

Hartsfield-Jackson Atlanta International Airport
City of Atlanta
Department of Aviation
Bureau of Planning & Development

Tenant Project Submittal & Review Guidelines

09/12/14	New Revised Guidelines for Tenant Work Only			
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Revisions				

Tenant Project Submittal & Review Guidelines

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1.0 PURPOSE

The purpose of these guidelines is to provide airport tenants with procedures for submitting a project to the Department of Aviation's Planning & Development (P&D) for technical review and acceptance. All new construction and modifications to any airport's tenant space at Hartsfield-Jackson Atlanta International Airport (ATL) shall follow these guidelines.

2.0 SCOPE

These guidelines apply to all airport tenants, DOA stakeholders, contractors and sub-contractors.

3.0 RESPONSIBILITIES

3.1 Tenants

- 3.1.1 Tenants shall be responsible for submitting all project submittals to P&D's Document Control for technical review and acceptance.
- 3.1.2 Tenants shall be responsible for complying with all P&D's Tenant New Construction & Modification Guidelines. Access at <http://apps.atlanta-airport.com/engineeringguidelines/index.asp>
- 3.1.3 Tenants shall be responsible for ensuring that all project submittals are complete, per Section 4.0 of these guidelines, before submitting to P&D for technical review.
- 3.1.4 Tenants shall be responsible for submitting to P&D, all revisions or modifications to the P&D stamped/accepted documents for P&D's review and acceptance.
- 3.1.5 Tenants shall be responsible for obtaining all required building permits from appropriate agencies before start of any new construction work and/or modifications.

3.2 DOA Planning & Development (P&D)

- 3.2.1 P&D shall be responsible for the Architectural/Engineering technical review of all project submittals submitted by Tenants. Fire Code and Grease Interceptor Requirement reviews shall be the responsibility of the City of Atlanta's Fire Department (AFD) and Department of Watershed Management (DWM) respectively.
- 3.2.2 P&D shall be responsible for ensuring that all project submittals comply with P&D Tenant New Construction & Modification Guidelines.
- 3.2.3 P&D shall be responsible for issuing the technical review comments to Tenant.
- 3.2.4 P&D shall be responsible for issuing the final P&D stamped accepted project submittals to Tenant.

4.0 PROCEDURE

4.1 Project Submittals

4.1.1 Delivery of Submittals

4.1.1.1 Tenant shall be responsible for submitting all project submittals to P&D's Document Control Office located at 1255 South Loop Road, College Park, GA 30337 during normal business hours of 8:00 am – 4:00 pm. All submittals received after 2:00 pm shall be processed on the next business day.

4.1.2 Tenant Submittals to P&D

Tenant shall be responsible for submitting/delivering to P&D's Document Control the following documentation with each project submittal:

4.1.2.1 One (1) hard copy of the Tenant Project Submittal Form (Appendix A)

4.1.2.2 100% Design Submittal (Initial Review Submittal)

Drawings for this submittal are not required to be sealed by the Professional Engineer or Registered Architect

4.1.2.2.1 Four (4) hard copies of full-sized set of plans and one (1) hard copy set of specifications.

4.1.2.2.2 Two (2) compact discs (CD) containing the PDF version of the plans and specifications.

4.1.2.3 100% Design Re-Submittal (Revised Drawings incorporating all comments for Review and Final Acceptance)

4.1.2.3.1 Four (4) hard copies of full sized sheets of the **revised drawing sheets only** (showing the incorporation of P&D's comments as required)

4.1.2.3.2 One (1) hard copy of the **revised Specifications sheets only**

4.1.2.3.3 One (1) CD containing the following:

4.1.2.3.3.1 The DOA Review Spreadsheets (Highlighted Tabs) with **the Tenant responses to all DOA Comments**

4.1.2.3.3.2 PDF of the **revised drawings and Specification sheets only**

4.1.2.5.4 Once P&D receive the above information from the Tenant, P&D shall review/confirm that all comments/revisions have been answered, are closed and have been incorporated. Tenant will then be notified via E-Mail that the submittal is ready for approval and can submit the Final Conformed set of Issue for Construction documents for P&D's final stamp acceptance.

4.1.2.4 Issue for Construction Documents Submittal (IFC) (Final Conformed set of Documents)

Drawings shall be signed and sealed by a Professional Engineer or Registered Architect with a State of Georgia Seal.

4.1.2.4.1 Six (6) hard copies of full-sized set of plans and six (6) hard copy sets of specifications

4.1.2.4.2 Two (2) CDs containing the PDF version of the plans and specifications.

4.1.2.4.3 One (1) CD containing the Auto CADD version of plans and Word document of specifications. This CADD version is of the FINAL & CONFORMED DOA Accepted set of documents only (Documents with all comments addressed, closed and incorporated).

5.0 REVIEW PROCESS & TIMING

5.1 Tenant submits to P&D's Document Control the 100% Design submittal for P&D, AFD and DWM (If required) technical review.

5.1.1 P&D's Document Control date stamps and distributes documents

5.1.2 P&D's Facility Construction Management (FCM) receives submittal package and logs in

5.1.3 P&D's FCM determines Engineering discipline and DOA Stakeholder review, establishes review due date and notifies reviewers

5.1.4 100% Design Submittal (Initial Review Submittal). P&D begins technical review

AFD & DWM (If required) review times and their resolution of issues are not controlled by P&D. These conditions may be subject to additional review time and full acceptance of the documents.

5.1.5 P&D's FCM transmits review comments via e-mail to Tenant

5.1.5.1 If there are no comments, Tenant shall then be notified via E-Mail that the submittal is ready for acceptance and can submit the Final Conformed set of Issue for Construction Documents (with Architect/Engineer seals) for P&D, AFD and DWM (If Required) stamp acceptance.

