

Tenant Improvement Project 'Quick Start' Guide

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

Step 1 – Tell Us About the Work You'd Like to Do:

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

After Concept Review approval your project is sent to the Aviation Project Management Group. A Port Project Manager (PM) will contact you to schedule a Project Kickoff meeting. The Port PM is your primary point of contact from this point forward and their job is to support you and your team through the rest of this process.

IMPORTANT: Construction is not authorized to begin until your Port PM has issued you a Notice-to-Proceed (NTP)

Step 2 – Project Schedule and Design Review:

To help you establish a realistic project schedule, your team should plan on a minimum of 10 to 12 weeks for the Technical Design Review and Airport Building Department (ABD) Permit Review process; possibly longer depending on the size of your project. While we aim to accommodate your preferred schedule requirements, adhering to the Port's process takes priority over your schedule.

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

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

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

Your Port PM is your primary point of contact for scheduling site visits for your design team. Since these require advanced coordination, requests for site visits and Port trade support (electrical, mechanical, etc.) must be submitted to your Port PM no later than Wednesday at 12:00 PM the week prior to your planned site visit. Please also allow for the following milestones and durations in your schedule:

- ✓ **Ten (10) work days** for each Technical Design Review submittal. Larger projects typically require 30%/60%/90%/100% design review submittals however depending upon the project scope, fewer may be required. Your Port PM will discuss the various design submittal options for your project during the Project Kickoff meeting.
- ✓ **Two (2) work days** for your Port PM to review and process documentation for each design submittal.
- ✓ **Five to ten (5-10) work days** for your design team to address reviewer comments after each submittal.

Tenant Improvement Project 'Quick Start' Guide

- ✓ **Five to ten (5-10) work days** for Technical Design Review Committee meetings. During the Technical Design Review period, discipline-specific review meetings may be required. Your Port PM will let you know which of the following meetings your team will need to attend:

ARC	Architectural Review Committee	START	SEA Telecomm Architecture Review Team
MUST	Mechanical Utilities Systems Team	WAVE	Wayfinding and Visual Environment Team
PEST	Proactive Electrical Systems Team	WISE	Water, IWS, Storm & Sanitary Sewer Team
SPOC	Systems Planning and Origination Committee	FARM	Facility Asset Review Meeting
SPARC	Sustainable Project Assessment and Review Committee		

Each Technical Design Review Committee meeting is held twice a month and your team must contact your Port PM to reserve a date and time as far in advance as possible since there are only a set number of ½-hour time slots available for each meeting. Please understand these time slots are assigned on a first-come-first-served basis and can fill up quickly. At these meetings your architectural and engineering (A/E) team presents their designs and responds to questions from the committee. These meetings are held virtually via Microsoft Teams, unless otherwise requested. The design team will provide electronic copies of the most current design and related Application for (Utility) Connection from each discipline at least one (1) week in advance of each meeting.

- ✓ **Ten (10) work days** minimum for the ABD Permit Review. SEA has its own Authority Having Jurisdiction (AHJ) which has requirements that differ significantly from the surrounding cities of SeaTac, Burien, Des Moines, and Seattle. Depending upon the size and scope of the proposed work and for certain 'fast-track' projects the 100% Technical Design Review and ABD Permit Review may take place concurrently. *Please do not assume that this will always be the case. Check with your Port PM to discuss whether this is an option for your project.*
- ✓ **Five to ten (5-10) work days** for your design team to address ABD Permit Review comments
- ✓ **Ten (10) work days** to conduct a Port pre-construction meeting and for the necessary Port stakeholders to review and approve the required pre-construction submittals from your contractor

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



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

Your design team is responsible for providing electronic versions of the design documents including drawings, specifications, and any other supporting design information in searchable Adobe .pdf format for each review submittal. CAD files shall also be submitted for the drawings. On occasion, the Port may request hard copies of the design submittals. Your Port PM will notify you if any hard-copy submittals are required.

At the end of each review period your Port PM will forward all the review comments to your design team. Each comment and directed change to the design must be addressed and/or incorporated into the 100% or Issued for Construction drawings. The reviewers must concur with the designer's response to each of their comments before the design can be approved and permitted.

