

Tenant Construction Project 'Quick Start' Guide



The following are some important procedural steps and information you need to know in order to successfully complete a tenant improvement project at Seattle-Tacoma International Airport.

Step 1 - Conceptual Approval: The proposed work must first be reviewed and approved by various Port departments before becoming an actual project. This initial concept review typically takes 5 working days from the date the concept (including preliminary design, schedule and other related info) is submitted to your Port of Seattle Property Manager. Reviewers make comments during the concept review period that need to be addressed in your design. If the concept is approved, your Property Manager will forward the approved concept to the Port's Project Management Group who will assign a Port Project Manager who will assist you through the design review, permitting, construction and closeout phases.

Step 2 – Scheduling: While the Port of Seattle makes every effort to work with a tenant's scheduling requirements, it is very important to remember that adhering to the Port's procedures takes precedence over a tenant's preferred project schedule.



You and your design team should plan on a minimum of 8-10 weeks for the design technical and permit review process, possibly more depending upon the scope of work. Your Port PM will work with you to review the approved scope of your project and help you to develop a schedule that takes these requirements into account.

In order to help you establish a *realistic* schedule for your project, please allow for the following milestones and durations:

- ✓ **2 weeks minimum** for each technical review of the plans and specifications at each level of design. Larger projects will usually require 30/60/90/Issued for Construction submittals however, depending upon the scope of your project, it is possible that fewer technical reviews will be required. Please discuss this with your PM.
- ✓ **1-2 weeks** for your design team to address reviewer comments after each technical review.
- ✓ **1-2 weeks** for 'Alphabet Meetings'. During the technical review period additional design review meetings may be required. Whether or not your project needs to attend one or more of these depends upon the scope of work. These meetings include:

- **ARC** Architectural Review Committee
- **MUST** Mechanical Utilities Systems Team
- **PEST** Proactive Electrical Systems Team
- **START** SeaTac Telecomm Architecture Review Team
- **WISE** Water, IWS, Storm & Sanitary Sewer Team



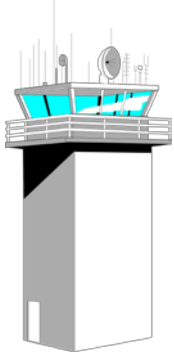
These are standing meetings, scheduled twice a month on specific days. The tenant's design team must request a ½ hour review slot, preferably as far in advance as possible since there are only a set number of time slots available for each meeting. Your Port PM will provide you with a current meeting schedule and will also make every effort to schedule your project for the next available meeting day/time. Time slots for these meetings are allocated on a first-come-first-served basis so the sooner your team can provide us with target dates, the better your chance of getting your choice of review meeting. The appropriate members of your design team (Architect/EE/ME etc.) need to participate in the meetings for their respective disciplines to present their design and answer questions raised by the review team members. If the design team member is from outside the Seattle area and cannot attend the meeting they may join by conference call. The designer is also responsible for bringing 4 to 6 11x17 hard copies of the most current design for reference during the meeting.

Tenant Construction Project 'Quick Start' Guide

- ✓ **2 weeks** minimum for Airport Building Department permit review. SeaTac Airport has its own Authority Having Jurisdiction (AHJ) which has requirements that differ significantly from the surrounding cities of SeaTac, Burien, Des Moines and Seattle.

Please Note: Depending upon the size and scope of the proposed work and for certain 'fast track' projects the 100% technical review and Airport Building Department (ABD) permit reviews may take place concurrently.
Please discuss this with your Port PM.

- ✓ **1 week** for your design team to address any building permit review comments.
- ✓ **3-5 days** for the Port PM to review and process design submittal documentation.
- ✓ **1-2 weeks** for the preconstruction meeting and to review and approve the necessary pre-work submittals from the contractor.
- ✓ **FAA Reviews.** Depending upon its scope and location at the airport one or more separate FAA reviews of your project may be required. These include:



- **FAA Form 7460 Review:** This is required if the project will use a crane within the perimeter fence of the airport, if it will alter the footprint of an existing terminal or building or if a 'temporary' structure is being installed for longer than 6 months.
Please Note: 7460 reviews take a minimum of 90 days for approval.
- **Contractor Safety Phasing Plan (CSPP) Review:** If required, a CSPP can take **6-8 weeks** for FAA review and approval.
- **NEPA/SEPA Environmental Review:** If required, the NEPA/SEPA review and approval process can take **4 to 6 months**.

Step 3 – Design: The Port has well defined design and construction standards and design formatting conventions that all projects must meet. A wealth of information regarding the Port's construction standards and requirements can be found at this link: [Tenant Construction and Design Reference Documents](#).

There are also application forms required to connect to various systems and utilities such as electrical, HVAC, gas and storm water that the tenant or their designer may need to complete and submit during the design review and approval process. Your Port PM will let you know which of these applications your project will need to complete. All of the necessary forms are available for download at the link provided above.



Please Note: The Port may be able to provide your design team with as-built drawings of the proposed work area however these may not always be available. Your Port PM will assist you with locating archived record drawings. Please be advised, **if as-built drawings are not available, your design team is responsible for documenting the as-built conditions of the proposed work area.**

Step 4 – Design Review: Your designer is responsible for providing the correct number of hard copy sets of drawings and specifications for each design review submittal. A typical project usually requires 4 to 6 hard copy sets of 11x17 drawings plus one set of specifications if they are produced separately from the drawings. The designer must also include electronic versions of the design in both CAD and searchable Adobe .pdf format for each design submittal. The design documents must be signed and stamped by the A/E of record, licensed to practice in the State of Washington, on the first page of each discipline's design only.

