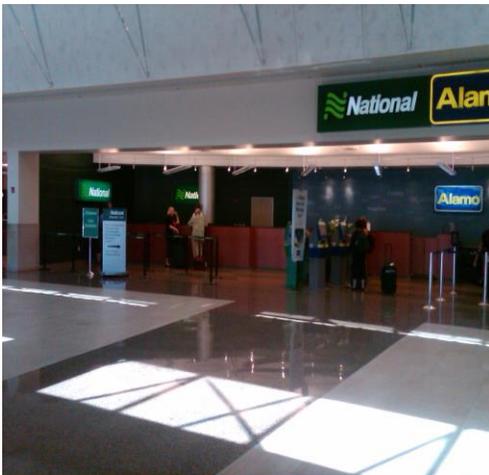


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 CITY OF PHOENIX AVIATION DEPARTMENT

TENANT IMPROVEMENT HANDBOOK



TENANT IMPROVEMENT HANDBOOK



The City of Phoenix Aviation Department encourages and promotes the use of recycled and sustainable products for green building.

Overview of the Tenant Improvement Process

INTRODUCTION:

The Tenant Improvement Handbook provides an overview of the processes required for Tenant Improvement Projects at Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport, and Phoenix Goodyear Airport (Airports).

Tenant Improvement Project:

A Tenant Improvement Project may encompass any of the following actions (but are not limited to): right of way concerns, license agreements, construction, remodeling, square-footage addition, new building, striping, build-out of shell space, and/or the deletion or addition of utilities including communication lines and/or conduit, performed by or for any Tenant occupying space at the facilities owned, managed, or operated by the City of Phoenix Aviation Department (Aviation Department).

Tenant:

A Tenant is any individual, group, company, corporation, or partnership occupying space or desiring to occupy space at any of the facilities owned, managed, or operated by the Aviation Department.

Tenant Improvement Coordinator (T.I. Coordinator):

The T.I. Coordinator acts as the liaison between the Tenant and the Aviation Department. The T.I. Coordinator assists the Tenant with Aviation Department procedures, and provides project review and approvals.

City of Phoenix Aviation Department:

The City of Phoenix owns Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport, and Phoenix Goodyear Airport. The Aviation Department manages and oversees the operations of these airports. Several divisions within the Aviation Department will review the projects before final approval is given.

The divisions are:

- Administration
- Business and Properties
- Design and Construction Services
- Planning, Environmental and Capital Management
- Facilities and Services
- General Aviation
- Operations
- Technology

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TENANT IMPROVEMENT PROJECT TYPES:

Aviation Department review and written approval is required for all Tenant Improvement Projects, before construction begins, regardless of the scope of the project. The T.I. Coordinator, in consultation with Business and Properties, makes the determination of whether the scope of work is a Type “A” or Type “B” project. For both Type “A” and Type “B” projects, a written Administrative Approval Letter or Conceptual Approval Letter from Business and Properties is required prior to a construction review of the proposed project.

Type “A” Projects:

Type “A” projects require a construction review submittal for permitting by the Aviation Department and either the City of Phoenix Planning and Development Department (PDD) or the City of Phoenix Annual Facilities Program (AFP). Please coordinate all submittals through the T.I. Coordinator to determine the proper pathway for plan submittals and reviews.

Examples of Type “A” projects include: new buildings, extensive remodeling of existing buildings, adding square footage to existing buildings, building-out shell space, site work, adding electrical or data conduit, and adjusting mechanical systems.

Type “A” submittals will receive both a Conceptual Approval Letter and Construction Approval Letter from the Aviation Department.

Type “B” Projects:

Type “B” projects might not require a construction review submittal for permitting by the PDD or AFP. Please coordinate with T.I. Coordinator for level of PDD or AFP involvement. Examples of Type “B” projects include: maintenance to existing structures, adding or relocating a door or window in a non-rated wall, relocating existing signs, painting interior office walls, and replacing or changing existing non-rated finishes. An Administrative Approval Letter is required for all Type B projects. The Administrative Approval Letter is issued jointly by Business and Properties and the T.I. Coordinator.

CONCEPTUAL REVIEW AND APPROVAL:

Prior to submitting any plans, Tenants must contact the Business and Properties Division of the Aviation Department, for written “Conceptual Approval” of the Tenant Improvement Project. Conceptual Approval information submitted to Business and Properties includes the proposed improvements or changes, the areas of construction, lease and scope compliance, and the proposed schedule for the work.

