Table of Contents

Table of Contents......................................................................................................................... 1
Definitions...................................................................................................................................... 3
Definitions Cont’d. ........................................................................................................................ 4
Introduction...................................................................................................................................... 5
Development and Design Process Overview .................................................................................. 5
STEP 1.0: Transition Design Submission ...................................................................................... 5
  1.1: Concept and Design Proposal ............................................................................................ 5
STEP 2.0: Program Design Submission ......................................................................................... 6
  2.1: Concept Proposal and Design Presentation ....................................................................... 6
STEP 3.0: Proposal and Concept Submission ................................................................................ 7
  3.1: Concept Proposal and Design Presentation ....................................................................... 7
  3.2: Concept Design Presentation ............................................................................................. 7
  3.3: Project Initiation Letter ...................................................................................................... 8
  3.4: Sustainable Airport Manual (SAM™) ................................................................................ 8
STEP 4.0: ProjectWise [CDA Design and Construction / CDA Concessions will determine if applicable to a given project] .................................................................................. 9
  4.1: ProjectWise Introduction & Use ......................................................................................... 9
  4.2: ProjectWise Project Startup Request ................................................................................. 9
  4.3: ProjectWise Welcome Letter ............................................................................................. 9
  4.4: ProjectWise Document Exchange ..................................................................................... 9
STEP 5.0: Design Phase ................................................................................................................. 10
  5.1: Concessionaire and Concessionaire’s Consultants’ Responsibilities .................................. 10
  5.2: Design Phase ..................................................................................................................... 10
  5.3: Phase Submittals (30%, 60%, 90%, 100%) ...................................................................... 10
  5.4: Response to Comments .................................................................................................... 11
  5.5: 30% Schematic Design (SD) Submittal ............................................................................ 11
  5.6: CDA Review and Response to 30% SD Submittal ............................................................. 12
  5.7: Concessionaire and CDA Signage ...................................................................................... 12
  5.8: Request for Information .................................................................................................... 12
  5.9: Requests for As Built Drawings ......................................................................................... 12
  5.10: Requests for CDA Design Standards Variance ............................................................... 12
  5.11: 60% Design Development (DD) Submittal ................................................................... 13
  5.12: 90% Construction Document (CD) Submittal ................................................................. 13
  5.13: 100% Construction Document (CD) Submittal ............................................................... 13

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP)
5.14: Additional Submittals ................................................................................................................. 13
5.15: Special Conditions Regarding Minority Owned Business Enterprise Commitment and Women Owned Business Enterprise Commitment In Construction Contracts (MBE/WBE) ................................................................. 14

STEP 6.0: Pre-Construction .................................................................................................................. 16
6.1: Construction Contract Award and Permitting .............................................................................. 16
6.2: Pre-Permitting Drawing Set Review and Response ...................................................................... 16
6.3: Self-Certification .......................................................................................................................... 16
6.4: Pre-Construction Meeting .......................................................................................................... 16
6.5: Pre-Construction Documentation ............................................................................................... 17
6.6: Logistics ........................................................................................................................................ 17
6.7: Pre-Construction Meeting Attendance ....................................................................................... 18
6.8: Notice to Airport Users Form (eForm) ......................................................................................... 18

STEP 7.0: Construction Inspections & Compliance ........................................................................... 19
7.1: Construction Administration ...................................................................................................... 19
7.2: Building Inspections ................................................................................................................... 19
7.3: Chicago Department of Public Health Inspections and Liquor License .................................... 19
7.4: Weekly Certified Payroll Reports .............................................................................................. 19
7.5: Safety and Security Plan ............................................................................................................ 20
7.6: Demolition .................................................................................................................................... 20
7.7: Construction Meetings and Reporting ....................................................................................... 20
7.8: Non-Compliance and Unauthorized Construction ..................................................................... 20

STEP 8.0: Construction Completion ................................................................................................ 21
8.1: Substantial Completion Notification .......................................................................................... 21
8.2: Final Walk Through and Punch List ......................................................................................... 21
8.3: Business License and Certificate of Insurance ......................................................................... 22
8.4: Open for Business ...................................................................................................................... 22

STEP 9.0: Project Closeout and Warranty ....................................................................................... 23
9.1: Close Out Documents ................................................................................................................. 23
9.2: Contractor’s Warranty ................................................................................................................ 24
9.3: Manufacturer’s and Equipment Warranty .................................................................................. 24
9.4: Final Notice to Airport Users Form .......................................................................................... 24
9.5: Final SAM™ Checklist ............................................................................................................. 24

STEP 10.0: Supplemental Exhibits ................................................................................................... 24
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 Concessions Program Handbook” refers to providing a basis of uniformity to all concessions at both O’Hare International Airport and Midway International Airport. Adherence to the Concession Lease and License Agreement as well as the elements of this Handbook will contribute to the successful operation of the Concessionaire’s business.

“As-Built Drawings” 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 of Record for submission to CDA. These drawings are required by Chicago Department of Aviation as part of the close out documentation package.

“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 public holidays for all documentation and design submittals.

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

“CDA Concessions” (CDA-C) refers to the department within CDA responsible for the oversight of the concessions program.

“CDA Point of Contact” (CDA POC) refers to a designee assigned by CDA to oversee the development of the construction project on behalf of CDA.

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

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

“Concessionaire” refers to the leaseholder or tenant in the business of selling products or services to the public at the Airport.

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

“Department of Buildings” refers to the City of Chicago entities responsible for enforcing Chicago Building Codes, by performing inspections and administering permits including the Ventilation Department, Electrical Department, Plumbing Department, and New Construction Department.

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

“Liquor License” refers to the City of Chicago entity responsible to enforce the Chicago Liquor Licensure 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” 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.
Definitions Cont’d.

“Concessions Design Guidelines for Midway” to communicate an 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” to communicate an overall design intent and to provide quality, material, signage, lighting and system standards for concessions development at Chicago O’Hare International Airport (ORD).

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

“Project’s Digital Design Coordinator” (DDC) refers to A/E’s point of contact for document exchange. Multiple members of the design team may have PW access, but only the DDC should contact the CDA POC if follow up coordination is required.

“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. Please refer to Exhibit A for a list of items to be included in the PIL.

“ProjectWise” (PW) refers to Software package utilized by CDA to submit, share, review and exchange project documents. The user interface is similar to Windows Explorer with a folder tree structure that contains locations for each project in review.

“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.

“The 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.

“CDA Construction Safety Manual” refers to the manual created by The City of Chicago, the Chicago Department of Aviation (CDA) and the Chicago Airports Resources Enterprise Plus, LLC (CARE Plus, LLC) to incorporate health and safety regulations as the responsibility of the Contractor working on airport premises.
Introduction

O’Hare and Midway International Airports are owned by the City of Chicago and operated by the Chicago Department of Aviation (CDA). As a department within the City of Chicago, CDA is responsible for the management of the Airports, including the concessions program, and accordingly CDA reserves the right to review and approve the construction or modification of any Concession on Airport property.

For O’Hare International Airport official addresses and site map refer to:

- Exhibit 1: O’Hare International Airport Official Addresses and Site Map

For Midway International Airport official addresses and site map refer to:

- Exhibit 2: Midway International Airport Official Addresses and Site Map

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 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.

Development and Design Process Overview

The concept development and design process has been established to provide a systematic and organized process by which a concessions concept and design are reviewed and approved by CDA Concessions. It should be noted that field verification is mandatory for all projects.

STEP 1.0: Transition Design Submission

1.1: Concept and Design Proposal
In order to begin the permanent transition, CDA Concessions must approve the initial ninety (90) day transition concept. The Concessionaire must submit a proposal package with the following documentation as it relates to the request:

Program Conceptual Phase
1) Transition Overall Concept
2) Transition Phasing Plan
   - Loadbank Investigation and Analysis per phase
   - Scope of work for each concessionaire space; including demolition, signage, lighting, etc.
3) Transition Schedule

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP)
4) Transition Estimate
   - MBE/WBE/City of Chicago Residency Compliance Plan Estimate
   - MBE/WBE Commitment in Construction Contracts
     Refer to Section 5.15 for the following Construction Contract Requirements
   - City Resident Construction Worker Employment Requirement
     Refer to Article 5 of the Concession Lease and License Agreement, or visit the DPS website:

End of STEP 1

STEP 2.0: Program Design Submission

2.1: Concept Proposal and Design Presentation
In order to begin the permanent transition, CDA Concessions must approve the proposed program concept. The Concessionaire must submit a proposal package with the following documentation as it relates to the request:

Program Conceptual Phase
1) Program Overall Concept
   - Proposed terminal, concourse and requested square footage including existing or proposed lease line
2) Overall Program Phasing Plan
   - Loadbank Investigation and Analysis per phase
3) Program Schedule
4) Program Estimate

Program Schematic Design Phase
1) Program Overall Concept
   - Proposed terminal, concourse and requested square footage including existing or proposed lease line
2) Overall Program Phasing Plan
   - Loadbank Investigation and Analysis per phase
3) Program Schedule
4) Program Estimate

Program Development Design Phase
1) Program Overall Concept
   - Proposed terminal, concourse and requested square footage including existing or proposed lease line
2) Overall Program Phasing Plan
   - Loadbank Investigation and Analysis per phase
3) Program Schedule
4) Program Estimate

Program Construction Design Phase
1) Program Overall Concept
   - Proposed terminal, concourse and requested square footage including existing or proposed lease line
2) Overall Program Phasing Plan
   - Loadbank Investigation and Analysis per phase
3) Program Schedule
4) Program Estimate

Once all the documentation is received, it will be reviewed by CDA Concessions for completeness and consideration to move forward with a concept design. The Concessionaire will be contacted via email or hardcopy letter with review results within ten (10) business days of receipt.

End of STEP 2
STEP 3.0: Proposal and Concept Submission

3.1: Concept Proposal and Design Presentation

In order to begin a remodel project, store renovation or concept change, CDA Concessions must approve the proposed project and/or concept. The Concessionaire must submit a proposal package with the following documentation as it relates to the request:

1) Concept plan
2) Proposed terminal, concourse and requested square footage (include existing or proposed lease line)
3) Sample menu
4) Product list and pricing
5) Detailed first year projected sales
6) Anticipated project schedule

Once all the documentation is received, it will be reviewed by CDA Concessions for completeness and consideration to move forward with a concept design. The Concessionaire will be contacted via email or hardcopy letter with review results within ten (10) business days of receipt.

3.2: Concept Design Presentation

Within ten (10) business days of CDA Concessions approval, the Concessionaire is required to schedule and present their conceptual design. During the presentation, the attendees will provide feedback regarding the proposed design elements, materials, features, signage, and product display. Within ten (10) business days after the presentation, CDA Concessions will send a response letter to the Concessionaire with comments and direction regarding items that need revisions or enhancements that should be addressed before the Concessionaire moves forward to submit a Project Initiation Letter.

The Concessionaire’s concept design should include spatial relationships or models as necessary to describe the image and function of the project for CDA’s review. CDA Concessions will be available to assist with the presentation scheduling.