5.1.5.1.1 Once P&D receives the IFC Documents from Tenant, P&D and AFD/DWM (if required) shall stamp the documents and FCM shall prepare the Release Notification Letter.

5.1.5.1.2 Tenant shall then be notified via e-mail that the stamped-accepted documents are ready for pick up from P&D's Document Control.

5.1.5.2 If Comments are provided, FCM shall transmit to Tenant the review comments via E-Mail and Tenant shall be responsible for addressing/incorporating all comments and submitting the 100% Design

Re-Submittal (Revised Drawings incorporating all comments for Review and Final Acceptance).

5.1.5.3 Once P&D reviews and confirms that all comments are incorporated, Tenant shall then be notified via E-Mail that the submittal is ready for final acceptance and can submit the Final Conformed IFC Documents for P&D, AFD/DWM (if required) stamp acceptance.

5.1.5.3.1 Once P&D receives the IFC Documents from the Tenant, P&D and AFD/DWM (if required) shall stamp the documents and FCM shall prepare the P&D's Technical Review Release Letter which documents the acceptance of the Tenant documents.

5.1.5.3.2 Tenant shall then be notified via e-mail that the stamped-accepted documents are ready for pick up from P&D's Document Control.

5.1.6 Summary of Review Process shall be per the Tenant Review Process Flow Chart (Appendix B).

5.1.7 The Review Process timing shall be as follows:

5.1.7.1 Initial submittal review shall be a maximum of ten (10) business days.

5.1.7.2 Re-Submittal review shall be a maximum of five (5) business days.

5.1.7.3 Stamp acceptance of documents and development of Technical Review Release Notification Letter shall be a maximum of two (2) days.

5.2 Tenant shall be responsible for providing the Office of Building (Per their request) with a copy of P&D's Technical Review Release Notification Letter which shall be part of the overall Tenant submittal to the Office of Buildings for permitting.

5.3 Overall review/approval time depends on the Tenant's turn-around time of their Re-Submittals incorporating all of the agreed upon comments.

5.4 P&D's technical review and stamped acceptance of documents is solely for compliance with P&D's Tenant New Construction & Modifications Guidelines.

5.5 Compliance with City, State and Federal Codes, Regulations, and Ordinances is the responsibility of the Tenant and are reviewed and approved by the City of Atlanta Office of Building, Atlanta Fire Department and Department of Watershed Management (If required). Tenant shall also be responsible for any liability resulting from the design and installation of the improvements and for any errors, omissions or conditions from the submitted construction documents.

6.0 DOA PROJECT REQUIREMENTS

6.1 Aircraft Ramp Work

6.1.1 Refer to P&D's Tenant New Construction & Modifications Design Guidelines – Civil when Tenant project construction requires work on the aircraft ramps.

6.1.2 Construction of any project on the aircraft ramps shall also require an FAA 7460 application form to be submitted to the DOA for review and approval, regardless of whether cranes are required or not.

6.2 Building Permit

- 6.2.1 **P&D and AFD/DWM (if required) stamped accepted documents with a copy of P&D's Technical Review Release Letter shall be submitted to the Office of Buildings for permitting.**
- 6.2.2 The Office of Buildings will not review any submittal or issue a permit without the P&D and AFD/ DWM (If required) stamped documents and a copy of P&D's Technical Review Release Letter.
- 6.2.3 The Office of Buildings permit does not authorize the Tenant's Contractor to proceed with construction. A DOA Pre-Construction meeting is required and shall be conducted with the Tenant's Contractor in order to receive a "Notice to Proceed" to begin construction.

6.3 Construction

- 6.3.1 Refer to P&D's Tenant Construction Guidelines for all interior/exterior Tenant construction work. All construction work shall comply with these guidelines.
- 6.3.2 All Tenant projects shall be constructed in accordance with the P&D's stamped/accepted documents.
- 6.3.3 Any revisions or modifications to the P&D stamped accepted documents during construction shall be submitted to P&D for review and acceptance. The Office of Buildings' inspectors will not approve any work without P&D's and AFD/DWM (If required) stamped acceptance of the changed/revised documents.

6.4 As-Builts

- 6.4.1 At project completion, Tenant shall be responsible for submitting to P&D the following:
 - 6.4.1.1 Two (2) hard copies of full sized as-built drawings and specifications
 - 6.4.1.2 Three (3) CDs containing the Auto CAD version of plans and Word document of the specifications
 - 6.4.1.3 Three (3) CDs of the electronic version of PDF's of the plans and specifications.

7.0 REFERENCES

- 7.0.1 Tenant New Construction/Modifications Design Guidelines – Architectural
- 7.0.2 Tenant New Construction/Modifications Design Guidelines – Structural
- 7.0.3 Tenant New Construction/Modifications Design Guidelines – Electrical
- 7.0.4 Tenant New Construction/Modifications Design Guidelines – Mechanical
- 7.0.5 Tenant New Construction/Modifications Design Guidelines – Civil
- 7.0.6 Tenant Construction Guidelines

8.0 APPENDICES

- Appendix A Tenant Project Submittal Form
- Appendix B Tenant Review Process Flow Chart

APPENDIX A

Tenant Project Submittal Form



TENANT PROJECT SUBMITTAL FORM

Date/Time of Submittal:

Project Name:

Project Location:

Tenant/Entity Name:

Contact Name:

E-Mail address:

Telephone No.:

Scope of Work Description:

APPENDIX B

Tenant Review Process Flow Chart

Tenant Review Process Flow Chart