Tenants may not proceed with any construction work without prior written approval of the Aviation Department. Any Tenant work undertaken without prior written approval of the Aviation Department may, at the discretion of the Aviation Director, be removed from the Tenant’s leased premises and the leased premises restored to its prior condition at the sole expense of the Tenant. Any deviation from approved plans and specifications approved by the Aviation Department shall also require the written approval of the Aviation Department.

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Aviation Department Policies and Procedures

INTRODUCTION:

This section of the handbook is to acquaint the Tenant with the policies and operational procedures affecting construction at an Airport.

GENERAL NOTES:

Neither the City of Phoenix nor the Aviation Department is responsible to pay contractors, subcontractors, or suppliers for Tenant Improvement Projects. These improvements are constructed solely for the Tenant's benefit, and the Tenant is not acting as the City's or the Airport's agent. Contractors, subcontractors, and suppliers may not impose or permit any lien on any City of Phoenix property. All persons performing work on or delivering materials or equipment must take precautions prior to performance to ensure payment by Tenant for services rendered, or material/equipment supplied.

The following Aviation Department divisions, City of Phoenix departments, and City of Phoenix vendors review certain construction documents:

Aviation Design and Construction Services:

- Constructability – materials, approach to construction, scope of work
- Adherence to Aviation Design Standards Manual
- Americans with Disabilities Act (ADA) Compliance
- Compliance w/ Approved Scope from Conceptual Approval Letter
- Schedule – Work hours, Phasing and Impact to Airport Functions and Operations
- Traffic Control Plan
- Safety
- Subsurface Investigations
- Insurance and Indemnification Requirements
- Environmental Compliance
- Surety Bonds (Payment and/or Performance)

Aviation Business and Properties:

- Tenant Management
- Lease Compliance
- Initial Scope Approval
- Schedule

Aviation Facilities and Services:

- Smoke and Fire Alarm System Capability
- Automatic Sprinkler Systems
- Compatibility with Existing Terminal Building Systems, e.g., HVAC, Electrical, Plumbing
- Utility Considerations

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Aviation Operations:

Security and Access:

The Air Operations Area (AOA) prohibits access to unauthorized persons, vehicles, or equipment. The AOA consists of all areas beyond the security checkpoint and areas of the Airport used for the landing, take-off, or surface maneuvering of aircraft. No one enters the AOA without proper authorization and violators are subject to fines and/or arrest. All construction personnel requiring airside access, must obtain a security badge.

For more information, please visit: [Security and Badging Information](#) or call 602-273-2036.

Temporary fences and/or gates installed during construction shall remain closed and locked unless continuously staffed by a badged individual. All locks utilized must be Aviation Department approved.

Anyone operating a motor vehicle within the AOA shall have a valid airfield driver's permit issued by the Airport Security Badging Office. In addition to the permit, the contractors must have a valid driver's license and adequate vehicle insurance for airside access.

All tools used in the AOA must be secure and kept in immediate control of the contractor at all times.

For more information, please visit: [Operations Website](#) or call 602-553-0005.

Depending on the area of Tenant Improvement work, the Federal Aviation Administration (FAA) and Airside Operations may require a **Construction Safety Phasing Plan (CSPP)**. Please check with the T.I. Coordinator for review timelines and requirements to complete the CSPP. The CSPP must be submitted for review and approval, a **minimum of 21 days prior** to the commencement of airside construction.

Traffic Control:

The Tenant or its General Contractor will need to notify the T.I. Coordinator and Operations Division regarding construction issues affecting vehicular traffic movement, traffic barricades, street or lane closures, parking, equipment delivery and staging, passenger safety, and other traffic related issues. A **minimum of 48-hour notice** is required.

For work involving road restrictions, an approved Traffic Control Plan (TCP) is **required before** work can commence.

For more information, please visit: [Operations Website](#) or call 602-553-0005.

Contractor Parking/Staging:

The Tenant's contractor or subcontractor employees are not permitted to park their personal vehicles in airport garages or other parking areas intended for passengers. Please contact the T.I. Coordinator for information on parking areas for contractors/subcontractors.

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Contractor Material Staging:

The contractor shall arrange for the bulk storage of materials off Airport property. Please contact the T.I. Coordinator for information on areas to stage equipment.

