

Concessions Project Kick-Off Project

WELCOME TO DFW INTERNATIONAL AIRPORT

DATE: September 16, 2019

Space Name: Restaurant Shops

Space ID: Terminal-Concourse level- Column Grid- Airside/landside Sequence

DFW International Airport Concessions Department Tenant Project Team:

Kevin Sewell, Concessions Senior Project Manager

Dominic Norris, AAIA Concessions Tenant Project Manager – Design Lead

Alan Massey, FMA Concessions Tenant Project Manager

Chris Adams, Concessions Tenant Project Manager

Frank Luevanos, Concessions Tenant Project Manager

Kim East, Concessions Tenant Logistics Manager

Table of Content

Cover Sheet	1
Table of Contents	2
Concessions Roles and Responsibilities	3
Concession Design and Build-out Program	5
Concessions Phase 1 Design Schedule	6
Concessions 35% Design Review Checklist	7
Concessions 95% Design Review Checklist	8
Concession Project Progress Exception Report	9
Concessions Request for Variance	10
BDDD Schedule of Sub-Contractors- Preliminary –Concessions Design	11
BDDD Schedule of Sub-Contractors- Final–Concessions Design	12
Concessions Code Submittal Checklist	13
DFW Permitting Web Service System	14
DFW Airport Proprietary Systems and Contracts	16
Concessions Pre-Construction Meeting Requirements	17
Concessions Phase II Construction Shop Drawings and Inspection Schedule	18
Inspection Scheduling Procedure	19
Inspection Codes	20
Concessions Design Change Form	21
BDDD Schedule of Sub-Contractors-Preliminary-Construction	22
BDDD Schedule of Sub-Contractors-Final-Construction	23
Concessions Project Close Out Requirements	24
Concessions TCO/CO Requirements Checklist	25
Certified Construction Cost form	26
Terminal construction Wall Criteria	27
Lessons Learned	28
Concessions Forms Received Agreement	30

Concessions Roles and Responsibilities

Please read carefully and understand. This document becomes a part of the Tenant build out file.

Work at _____ is expected to start on _____. An outlook scheduler will be sent for a weekly construction meeting that will be taking place at the project site every _____ @ _____ am/pm.

- Owner** – The owner must be certain that all members of the Design team (architectural and MEP) review the Tenant Design Manual and that the final documents produced and submitted to code also meet the requirements set forth therein. After the design is approved, the owner, assigned agent, designer, or contractor cannot change the design without prior approval from the concessions department. Adherence to the TDM is the responsibility of the owner and their design team. Failure to comply with TDM will result in added cost and may require re-do of work. Variances from TDM must be approved in writing from Concessions Dept. Unapproved variances will result in re-work which will be additional cost to the owner/contractor. The owners design team must be available for the 35% and 95% design reviews, either in person or by conference line. A material sample board must be submitted at the 35% design review and again at the 95% review if any items have changed. After submitting to code and construction starts, the owner, and owner's appointed representative or authorized agent must attend all weekly construction meetings. The owner must appoint an agent/representative to make decisions in their absence. The owner/agent will be required to make decisions in the field and must be authorized to do so. The owner/agent is responsible for making certain that any changes in the construction documents take place expeditiously with the design team, and is responsible for making certain the contractor is onboard with the changes. The owner/agent must remain engaged with project from Design Kick-off to Construction Final Certificate of Occupancy. Lease Insurance and surety bonds must be submitted before construction can begin. Owner must submit an organizational chart and/or decision hierarchy. **It is the owner's responsibility to ensure their project is compliant with all regulatory agency codes and standards. Owner is required to have contractor perform a site visit to confirm site conditions and dimensions before construction begins. It is required that the Owner identify and procure any owner provided long lead items in advance to meet build-out/construction schedule of 90/120 days.**

Rent will commence after the agreed upon construction time frame duration is exhausted. In the case of unforeseen construction progress hindrances, it is incumbent upon the tenant to document proof of delays and must submit a Concessions Progress Exception Report for approval. One report should be used for each item of delay. The Concessions Department will determine in its sole discretion whether any and all delays merit an offset of rent commencement.

- General Contractor** - Contractor Insurance and surety bonds must be submitted before construction can begin. The GC will be building-out this space from a code approved set of construction documents. There can be **no changes, modifications, omissions or alterations made in the field** without prior approval from the concessions department and the code department if necessary. If there is any discrepancy between the architectural plans and the MEP plans, those discrepancies need to be discussed with the architect and with the TPM prior to any modifications. The GC is also to make aware the team of any discrepancy between the base building and the depiction thereof in the contract documents. The contract documents include Construction Drawings and specifications, approved submittals, TDM and Concessions RFP. The Contractors BID documents are not part of the Contract documents. The Contractors failure to include in the bid, any items in the contract documents does not negate his/her responsibility to provide them as shown; unless otherwise specifically noted and agreed upon by the owner. The contractor is solely responsible for means and methods of construction but does not have the authority to modify the design in the field. The superintendent will be responsible for documenting discussions at the weekly construction meeting and making note of any changes or directions given. Any decisions made onsite will be documented in meeting minutes prepared by the GC and this will be emailed to all parties by the contractor within 36 hours of the meeting. (Noon the following day)

Concessions Roles and Responsibilities Continued

- Tenant Project Manager** - Keep open lines of communication and help ensure smooth project delivery. The role of the TPM is to help remove barriers between the Tenant contractor and the airport. We also endeavor to make certain that the work is carried out in accordance with the construction documents and the Tenant Design Manual. It is imperative that the TDM is complied with; TPP's are not code officials and cannot give or make rulings to code related questions. **The TPM has no contract with the general contractor; our obligations lie solely with the airport and with the concessionaire.** If any issues/problems with quality, safety, design adherence or behavior are observed, these will be communicated to the contractor and always copy the concessionaire's representative. TPM's are not responsible for changes to the white box build out. The TPM is not responsible for catching design errors and or omissions. The TPM does a general review of the documents for over-all design approval and is not responsible for ensuring adherence to the TDM.
 - DFW Airport Concessions Dept. does not inspect the drawings for coordination between MEP and architectural disciplines. The DFW Code Department will inspect the drawings based on their respective disciplines and the comments issued will be based on the information depicted only in the documents related to that discipline. It is the job of the project design team to coordinate all disciplines and ensure the completeness of the coordinated set of design documents. It is the sole responsibility of the design team to ensure that all critical information, elements and dimensions are depicted accurately and that all information critical to applicable codes are submitted to the appropriate authority having jurisdiction.
- DFW Airport Terminal Managers**
 Oversee Passenger Satisfaction and Comfort; Coordinate Terminal Activities between contractors, vendors, and tenants. Work with Airline Partners to ensure airline and aircraft operations are uninterrupted. Work with Maintenance and Janitorial contractors to keep the terminals functioning properly and ensure terminal cleanliness.

Owner - Printed	Signed	Date
J/V - Printed	Signed	Date
J/V - Printed	Signed	Date
Owner Agent/Representative - Printed	Signed	Date
Contractor - Printed	Signed	Date
Design Professional- Printed	Signed	Date
Tenant Project Manager - Printed	Signed	Date

Concessions Design and Build-Out Program

Timeline Schedule – In Calendar Days

Target Date

Design Process	Days for Completion	
Commencement Date	_____ Day	1
Pre-design Meeting (15 Days)	_____ Day	16
35% Schematic Design (30 Days)	_____ Day	46
TPC Review of Schematic Design (5 Days)	_____ Day	51
95% Construction Document Review (30 Days)	_____ Day	81
TPC Review of Construction Doc (5 Days)	_____ Day	86
Code Submittal for permit (5 Days)	_____ Day	91
Code Review (14 Days)	_____ Day	105
Potential Re-submittal (14 Days)	_____ Day	119
Code Approval Permit Issued (14 Days)	_____ Day	133
Pre-Construction Meeting (5 Days)	_____ Day	138

Construction Process

Construction Timeline, varies by concept _____ 90 to 150

Retail – 90 Days QSR – 120 Days Full Service F&B – 150 Days

Total Project Process **228 to 288**

Based on the above timeline the location is expected to be open on _____

Tenant Representative Signature of agreement _____

Rent will start on this date or the date the location is open to the public, whichever date comes first. Exceptions to this date must be submitted using the Progress Exception Report on Page 9 of this packet.

