

## **Concessions Project Kick-Off Project**

**WELCOME TO DFW INTERNATIONAL AIRPORT**

**DATE:** April 7, 2022

**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***

***Frank Luevanos, Concessions Tenant Project Manager***

***Kim East, Concessions Tenant Logistics Manager***

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## 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
DFW 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	<b>138</b>

### 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	Date Reviewed	Description						
	<b>Design Phases &amp; Submittals</b>		<b>1st 100% Code Review</b>						
	35 % Schematic Design Presentation		Code Review Due						
	95 % Design Development Presentation								
Checklist	Description	Checklist	Description	Approved	Resubmit				
	Demolition Plan - If required		CUP						
	Floor Plans		Code Accessibility						
	Reflected Ceiling Plans		Building						
	Exterior Elevations		Electrical						
	Interior Elevations		Environmental						
	Signage - Main		Mechanical						
	Signage - Blade		Plumbing						
	Menu Boards		Structural						
	Material Board		Fire						
	Finish Schedule		TPP Review						
	Architect Statement of Site Visit		Contractor Submittals						
	Rendered Interior and Exterior Elevations								
Date Received	Description	Date Received	Description						
	<b>Contract Document Phase &amp; Submittal</b>		<b>2nd 100% Code Review</b>						
	100 % Set Submitted to DFW Codes (Electronic)		Code Review Due						
	100% Set Submitted to DFW Concessions (1)								
	100% Set Submitted to Tarrant CO. Health Dept. (1)								
Checklist	Description	Checklist	Description	Approved	Resubmit				
	<b>DRAWINGS</b>		CUP						
	<b>Drawings - Coversheet</b>		Code Accessibility						
	Project Name		Building						
	Terminal & Gate Location		Electrical						
	Tenant name and contact information (address, phone)		Environmental						
	Architect/Engineer contact information		Mechanical						
	Tenant Project Planner's Contact Information		Plumbing						
	DFW Building Code Inspector's Contact Information		Structural						
	Building Code Use & Occupancy Classification		Fire						
	Building Code Construction Type		TPP Review						
	Design Occupant Load and Existing Analysis		Contractor Submittals						
	Drawing Index								
	<b>Drawings to include</b>								
	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)								
	<b>Code Submittal Paperwork</b>								
	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 Received	Description	Date Received	Description						
	<b>3rd 100% Code Review</b>		<b>3rd 100% Code Review</b>						
	Code Review Due		Code Review Due						
Checklist	Description	Checklist	Description	Approved	Resubmit				
	CUP		CUP						
	Code Accessibility		Code Accessibility						
	Building		Building						
	Electrical		Electrical						
	Environmental		Environmental						
	Mechanical		Mechanical						
	Plumbing		Plumbing						
	Structural		Structural						
	Fire		Fire						
	TPP Review		TPP Review						
	Contractor Submittals		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

*This form is **required** to communicate construction delays*

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

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### For Airport Concessions Department Use Only

Progress Exception **Not** Approved

Progress Exception **Approved**

Notes:

\_\_\_\_\_  
DFW Concessions Representative      Signed      Date

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## Concessions Request for Variance from Tenant Design Manual

This form is required to petition the airport for design variances

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

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### For Airport Concessions Department Use Only

Variance **Not** Approved

Variance **Approved**

Notes:

\_\_\_\_\_  
DFW Concessions Representative      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 Area<sup>3</sup> (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 <sup>2</sup> (check the applicable)				Relevant Market Area <sup>3</sup> (√)	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							
	<b>Total Dollar Amount &amp; Percentage of Work</b> (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.

<sup>2</sup> 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.

