- Confirm 90% of drawing submittal incorporates 60% CDA review comments*

### Drawings

- 1. Title Sheet
  - Drawing index Update
  
- 2. Confirm CDA's Lease Outline Drawing (LOD) plan drawing with all perimeter dimensions, and corresponding square footage identified, and label all adjacent spaces is complete. In case Concessionaire's proposed LOD is different from CDA'S LOD Plan Provide two LOD plans for comparison.
  
- 3. Confirm Circulation, Queuing plan and (ADA) Accessibility compliance plans are complete
  - Show and dimension all egress circulation aisles.
  - Show and dimension guest access to and within the tenant space.
  - Show dimensions between merchandise elements.
  - Show dimensions between tables and back-to-back seating.
  - Show dimension between equipment in the kitchen, server areas, and back-of-house (BOH)
  - Provide a minimum 3'-0" clearance between all elements.
  
- 4. Confirm Code Analysis schedule and Life Safety Plan are complete
  - Identify applicable code analysis and list all pertinent code sections.
  - Identify and show all fire-rated walls.
  - Show Exit lights, Sprinkler heads, Fire Extinguisher
  - Show and document travel distance within the space, and to the two nearest Terminal exits.
  - Food and Beverage tenants, identify the number of seats, type of seats, number of ADA-compliant wheelchair spaces, and tables provided for each type of seating.
  - Show ADA compliance drawings and reference figure numbers.
  
- 5. Confirm Barricade Plan is complete
  - Show all elevations and include height to Concourse ceiling or bulkhead.
  - Show barricade graphics, signage, and Contractor's display case location.
  - Show details: type of wall, closure to Concourse bulkhead or roof, anchoring, and distance to LOD.
  - List of all items that need to be relocated by others (CDA or adjacent tenant) in order for the project to be built (advertising, phones, vending devices, internet kiosks, charging stations, AED's, fire extinguishers, CDA signage, public address speakers, mechanical/electrical/plumbing equipment, etc.)
  
- 6. Demolition: Plans and Reflected ceiling plans
  - Finalize plans.
  - Complete dimensions

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## Exhibit C.90: 90% Construction Document (CD) Submittal Checklist Cont'd

- Reference details, enlarged plans, and indicate vertical elevations
  - Identify all existing materials, Walls, Floor, Ceilings
    - Mechanical System: Ducts, VAV Units, Diffusers, Exhaust Hood, Rooftop Equipment
    - Electrical System: Lighting, Meter room, Power Panels, Data, Low voltage, and security
    - Plumbing System: Water meter, Shut-off Valves, Supply and waste pipes, Floor Drains, Vents, Grease trap, Gas Meter, Shut-off Valves.
    - Fire Protection System: Sprinklers, Exit Signs, Fire Extinguishers
    - Structural Framing: Identify Column Lines, Columns, Beams, and
    - Concourse Elements: Signage, FIBS, Decorative elements
    - Equipment
  - Show and identify materials and systems that will be removed or modified.
  - Show and dimension locations for floor and roof penetrations.
  - Attach a minimum of 6 photos representing the existing conditions noted above
  - General Notes
- 7. Floor Plans
  - Finalize plans.
  - Submit plans for remote utility and mechanical rooms which may be located on the Apron level or the roof.
  - Complete dimensions
  - Reference details and enlarged plans and elevations.
    - Storefront and security door
    - LOD and fixed walls with dimensions and indicate fire-rated walls.
    - Proposed merchandising plan includes fixture layout and product displays, POS, millwork, furniture, built-ins, and equipment.
    - Back-of-house layout, storage, mop basin, employee lockers, and utility panels
    - Kitchen Layout
- 8. Reflected Ceiling Plans
  - Finalize plans.
  - Complete dimensions
  - Reference details, enlarged plans, and include vertical height elevations.
    - Show all elements: Ceiling types and soffits.
    - Lights, diffusers, and fire protection sprinklers
    - Suspended ceiling elements: TVs, signs, design features
- 9. Finish Material Plans
  - Finalize plans and indicate floor patterns, change of materials.
  - Complete dimensions
  - Reference details and enlarged plans and elevations.
    - Identify materials.
    - Reference materials to Finish schedule.
    - Finish Schedule

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## Exhibit C.90: 90% Construction Document (CD) Submittal Checklist Cont'd.

- 10. Elevations and sections: Identify materials, show height dimensions, and column lines
  - Finalize elevations and sections.
  - Complete dimensions show all vertical dimensions from floor to underside of structure above.
  - Reference details and enlarged plans and elevations.
    - Identify all design features, materials, and dimensions.
    - Identify and show all signage and graphics, vertical and horizontal dimensions.
      - Storefront
      - Interior Elevations and sections
      - Merchandising millwork, product displays, POS, miscellaneous millwork, furniture, built-ins, and equipment
- 11. Finalize Details
  - Complete vertical and horizontal dimensions
  - Identify materials.
  - Cross-reference details to plans, elevations, and sections.
    - Wall types
    - Floor, Base, Wall, Door, and Opening trim
    - Ceiling and soffits
    - Millwork, Casework, design features
    - Signage, graphics, and special features
    - Doors, hardware, and schedule
    - Security grille support rail, miscellaneous framing, attachments to Concourse structure
    - Floor transitions & Expansion Joints
    - Water Proofing
    - Roof curb flashing and MEP support details
    - Miscellaneous steel reinforcing for walls, floors, roof, counters, millwork, ceilings, equipment, soffits, storefront bulkheads, doors, etc.
- 12. Finalize Coordination of engineering disciplines to architectural drawings
  - Verify engineering background plans.
  - Verify remote utility rooms and provide necessary Apron and roof level plans with room names and numbers.
  - Verify utility identification tags.
- 13. Finalize Mechanical: See Exhibit C.62 Mechanical Checklist for full compliance
  - Demolition: Plans, reflective ceiling plans, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
  - Floor plans showing, fan coil or VAV units, duct layout, size and manufacturer of grilles and diffusers, thermostats, and kitchen supply and exhaust systems where applicable.
  - Specifications and fixture cuts
  - Heat gain and heat loss calculations based on existing conditions and new operational requirements.

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## Exhibit C.90: 90% Construction Document (CD) Submittal Checklist Cont'd.

- Venting and make-up air requirements
  - Mechanical equipment schedules per City of Chicago building code requirements
  - Mechanical and electrical design including base building modifications.
  - Mechanical and electrical design loads including anticipated exhaust system CPM.
  - Provide gas riser diagram showing gas shut-off valve below ceiling.
14. Finalize Electrical: See Exhibit C.62 and C.90 Electrical Checklist for full compliance
- Electric meter room locating plan which may be located remotely from the tenant space.
  - Identify meter number and room number which may be located remotely from the tenant space.
  - Data and communication room locating plan.
  - Demolition: Plans, reflective ceiling plans, elevations, sections, details and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan showing electrical requirements. Include single line distribution diagram.
  - Emergency lighting plan and egress signs
  - Fixture schedule showing quantity and watts for each fixture.
  - Special lighting, signs, and design features
  - Specifications of fixtures
  - Panel schedule indicating total electrical demand, connected loads, available capacity, service location and size of transformer.
15. Finalize Plumbing: See Exhibit C.3 Plumbing Checklist for full compliance
- Demolition: Plans, reflective ceiling plans, elevations, sections, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
    - Show and dimension location of all floor and roof penetrations.
  - Floor plan of services
  - Specifications and fixture cuts
  - Venting and back flow preventer location and requirements
  - Riser diagrams showing water meter location 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 needs to be provided and emailed to [ordretailconstruction@cityofchicago.org](mailto:ordretailconstruction@cityofchicago.org) or [mdwretrailconstruction@cityofchicago.org](mailto:mdwretrailconstruction@cityofchicago.org)
  - Location of grease trap in all Food and Beverage spaces
  - Location of mop basin in all Food and Beverage spaces. City of Chicago "2021 Amendments 18-29-403.6" to the Chicago plumbing Code may apply in other tenant locations.
  - Water heater type and location showing relief, and pan drain piped to floor drain

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## Exhibit C.90: 90% Construction Document (CD) Submittal Checklist Cont'd

- 16. Finalize Fire Protection: See Exhibit C.62 Fire Protection Checklist
  - Demolition: Reflective ceiling plans, details, and other documents as necessary for the project site and all adjacent areas where work will be performed
  - Sprinkler distribution changes, head layout and hydraulic calculations
  - Drain down locations.
  - Heat baffles when applicable.
  - Fire extinguisher locations.
  
- 17. Finalize Structural Checklist
  - Drawings indicating size and location of all existing structural members on each floor and roof area above and below the Tenant space which may be affected by the new design .
  - Show demolition plans identifying all modifications required for the new design.
  - Drawings and structural calculations indicating size and location of all new structural and miscellaneous members intended means of seismic restraint for all City of Chicago building code, and required applications, and all applicable structural calculations.
  - Drawings and structural calculations for specialty elements, fixtures, equipment, or construction applying atypical point loads to the base building structure.
  - Drawings indicating size and location and framing for all intended floor or roof penetrations.
  
- 18. Finalize Kitchen and Equipment Checklist
  - Required for Food and Beverage Tenants
  - Plans
  - Reflected Ceiling Plans, Exhaust hoods.
  - Preliminary utility locations
  - Floor and roof penetrations
  - Schedules and specifications
  - Walk-in freezer plans
  - Table of electrical loads indicating total electrical demand and connected loads
  
- 19. Finalize Coordination with all disciplines and cross reference details
  
- 20. Comply with CDA Design Guidelines Manual
  
- 21. Sam™ Checklist for later submittal

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## Exhibit C.90: 90% Construction Document (CD) Submittal Checklist Cont'd

### Other Information

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
  - This signed checklist shall be used as a cover page to your submittal to CDA. Without proper sign off, this design submittal package will not be reviewed by CDA.
- 

Architect of Record (AOR) signature of review:

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Name	Date	Firm
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Engineer of Record (EOR) signature of review:

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Name	Date	Firm
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## Exhibit C.100: 100% Construction Document (CD) Submittal Checklist

The following indicates the minimum required information and attachments to be included in the Construction Document Submission:

- Confirm 90% of drawing submittal incorporates 100% CDA review comments*

### Drawings

- 1. Title Sheet
  - Drawing index Update
- 2. CDA's Lease Outline Drawing (LOD) plan (Refer to Exhibit C.90 for the full checklist of compliance).
- 3. Final (ADA) Accessibility compliance plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 4. Final Life Safety Plan (Refer to Exhibit C.90 for the full checklist of compliance).
- 5. Final Barricade Plan (Refer to Exhibit C.90 for the full checklist of compliance).
- 6. Final Demolition: Plans and Reflected Ceiling Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 7. Final Floor Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 8. Final Reflected Ceiling Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 9. Final Finish Material Plans (Refer to Exhibit C.90 for the full checklist of compliance).
- 10. Final Elevations and sections: (Refer to Exhibit C.90 for the full checklist of compliance).
- 11. Final Details drawings (Refer to Exhibit C.90 for the full checklist of compliance).
- 12. Final Coordination of engineering disciplines to architectural drawings (Refer to Exhibit C.90 for the full checklist of compliance).
- 13. Final Mechanical: (Refer to Exhibit C.62 Mechanical Checklist & Exhibit C.90 for the full checklist compliance).
- 14. Final Electrical: (Refer to Exhibit C.61 Electrical Checklist & Exhibit C.90 for the full checklist of compliance).
- 15. Final Plumbing: (Refer to Exhibit C.62 Plumbing Checklist & Exhibit C.90 for the full checklist of compliance).

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**Exhibit C.100: 100% Construction Document (CD) Submittal Checklist Cont'd.**

- 16. Final Fire Protection: (Refer to Exhibit C.90 for the full checklist of compliance).
- 17. Final Structural Checklist (Refer to Exhibit C.90 for the full checklist of compliance).

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**Other Information**

- Submit the checklist to CDA's designated representative with ALL submittal items attached. Incomplete submittals will be returned unprocessed to the Architect with notification to the tenant. Incomplete submittals may cause a delay to the project schedule.
- This signed checklist shall be used as a cover page to your submittal to CDA. Without proper sign-off, this design submittal package will not be reviewed by CDA.
- 

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Architect of Record (AOR) signature of review:

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Name

Date

Firm

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## Exhibit CE-1: Development Process Overview Average Timeline

Form can be found on the following page:



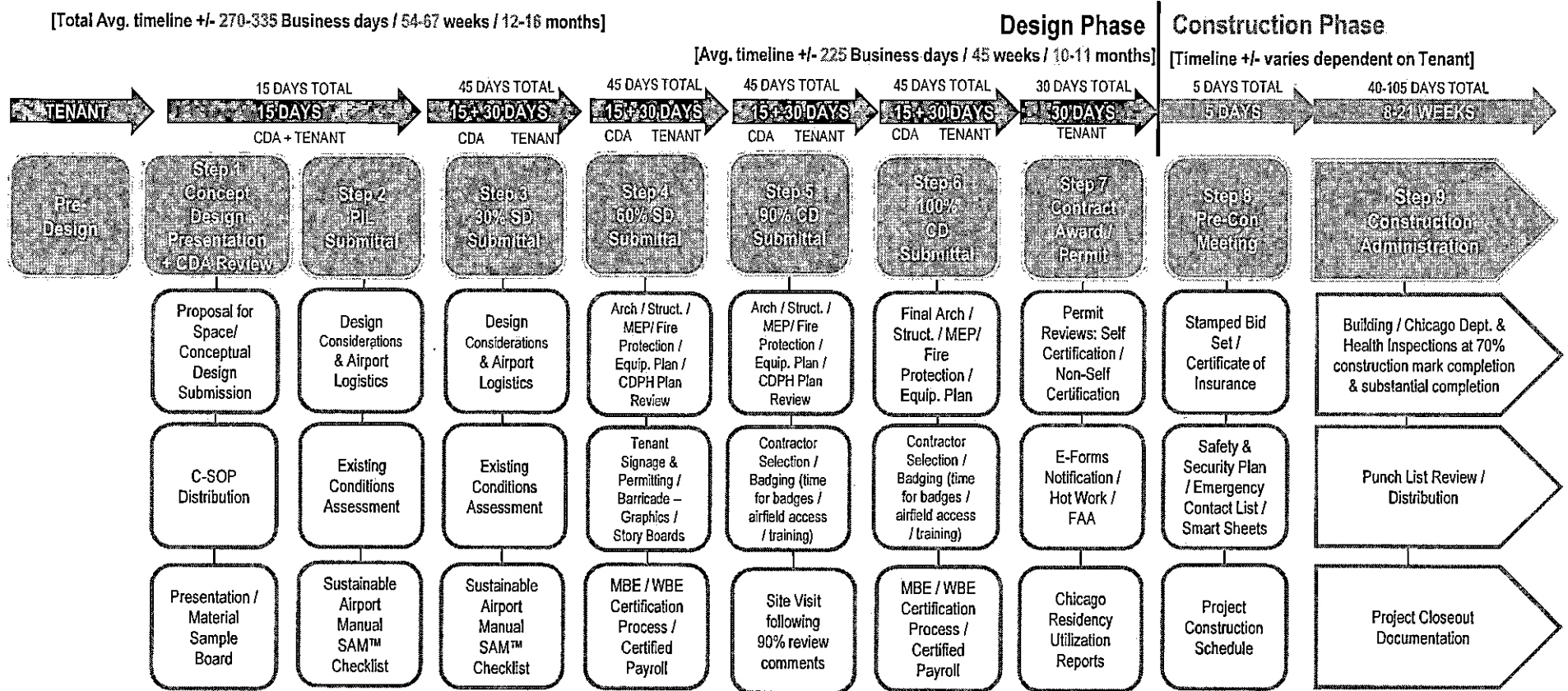
# CDA Tenant Design Review Process Average Timeline(s)

October 16<sup>th</sup> 2023



# TENANT DEVELOPMENT PROCESS

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



Note: Steps 3 – 6: CDA Design Review Typically Requires 15 Business days | Tenant/Architect Response time is a maximum 30 Business days after CDA comments received (response to review comments) – this may be shorter based on tenant response duration.



# DEVELOPMENT PROCESS – TYPICAL TRACK

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

	Pre-Design Phase	Design Phase [Avg. timeline +/- 10.5 months]		Construction Phase [Avg. timeline +/- varies]	
		Design Phase	Permitting	Construction Phase	TOTAL DEVELOPMENT DURATION Normal Track
<b>Retail</b>	TBD	195 Days / 10.5 Months	30 Days	45 days	+/- 270 Business Days / 12 Months
<b>Food &amp; Beverage</b>	TBD	195 Days / 10.5 Months	30 Days	110 days	+/- 335 Business Days / 16 Months

**Notes:**

1. Steps 3 – 6: CDA Design Review Typically Require 15 business days. Review times may vary pending CDA review team availability and project complexity.
2. Tenant Architect Response time is a maximum 30 business days after CDA comments received (response to review comments) – this may be shorter based on tenant response duration
3. All Days are Business Days: Assumed 5 business per week and 4 weeks per month,
4. Construction Phase based off MDW Concessions Redevelopment average benchmarks for Retail and F&B locations for construction durations
5. All Permitting durations are per Department of Buildings
6. All construction durations are contingent on Tenant Construction



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## Exhibit D: Pre-Construction Meeting Checklist

The following indicates the minimum requirements of the Concessionaire Pre-Construction Meeting (incomplete submittals may delay your project schedule):

- 1) Pre-Construction Form (See Exhibit D.1 & D.2)
- 2) Building Permit (See Exhibit D.9), and any other required city, state, and federal permits
- 3) PDF of the stamped, approved building
  - a. PDF of approved Barricade and Graphic Plan (See Exhibit D.20) (not included here)
  - b. Barricade layout to be taped out at the site and schedule a meeting with the CDA team including the CDA security team for review.
  - c. Photos of the Barricade tape line reviewed by CDA.
- 4) 100% design submittal response to comments
  - a. CDA 100% Document Review Comments spreadsheet with completed responses by Concessionaire's architect/engineer
- 5) Concession's Compliance Plans – Concessionaire & General Contractor (See Exhibits E.4 & E.7)
- 6) Safety and Security Plan (See Exhibit D.6)
  - a. The name of the safety manager and copies of the safety manager's Resume, OSHA Card, AED/CPR and training credentials.
  - b. Provide Site Specific Safety Plan
  - c. Provide a Job Hazard Analysis Plan
  - d. Provide Incident Notification Plan
  - e. Impact to CDA security and TSA Approval (See Exhibit D.3) (If applicable)
  - f. Provide any other documentation as required by the CDA Construction Safety Manual
- 7) Proof of Employee (See Exhibit D.10 & D.11)
- 8) Operations Plan
  - a. Material Delivery and Debris Removal (See Exhibit D.18)
  - b. Post and Loading Dock Location (See Exhibit D.12- D.17)
  - c. Elevator Matrix and Maps (See Exhibits D.14 - D.17)
  - d. Vehicle access form (if required) (See Exhibit CE-10 for reference only)
- 9) Utility Plan
  - a. ComEd Load Letter and/or Proof of ComEd Application (See electrical requirements Exhibit C.61 for reference only)
  - b. Proof of People's Gas Service Application

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## Exhibit D: Pre-Construction Meeting Checklist Cont'd.

- 10) Identify storage requirements, including any additional space request for storage beyond the designated LOD.
- 11) Overall Project Schedule & Three (3) Week Load Ahead Schedule

Following the Pre-Construction Meeting: [EFORMS - Login \(chicago.gov\)](#)

- a. Project start-up: Submit following completion of the pre-construction meeting.
- b. Hot work: Required if welding or torch cutting.
- c. Coring or drilling: X-Ray or scan to be submitted via e-form.
- d. Crane Use: FAA approved 7460 Form (See
- e. Exhibit CE-5 for reference only) (if applicable)
- f. \*\* The FAA approval process takes approximately 60- 90 days to complete; therefore, if any rooftop crane work is intended, coordinate the FAA approval process in advance.
- g. Any other potential impacts on airport operations

[EFORMS - Login \(chicago.gov\)](#) Allow 3 business days for processing.

Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

System Shutdowns at Terminals 1, 2, and 3, contact H&R Monitor Room 773-686-2248

System shutdowns at Terminal 5, contact 24-hour dispatch at 773-864-2060.

Follow the CDA fire protection shutdown procedure.

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### Other Information

- For all construction projects, the Concessionaire is required to submit a Notice to Airport User Form (see C-SOP Section 5.0).
- Incomplete submittals may cause a delay to the project schedule.