Concessions Phase 1 Design Schedule

Project File Tracking Form:			
Tenant _____		Construction Application Number _____	
Project Description _____		Design Schedule: _____	

Date Received	Description
	Design Phases & Submittals
	35 % Schematic Design Presentation
	95 % Design Development Presentation
Checklist	Description
	Demolition Plan - If required
	Floor Plans
	Reflected Ceiling Plans
	Exterior Elevations
	Interior Elevations
	Signage - Main
	Signage - Blade
	Menu Boards
	Material Board
	Finish Schedule
	Architect Statement of Site Visit
	Rendered Interior and Exterior Elevations
Date Received	Description
	Contract Document Phase & Submittal
	100 % Set Submitted to DFW Codes (Electronic)
	100% Set Submitted to DFW Concessions (1)
	100% Set Submitted to Tarrant CO. Health Dept. (1)
Checklist	Description
	DRAWINGS
	Drawings - Coversheet
	Project Name
	Terminal & Gate Location
	Tenant name and contact information (address, phone)
	Architect/Engineer contact information
	Tenant Project Planner's Contact Information
	DFW Building Code Inspector's Contact Information
	Building Code Use & Occupancy Classification
	Building Code Construction Type
	Design Occupant Load and Existing Analysis
	Drawing Index
	Drawings to include
	Key Plan
	Preconstruction Criteria Notes
	Column Lines in floor and elev. plans
	Demolition Plan (include dust wall, fire alarm)
	Temporary Construction Barrier Partition Plan
	Tenant Signage for Dust Wall
	Floor Plan
	Reflected Ceiling Plan (show sprinkler layout)
	Storefront Elevations showing dimensions
	Typical Interior Elevations
	Updated Interior Finish Schedule
	Cash Wrap Details
	Signage - Main, Blade & Supplemental (require shop dwgs)
	Mechanical
	Exhaust Hood Details (Food Service)
	Electrical
	Plumbing
	Utility connections locations
	Fire Alarm locations (not shop drawings)
	Code Submittal Paperwork
	Construction Application
	Copy of TDLR Registration Form
	Proof of TDLR application, plan & Inspection Fees paid
	TDLR Review Report
	Asbestos Survey Report
	Signed Executed Contract
	Proof of Submittal to Tarrant Co Health Inspector
	Copy of Menu - F& B only
	Fees Paid

Date Reviewed	Description		
	1st 100% Code Review		
	Code Review Due		
Checklist	Description	Approved	Resubmit
	CUP		
	Code Accessibility		
	Building		
	Electrical		
	Environmental		
	Mechanical		
	Plumbing		
	Structural		
	Fire		
	TPP Review		
	Contractor Submittals		
Date Received	Description		
	2nd 100% Code Review		
	Code Review Due		
Checklist	Description	Approved	Resubmit
	CUP		
	Code Accessibility		
	Building		
	Electrical		
	Environmental		
	Mechanical		
	Plumbing		
	Structural		
	Fire		
	TPP Review		
	Contractor Submittals		
Date Received	Description		
	3rd 100% Code Review		
	Code Review Due		
Checklist	Description	Approved	Resubmit
	CUP		
	Code Accessibility		
	Building		
	Electrical		
	Environmental		
	Mechanical		
	Plumbing		
	Structural		
	Fire		
	TPP Review		
	Contractor Submittals		

Concessions 35% Design Review Checklist

GENERAL SUBMITTAL REQUIREMENTS: (Checked items indicate not received or not complete)

1. _____ A key plan showing the location of the lease space within the terminal.
2. _____ Preliminary floor, reflected ceiling and demolition plan (minimum $\frac{1}{4}$ " = 1'-0") indicating interior design concept.
3. _____ Typical interior elevations (minimum $\frac{1}{4}$ " = 1'-0").
4. _____ Storefront elevation and section, including any graphics and signage and indicating all materials and finishes (minimum $\frac{1}{2}$ " = 1'-0").
5. _____ Interior and exterior colored renderings.
6. _____ Preliminary sign details, digital menu boards and graphics, (minimum $1\frac{1}{2}$ " = 1'-0").
7. _____ A preliminary finish schedule.
8. _____ Utility connection drawings, including riser diagrams and load summary schedules (**Reference Section 11.1 Heat Loss Schedule, Section 11.2 Heat Gain Schedule and Section 11.3 Electrical Review Schedule**).
9. _____ Preliminary single-line schematic drawings of mechanical/electrical/plumbing (MEP) connections and locations.
10. _____ A preliminary project schedule.
11. _____ Health Department application forms (food and beverage tenants only).
12. _____ Sample boards with material and color selections. (Minimum 11" x 17")
13. _____ Railing designs for applicable spaces.
14. _____ Occupant load calculations and egress plan showing egress to outside of the terminal.
15. _____ Dimensioned location of the Tenant Demark Panel (Black Box) on an existing wall.
16. _____ BDDD Concessions Preliminary Sub-Contracting Form for Design

95%Design Review Checklist TRIP Projects

GENERAL SUBMITTAL REQUIREMENTS: (Checked items indicate not received or not complete)

1. _____ A key plan showing the location of concessionaire within the terminal, and include a construction access plan.
2. _____ Floor plans (minimum $\frac{1}{4}$ " = 1'-0") indicating storefront construction materials, colors, and finishes; security grille location (if required); location of partitions and type of construction; and locations of any tenant-provided toilet rooms, indicating placement of plumbing fixtures.
3. _____ Reflected ceiling plans (minimum $\frac{1}{4}$ " = 1'-0") indicating ceiling materials and conditions; ceiling heights; location of all light fixtures, manufacturer's name and catalog number, lamps to be used, and mounting (recessed, surface, etc.); location of sprinkler heads; location of HVAC grilles; and location of plenum access panels.
4. _____ Storefront elevation and section (minimum $\frac{1}{2}$ " = 1'-0").
5. _____ All interior and exterior wall elevations with critical elements and dimensions shown with material designations. (minimum $\frac{1}{4}$ " = 1'-0").
6. _____ Interior finish plan, schedule, and illustration boards (maximum 11" x 17") with clearly labeled and firmly attached samples and color chips.
7. _____ Detailed signage drawings and details (minimum $1\frac{1}{2}$ " = 1'-0") indicating elevation and section views, letter style and size, all colors and materials, methods of illumination, color of illuminate, and voltage requirements. Food tenants must include digital menu board details as well as any proposed method of temporary signage (sales, daily or weekly specials) including location, size, materials, color, letter type, and framing method.
8. _____ Mechanical drawings, including electrical, HVAC, plumbing and sprinkler, and load summaries. Drawings must indicate placement of all MEP equipment, connected electrical loads, and weights of heavy equipment, cases, etc.
9. _____ Utility connections for water, sewer, electrical, telephone, and lighting; building mechanical, plumbing, electrical, lighting, fire protection, fire alarm plans to scale; detailed riser diagrams; and load schedules. Must include a penetration plan at the floor and roof level where applicable. (**Reference Section 11.1 Heat Loss Schedule, Section 11.2 Heat Gain Schedule and Section 11.3 Electrical Review Schedule**).
10. _____ Project Construction Schedule.
11. _____ Temporary construction barrier partition plan (minimum $\frac{1}{4}$ " = 1'-0"), and partition elevation (minimum $\frac{1}{4}$ " = 1'-0") with proposed "Coming Soon" graphics. (Depending on construction location)
12. _____ All signage and millwork to meet applicable codes and standards set forth in the Design Criteria Manual.
13. _____ Detailed signage shop drawings will be submitted and approved by the TPP prior to fabrication.
14. _____ Final interior and exterior color renderings. (Rendering must be updated with any design or material changes.)
15. _____ Architects' and MEP statement of site visitation.
16. _____ Capital investment cost estimates on new construction or remodeling.