Conceptual Design presentation should include the following:

1) Site Plan
2) Design perspectives / renderings (illustrative images)
3) Design plans / elevations
4) Proposed materials / finish board (to be mailed to address below)
5) Preliminary overall project schedule
6) Preliminary construction budget
7) Additional materials

The concepts documents should be submitted via email to:

O’Hare International Airport Contacts
Chicago Department of Aviation
Aviation Administration Building
Attn: Juan Manzano, Deputy Commissioner
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-894-3059
Email: Juan.Manzano@cityofchicago.org
cc: Roger.Reeves@cityofchicago.org
Dominic.Garascia@cityofchicago.org
JClifford@careplusllc.org

Midway International Airport Contacts
Chicago Department of Aviation
Aviation Administration Building
Attn: Juan Manzano, Deputy Commissioner
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-894-3059
Email: Juan.Manzano@cityofchicago.org
cc: Roger.Reeves@cityofchicago.org
Dominic.Garascia@cityofchicago.org
JClifford@careplusllc.org
3.3: Project Initiation Letter

When written approval for the conceptual design is issued by CDA Concessions, the Concessionaire shall submit to CDA’s Coordinating Architect of Design and Construction, a Project Initiation Letter (PIL) on Concessionaire or Concessionaire’s Architect’s letterhead. Within ten (10) business days of receiving the PIL, CDA will send a “Response to Project Initiation Letter” to the Concessionaire with comments and direction regarding the design submittals, along with the assigned CDA Project Number which must be included on all future project correspondence and submittals including permits. The letter will also identify the CDA POC for the project. All Concessionaire questions, concerns, or requests for information or project coordination should be directed to the CDA POC.

CDA’s Coordinating Architect of Design and Construction will determine if the scope of work requires a CDA Project Number as well as a full design and construction review. At that time, it is also determined if compliance with the SAM™ is required. Not all projects will be assigned CDA Project Number or must be SAM™ complaint. Based on the construction scope and duration, some projects may be eligible to proceed through CDA’s eForm system (for more information on eForms see Section 6.7).

For a list of required documentation to include in the PIL refer to:

- **Exhibit A**: Project Initiation Letter Submittal Check List

The Project Initiation Letter shall be submitted via email to:

**O’Hare International Airport Contacts**
CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-686-6626
Email: Roger.Reeves@cityofchicago.org
cc: Juan.Manzano@cityofchicago.org
TFitzgerald@careplusllc.org
ordretailconstruction@cityofchicago.org

**Midway International Airport Contacts**
CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-686-6626
Email: Roger.Reeves@cityofchicago.org
cc: Juan.Manzano@cityofchicago.org
Dominic.Garascia@cityofchicago.org
JClifford@careplusllc.org

3.4: Sustainable Airport Manual (SAM™)

When the Concessionaire is required to submit a Sustainable Airport Manual (SAM™) Checklist, only use the relevant SAM™ chapter for Concession Projects: Concessions & Concessionaire – Design & Construction section (SAM™ CT-DC Credits 1.0 to 7.0 and 16.0) and include all relevant supporting documentation. Be advised that the Concessions & Concessionaire – Operations & Maintenance (CT-OM) is not required for construction projects. In situations that do not require SAM™ compliance, CDA encourages the Concessionaire to proactively consider potential sustainable design elements be incorporated into the design. Please refer to link below:

SAM™ Manual

End of STEP 3
STEP 4.0: ProjectWise [CDA Design and Construction / CDA Concessions will determine if applicable to a given project]

4.1: ProjectWise Introduction & Use
The Concessionaire and their designated A/E are to use the CDA ProjectWise Server to store and exchange project documents. This site facilitates the drawing review process by allowing reviewers to upload reviews, and in turn, allowing the A/E to provide responses to the same location. ProjectWise also stores the most current versions of CDA Design Standards for Concessionaire implementation into their designs.

4.2: ProjectWise Project Startup Request
After the CDA Coordinating Architect issues a Response to Project Initiation Letter and assigns the Project Number, the designer is to fill out a ProjectWise Access Request Form (fillable PDF). This form is returned to the ProjectWise Administrator in order to create a project-specific location on the PW server. This location will contain current CDA Design Standards, FAA Circulars, ACPR Standards and Specifications that are to be incorporated into the design, along with folders for project documents, drawing reviews, etc. Note that the A/E’s point of contact for document exchange is their designated DDC.

Please refer to:
- Exhibit B: ProjectWise Access Form Concessions

4.3: ProjectWise Welcome Letter
When the PW Administrator has created a new project-specific location on the PW Server, the designer will receive a ProjectWise Welcome Letter with instructions on PW access, installation, use, folder structure, etc.

Please refer to:
- Exhibit B.1: ProjectWise Welcome Letter Concessions

4.4: ProjectWise Document Exchange
Once familiar with the PW folder structure, the Concessionaire’s designer will be able to upload documents for review per the Response to PIL designated phasing. When phase documents are uploaded, the designer is to send a notification to the CDA POC that the documents are ready for review. The POC will distribute a blank “Submittal Review Comments Form” form to the appropriate review team. This document will be distributed as an Excel Workbook file and will only be used by the reviewer as a temporary file for their comments. The Workbook will be located in ProjectWise for the reviewer to copy and paste in their comments.

After all comments have been made, each reviewer will separately access ProjectWise to incorporate the comments into the Formal Submittal Review Comments Form. This form must be “checked out”, edited with the new comments, saved as the same file and “checked in”.

Note: The reviewers must be careful not to write over or copy over any earlier comments made by other reviewers. This can be accomplished by cutting and pasting only the comment field of the offline submittal Review Comments Form to the formal Review Comments Submittal Form. The reviewers must also remember to “check in” the file to allow any subsequent reviewer access. There should only be one Review Comments Submittal Form file shown in the ProjectWise project folder containing multiple reviewer comments.

When the review period has ended, the CDA POC will inform the Concessionaire that comments have been received and are ready for designer's response. The designer is to provide written line item responses to all comments on the workbook file. When complete, the designer’s paste their responses into the file in PW and is to
notify the CDA POC when complete. This process will repeat for each review phase, as designated in the Response to PIL.

Please refer to:
- Exhibit B.2: ProjectWise Submittal Review Comments Form Concessions

End of STEP 4

STEP 5.0: Design Phase

All projects require review by CDA Concessions. The Concessionaire’s design professional shall perform code review to determine what permits are required. If it is determined that the scope of work does not require a permit, the design professional shall provide this determination in writing to CDA Concessions. Otherwise, building permits are issued by the Department of Buildings. CDA encourages the Concessionaire to allow ample schedule time to acquire the required building permits. Please note that if a sign construction permit is required, it can only be obtained by a licensed sign contractor. All projects are to conform and comply with all applicable CDA standards.

5.1: Concessionaire and Concessionaire’s Consultants’ Responsibilities

The Concessionaire is ultimately responsible for all work designed, approved and constructed in the Airport by their vendors and consultants.

5.2: Design Phase

The Design Phase includes design drawing, review, and approval. The project design timeline will vary based on multiple factors; scope of work, existing conditions, drawing completeness at time of submittal, and/or as dictated by CDA.

Please note:
- CDA’s design review requires fifteen (15) business days.
- Concessionaire’s design professional is allotted thirty (30) business days to submit the next drawing package.

The Concessionaire will receive a “Review and Conditions” letter that either approves the submittal with qualifications, “Reviewed as Noted” or a “Revise and Resubmit”.

5.3: Phase Submittals (30%, 60%, 90%, 100%)

The Concessionaire will submit to the CDA Coordinating Architect, Design and Construction, the 30%, 60%, 90%, and 100% design levels, or other completion level combinations based upon review and completeness of the initial and follow-up submittals. Less complex projects may be approved to deviate from this requirement, which will be addressed in CDA’s “Response to Project Initiation Letter”.

The Concessionaire is required to prepare and submit architectural and engineering drawings, material samples, specifications, lighting schedule and catalog cuts, display fixture and equipment plans, and other technical data as
necessary to create a complete design package. Each submittal must be in accordance with General Procedures and as described in the Concession Lease and License Agreement.

1) The design drawing documents shall be prepared by design professionals licensed to practice in the State of Illinois.

2) Particular attention should be given to the non-combustible classification of the building; related flame spread ratings and smoke development classification of materials. Documentation should demonstrate compliance with these requirements.

3) Concessionaire documentation for all submissions shall be provided in imperial measurement at the following suggested minimum scales:
   a) Key plans; 1/32" = 1'-0", with the location of the space clearly identified by the column line designation.
   b) Floor plans, reflected ceiling plans, merchandising plans, interior elevations, sections and related details; ¼" = 1'-0".
   c) Passenger traffic flow diagrams (queuing) and adjacency plans at 1/8" = 1"-0".
   d) Storefronts, signage, logos and lettering, in elevation, section or detail; ½" = 1'-0".
   e) Sample boards identifying all proposed materials, 11" x 17" panel minimum, include legend.
   f) Sample boards identifying photos for all proposed furniture and lighting fixtures, 11" x 17" panel minimum, include legend.
   g) Renderings 11" x 17" or larger for presentation, provide 11" x 17" hand-out copies to be distributed to the attendees.

4) All drawings shall be submitted in accordance to CDA CADD Standards (Micro-Station). Electronic submittals will also be accepted in AutoCAD format. A complete set of PDFs is also required as part of final Concessionaire Design Submission. During design development, at the Concessionaire’s request, CDA will make available Micro-Station cell libraries, standards and seed files.

5.4: Response to Comments
The Concessionaire is required to respond to all review comments listed on the Review Comments Form, as well as any issues identified in the “Review and Conditions” letter. The spreadsheet column titled “Concessionaire Response” must be completed and accompany the preceding design submittal. All review comments shall be accumulative throughout the drawing review on the Review Comments Form (see Exhibit B.2). Failure to do so will affect the design review process timeline. Concessionaire must respond to all review comments, in writing and submit within five (5) business days prior to the request for a Pre-Construction Meeting.

5.5: 30% Schematic Design (SD) Submittal
The 30% SD submittal illustrates further development of the Concessionaire’s design concept. The 30% SD should respond to the feedback given during the Concept Design Presentation and include, at a minimum, more definitive spatial relationships, updated perspectives, plans, elevations, sections, preliminary mechanical, electrical, plumbing (MEP), fire protection (FP), scope notes or specifications, and overall dimensions and other illustrative materials critical to describing the development of the project.

Work required outside the Concessionaire’s lease line should be clearly identified on all drawings and communicated directly to the CDA POC. Designs must also specify affected airport base building structure or utilities, including but not limited to: advertising space, public telephones, vending devices, internet kiosks, charging stations, AED’s, fire extinguishers, signage, public address speakers, mechanical, electrical, plumbing, fire protection equipment, etc.
For a detailed list of 30% SD Submittal refer to:

- **Exhibit C**: 30% Schematic Design (SD) Submittal Check List

### 5.6: CDA Review and Response to 30% SD Submittal

The Review Comments Form is used for all submittals throughout the design review process between CDA review parties and the Concessionaire’s architect or design professional.

The letter will include the following information:

1. Identify the project status as per the “Reviewed as Noted Letter” or “Revise and Resubmit Letter”.
2. Provide comments and direction regarding the proposed scope of work, design submittals.
3. If applicable, display the assigned CDA Project Number.
4. All Concessionaire’s questions, concerns, or requests for information or project coordination should be directed to the assigned CDA Concessions POC.
5. Determine if the project will require Sustainable Airport Manual (SAM™) compliance.

### 5.7: Concessionaire and CDA Signage

Each project must include an illuminated storefront sign. Where it is applicable a blade sign may also be included. Design documents for the signage must express the image, location, specifications, materials, and dimensions. Sign design documents must be submitted for review and approval by CDA, separate from the phase submittals. All signage, with or without electrical components, require a sign permit from the Department of Buildings; which can only be obtained by a licensed sign contractor.

The Concessionaire must inform the CDA Concessions POC if the project requires airport owned signage removal or modification. A walk through with CDA will be scheduled to ensure adequate time will be allotted for the required airport owned sign work to occur during the construction phase. Any CDA signage needing to be removed or relocated within the project area must be performed by CDA. If CDA signage is located within the project area, the Concessionaire must include specifications in the construction documents, detailing steps to be taken by the contractor to adequately protect all CDA signage to ensure it is not damaged during construction.