Aviation Planning and Environmental:

- Hazardous Materials Survey – e.g., lead based paint, asbestos (**initiate 30 days prior to construction**)
- Air Quality Permits
- Refrigerant Containing Devices
- Storm Water Pollution Prevention
- Construction Dust and Emissions
- Waste Disposal
- FAA 7460-1 Permit (**requires 8-10 week review and approval by the FAA prior to beginning work**)
- Notice of Proposed Construction Document

Hazardous Materials:

If hazardous materials are present, construction *cannot commence* until a hazardous materials survey is completed and the hazardous materials abated. The survey takes approximately 3-4 weeks to complete. Contact the Business and Properties Division at 602-273-4391 to determine Tenant responsibilities. It is the Tenant's responsibility to contact Planning and Environmental at 602-273-2070 for a hazardous materials survey. During the Department review process, the Aviation Planning and Environmental Division will notify the T.I. Coordinator of the presence or presumed presence of asbestos in the Tenant Improvement Project area. The T.I. Coordinator will then notify the Tenant to assist with abatement coordination.

FAA 7460-1 Form:

If applicable, submittal of a completed FAA Form 7460-1 to the Aviation Planning and Environmental Division is required for any building roof top, new tall fixtures on exterior of buildings, and for all construction cranes or tall objects required for construction of the Tenant Improvement. This form must be completed at time of the conceptual design and submitted at least 40 days prior to construction work commencing. It is recommended that the Tenant submit this form during the Conceptual Review process by Business and Properties. Aviation Planning and Environmental will review the completed form and submit it to the FAA for approval. Please note: FAA review and approval takes approximately 8 – 10 weeks.

Aviation Technology Standards:

- Telecommunications Cabling
- Data Communications Cabling
- Wireless Communications
- Integration with Airport Paging System

For more information, please visit: [ITS Telecom and Cabling Standards](#)

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City of Phoenix Fire Department:

- Hazardous Materials and Fuels
- Fire Suppression Sprinkler Systems
- Standpipes
- Hood Systems
- Fire Alarm Systems
- Underground Fire Lines and Hydrants
- Hot Work Permit

For more information, please visit: [Fire Prevention Website](#)

Honeywell (Aviation Fire Alarm System Vendor):

- Smoke and Fire Alarm System Design
- Compatibility with Fire Alarm Systems

It is the Tenant's responsibility to contact Honeywell at 602-293-1667 for all fire alarm design work.

SPECIAL NOTES FOR GENERAL AVIATION AIRPORTS:

Phoenix Deer Valley Airport:

Phoenix Deer Valley Airport is part of the City of Phoenix Airport System and serves as a general aviation airport. **Please note:** The airport policies and regulations at Phoenix Deer Valley Airport may differ from those at Phoenix Sky Harbor International Airport.

For complying with the Phoenix Deer Valley Airport Rules and Regulations, please visit: [Deer Valley Airport Rules and Regulations](#)

For Phoenix Deer Valley Airport Tenant Policies, please visit: [Deer Valley Airport Tenant Policies](#) or call 602-869-0975.

Phoenix Goodyear Airport:

Phoenix Goodyear Airport is part of the City of Phoenix Airport System and serves as a general aviation airport. **Please note:** Phoenix Goodyear Airport resides within the jurisdiction of the City of Goodyear, *not the City of Phoenix*, therefore all tenant improvement plans for Phoenix Goodyear must comply with the City of Goodyear codes or policies. For more information on the City of Goodyear Building Safety Division, please visit: [City of Goodyear](#) or call 623-932-3004.

Additionally, the airport policies and regulations at Phoenix Goodyear Airport may differ from those at Phoenix Sky Harbor International Airport.

For complying with the Phoenix Goodyear Airport Rules and Regulations, and Airport Tenant Policies, please visit: [Goodyear Tenant Services](#) at 623-932-4550.

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City of Phoenix Planning & Development Department (PDD):

New buildings and/or the addition of square footage to an existing building will follow the PDD's standard permitting process as directed by the TI Coordinator. For more information, please visit: [Planning and Development On-line Services & Information](#) or call 602-262-7811.

City of Phoenix Annual Facilities Program (AFP):

Projects not adding square footage and that are eligible *may be required* to participate in the City's AFP. Tenant improvements for sites registered with AFP are required to submit plans for permitting through the AFP process. **Please note:** Plan review and approval through the Aviation Department is still also required even if the site is registered with the AFP Program.