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## Exhibit D.1: O'Hare International Pre-Construction Meeting Form

Form can be found on the following page:



# ORD PRE-CONSTRUCTION MEETING FORM - CONCESSION PROJECTS

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

- Plumbing       Electrical Work       HVAC       Fire Protection       Roof/Exterior Wall Penetration
- Signage       Data/Telecom       BMS       Excavation       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:

- Safety Professional's resume with 3 yrs experience       30 Hr OSHA card       AED/CPR card
- Site Specific Safety Plan/Job Hazard Analysis       Incident Notification Plan

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

Hot Work Permit?  Yes  No *Submit E-Form for any hot work and attach copy of permit*

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 - Christian Dillon-Duque 773-894-3916 or Efrain Fabian 773-894-3918

CDA Tenant Coordinator  *Submit weekly status 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*

**5. SCHEDULE, HAUL ROUTE AND STAGING**

Start Date  Completion Date

Select all work days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Day Hrs :   AM to :   PM Night Hrs :   PM to :   AM

**Any work which is noisy, odorous or disruptive to others will not be scheduled during the day.**

Delivery Route

Employee Parking/Staging Area

Install barricades?  Yes  No *Provide barricade plan, elevation & graphics to CDA prior to meeting for review. Install per CDA standards.*

On-Site Dumpster?  Yes  No Dumpster Location   
*Keep dumpster covered at all times to prevent FOD.*

Certificate of Insurance submitted to CDA?  Yes  No *City of Chicago and its designated representatives must be additionally insured. Limits shall be per lease agreement.*

**6. UNDERGROUND WORK: Contractor is responsible for underground locates**

Utility Dig Book Status  Filling out form and collecting data

**7. E-FORMS: NOTICE TO AIRPORT USERS FORM - <https://eforms.cityofchicago.org> Allow 3 business days for processing.**

Submit electronically for project start-up, interruptions, shutdowns, hot work, coring, crane use and any other potential impacts on airport operations. Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

**System shutdowns at domestic Terminals 1, 2 and 3, contact H&R Monitor Room 773-686-2248**  
**System shutdowns at the International Terminal 5, contact 24 hour dispatch 773-864-2060**  
**Follow the CDA fire protection shutdown procedure.**

**8. SECURITY: Compliance with Airport Security is mandatory - keep jobsite secure.**

Any impacts on TSA/Security?  Yes  No *If so, coordinate with CDA Security directly. TSA amendment may be required.*

G.C is badged for O'Hare?  Yes  No  N/A - landside

List subcontractors to be escorted by G.C

**9. AIRSIDE OPERATIONS 773-686-2255 - call for crane use and airside escorts.**

FAA 7460 Form submitted?  Yes  No  N/A - no impacts Case No.  Max Equip. Hgt.

**10. GENERAL COMMENTS AND NOTES**

Keep jobsite clean - Throw away trash and remove from site for rodent control. Provide walk-off mats to prevent tracking dirt and dust control.

Floor/wall coring - Scan floor to identify obstructions. Fire caulk all penetrations

Comments:

**11. CONCESSIONS ONLY - Provide Compliance Plan**

**12. PROJECT COMPLETION - Tenant CM to notify CDA Tenant Coordinator to schedule the Project Completion Walkthrough**

**Tenant to submit all close out documentation to CDA within 90 days of the Project Completion Walkthrough**

Close E-Forms: All E-Forms require closeout - enter completion date and any relevant documents, i.e. electrical inspector's sign-off.

To closeout the Project Startup E-Form:

- a. Enter dates for substantial completion, punchlist walkthrough and red-line drawings.
- b. Provide copy of signed permit for rough and final inspections
- c. Attach red line drawings for As-Builts

**\*Please refer to the CDA's Standard Operating Procedure for "Tenant Design, Renovation and Construction" for all project requirements**

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## Exhibit D.2: Midway International Pre-Construction Meeting Form

Form can be found on the following page:



MDW PRE-CONSTRUCTION MEETING FORM - TENANT PROJECTS

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

- Plumbing, Electrical Work, HVAC, Fire Protection, Roof/Exterior Wall Penetration, Signage, Data/Telecom, BMS, Excavation, 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: Safety Professional's resume with 3 yrs experience, 30 Hr OSHA card, AED/CPR card, Site Specific Safety Plan/Job Hazard Analysis, Incident Notification Plan

Injury reporting to CDA Safety is required within 24 hours of incident, 773-838-0656 MDW Command Center (MCC)

Hot Work Permit? Yes No Submit E-Form for any hot work and attach copy of permit

Contacts: MDW Emergency 773-838-9111, Chicago Fire Dept. at MDW 773-838-4004, 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 weekly status reports to CDA Tenant Coordinator

Tenant PM [ ] Phone [ ] Tenant CM [ ] Phone [ ]

4. DESIGN REVIEW AND PERMITTING

- Response to CDA 100% design review comments submitted? Copy of permit drawings from Chicago Dept. of Bldgs provided? SAM (Sustainable Airport Manual) checklist submitted?

Bldg. Permit No. [ ] EPA Permit No. [ ] Electrical Permit No. [ ] Call CDA prior to construction. Ricardo Gaspar 773-838-0634 or Felipe Najjar 773-838-0619

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

- Sign Permit? New Water Meter? New Electrical Meter?

**5. SCHEDULE, HAUL ROUTE AND STAGING**

Start Date  Completion Date

Select all work days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Day Hrs    to    Night Hrs    to

**Any work which is noisy, odorous or disruptive to others will not be scheduled during the day.**

Delivery Route

Employee Parking/Staging Area

Install barricades?  Yes  No *Provide barricade plan, elevation & graphics to CDA prior to meeting for review. Install per CDA standards.*

On-Site Dumpster?  Yes  No Dumpster Location   
*Keep dumpster covered at all times to prevent FOD.*

Certificate of Insurance submitted to CDA?  Yes  No *City of Chicago and its designated representatives must be additionally insured. Limits shall be per lease agreement.*

**6. UNDERGROUND WORK: Contractor is responsible for underground locates**

Utility Dig Book Status

**7. E-FORMS: NOTICE TO AIRPORT USERS FORM - <https://eforms.cityofchicago.org> Allow 3 business days for processing.**

Submit electronically for project start-up, interruptions, shutdowns, hot work, coring, crane use and any other potential impacts on airport operations. Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

**System shutdowns at the Terminals: contact City Operations 773-838-0677  
Follow the CDA fire protection shutdown procedure.**

**8. SECURITY: Compliance with Airport Security is mandatory - keep jobsite secure.**

Any impacts on TSA/Security?  Yes  No *If so, coordinate with CDA Security directly. TSA amendment may be required.*

G.C is badged for O'Hare?  Yes  No  N/A - landside

List subcontractors to be escorted by G.C

**9. AIRSIDE OPERATIONS 773-838-0677 - call for crane use and airside escorts.**

FAA 7460 Form submitted?  Yes  No  N/A - no impacts Case No.  Max Equip. Hgt.

**10. GENERAL COMMENTS AND NOTES**

Keep jobsite clean - Throw away trash and remove from site for rodent control. Provide walk-off mats to prevent tracking dirt and dust control.

Floor/wall coring - Scan floor to identify obstructions. Fire caulk all penetrations

Comments:

**11. CONCESSIONS ONLY - Provide Compliance Plan**

**12. PROJECT COMPLETION - Tenant CM to notify CDA Tenant Coordinator to schedule the Project Completion Walkthrough**

**Tenant to submit all close out documentation to CDA within 90 days of the Project Completion Walkthrough**

Close E-Forms: All E-Forms require closeout - enter completion date and any relevant documents, i.e. electrical inspector's sign-off.

To closeout the Project Startup E-Form:

- a. Enter dates for substantial completion, punchlist walkthrough and red-line drawings.
- b. Provide copy of signed permit for rough and final inspections
- c. Attach red line drawings for As-Builts

**\*Please refer to the CDA's Standard Operating Procedure for "Tenant Design, Renovation and Construction" for all project requirements**

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### Exhibit D.3: Impact to CDA Security and TSA Approval

The Concessionaire must notify the 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.

The costs to move existing security devices, including cameras, is at the sole discretion of the CDA, and may be the responsibility of the Concessionaire dependent on the device location, impacts to the building security operation, and timing related to the scope of work.

Further, any modification to the base-building PA system must be reviewed by CDA Security and additional speakers and or replacement speakers may be required to be integrated into the Concessionaire lease space.

### Exhibit D.4: Certificate of Insurance (COI) (Image shown for reference)

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 Concessionaire's / Tenant's lease/license documents. Insurance required of Subcontractors: Tenant and/or Contractor must name Subcontractor(s) as a named insured(s) under Tenant and/or Contractor's insurance or Tenant and/or Contractor will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance. Insured coverage amounts should match outlined requirements dictated per Concessionaire / Tenant or Sub-Tenant lease/License documents.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE PRINTED
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed; if SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>				
PRODUCER	CONTRACT NAME:	INSURER(S) AFFORDING COVERAGE	NAIC #	
	PHONE:			
	FAX:			
	ADDRESS:			
INSURED	INSURED A:			
	INSURED B:			
	INSURED C:			
	INSURED D:			
	INSURED E:			
	INSURED F:			
COVERAGES		CERTIFICATE NUMBER:	REVISION NUMBER:	
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>				
LINE	TYPE OF INSURANCE	INSURANCE	POLICY NUMBER	LIMITS
1	GENERAL LIABILITY			EACH OCCURRENCE \$ DAMAGE TO RENTED EQUIPMENT \$ MED EXP (any new reg) \$ PERSONAL & ADV LIABILITY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN. AGGREGATE LIMIT APPLIED PER <input type="checkbox"/> PERCENT <input type="checkbox"/> PERIOD <input type="checkbox"/> LOCATION			
2	AUTOMOBILE LIABILITY		\$1M Non-Airfield / \$5M Airfield	PERSONAL & ADV LIABILITY \$ BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE (per accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> SUPPLEMENTED AUTOS <input type="checkbox"/> AUTOS <input type="checkbox"/> AUTOS			
3	UMBRELLA / EX			EACH OCCURRENCE \$ AGGREGATE \$ RETENTION \$
	<input type="checkbox"/> EXCESS LIMIT <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> RETENTION			
4	WORKERS COMPENSATION AND EMPLOYERS LIABILITY			DEATH BENEFIT \$ DISABILITY BENEFIT \$ MEDICAL BENEFIT \$ RETURN TO WORK BENEFIT \$
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> Yes, each as to his/her individual operations only <input checked="" type="checkbox"/> No			
5	All Risk Blanket Builders Risk covering: Materials, Supplies, Equipment, Machinery and Fiduciaries			EACH OCCURRENCE \$ AGGREGATE \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Check ACORD 101, Additional Perils as Applicable, if there space is required) Chicago International Airport				
Commercial Liability and Automobile Liability insurance must include as additional insureds: The City, and its elected and appointed officials, agents, representatives and employees, on a primary non-contributory basis.				
CERTIFICATE HOLDER		CANCELLATION		
Chicago Department of Aviation O'Hare International Airport P.O. Box 56142 Chicago, IL 60686		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE		

ACORD 25 (2016/05)

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## Exhibit D.5: For Future Expansion

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## Exhibit D.6: Safety and Security Plan

Safety Manager (more information on safety manager responsibilities is on Page 5 of the CSM Manual)

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

Responsibilities are to be solely limited to safety-related functions. A safety waiver request may be submitted to the Commissioner of Concession and CDA Safety for those projects with limited scope and duration.

- Safety Manager Credentials” (resume) with a Minimum of three (3) years of verifiable construction project safety experience with written Responsibilities of Safety manager.
- OSA thirty (30) Hour Course Certification.
- Current First Aid / CPR Certification.
- Onsite 100% of the time when work is in progress. 2nd Shift means at least two safety Personnel are required. This includes weekend work.

### Responsibilities of Safety Manager

- Develop Site Specific Safety Program
- Develop Emergency Procedures
- Develop Job Hazard Analysis
- Provide site-specific safety orientation.
- Monitor work for safety compliance.
- Document safety issues and corrective actions.
- Incident / Injury Reporting
- Provide training to employees.
- Prepare and deliver weekly toolbox safety meetings and maintain records on-site for review if requested.
- Be available to accompany CDA Safety Personnel for on-site audits.

See the Chicago Airport System Construction Safety Manual for additional Contractor responsibilities and requirements which will be provided electronically.

### Site-specific safety plan in the form of a Job Hazard Analysis

- JHA is to be developed for each and every portion of the work.
- Workers are to be made aware of job hazards and their remedies.
- Use CAS Manual as a reference for requirements.
- All JHAs are required to be maintained on site.

### Hot Work Procedures

- Hot Work is torch cutting, burning, welding, open flame or any other spark producing activity.
- Hot Work Procedure is to be developed if hot work is part of the project’s construction work.
- Contractor Hot Work Permit is to be submitted with “CDA User Form.”
- The contractor is to issue daily (shift) hot work permits for each hot work.
- Each hot work is to have a trained fire watch equipped with a fire extinguisher assigned to each hot work activity.
- Fire watchers must continue for up to 2 hours following the completion of the hot work activities.

### Weekly Toolbox Safety Meeting

- All project workers are required to attend a weekly safety meeting.
- Project safety issues shall be discussed.
- Minutes of the meetings shall be maintained on site for review at the request of CDA Safety Personnel

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## Exhibit D.6: Safety and Security Plan Cont'd.

### Inspections

- ✔ Safety Inspections of the jobsite is a continuous process.
- ✔ Inspections shall be documented at least weekly.
- ✔ Inspection reports shall be maintained on site for review at the request of CDA Safety Personnel.

### Injury / Incident Plan & Reporting

- ✔ Emergency Response is handled through O'Hare Communication Center ("OCC".)  
Telephone number 773-894-9111 (Refer to exhibit D.7)
- ✔ Emergency Response is handled through Midway Communication Center ("OCC".)  
Telephone number 773-838-0656 (Refer to exhibit D.8)
- ✔ Injury / Incidents require immediate notification per your Incident Notification Plan (D.7 & D.8)
- ✔ Emergency Contacts: Refer to the emergency contact list for key contact information.
- ✔ Detailed Injury / Incident Reports must be submitted within 24 hours.

## Exhibit D.7: O'Hare International Incident Notification Plan

An electronic form can be found here:


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

## Exhibit D.8: Midway International Incident Notification Plan

An electronic form can be found here:

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


Exhibit D.9: Building Permit (Image is shown for reference only)



## City of Chicago

### Department of Buildings - Permits

# Building Permit



Permit No. 100670255

Issued 10/31/2016

For Work at: 10000 W OHARE AIRPORT

**Description of permitted work:**  
 INTERIOR ALTERATIONS TO EXISTING DUNKIN' DONUTS KIOSK SPACE AT O'HARE AIRPORT, TERMINAL 3, CONCOURSE HK; CDA PROJECT #TH1420.16-00. ALL WORK AS PER PLANS.

In an Emergency Contact: HARESH PATEL (773)262-4561

**Owner:**  
 AJ PATEL FOOD SERVICE  
 3132 W. DEVON AVE.  
 CHICAGO, IL 60659  
 (312)375-5236 x

**Contractor:**  
 WALTER DANIELS  
 CONSTRUCTION CO  
 6316 NO. NORTHWEST HIGHWAY  
 CHICAGO, IL 60631  
 (773)775-0170 x

*Rahm Emanuel*  
 Rahm Emanuel  
 Mayor

*John F. Ryland*  
 John F. Ryland  
 Commissioner

Fees Paid and Application Submitted for Review on: 09/20/2016



Permit Issued on: 10/31/2016

Total Permit Processing Time: 41 days

Time for City Review: 16 days

Time With Applicant for Document Submittal and Corrections: 25 days

Permit must be displayed on job site at all times. Permit is NOT transferrable. Plans must be kept on site during construction. Any changes in contractor or deviation from approved plans must be approved by the Department of Buildings. Permit may be revoked for violation of any of the above provisions and for all other applicable laws.

Note: Include copies of the front and back of the permit showing all inspection dates, city inspector comments, and approvals when submitting Close-Out Documents.

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## Exhibit D.10: Badging Procedures and Requirements

Construction companies contracted to perform work must follow procedures listed below:

CDA's Point of Contact (CDA POC) will approve and sign for badges for each general contractor and their subcontractors for concession-related construction projects. Contractors' badges will be valid only for the duration of the assigned project. All construction personnel must either be badged or accompanied by someone with escort privileges. People with escort privileges have green badges with an "E" designator, and those with blue badges. No one is allowed on the airfield at any time unless wearing the proper green badge or accompanied by a person with escort privileges.

Requests for escort privileges are processed and approved by the CDA POC and the ID Badging Office based on TSA guidelines and regulations and City ordinances and regulations. Escort privileges are granted only to those who must bring unbadged personnel or vendors to a secured area in order to conduct company business. Individuals performing escort duties must remain in close proximity to the person being escorted. An individual performing escort duties may not escort more people than he or she can continuously control, monitor, and respond to while maintaining direct oral communication. Any persons issued, but not in physical possession of their badges, shall not under any circumstances be escorted into any portion of a secured area.

Please call the O'Hare Badging Office at 773-686-6487 or the Midway Badging Office at 773-838-0678 if you have any questions. The procedures for ID Badging Concessionaires' Contractors are as follows:

1. The Concessionaire will be required to provide a letter to the CDA POC, on Concessionaire letterhead, listing the general contractor and subcontractors that will require badging and anticipated dates to complete the project. The contractor(s) are not permitted to perform work for any company other than the company that has sent an authorization letter to Unison. The letter should include:
  - Complete listing of all construction companies (active badge holders and those requesting badges)
  - Project manager/coordinator
  - Indicate companies requiring badges.
  - Anticipated period of time to complete the project (include the start and end dates)
  - Names of superintendent and on-site safety inspector
  - Site location(s)
  
2. The contractor must complete the Employer Information and Authorization Form (see Exhibit D.11). This form must be signed by a president, owner, or senior executive officer of the company and will authorize an individual(s) to sign all employee badge forms as the company signatory. The Company form authorizes all approved companies to operate on airport property. All companies assigned for the duration of the project, whether in possession of, or requiring badges, MUST complete a Company form per the Chicago Department of Aviation in order to work in the concessionaire's space.

The contractor will assign a signatory to be responsible for all regulations that link their company and the ID Badging and Access Control System. This person(s) will be designated to represent the company in all matters pertaining to ID Badging and access control, including signing the ID Badge applications (badge

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## Exhibit D.10: Badging Procedures and Requirements Cont'd.

- assignment is based on responsibilities and duties). The designated Signatories must attend the Signatory Certification Training Course. This course is offered twice a month, the first and third Wednesday by Compliance Department, ID Badging.
3. Construction personnel requiring a badge must complete an online Access Control and Photo ID Badge Application, which is approved by the authorized signatory and returned to the CDA POC, along with supporting documentation that provides information on the applicant's living status - Certification of Naturalization, Permanent Residence card, Social Security card, U.S. Passport, Birth Certificate, Department of Human Services paperwork.
  4. Badging: Anyone requiring daily access to the airport and/or the airfield, non-secure and secure areas must obtain a badge.
    - A purple or green badge is issued to complete the scope of work.
    - As CDA's tenant, the CDA POC will approve and sign ID Badging applications and return to designated personnel. Applications will be rejected if corrections are needed or required documentation is omitted.
  5. Based on an evaluation of the application and the results of a fingerprint-based Criminal History Records Check and Security Threat Assessment by TSA, the ID Badging Office will decide whether to issue a badge; this process generally takes 7-10 business days.
  6. After the contractor receives a faxed notification that an employee may obtain a badge, the employee will then report to the ID Badging Office with the proper identification. The employee must also produce the issued fingerprint receipt in order to receive his/her badge.
  7. Construction projects requiring airfield access must be approved prior to construction. To apply for authorization of a vehicle allowing access to the airfield, complete CDA's Vehicle Access form – AIRFIELD (See Exhibit D.18). These forms must be approved and signed by the CDA POC, then submitted to the Office of Compliance, ID Badging for vehicle permit(s). If approved, the process will take approximately 48 hours for permits to be issued. Requests are processed Monday, Wednesday and Friday. Automobile Liability Insurance is required and the combined single limit (each occurrence) for airfield access is \$5,000,000.
  8. Individuals driving on the airfield are required to take a driving test and must be familiar with the "Ground Motor Vehicle Operation Regulations Manual". All information, including online registration for the Driver's Training 303/329 Class and Training Application Form, may be found at [FAA Guide to Ground Vehicle Operations](#)

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## Exhibit D.10: Badging Procedures and Requirements Cont'd.

9. Upon termination of an employee, the contractor will be responsible for completing the required termination paperwork and collecting and returning the ID badges to the Office of Compliance. The contractor must make every effort to collect the badge, complete the required termination forms, and submit the paperwork and badge to the Compliance Division of ID Badging within 24 hours of termination of the employee. Please note that the City may impose substantial fines on a contractor if badges are not promptly returned. These fines increase daily, as each day that a badge is not returned, is considered a separate violation.