### 5.8: Request for Information

Concessionaire questions, concerns or requests for information or project coordination should be directed to the CDA Concessions POC.

### 5.9: Requests for As Built Drawings

The Concessionaire, their architect and/or engineer may submit an as built drawing request from CDA for use in their design. Use the link below “Document Request Form” and submit it to the CDA for approval. As built drawings will not be available until the form is signed by CDA. The Concessionaire, their architect and/or engineer will be notified by the CDA if and when the drawings are available. Please refer to:

- **Exhibit C.1**: CDA Standard Electronic Document Request Form

### 5.10: Requests for CDA Design Standards Variance

The Concessionaire, their architect and/or engineer may submit a request for a variance to the CDA Design Standards. Use the link below to access the “Designer’s Request for CDA Design Standards Variance” form. The variance must be reviewed and approved by CDA Design and Construction. Please refer to:

- **Exhibit C.2**: Designer’s Request For CDA Design Standards Variance Form
5.11: 60% Design Development (DD) Submittal
The 60% DD drawings further enhance the previous submittals and should include: architectural, structural, mechanical, electrical, plumbing, fire protection, and equipment demolition plans as well as MEP existing conditions, floor and reflected ceiling plans, elevations, sections, details, specifications, system diagrams, and structural load calculations. The 60% DD drawings should convey the full scope of work and all impacts to the airport base building and adjacent spaces. The Concessionaire, their architect and/or engineer may also be required to attend coordination meetings with CDA to present and clarify the submittal documents.

For a detailed list of 60% DD Submittal refer to:
- Exhibit C.3: 60% Design Development (DD) Submittal Check List
- Exhibit C.4: Electrical Check List
- Exhibit C.5: Mechanical, Fire Protection & Plumbing Components Check List

5.12: 90% Construction Document (CD) Submittal
With the 90% submittal, comments should include minimal outstanding issues that need to be incorporated into the 100% CDs.

For a detailed list of 90% CD Submittal refer to:
- Exhibit C.6: 90 and 100% Construction Document (CD) Submittal Check List

5.13: 100% Construction Document (CD) Submittal
When the documents are 100% complete, a “Reviewed as Noted” letter will be issued by CDA to the Concessionaire, and if applicable, a separate letter to the City of Chicago, Department of Buildings, indicating the construction documents have been reviewed and approved, allowing for the start of the permit application process.

For a detailed list of 100% CD Submittal refer to:
- Exhibit C.6: 90 and 100% Construction Document (CD) Submittal Check List

5.14: Additional Submittals
CDA Concessions may determine that the proposed design is more complex and will require an intermediate design review to confirm all concerns and questions are sufficiently resolved. The CDA will identify in the 60% Review and Conditions Letter that an additional submittal is required and will list the reasons for the request before continuing to the next major phase.

The additional submittal(s) must address the issues identified by CDA. The Concessionaire is encouraged to schedule a coordination meeting with CDA to discuss the issues identified. Design submittals should be sent via email and hardcopies to:

**O’Hare International Airport Contacts**
CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-686-6626
Email: Roger.Reeves@cityofchicago.org
cc: TFitzgerald@careplusllc.org
ordretailconstruction@cityofchicago.org

**Midway International Airport Contacts**
CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-686-6626
Email: Roger.Reeves@cityofchicago.org
cc: Juan.Manzano@cityofchicago.org
Dominic.Garascia@cityofchicago.org
JClifford@careplusllc.org
5.15: Special Conditions Regarding Minority Owned Business Enterprise Commitment and Women Owned Business Enterprise Commitment In Construction Contracts (MBE/WBE)

CITY OF CHICAGO CONSTRUCTION COMPLIANCE RULE:

In accordance with the Municipal Code of Chicago 2-92-650, the City’s Minority Owned Business Enterprise and Women Owned Business Enterprise Construction Program has set goals of MBE participation and WBE participation on all contracts.

- Contracts executed after 2017 must adhere to the revised goal of 26% MBE participation and 6% WBE participation on all construction contracts.

Please refer to link below for additional information pertaining to this Compliance Rule:
Special Conditions Regarding Minority Owned Business Enterprise Commitment and Women Owned Business Enterprise Commitment in Construction Contracts

REQUIRED DOCUMENTATION:

Compliance Plans:
Once the 100% Construction Document Submittal is approved by CDA, the Concessionaire will download the two Concessions’ Compliance Plans: Affidavit of Concessionaire and Affidavit of Prime Contractor. The Concessionaire will then provide each general contractor bidding on the project with a Compliance Plan and the “City Resident Construction Worker Employment Requirement (Exhibit C.10) for use in the bid preparation process. After the General Contractor has been selected, the Concessionaire and General Contractor are required to submit Exhibits C.7 – C.9, which includes a selection of MBE, WBE and Non-Minority Sub-Contractors.

- Exhibit C.7: Concession’s Compliance Plan – Affidavit of Concessionaire
- Exhibit C.8: Concession’s Compliance Plan – Affidavit of Prime Contractor

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 (Exhibits C.7 – C.9) with the response.

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. The Good Faith Efforts form must contain contact information for not less than five (5) MBEs or WBEs.

- Exhibit C.9: Good Faith Efforts Form

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.
Once a project has been approved by CDA and construction has commenced, the following report must be submitted on a weekly basis by the General Contractor:

**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”:

- **Exhibit C.10**: City Resident Construction Worker Employment & Certified Payroll Requirements

Additionally, the Concessionaire and General Contractor are required to submit monthly updates on the following per each project:

1) Monthly Update of Contractor Chicago Resident Requirements Report
2) Monthly Update of Minority Participation Report (MBE/WBE)

**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 Program goals of **26% MBE** and **6% WBE** participation, a list of City of Chicago certified MBE and WBE firms may be found at:


End of STEP 5
STEP 6.0: Pre-Construction

6.1: Construction Contract Award and Permitting

Following approval of 100% CDs, the project is bid and construction contracts are awarded. It is necessary for the awarded contractor to apply for the required permits from the City of Chicago’s Department of Buildings, and any other applicable state and federal authority. 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 permit required work 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 Chicago Department of Buildings permit applications and submittals are fully electronic and available via the City’s online system “E-Plan” at the following website: http://www.cityofchicago.org/buildings

6.2: 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. The Concessionaire is to submit a Pre-Permitting Drawing Set for CDA review and approval prior to applying for the project required permits. If any or all review comments have not been incorporated into the Pre-Permitting Drawing Set, the set will not receive approval and/or no construction activities will take place until all review comments are incorporated.

6.3: Self-Certification

The Self-Certification Permit Program simplifies the building permit process for eligible residential, business and mercantile and small assembly projects where the Architect of Record 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 DOB’s Self-Certification Training Class, and hold an active Self-Certification registration. Structural work cannot be self-certified.

For more information please visit: Chicago Dept. of Buildings Self Certification Program

6.4: Pre-Construction Meeting

The Concessionaire POC shall request a Pre-Construction Meeting through CDA as directed in the “Construction Document Approval” letter. CDA will arrange 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 the first 24 hours of construction. The Pre-Construction Meeting will NOT take place until MBE/WBE Compliance Plans have been reviewed and accepted by the CDA.

All Pre-Construction documents must be compiled and electronic copies sent to the CDA Coordinating Architect, Facilities, prior to scheduling the Pre-Construction Meeting. The Pre-Construction Meeting can be scheduled three (3) business days after the final pre-construction document is received.
At the conclusion of the pre-construction meeting, CDA will determine if the documentation and Concessionaire’s response to any questions are complete and CDA will issue a letter authorizing construction to start.

6.5: 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. 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 and vehicle involved in the project before work begins. Construction will NOT begin until all required documentation has been submitted and reviewed by CDA Facilities.

Pre-Construction document submittal shall include the following: Submit one (1) hardcopy and one (1) PDF of all submittals (30%-60%-90%-100%); one (1) full size hardcopy set of stamped approved plans by the Department of Buildings; three (3) half size sets of stamped approved plans by the Department of Buildings; and one (1) PDF of stamped plans approved by the Department of Buildings.

The Pre-Construction Documentation includes the following:

- **Exhibit D**: Pre-Construction Meeting Check List
- **Exhibit D.1**: Pre-Construction Meeting Form (completed)
- **Exhibit D.2**: FAA Approved 7460 Forms – FAA Letter of Determination
- **Exhibit D.3**: Impact to CDA Security and TSA Approval
- **Exhibit D.4**: Certificate of Insurance (COI)
- **Exhibit D.5**: General Contractor Safety and Security Manager Credentials
- **Exhibit D.6**: Safety and Security Plan
- **Exhibit D.7 & D.8**: Incident Notification Plan
- **Exhibit D.9**: Building Permit (example)

6.6: Logistics

The General Contractor must develop a logistic plan prior to the start of construction, and review the plan in 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 and vehicle badging, employer information and authorization form and permits, determine dumpster locations. (See Exhibits D.10 & D.11)
3) Identify dock location for deliveries. (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 Exhibit D.18)
6) Plan haul routes of material to site and through terminal facility.
7) Create a detailed project schedule that identifies all work phasing.
8) Identify, if any building systems, that will be required to be shutdown.
9) Barricade and Graphic Plan (See Exhibit D.19)
10) All material storage and staging areas should be off site or within the barricaded concession area.
O'Hare Pre-Construction Submittals should be sent via email to:

CDA Aviation Administration Building
Attn: Coordinating Architect, Facilities
Email: Dorothy.Izewski@cityofchicago.org
cc: Debra.Lyons@cityofchicago.org

Midway Pre-Construction Submittals should be sent via email to:

CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
Email: Roger.Reeves@cityofchicago.org
cc: Juan.Manzano@cityofchicago.org
     Dominic.Garascia@cityofchicago.org
     JClifford@careplusllc.org

6.7: Pre-Construction Meeting Attendance

Attendance is mandatory at the Pre-Construction Meeting for all Concessionaire’s construction partners. The following is a list of required attendees: Concessionaire and/or Owner’s representative(s); General Contractor; Project Executive, 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.

6.8: Notice to Airport Users Form (eForm)

For all construction projects, the Concessionaire is required to submit a Notice to Airport User Form. The Concessionaire shall register or login to the online Notice to Airport Users Form at https://eforms.cityofchicago.org/uforms and create a project start up form indicating scope, start and completion dates. Additional User Forms required during the course of construction will be discussed at the Pre-Construction Meeting. All User Forms must be submitted at least three (3) business days in advance of the anticipated start of construction to allow adequate time for review. Select the link below to learn more about how to submit a Notice to Airport Users Form for O'Hare International Airport and Midway International Airport.

ORD Quick Reference Guide
MDW Quick Reference Guide

End of STEP 6
STEP 7.0: Construction Inspections & Compliance

7.1: Construction Administration
All permits, user forms, emergency contact directory, and construction alerts shall be prominently displayed on the exterior of the barricade 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.

7.2: 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. All requests for rough and final Chicago Department of Buildings inspections should be requested fourteen (14) working 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.

7.3: Chicago Department of Public Health Inspections and Liquor License
Retail food establishments are required to provide a building license which triggers a health inspection to be conducted by the Chicago Department of Public Health. 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 Health Inspection and Certificate.

Please note, the construction barricade cannot be removed until applicable licenses and inspections are complete and supporting documentation supplied to CDA POC.

For Chicago Department of Public Health visit their website at: https://www.cityofchicago.org/city/en/depts/cdph.html or call (312) 747-9884.

For Business Affairs and Consumer Protection Department information visit their website at: https://www.cityofchicago.org/city/en/depts/bacp/provdrs/bus.html or call (312) 744-6249.