Hourly rates apply for AFP reviews and inspections and the Tenant is responsible for paying those costs. These charges are billed in arrears and directly to the Tenant's account with the Aviation Department. Please allow a minimum of 15 business days for AFP plan review. For approved expedited review, please allow at least 8 business days. For any questions pertaining to the billing process of AFP rates, please contact the Business and Properties Division at 602-273-4391 and ask for the assigned Tenant business liaison project manager.

AFP is located at 438 W. Adams, Phoenix, Arizona 85003. For billing information, fees or questions pertaining to the AFP process, please visit the AFP website at: [City of Phoenix Annual Facilities Program \(AFP\)](#) or call 602-262-7501.

At the discretion of the T.I. Coordinator, the PDD/AFP and Aviation Department review and approval processes may run concurrently. Both the PDD and AFP require an **Aviation Department signed Plan Review Submittal Form** to initiate plan review and a **signed Plan Release Letter** from the Aviation Department before releasing the plans. This process can take a *minimum of two weeks*.

City of Phoenix Code compliance is required for all building, fire, mechanical, plumbing, electrical, telecommunications, and data communications cabling, etc. governing construction within the City of Phoenix, including:

- Building Code Compliance
- Zoning Compliance
- Sewer Connections
- Grading and Drainage
- Health Code Compliance

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Aviation Department Review and Approval Process

After obtaining, written Conceptual Approval Letter from Business and Properties, but before construction begins, all Tenant Improvement Project construction documents undergo full and formal construction review and approval by the Aviation Department.

It is during this review process that Aviation Department divisions, other City of Phoenix departments, and City of Phoenix vendors will provide their review and feedback on the proposed Tenant Improvement work.

All construction documents - drawings, reports, computations, engineering calculations, and specifications - required for the proposed Tenant Improvement construction work must reflect existing site conditions and adhere to the approved concept as described in the Conceptual Approval Letter. An Architect or Engineer licensed in the state of Arizona must sign and seal all documents. Tenant or its consultants must perform on-site field verification to confirm existing site conditions since As-Built drawings may not reflect the most current conditions.

The following professionals can assist the Tenant with the design and construction process:

- Architect licensed in the State of Arizona
- Engineer licensed in the State of Arizona
- General Contractor licensed and bonded in the State of Arizona
- Subcontractors licensed and bonded in the State of Arizona
- Interior Designer

CONSTRUCTION REVIEW SUBMITTAL REQUIREMENTS:

- Tenant Improvement Application
- 1 Set of 24" x 36" Drawings
- 6 Sets of 12" x 18" Drawings
- 1 C.D. (CADD File)

Incomplete submittals are unacceptable. On Type A projects that have greater construction complexity, intermediate submittals may be required, i.e., 60% and 90% drawings. The T.I. Coordinator and the Business and Properties Liaison will determine the schedule of intermediate submittals required during the review process.

The T.I. Coordinator routes all Tenant construction document submittals to the appropriate division within the Aviation Department. This submittal review takes approximately 15 business days. The T.I. Coordinator compiles all Aviation Department, other City of Phoenix department(s), and City of Phoenix vendor comments and submits them back to the Tenant. The Tenant shall respond to each of the comments and submit a response back to the T.I. Coordinator.

After the T.I. Coordinator has accepted the Tenant responses, a Project Approval Letter is issued to the Tenant indicating one of the following:

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- **Proceed:** This will allow the Tenant to proceed with obtaining all required permits. At this point the T.I. Coordinator will schedule a pre-construction meeting.
- **Proceed with Stipulations:** If only minor changes are required, the Tenant can incorporate the review comments and submit a copy of the corrected documents to the Aviation Department, PDD or AFP. At this point the T.I. Coordinator will schedule a pre-construction meeting.

If major corrections are required, the Tenant receives a letter with a list of corrections for inclusion in the re-submittal. In this case, the Tenant resubmits per the original submittal requirements noted above and the submittal process begins again.

The Project Approval Letter by the Aviation Department does not imply approval to immediately begin construction. The T.I. Coordinator will schedule a pre-construction meeting after issuance of the Project Approval Letter.

Construction Process

PRE-CONSTRUCTION:

The T.I. Coordinator schedules a pre-construction meeting prior to the commencement of any construction work. Attendance by the Tenant and Contractor is **mandatory**. The Tenant's Architect, Engineer and main subcontractors are strongly encouraged to attend this meeting.

