

Tenant Improvement Project 'Quick Start' Guide

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

Step 1 – Tell Us About The Work You'd Like To Do:

The first step in this process is to contact your Port of Seattle Property Manager to start a Concept Review. All proposed tenant improvement work must be reviewed and approved before becoming a project. Concept Review usually takes 5 working days from the date you provide preliminary project information to your Property Manager. Your proposal is looked over by a variety of Port stakeholders to find potential conflicts or other 'show stoppers' that would prevent the work from moving forward.

After conceptual approval your project is sent to the Aviation Project Management Group. A Port Project Manager (PM) will contact you to schedule a Project Kickoff meeting, either at the Airport or by conference call. The Port PM is your primary point of contact from this point forward and their job is to support you and your team through the rest of this process.

Step 2 – Project Schedule and Design Review:

To help you establish a realistic project schedule, your team should plan on a minimum of 8 to 10 weeks for the technical and building permit review process; possibly longer depending on the size of your project. While we aim to accommodate your preferred schedule requirements, adhering to the Port's process takes priority over your schedule.

The Port has well defined design formatting and construction standards that your project must satisfy and you can learn more about these at the following links: [Tenant Design and Construction Guidelines and Rules for Airport Construction \(RAC\)](#) and [Port of Seattle Design Standards](#).

These are 'living' documents that are updated regularly to adapt to the Airport's dynamic environment, updated federal, state and local policies and new technologies. Absorbing this volume of information can sometimes be overwhelming however your Port PM is your main resource to help your team minimize confusion and frustration.

IMPORTANT: There may or may not be as-built drawings for your project's work area in the Port's digital archive and the Port does not guarantee the accuracy of any as-builts provided to your team. **It is the responsibility of the tenant's design team to document the existing conditions of their project's work area.**

Your Port PM is also your primary point of contact for scheduling site visits for your design team. Since these require advanced coordination, requests for site visits and Port shop support (electrical, mechanical etc.) must be submitted to your Port PM no later than Wednesday at noon the week prior to your planned site visit. Please also allow for the following milestones and durations in your schedule:

- ✓ **10 work days** for each Technical Review design submittal. Larger projects typically require 30/60/90/Issued for Construction design review submittals however depending upon the project scope, fewer may be required. Your PM will discuss the various design submittal options for your project during the kickoff meeting.
- ✓ **5-7 work days** for your design team to address reviewer comments after each submittal.
- ✓ **5-10 work days** for 'Alphabet Meetings'. During the Technical Review period other discipline-specific review meetings may be required. Port PM will let you know which of these meetings your team will need to attend.

ARC Architectural Review Committee
MUST Mechanical Utilities Systems Team
PEST Proactive Electrical Systems Team

START SeaTac Telecomm Architecture Review Team
WAVE Wayfinding and Visual Environment Team
WISE Water, IWS, Storm & Sanitary Sewer Team

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Each Alphabet meeting is held twice a month and your team must reserve a date and time as far in advance as possible since there are only a set number of ½ hour time slots available for each meeting. Please understand these time slots are assigned on a first-come-first-served basis and can fill up quickly.

At these meetings your team (i.e. Architect/EE/ME etc.) presents their designs and responds to questions from the committee. If members of your team are outside the Seattle area and can't attend in person they may join by conference call. The design team will provide 6 to 8 11x17 hard copies of the most current design from each discipline for each meeting.

- ✓ **10 work days**, minimum, for Airport Building Department (ABD) permit review. Sea-Tac 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.

Depending upon the size and scope of the proposed work and for certain 'fast track' projects the 100% technical review and ABD permit reviews may take place concurrently. *Please do not assume that this will always be the case. Check with your Port PM to discuss whether or not this is an option for your project.*

- ✓ **5-8 work days** for your design team to address building permit review comments.
- ✓ **1-2 work days** for your Port PM to review and process documentation for each design submittal.
- ✓ **5-10 work days** to conduct a Port preconstruction meeting and for the necessary Port stakeholders to review and approve the required pre-work submittals from your contractor.

IMPORTANT: Depending on the location of your project, one or more FAA reviews may also be required:



1. **FAA Form 7460 Review:** Can take up to **90** days and is required if your project:
 - involves the use of a crane
 - changes the existing footprint of a terminal, fence or building inside the AOA
 - installs a 'temporary' structure for longer than 6 months inside the AOA
2. **Contractor Safety Phasing Plan (CSPP) Review:** This review takes between **6 and 8 weeks**.
3. **NEPA/SEPA Environmental Review:** These reviews can take **4 to 6 months**.

Your design team is responsible for providing 5 hard copy sets of 11x17 drawings plus two hard copy sets of specifications if they are produced separately from the drawings plus electronic versions of the design in both CAD and searchable Adobe .pdf format for each review submittal. The design documents must be signed and stamped on each page by the A/E of record, who must be licensed to practice in the State of Washington.

IMPORTANT: The Port does not print or make copies of drawings or specifications for tenant project design submittals. 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 3 – Permit Review: A building permit may be needed for your project depending on the scope of work. If one is required, your Port PM will provide you with the necessary information, forms and facilitate the permit review and approval process. You or your contractor must pick up the building permit and provide a copy to your Port PM.

For the permit review submittal your team provides two hard copy sets of 24"x36" drawings, stamped and signed by the A/E of record, the project specifications, other necessary support documentation (such as structural/mechanical calculations etc.) and a comprehensive list of any special inspections that are required.

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Send your building permit submittal to your Port PM, not directly to the ABD as this will delay the permit review. Your Port PM will provide you with information on how to pay for the necessary plan review and permit fees. The permit review will not start until the permit review fee is paid and all permit submittal documents are accepted by the ABD. Permit review takes a minimum of 2 weeks.

All electrical work must be permitted and inspected separately through the Washington State Department of Labor & Industries (L&I), which your electrical contractor is responsible for obtaining. A copy of the signed off electrical work permit must be submitted to your Port PM at project closeout.

Step 4 – Pre-Construction: A Construction Inspector from the Port's Engineering Department will be assigned to your project before a notice to proceed is given. Your Construction Inspector will schedule the preconstruction meeting and will invite the required Port participants. You and your team are responsible for inviting key personnel from your team to the precon meeting. 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 Credential Center](#).
- Providing a Certificate of Liability Insurance with applicable coverage, 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 company safety plan and a Site Specific Job Hazard Analysis form for approval by POS Construction Safety
- Providing certification that at least one crew member is OSHA 10 Hour and First Aid/CPR trained

We advise you to have your Prime Contractor 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.

The contractor's field crew, including subcontractors, must attend the Port's mandatory safety orientation before they can begin work. Orientations are 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 at the preconstruction meeting.

Contractors must be licensed by the Washington State Department of Labor & Industries (L&I) and with the City of Seatac. More information can be found at [Washington State Contractor Licensing](#) and [City of Seatac Licensing](#). The ABD will not issue a permit to a contractor without proof of both of these licenses.

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

Step 5 – Construction & Closeout: During construction your Port Construction Inspector will work with your contractor to schedule any necessary utility shutdowns, material deliveries and inspections by the ABD or other Port entities and to ensure all necessary safety and compliance requirements are being met.

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.

IMPORTANT: 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.

IMPORTANT: The project designer must submit final record drawings for the project to the Port PM for review and approval NO LATER THAN 30 DAYS after the work has been completed. The Final Certificate of Occupancy will not be issued by the ABD until the record drawings have been submitted.