Link to Badging form see below:

<https://badging.flychicago.com/SiteCollectionDocuments/form/CDAEmployerInformationandAuthorizationForm.pdf>



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## Exhibit D.11: Employer Information and Authorization Form

An electronic form can be found here:

[Employer Information and Authorization Form](#)

[Form can be found on the following page:](#)



## EMPLOYER INFORMATION AND AUTHORIZATION FORM

City of Chicago  
Department of Aviation  
Safety & Security Office of Compliance

Date: \_\_\_\_\_

Month/Day/Year

New

Update

Company Type:	<input type="checkbox"/> Airline	<input type="checkbox"/> Airport Tenant Contractor	<input type="checkbox"/> Sub-Tenant Construction	<input type="checkbox"/> Government Vendor	<input type="checkbox"/> Union
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### COMPANY INFORMATION

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### TYPE OF COMPANY/PROOF OF COMPANY LEGAL STATUS

Corporation Type: \_\_\_\_\_ State Company Filed In: \_\_\_\_\_

Assumed Name Registration: \_\_\_\_\_ State File#: \_\_\_\_\_

City of Chicago BACP License ID # \_\_\_\_\_

### PRESIDENT, OWNER OR SENIOR EXECUTIVE LEVEL MANAGER RESPONSIBLE FOR BADGING OVERSIGHT

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Badge # \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

### PRIMARY SIGNATORY CONTACT

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Badge # \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

Printed name	Signature	Title
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President, Owner, or Senior Executive

*The following individuals are authorized to sign Security Access Identification Badge Applications:*

Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete
Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	Signatory Name (Print) _____ Authorized Signature _____ Email Address _____ Mobile Phone # _____ Badge# _____ <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete

I hereby certify that I am a tenant for the above-mentioned company. I understand that I must supervise and provide written authorization for all ID badging and Access Control transactions for their sub-tenants, employees, contractors, and vendors. I will ensure proper use and authorization of access to space leased under the terms of the lease agreement. As the tenant, I understand that I must ensure that all signatories adhere to badging regulations.

Printed Name \_\_\_\_\_

Tenant Authorization \_\_\_\_\_

Company \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Badge# \_\_\_\_\_

\_\_\_\_\_

CDA Processed By \_\_\_\_\_

Date \_\_\_\_\_

## Exhibit D.12: O'Hare International Airport Post and Loading Dock Location

An electronic form can be found here:

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

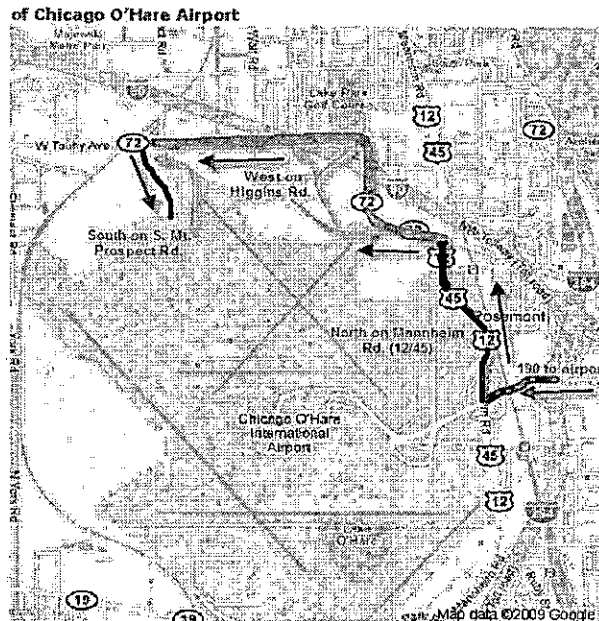
### DIRECTIONS TO POST 1:

- Take 1-90 to O'Hare Airport.
- Turn right (north) on Mannheim Rd. (Route 12 / 45)
- Turn left (west) on Higgins Rd. and keep left following the airport perimeter. Higgins Rd. will be Touhy Ave.
- Pass South Wolf Rd. and turn left on South Mt. Prospect Rd.
- When you arrive at the Post 1 checkpoint, you may have to wait until security comes to escort you to your pick up/delivery area (usually a yellow pickup truck.) The escort will remain until your pick up/delivery ends and will escort you back to Post 1.

***For security purposes, all tenant delivers must be made between the hours of 10:00 p.m. and 6:00 a.m.***

- Please minimize the time for loading and unloading (if possible, less than one hour.)

(Image is shown for reference only):



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## Exhibit D.12: O'Hare International Airport Post and Loading Dock Location Cont'd.

### DIRECTIONS TO POST 7 LANDSIDE DELIVERY:

- Take 1-90 to O'Hare Airport.
- As you come around the big curve before the terminals, stay in the very right-hand lane to have the vehicle checked at the Chicago Police checkpoint.
- Stop at guard shack and tell them you are making a delivery to Post 7. Your vehicle may go through screening by CDA Safety & Security and dogs. Call security at 773-686-2255 and tell them where you are.
- From there you will be directed into the inner roadway to access the Post 7 checkpoint which is located on the lower level (arrivals), just beyond Terminal 1, attached to Terminal 2.
- Post 7 is accessed at the side entrance of Terminal 2 main building.
- Trucks are allowed to park in the post area for up to 30 minutes. Trucks may not be left unattended.

### DIRECTIONS TO POST 7 WITH AIRFILED ESCORT TO FREIGHT ELEVATORS IN TERMINAL 1:

- Take 1-90 to O'Hare Airport.
- As you come around the big curve before the terminals, stay in the very right-hand lane to have the vehicle checked by CDA Safety and Security at the checkpoint booth.
- Stop at guard shack and tell them you are making a delivery to Post 7. Your vehicle may go through screening by the police and dogs. Call security at 773-686-2255 and tell them where you are.
- From there you will be directed into the inner roadway to access the Post 7 checkpoint which is

**NOTE: For Post 7 access, be sure to have an "Airfield Escort Request Form" in your possession.**

- located on the lower level (arrivals), just beyond Terminal 1, attached to Terminal 2.
- Tell Post 7 security that you are waiting for an escort (yellow pickup truck) when it shows up, you will be able to access the airfield.
- Depending on your request form, you will either be taken to B4, which is directly across from the access gate, or to the C-Concourse, C20 freight.
- Trucks are allowed to park in the post area for up to 30 minutes. Trucks may not be left unattended.

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## Exhibit D.12: O'Hare International Airport Post and Loading Dock Location Cont'd.

### DIRECTIONS TO POST 9 SMALL DELIVERIES:

- Take 1-90 to O'Hare Airport.
- As you come around the big curve before the terminals, stay in the very right-hand lane to have the vehicle checked by CDA Safety and Security at the checkpoint booth.
- Stop at the guard shack and tell them you are making a delivery to Post 9. Your vehicle may go through screening by CDA Safety & Security and dogs.
- From there you will be directed to the inner roadway to access the Post 9 checkpoint, which is located on the lower level at the beginning of Terminal 3.
- All products are then brought upstairs through the freight elevator and then checked at the vendor checkpoint.

## Exhibit D.13: Midway International Airport Post and Loading Dock Location

An electronic form can be found here:

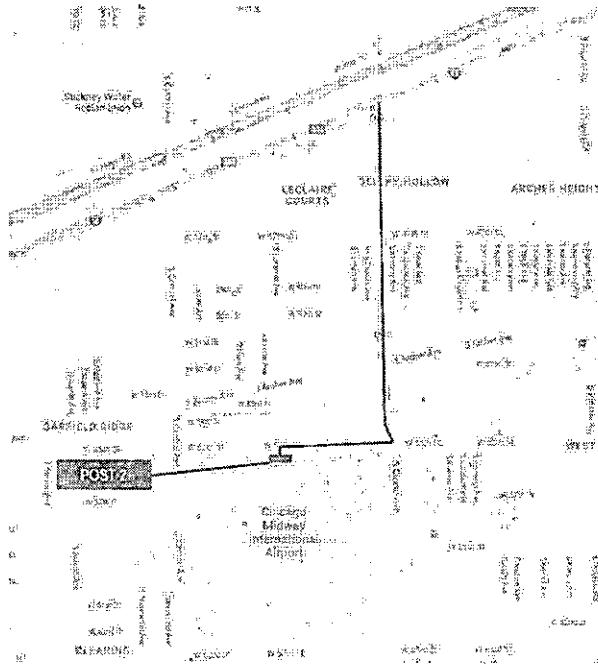
- <https://www.flychicago.com/business/opportunities/build/Pages/ContactsMaps.aspx>

### DIRECTIONS TO POST 2:

- Take I-55 to Midway International Airport
- Take Exit 286 and turn south on Cicero Avenue
- Turn right (west) on W 55<sup>th</sup> Street and drive approximately 0.5 miles.
- Turn left (south) on S Laramie Avenue and keep right until arrival at Post 2 point.
- When you arrive at the Post 2 checkpoint, you may have to wait until security comes to escort you to your pick up/delivery area (usually a yellow pickup truck.) The escort will remain until your pick up/delivery ends and will escort you back to Post 2.
- Note: Please minimize the time for loading and unloading (if possible, less than one hour)

***For security purposes, all tenant delivers must be made between the hours of 10:00 p.m. and 4:00 a.m.  
For Post 2 access, be sure to have an "Airfield Escort Request Form" in your possession.***

(Image is shown for reference only):



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## Exhibit D.14: O’Hare International Airport Elevator Matrix

An electronic form can be found here:

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

(Image is shown for reference only):

O'HARE ELEVATOR MATRIX							
Location		Door			Inside Platform with No Obstructions		
Concourse	Elevator No	Width	Height	Configuration	Width	Depth	Height
T1B	425B / 21F	9'-9"	8'-0"	Open Both Ends &	10'-6"	19'-0"	8'-0"
	(Gate "B"4)			Bi-Parting			
T1C	802B / 31F	9'-0"	8'-0"	Bi-Parting	12'-0"	20'-0"	9'-0"
T2	53F	6'-0"	7'-0"	Center	8'-5"	7'-0"	7'-0"
T3	83F	6'-0"	7'-0"	Side Slide	8'-5"	7'-0"	7'-0"
T5	9	6'-0"	7'-0"	Pass thru - ends	8'-0"	8'-0"	8'-0"
T5	10	6'-0"	7'-0"	Pass thru - ends	8'-0"	8'-0"	8'-0"

## Exhibit D.15: O'Hare International Airport Site Map Matrix

An electronic form can be found here:

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

(Image is shown for reference only):

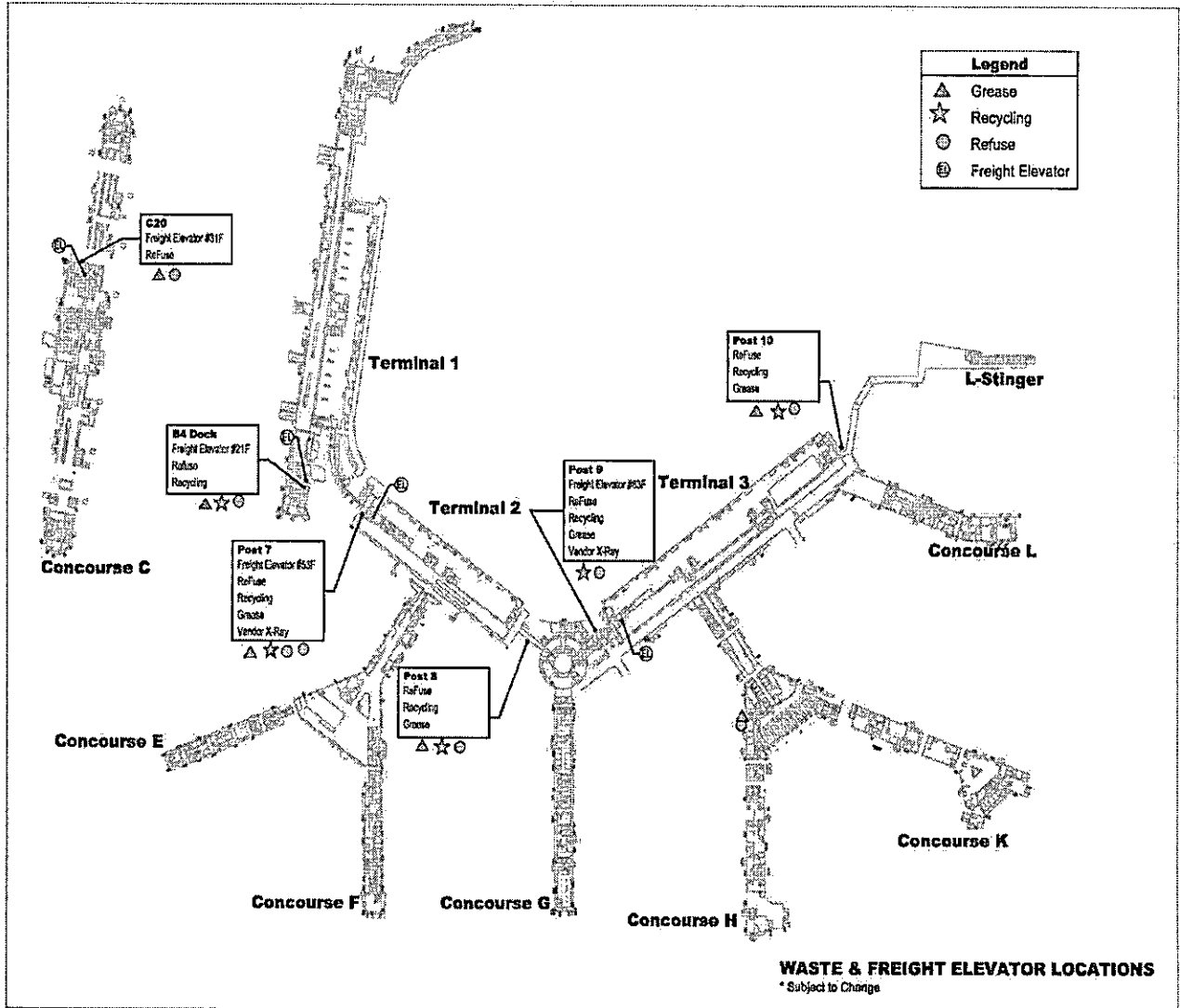
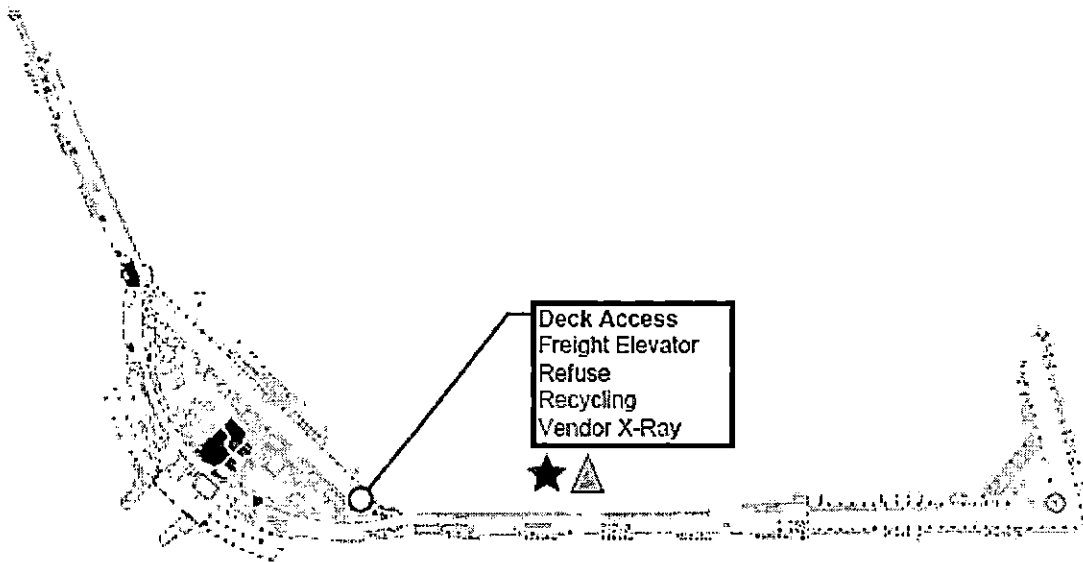




Exhibit D.15: O'Hare International Airport Site Map Matrix (Image is shown for reference only) Cont'd.

Legend	
▲	Grease
☆	Recycling
○	Refuse
⊞	Freight Elevator



## Terminal 5

### WASTE & FREIGHT ELEVATOR LOCATION

\*Subject to change

## Exhibit D.16: Midway International Airport Elevator Matrix

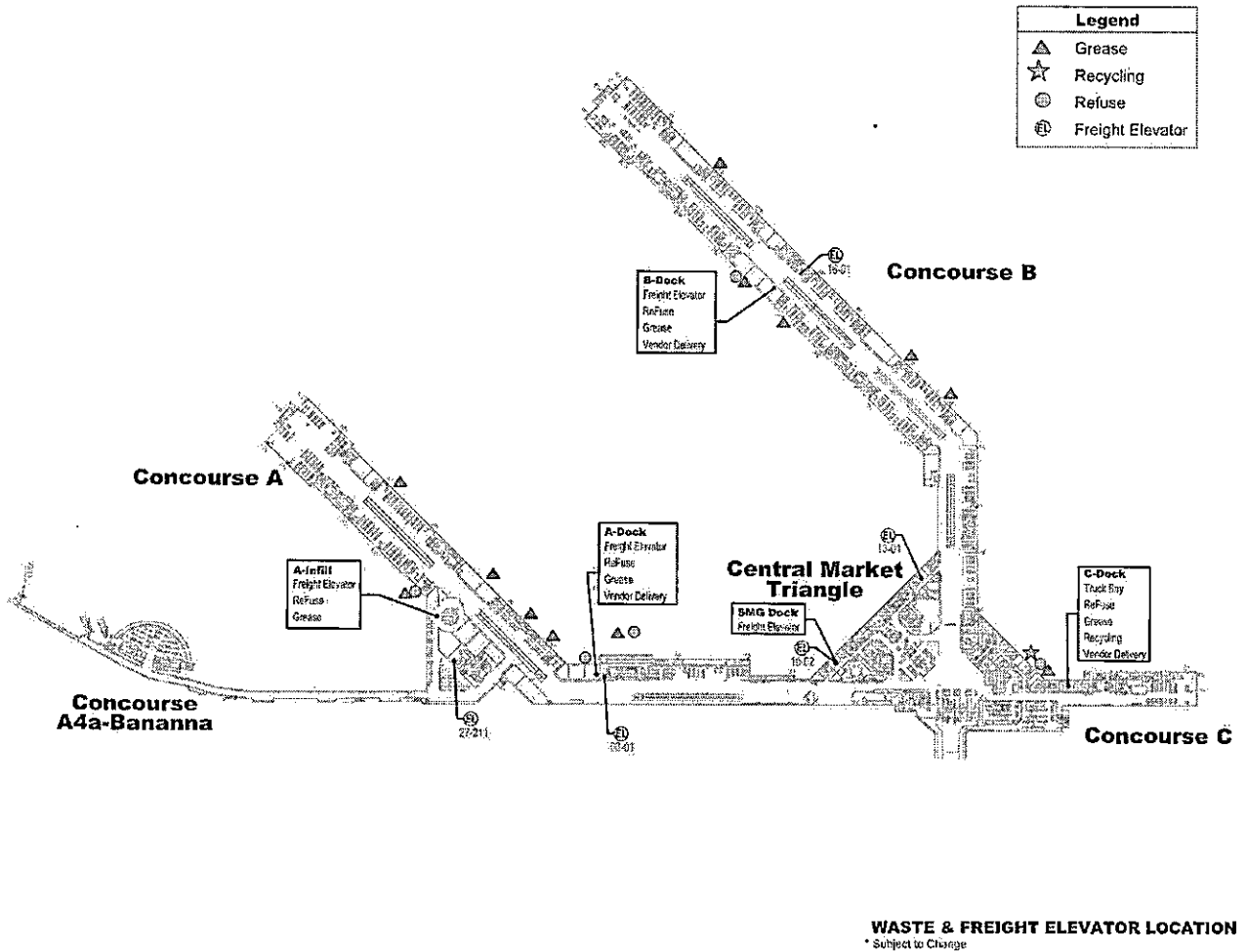
An electronic form can be found here:

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

(Image is shown for reference only):

MIDWAY ELEVATOR MATRIX							
Location		Door			Inside Platform with No Obstructions		
Concourse	Elevator No	Width	Height	Configuration	Width	Depth	Height
A	EL-27-11	4'-0"	7'-4"	Both Ends / Side Slide	6'-0"	9'-7"	8'-4"
A	EL-08-01	4'-0"	7'-4"	Side Slide	6'-4"	10'-6"	8'-4"
B	EL-16-01	4'-0"	7'-4"	Side Slide	6'-0"	9'-7"	8'-4"
Food Court	EL-10-02	4'-0"	7'-0"	Side Slide	6'-4"	10'-2"	8'-0"
Food Court	EL-13-01	4'-0"	7'-0"	Side Slide	6'-4"	10'-2"	8'-0"

Exhibit D.17: Midway International Airport Site Map Matrix (Image is shown for reference only) Cont'd.