7.4: Weekly Certified Payroll Reports
During construction, the General Contractor shall submit weekly certified payroll to the extent dictated in the Concessionaire’s Lease and License Agreement. (See Exhibit C.10)
7.5: 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.5 for more details).

Please refer to link below:
CDA Construction Safety Manual

The CDA Safety Department 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.

7.6: 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 contractor and/or Concessionaire 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, 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.

7.7: 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) Conduct a weekly, project Owner, CDA POC, Contractor coordination meeting at an agreed location (project site or POC conference room).
2) Provide at least three (3) photos taken daily to document in-progress installation of materials.
3) Provide weekly, a summary report describing the progression of the work and attach the daily photos.
4) Provide a revised three (3) week “Look Ahead” construction task schedule.
5) Provide a revised overall schedule when necessary.

7.8: 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 7
STEP 8.0: Construction Completion

8.1: 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), the Concessionaire’s design consultants; General Contractor: Project Executive, 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.

8.2: Final Walk Through and Punch List
At the substantial completion walk through, the General Contractor will conduct a brief meeting to distribute and discuss the punch list items that they have identified and the proposed date of substantial completion. The General Contractor and Concessionaire must show proof of all final Building and Health inspections, Certificate of Occupancy, Business and Liquor licenses and Certificate of Insurance.

All attendees will examine the completed construction and develop a punch list of items that are unfinished and require further work. After all attendees have completed the walk through, the parties will reassemble to discuss their punch list items with the Concessionaire and General Contractor.

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

**For Retail Concessions:**
1. Concessionaire may proceed to stocking their concession and open, while non-critical punch list repairs continue.
2. Concessionaire may stock their concession but cannot open until the identified critical punch list items are corrected.
3. Concessionaire may NOT stock their concession or open until the identified critical punch list items are corrected.

**For Food and Beverage Concessions:**
1. Concessionaire may proceed to furnish and prep their food and beverage, while non-critical punch list repairs continue.
2. Concessionaire may begin training staff in anticipation of a soft opening after the facility is adequately prepped.
3. The Concessionaire may NOT prep their facility until the identified critical punch list items are corrected.

Within five (5) business days after the substantial completion walk through, the CDA POC will issue via e-mail, a composite formal punch list. This list will be distributed to all parties invited from the substantial completion walk through.

Please note the construction barricade may not be removed without explicit 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.

8.3: 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 Article 8 and Exhibit 8 of the Concession Lease and License Agreement.


8.4: Open for Business

After written approval has been obtained from CDA Concessions, the construction barricade may be removed the evening prior to the concessions’ opening.
- Please refer to the ‘Airport Concessions Handbook’ for other operational procedures as dictated in the Concessionaire’s signed Lease and License Agreement.

End of STEP 8
STEP 9.0: Project Closeout and Warranty

9.1: Close Out Documents

The Concessionaire’s architect and engineer of record must transmit to the CDA Coordinating Architect, Design and Construction, as dictated in the Concessionaire’s signed Lease and License Agreement [within thirty (30) days], all architectural and engineering “As Built Documents”. The items listed below are required to support maintenance of accurate facility records and future construction:

1) Two (2) full size hard copies of As-Built Documents
2) Two (2) CD/DVD of CAD files either in AutoCAD or Micro Station format
3) Two (2) CD/DVD of all image files in PDF format
4) Two (2) PDFs of finalized SAM™ Construction Checklist
5) Two (2) PDFs of all Operating and Maintenance Manuals (O&M Manual) for equipment being maintained by the CDA [If Applicable]
6) Two (2) PDFs of specification
7) Two (2) PDFs of the Building Permit (both sides) with all required rough and final inspection sign-offs
8) Two (2) PDFs of the preventative maintenance schedule listing [If Applicable]:
   (a) the systems and equipment that require preventative maintenance
   (b) scope of maintenance to be performed
   (c) frequency
   (d) which entity is responsible for maintenance
9) One (1) PDF of the Concessionaire’s certified statement detailing the final improvement costs, including change orders.
10) One (1) PDF containing the Concessionaire’s Sworn Statement of Improvement Costs, including all final lien waivers.
11) One (1) PDF containing the General Contractor’s Sworn Statement of Improvement Costs, including all final lien waivers.
12) Business License
13) Health Inspection License [If Applicable]

Closeout and Warranty documents should be both emailed and hard copies sent for O’Hare and Midway Airport projects, see address below:

**O’Hare International Airport Contacts**
CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-686-6626
Email: Roger.Reeves@cityofchicago.org
cc: Juan.Manzano@cityofchicago.org
TFitzgerald@careplusllc.org
ordretailconstruction@cityofchicago.org

**Midway International Airport Contacts**
CDA Aviation Administration Building
Attn: Coordinating Architect, Design and Construction
10510 West Zemke Rd.
Chicago, IL 60666
Phone: 773-686-6626
Email: Roger.Reeves@cityofchicago.org
cc: Juan.Manzano@cityofchicago.org
Dominic.Garascia@cityofchicago.org
JClifford@careplusllc.org
9.2: Contractor’s Warranty

The General Contractor warrants to the City of Chicago and CDA that the work, materials, and equipment furnished and installed under the contract 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 excludes 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 contractor.

9.3: Manufacturer’s and Equipment Warranty

The General Contractor must ensure that all required manufacturer’s warranties are passed on to the CDA. The contractor’s warranty must include the name of the project as designated in the contract documents, project reference number and must be signed by an officer of the company having authority to provide the warranty. Include wording such as “this document serves as a (list duration of the warranty) written guarantee for the work performed, and the material and equipment installed on the above referenced project. This warranty incorporates all provisions of the contract documents that refer or relate to the guarantee. This warranty will commence on the date of the store opening.”

During the warranty period, the Contractor 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, which is repaired or replaced, will have the warranty period extended for a period of one additional year from the date of the last repair.

9.4: Final Notice to Airport Users Form

After the punch list is complete, the General Contractor shall close out the Notice to Airport Users Form by electronically attaching a PDF of the all permits, front and back sides showing the inspector sign-offs. Enter the last day the punch list was completed, and the anticipated submittal date of the General Contractor redlined drawings. Two copies of the redlined drawings must be submitted to the CDA within thirty (30) days of the completion walk through.

9.5: Final SAM™ Checklist

If applicable, the Concessionaire must submit a final construction SAM™ Checklist that incorporates information on final quantities, contractor submittals, and other SAM™-related data that is incorporated during the construction phase. The Sustainable Review Panel (SRP) will evaluate the final SAM™ checklist and as recognition for participation in the SAM™ Checklist, a Green Airplane Certification will be awarded to the Concessionaire.

End of STEP 9

STEP 10.0: Supplemental Exhibits

These Guidelines should be read in conjunction with the Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits) and referenced with the Concessionaire Design Guidelines.

Please refer to links below:

Concession Projects (C-SOP Exhibits)
ORD Concessionaire Design Guidelines
MDW Concessionaire Design Guidelines

End of STEP 10
Table of Contents

Table of Contents................................................................................................................. 1
Exhibit 1: O’Hare International Airport Official Addresses & Site Map................................. 3
Exhibit 2: Midway International Airport Official Addresses & Site Map................................. 4
Exhibit A: Project Initiation Letter Submittal Check List......................................................... 5
Exhibit B: ProjectWise Access Request Form Concessions [CDA Design and Construction / CDA Concessions will determine if applicable to a given project].................................................. 6
Exhibit B.1: ProjectWise Access Welcome Letter Concessions [CDA Design and Construction / CDA Concessions will determine if applicable to a given project].......................................... 7
Exhibit B.2: ProjectWise Submittal Review Comments Form Concessions.............................. 8
Exhibit C: 30% Schematic Design (SD) Submittal Check List................................................ 9
Exhibit C.1: CDA Standard Electronic Copy Document Request Form..................................... 10
Exhibit C.2: Designer’s Request For CDA Design Standards Variance Form............................ 11
Exhibit C.3: 60% Design Development (DD) Submittal Check List ........................................ 12
Exhibit C.3: 60% Design Development (DD) Submittal Checklist Cont’d.................................. 13
Exhibit C.4: Electrical Check List............................................................................................ 14
Exhibit C.5: Mechanical, Fire Protection & Plumbing Components Check List........................... 15
Exhibit C.6: 90% and 100% Construction Document (CD) Submittal Check List......................... 16
Exhibit C.6: 90% and 100% Construction Document (CD) Submittal Checklist Cont’d................ 17
Exhibit C.7: Concession’s Compliance Plan – Affidavit of Concessionaire................................. 18
Exhibit C.7: Concession’s Compliance Plan (Affidavit of Concessionaire) Cont’d......................... 19
Exhibit C.8: Concession’s Compliance Plan – Affidavit of Prime Contractor............................. 20
Exhibit C.8: Concession’s Compliance Plan (Affidavit Prime Contractor) Cont’d........................ 21
Exhibit C.9: Good Faith Efforts Form...................................................................................... 22
Exhibit C.9: Good Faith Efforts Form Cont’d.......................................................................... 23
Exhibit C.10: City Resident Construction Worker Employment & Certified Payroll Requirements .................................................. 24
Exhibit D: Pre-Construction Meeting Check List...................................................................... 25
Exhibit D.1: Pre-Construction Meeting Form.......................................................................... 26
Exhibit D.1: Pre-Construction Meeting Form Cont’d............................................................... 27
Exhibit D.2: FAA Approved 7460 Forms............................................................................... 28
Exhibit D.3: Impact to CDA Security and TSA Approval.......................................................... 29
Exhibit D.4: Certificate of Insurance (COI)............................................................................ 30
Exhibit D.5: General Contractor Safety, CDA Construction Safety Manual & Security Manager Credentials .......................................................................................... 31
Exhibit D.6: Safety and Security Plan..................................................................................... 32

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)
<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.7</td>
<td>O'Hare International Incident Notification Plan</td>
<td>33</td>
</tr>
<tr>
<td>D.8</td>
<td>Midway International Incident Notification Plan</td>
<td>34</td>
</tr>
<tr>
<td>D.9</td>
<td>Building Permit (example)</td>
<td>35</td>
</tr>
<tr>
<td>D.10</td>
<td>Badging Procedures and Requirements</td>
<td>36</td>
</tr>
<tr>
<td>D.10</td>
<td>Badging Procedures and Requirements Cont'd.</td>
<td>37</td>
</tr>
<tr>
<td>D.11</td>
<td>Employer Information and Authorization Form</td>
<td>38</td>
</tr>
<tr>
<td>D.12</td>
<td>O'Hare International Airport Post and Loading Dock Location</td>
<td>39</td>
</tr>
<tr>
<td>D.12</td>
<td>O'Hare International Airport Post and Loading Dock Location Cont'd.</td>
<td>40</td>
</tr>
<tr>
<td>D.13</td>
<td>Midway International Airport Post and Loading Dock Location</td>
<td>41</td>
</tr>
<tr>
<td>D.14</td>
<td>O'Hare International Airport Elevator Matrix</td>
<td>42</td>
</tr>
<tr>
<td>D.15</td>
<td>Midway International Airport Elevator Matrix</td>
<td>43</td>
</tr>
<tr>
<td>D.16</td>
<td>O'Hare International Airport Elevator Map</td>
<td>44</td>
</tr>
<tr>
<td>D.17</td>
<td>Midway International Airport Elevator Map</td>
<td>45</td>
</tr>
<tr>
<td>D.18</td>
<td>Vehicle Access Form - Airfield</td>
<td>46</td>
</tr>
<tr>
<td>D.19</td>
<td>Concessions Construction Barricade and Graphic Standards</td>
<td>47</td>
</tr>
<tr>
<td>D.19</td>
<td>Concessions Construction Barricade and Graphic Standards Cont'd.</td>
<td>48</td>
</tr>
</tbody>
</table>
Exhibit 1: O'Hare International Airport Official Addresses & Site Map

When developing the design documents and/or applying for **ANY** type of permit for construction at **O'Hare** the following is the Officially Recognized Address:

O'Hare International Airport  
11601 West Touhy Avenue  
Chicago, Illinois 60666

No other addresses will be recognized or accepted by the Department of Buildings when submitting for a permit.