IMPORTANT: The final design documents must be electronically signed and stamped by the A/E of record, who must be licensed to practice in the State of Washington.

Step 3 – Permit Review:

A building permit may be needed for your project depending on the scope of work. If one is required, your Port PM will provide you with the necessary information, permit application forms and facilitate the ABD Permit Review and approval process.

The ABD Permit Review is fully paperless and is managed by your Port PM through ABD's e-Permit portal. The Port of Seattle Fire Department (POSF) Permit Review is part of the ABD Permit Review and approval process.

Your team must provide electronic copies in searchable Adobe .pdf format of drawings, electronically stamped and signed by the A/E of record, the project specifications, and other necessary support documentation (such as structural/mechanical calculations, etc.). A summary list of any special inspections is required to be included on the drawings. Send the ABD Permit Review submittal to your Port PM, not directly to the ABD as this will delay the permit review. Your Port PM will provide you with information on how to pay the necessary plan review and permit fees by electronic funds transfer or credit card via the Port's e-Bill system.

The ABD Permit Review will not start until the applicable plan review fee is paid and all permit submittal documents are accepted by the ABD. Only the plan review fee needs to be paid at this time. The permit fee may be paid for later by the tenant's contractor once the permit has been approved and is ready to issue. The ABD Permit Review process takes a minimum of two (2) weeks. Please plan one (1) week for the ABD permit coordinators to issue the permit following the ABD Permit Review approval. The permit will be issued electronically. The tenant's contractor is responsible for printing and making available the site copy of the plans and permit signature card to the ABD Inspector during onsite inspections.

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

Step 4 – Pre-Construction:

A Construction Inspector from the Port's Engineering Department will be assigned to your project before NTP is issued by your Port PM. Your Port Construction Inspector will schedule the pre-construction meeting and will invite the required Port participants. You and your team are responsible for inviting key personnel from your team to the pre-construction meeting. Prior to the pre-construction meeting your contractor is responsible for:

- Scheduling and obtaining all necessary badging and airport driving privileges or proper SEA escorting procedures by the tenant for their crew. Additional information is available from the [Port Credential Center](#)
- Providing a Certificate of Liability Insurance with applicable coverage, naming the Port as additionally insured
- Providing a contact list of the contractor's key personnel who will be working on the project
- Providing a reasonably detailed copy of the proposed construction schedule
- Submitting a copy of the contractor's Site Specific Safety Plan (SSSP) for approval by Port Construction Safety
- Providing certification that the onsite supervisor is OSHA 10 Hour and First Aid/CPR trained

We advise you to have your prime contractor submit their SSSP to your Port PM as soon as possible so it can be reviewed and approved prior to the start of work. The pre-construction meeting will go much more smoothly if Port Construction Safety has already had an opportunity to review and comment on the SSSP.

Tenant Improvement Project 'Quick Start' Guide

The contractor's field crew, including subcontractors, must attend the Port's mandatory safety orientation before they can begin work. Orientations are virtual via Microsoft Teams and held daily (except holidays) from 7:00 AM to 8:30 AM. Further information about this training will be provided at the pre-construction meeting.

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

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

Step 5 – Construction & Closeout:

During construction your Port Construction Inspector will work with your contractor to prepare construction advisories, schedule any necessary utility shutdowns, material deliveries and inspections by the Port's Aviation Maintenance and Facilities & Infrastructure departments in addition to ensuring all necessary safety and compliance requirements are being met. One or more punch list walks will be scheduled before the work can be accepted.

Inspections by ABD, POSFD, and L&I may also be required prior to final acceptance and issuance of a Certificate of Occupancy. It is the contractor's responsibility to schedule these inspections and notify the Port Construction Inspector of the inspection times.

IMPORTANT: Any open items from the punch list inspections must be addressed by the contractor to the Port's satisfaction before the work is accepted and the Final Certificate of Occupancy is issued.

IMPORTANT: The project design team must submit final record drawings based on the contractor's as-built redlines for the project to your Port PM for review and approval NO LATER THAN 30 DAYS after the work has been completed.