<sup>3</sup> 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



## 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)

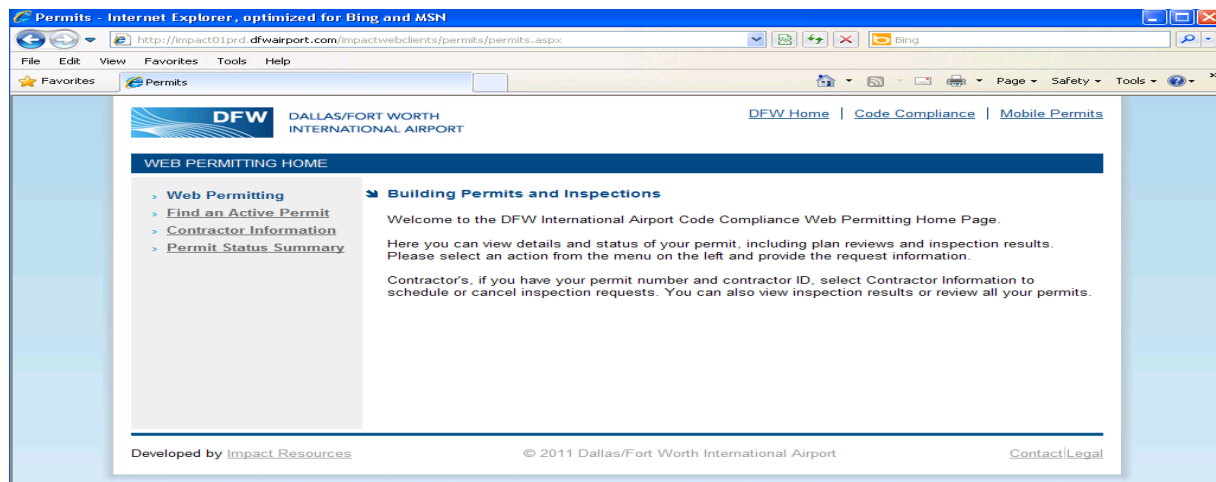
- **Checks are no longer accepted for permit fees. Only credit cards will be accepted as payment (No American Express).**
- **Payments can be made in person or via phone**

## DFW Permitting Web Service System

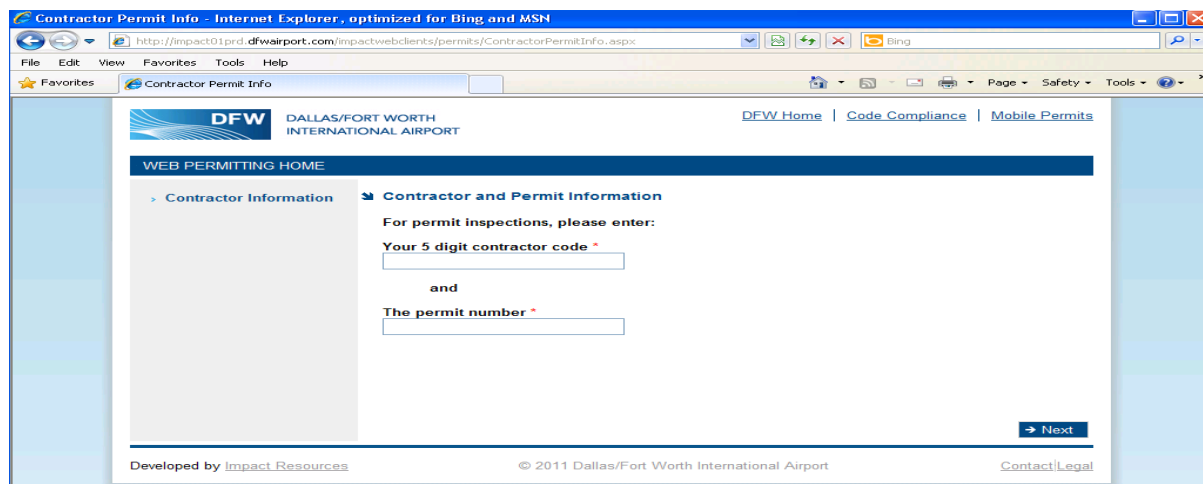
DFW Airport has implemented an Internet based web service system. Here you can view details and status of your permit, including plan reviews and inspection results. Contractor's, if you have your permit number and contractor ID, select Contractor Information to schedule or cancel inspection requests. 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.