Pre-Con Meeting Topics include:

- Scope of Work (including review of Aviation Department plan review comments)
- Areas Impacted by Construction Work (staging/storage/parking/etc.)
- Signed Project Approval Letter
- Signed Exhibit A – Indemnification and Insurance Agreement
- Valid and Current Certificate of Insurance
- Construction Schedule - noting all shutdowns
- Material Submittal
- Emergency Contact Telephone List of Tenant and Contractor
- Documentation of Environmental Requirement Compliance
- Environmental Abatement Process Review
- Construction Safety Phasing Plan for Airfield Projects (if applicable)
- Subsurface Investigation Permit (if applicable)
- FAA 7460-1 Permit (if applicable)
- ADA Considerations
- Surety (Payment and or Performance) Bond
- Design Standards Manual

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CONSTRUCTION:

After approval of pre-construction requirements, the T.I. Coordinator issues the Tenant Improvement Job-Site Permit. The Tenant must post the permit and all approved construction documents in a visible location.

The Tenant's contractor is required to post a "Notice to Subcontractors" stating:
"Phoenix Sky Harbor International, Deer Valley and Phoenix Goodyear Airports and all airport buildings and real estate are public property and, by law, contractors, subcontractors and suppliers may not file mechanics' liens on public property".

Contractor(s) shall comply with all Federal, State and Local laws.

CONTRACTOR PAYMENT BOND/PERFORMANCE BOND:

Tenant Improvement Projects with Subcontractors working under a General Contractor will require a **payment bond**, in the Tenants name, to ensure that the payment of all subcontractors is rendered at the completion of the project. The Payment Bond must cover the dollar amount of the work being conducted by all subcontractors. City property including the Phoenix Airport System properties cannot be attached by lien.

A **performance bond** may be required based on an evaluation by the Aviation Department. Check with the T.I. Coordinator to see if your project requires a performance bond.

Construction Notification

Proper notification, scheduling, and coordination with the T.I. Coordinator and the **Improving PHX / Pardon Our Dust Program (PSM2)** is required prior to the commencement of any construction, utility shutdowns or roadway restrictions affecting Airport Operations or other Tenants.

Weekend Work Notices must be submitted by 11:00 a.m. Thursday. Weekday Work Notices must be submitted by time as follows:

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Work Activities Minimum Notice Required

24 Hour Notice

- Ceiling Work
- General “No Impact” work

48 Hour Notice

- Terminal Door Restriction/Closure
- Fire Alarm/Sprinkler System Shutdown Work
- HVAC/Air Handler Shutdown
- Vehicular Traffic Lane Restrictions
- Confined Work Space
- Material Delivery
- Moving Walkway, Elevator and Escalator Shutdown/Closure
- Restroom Closure

72 Hour Notice

- Airport Subsurface Investigation, Excavation, Saw Cutting, Pot Holing, Drilling/Coring Construction Activities
- Access Control and Alarm Monitoring System (ACAMS) Shutdowns
- Access Coordination
- Air Carrier Gate Closures
- Airfield Gate Closure/Restriction
- Airside Service Road Closure/Restriction
- Baggage Carousel/Conveyor Shutdown
- Ground Transportation Temporary Relocation
- Sidewalk and Crosswalk Restriction/Closure
- Passenger Information and Paging Systems (PIPS) Baggage Information Displays (BIDS), and Multi-User flight information
- Runway /Taxiway Closures/Restrictions
- Checkpoint Closures

1-Week Notice

- Electrical Shutdown
- Staging Areas
- Water Shutdown

3-Week Notice

- Parking Space Restriction
- Parking Garage/Lot Restriction
- Road Closure
- Temporary Wall Installation

For more information, please visit the **Improving PHX/Pardon Our Dust (PSM2)** website at [Improving PHX/Pardon Our Dust](#) or call the Phoenix Aviation Construction Hotline at 602-553-0005.

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CONSTRUCTION:

All work is subject to DCS and AFP inspections and approval. A formal final inspections “punch list” will be required prior to project closure and tenant occupancy.

The Aviation Department requires access to all Tenant construction sites. The Tenant or its contractor is responsible for providing the T.I. Coordinator access to all non-public areas. The City of Phoenix Fire Department requires access signs visibly posted at the entrance of all Tenant projects.

The T.I. Coordinator requires notification of all changes or revisions to the approved plans. The PDD or AFP may require additional plan reviews.