**Please note: The Pin # for O'Hare is 12-08 100-006-8001**

**O'Hare International Airport Core Area Building Numbers:**

The following Building Numbers apply only to the buildings listed below. If other building numbers are needed the consultant should contact the Department of Aviation Project Manager.

**Terminal 3:**  
Rotunda - Bldg. 250  
Concourse G - Bldg. 260  
Terminal Building: Ticketing / Baggage Claim - Bldg. 300  
H/K Stem and Apex - Bldg. 305  
Concourse H - Bldg. 310  
Concourse K - Bldg. 315  
Concourse L - Bldg. 320

**Terminal 2:**  
Terminal Building: Ticketing / Baggage Claim - Bldg. 200  
E/F Stem & Apex - Bldg. 205  
Concourse E - Bldg. 210  
Concourse F - Bldg. 215

**Terminal 1:**  
Ticketing Hall / Baggage Claim - Bldg. 121  
Concourse B - Bldg. 122  
Concourse C - Bldg. 126
Exhibit 2: Midway International Airport Official Addresses & Site Map

When developing the design documents and/or applying for ANY type of permit for construction at Midway the following is the Officially Recognized Address:

Midway International Airport
5700 South Cicero Avenue
Chicago, Illinois 60638

No other addresses will be recognized or accepted by the Department of Buildings when submitting for a permit.

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

Midway International Airport Core Area Building Numbers:

The following Building Numbers apply only to the buildings listed below. If other building numbers are needed the consultant should contact the Department of Aviation Project Manager.

Terminal Building (Airside):
Food Court Triangle and Concourses A, B & C - Bldg. 12

Concourse B

Concourse A

Food Court Triangle

Terminal Building (Landside):
Ticketing and Baggage Claim - Bldg. 27
Exhibit A: Project Initiation Letter Submittal Check List

An electronic form can be found here:
Project Initiation Letter Submittal Check List Form

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. Response to CDA’s Phase 1 comments
- 5. Photos of the Current Conditions of the Project Location (showing adjacencies / provide at least 6 photo attachments)
- 6. Proposed Location Key Plan (if project is within the terminal facilities, show column lines, tenant lease line, and adjacencies within 3 to 5 bays, in addition to clearly identifying impacts to others)
- 7. 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.)
- 8. Provide an existing and proposed Lease Outline Drawing (LOD); clearly identify if the lease line is proposed to change. Show dimensions and area of the LOD’s
- 9. 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
  - Two (2) half size copies (min 11” x17”)
  - One (1) CD with PDFs of drawings
- 10. Structural calculations (if required)
- 11. Estimated Construction Cost
- 12. Preliminary Project Schedule including the appropriate time frame for CDA’s review and response per the Design section in this SOP
- 13. Indication if this is going to be a self-certified project
- 14. Indication if this is the first time the designer has performed work at either ORD or MDW
- 15. Indicate if any Mechanical / Electrical / Plumbing / Structural / Fire Protection to base building will be impacted.
- 16. Indicate if there is anything in the project that will require maintenance from CDA post construction

Other Information
- The checklist is to be turned in to Unison with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.
- Re-attach “Response to Project Initiation Letter” when uploading to eForms

Unison or CDA designated representative signature of review:

Name & Date
Exhibit B: ProjectWise Access Request Form Concessions [CDA Design and Construction / CDA Concessions will determine if applicable to a given project]

An electronic form can be found here:
ProjectWise Access Request Form Concessions

---

PROJECTWISE ACCESS REQUEST FORM
CONCESSIONS

Concessions A/E Name: ________________________________

Project Name: ________________________________

Project Number: ________________________________

---

Employee(s) Name: ________________________________

Employee(s) Email: ________________________________

---

Project's Digital Design Coordinator (DDC): ________________________________

DDC's Signature: ________________________________

Date of Request: ________________________________

Submit this form via email to the ProjectWise Administrator:
Anthony Lewandowski, anthony.lewandowski@ch2m.com

Revised 09/2016

---
Exhibit B.1: ProjectWise Access Welcome Letter Concessions [CDA Design and Construction / CDA Concessions will determine if applicable to a given project]

ProjectWise Welcome Letter - Concessions

Welcome to Concessions ProjectWise (PW) access. Below is a breakdown on information and file location of items that you will need to facilitate your design.

**ProjectWise General Information**

**Digital Design Coordinator:**
Your design team has previously identified a Digital Design Coordinator (DDC) for this Project on the ProjectWise Access Form. Please review and understand the DDC responsibilities as stated in the CADD Manual. The DDC will be the contact point for all communications about ProjectWise and CADD for this Project.

**Installation of ProjectWise Explorer:**
Although there is a web version of ProjectWise, it has limited capabilities and it will be necessary to have at least one version of ProjectWise Explorer installed locally. You can use your credentials to login into the web version at pw.ohare.com. The msi file ProjectWise is in \Documents\OMP CADD Standards\Documentation. Download the msi file and use the installation guide to insure you configure ProjectWise Correctly.

**User Accounts:**
All user accounts will be set up with the following credentials for access to the Completion Phase:

- **User ID:** {first initial}{last name}
- **Password:** {first initial}{last name}

All user accounts will be set up with the following credentials for access to the Drawing Repository:

- **User ID:** XXXXX
- **Password:** XXXXX

You are responsible for insuring that all users change their password to a unique strong password. A user account will only be created when a ProjectWise Access Form is submitted.

**Concessions ProjectWise Location:**
CDA Design Standards – Repository\Documents\Design Standards\CDA Design Standards\OMP Drawing Repository – Repository\Documents\OMP Drawing Repository

Drawings
Specifications
Reviews Reports
Correspondence

**Should you require further PW assistance contact:**

- Jon Archer phone: 773-462-7514 or email: jon.archer@ch2m.com
- Anthony Lewandowski phone: 773-462-7509 or email: anthony.lewandowski@ch2m.com
Exhibit B.2: ProjectWise Submittal Review Comments Form Concessions

An electronic form can be found here:
ProjectWise Submittal Review Comments Form Concessions

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project No.</th>
<th>Consultant</th>
<th>Reviewing Agency</th>
<th>Review Date</th>
<th>Comment Closeout</th>
<th>VENDOR / TENANT RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

<table>
<thead>
<tr>
<th>No.</th>
<th>DRAW/NC NO./SPEC NO./SECTION NO./ETC</th>
<th>REV/EITH/DATE</th>
<th>RESPONSE BY</th>
<th>VENDOR / TENANT RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exhibit C: 30% Schematic Design (SD) Submittal Check List

An electronic form can be found here:

30% Schematic Design (SD) Submittal Check List Form

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

- 1. Project Initiation letter describing the nature and scope of the project
- 2. Proposed project schedule identifying design and construction timeline
- 3. Approximate project cost
- 4. Key lease plan showing the location of premises, identified by column lines, within the terminal
- 5. Existing space Lease Outline Drawing (LOD) plan drawing with corresponding square footage identified
- 6. New space(LOD) plan drawing identifying the new proposed Square Footage
- 7. Verify existing conditions [MEP / FP / Equip. Schedule] along with a min. of 6 photo attachments
- 8. Indicate existing & proposed information technology (IT) upgrades / additions
- 9. Circulation / Queuing plan showing all passenger movements in the immediate vicinity of the premises
- 10. Adjacencies and dimensions to fixed construction in the immediate vicinity
- 11. Preliminary Floor Plan (include storage, back of house and/or broom closet)
- 12. Preliminary Reflected Ceiling Plan
- 13. Proposed merchandising plan, include fixture layout and product displays
- 14. Color perspective or elevation of proposed storefront design with signage
- 15. Sample board of proposed materials, colors, finishes and furnishings
- 16. Indicate Barricade Tier Plan (please refer to CDA Concessions SOP)
- 17. Sample Checklist

Other Information

- The checklist is to be turned in to Unison with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.

Unison or CDA designated representative signature of review:

Name & Date
Exhibit C.1: CDA Standard Electronic Copy Document Request Form

An electronic form can be found here:
CDA Standard Electronic Document Request Form

<table>
<thead>
<tr>
<th>CHICAGO DEPARTMENT OF AVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD ELECTRONIC COPY DOCUMENT REQUEST FORM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
<th>Please release these documents to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Tenant Name: Architect/Engineer:</td>
</tr>
<tr>
<td></td>
<td>Title: Title:</td>
</tr>
<tr>
<td></td>
<td>Department: Company:</td>
</tr>
<tr>
<td></td>
<td>Phone Number: Phone Number:</td>
</tr>
<tr>
<td></td>
<td>E-Mail: E-Mail:</td>
</tr>
<tr>
<td>TO:</td>
<td>Alex Leon Jeffrey Redding</td>
</tr>
<tr>
<td></td>
<td>Deputy Commissioner Deputy Commissioner</td>
</tr>
<tr>
<td></td>
<td>Design/Construction Division Safety &amp; Security Division</td>
</tr>
<tr>
<td></td>
<td>Chicago Department of Aviation Chicago Department of Aviation</td>
</tr>
<tr>
<td></td>
<td>Phone: 773-686-3489 Phone: 773-686-2397</td>
</tr>
<tr>
<td></td>
<td>Fax: 773-686-6635 Fax: 773-686-8309</td>
</tr>
<tr>
<td></td>
<td>(Approval Signature) (Approval Signature)</td>
</tr>
</tbody>
</table>

CDA PROJECT NUMBER: (if known)

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

CDA POINT OF CONTACT:
CDA POINT OF CONTACT Phone Number:
Co: Frank Grimaldi, Jr.
Tim Morgan (for Design & Development)
Roger Reeves (for Architecture)
CDA Point of Contact
Rena Moyes (CADD Services)
Miguel Romo (Document Control)
Exhibit C.2: Designer’s Request For CDA Design Standards Variance Form

An electronic form can be found here:
Designer’s Request for CDA Design Standards Variance Form

---

**DESIGNERS REQUEST FOR CDA DESIGN STANDARDS VARIANCE**

- **Project Name:**
- **Specification 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.3: 60% Design Development (DD) Submittal Check List

An electronic form can be found here:
60% Design Development (DD) Submittal Check List Form

The following indicates the minimum requirements of the Concessionaire’s Design Development Submission (incomplete submittals may delay your project schedule):

General
- 1. Response letter to the 30% Schematic Design CDA submittal comments
- 2. Proposed cost of the improvements
- 3. Proposed updated project schedule
- 4. All designs must comply with Chicago building codes and ADA requirements
- 5. Sam™ Checklist

Architectural
- 1. Key Plan showing the location of the Premises within the Airport
- 2. Code Matrix Analysis indicating applicable compliance reference sections and diagrams
- 3. Existing LOD plan to include circulation and queuing diagram showing all passenger movements in the immediate vicinity of the premises
- 4. New LOD plan to include circulation and queuing diagram showing all passenger movements in the immediate vicinity of the premises
- 5. Barricade plan including details, graphics and elevations
- 6. Ceiling plans, elevations, sections, details and other documents as necessary for the project site and all adjacent areas where work will be performed
- 7. Dimensioned Floor Plan(s) showing interior design including materials, finishes and merchandising fixture layout
- 8. Interior wall elevations showing materials, heights, locations of feature elements
- 9. Reflected Ceiling Plan(s) showing ceiling materials, various heights, location and type of all light fixtures and other mechanical, electrical, fire protection, and other ceiling mounted devices
- 10. Storefront elevation and section showing storefront concept including graphics and signage, materials and finishes
- 11. Sample board (if materials and finishes are revisited from the Preliminary Submission)
- 12. Location of security grilles and concealed pockets
- 13. Fixture cuts of all proposed lighting, furnishings, diffusers, grilles, sprinkler heads and accessories

Structural (If Applicable)
- 1. Drawings indicating size and location of all intended means of seismic restraint for all code required applications and all applicable structural calculations
- 2. Drawings and specifications for elements of fixtures or construction applying atypical point loads to the base building structure
- 3. Drawings indicating size and location of all intended floor or roof penetrations

Mechanical / Heating, Ventilating and Air Conditioning
- 1. Mechanical Check List; Refer to Exhibit C.5
- 2. 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
- 3. Floor plans showing, fan coil or VAV units, duct layout, size and manufacturer of grilles and diffusers, thermostats where applicable
- 4. Specifications and fixture cuts
Exhibit C.3: 60% Design Development (DD) Submittal Checklist Cont’d.