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## Exhibit D.18: Operations Plan - Material Delivery and Debris Removal

[CONTRACTOR COMPANY LOGO]

TO: [CDA POC]  
FROM: [GENERAL CONTRACTOR COMPANY NAME]  
[CONTRACTOR PROJECT MANAGER NAME]  
DATE: [DATE SUBMITTED]  
SUBJECT: [PROJECT NAME]  
PROJECT: [CDA PROJECT NUMBER]  
LOCATION: [PROJECT LOCATION/SPACE NUMBER]

PROPOSAL:

[Provide an introduction paragraph summarizing the construction project proposal to be highlighted in the following sections. Indicate what work is to be performed (See C-SOP 4.3: Logistics Plan); indicate in what area(s) work will take place]

[Project Name] Construction Plan

[Identify what work is to be performed, and who the work is being performed on behalf of. Provide a narrative describing the major aspects or milestones of the project. If applicable, provide a breakdown of any phase work showing the sequence of operations]

Project Dates

Start Date: [Identify start of construction date]  
End Date: [Identify end of construction date]

Manpower and Working Hours

[Indicate proposed hours in which work will be performed; indicate if shift work will be implemented and identify working hours of each shift. Indicate proposed crew size]

Manpower Movement

[Specify security procedures that will be implemented for site access; employee badging access requirements (See Exhibits D.10 & D.11); elevators and doors to be used (See Exhibits D.14-D.17); vehicle access (See Exhibit D.8); employee parking.

Equipment

[Identify what equipment will be used to perform work. Identify where equipment will be stored while not in use]

Housekeeping and Waste Removal – (See Exhibit D.15 OR D.17)

[Indicate how trash and debris will be controlled and removed from construction site. Provide an aerial view of the proposed dumpster location as an exhibit.]

Haul Routes & Deliveries - (See Exhibit D.12 & D.13)

[Identify proposed location(s) for material deliveries (See Exhibits D.12 & D.13). Provide haul route for material and equipment deliveries to designated access doors across the airfield, if required. Identify haul routes for transporting material through the facility. Identify material storage location]

CDA Impacts

[Identify any potential impacts to CDA operations or facilities. Identify any potential equipment that will need to be shut down. Indicate how any potential impacts will be mitigated]

Document is Uncontrolled if printed or downloaded | Visit [build.flychicago.com](http://build.flychicago.com) for current version

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Exhibit E.1: Special Conditions Regarding Minority-Owned Business Enterprise Commitment and Women-Owned Business Enterprise Commitment in Professional Services (found within RMS form on the next Page)

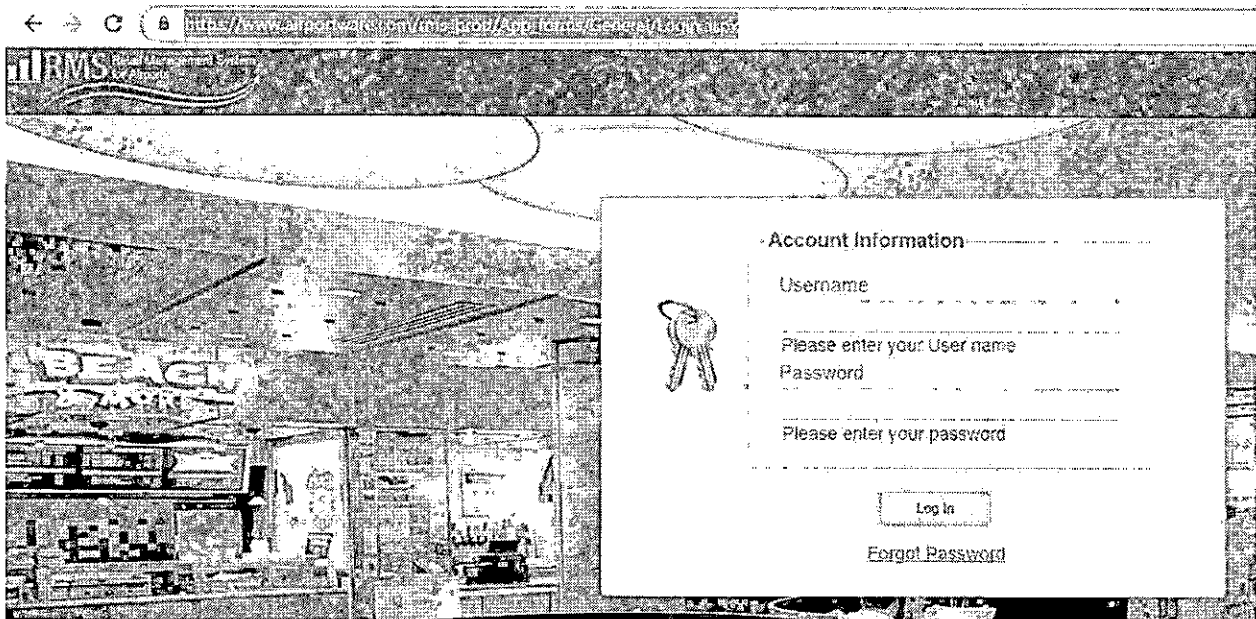
Exhibit E.2: Special Conditions Regarding Minority-Owned Business Enterprise Commitment and Women-Owned Business Enterprise Commitment in Construction Contracts (found within RMS form on the next Page)

Exhibit E.3: RMS Construction Compliance User Guide

Form can be found on the following page:

## LOG IN

---



To access the Retail Management System (RMS):

1. Go to the following web address:  
[https://rms.airportware.com/rms\\_prod/App/forms/General/Login.aspx](https://rms.airportware.com/rms_prod/App/forms/General/Login.aspx)
2. When the "Log In" screen displays:
  - Enter your username and password
  - Click "Log In"
3. If you have forgotten your password, click "Forgot Password" and password information will be sent to your email address.
4. To acquire a username and password, contact Lisa Cameron at [Lisa.Cameron@unisonretailmng.com](mailto:Lisa.Cameron@unisonretailmng.com)



## Construction Compliance User Guide

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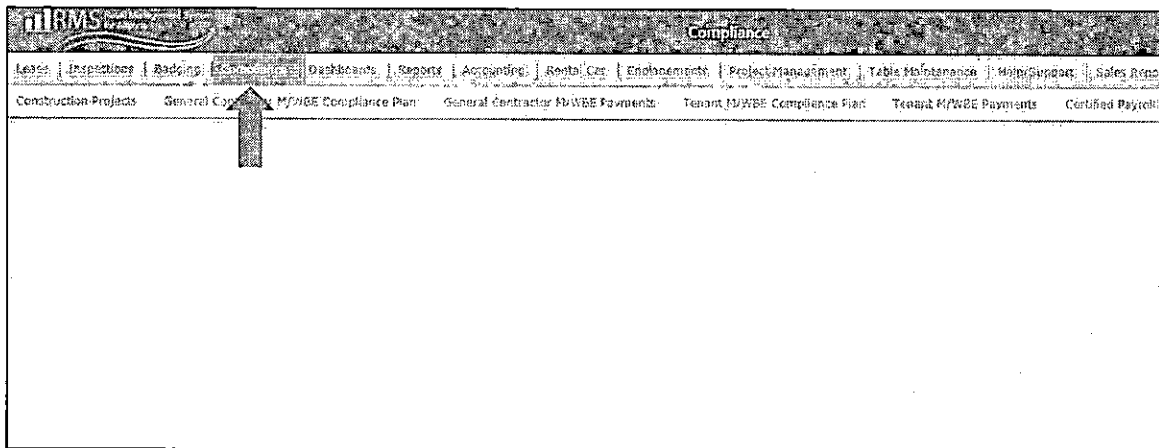
### **CONSTRUCTION COMPLIANCE**

---

1. All Contractors and Tenants performing work at O'Hare and Midway International Airports, must submit documentation describing the work to CDA for approval. The Concession's Design and Construction SOP contains Construction Compliance information and guidelines required for all CDA construction projects and may be found on the flychicago website.

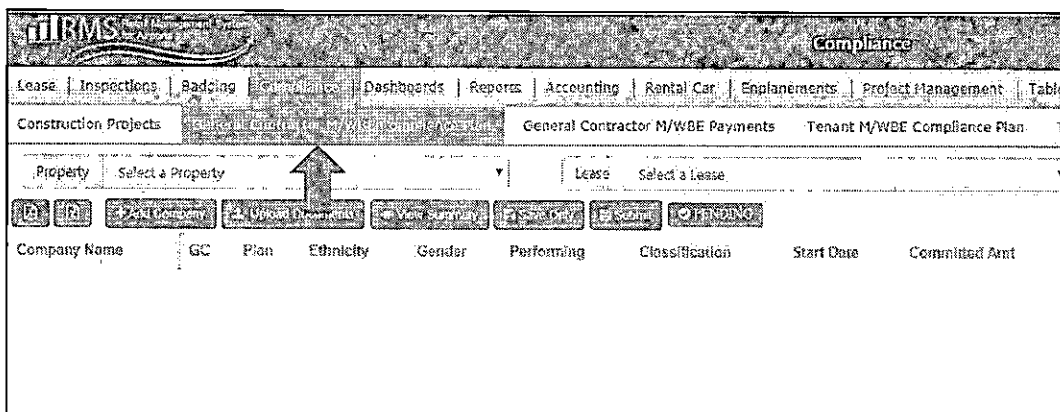
## SUBMITTING A COMPLIANCE PLAN

1. Click the "Compliance" tab on left side of screen.



## GENERAL CONTRACTOR'S M/WBE COMPLIANCE PLAN

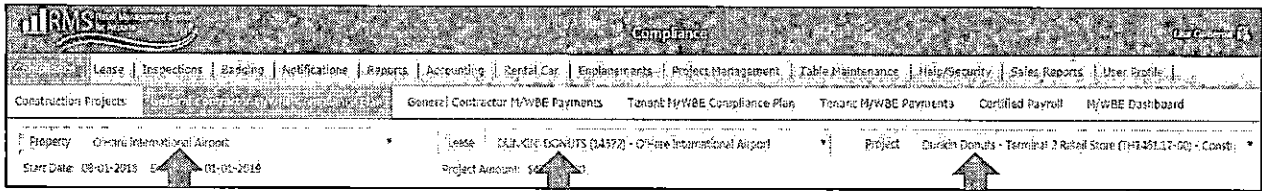
1. Click General Contractor's M/WBE Compliance Plan.



2. Select Property, Lease and Project from the drop down list:

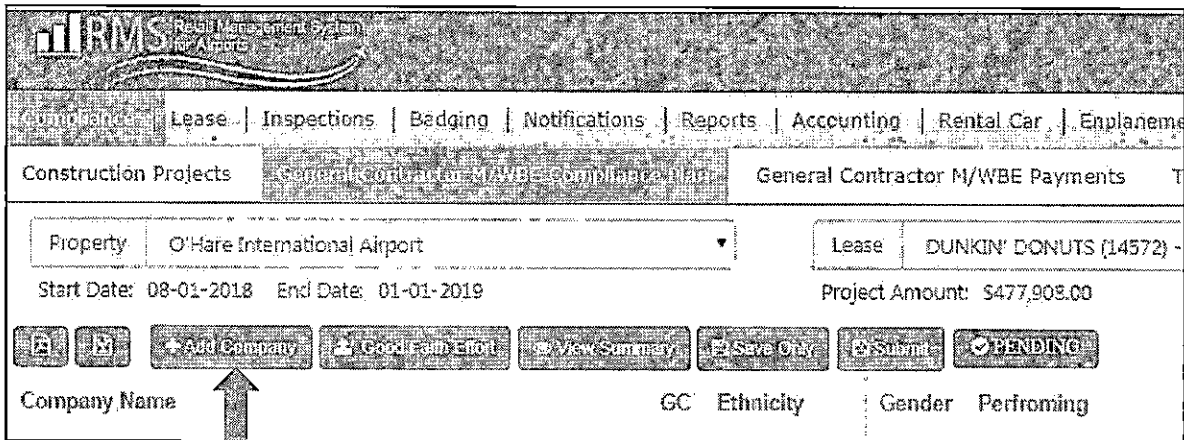
- O'Hare
- Dunkin' Donuts
- Construction



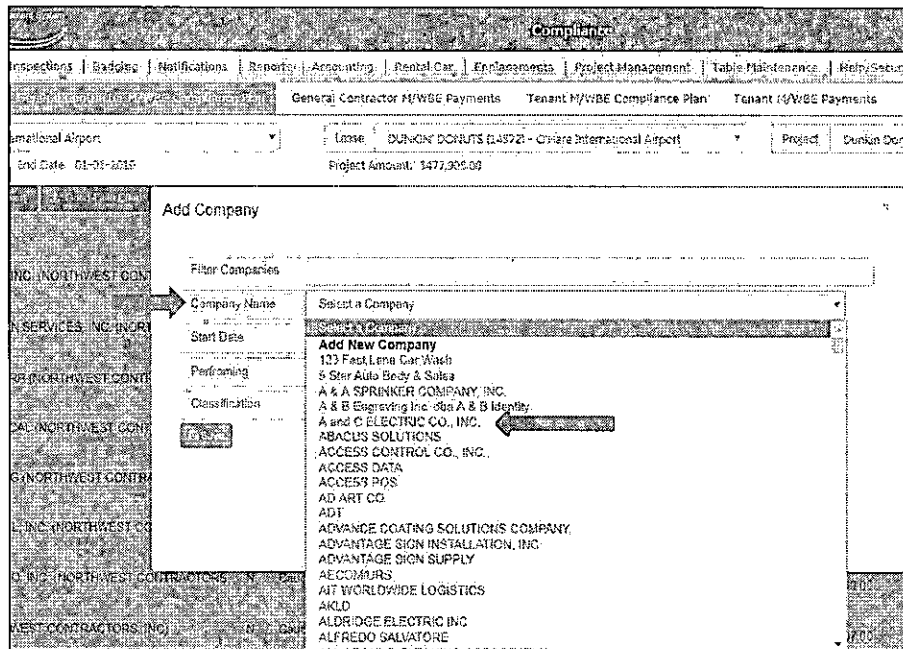


## ADD A COMPANY TO THE COMPLIANCE PLAN

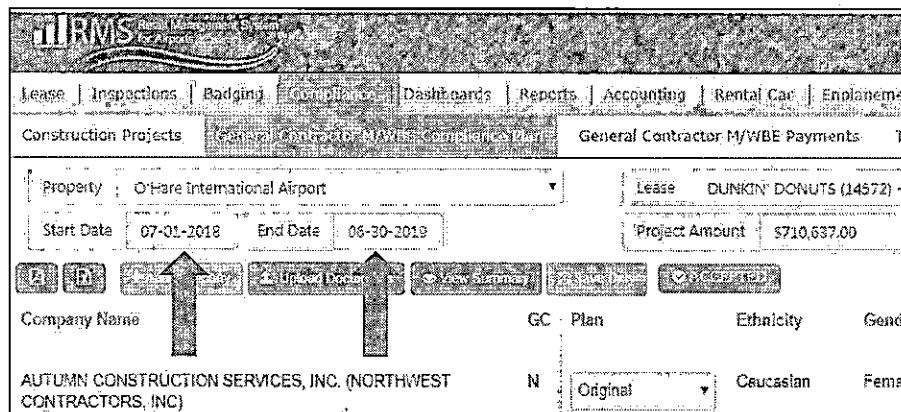
1. Click on "+Add Company".



2. Select a "Company Name" from drop down list: (the "Filter Companies" box provides a vendor name search shortcut).



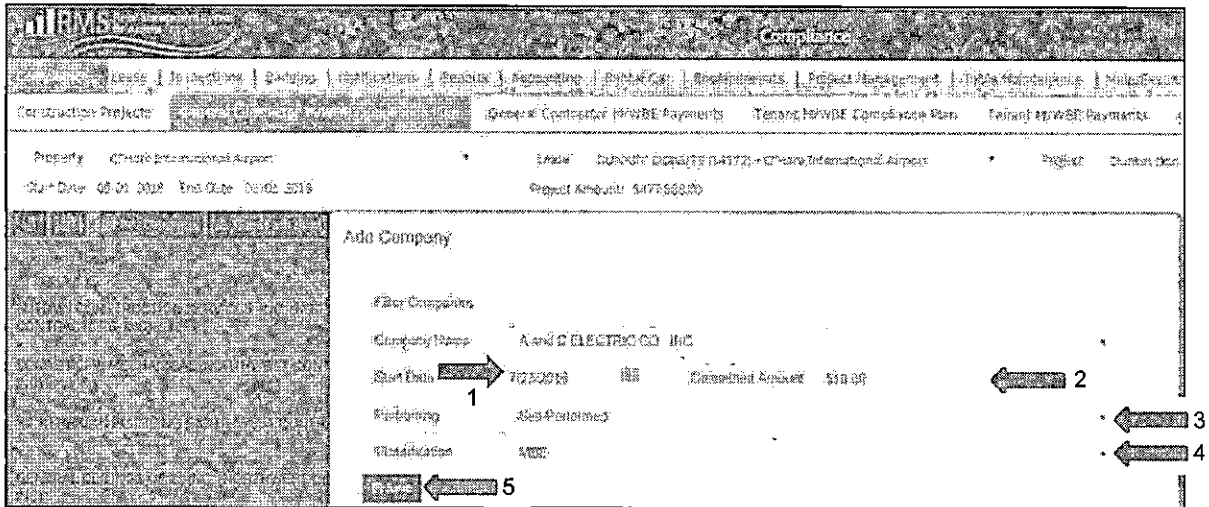
3. **NOTE:** The General Contractor must be selected first. The start and end dates are already in place and the dates cannot go beyond these perimeters.



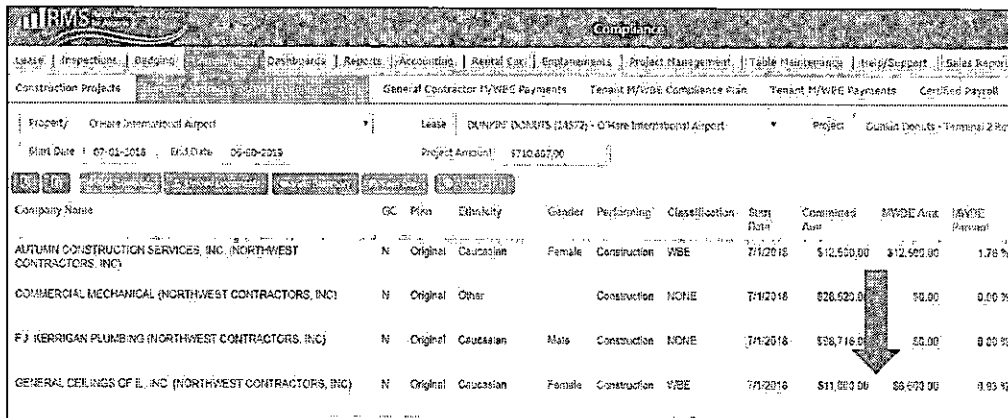
4. After the Company has been selected: *(sample chart next page)*
- Type in Start Date (Arrow 1). The Start Date is the actual date the contractor or subcontractor begins his/her portion of the work in accordance with the Construction Schedule submitted at the Pre-Con Meeting.
  - Type in Commitment Amount (Arrow 2).

# Construction Compliance User Guide

- Performing: Select either Distributor, Manufacturer, Self-Performing or Supplier from the drop down box (Arrow 3).
  - Classification: Select MBE, WBE or None from the drop down box (Arrow 4).
5. Click "Save" (Arrow 5).
  6. A message box appears.(company name) has been added. Click "OK".
  7. Click "X" to exit dialog box.
  8. If the vendor's name is not on the drop down list, please contact Lisa Cameron at [lisa.cameron@unisonretailmng.com](mailto:lisa.cameron@unisonretailmng.com) or 773-894-5424.



**NOTE:** If the "Supplier" is a MBE or WBE, RMS will automatically calculate 60% of the contract value in accordance Article IV. E of Exhibit 18, of the "Special Conditions Regarding Minority Owned Business Enterprise Commitment in Construction Contracts" located in the CDA Design and Construction SOP (please see Page 4 for the website link).