Concessions Progress Exception Report

Space Name and Location: _____

Owner/Operator: _____

Minority Partner: _____

Details of Exception Request: (Attach photos, drawings, sketches as necessary to justify delay)

Schedule Impact:

Submitted by:

Please sign and Return. Signature and submission certifies that all information included herein is true and complete.

Note: This form must be submitted prior to any delay/schedule change.

Owner Agent/Representative Printed Signed Date

Minority Partner Signed Date

For Airport Concessions Department Use Only

Progress Exception **Not** Approved

Progress Exception **Approved**

Notes:

Concessions Representative - Printed Signed Date

Concessions Request for Variance from Tenant Design Manual

Space Name and Location: _____

Owner/Operator: _____

Minority Partner: _____

Details of Request: (Attach photos, drawings, sketches if necessary to explain)

Schedule Impact:

Submitted by:

Please sign and Return. Signature and submission certifies that all information included herein is true and complete.

Note: This form must be submitted prior to any design/material change.

Owner Agent/Representative Printed Signed Date

Minority Partner Signed Date

For Airport Concessions Department Use Only

Variance **Not** Approved

Variance **Approved**

Notes:

Concessions Representative Printed Signed Date



BDD SCHEDULE OF SUBCONTRACTORS (Preliminary) – CONCESSION DESIGN

Concessionaire Name: _____

Location Name: _____ Lease Number: _____

Terminal / Gate: _____

Prime Design Firm Name: _____

SBE MBE WBE NON-S/M/WBE

As part of the procedures for the submission of a completed bid/proposal, all bidders/proposers are required to identify ALL participating subcontractors applicable to the above project and include this form as part of the bid. Check all Certification Status categories that apply to each subcontractor; however, **only the shaded category shall be credited towards the established diversity goal.** Verify that the proposed subcontractor-for-credit has a place of business in the Airport's Relevant Market Area³ (not applicable to DBE goals). The submission of this information is considered an issue of responsiveness, and the Airport Board will not award a contract to any Contractor who has not supplied this documentation. Use additional sheets if necessary.

Table with 5 main columns: Name of Subcontractor(s), Certification Status (SBE, MBE, WBE, NON), Relevant Market Area, Description of Material or Service, and Dollar Amount and Percentage of Work. Includes summary rows for Non-MWBE, MWBE, and Total work.

NOTE: Certification certificate(s) MUST be attached to this form or bid/proposal will be deemed non-responsive.

PRIME CONTRACTOR'S CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise positive, good faith efforts (as defined by the Board's M/WBE Program) in support of the Board's small/minority/woman-owned business intent and objective may result in being considered non-responsive to the Board's requirements. Furthermore, it is understood and agreed that, if awarded a contract by the Airport Board, the Contractor will not make additions, deletions or substitutions to this certified list of M/WBE subcontractors without the consent of the Board's Vice President of Business Diversity & Development Department (BDDD) or designee through the submittal of the M/WBE Form 102, Request for Approval of Change to Final Schedule of Subcontractors if this is determined to be the final schedule. The BDDD reserves the right to ensure compliance with the Board's M/WBE programs as deemed necessary including but not limited to audits of submitted M/WBE information applicable to the Contractor/subcontractors participating on the contract.

Name and Title of Authorized Representative _____

(Please print or type)

Signature: _____ Date: _____

Any named person, firm, partnership, corporation, association or joint venture as herein provided identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing, under contract to a prime Contractor on an Airport contract at any tier.

2 In order to credit the participation of small/minority and woman-owned businesses, firms must be certified as M/WBEs by a certification agency approved by the Airport Board as defined in the M/WBE Policies and Administrative Procedures.

3 In addition to having a valid certification, the M/WBE must have a place of business in the Airport's relevant market area at the time the bid/proposal is submitted for credit towards meeting an M/WBE goal.

The Airport's market area is defined as the North Texas Commission twelve-county area of Dallas, Tarrant, Collin, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, and Parker, Rockwall, and Wise counties. Form 90_Updated 12/01/2015



SCHEDULE OF SUBCONTRACTORS (FINAL) – Concession Design Concessionaire

Name: _____

Location Name: _____ Lease Number: _____

Terminal / Gate: _____

Prime Design Firm Name: _____
 SBE MBE WBE NON-S/M/WBE

As part of the procedures for the submission of a completed bid/proposal, all bidders/proposers are required to identify ALL participating subcontractors applicable to the above project and include this form as part of the bid. Check all Certification Status categories that apply to each subcontractor; however, **only the shaded category shall be credited towards the established diversity goal.** Verify that the proposed subcontractor-for-credit has a place of business in the Airport’s Relevant Market Area³ (not applicable to DBE goals). The submission of this information is considered an issue of responsiveness, and the Airport Board will not award a contract to any Contractor who has not supplied this documentation. Use additional sheets if necessary.

Name of Subcontractor(s)	Certification Status ² (check the applicable)				Relevant Market Area ³ (√)	Description of Material or Service Being Provided or Performed	Dollar Amount and Percentage of Work	
	SBE	MBE	WBE	NON			\$\$\$	%
Dollar Amount & Percentage of Work to be completed by Non-MWBE Subcontractors								
Dollar Amount & Percentage of Work to be completed by M/WBE Subcontractors								
Dollar Amount & Percentage of Work to be self-performed by the Prime								
Total Dollar Amount & Percentage of Work (The Total Amount shall equal the amount proposed on summary of bid/proposal page).								100%

NOTE: Certification certificate(s) MUST be attached to this form or bid/proposal will be deemed non-responsive.

PRIME CONTRACTOR’S CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise positive, good faith efforts (as defined by the Board’s M/WBE Program) in support of the Board’s small/minority/woman-owned business intent and objective may result in being considered non-responsive to the Board’s requirements. Furthermore, it is understood and agreed that, if awarded a contract by the Airport Board, the Contractor will not make additions, deletions or substitutions to this certified list of M/WBE subcontractors without the consent of the Board’s Vice President of Business Diversity & Development Department (BDDD) or designee through the submittal of the M/WBE Form 102, Request for Approval of Change to Final Schedule of Subcontractors if this is determined to be the final schedule. The BDDD reserves the right to ensure compliance with the Board’s M/WBE programs as deemed necessary including but not limited to audits of submitted M/WBE information applicable to the Contractor/subcontractors participating on the contract.

Name and Title of Authorized Representative _____
(Please print or type)

Signature: _____ Date: _____

Any named person, firm, partnership, corporation, association or joint venture as herein provided identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing, under contract to a prime Contractor on an Airport contract at any tier.

² In order to credit the participation of small/minority and woman-owned businesses, firms must be certified as M/WBEs by a certification agency approved by the Airport Board as defined in the M/WBE Policies and Administrative Procedures.