All Floor or Wall Penetrations Require Radar/GPR Investigation. A Design and Construction Services (DCS) Inspector must be present for all Radar/GPR investigations. If floor or wall penetrations occur without a DCS Inspector present, the Tenant project will be stopped.

When Tenant’s contractor conducts any excavation, saw cutting, pot holing, drilling (including hammer drilling) or coring activities, a DCS Inspector must be advised and be present prior to and during the construction activity. If not, the Tenant project will be stopped.

It is the Tenants or its contractor’s responsibility to coordinate access and obtain written proof of inspection approvals.

The emergency number at Phoenix Sky Harbor International Airport is 602-273-3311 and contractors are to use this number for all medical and fire emergencies not 9-1-1.

The emergency number at Phoenix Deer Valley Airport, Phoenix Goodyear Airport, Phoenix Rental Car Center, and Phoenix Sky Harbor Center Commerce Park is 9-1-1.

POST CONSTRUCTION:

At the completion of construction, but before occupancy, the Tenant will notify the T.I. Coordinator of the date and time of "Substantial Completion" of the Tenant project. The T.I. Coordinator, Business and Properties Liaison, Facilities Liaison, and DCS Inspector will complete a punch list and walk and review the project for compliance with Airport lease requirements and the approved project documents. Tenant may only occupy project space upon conclusion of construction, completion of all punch list items generated and after all required AFP “green tags” are received by T.I. Coordinator.

After Aviation Department approval, PDD or AFP inspections, the Contractor or Tenant must deliver copies of all green tags to the T.I. Coordinator.

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In addition, the Tenant must provide to the T.I. Coordinator within 30 calendar days of project completion one (1) set of As-Built plans on a compact disc in AUTOCAD® (latest release), as well as a PDF of the original red-lined drawings. If record drawings are not received, all future projects submitted by the Tenant will require receipt of prior Tenant project's record drawings before approval – Conceptual and/or Project – of any new Tenant project.

Required Close-Out Documents (or as directed by the T.I. Coordinator):

- O&M Manuals -(preferably electronic- (if applicable))
- Green Tags from AFP
- As-Built Drawings (CD with CADD files)
- Contractor “Red Line” Drawings
- Certificate of Occupancy (C of O) OR the Certificate of Completion (C of C) from AFP

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CONTRACTOR CHECKLIST

Conceptual Approval:

- B&P Conceptual Approval Letter Obtained before submitting to T.I. Coordinator
- TI Submittal Data Sheet

Aviation Plan Review Submittal:

- 1 set of 24" x 36" Drawings
- 6 sets of 12" x 18" Drawings
- 1 C.D. of CADD Drawings

- Performance Bond:** (if applicable)
- Payment Bond:** (if applicable)

Security and Access:

- Employee Badges Obtained
- Parking/Staging Areas Obtained

Coordination:

- Work Notices Sent to Improving PHX / Pardon Our Dust -PSM² (see **timelines on p. 11&12**)
- FAA 7460-1 Permit (**submit 8-10 weeks before project begins**)

Environmental Concerns:

- Hazardous Materials Survey
- NEPA
- State Issues "Demo" Permit

Planning and Development / Annual Facilities Program Services:

- Permits Obtained
- Zoning Approval Obtained (Sky Harbor Center / New Construction)
- AFP Permits

Project Approval Letter:

- Signed Approval Letter
- Certificate of Insurance
- Signed Exhibit A – Indemnification and Insurance Agreement

Pre-Construction:

- Project Schedule
- Phasing Plan
- Emergency Contact Telephone List
- Subsurface Investigation Permit (All Floor and or Wall Penetrations Require Radar/GPR Investigation and DCS inspector present)
- Hot Work (Welding Permit)
- Construction Safety Plan (**submit 21 days prior to Pre-Construction Meeting**)
- "Notice to Subcontractors" Poster
- Verification of Payment and/or Performance Bond
- Traffic Control Plan
- Environmental Survey Complete (**Coordinate 2-3 weeks prior to Pre-Construction Meeting**)
- Job Site Permit
- Material Submittals

Construction:

- Notify T.I. Coordinator about approved plan and schedule changes

Post Construction:

- Copies of Green Tags
- Copy of Certificate of Occupancy
- Copy of Certificate of Completion
- 1 set of CADD As-Built Drawings on a C.D.
- 1 set of PDF drawings of the original red-lined As-Built Drawings
- O&M Manuals (preferably electronic)