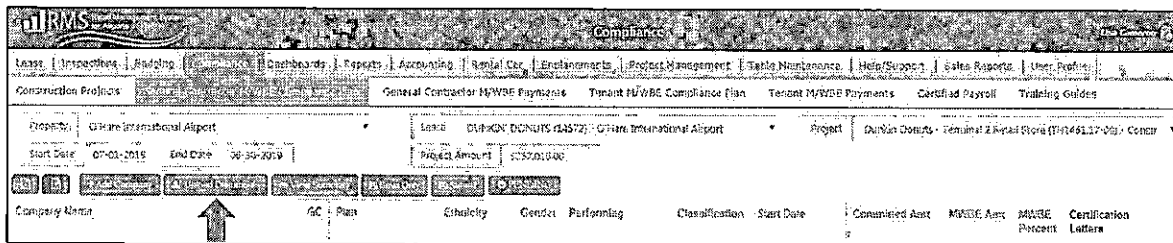


Company Name	GC	Plan	Ethnicity	Gender	Performing	Classification	Start Date	Committed Amt	M/WBE Amt	M/WBE Percent
AUTUMN CONSTRUCTION SERVICES, INC. (NORTHWEST CONTRACTORS, INC)	N	Original	Caucasian	Female	Construction	WBE	7/1/2018	\$12,500.00	\$12,500.00	1.78 %
COMMERCIAL MECHANICAL (NORTHWEST CONTRACTORS, INC)	N	Original	Other		Construction	NONE	7/1/2018	\$28,000.00	\$0.00	0.00 %
F J HERRIGAN PLUMBING (NORTHWEST CONTRACTORS, INC)	N	Original	Caucasian	Male	Construction	NONE	7/1/2018	\$38,718.00	\$0.00	0.00 %
GENERAL CEILING OF I, INC (NORTHWEST CONTRACTORS, INC)	N	Original	Caucasian	Female	Construction	WBE	7/1/2018	\$11,000.00	\$0,000.00	0.00 %

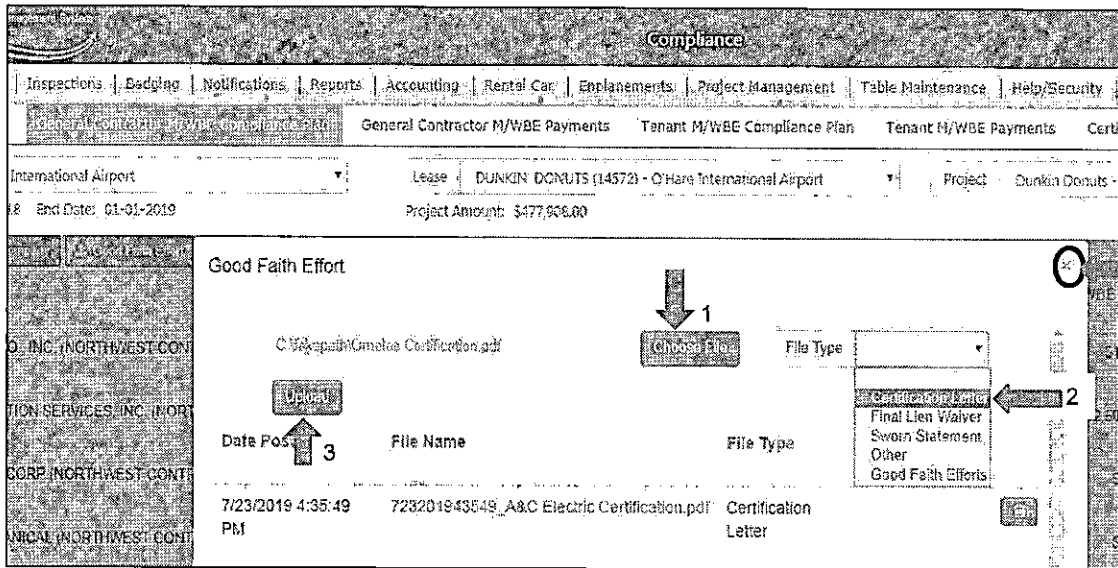
## UPLOADING DOCUMENTS

When entering a MBE or WBE contractor or subcontractor, their Certification Letter must accompany the Compliance Plan. To upload Certification Letters, the Good Faith Efforts form or other documents:

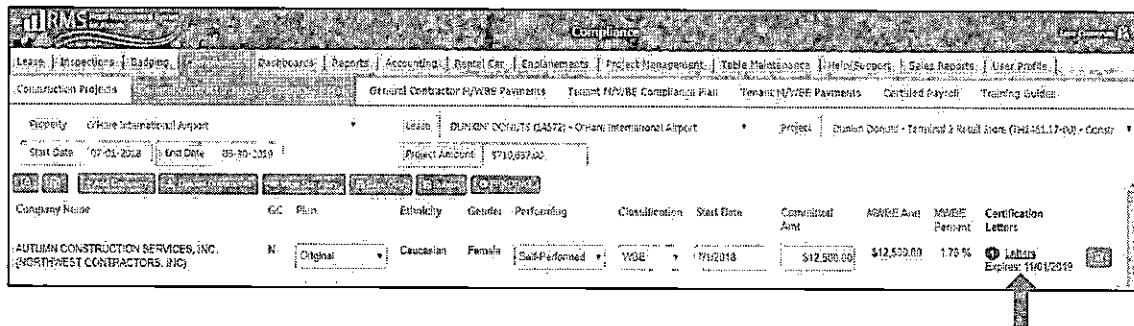
1. Click "Upload Documents".



2. Click "Choose File" (RMS will access your computer's hard drive); double click on your chosen file (Arrow 1).
3. Click "File Type" and choose: Certification Letter, Final Lien Waiver, Sworn Statement, Other, Good Faith Efforts (Arrow 2).
4. Click "Upload" (Arrow 3).
5. Click "X" in upper right corner of box to exit the screen (Arrow 4).



- If uploading a certification letter only, click the "Certification Letter" box of the m/wbe vendor and follow the steps above, then add the Certification Letter's expiration date.

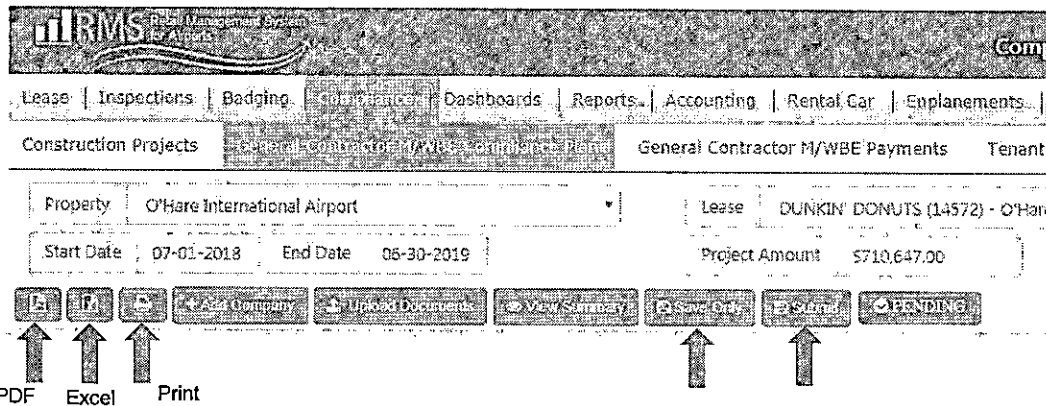


## GOOD FAITH EFFORTS FORM

The Good Faith Efforts Form, instructions and link may be found on Page 4.

## VIEW AND PRINT COMPLIANCE PLAN

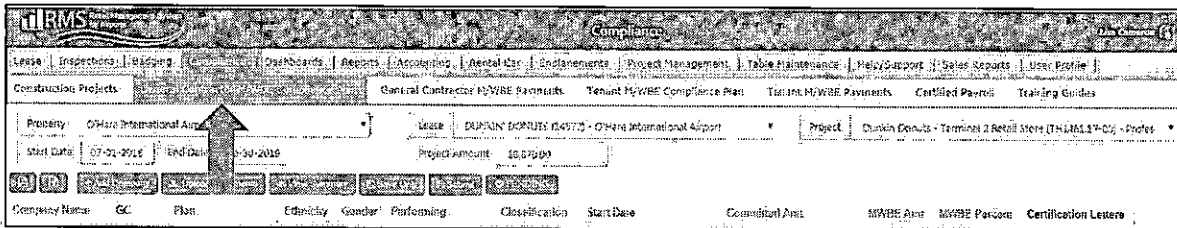
- To view the Compliance Plan in either a PDF or Excel format, click on either of the blue boxes upper left (shown below). Printing will then be enabled. **NOTE:** The Excel format is designed to allow data editing. You may also print from the Print button.



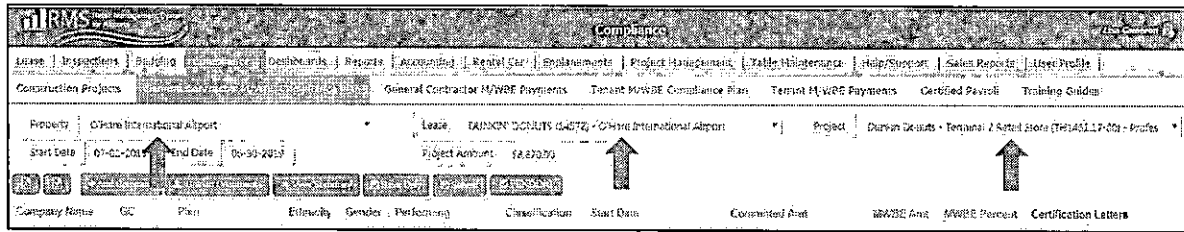
2. There is a "Save Only" feature if the Compliance Plan is incomplete.
3. When the Compliance Plan is complete, click "Submit".
4. Once submitted, changes cannot be made.
5. Click "OK" to return to main screen.
6. Once the Compliance Plan is approved, notification will be sent via RMS.

## PROFESSIONAL SERVICES M/WBE COMPLIANCE PLAN

1. Click the "General Contractor M/WBE Compliance Plan" tab.



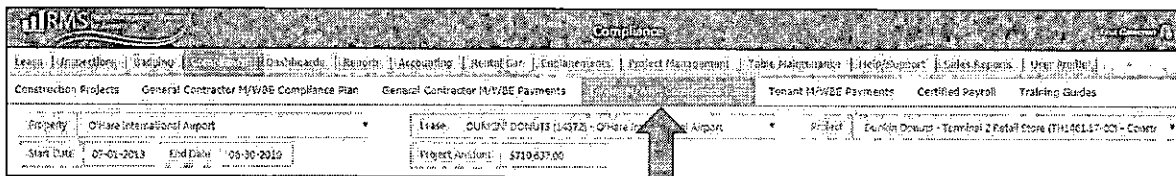
2. Select Property, Lease and "Professional Services" under Project from the drop down list:



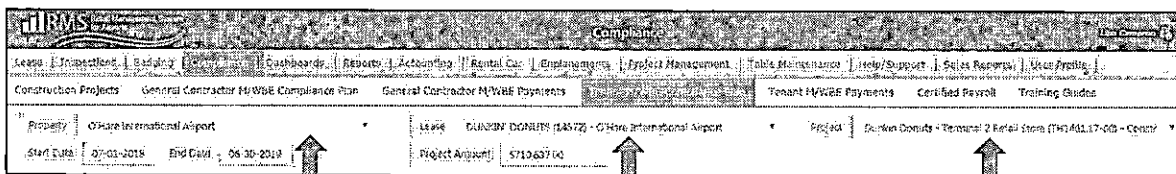
3. The Professional Services M/WBE Compliance Plan is identical to the General Contractor's Compliance Plan. Follow the instructions for "General Contractor's M/WBE Compliance Plan beginning on Page 5.

## TENANT M/WBE COMPLIANCE PLAN

1. Click the "Tenant M/WBE Compliance Plan" tab.



2. Select Property, Lease and "Construction" under Project from the drop down list.



3. The Tenant M/WBE Compliance Plan is identical to the General Contractor's Compliance Plan. Follow the instructions for "General Contractor's M/WBE Compliance Plan beginning on Page 5.
4. When viewing the Tenant's Compliance Plan you will note the Plan includes the General Contractor and its Subcontractors, as denoted by the General Contractor's name in parenthesis (Arrow 1).
5. The Tenant's Subcontractors will not include the General Contractor's name (Arrow 2).

# Construction Compliance User Guide

RMS Compliance						
<a href="#">Lease</a>   <a href="#">Inspections</a>   <a href="#">Badging</a>   <a href="#">Notifications</a>   <a href="#">Reports</a>   <a href="#">Accounting</a>   <a href="#">Rental Car</a>   <a href="#">Engagements</a>   <a href="#">Project Management</a>   <a href="#">Tenants</a>						
Construction Projects		General Contractor MWBE Compliance Plan		General Contractor MWBE Payments		
Property: O'Hare International Airport		Lease: DUNKIN DONUTS (14572) - O'Hare International Airport				
Start Date: 08-01-2018		End Date: 01-01-2019		Project Amount: \$477,893.00		
<input type="button" value="Print"/> <input type="button" value="Add New"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="PENDING"/>						
Company Name	GC	Ethnicity	Gender	Performing	Classification	Start Date
A AND C ELECTRIC CO., INC. (NORTHWEST CONTRACTORS, INC) <input type="button" value="Edit"/> 1	N	Hispanic American	Male	Self-Performed	MBE	7/23/2019
AUTUMN CONSTRUCTION SERVICES, INC. (NORTHWEST CONTRACTORS, INC)	N	Caucasian	Female	Self-Performed	WBE	8/1/2018
COMMERCIAL MECHANICAL (NORTHWEST CONTRACTORS, INC)	N	Other		Self-Performed	NONE	8/1/2018
EVERBRITE <input type="button" value="Edit"/> 2	N	Other	Male	Self-Performed	NONE	8/1/2018

**NOTE:** The Tenant will not be able to edit the General Contractor's Compliance Plan.



### City Residency Requirements:

- In accordance with the Concessionaire's Lease and License Agreement, 50% of the total construction worker hours must be performed by actual residents of the City of Chicago.

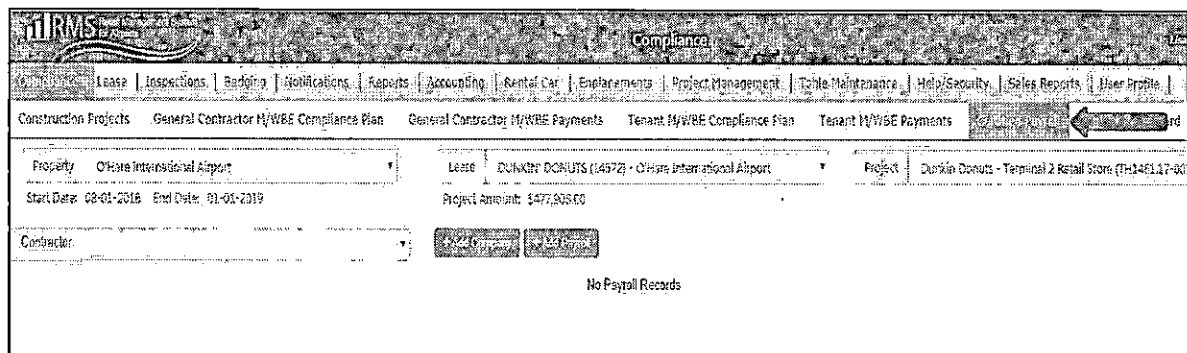
### Certified Payroll Report Requirements:

- Certified payroll reports must be submitted weekly for all contractors and subcontractors.
- Certified payroll reports must include:
  - ✓ Project Name
  - ✓ Location ID Number
  - ✓ Employee's Name
  - ✓ Employee's Full Address (including zip code)
  - ✓ Employee's Last Four Digits of Social Security Number
  - ✓ Employee's Ethnicity
  - ✓ Employee's Job Title
  - ✓ Employee's Date of Hire
  - ✓ Employee's Hours Worked

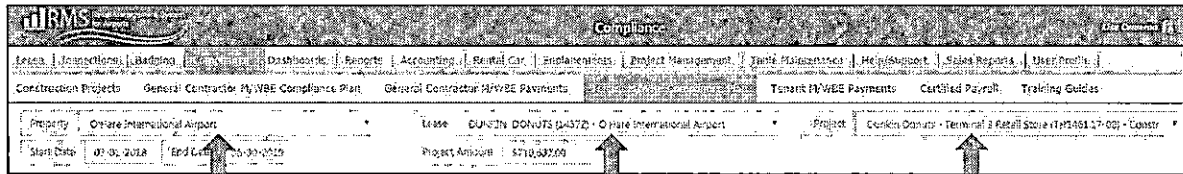
## CERTIFIED PAYROLL REQUIREMENTS

## CERTIFIED PAYROLL FORMAT ENTRY / GC & SUBS

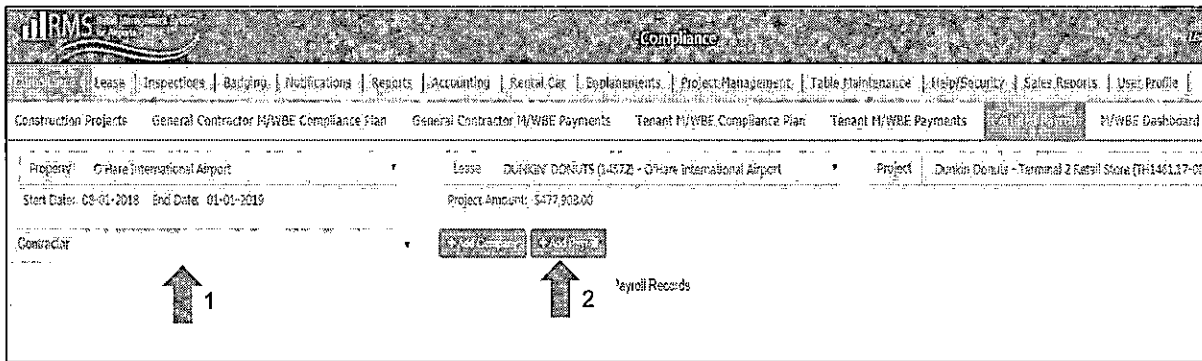
1. Click on the Certified Payroll Tab.



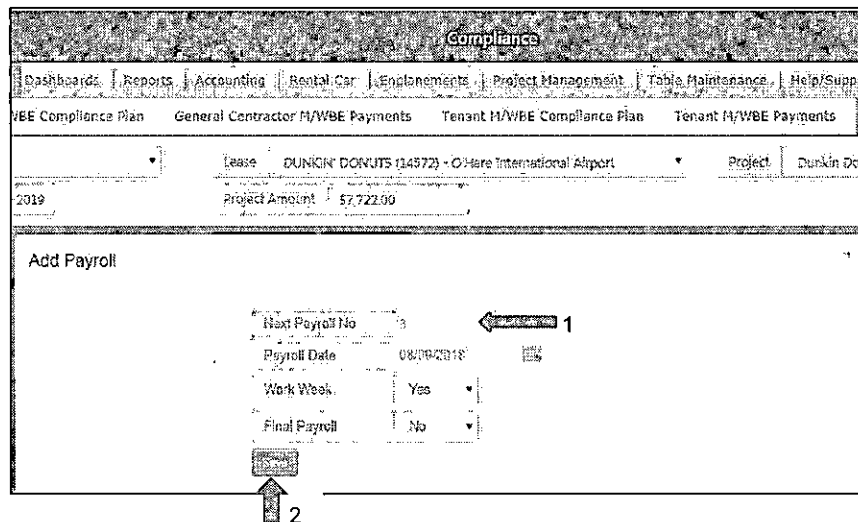
2. Select Property, Lease and "Construction" under Project from the drop down list.



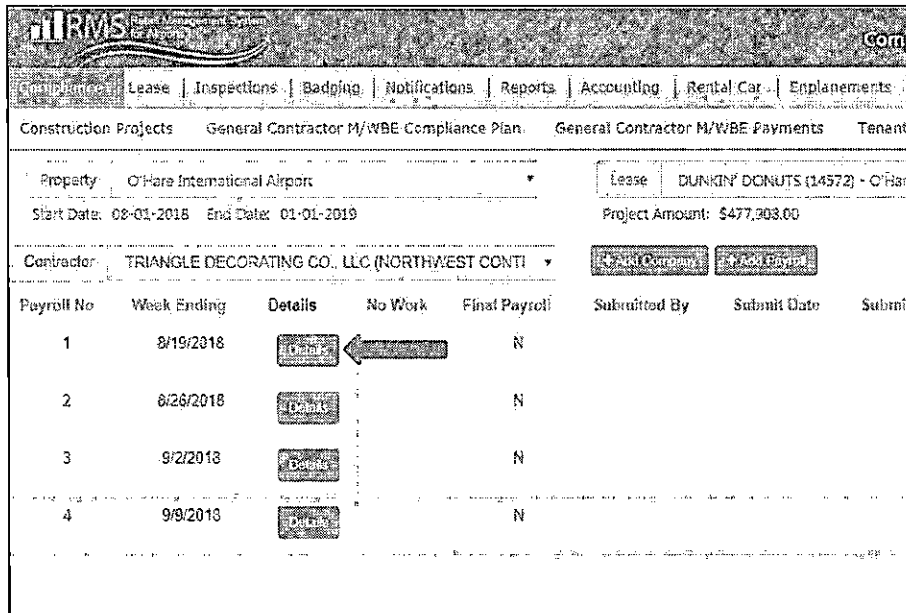
3. In the "Contractor" box, select a contractor or subcontractor from the drop down list (Arrow 1).
4. Click "Add Payroll" (Arrow 2).