³ In addition to having a valid certification, the M/WBE must have a place of business in the Airport’s market area at the time the bid/proposal is submitted for credit towards meeting an M/WBE goal.

The Airport’s market area is defined as the North Texas Commission twelve-county area of Dallas, Tarrant, Collin, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, and Parker, Rockwall, and Wise counties.

Concessions Code Submittal Review Checklist

Space Name and Location: _____

Contractor: _____

Code Submittal Procedures: Please complete the Code Submittal Packet and send to Concessions TPM team electronically, once all is verified TPM will send to Code for review. Permit will not be issued until GC completes EAD (Environmental) requirements. (See below.)

Code Department Packet must include the following:

1. ___ Construction Application – Application must be sign by the Tenant. Form can be found on dfwairport.com.
2. ___ Fees (Need to be paid prior to picking up the permit and prior to pre-construction meeting.)
3. ___ Copy of Executed Construction Contract
4. ___ Copy of TDLR Submittal Form
5. ___ Proof that TDLR Plan Review has been paid.
6. ___ Proof that the TDLR Inspection fee has been paid.
7. ___ Copy of completed TDLR Review
8. ___ PDF of Construction Documents (CD's). If file is to large send drop off CD or thumb drive to Concession TPM. (Must include Floor Plans with Seating, Décor Packages, Egress Plans, etc. and specifications.)
9. ___ Asbestos Survey (to be completed by DFW once space has been made available either by the TRIP construction team or the completed move out of the previous tenant)
10. ___ Copy of Menu (F & B only)
11. ___ Submittal to Tarrant County Health (F&B only)
12. ___ BDDD Schedule of Subcontractors for Design – Final.
13. ___ Architect and MEP Verification of Site Visit (Written on company letterhead)
14. ___ Schedule-Anticipated (Hard Copy)
15. ___ 1 half size set of CD's for Concession (11 x 17)
16. ___ CADD Files (TRIP projects only.)

Environmental Requirements-Once the GC is selected, call Deena Henry with EAD, 972-973-5569 to schedule a meeting (while project is in Codes) forms list below will be completed and reviewed during that meeting.

1. ___ Waste Management Plan
2. ___ Spill Contingency Plan
3. ___ Copy of Asbestos Survey (Will provided by DFW EAD department)

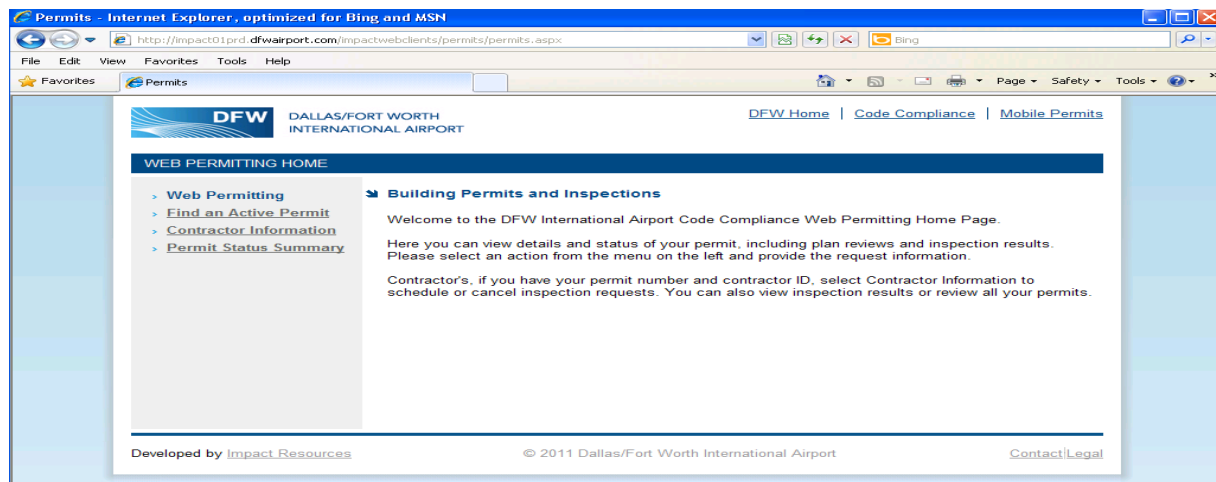
- **Checks are no longer accepted for permit fees. Only credit cards will be accepted as payment (No American Express).**
- **Payments can be made in person or via phone**

DFW Permitting Web Service System

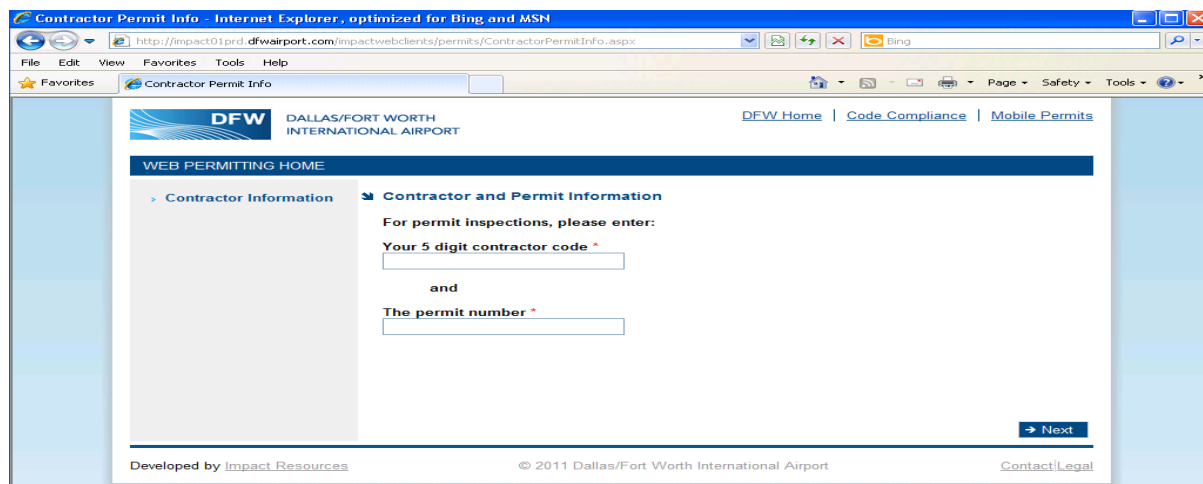
DFW Airport has implemented an Internet based web service system. Here you can view details and status of your permit, including plan reviews and inspection results. Contractor's, if you have your permit number and contractor ID, select Contractor Information to schedule or cancel inspection requests. You can also view inspection results or review all your permits. This will show you the steps on how to schedule an inspection.

This is the address of the Web Site. <http://impact01prd.dfwairport.com/impactwebclients/permits/permits.aspx>

Select the “Contractor Information” action from the menu on the left and provide the requested information.

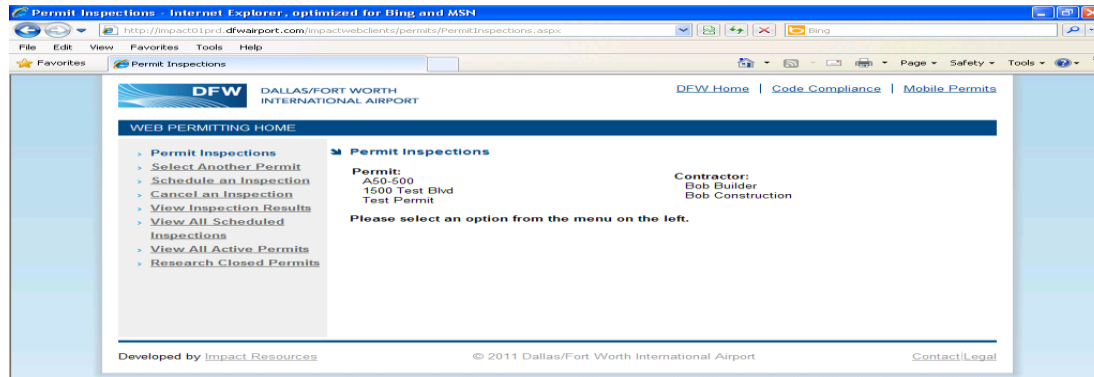


This is the second screen for scheduling inspections. On this screen enter your five-digit contractor code and your permit number. After entering the required information click on the next button.