- 5. Heat gain/loss calculations based on existing conditions and new operational requirements
- 6. Venting, make-up air requirements
- 7. Mechanical equipment schedules per City of Chicago building code requirements
- 8. Mechanical and electrical design including base building modifications
- 9. Mechanical and electrical design loads including anticipated exhaust system CPM

Electrical
- 1. Electric meter room locating plan; identify meter number
- 2. Data and communication room plan
- 3. 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
- 4. Floor plan showing electrical requirements. Include single line distribution diagram
- 5. Emergency lighting plan
- 6. Fixture schedule showing quantity and watts for each fixture
- 7. Special lighting, i.e. signs, logo, etc.
- 8. Specifications of fixtures
- 9. Total electrical demand and connected loads, service location and size of transformer (if required)
- 10. Completed table of electrical loads
- 11. Electrical Check List; Refer to Exhibit 2A

Plumbing
- 1. 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
- 2. Floor plan of services
- 3. Specifications and fixture cuts
- 4. Venting and back flow preventer location and requirements
- 5. Riser diagrams showing water meter location

Sprinkler and Fire Protection
- 1. Sprinkler distribution changes, head layout and hydraulic calculations (if applicable)
- 2. Heat baffles (if applicable)
- 3. Fire extinguisher locations

Other Information
- The checklist is to be turned in to Unison with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.

Unison or CDA designated representative signature of review:

__________________________
Name & Date
Exhibit C.4: Electrical Check List

An electronic form can be found here:

Electrical Check List Form

The following indicates the minimum electrical technical design item requirements of the Design that should be shown on all tenant designs in draft form beginning 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 standard Load Letter needs to be provided
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 direction 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 architectural mill work plan and electrical power and receptacle plan
14. Check coordination between architectural signage and electrical lighting plan if signage is illuminated or requires electrical power for operation
15. A separate emergency lighting and exit plan should 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
16. Electrical lighting switches and receptacles shall be installed in accordance with ADA and "Mayor’s Office for People with Disabilities" requirements
17. Make sure all drawings have proper building column line designations, north arrow directional information, and key plan, in coordination with the architectural plans submitted
18. One line diagram (from Source to End Panel) and associated elevations of equipment shall be provided
19. Provide Short Circuit Interrupting Ratings of all Over Current Protective Devices specified
20. A site visit to the facility prior to beginning the design phase is required
21. Lighting fixtures and PA speakers shall be Chicago Plenum Rated if installation in a plenum ceiling is required
22. The design should account for voltage drop in main feeders and branch circuits. Comply with Chicago Electrical Code requirements

Other Information
- The checklist is to be turned in to Unison with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.

Unison or CDA designated representative signature of review:

Name & Date
Exhibit C.5: Mechanical, Fire Protection & Plumbing Components Check List

An electronic form can be found here:  
Mechanical, Fire Protection & Plumbing Components Check List Form

The following indicates the minimum mechanical technical design item requirements of the Design that should be shown on all tenant designs in draft form beginning in Phase 3: 60% Design Development and in Phase 4: 90% Construction Documents (incomplete submittals may delay your project schedule):

**General**
- Verify Design is in accordance with All Codes, Chicago Codes & 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

**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 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

**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 shut downs and expected durations

**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.

**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, electric air cleaner hood above all cooking devices

**Other Information**
- The checklist is to be turned in to Unison with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.

Name & Date

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)
Exhibit C.6: 90% and 100% Construction Document (CD) Submittal Check List

An electronic form can be found here:
90% and 100% Construction Document (CD) Submittal Check List Form

The following indicates the minimum requirements of the Concessionaire Design Development Submission (incomplete submittals may delay your project schedule):

General
- 1. Response letter to the 60% Design Development CDA submittal comments
- 2. Proposed cost of the improvements
- 3. Proposed updated project schedule
- 4. All designs must comply with Chicago building codes and ADA requirements
- 5. Sam™ Checklist
- 6. Complete CADD documentation of the submission
- 7. Assurance of professional design, documentation and commitment for field review

Architectural
- 1. Key Plan showing the location of the Premises within the Airport
- 2. Code Matrix Analysis indicating applicable compliance reference sections and diagrams
- 3. Existing LOD plan showing circulation and queuing diagram showing all passenger movements in the immediate vicinity of the premises
- 4. New LOD plan showing circulation and queuing diagram showing all passenger movements in the immediate vicinity of the premises
- 5. Barricade plan including details, graphics and elevations
- 6. 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
- 7. Dimensioned Floor Plan(s) showing interior design including materials, finishes and merchandising fixture layout
- 8. Interior wall elevations showing materials, heights, locations of feature elements
- 9. Reflected Ceiling Plan(s) showing ceiling materials, various heights, location and type of all light fixtures and other mechanical, electrical, fire protection, and other ceiling mounted devices
- 10. Storefront elevation and section showing storefront concept including graphics and signage, materials and finishes
- 11. Sign, logo and lettering details showing elevation and section views, letter style and size, all colors and materials, methods of illumination, installation, color of illumination and voltage requirements. This shall include signage for the blade sign as applicable. Sign blades must be professionally designed and fabricated. Designs shall be complete as part of the working drawing submission. Design-build signage arrangements will not be accepted
- 12. Sample board (if materials and finishes are revisited from the Preliminary Submission )
- 13. Location of security grilles and concealed pockets
- 14. Fixture cuts of all proposed lighting, furnishings, diffusers, grilles, sprinkler heads and accessories
- 15. Specifications, interior finish and color schedules

Structural (If Applicable)
- 1. Drawings indicating size and location of all intended means of seismic restraint for all code required applications and all applicable structural calculations
- 2. Drawings and specifications for elements of fixtures or construction applying atypical point loads to the base building structure
- 3. Drawings indicating size and location of all intended floor or roof penetrations
Exhibit C.6: 90% and 100% Construction Document (CD) Submittal Checklist Cont’d.

Mechanical / Heating, Ventilating and Air Conditioning
- 1. Mechanical Check List; Refer to Exhibit C.5
- 2. 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
- 3. Floor plans showing, fan coil or VAV units, duct layout, size and manufacturer of grilles, diffusers, and thermostats where applicable
- 4. Specifications and fixture cuts
- 5. Heat gain/loss calculations based on existing conditions and new operational requirements
- 6. Venting, make-up air requirements
- 7. Mechanical equipment schedules per City of Chicago building code requirements
- 8. Mechanical and electrical design including base building modifications
- 9. Mechanical and electrical design loads including anticipated exhaust system CPM

Electrical
- 1. Electric meter room locating plan; identify meter number
- 2. Data and communication room plan
- 3. 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
- 4. Floor plan showing electrical requirements. Include single line distribution diagram
- 5. Emergency lighting plan
- 6. Fixture schedule showing quantity and watts for each fixture
- 7. Special lighting, i.e. signs, logo, etc.
- 8. Specifications of fixtures
- 9. Total electrical demand and connected loads, service location and size of transformer (if required)
- 10. Completed table of electrical loads
- 11. Electrical Check List; Refer to Exhibit 2A

Plumbing
- 1. 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
- 2. Floor plan of services
- 3. Specifications and fixture cuts
- 4. Venting and back flow preventer location and requirements
- 5. Riser diagrams showing water meter location

Sprinkler and Fire Protection
- 1. Sprinkler distribution changes, head layout and hydraulic calculations (if applicable)
- 2. Heat baffles (if applicable)
- 3. Fire extinguisher locations
- 4. Indicate Fire Protection shut downs and expected durations

Other Information
- The checklist is to be turned in to Unison with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.

Unison or CDA designated representative signature of review:

Name & Date
Exhibit C.7: Concession's Compliance Plan – Affidavit of Concessionaire

An electronic form can be found here:
Concession's Compliance Plan – Affidavit of Concessionaire Form

---

**MBE PARTICIPATION**

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Type of Work</th>
<th>Self-Performed Manufacturer Distributor/Supplier</th>
<th>Dollar Amount of Participation</th>
<th>Percentage of Participation</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total MBE Participation</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**WBE PARTICIPATION**

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Type of Work</th>
<th>Self-Performed Manufacturer Distributor/Supplier</th>
<th>Dollar Amount of Participation</th>
<th>Percentage of Participation</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total WBE Participation</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>DVI/01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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.
Exhibit C.7: Concession’s Compliance Plan (Affidavit of Concessionaire) Cont’d.

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Type of Work</th>
<th>Self-Performed Manufacturer/Distributor/Supplier</th>
<th>Dollar Amount of Participation</th>
<th>Percentage of Participation</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Non-MBE/WBE Participation: $0.00

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 Tenant 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 TENANT TO MAKE THIS AFFIDAVIT.

(NAME OF TENANT - PRINT OR TYPE) ____________________________

(State of): ____________________________

(COUNTY OF): ____________________________

(SIGNATURE) ____________________________

(DATE): ____________________________

(NAME & TITLE OF AFFIANT - PRINT OR TYPE) ____________________________

(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 thereof contained.

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

(Notary Public Signature) ____________________________

(SEAL) ____________________________

Commission Expires: ____________________________
Exhibit C.8: Concession's Compliance Plan – Affidavit of Prime Contractor

An electronic form can be found here:
Concession's Compliance Plan – Affidavit of Prime Contractor Form

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Submission Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space No.:</td>
<td></td>
</tr>
<tr>
<td>Total Project Amount:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Project Start Date:</td>
<td>Project End Date:</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Type of Work</th>
<th>Self-Performed Manufacturer/Distributor/Supplier</th>
<th>Dollar Amount of Participation</th>
<th>Percentage of Participation</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total MBE Participation: $0.00 #DIV/0!

### WBE PARTICIPATION

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Type of Work</th>
<th>Self-Performed Manufacturer/Distributor/Supplier</th>
<th>Dollar Amount of Participation</th>
<th>Percentage of Participation</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total WBE Participation: $0.00 #DIV/0!
### Exhibit C.8: Concession's Compliance Plan (Affidavit Prime Contractor) Cont’d.

**NON-MBE/WBE PARTICIPATION**

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Type of Work</th>
<th>Self-Performed Manufacturer Distributor/Supplier</th>
<th>Dollar Amount of Participation</th>
<th>Percentage of Participation</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>#DIV/0!</td>
<td></td>
</tr>
</tbody>
</table>

**Total Non-MBE/WBE Participation**

| $0.00 | #DIV/0! |

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 hereto set my hand and seal.

