

Tenant Construction & Alteration Process (TCAP)

Project Kick-off Meeting

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TAA Number / Tenant Name / Project Title

Date

Agenda

- Team Introductions
- Review of TAA/MWA Process and Procedures
- Roles and Responsibilities
 - Timing of Key Activities
 - Phase 1 – Design
 - Phase 2 – Construction
 - Phase 3 – Close-Out & Occupancy
- Scope of Work Review
- Facility Specific Requirements
- Keys to Success
- Next Step
- Q&A



TAA and MWA Process and Procedures

Start: New Tenant, or Existing Tenant with Change to Leasehold



Lease Negotiations

Lease Agreement

New Tenant

Orientation Meeting

Existing Tenant

Start: Existing Tenant No Change to Leasehold



Project Initiation Form

Project Determination

Tenant Alteration Application

Minor Works Application

Current Step: Kickoff Meeting

Objective: Final Certificate of Authorization to Occupy or Use

Phase 1

Design

Kick-off Meeting
Site Survey
Preliminary Reviews
(as required)
Contract Document Submittal
Rider Comments
Approved Design
Approval to Construct

Design

Application Submittal
Tenant Coordinator Review
Approval to Install

Phase 2

Construction

Pre-Construction Meeting
Construction Activities
Inspections
- Preliminary
- Special
- Partial *(No Occupancy)*
Non-Conformance Report
Final Certification
Record Documents

Installation

Pre-Installation Meeting
Installation

Phase 3

Close-Out & Occupancy

Inspections for Occupancy
- Partial
- Final
Non-Conformance Report
Temporary Certificate of Authorization to Occupy or Use
(Phased)
Final Certificate of Authorization to Occupy or Use

Close-Out

Completion Letter
Inspections *(as required)*
Close-Out

Roles and Responsibilities - TAA

Phase	Process Step	Tenant Alteration Application					
		Tenant Team			Port Authority Staff		
		Tenant	A/EOR	Contractor	Tenant Coordinator (TC)	Resident Engineer (REO)	Quality Assurance Division (QAD)
1. Design	Kick-off Meeting	V	POC		POC		V
	Site Visit						
	Preliminary Reviews						
	Contract Document Submittal						
	Rider Comments						
	Approved Design						
	Approval to Construct						
2. Construction	Pre-Construction Meeting	V	V/C	POC	V/C	POC	V
	Construction Activities						
	Inspections						
	Non-Conformance Report						
	Final Certification						
	Record Documents						
3. Close-Out & Occupancy	Inspections for Occupancy	V	POC	E	V/C	POC	V
	Non-Conformance Report						
	Temporary C of A						
	Final C of A						

- Code issues
- Life safety systems
- Fire protection systems
- Ventilation
- Egress changes
- Facility structural integrity
- Hazardous materials

Key: POC Point of Contact
V Verifier
C Coordinator
E Enabler

Roles and Responsibilities - MWA

Phase	Process Step	Minor Works Application			
		Tenant Team		Port Authority Staff	
		Tenant	Contractor	Tenant Coordinator	PA Review Groups
Project Initiation	Project Initiation Form	POC		POC	
	Project Determination				
1. Design	Application Submittal	POC		POC	V
	Review				
	Approval to Install				
2. Construction	Pre-Installation Meeting	V/C	POC	POC	V
	Installation				
	Inspection				
3. Close-Out	Completion Letter	POC	E	POC	V
	Close-Out				

Key: POC Point of Contact
 V Verifier
 C Coordinator
 E Enabler

- Over and above routine maintenance
- Does NOT involve code issues
- No impact on any life safety systems
- No impact on fire protection systems
- No impact on ventilation
- No egress changes
- No facility structural integrity issues
- No hazardous materials

Roles and Responsibilities – Tenant’s Team

The Tenant is ultimately responsible for compliance with all PA requirements and will be responsible for:

- Compliance with all PA requirements for your TCAP projects
- Retaining qualified professional representation and providing sufficient oversight
- Establishing agreements with qualified design consultants (A/EOR) and contractors
- Obtaining the required type and amount of insurance
- Complying with the following requirements
 - Environmental and asbestos
 - Sustainability
 - PA MBE/WBE program
 - Health and safety
 - PA security
 - External agency (e.g. FAA, TSA)
 - Construction Quality Control Plan
 - Monitoring all construction activities
 - Ensuring proper project close out
 - Other requirements as applicable
- **Obtaining Final Certificate of Authorization to Occupy or Use**

Roles and Responsibilities – Tenant’s Team

The ultimate responsibility for engineering design and compliance with all applicable codes and regulations always remains with the Architect / Engineer of Record. Specific responsibilities include, but are not limited to:

- Preparing and submitting all design and construction documents
- Identifying all environmental concerns (asbestos, lead, contaminated soil and groundwater, etc)
- Identifying and acquiring all Environmental Permits and Approvals from State, Federal and Local Regulatory Agencies
- Responding to all PA Design Comments (as soon as possible but not to exceed 30 business days) until receipt of “No Further Comments”
- Adequately inspecting the work to ensure Contractor’s compliance with design documents audited by the Port Authority
- Submitting field changes to the PA for review
- Performing and/or approving all Special Inspections and tests and ensuring code compliance
- Submitting all required Special Inspections reports and tests results
- Inspecting all work and providing appropriate certifications prior to the PA inspections
- Submitting Record Documents. Record Drawings to be submitted to TC and be available on-site during the inspection
- Attending all inspections with the PA and responding to all inspection comments (within 15 days). Addressing all open issues
- **Obtaining Final Certificate of Authorization to Occupy or Use**

Roles and Responsibilities – Tenant’s Team

The Contractor is ultimately responsible for constructing the project in compliance with governing codes and regulations and with the PA-audited contract documents.

Responsibilities include, but are not limited to providing, obtaining approvals and ensuring compliance with all construction phase requirements:

- Certificate of Insurance
- Environmental and Waste Management Plans
- MBE/WBE participation plan; working in harmony with all labor
- Health and Safety Plan signed by an Officer of the GC, Site Safety Manager and Competent Person
- PA security plan
- Contractor’s Means and Methods
- Implementing Construction Quality Control Plan
- Coordinating all construction activities and contractors
- Obtaining all PA construction permits
- Ensuring all work completed complies with PA-audited documents
- Compliance with all applicable rules and regulations (facility rules, federal regulations)
- Providing inspection support
- Other requirements as applicable
- **Obtaining Final Certificate of Authorization to Occupy or Use**

Roles and Responsibilities

The Tenant Coordinators (TC) and Resident Engineer's Office (REO) are resources to help you and your team to navigate through the design, construction, and inspections/close-out phases

Tenant Coordinator (TC)

- Your point of contact and your guide throughout the project
- Oversight of conformance with the TCAP
- Works on behalf of the Facility Manager, who has ultimate approval authority for all work performed at a facility
- Coordinating and guiding through PA review and liaising with the appropriate PA staff as project may require to resolve issues
- Issuing Certificate of Authorization to Occupy or Use on behalf of the Facility Manager

Resident Engineer's Office (REO)

- Provides oversight of construction activities throughout the project
- Holds Pre-Construction Meeting and verifies that all requirements for the meeting are satisfied
- Coordinates operational issues, facilities IDs, tie-ins and shutdowns
- Issues all PA construction permits
- Collects and coordinates review and approval of all construction phase submittals
- Coordinates, schedules and attends Partial and Final Inspections
- Issues consolidated matrix of all PA inspection comments. Verifies that all inspection comments are resolved by the A/EOR
- Processes all required documentation to the TC for issuance of Certificate of Authorization to Occupy or Use

Review Groups

- **Engineering Department / Quality Assurance Division (QAD)**
- **Office of Energy and Environmental Programs (OEEP)**
- **Resident Engineers Office**
- **Operation Services Department / Health Department**
- **Risk Finance**
- **Office of Business Diversity and Civil Rights**
- **Departmental Security and Technology Division – Security / Information Security**
- **Technology Services Department - Telecommunication**
- **Facility Operating and Maintenance Divisions – Landside / Airside; Public Safety; Infrastructure**
- **Departmental Planning Divisions (Aviation Planning or Port Planning)**
- **Leasing Groups**
- **Hazardous Material Facility Environmental**
- **External Agencies (EPA, NYSDEC, NYCDEP, TSA, MTA, FTA, DOT, etc.)**

TIMING OF KEY ACTIVITIES

Tenant Alteration Application Design Review Time Estimates

Construction Value	Minor Works Application	Tenant Alteration Application			
	All	<\$500k	≥\$500k<\$5m	≥\$5m<\$15m	≥\$15m
Initial Review Time (business days) from date of complete submittal receipt by TC to issue of Rider Comments or Approval to Construct	5	20	25	30	40
Subsequent Review Time (business days) from date of complete submittal receipt by TC to issue of Rider Comments or Approval to Construct	2	20	22	25	30