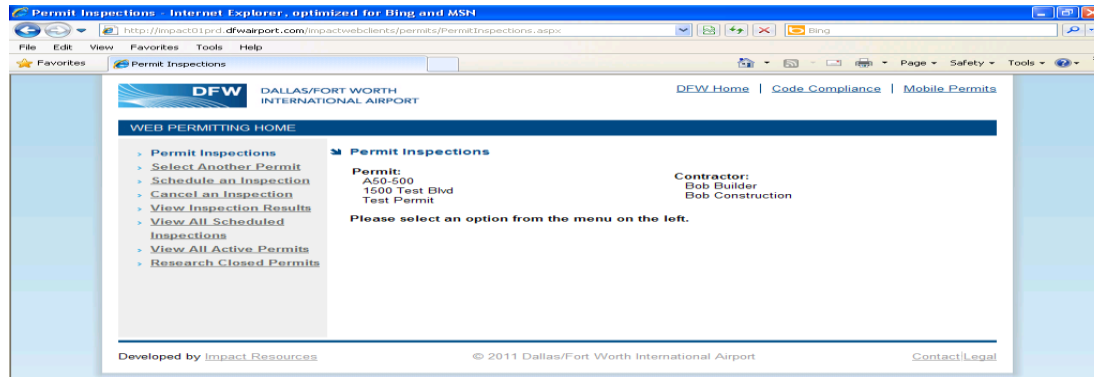


This is the second screen for scheduling inspections. On this screen enter your five-digit contractor code and your permit number. After entering the required information click on the next button.

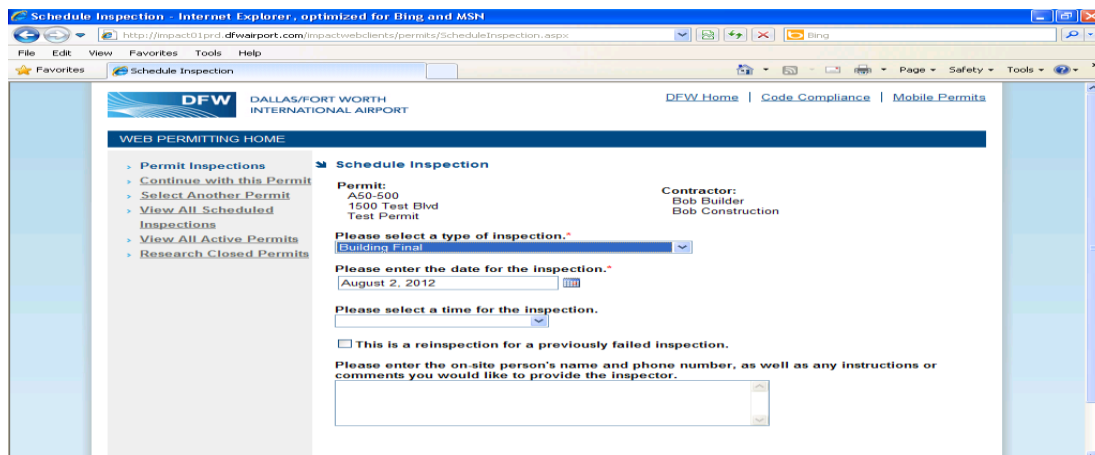


This is the third screen. To schedule an inspection click on “Schedule an Inspection” If you need to cancel an inspection, select “Cancel an Inspection” and follow the instructions.

# 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 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 Moye 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.
- All Tenants must provide a door sensor and controller module furnished by JMS that will communicate to the passengers when the location is open. This is a proprietary system that must integrate into the airports existing Building Automation System.

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
DFW Tenant Project Manager, Printed	Signed	Date



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## 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](mailto:nshahani@dfwairport.com)

## Concessions Phase 2- Construction Shop Drawing & Inspection List

Tenant \_\_\_\_\_

Project Description \_\_\_\_\_

Construction Application Number \_\_\_\_\_

Construction Schedule: \_\_\_\_\_

Date	Description
	<b>Fire Shop Drawing Submittals</b>
	Fire Alarm Demolition Shop Drawings (Required before construction may begin)
	Fire Alarm Construction Shop Drawings
	Fire Sprinkler Shop Drawings
	<b>GENERAL INSPECTIONS</b>
	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
	<b>FINAL INSPECTIONS</b>
	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)
	<b>TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)</b>
	<b>STORE OPENING DATE</b>
	<b>FINAL CERTIFICATE OF OCCUPANCY - CLOSEOUT</b>
	Tenant Punch list Completed
	DFW Punch list Completed
	Outstanding Code Issues (i.e. Approved as noted for TCO)
	As-Builts Submitted
	<b>FINAL CERTIFICATE OF OCCUPANCY</b>