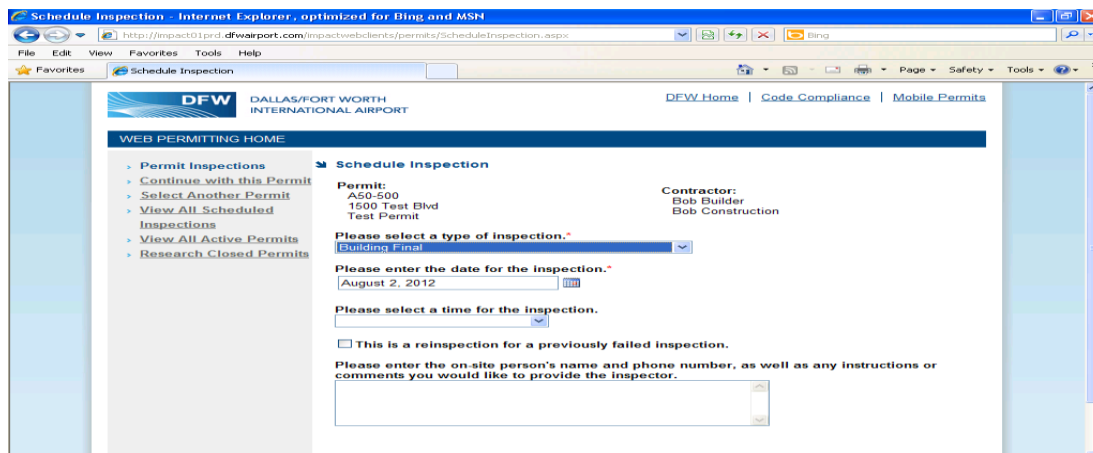


This is the third screen. To schedule an inspection click on “Schedule an Inspection” If you need to cancel an inspection, select “Cancel an Inspection” and follow the instructions.

DFW Permitting Web Service System



This is the fourth screen. On this screen select the inspection, date and then choose a time of either morning or afternoon. You may only choose a time of morning or afternoon and not a specific time as the inspector may have several morning inspection requests and cannot guarantee a specific time. If this is a re-inspection please select the box. In the next box you must type the on-site contact person's name and phone number for the inspector to contact. You also may need to provide specific instructions or location information for the inspector. You may request a time to meet the inspector however it cannot be guaranteed.



This is the fifth screen. This screen confirms the requested inspection type, date and time information



Airport Proprietary Systems/Contracts

Due to the Proprietary systems in place at DFW Airport, Concessionaires completing design and construction projects here must agree to use the consultants and contractors associated with those systems.

- Honeywell will provide installation services of the shunt-trip device associated with the airports Voice Evacuations System. This service will be directly contracted with the concessionaire and/or the contractor.
- Due to Limited space on the AOA, DFW Facility Maintenance will provide construction debris containers and removal as needed. Where these services are required the concessionaire would be charged a percentage of the cost for debris removal based on the length of time in construction and the square footage of the build-out.
- NEC / MSSC will provide the communication and data services to all tenants. Tenants will need place an order for data and phone services as soon as construction starts. The order will trigger the release of the Tenant Demark Panel and the installation of the fiber from the DFW-COM Room. Tenants will be charged back directly approximately \$8500.00 for the Infrastructure installation.
- FORD Audio will provide installation services of the Speakers and speaker wire associated with the Voice Evacuation System. This service will be directly contracted with the concessionaire and/or the contractor. The contractor will need to install the conduit for the system.
- Tenants will be required to consult with Moyer Consulting and Siemens Technologies, if access control or SIDA conditions are impacted by tenant scope of work.
- Tenants in Terminal D will need to consult with Johnson Controls for Building automation; Tenants in Terminals A, B, C and E will need to consult with Schneider Electric for Building automation integration.

Owner Printed	Signed	Date
J/V Partner Printed	Signed	Date
J/V Partner Printed	Signed	Date
Owner Agent/Representative Printed	Signed	Date
Contractor Printed	Signed	Date
Design Professional Printed	Signed	Date
Tenant Project Manager Printed	Signed	Date

Pre-Construction Meeting Submittal Requirements Checklists

(To be submitted to Concessions TPM Team)

Space Name and Location: _____

Contractor: _____

NOTE: Pre-Construction Meeting will not be scheduled until the project has cleared Code and EAD reviews.

Items required are to be completed and submitted by Contractor and given to Concession TPM Team/or individual listed, before Pre-Construction Meeting will be scheduled:

1. ____ Proof of Insurance (as outlined in the Lease signed by Tenant)
2. ____ Payment Performance Bond for Projects valued at +\$100,000.00 (Provided by Contractor)
3. ____ Finalize Schedule (must be in MS Project format)
4. ____ Copy of final Executed Contract
5. ____ Copy of check for permit fees.
6. ____ MWBE Schedule of Subcontractors Construction-Preliminary
7. ____ Proof that contractor has completed construction site verification.
8. ____ Schedule/Spreadsheet of all owner provided items.

Send directly to individual listed and copy TPM Team:

9. ____ Tool Safety Plan (Provided by Contractor) Send electronically to Naresh Shahani,
nshahani@dfwairport.com

Concessions Phase 2- Construction Shop Drawing and Inspection Schedule

Tenant _____

Project Description _____

Construction Application Number _____

Construction Schedule: _____

Date	Description
Approved	
	Fire Shop Drawing Submittals
	Fire Alarm Demolition Shop Drawings (Required before construction may begin)
	Fire Alarm Construction Shop Drawings
	Fire Sprinkler Shop Drawings
	GENERAL INSPECTIONS
	Wall Framing
	Above Clg - Building
	Above Clg - Electrical
	Electrical Rough In
	Plumbing Rough In
	Mechanical Rough In
	Fire Sprinkler Above Ceiling
	Fire Alarm Wiring
	Water Sample
	Accessibility Preliminary
	Health Department Preliminary
	FINAL INSPECTIONS
	Accessibility
	Environmental Closeout (Must be turned in 2-3 weeks before Construction Completion)
	Mechanical
	Electrical
	Plumbing
	Building
	Fire Alarm Accept. (PA Only)
	Fire Alarm Accept.
	Fire Life & Safety
	Health Department Approval (Must give copy of sheet to DFW Codes Department)
	Air Balance Report (Must give copy to DFW Codes Department)
	TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)
	STORE OPENING DATE
	FINAL CERTIFICATE OF OCCUPANCY - CLOSEOUT
	Tenant Punch list Completed
	DFW Punch list Completed
	Outstanding Code Issues (i.e. Approved as noted for TCO)
	As-Builts Submitted
	FINAL CERTIFICATE OF OCCUPANCY

Inspection Scheduling Procedure & Inspection Codes

Applicant:

Contractor Company Name:

Contractor Name:

Contractor Information:

Contractor's Code:

Permit Number:

Web Site for Inspection Scheduling

<http://impact01prd.dfwairport.com/impactwebclients/permits/permits.aspx>

Please utilize the DFW website for scheduling, canceling, receiving inspection reports, or obtaining information on permits. This system will give you more control of inspection scheduling and more information at your fingertips. In order to access the Web Service all contractors will have a 5-digit code assigned to them (see above). The contractor's code, along with the permit number, will allow you to access the web site and schedule your own inspections. Your code will not work for any permit for which you are not listed as the authorized contractor. The web service will allow you to give detailed instructions to the inspectors.