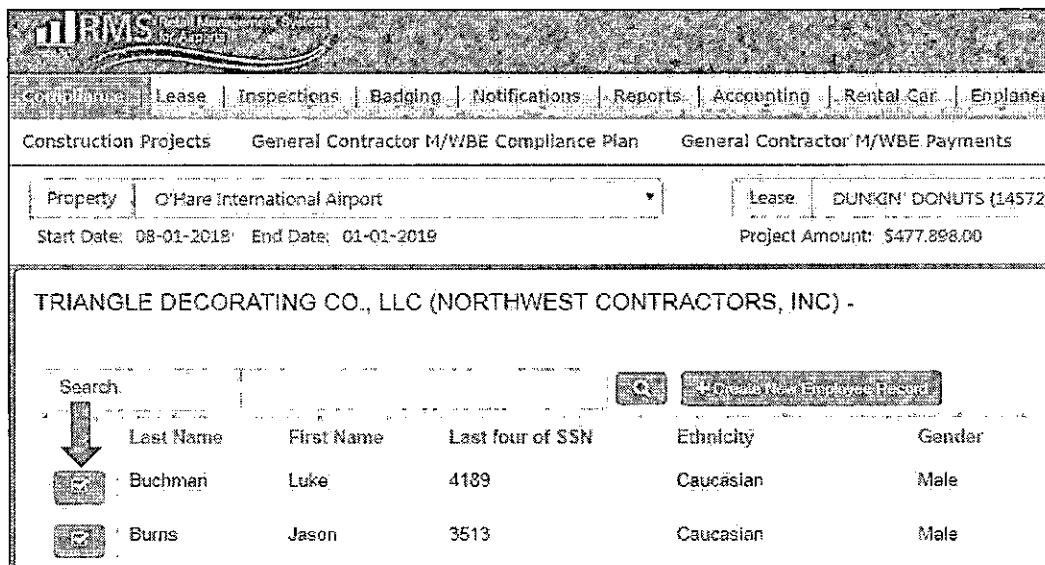
5. RMS automatically starts with Payroll No. 1.
6. Type in payroll week ending date (only Payroll No. 1 requires typing in a date; Payroll No. 2 automatically proceeds to the next week) (Arrow 1).
7. Click "Save" (Arrow 2).



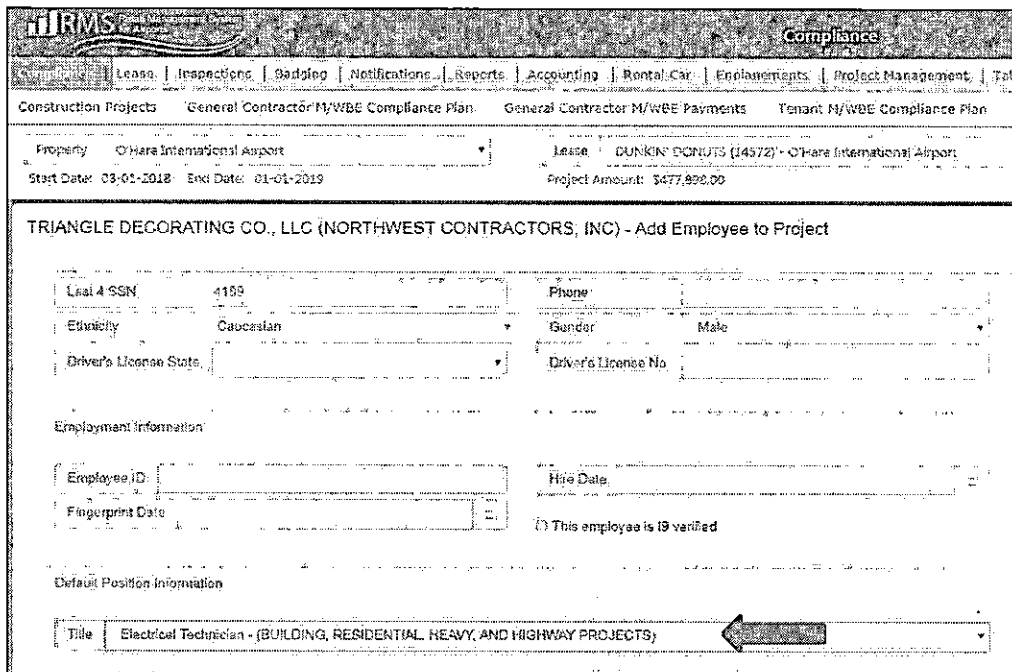
8. RMS asks "Are you sure you want to add this payroll record?"
9. Click "OK".
10. Click "Details". This will take you to the "Add Employee" screen.



11. Click "Add Employee". RMS supplies a list of employees currently in RMS. If the employee is on the list, click the  box on the left.



12. This screen gives the opportunity to edit employee information and add the employee's job title from the drop down list (required).



**Compliance**

Lease: DUNKIN' DONUTS (14572) - O'Hare International Airport  
 Start Date: 03-01-2018 End Date: 01-01-2019 Project Amount: \$477,892.00

**TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) - Add Employee to Project**

Last 4 SSN: 4199 Ethnicity: Caucasian Driver's License State: Phone: Gender: Male Driver's License No:

Employment Information  
 Employee ID: Hire Date: Fingerprint Date:  This employee is verified

Default Position Information  
 Title: Electrical Technician - (BUILDING, RESIDENTIAL, HEAVY, AND HIGHWAY PROJECTS)

➤ When all employee information is entered, click "Continue".

13. Click "Add Employee to Project".

➤ RMS says "Employee Added to Payroll".

14. Click "OK".

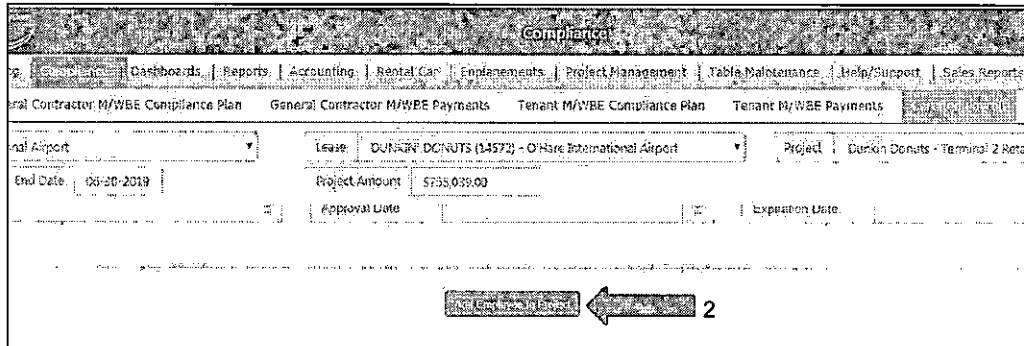
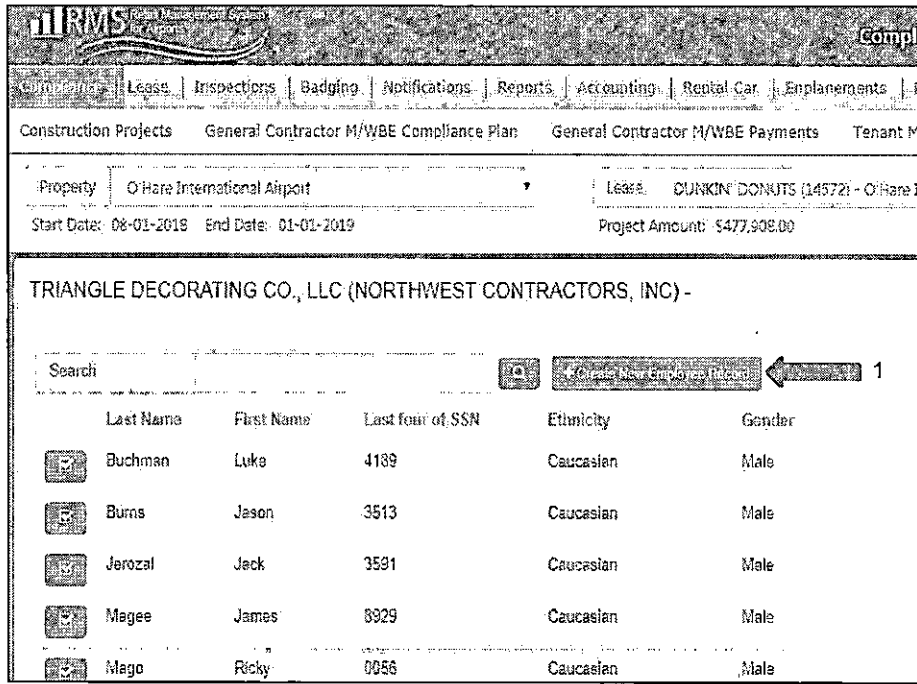
15. If employee is not listed, click "Create New Employee Record" (Arrow 1, next page).

➤ Fill in the required fields and click "Continue".

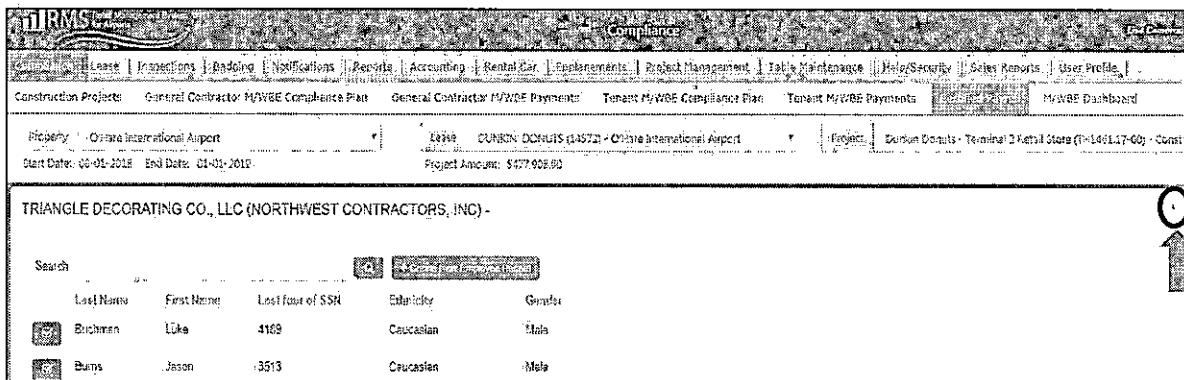
➤ Click "Add Employee to Project" (Arrow 2).

➤ Click "OK".

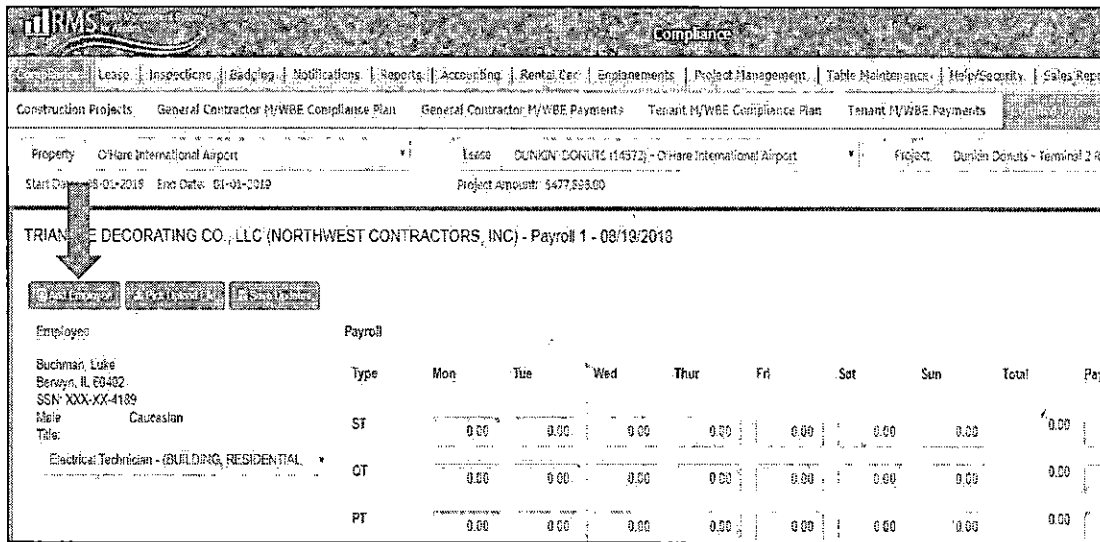
# Construction Compliance User Guide



16. When all employees have been "Added to the Project" click "X" in the upper right corner, top of page to close out of that screen.

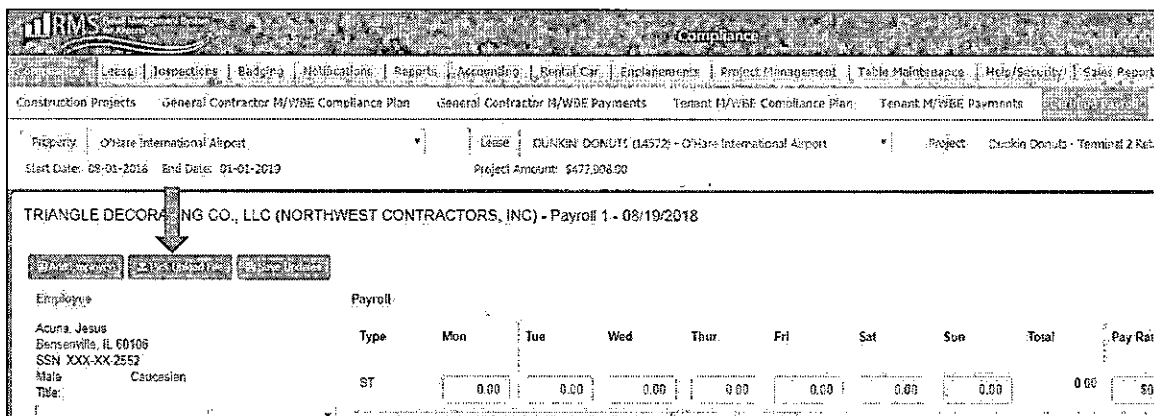


17. A new employee may also be added from the payroll timesheet screen by clicking the "Add Employee" button. Follow the same instructions above.



18. Certified payroll will need to be uploaded from an Excel spreadsheet format. The Excel spreadsheet and link may be found on Page 4.

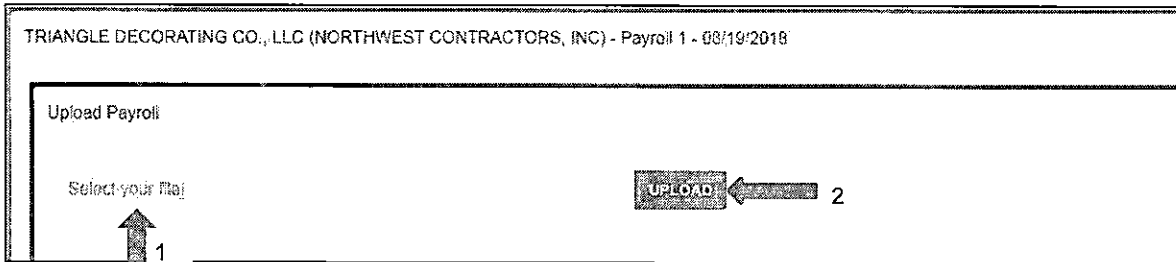
19. To upload a completed Excel payroll timesheet, click "Pick Upload File".



- Click "Select your file!" (accessing your computer's hard drive); double click on your chosen file (Arrow 1, next page).
- Click "Upload" (Arrow 2).
- Screen says "Success! Confirm data and submit". Click "OK".

# Construction Compliance User Guide

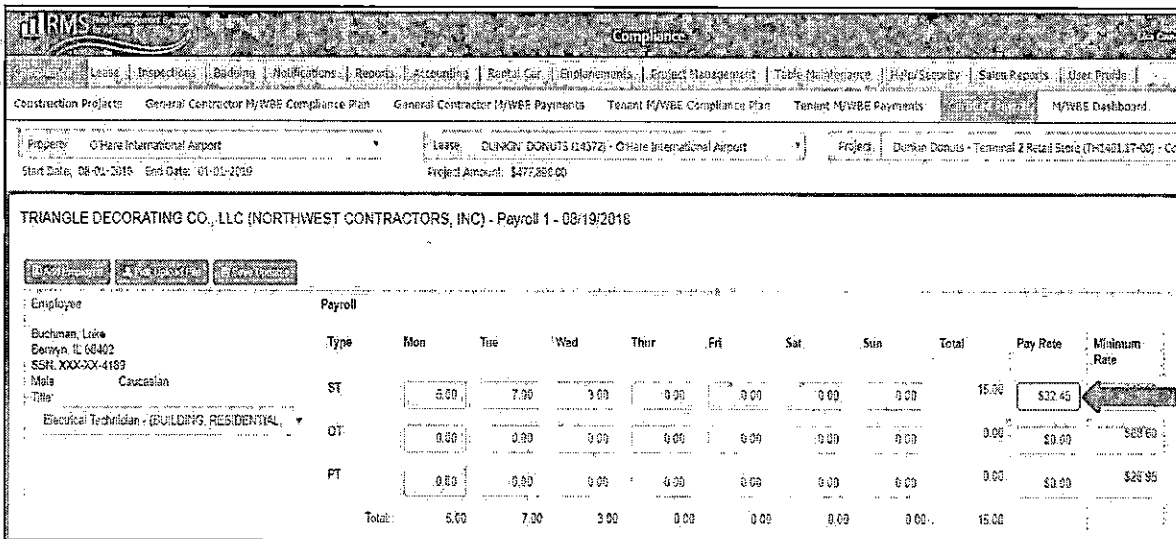
- If a mistake is made on the Excel payroll timesheet, simply upload the revised payroll timesheet, process as shown above.




## Sample Excel Payroll

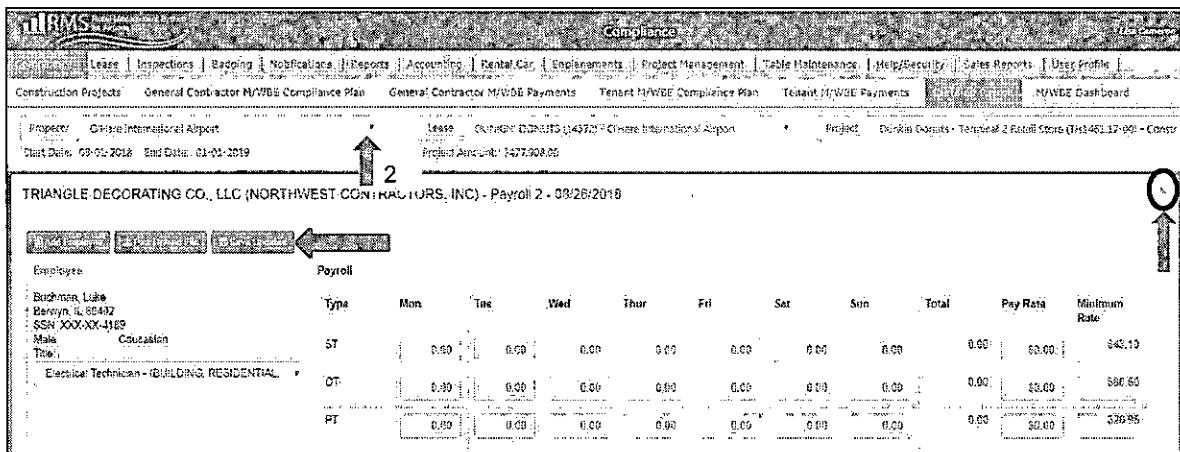
SSN	FirstName	LastName	City	State	Zip	Ethnicity	Gender	WorkTitle	Level	PayType	Mon	Tue	Wed	Thur	Fri	Sat	Sun	PayRate
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter Forman	st		8	8	8	8	8	8	8	125
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter Forman	ot		1	0	0	0	0	0	0	13
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter Forman	pt		0	2	0	0	0	0	0	145
XXXX-XX-5215	Jo	Silh	Benseville	IL	60106	African American	Female	Laborer Journeyman	2 st		8	8	8	8	8	8	8	125
XXXX-XX-5215	Jo	Silh	Benseville	IL	60106	African American	Female	Laborer Journeyman	2 ot		1	0	0	0	0	0	0	13
XXXX-XX-5215	Jo	Silh	Benseville	IL	60106	African American	Female	Laborer Journeyman	2 pt		0	2	0	0	0	0	0	145
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician Apprentice	2 st		8	8	8	8	8	8	8	125
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician Apprentice	2 ot		1	0	0	0	0	0	0	13
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician Apprentice	2 pt		0	2	0	0	0	0	0	145

**NOTE:** The Prevailing Wage Rate is preset in RMS as "Minimum Rate". If the wage rate falls below the preset number, the "Pay Rate" box will be framed in red.