## 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 Helen Estrada @ 972- 973-1779 Or [hestrada@dfwairport.com](mailto:hestrada@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: [dfwsubmittals@dfwairport.com](mailto:dfwsubmittals@dfwairport.com)  
Robert (Bobby) Rodriguez, III, P.E. at [rodriguez@dfwairport.com](mailto:rodriguez@dfwairport.com) and  
Naresh Shahani [nshahani@dfwairport.com](mailto: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](mailto: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
08	Accessibility Preliminary	56	Sign / Graphics
09	Accessibility Final	57	Pavement Marking
		58	Traffic Control
10	Electrical Service	61	Utility Reclaimed Water System
11	Electrical Switchgear / Panel	62	Utility Backflow Protection
12	Electrical Underground Conduit	68	Cathodic Protection Final
13	Electrical / Telephone Duct Bank	69	Utility Natural Gas
14	Electrical Pole Base	70	Utility Storm Drainage System
15	Electrical Grounding	71	Utility Water Distribution
16	Electrical Above Ceiling	72	Utility Sanitary Sewer
17	Electrical Rough In	73	Utility Glycol System
18	Electrical Final	74	Utility Erosion Control / SWPPP
19	Communications/Data-Conduit & Cable	75	Utility Line Pressure Test
20	Mechanical Underground	76	Water Sample (requires 24 hours, no Friday pick up)
21	Mechanical Rough-In includes above ceiling	77	Utility Service Inspection Certification
22	Mechanical Final	78	Cathodic Protection
23	Mechanical Pressure Test	79	Utility Final
24	Mechanical Other		
			<b>(THE FOLLOWING INSPECTIONS REQUIRE 24 NOTICE)</b>
			<b>(Fire Department cut-off time is 3: pm)</b>
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	<b>Fire Alarm Wiring *24 hr.</b>
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

This form is required to request Design Changes 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:

\_\_\_\_\_  
DFW Concessions Representative      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 Area<sup>3</sup> (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 <sup>2</sup> (check the applicable)				Relevant Market Area <sup>3</sup> (√)	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							
	<b>Total Dollar Amount &amp; Percentage of Work</b> (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.

<sup>2</sup> 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.

<sup>3</sup> 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 Area<sup>3</sup> (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 <sup>2</sup> (check the applicable)				Relevant Market Area <sup>3</sup> (√)	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							
	<b>Total Dollar Amount &amp; Percentage of Work</b> (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.

<sup>2</sup> 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.

<sup>3</sup> 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 within 90 days of the issuance of the Temporary Certificate of Occupancy. Failure to submit this document as stipulated may result in forced closure of the location until the documents are received.** Submit Form A to Airport Concessions and Submit Form B to the Airport Code Dept. Tenant must send a copy to the Airport Concessions Department and the Code Office.

Submit the forms on pages 26-28 \_\_\_\_\_ (Owners Initial)

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



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## Concessions TCO Requirement Checklist

Space Name and Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

Items Required for Temporary Certificate of Occupancy (TCO) in order to open the location

1. \_\_\_\_ All documentation and Final inspections required by DFW Code or EAD
2. \_\_\_\_ Inspection Approval from Tarrant County Health Department (F&B)
3. \_\_\_\_ Texas Alcoholic Beverage Commission (TABC) license must be secured by owner and on display prior to the location opening.
4. \_\_\_\_ Completed Punch List from DFW Code and DFW Concessions
5. \_\_\_\_ All MSDS sheets for all products and items used in the project
6. \_\_\_\_ The Environmental Close-out Checklist
7. \_\_\_\_ HVAC Air Test and Balance Report. Certificates must be submitted to DFW Code dept. to make certain all HVAC equipment is operating as designed.

Items required for Final Certificate of Occupancy (CO) within 60 days of TCO.