(Notary Public Signature)  SEAL:

Commission Expires:  __________________________
Exhibit C.9: Good Faith Efforts Form

An electronic form can be found here:
Good Faith Efforts Form

CHICAGO DEPARTMENT OF AVIATION

Good Faith Efforts Form
Schedule H

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

<table>
<thead>
<tr>
<th>O’Hare International Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Name:</td>
</tr>
<tr>
<td>General Contractor Name:</td>
</tr>
<tr>
<td>Project Name:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
</tbody>
</table>

If the bidder’s method of compliance with the M/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.

<table>
<thead>
<tr>
<th>MWBE Company Name</th>
<th>Telephone No. / Email Address</th>
<th>Contact Person</th>
<th>Description of Work, Service or Material</th>
<th>Contact Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)

Prepared By:

6/20/2017 - Revised
Exhibit C.9: Good Faith Efforts Form Cont’d.

Good Faith Efforts Form
Schedule H

Additional Information:
Please provide additional information to further explain your good and honest efforts to obtain MWBE participation on this project.

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

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
<th>Printed Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Contact Name and Title (if different):</td>
</tr>
<tr>
<td>Company Name:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Street Address:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>City/State/Zip Code:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Exhibit C.10: 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 D: Pre-Construction Meeting Check List

An electronic form can be found here:
Pre-Construction Meeting Form Check List Form

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

- 1) Pre-Construction Meeting
- 2) All required city, state, and federal permits
- 3) Concession’s Compliance Plans – Concessionaire & General Contractor (See Exhibits C.7 & C.8)
- 4) City Resident Construction Worker Employment & Certified Payroll Requirements (See Exhibit C.10)
- 5) Pre-Construction Form (See Exhibit D.1)
- 6) FAA approved 7460 forms, if required (See Exhibit D.2)
- 7) Hot Work Permit: Required if Welding or Torch Cutting to be submitted via eForm (3) business days prior to work performed
- 8) X-Ray or Scan to be submitted via eForm (3) business days prior to work performed (when coring or drilling)
- 9) Impact to CDA Security and TSA Approval (See Exhibit D.3)
- 10) PDF of the stamped, approved building plans (if too large to email, please provide at the Pre-Con Mtg.)
- 11) 100% design submittal response to comments
  - a. CDA 100% Document Review Comments spreadsheet with completed responses by Concessionaire’s architect/engineer
  - b. Transmittal letter or email documenting that the comments have been sent
- 12) Certificate of insurance documenting that all appropriate insurance has been obtained. All city contractors and subcontractors must provide a copy of the COI indicating “The City of Chicago and all of its designated representatives” as additional insured. Insured amounts should match requirements dictated in the tenant’s lease documents (See Exhibit D.4)
- 13) GC Safety and Security Manager Credentials (See Exhibit D.5)
- 14) Safety and Security Plan (See Exhibit D.6)
  - a. The named safety manager for the project
  - c. Provide an Incident Notification Plan (See Exhibit D.7 & D.8)
  - d. Provide any other documentation as required by the CDA Construction Safety Manual
- 15) Building Permit (See Exhibit D.9)
- 16) Proof of Employee Badges & Employer Information and Authorization Form (See Badging Procedures and Requirements) (See Exhibit D.10 & D.11)
- 17) Overall Project Schedule
- 18) Three (3) weeks ‘Look Ahead Schedule’
- 19) SAM™ Checklist (when applicable)
- 20) Identify Material Delivery and Debris Removal Plan
  - a) Post and Loading Dock Location (See Exhibit D.12 & D.13)
  - b) Elevator Matrix and Maps (See Exhibits D.14 – D.17)
  - c) Vehicle Access Form - Airfield (See Exhibit D.18)
- 21) Barricade and Graphic Plan (See Exhibit D.19)
- 22) User Form and work Notification Identify

Other Information
- The checklist is to be turned in to Unison with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should 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.

Name & Date
Exhibit D.1: Pre-Construction Meeting Form

An electronic form can be found here:

Pre-Construction Meeting Form
Exhibit D.1: Pre-Construction Meeting Form Cont’d.

5. SCHEDULE, HAUL ROUTE AND STAGING

Start Date   
Completion Date 

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

Day Shift Hours 
Night Shift Hours 

*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, elevations & 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  CDA and its designated representatives must be additionally insured

6. UNDERGROUND WORK - Contractor is responsible for underground locates

Utility Dig Book Status


Submit electronically for project start-up, interruptions, shutdowns, hot work, crane use and any other potential impact 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 773-864-2666

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 no, coordinate with CDA Security directly. TSA amendment may be required.

G.C. is badge for O’Hare?  Yes  No  N/A - Inspect

List subcontractors to be escorted by G.C.


FAA 740 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 remote control. Provide walk-off mats to prevent tracking dirt and dust control.

Floor/wall coring - Scan floor to identify obstructions. Fire curtain 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-out Forms: All E-Forms require close-out - enter completion date and any relevant documents, i.e. electrical inspector's sign-off.

To close-out the Project Startup E-Form:

a. Enter dates for substantial completion, punchlist walkthrough and red-lined drawings.

b. Provide copy of signed permit for rough and final inspections.

c. Attach red-lined drawings for As-Buils

*Please refer to the CDA's Standard Operating Procedure for "Tenant Design, Renovation and Construction" for all project requirements
Exhibit D.2: FAA Approved 7460 Forms

An electronic form can be found here:
FAA 7460 Form

FAA 7460:

A Federal Aviation Administration (FAA) Form 7460 (Notice of Proposed Construction or Alteration) may be required for certain projects that are expecting to use cranes or any other equipment that could impact the Airport Operations Area (AOA) due to its height. This should be confirmed with the FAA, and it is the responsibility of the Concesionaire to prepare and submit the Form 7460, if required, to the FAA. In addition to the Form 7460, the local FAA office also requires an FAA checklist and detailed site plan. For further information on this process, please contact the CDA Planning Office at (773) 894-6907 or (773) 686-3732. Select the link above to learn more about the 7460 process, to complete the form, and for the FAA’s contact information. Please note, this process takes approximately forty-five (45) days to complete.
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.

Bureaus may also be contacted 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
**Exhibit D.4: Certificate of Insurance (COI)**

### Certificate of Liability Insurance

**This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.**

**IMPORTANT:** 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).

#### Producer

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Insured

<table>
<thead>
<tr>
<th>Insurer A</th>
<th>Insurer B</th>
<th>Insurer C</th>
<th>Insurer D</th>
<th>Insurer E</th>
<th>Insurer F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Coverages

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Policy Description</th>
<th>Policy Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COVERAGE:**

- **General Liability**
  - Commercial General Liability
    - Claim-Made
    - Occur
      - Each Occurrence Damage to Rented Premises (for vandalism)
      - MED EXP (any one occurrence)
      - PERSONAL & ADJ INJURY
    - General Aggregate
      - Products - COSPROP AGG
- **Automobile Liability**
  - ANY AUTO
    - ALL OWNER-OPERATED
    - SCHEDULED AUTOS
    - HIRED AUTOS
  - $1M Non-Airfield / $5M Airfield
- **Umbrella Liability**
  - EXCESS LIMIT
    - Occur
    - CLAIMS-MADE
- **DED Retention**
  - NO RETENTION

**Description of Operations / Locations / Vehicles**

- 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

- Chicago Department of Aviation
- OHare International Airport
- P.O. Box 66142
- Chicago, IL 60666

### Cancellation

- SHOULDN'T 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**

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD
Exhibit D.5: General Contractor Safety, CDA Construction Safety Manual & Security Manager Credentials

Introduction

- Know and follow the contents of the CSM Manual
- Safety Requirements are outlined on Page 5 of the CSM Manual

An electronic form can be found here:
CDA Construction Safety Manual

Required Written Documentation

Documents submitted at the Pre-Construction meeting should include:
- Assigned Project Number
- Start Date
- Location
- Resume stating a minimum of three (3) years verifiable construction project safety experience (include dates and phone numbers)
- Copy of OSHA thirty (30) hour course certification
- Copy of current first Aid/CPR certification
- Written Responsibilities of Safety Representative
- Site specific safety plan in the form of a Job Hazard Analysis
- Incident Notification Plan
- Incident/Injury Reporting

See the Chicago Airport system Construction Safety Manual for additional Contractor responsibilities and requirements which will be provided electronically to all involved on CDA managed tenant construction Projects.
Exhibit D.6: Safety and Security Plan

Safety Representative – Requirements Outlined on Page 5 of the CAS Manual

- Responsibilities are to be solely limited to safety related functions, but with prior CDA Safety approval; dual roles such as Safety Representative and Supervisor are allowed.
- Minimum of three (3) years verifiable construction project safety experience.
- OSHA thirty (30) Hour Course Certification.
- Current First Aid / CPR Certification.
- Onsite 100% of time when work is in progress. 2nd Shift means at least two Safety Representatives are required. This includes weekend work.
- Safety Representative “Credentials” (resume) are to be submitted for review prior to the pre-construction meeting.

Responsibilities of Safety Representative

- 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 tool box safety meetings and maintain records on site for review if requested.
- Be available to accompany CDA Safety Personnel for on-site audits.

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”
- 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 watcher must continue for up to 2 hours following the completion of the hot work activities

Weekly Tool Box 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

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 Reporting

- Emergency Response is handled through O’Hare Command Center (“OCC.”) Telephone number 773-894-9111
- Injury / Incidents require immediate notification per your Incident Notification Plan
- Emergency Contacts: Refer to emergency contact list for key contacts 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:
ORD Incident Notification Form

In Case of Emergency call the “O’Hare Command Center” 773.894.9111

Then initiate the Call Flow Chart below

Immediate Notification
- Utility Related Issues H&R Monitor Room: 773.686.2248
- City Airside Operations: 773.686.2255
- CDA Safety Daytime: 773.686.7233
Exhibit D.8: Midway International Incident Notification Plan

An electronic form can be found here:
MDW Incident Notification Form

---

**Incident Notification Plan**

**CDA Project Number**

In Case of Emergency call the "Midway Command Center (MCC)" 773.838.9111
Then Initiate the Call Flow Chart below

---

**Contractor Safety Coordinator**
- **NAME:**
- **Mobile:**

**Contractor Point of Contact**
- **NAME:**
- **Mobile:**

**CDA Safety Construction**
- John Malabarba
- Cell: 773-908-0561
- Office: 773-838-0663

**CDA Safety**
- Tom Norris
- Cell: 773-617-0308
- Office: 773-838-7414

**CDA PM Contact Information**
- **NAME:** Felipe Najar
- **Mobile:** 773-896-5548

- **NAME:** Jim Clifford
- **Mobile:** 708-606-6364

**Unison Property Management**
- Patricia Grzyb
- Mobile: 312-907-8820

---

**Immediate Notification**
- Utility Related Issues (SMG): 773-948-6900
- MDW Airside Operations: 773-838-0677
- CDA Safety Daytime: 773-838-0663

---

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)

Page 34 of 48
6/20/2017 - Revised
Exhibit D.9: Building Permit (example)

City of Chicago
Department of Buildings - Permits
Building Permit

Permit No. 100670255
For Work at: 10000 W OHARE AIRPORT

Issued 10/31/2016

Description of permitted work:
INTERIOR ALTERATIONS TO EXISTING DUNKIN' DONUTS KIOSK SPACE AT OHARE AIRPORT, TERMINAL 3, CONCOURSE HK; CDA PROJECT #TH1420.16-60. 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)175-5236 x

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

Judith Frickland
Commissioner

06/20/16

Total Permit Processing Time: 41 days
Time for City Review: 10 days
Time With Applicant for Document Submit and Corrections: 25 days

Permit must be displayed on job site at all times. Permit is NOT transferable. 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/or 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.
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 unbaged 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 assignment is based on responsibilities and duties). The designated Signatories must attend the Signatory Certification Training Course. This course is offered once a month, every second Wednesday by Compliance Department, ID Badging.
Exhibit D.10: Badging Procedures and Requirements Cont’d.