20. When payroll is complete:

- Click "Save Updates".
- Click "X" in top right corner to close out of the payroll screen.
- Once the payroll box is closed, click "Submit" 



Compliance

Lease | Inspections | Bidding | Notifications | Reports | Accounting | Rental Car | Equipments | Project Management | Table Maintenance | Help/Security | Sales Reports | User Profile

Construction Projects | General Contractor MWBE Compliance Plan | General Contractor MWBE Payments | Tenant MWBE Compliance Plan | Tenant MWBE Payments | MWBE Dashboard

Property: Chicago International Airport | Lease: CR/HSR/CD/MS/ST/1/43727 Chicago International Airport | Project: Dunkin Donuts - Terminal 2 Facility Store (11146117-00) - Const  
 Start Date: 09-01-2018 | End Date: 01-01-2019 | Project Amount: 1477908.05

TRIANGLE DECORATING CO., LLC (NORTHWEST CONTRACTORS, INC) - Payroll 2 - 03/26/2018

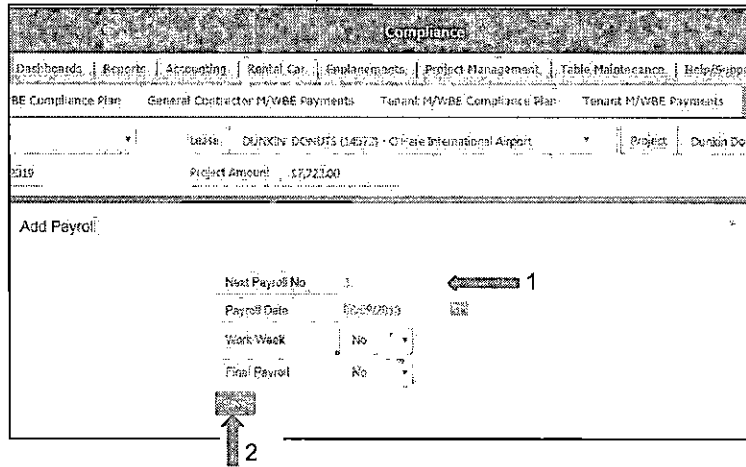
Employee: Burdman, Luke | Birthdate: 05/04/87 | SSN: XXX-XX-4189 | Male | Caucasian | Title: Electrical Technician - BUILDING, RESIDENTIAL

Type	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	Pay Rate	Minimum Rate
ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3.00	\$45.10
OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3.00	\$80.60
PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$20.95

21. When there is a "No Work Week" payroll:

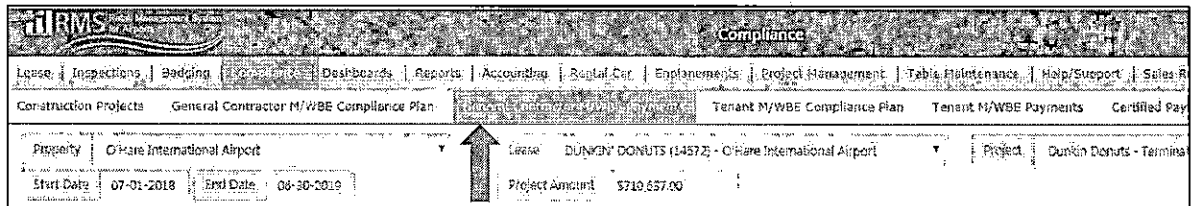
- Click "Add Payroll".
- Click "No" on the "Work Week" box (Arrow 1).
- Click "Save" *Airportware.com* says "Are you sure you want to add this payroll record?" (Arrow 2).
- Click "OK".



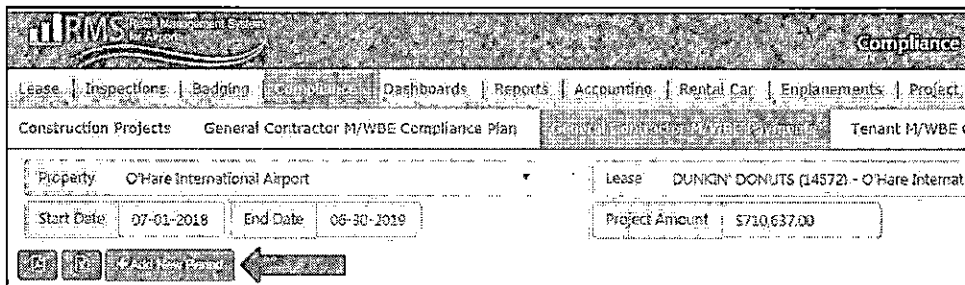


## GENERAL CONTRACTOR M/WBE PAYMENTS

1. Click General Contractor M/WBE Payments.



2. Click "+Add New Period".



3. In the "Add New Pay Period" box, select Year and Month invoices were paid (Arrows 1 and 2, next page).
4. Click "Continue" (Arrow 3).

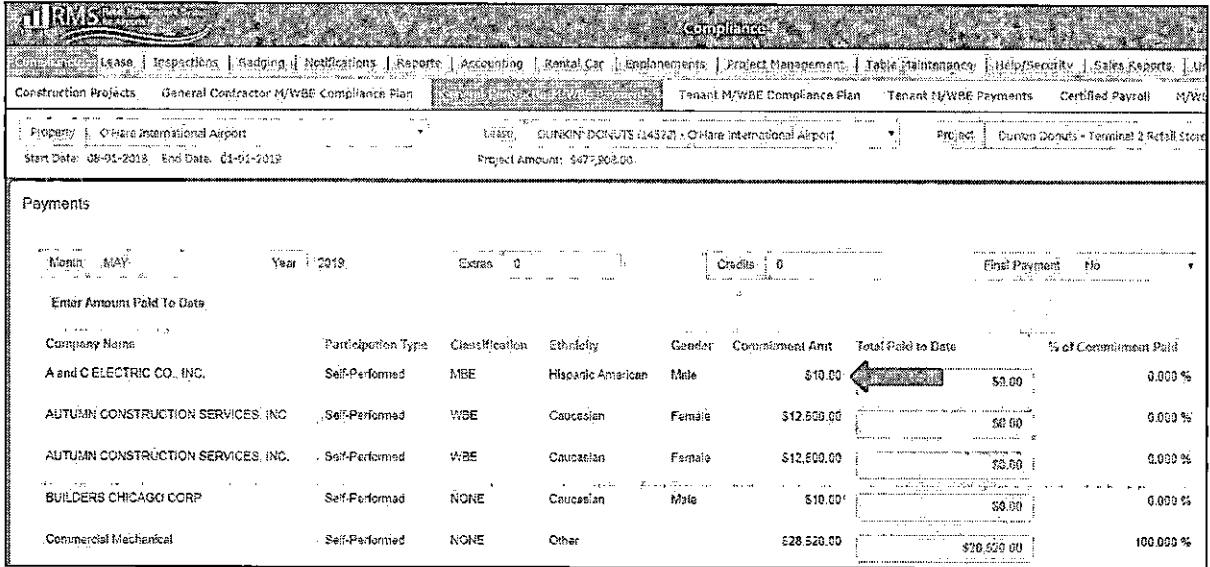
5. After the "Add New Pay Period" box closes, you will be back to the main screen. Click "Details".

Year	Month	Paid To Date	Extras	Credits	Final Report	Details	Sworn Statement	Upload Documents	Submitted By	Submit Date	Submit	Status By
2019	JUNE	\$0.00			N	[Details]	[Sworn Statement]	[Upload Documents]			[Submit]	
2019	MAY	\$0.00			N	[Details]	[Sworn Statement]	[Upload Documents]			[Submit]	

6. The next screen lists the Contractors, Subcontractors and Vendors from the Compliance Plan with the amount committed on the Compliance Plan.

Company Name	Participation Type	Classification	Ethnicity	Gender	Commitment Amt	Total Paid to Date	% of Commitment Paid
AUTUMN CONSTRUCTION SERVICES, INC.	Self-Performed	WBE	Caucasian	Female	\$12,600.00	\$0.00	0.000 %
Commercial Mechanical	Self-Performed	NONE	Other		\$28,520.00	\$0.00	0.000 %
F.J. KERRIGAN PLUMBING	Self-Performed	NONE	Caucasian	Female	\$98,716.00	\$0.00	0.000 %
GENERAL CEILINGS OF IL, INC.	Supplier	WBE	Hispanic American	Female	\$11,000.00	\$0.00	0.000 %

7. Enter amount paid to each contractor, subcontractor or vendor.

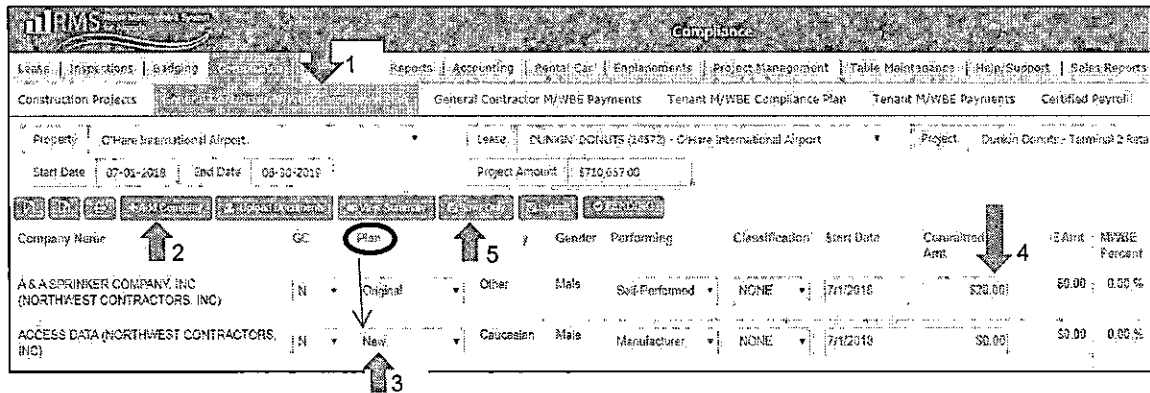


The screenshot shows the 'Payments' tab in the RMS system. It displays a table with columns for Company Name, Participation Type, Classification, Ethnicity, Gender, Commitment Amt, Total Paid to Date, and % of Commitment Paid. An arrow points to the 'Total Paid to Date' column for 'A and C ELECTRIC CO., INC.', which has a value of \$3.00. Other vendors listed include AUTUMN CONSTRUCTION SERVICES, INC. and BUILDERS CHICAGO CORP.

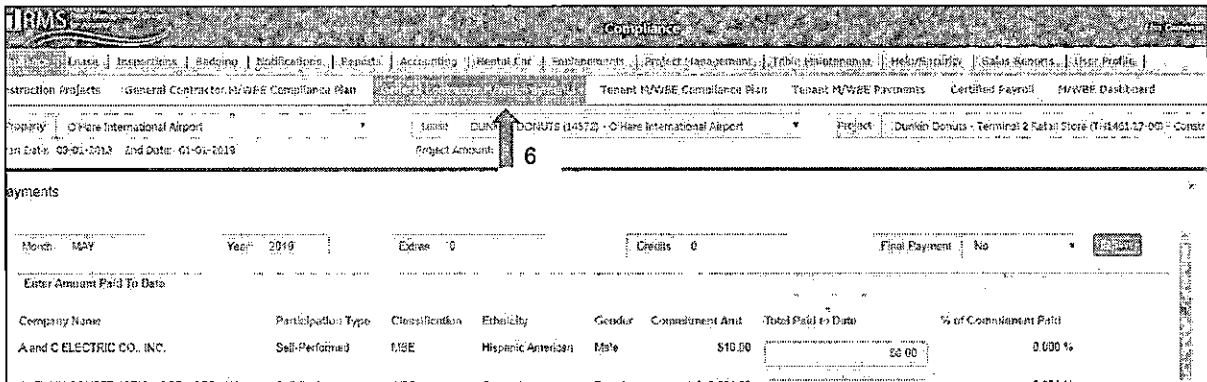
Company Name	Participation Type	Classification	Ethnicity	Gender	Commitment Amt	Total Paid to Date	% of Commitment Paid
A and C ELECTRIC CO., INC.	Self-Performed	MBE	Hispanic American	Male	\$10.00	\$3.00	0.000 %
AUTUMN CONSTRUCTION SERVICES, INC.	Self-Performed	WBE	Caucasian	Female	\$12,600.00	\$0.00	0.000 %
AUTUMN CONSTRUCTION SERVICES, INC.	Self-Performed	WBE	Caucasian	Female	\$12,600.00	\$0.00	0.000 %
BUILDERS CHICAGO CORP	Self-Performed	NONE	Caucasian	Male	\$10.00	\$0.00	0.000 %
Commercial Mechanical	Self-Performed	NONE	Other		\$28,520.00	\$20,000.00	100.000 %

**NOTE:** The Payments tab is a duplicate of the Compliance Plan. If a subcontractor or vendor is added to the project after the Compliance Plan was submitted and approved or needs to be included as a new vendor on the Sworn Statement, first they will need to be added to the Compliance Plan as "New". The Tenant or General Contractor may request to have the Compliance Plan reopened to make additional entries. Once the new subcontractor or vendor is added, they are automatically duplicated into the Payments tab. The payment may then be recorded to the Payments tab.

8. To add a vendor or change a payment, go to the "Compliance Plan" tab (Arrow 1).
9. To add a vendor, select "+Add Company". Follow instructions as described in "Add a Company to the Compliance Plan, located on Page 6 (Arrow 2).
10. Under the "Plan" column, click on "New" (Arrow 3).
11. If a vendor is already on the plan and only the payment amount needs to be updated, click on the "Committed Amount" box and type in new payment amount (Arrow 4).
12. Click "Save Only" (Arrow 5).



13. Click back to the “General Contractor M/WBE Payments” tab (Arrow 6).



14. The completed payment record now becomes the Sworn Statement.

15. Print the completed Sworn Statement, sign and notarize (Arrow 1). Scan and save the Sworn Statement to your computer’s hard drive.

16. Upload the fully executed and notarized Sworn Statement, along with corresponding Final Lien Waivers, for the General Contractor and subcontractors.

**NOTE:** Payment amounts on the Sworn Statement MUST match the amounts on the Final Lien Waivers.

17. Click “Upload” (Arrow 2).

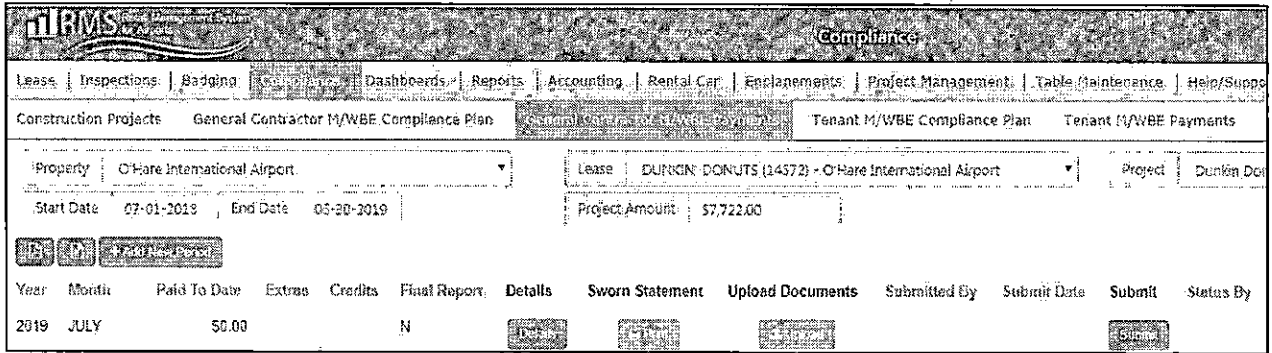
18. Select file (accessing your computer’s hard drive); double click on your chosen file.

19. Once all documents have been uploaded, click out of screen.

20. Click “Submit” (Arrow 3).

21. RMS asks “Are you sure you want to Submit?”

22. Click "Continue".



Year	Month	Paid To Date	Extras	Credits	Fiscal Report	Details	Sworn Statement	Upload Documents	Submitted By	Submit Date	Submit	Status By
2019	JULY	50.00			N	<input type="button" value="Details"/>	<input type="button" value="Continue"/>	<input type="button" value="Upload Documents"/>			<input type="button" value="Submit"/>	

1 ↑

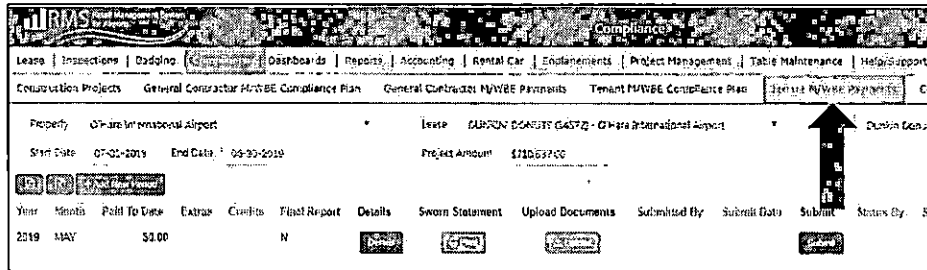
2 ↑

3 ↑

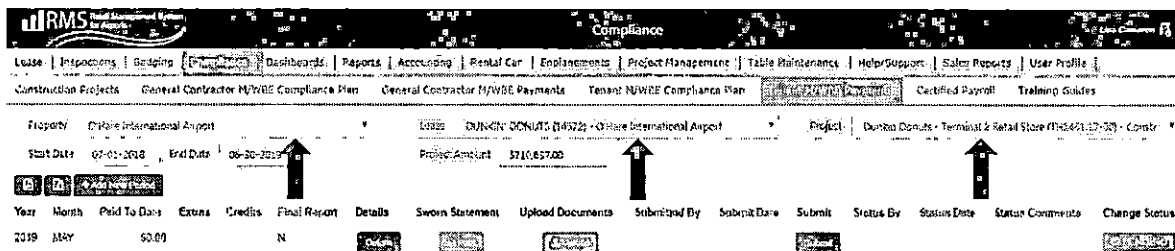
23. Once the Sworn Statement has been submitted, changes may not be made.

## TENANT M/WBE PAYMENTS

1. Click on Tenant M/WBE Payments tab.



2. Select Property, Lease and "Construction" under Project from the drop down list.



3. The Tenant M/WBE Payments tab is identical to the General Contractor's Payments tab. Follow the instructions for "General Contractor's M/WBE Payments beginning on Page 21.

## QUESTIONS OR COMMENTS

Please direct questions or comments to:

Lisa Cameron, Unison Consulting Retail Management,  
[Lisa.Cameron@unisonretailmng.com](mailto:Lisa.Cameron@unisonretailmng.com) / 773-894-5424 office / 815-298-3092 mobile

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## Exhibit E.4: Concession's Compliance Plan – Affidavit of Concessionaire

Form can be found on the following page:



**Chicago Department of Aviation  
Concession's Compliance Plan  
Affidavit of Concessionaire**



Project Name: \_\_\_\_\_  
 Location No.: \_\_\_\_\_  
 Total Project Amount: \_\_\_\_\_ \$0.00 \_\_\_\_\_

Submission Date: \_\_\_\_\_  
 Project Start Date: \_\_\_\_\_  
 Project End Date: \_\_\_\_\_

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_ and a duly authorized representative of \_\_\_\_\_ and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this Compliance Plan.  
 (Name of Concessionaire)

Complete the following sections for **EACH** Subcontractor, Supplier and Consultant participating on this Project (all Tiers). **Also include Non-MBE/WBE participants.**  
 If bidder/proposer is a joint venture and one or more joint venture partners are certified MBE's or WBE's, attach copies of Letters of Certification, Schedule B Form and a copy of the Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and it's ownership interest in the joint venture.

NOTE: If a supplier subcontractor is a MBE or WBE, 60% of the total dollar value will be counted. For further clarification, please see Section IV.E. in the Special Conditions Regarding Minority Owned Business Enterprise Commitment and Women Owned Business Commitment in Construction Contracts, Exhibit 17 to the C-SOP.