If you have questions concerning how to use this system please contact Anderson, Rhonda @ 972- 973-1779 Or rhanderson@dfwairport.com

All Submittals/Correspondence must include job title & permit number

Provide the following submittals to the Construction Facilitator Manager: (Electronically)

1. Emergency phone numbers in order to be called.
2. List of sub-contractors and copies of their current licenses.
3. Schedule
4. Test reports with permit # shall be submitted to:
Robert (Bobby) Rodriguez, III, P.E. at rodriguez@dfwairport.com and
Naresh Shahani nshahani@dfwairport.com

Before a TCO can be issued, the following information must be provided

Conformation that all finals have been completed (E-mail) to Naresh Shahani nshahani@dfwairport.com

Before a CO can be issued, the following information must be provided

1. All required inspections must have passed the Final Inspection.
2. Provide As-Built/Records Drawing (See Requirement Below)
Provide one blue line ½ size set and electronic as-built / record drawing on a CD in PDF format. All drawing pages and CD must have the permit number and as-built stamp. The electronic file must be minimum 300/DPI or above.
The Contractor must certify: "To the best of (insert name of contractor)'s belief and knowledge the as-built conditions shown on this drawing constitute an accurate and complete depiction of the manner in which this portion of the work was actually installed during performance of Permit No. _____."
Signature of Contractor _____
3. Contractor must submit environmental close-out check list along with all MSDS.
4. TDLR Final inspection must be approved (if required).

Inspection Scheduling Procedure & Inspection Codes

Inspection requests received before 3:00 pm will be scheduled for regular business hours the following day. Requests received after 3:00 pm, but before midnight, will be scheduled not sooner than the afternoon of the following business day. Inspections that are **highlighted** are required for permit close-out. **All other required inspections must be scheduled.**

Inspection Type Codes

02	Building Wall Framing	38	Gas Well Inspection
03	Building Above Ceiling	39	Gas Well Pad Final
04	Building Masonry	40	Energy Final
05	Building Roofing Final	44	IT Fire Alarm Conduit
06	Building Final	52	DPS Security
07	Building Energy / Insulation	55	Fence
		56	Sign / Graphics
08	Accessibility Preliminary	57	Pavement Marking
09	Accessibility Final	58	Traffic Control
		61	Utility Reclaimed Water System
10	Electrical Service	62	Utility Backflow Protection
11	Electrical Switchgear / Panel	68	Cathodic Protection Final
12	Electrical Underground Conduit	69	Utility Natural Gas
13	Electrical / Telephone Duct Bank	70	Utility Storm Drainage System
14	Electrical Pole Base	71	Utility Water Distribution
15	Electrical Grounding	72	Utility Sanitary Sewer
16	Electrical Above Ceiling	73	Utility Glycol System
17	Electrical Rough In	74	Utility Erosion Control / SWPPP
18	Electrical Final	75	Utility Line Pressure Test
19	Communications/Data-Conduit & Cable	76	Water Sample (requires 24 hours, no Friday pick up)
20	Mechanical Underground	77	Utility Service Inspection Certification
21	Mechanical Rough-In includes above ceiling	78	Cathodic Protection
22	Mechanical Final	79	Utility Final
23	Mechanical Pressure Test		
24	Mechanical Other		
			(THE FOLLOWING INSPECTIONS REQUIRE 24 NOTICE)
			(Fire Department cut-off time is 3: pm)
25	Plumbing Underground	80	Hazardous Materials Storage *24 hr.
26	Plumbing Rough In	81	Piping & Pressure Test *24 hr.
27	Plumbing Final	82	AST or UST removal *24 hr.
28	Plumbing Pressure Test	83	Combustible liquid generator *24 hr.
29	Fuel Gas	84	Dry System Flush *24 hr.
		85	Dry Sprinkler Air Test *24 hr.
		86	Fire Sprinkler above Ceiling *24 hr.
		87	Fire Sprinkler Hydrostatic Test *24 hr.
30	Structural Foundation (Piers, grade beams, slab on grade)	88	Fire Sprinkler Trip / Flow Test *24 hr.
31	Structural Super Structure (Columns, beams, floors, roofs)	89	Fire Riser Flow Test *24 hr.
32	Concrete Tilt-Wall	90	Alt Fire Extinguishing Systems Test *24 hr.
33	Pavements (airfield, streets, parking, sidewalks, drive approaches)	91	Fire Alarm Wiring *24 hr.
34	Retaining Walls	92	Fire Alarm Acceptance Test *24 hr.
35	Structural Other	93	Fire Hydrant Flow Test *24 hr.
36	Fireproofing	94	Elevator Acceptance Test *24 hr.
		95	Smoke Control Devices *24 hr.
		96	DPS Fire & Life Safety Final *24 hr.
		98	Fire Pump Test *24 hr.

Concessions Design Change Request Form

To be used during Code Review and Construction

Space Name and Location: _____

Owner/Operator: _____

Minority Partner: _____

Details of Request: (Attach photos, drawings, sketches if necessary to explain)

Schedule Impact:

Submitted by:

Please sign and Return. Signature and submission certifies that all information included herein is true and complete.

Note: This form must be submitted prior to any design/material change.

Owner Agent/Representative Printed Signed Date

Minority Partner Signed Date

For Airport Concessions Department Use Only

Variance **Not** Approved

Variance **Approved**

Notes:

Concessions Representative Printed Signed Date

SCHEDULE OF SUBCONTRACTORS (PRELIMINARY) – Concession Construction

Concessionaire Name: _____

Location Name: _____ Lease Number: _____ Terminal / Gate: _____

General Contractor Firm Name: _____

SBE MBE WBE NON-S/M/WBE

As part of the procedures for the submission of a completed bid/proposal, all bidders/proposers are required to identify ALL participating subcontractors applicable to the above project and include this form as part of the bid. Check all Certification Status categories that apply to each subcontractor; however, **only the shaded category shall be credited towards the established diversity goal.** Verify that the proposed subcontractor-for-credit has a place of business in the Airport’s Relevant Market Area³ (not applicable to DBE goals). The submission of this information is considered an issue of responsiveness, and the Airport Board will not award a contract to any Contractor who has not supplied this documentation. Use additional sheets if necessary.

Name of Subcontractor(s)	Certification Status ² (check the applicable)				Relevant Market Area ³ (√)	Description of Material or Service Being Provided or Performed	Dollar Amount and Percentage of Work	
	SBE	MBE	WBE	NON			\$\$\$	%
	Dollar Amount & Percentage of Work to be completed by Non-M/WBE Subcontractors							
	Dollar Amount & Percentage of Work to be completed by M/WBE Subcontractors							
	Dollar Amount & Percentage of Work to be self-performed by the Prime							
	Total Dollar Amount & Percentage of Work (The Total Amount shall equal the amount proposed on summary of bid/proposal page).							100%

NOTE: Certification certificate(s) MUST be attached to this form or bid/proposal will be deemed non-responsive.