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 http://registration.ohare.com.

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:
http://www.flychicago.com/badging/
### Exhibit D.11: Employer Information and Authorization Form

An electronic form can be found here: 
[Employer Information and Authorization Form](#)

---

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

**Employer Information and Authorization Form**  
(This form must be typed or printed in black ink)

<table>
<thead>
<tr>
<th>Date</th>
<th>New Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Type:</td>
<td>Airline Concessionaire Contractor Sub-Tenant Government Vendor</td>
</tr>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Local Address</td>
<td>State Zip Code</td>
</tr>
<tr>
<td>City</td>
<td>State Zip Code</td>
</tr>
<tr>
<td>Alternative Address</td>
<td>City Zip Code</td>
</tr>
</tbody>
</table>

**LOCAL PRIMARY CONTACT**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Badge #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Email</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Home Phone Fax</td>
</tr>
</tbody>
</table>

**SECOND LOCAL CONTACT**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Badge #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Email</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Home Phone Fax</td>
</tr>
</tbody>
</table>

**ALTERNATE CONTACT PERSON**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Badge #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Email</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Home Phone Fax</td>
</tr>
</tbody>
</table>

**Signature of President, Owner, or Senior Executive.**

<table>
<thead>
<tr>
<th>Signatory Name</th>
<th>Signatory Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Signature</td>
<td>Authorized Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Badge #</th>
<th>Add Delete</th>
</tr>
</thead>
</table>

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

---

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 badge and Access Control transactions for their sub-leasing, employees, contractors and vendors. I will ensure proper use and authorization of access to space listed under the terms of the lease agreement. As the tenant, I understand that I must ensure that all signatories adhere to badge regulations.

<table>
<thead>
<tr>
<th>Tenant Authorization</th>
<th>Badge#</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Processed By</td>
<td></td>
</tr>
</tbody>
</table>

---

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)
Exhibit D.12: O’Hare International Airport Post and Loading Dock Location

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.
- 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 6:00 a.m.
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 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 located on the lower level (arrivals), just beyond Terminal 1, attached to Terminal 2.
- Post 7 is accessed at the side entrance of the 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 AIRFIELD 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 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 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 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.

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

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 at the Chicago Police checkpoint.
- Stop at the guard shack and tell them you are making a delivery to Post 9. Your vehicle may go through screening by the police 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 product is 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

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 55th Street and drive approximately 0.5 miles.
- Turn left (south) on S Laramie Avenue and keep right until arrival at Post 2 checkpoint.
- 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.
## O'HARE ELEVATOR MATRIX

<table>
<thead>
<tr>
<th>Location</th>
<th>Door</th>
<th>Inside Platform with No Obstructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concourse</td>
<td>Elevator No</td>
<td>Width</td>
</tr>
<tr>
<td>T1B</td>
<td>22F</td>
<td>9'-0&quot;</td>
</tr>
<tr>
<td>T1B</td>
<td>23P</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>T1B</td>
<td>24P</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>T1B</td>
<td>425B / 21F (Gate &quot;B&quot;4)</td>
<td>9'-9&quot;</td>
</tr>
<tr>
<td>T1C</td>
<td>28F</td>
<td>7'-3&quot;</td>
</tr>
<tr>
<td>T1C</td>
<td>29P</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>T1C</td>
<td>30P</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>T1C</td>
<td>802B / 31F</td>
<td>9'-0&quot;</td>
</tr>
<tr>
<td>T2</td>
<td>53P</td>
<td>3'-6&quot;</td>
</tr>
<tr>
<td>T2</td>
<td>53F</td>
<td>6'-0&quot;</td>
</tr>
<tr>
<td>T3</td>
<td>83F</td>
<td>6'-0&quot;</td>
</tr>
<tr>
<td>T3</td>
<td>83P</td>
<td>3'-6&quot;</td>
</tr>
<tr>
<td>T3</td>
<td>89P</td>
<td>3'-6&quot;</td>
</tr>
</tbody>
</table>
Exhibit D.15: Midway International Airport Elevator Matrix

<table>
<thead>
<tr>
<th>Location</th>
<th>Door</th>
<th>Inside Platform with No Obstructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Width</td>
</tr>
<tr>
<td>Concourse</td>
<td>Elevator No</td>
<td>Width</td>
</tr>
<tr>
<td>A</td>
<td>EL-05-01</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>A EXT</td>
<td>EL-28-111</td>
<td>3'-0&quot;</td>
</tr>
<tr>
<td>B</td>
<td>EL-15-01</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>B</td>
<td>EL-18-01</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>C</td>
<td>EL-12-01</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>C</td>
<td>EL-30-2100</td>
<td>3'-6&quot;</td>
</tr>
<tr>
<td>Food Court</td>
<td>EL-10-02</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>Food Court</td>
<td>EL-11-01</td>
<td>4'-0&quot;</td>
</tr>
<tr>
<td>Food Court</td>
<td>EL-13-01</td>
<td>4'-0&quot;</td>
</tr>
</tbody>
</table>
Exhibit D.16: O’Hare International Airport Elevator Map

Refer to Exhibit D.14 for Elevator Number Locations i.e.: 21F
Exhibit D.17: Midway International Airport Elevator Map

Refer to Exhibit D.15 for Elevator Number Locations i.e.: 11-02
Exhibit D.18: Vehicle Access Form - Airfield

An electronic form can be found here:

Vehicle Access Form - Airfield

---

<table>
<thead>
<tr>
<th>Vehicle Access Form - AIRFIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibit D.18:</strong> Vehicles listed above are insured under a certificate of insurance for $5,000,000 as required by the City of Chicago.</td>
</tr>
</tbody>
</table>

---

## 1. Current Permit (Applicable)

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>VIN Number</th>
<th>Company Vehicle Number</th>
</tr>
</thead>
</table>

**For DOA Use Only:**

**New Permit #**

---

## 2. Current Permit (Applicable)

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>VIN Number</th>
<th>Company Vehicle Number</th>
</tr>
</thead>
</table>

**For DOA Use Only:**

**New Permit #**

---

## 3. Current Permit (Applicable)

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>VIN Number</th>
<th>Company Vehicle Number</th>
</tr>
</thead>
</table>

**For DOA Use Only:**

**New Permit #**

---

## 4. Current Permit (Applicable)

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>VIN Number</th>
<th>Company Vehicle Number</th>
</tr>
</thead>
</table>

**For DOA Use Only:**

**New Permit #**

---

## 5. Current Permit (Applicable)

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>VIN Number</th>
<th>Company Vehicle Number</th>
</tr>
</thead>
</table>

**For DOA Use Only:**

**New Permit #**

---

## 6. Current Permit (Applicable)

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>VIN Number</th>
<th>Company Vehicle Number</th>
</tr>
</thead>
</table>

**For DOA Use Only:**

**New Permit #**

---

**To be completed by Airport Tenant only**

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

Authorized Signature

[Signature]

Note: This form must be signed and dated when submitting for approval.

---

For DOA Use Only:

Insurance Binder Attached? [ ] Yes [ ] No [ ] DOA

Authorized Signature

[Signature]

Expiration Date

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Return To:

Department of Aviation

1100 S. State St.

Chicago, IL 60607

---

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)
Exhibit D.19: Concessions Construction Barricade and Graphic Standards

The Chicago Department of Aviation (CDA) Concessions Program has established a construction barricade and graphic standard. The following must be adhered to by all Chicago Department of Aviation (CDA) Concessionaires.

Barricades provide a safety barrier between the construction site and passengers. The graphics are an important communication outlet that will act as a commercial or billboard for the Concessionaire and provide maximum visibility. The barricade and graphic installation and cost are the sole responsibility of the Concessionaire.

A barricade plan submittal is required at the time of the project demolition plan submission. The design and construction of all barricades requires advance written approval from the CDA POC prior to the commencement of the barricade construction. The barricade plan and graphic proof should be submitted to the CDA POC, ordretailconstruction@cityofchicago.org. Please call 773-894-3900 with questions pertaining to the standard details below.

Due to the broad nature of construction scope, the requirements for barricades are based on the anticipated project timeline.

**Tier #1 - Projects lasting more than 14 days**
Requirements: Barricade height must extend three inches (3”) beyond the store front height, plastic lid with no gaps, flush doors with 70% graphics application. The Concessionaire will provide professional artwork for graphic barricade displays. Artwork should be submitted prior to production.

**Tier #2 - Projects completed with evening work or projects lasting less than 14 days**
Requirement: Barricade height must extend three inches (3”) beyond the store front height, plastic lid with no gaps, flush doors. Wrap graphics are optional, to meet the minimum sign requirement, the Concessionaire will provide professional artwork for graphic barricade displays. Artwork should be submitted prior to sign production. Graphic application must cover at minimum, 45% of the barricade face.

**BARRICADES**
Barricade requirements are as follows:

- Barricades are to be constructed using a bracing system and a smooth, durable vertical surface that graphics may be adhered to. The entire public side of the barricade should be taped/painted as necessary. Barricades are to be straight and level.
- Barricades are required to be extended at the Concessionaire’s storefront from floor to the ceiling. Where there is no ceiling, the barricade height shall be equal to or greater than three inches (3”) higher than the height of the Concessionaire’s storefront.
- A horizontal hard lid or plastic lid (no exposed gaps) is required for the entire length of the barricade.
- Barricades are required to have a flush access door. The door is required to be self-closing and have a combination lock; the combination shall be provided to CDA.
- Barricades may not be more than four feet (4’) away from the face of Concessionaire’s storefront without written permission from the CDA POC.
- A 4” black vinyl or rubber cove base is required along the entire barricade front.
- Concessionaire’s contractor shall secure a plywood floor on top of the airport’s flooring system to protect from damage.
- The contractor is required to install the necessary structural bracing to secure the barricade and ensure it is rigid and structurally sound.
Exhibit D.19: Concessions Construction Barricade and Graphic Standards Cont’d.

- The contractor is required to continuously monitor the barricade and must provide all touch-up work throughout the construction period to maintain the barricade in a presentable condition.
- A 24" x 36" locked bulletin board inside a clear aluminum frame adjacent to the access door shall display the building permit, safety/security information, and other required/pertinent information.
- Barricades must be installed between the hours of 10pm – 5am.

GRAPHICS

All graphic artwork requirements are as follows:

- Concessionaires are required to retain the services of a professional graphic or sign firm with a successful track record of producing and installing high quality, large-scale graphics.
- The Concessionaire must submit a professionally prepared graphic rendering to the CDA POC for written approval prior to fabrication. No production work should commence without the express, written approval from the CDA POC.
- The graphics are to be full color, incorporating photographs, logos, and/or iconic elements portraying key elements of the Concessionaire’s business, with specific written information pertaining to the Concessionaire’s store name and opening date; the text may contain Concessionaire’s website.
- Graphics must be self-adhering or mounted to a smooth vertical surface that can be adhered to the barricade; no grommets, nails, screws, or other fasteners will be allowed.
- Graphics must be properly aligned without any creases, bubbles or torn edges. Graphics installed misaligned or with creases will need to be replaced.
- The graphics must be installed within 24 hours of the barricade installation.
- Barricade graphics must be installed between the hours of 10pm – 5am.

There are multiple material choices available to reach the listed requirements. The vendors below have worked with the airport or in a similar airport environment.

- Boston Barricade (772) 257-7170
- Britten Banner (855) 763-8204
- GSS Creative (312) 553-2111
- NuBarricade manufacturers reusable barricade panels (763) 232-3740

Graphic Examples

- Full wrap graphic
- 70% coverage graphic
- Partial graphic displays