Please Note: The Port will not make copies of drawings or specifications for tenant project design reviews. All required hard copy reprographics must be provided by your design team.

At the end of each review period your Port PM will forward all of the review comments to your design team. Each comment and directed change to the design must be addressed and/or incorporated into the 100% or 'Issued for Construction' drawings. The reviewers must concur with the designer's response to each of their comments before the design can be approved and permitted.

Step 5 – Permit Review: The Airport Building Department (ABD) may require that the tenant obtain a building permit for a project depending upon the scope of the proposed work. All electrical work must also be permitted and inspected separately by your electrical contractor through the Washington State Department of Labor & Industries. Your Port PM will work with you and the ABD to determine whether or not a permit is required.

Please Note: The tenant should not initiate the permitting process on their own. This will only delay your project. Your Port PM will assist you with obtaining and completing all of the necessary forms and applications if it is determined that a building permit is required for your project.

Your designer will need to submit two 24"x36" sets of drawings, stamped and signed by the A/E of record along with all specifications and other supporting documentation (such as structural/mechanical calculations etc.) as well as a comprehensive list of any special inspections that may be required.



The tenant's designer must send all of the documents for the building permit submittal to their Port PM along with payment for the necessary plan review and permit fees. Information on the plan review, permit fees and payment methods can be obtained [here](#).

Please Note: The ABD will not accept a permit submittal until the plan review fee is paid. The permit fee must be paid when the permit is issued. Plan review takes a minimum of 2 weeks although it can take more or less depending upon their workload.

Step 6 – Pre-Construction: Prior to final approval of the design, a Construction Inspector (CI) from the Port of Seattle Engineering Department will be assigned to your project. Your CI will schedule a preconstruction meeting and will ensure that all of the necessary individuals from the Port are invited to the preconstruction meeting. The tenant and their design team are responsible for inviting the appropriate individuals from their team to the precon meeting (designer, contractor and other key personnel). Prior to the preconstruction meeting your contractor is responsible for:

- Scheduling and obtaining all necessary badging and airport driving privileges for their crew. Additional information is available at [Port of Seattle Security and Access Badging Requirements](#)
- Providing a current Certificate of Liability Insurance naming the Port as additional insured
- Providing a contact list of the contractor's key personnel who will be working on the project
- Providing a reasonably detailed copy of the proposed construction schedule
- Submitting a copy of the contractor's corporate safety plan for review by POS Engineering/Safety
- Submitting a site specific Job Hazard Analysis (JHA) form for review by POS Engineering/Safety
- Providing certification that at least one crew member is OSHA 10 Hour and First Aid/CPR trained
- Scheduling all work crew members for mandatory Port of Seattle safety orientation training

The contractor's field crew must attend the Port's mandatory safety orientation before they can begin work. These training sessions take place on Monday, Wednesday and Friday mornings from 7:00 AM to 8:30 AM at the Port of Seattle Logistics offices located at 2529 S 194th St. SeaTac, WA 98188. Further information about this training will be provided by the CI at the preconstruction meeting.

Tenant Construction Project 'Quick Start' Guide



All contractors who perform work or who advertise for or submit bids in Washington State must be registered with the Department of Labor & Industries (L&I), post a bond and carry general liability insurance coverage. For additional information please see: [Washington State Contractor Licensing](#). The contractor will not be issued a building permit by the ABD if they are not licensed in the State of Washington.

The contractor must also have a current business license with the City of SeaTac in order to obtain a building permit from the ABD. For additional information regarding how to obtain a City of SeaTac Business License please see: [City of SeaTac Licensing](#). The contractor will not be issued a building permit by the ABD if they are not currently licensed with the City of SeaTac.

Please Note: All required preconstruction items must be received, reviewed and approved by the Port and all other applicable pre-work requirements must be met before NTP can be issued and construction work can begin.

We advise the contractor to submit their Company Safety Plan and Site Specific Job Hazard Analysis to the Port as soon as possible so they can be reviewed and approved prior to the start of work. The preconstruction meeting will go much more smoothly if the Port's Construction Safety department has already had an opportunity to review and comment on both of these documents.

Step 7 – Construction & Closeout: The CI will work with your contractor to schedule any necessary utility shutdowns, material deliveries and inspections by the ABD or other Port entities to ensure all necessary safety and compliance requirements are being met.

Depending upon the project, one or more punchlist walks will be scheduled before the work can be accepted. Final inspections by the ABD and Labor and Industries may also be required prior to final acceptance and issuance of a Certificate of Occupancy.



Please Note: Any open items from the punch-list inspections must be addressed by the contractor to the Port's satisfaction before the work is accepted and the final Certificate of Occupancy is issued.

Please Note: Your designer must submit final Record Drawings for the project to your Port PM for review and approval NO LATER THAN 30 DAYS after the work has been completed.

The Port of Seattle's goal is to work with each tenant to make this process as quick, smooth and trouble-free as possible.

Please feel free to call or e-mail your Port Property Manager or your Port Project Manager with any questions or if you require additional information.