PRIME CONTRACTOR’S CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise positive, good faith efforts (as defined by the Board’s M/WBE Program) in support of the Board’s small/minority/woman-owned business intent and objective may result in being considered non-responsive to the Board’s requirements. Furthermore, it is understood and agreed that, if awarded a contract by the Airport Board, the Contractor will not make additions, deletions or substitutions to this certified list of M/WBE subcontractors without the consent of the Board’s Vice President of Business Diversity & Development Department (BDDD) or designee through the submittal of the M/WBE *Form 102, Request for Approval of Change to Final Schedule of Subcontractors* if this is determined to be the final schedule. The BDDD reserves the right to ensure compliance with the Board’s M/WBE programs as deemed necessary including but not limited to audits of submitted M/WBE information applicable to the Contractor/subcontractors participating on the contract.

Name and Title of Authorized Representative _____

(Please print or type)

Signature: _____ Date: _____

Any named person, firm, partnership, corporation, association or joint venture as herein provided identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing, under contract to a prime Contractor on an Airport contract at any tier.

² In order to credit the participation of small/minority and woman-owned businesses, firms must be certified as M/WBEs by a certification agency approved by the Airport Board as defined in the M/WBE Policies and Administrative Procedures.

³ In addition to having a valid certification, the M/WBE must have a place of business in the Airport’s relevant market area at the time the bid/proposal is submitted for credit towards meeting an M/WBE goal.

The Airport’s market area is defined as the North Texas Commission twelve-county area of Dallas, Tarrant, Collin, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, and Parker, Rockwall, and Wise counties.

SCHEDULE OF SUBCONTRACTORS (FINAL) – Concession Construction

Concessionaire Name: _____

Location Name: _____ Lease Number: _____

Terminal / Gate: _____

General Contractor Firm Name: _____
 SBE MBE WBE NON-S/M/WBE

As part of the procedures for the submission of a completed bid/proposal, all bidders/proposers are required to identify ALL participating subcontractors applicable to the above project and include this form as part of the bid. Check all Certification Status categories that apply to each subcontractor; however, **only the shaded category shall be credited towards the established diversity goal.** Verify that the proposed subcontractor-for-credit has a place of business in the Airport's Relevant Market Area³ (not applicable to DBE goals). The submission of this information is considered an issue of responsiveness, and the Airport Board will not award a contract to any Contractor who has not supplied this documentation. Use additional sheets if necessary.

Name of Subcontractor(s)	Certification Status ² (check the applicable)				Relevant Market Area ³ (√)	Description of Material or Service Being Provided or Performed	Dollar Amount and Percentage of Work	
	SBE	MBE	WBE	NON			\$\$\$	%
	Dollar Amount & Percentage of Work to be completed by Non-M/WBE Subcontractors							
	Dollar Amount & Percentage of Work to be completed by M/WBE Subcontractors							
	Dollar Amount & Percentage of Work to be self-performed by the Prime							
	Total Dollar Amount & Percentage of Work (The Total Amount shall equal the amount proposed on summary of bid/proposal page).							100%

NOTE: Certification certificate(s) MUST be attached to this form or bid/proposal will be deemed non-responsive.

PRIME CONTRACTOR'S CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise positive, good faith efforts (as defined by the Board's M/WBE Program) in support of the Board's small/minority/woman-owned business intent and objective may result in being considered non-responsive to the Board's requirements. Furthermore, it is understood and agreed that, if awarded a contract by the Airport Board, the Contractor will not make additions, deletions or substitutions to this certified list of M/WBE subcontractors without the consent of the Board's Vice President of Business Diversity & Development Department (BDDD) or designee through the submittal of the M/WBE *Form 102, Request for Approval of Change to Final Schedule of Subcontractors* if this is determined to be the final schedule. The BDDD reserves the right to ensure compliance with the Board's M/WBE programs as deemed necessary including but not limited to audits of submitted M/WBE information applicable to the Contractor/subcontractors participating on the contract.

Name and Title of Authorized

Representative _____

(Please print or type)

Signature: _____

Date: _____

Any named person, firm, partnership, corporation, association or joint venture as herein provided identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing, under contract to a prime Contractor on an Airport contract at any tier.

² In order to credit the participation of small/minority and woman-owned businesses, firms must be certified as M/WBEs by a certification agency approved by the Airport Board as defined in the M/WBE Policies and Administrative Procedures.

³ In addition to having a valid certification, the M/WBE must have a place of business in the Airport's relevant market area at the time the bid/proposal is submitted for credit towards meeting an M/WBE goal.

The Airport's market area is defined as the North Texas Commission twelve-county area of Dallas, Tarrant, Collin, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, Parker, Rockwall, and Wise counties.

Concession Project Close Out Requirements

Please read carefully and understand.

At the time of construction substantial completion and TCO issuance, the items listed below are requirements which the owner/owners representative must submit to the airport within 30 days of the TCO issuance. The Final Certificate of occupancy will be held until these items have been completed. Further delays beyond 30 days may result in the DFW Airport Code department shutting down the concession location and/or assessing a monetary fine.

- **As-built Documents**

As built drawings and Specifications which meet the DFW Airport Code Dept. requirements must be submitted. The drawings will be reviewed by the code department for accuracy and compliance. Drawings must be at least 300 DPI or greater or they will not be accepted. Drawings that are incorrect, illegible or don't include the verification statement will be rejected and will need to be resubmitted.

- **Final schedule of Subcontractors (Design and Construction)**

At the Pre-Construction meeting for this project a list of subcontractors and consultants was submitted; however, through the course of construction, the subcontractors and tradesmen used often varies and therefore an updated list must be submitted with the close out documents in order for Final C.O. to be issued.

- **Environmental**

The Code Department requires an Environmental Close-out check list to be completed and submitted along with the Safety Data Sheets (SDS) for all materials used on the job. This includes all materials used by all subcontractors.

- **O&M's**

The Contractor must compile a three ring binder which includes the Operations and Maintenance and Training Manuals for all FF&E, (Furniture, Fixtures and Equipment) used in the project that will be maintained by DFW Airport.

- **Certified Cost**

Final certified costs must be submitted before Final C.O. will be issued. Tenant must send a copy to the Airport Concessions Department and the Code Office. Submit the forms on pages 26-28

Owner Printed	Signed	Date
J/V Printed	Signed	Date
J/V Printed	Signed	Date
Owner Agent/Representative Printed	Signed	Date
Contractor Printed	Signed	Date
Design Professional Printed	Signed	Date

Concessions TCO Requirement Checklist

Space Name and Location: _____

Contractor: _____

Items Required for Certificate of Occupancy (CO) (After project is complete items are submitted to Concessions Department)

1. ____ All documentation and final inspections required by DFW Code or EAD
2. ____ Completed Punch List from DFW Code and DFW Concessions
3. ____ **Air Balance Testing** must be completed prior to issuance of the TCO. Certificates need to be submitted to the code dept. to make certain all HVAC equipment is operating as designed.
4. ____ TABC license must be secured by owner before the location will be allowed to open.
5. ____ Tarrant County Health Department Inspection Approval Notice
6. ____ All furniture, fixtures, signage and equipment must be installed and operational to open.



Concessions Tenant Construction Certified Cost Breakdown

Concessionaire Name _____ Lease Number _____
 Location Name _____ DFW Code Permit Number _____
 Terminal Gate Area _____

This document needs to be completed and submitted to DFW International Airport within 90 days of the completion of construction of the above designated location. Submit to Airport Concessions and Airport Code Dept. This form is required for lease your compliance to certify your capital investment and is also required to close out the construction permit.

	Name of Subcontractor	Certification Status	Description of Materials/Service	Dollar Amount	% of Work
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
% of work completed by Non- M/WBE Subcontractors					
% of Work completed by M/WBE Subcontractors					
% of Work Self-Performed by the Prime					
Total Dollars and Percentage of Work					
Professional Consultant/Design Fees					
Owner Provided items, not included in GC contract (which are attached to the building)					
Other Costs (attach back-up data)					
Total Tenant Costs (This information should align with the MWBE participation forms)					

Concessionaire Name Printed: _____ Signature _____ Date _____

This signature certifies that the information included in this form is accurate, complete and true to the best of my knowledge and belief. Back up documentation to prove the information included herein, will need to be submitted by the tenant upon request from DFW International Airport. Per the tenant lease the signatory must be the CEO or CFO of the prime concessionaire operator.