**All MBE/WBE firms included in this Compliance Plan must be certified by the City of Chicago in the area(s) of specialty listed on the Letter of Certification and must be attached for each MBE/WBE participant.**

**MBE PARTICIPATION**

Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Ethnicity	Gender
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
<b>Total MBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>		



**WBE PARTICIPATION**

Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Ethnicity	Gender
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
<b>Total WBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>		

**NON-MBE/WBE PARTICIPATION**

Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation		Percentage of Participation	Ethnicity	Gender
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
<b>Total Non-MBE/WBE Participation</b>			<b>\$0.00</b>		<b>#DIV/0!</b>		

To the best of my knowledge, information and belief the facts and representations contained in the aforementioned are true, and no material facts have been omitted.  
The Concessionaire designates the following person as its MBE/WBE Liaison Officer:

\_\_\_\_\_  
(Name - Please Print or Type)

\_\_\_\_\_  
(Phone)

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE CONCESSIONAIRE TO MAKE THIS AFFIDAVIT.**

\_\_\_\_\_  
(Name of Concessionaire - Print or Type)

State of:

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

County of:

\_\_\_\_\_

\_\_\_\_\_  
(Name & Title of Affiant - Print or Type)

Date:

\_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above signed officer \_\_\_\_\_ personally appeared and, known to me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_  
(Notary Public Signature)

SEAL:

Commission Expires: \_\_\_\_\_

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## Exhibit E.6: Concession's Compliance Plan – Affidavit of Prime Contractor

Form can be found on the following page:



**Chicago Department of Aviation  
Concession's Compliance Plan  
Affidavit of Prime Contractor**



Project Name: \_\_\_\_\_  
 Location No.: \_\_\_\_\_  
 Total Project Amount:                     \$0.00                    

Submission Date: \_\_\_\_\_  
 Project Start Date: \_\_\_\_\_  
 Project End Date: \_\_\_\_\_

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_ and a duly authorized representative of \_\_\_\_\_ and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this Compliance Plan.  
 (Name of Prime Contractor)

Complete the following sections for EACH Subcontractor, Supplier and Consultant participating on this Project (all Tiers). *Also include Non-MBE/WBE participants.*

If bidder/proposer is a joint venture and one or more joint venture partners are certified MBE's or WBE's, attach copies of Letters of Certification, Schedule B Form and a copy of the Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and it's ownership interest in the joint venture.

*All MBE/WBE firms included in this Compliance Plan must be certified by the City of Chicago in the area(s) of specialty listed on the Letter of Certification and must be attached for each MBE/WBE participant.*

**MBE PARTICIPATION**

Name of firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Ethnicity	Gender
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
<b>Total MBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>		

**WBE PARTICIPATION**

Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation	Adjusted Dollar Amount of Participation	Percentage of Participation	Ethnicity	Gender
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
			\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
		SUPPLIER @ 60%	\$0.00	\$0.00	#DIV/0!		
<b>Total WBE Participation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>		

**NON-MBE/WBE PARTICIPATION**

Name of Firm	Type of Work	Self-Performed Manufacturer Distributor/Supplier	Dollar Amount of Participation		Percentage of Participation	Ethnicity	Gender
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
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			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
			\$0.00		#DIV/0!		
<b>Total Non-MBE/WBE Participation</b>			<b>\$0.00</b>		<b>#DIV/0!</b>		

To the best of my knowledge, information and belief the facts and representations contained in the aforementioned are true, and no material facts have been omitted.  
The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

\_\_\_\_\_  
(Name - Please Print or Type)

\_\_\_\_\_  
(Phone)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.

\_\_\_\_\_  
(Name of Prime Contractor - Print or Type)

State of:

\_\_\_\_\_  
(Signature)

County of:

\_\_\_\_\_  
(Name & Title of Affiant - Print or Type)

Date:

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above signed officer \_\_\_\_\_ personally appeared and, known to me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_  
(Notary Public Signature)

SEAL:

Commission Expires: \_\_\_\_\_

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## Exhibit E.7: Good Faith Efforts Form

Form can be found on the following page:



## Good Faith Efforts Form Schedule H

The intent of this form is to document the good faith effort attempts made by the Concessionaire, or Prime Contractor in soliciting MBE/WBE firms to meet the MBE/WBE project goal. If the MBE/WBE contract goal is not achieved, the Good Faith Efforts checklist and contacts log must be submitted with the Compliance Plan of either the Affidavit of Concessionaire or Affidavit of Prime Contractor.

<b>Tenant Name:</b>	
<b>Concessionaire, Professional Services Contractor or General Contractor Name:</b>	
<b>Project Name:</b>	
<b>Project Location:</b>	

If the bidder's method of compliance with the MBE/WBE goal is based upon demonstration of a "Good Faith Effort", the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City of Chicago, Department of Aviation. Compliance with all items as they appear on the Good Faith Effort Form, in its entirety, shall satisfy the good faith effort requirement upon verification and confirmation of no counterfeit information, intentional and/or knowing misrepresentation of facts or intentional discrimination by the contractor. ***A minimum of five (5) companies must be contacted and listed below.***

MBE/WBE Company Name	Telephone No. / Email Address	Contact Person	Description of Work, Service or Material	Contact Results





## Good Faith Efforts Form Schedule H

**Additional Information:**

Please provide additional information to further explain your good and honest efforts to obtain MBE/WBE participation on this project.

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The undersigned certifies the information provided and the listed was/were contacted in good faith. It is understood any MBE/WBE firms listed on the Good Faith Efforts Form will be contacted and the reasons for not utilizing the firm will be verified by the Chicago Department of Aviation.

Authorized Signature:	Printed Signature:
Title:	Contact Name and Title (if different):
Company Name:	Phone Number:
Street Address:	Email Address:
City/State/Zip Code:	Date:

---

## Exhibit E.8: City Resident Construction Worker Employment & Certified Payroll Requirements

### CITY RESIDENCY REQUIREMENTS:

In accordance with the Concession Lease and License Agreement, Section 5.7A, "City Resident Construction Worker Employment Requirement", "Tenant and its Subcontractors must comply with the provisions of Section "2-92-330 of the Municipal Code of the City of Chicago, as amended from time to time concerning the minimum percentage of total construction worker hours worked performed by actual residents of the City. At least 50% of the total construction worker hours must be performed by actual residents of the City of Chicago."

In addition to complying with this percentage, Tenant and its Subcontractors are required to make good faith efforts to utilize qualified residents of the City in both unskilled and skilled labor positions.

### CERTIFIED PAYROLL REPORTS:

In accordance with the Concession Lease and License Agreement, Section 5.7B, "Certified Payroll Reports", weekly certified payroll report (U.S. Department of Labor Form WH-347 or equivalent) must be submitted by hard copy or electronically.

The certified payroll report must include:

- ✔ Project Name
- ✔ Location ID Number
- ✔ Employee's Name
- ✔ Employee's Full Address (including zip code)
- ✔ Employee's Last Four Digits of Social Security Number
- ✔ Employee's Ethnicity
- ✔ Employee's Job Title
- ✔ Employee's Date of Hire
- ✔ Employee's Hours Worked

Link to U.S. Department of Labor

<https://www.dol.gov/>

Exhibit E.9: Excel Certified Payroll Worksheet (Image is shown for reference only)

Excel CPR Requirements for RMS

SSN	FirstName	LastName	City	State	Zip	Ethnicity	Gender	WorkTitle	Level	PayType	Mon	Tue	Wed	Thur	Fri	Sat	Sun	PayRate
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Carpenter	st		8	8	8	8	8	8	8	12.5
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Forman Carpenter	ot		1	0	0	0	0	0	0	13
XXXX-XX-0912	Harry	David	Elgin	IL	60123	Hispanic	Male	Forman Carpenter	pot		0	2	0	0	0	0	0	14.5
XXXX-XX-5215	Jo	Silb	Bensenville	IL	60106	American African	Female	Journeyman Laborer	2 st		8	8	8	8	8	8	8	12.5
XXXX-XX-5215	Jo	Silb	Bensenville	IL	60106	American African	Female	Journeyman Laborer	2 ot		1	0	0	0	0	0	0	13
XXXX-XX-5215	Jo	Silb	Bensenville	IL	60106	American African	Female	Journeyman Laborer	2 pot		0	2	0	0	0	0	0	14.5
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Electrician Electrician	2 st		8	8	8	8	8	8	8	12.5
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Apprentice Electrician	2 ot		1	0	0	0	0	0	0	13
XXXX-XX-6629	Larry	Vose	Chicago	IL	60646	Caucasian	Male	Apprentice Electrician	2 pot		0	2	0	0	0	0	0	14.5

---

Exhibit E.10: Concession's Sworn Statement – Affidavit of Concessionaire

Form can be found on the following page:



## CONCESSIONAIRE'S SWORN STATEMENT

\*\*\*FINAL\*\*\*

STATE OF ILLINOIS     )  
 COUNTY OF COOK        )               SS

Date: \_\_\_\_\_  
 Month & Year                             \_\_\_\_\_  
 Being Reported:                           \_\_\_\_\_

The affiant, \_\_\_\_\_, being duly sworn on oath deposes and says that (s)he is the Owner of \_\_\_\_\_ of the following described premises  
 in \_\_\_\_\_ Airport, Terminal \_\_\_\_\_, Chicago, Illinois.

That for the purpose of said contract, the following persons have been contracted with, and have furnished, or are furnishing and preparing materials for, and have done or are doing labor on said improvement. That there is due and to become due them, respectively, the amounts set opposite their names for materials or labor as stated. That this statement is a full, true and complete statement of all such persons, that amount paid and the amounts due or to become due to each.

*This Concessionaire's Sworn Statement must include ALL firms directly paid by the Concessionaire including, but not limited to, the Prime Contractor, Architectural and Engineering firms, Vendors, and Suppliers. Final Lien Waivers must accompany this form.*

NAME OF FIRM	SERVICE PROVIDED	MBE/ WBE	ETHNICITY	GENDER	ORIGINAL CONTRACT AMOUNT	CONTRACT AMOUNT PAID
<b>TOTALS</b>					<b>\$0.00</b>	<b>\$0.00</b>
					Amount of Original Contract	\$0.00
					Extras to Contract	\$0.00
					Total Contract and Extras	\$0.00
					Credits to Contract	\$0.00
					Net Amount of Contract	\$0.00
<b>TOTAL AMOUNT PAID</b>					<b>\$0.00</b>	

\_\_\_\_\_  
 Company Name

Subscribed and sworn to before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Title

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Exhibit E.12: Concession's Sworn Statement – Affidavit of Prime Contractor Form

Form can be found on the following page:



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## Exhibit G.1: Peoples Gas Service Pipe Application Form

An electronic form can be found here:

[New Service Installation Requirements/New Construction | Peoples Gas \(peoplesgasdelivery.com\)](#)

Form can be found on the following page:

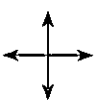



# PEOPLES GAS SERVICE PIPE APPLICATION

PLEASE FILL OUT THE ATTACHED INFORMATION AND EMAIL BACK TO:

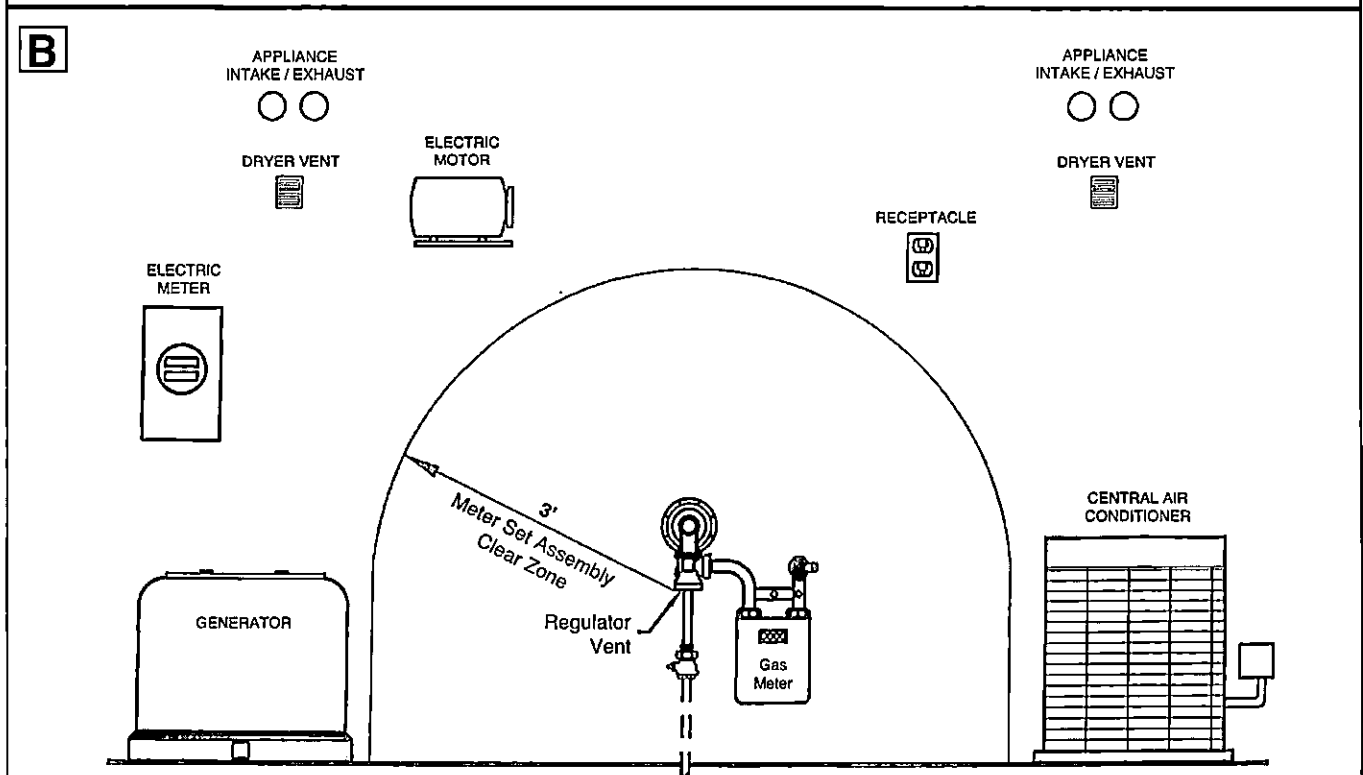
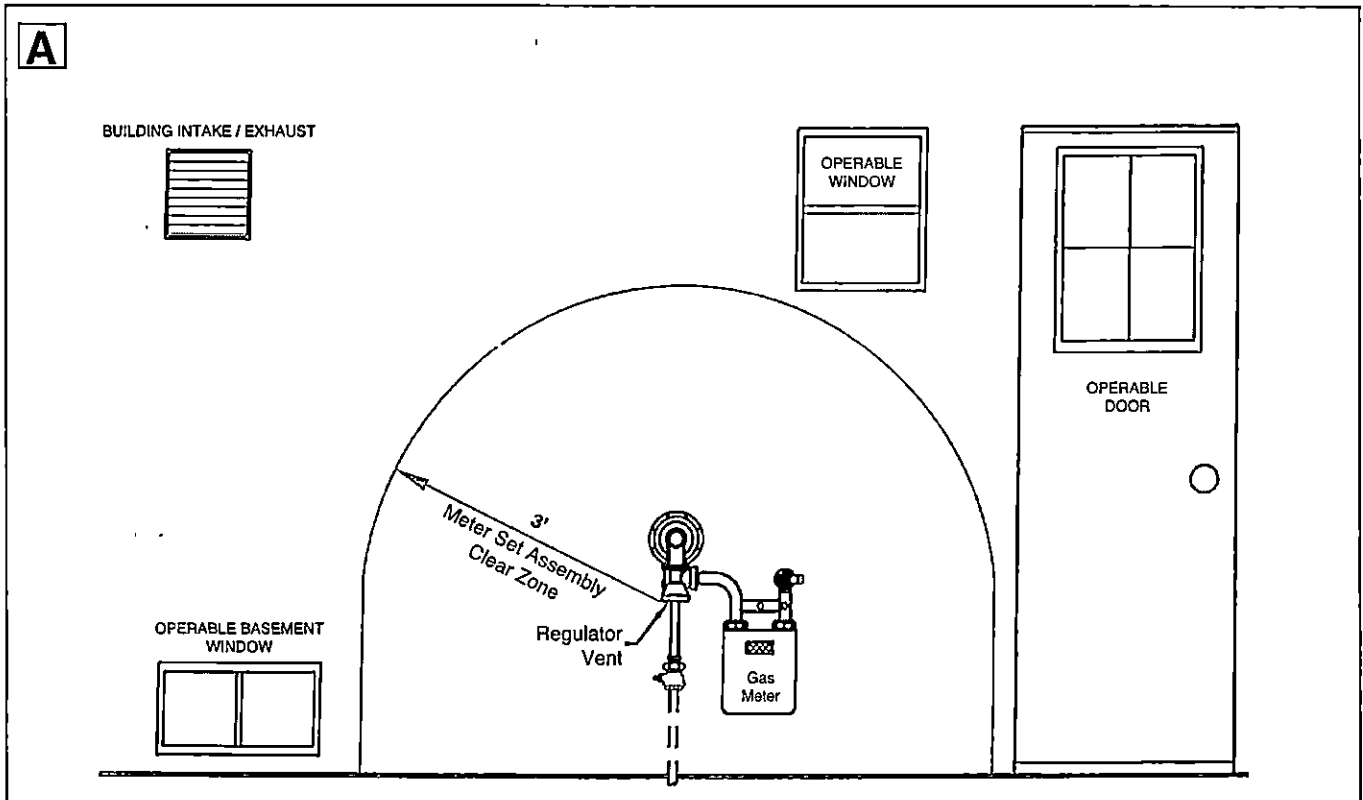
**NewServiceApplications@peoplesgasdelivery.com**

TEL: 773-542-7923 FAX: 920-430-6070

Section 1					
Account name			Federal ID # / Social Security #		
Business description					
Proposed service address		Zip	Contact name		
Account phone	Contact phone	Contact fax	Contact email		
Account billing address		City	State	Zip	
Description of building			Construction status Choose from dropdown		
# of residential units	# of commercial units	Total number of meters needed			
<p><i>For single meter only: complete section 2 and 3</i></p> <p><i>For additional meters breakdown: see page 2 and complete section 3</i></p>					
Section 2					
Gas burning equipment	Quantity	BTU input/each	Gas burning equipment	Quantity	BTU input/each
Furnace(s)			Fireplace(s)		
Water heater(s)			Unit heater(s)		
Range(s)			Make-up air heater(s)		
Dryer(s)			Other - please describe		
Other - please describe			Other - please describe		
Choose a desired meter location (which side or wall):    N    S    E    W    Front					
Section 3					
<p>The undersigned (herein designated as "Customer") hereby requests the Company to provide gas service facilities at the address shown on this application, and hereby consents and agrees to such installation and to the maintenance of such facilities, all in accordance with the applicable provisions of the Orders of the Illinois Commerce Commission and the Terms and Conditions of Service of, and Riders to, the Company's Schedule of Rates on file with the Illinois Commerce Commission, and Customer further agrees to pay the Company on a jobbing contract basis all costs incurred by the Company installing or relocating gas service facilities not borne by the Company pursuant to such provisions or this application.</p> <p>The Company agrees to make, at its own expense, ordinary concrete floor repairs and Customer agrees to make, at his own expense, any floor repairs occasioned by service pipe installations involving a type of flooring other than ordinary concrete. Customer further agrees (a) to provide a suitable space, satisfactory to the Company, for the installation of the Company's regulators, meters and metering equipment and, if the meter is not temperature compensated, the temperature in such space shall be maintained at all times by Customer at not less than 40° F; (b) to reimburse the Company for the cost of furnishing and installing any special equipment required by City Ordinance or by the Board of Underwriters, if located along the service pipe installed under this application; (c) to pay for any estimated amount of additional service installation costs occasioned by existing abnormal obstructions which impede normal construction procedures; and (d) to hold the Company harmless from any and all damages to sidewalks, driveways, lawns or other buildings, necessarily caused by the work provided for herein.</p>			<p><b>MUST draw a diagram of the building below showing windows, doors and the desired meter location</b></p>		
			<p>Indicate direction</p> 		
			<p>Lot line  Street name: _____</p>		
THIS APPLICATION IS SUBJECT TO APPROVAL OF THE CREDIT SECTION OF THE COMPANY					
ACCEPTED: SIGN HERE:		DATE	<p><b>CONSENT OF OWNER OF BUILDING</b></p> <p>The owner of the building at the address shown above hereby consents to the installation of the service pipe upon the conditions stated in the above agreement.</p>		
X  (CUSTOMER)		X  TITLE			
ADDRESS		ZIP CODE	OWNER	DATE	
X					



# Gas Meter Clearance Requirements



NOTE: 3 FOOT CLEARANCE REQUIRED IN FRONT OF METER FOR SAFETY AND ACCESS.