8. \_\_\_\_ BDDD Schedule of Subcontractors Construction-Final (Proof of submittal to BDDD)
9. \_\_\_\_ Certified Construction Costs – Submitted to The Concessions and Code Departments.
10. \_\_\_\_ As-Built Documents in PDF format (Submitted to DFW Code on CD or Thumb Drive)

## Concessions Tenant Construction Certified Cost Breakdown (Form A)

Concessionaire \_\_\_\_\_ Terminal Gate Area \_\_\_\_\_

Location Name \_\_\_\_\_ DFW Code Permit Number \_\_\_\_\_

This document needs to be completed and submitted to DFW International Airport Concessions Department within 90 days of the issuance of the Temporary Certificate of Occupancy 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.

<b>CSI Format Division</b>	<b>Cost</b>
Division 1 – General Requirements Building Permit Payment and Performance bond Design and Engineering Services	\$ _____
Division 2 – Site work (This section should not be applicable)	\$ _____
Division 3 – Concrete X-ray Coring Demolition	\$ _____
Division 4 – Masonry Decorative masonry Glass Block CMU Brick Stone walls	\$ _____
Division 5 – Metals Misc. metals Stainless steel trim	\$ _____
Division 6 – Woods and Plastics Wood blocking Custom fabricated Millwork	\$ _____
Division 7 – Thermal and Moisture Protection Caulking Roof Penetration/Patching	\$ _____
Division 8 – Doors and Windows Storefront Interior HM doors, frames and hardware Interior decorative glass and mirrors	\$ _____

Division 9 – Finishes \$ \_\_\_\_\_  
Drywall Walls  
Drywall Ceilings  
Acoustic Ceilings  
Painting  
VWC  
VCT and Base  
Carpet  
Specialty Flooring

Division 10 – Specialties \$ \_\_\_\_\_  
Signage

Division 11 – Equipment \$ \_\_\_\_\_  
Install Tenant Furnished Equipment

Division 12 – Furnishings \$ \_\_\_\_\_  
Install Tenant Furnished Furnishings

Division 13 – Special Construction \$ \_\_\_\_\_

Division 14 – Conveying Equipment \$ \_\_\_\_\_  
(This section should not be applicable)

Division 15 – Mechanical \$ \_\_\_\_\_  
HVAC  
HVAC Test and Balance  
Plumbing—water  
Plumbing---sewer  
\*\*Fire Protection (connect to existing system)

Division 16 – Electrical \$ \_\_\_\_\_  
Electrical Service  
Electrical Fixtures  
\*\*Fire Alarm (connect to existing system)  
\*\*Safety and Security System (connect to existing system)  
\*\*Communications (connect to existing system)  
\*\*CCTV (connect to existing system)

**TOTAL COST BREAKDOWN** \$ \_\_\_\_\_

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

Owner Printed: \_\_\_\_\_

Signature \_\_\_\_\_

This signature certifies that the information included in this form is accurate and true. Back up documentation to prove the information included herein, will need to be submitted by the tenant upon request from DFW International Airport.



## Concessions Tenant Construction Certified Cost (Form B)

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 Code Department within 90 days of the issuance of the Temporary Certificate of Occupancy of the above designated location. Failure to submit this document as stipulated may result in forced closure of the location until the documents are received. \_\_\_\_\_ (Owner Initial)

	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					
Owner Provided items, not included in GC contract (which are attached to the building I.E. Signage)					
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.
- Gas Detection System for Kitchens.

## Miscellaneous

- Grease Enzyme Injection 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.
- Used equipment is allowed but must be approved.
- Storefront signage must be illuminated
- Grab/DFW Market Place Integration
- 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.
- Must Provide a Schedule of All Owner Provided Items
- Provide information on make-safes
- Canvas bags as a closure mechanism are strictly prohibited.
- Exposed millwork must include an integrated closure/shutter system.
- Permanent Sneeze Guards should be designed where necessary for health and safety
- Submit a plan for Social Distancing
- Tenant must provide a door sensor and controller module that will communicate to the

passengers when the location is open. This is a proprietary system that must integrate into the airports existing Building Automation System.

- No Roll down gates are allowed- No Exceptions
- All locations must incorporate an approved closure/security mechanism
- “Build for maintenance”-access panels for Type I Vents, accessible clean-outs for SS/Grease

### 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.

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

## 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
_____ DFW Tenant Project Manager, Printed	_____ Signed	_____ Date