Construction Wall Criteria

Terminal D Requirements

All construction walls must be a minimum of 16'-0" AFF. If storefront construction is above 16' work with your TPM to coordinate proper height.

Entire height of construction wall must be painted color other than white, graphics must be a minimum of 8'-0" AFF and cover all sides of the construction wall.

Construction walls built where ceilings are 9'-0" AFF must be built to 9'-0" and have full height graphics.

All terminal surfaces must be protected, if damaged they will need to be repaired.

Plan to build your construction wall on the night the previous tenant closes. See your TPM for details.

Terminal A, B, C and E

All construction walls must be a minimum of 10'-0" AFF. If storefront construction is above 10' work with your TPM to coordinate proper height.

Entire height of construction wall must be painted color other than white, graphics must cover entire wall and cover all sides of the construction wall.

Construction walls built where ceilings are 9'-0" AFF must be built to 9'-0" and have full height graphics.

All terminal surfaces must be protected, if damaged they will need to be repaired.

Plan to build your construction wall on the night the previous tenant closes. See your TPM for details.

Lessons Learned **These items are required if applicable to your space

Variations & exceptions are never implied. Written approvals must be obtained by the tenant for any/all variations.

Architectural

- Blade sign must be submitted and approved by concessions design manager
- Terminal floors are not always level the tenant will be responsible for floor leveling
- Neutral frame glass is opaque
- Modified Epoxy grout is required in wet areas
- Wet areas and floor membranes must be flood tested and witnessed by the TPM
- Stainless steel Surrounds at all mop sinks are required. Must extend 6" above the valves
- Employee lockers/hooks to be provided at F&B locations per TCHD
- Provide storage location of grease barrels
- All wet areas require water-proof membrane installation on cement board, 12" from floor.
- Review ADA requirements at POS and Bars
- Provide convenience power at bars, booths and community tables
- All storage construction projects will require a building permit from DFW Code.
- Storefront enclosure must be self-supporting
- Do not overlay terrazzo-must be removed prior to installing any flooring
- Construction wall graphics- See Temp wall criteria
- Field verify construction wall conflicts
- No paint below 48"
- Field verify what's above and below space
- Purse hooks under bars and communal tables.
- Locations must have a Space ID placard on the exterior of their location as required by DFW Fire. Should match the existing.
- All VWC must be protected behind tempered glass.
- Owners are to provide equipment data sheets and a delivery schedule for ALL owner provided items at or before the preconstruction meeting.

Mechanical/Electrical/Plumbing

- Confirm CFM supplied by base building is adequate
- VAV box must be connected to base building hot water loop. Check TDM if loop is supplied
- Verify connection point for base building 4 pipe systems
- Verify HVAC access location
- Air Test and Balance before TCO
- Temper make up air for Type I vent
- Type I vent must have space ID plaque
- Walk-ins to be water cooled by base building 2 pipe system
- Gas pipe must be welded/painted/label
- Connect to SS/GW 6" main lines (Terminal C)
- Provide clear access to Type I vent access panels
- F&B need to provide fan coil unit for additional CFMs
- All Ice Makers, Walk-in Coolers/Freezers and HVAC units must be connected to the 4 pipe Hydronic System
- Provide location of switch gear room
- Review TDM for power to be supplied by Base Building
- Verify electrical conduit access point
- Make the installation of permanent power a priority
- Provide location of TDP panel, Term D locations must provide dedicated circuit to panel
- LED Lighting – Access or Access Panels
- Install Round recessed floor sinks
- Floor sinks must be visible
- Heat trace all lines exposed to unconditioned air
- Verify connection point of SS, Water, Grease line
- Review clearance of piping on ramp- 36" above baggage belts, 72" above catwalks
- Provide hot water taps on roof at grease hoods for cleaning
- Remove-Me-Not Strainers or similar
- All new plumbing lines/equipment is required for all projects
- SS and grease lines-PVC w/ fire wrap.
- Freeze Protection in unconditioned spaces
- Provide tempering valve on dishwasher and 3compartment sink
- Do not specify Floor sinks/drains with the weep feature, these will not be allowed.

Miscellaneous

- Enzyme Treatment System for F&B locations
- Asbestos Survey provided by Airport
- Propriety Systems: Honeywell for fire alarm, Ford Audio for PA/VE system, R&B for PA/VE design in TRIP areas, Johnson Controls and Schneider Electric for BAS systems
- Trash dumpster provided by Airport at tenant expense
- All Alcohol **MUST** be secured, regardless of staffing plan or hours of operation.
- No used equipment is allowed.
- Storefront signage must be illuminated
- Update on Grab
- Provide information on make-safes-Term D only
- “Build for maintenance”-access panels for Type I Vents, accessible clean-outs for SS/Grease lines
- Waterproofing Membranes in wet areas are required under finish flooring materials. Pour in place rubber and epoxy systems DO NOT count as Waterproof membranes. Install 12 inches up adjacent walls on cement board.
- Label all piping above and below the space with name of location and space ID number
- Modular construction barricades are prohibited
- All restaurants must provide a dedicated trash staging area located in the b.o.h.
- Construction sites must have posted: All code approved drawings, approved renderings, ACM survey, construction schedule, 2 week look ahead, Safety emergency contacts, sprinkler shunt gun.
- Schedule of All Owner Provided Items
- Update on Grab
- Provide information on make-safes-Term D only
- “Build for maintenance”-access panels for Type I Vents, accessible clean-outs for SS/Grease lines
- Waterproofing in wet areas-FB and under three compartment sinks in Retail
- Grease absorption pads under hoods on roof
- Label all piping above and below the space with name of location and space ID number

Note:

DFW Airport Concessions Dept. does not inspect the drawings for coordination between MEP and architectural disciplines. The DFW Code Department will inspect the drawings based on their respective disciplines and the comments issued will be based on the information depicted only in the documents related to that discipline. It is the job of the project design team to coordinate all disciplines and ensure the completeness of the coordinated set of design documents. It is the sole responsibility of the concessionaire’s design team to ensure that all critical information, elements and dimensions are depicted accurately and that all information critical to applicable codes are submitted to the appropriate authority having jurisdiction.

Concessions Forms Received Acknowledgement

Date:

Forms Received:

I hereby acknowledge that I have received and are in agreement with the documents in this packet:

- Concessions Timeline Schedule
- Concessions Phase 1 Design document
- Concessions Phase 2 Construction document
- Owner has read and is aware of the design requirements as stated in the Tenant Design Manual.
- Design Team and /or Architect, Engineer have read and are aware of the design
- Concessions Design Phase Submittal Process
- Concessions Projects Design Variance Procedure
- Concessions Construction Phase Criteria
- Concessions Projects Design Change Procedure
- Concessions Roles and Responsibilities
- Concessions Project Close out Requirements
- Concessions Project Airport Proprietary Systems Contracts
- Copy of LOD (Lease Outline Document)
- Copy of Terminal Construction Wall Criteria
- Project Close-Out Requirements
- Lessons Learned

Owner, Printed	Signed	Date
J/V, Printed	Signed	Date
J/V, Printed	Signed	Date
Owners Representative, Printed	Signed	Date
Contractor, Printed	Signed	Date
Design Professional, Printed	Signed	Date
Tenant Project Manager, Printed	Signed	Date