PA Response Time Performance Targets

Phase	From	To	Response Target (business days)
Phase 1 - Design	Tenant Submittal date	Notification of missing information	5
	TC receipt of approval notification for insurance and M/WBE plan	Contact to schedule a Pre-Construction Meeting	3
Phase 2 - Construction	Tenant inspection request	Inspection performance	5
	REO receipt of Construction Phase submittals	Issue of comments	10
	Tenant request for shut down	Shut down	10
Phase 3 - Close-Out & Occupancy	Tenant request for Inspection	Inspection performance	5
	Partial or Final Inspection	Issue of Non-Conformance Report	3
	Non-Conformance Report closure	Issue of TC of A or C of A as applicable	3
Minor Works	Issue of Approval to Install	Contact to schedule a pre-Installation Meeting	1
	Inspection	Issue of Non-Conformance Report	1

Interim Design Review Process

BUILDING TOGETHER BETTER

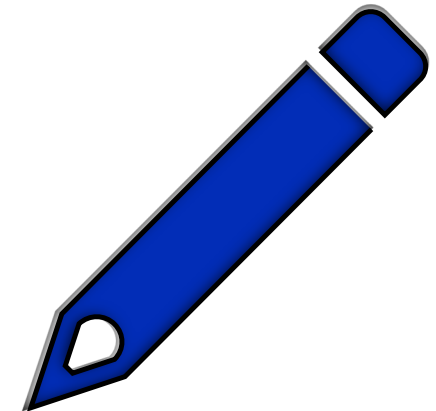
BUILD SAFER, FASTER, CHEAPER

GOING FROM GOOD TO GREAT

- Following the Interim Review Process is a great way to start the project. Starting construction with no open design issues will help to avoid rework and to complete the project with no impact to the project schedule and cost.
- Commit to collaborative work and very quick response time by your team with goal to achieve the No Further Comments disposition from the PA as quickly and efficiently as possible.
- If your response is received on time (response time will be identified by your Tenant Coordinator depending on the type of comments), the PA QAD/Review Groups will allocate the time to expedite review of your submittal.
- If all done well, we will keep the submittal open. Your spot in the schedule for the PA review will remain open. Project will not be required to go back and to get scheduled for the new review. We will “hold” your spot in the queue.

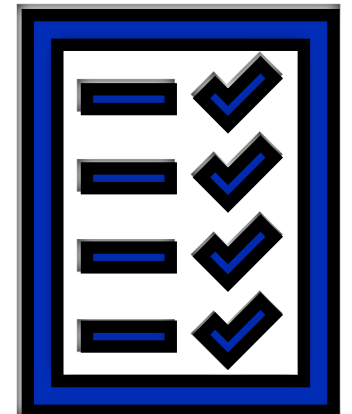
Phase 1 - Design

- Site Visits / Existing Conditions Survey
- Asbestos and HAZMAT Survey
- Preliminary Reviews
- Contract Document Submittal
- PA Review and Design Comments
- Resolution of Design Comments and Re-Submittal
- Design Approval
- Field Changes and Re-Submittal during Construction
- No Further Comments



Governing Codes and Standards

In accordance with the policy of the Port Authority, the Tenant shall comply with the provisions of all federal, state, municipal, local and departmental laws, ordinances, rules, regulations and orders that may affect the construction or alteration. Where stricter requirements, stipulated in this Manual, apply, they shall be followed. The Tenant, or designated agents, shall not apply for any variance, license, waiver, or permit from any municipal or governmental agency in the name of or on behalf of the Port Authority.



Governing Codes and Standards

All PA Facilities:

1. Americans with Disabilities Act (ADA)
2. Applicable Flood Control/Regulations
3. Federal Occupational Safety and Health Administration (OSHA) Regulations
4. Applicable regulations of the U.S. and local Environmental Protection Agency
5. Applicable regulations of the local municipal water supply, gas utility, and sanitary sewer governing agencies

All Airports:

1. Federal Aviation Regulations – Title 147 Part 139 Certification of Airports Subpart D – Operations

Governing Codes and Standards

New York City:

1. New York City Administrative Code, Title 28
2. New York City Construction Codes and their Reference Standards and Appendices. The New York City Construction Codes include:
 - New York City Building Code
 - New York City Mechanical Code
 - New York City Plumbing Code
 - New York City Fuel Gas Code
3. New York City Electrical Code
4. New York City Energy Conservation Code
5. New York City Fire Code and Directives
6. New York City Health Code
7. Rules of the City of New York:
 - Title 1, Department of Buildings
 - Title 2, Board of Standards and Appeals (BS&A)
 - Title 3, Fire Department
 - Title 24, Department of Health
8. New York City Local Laws
9. New York State Multiple Dwelling Laws (Hotels)
10. New York State Labor Laws
11. Directives and Memoranda of the Department of Buildings

Governing Codes and Standards

New Jersey:

1. New Jersey Uniform Construction Code (NJUCC), its bulletins and the sub-codes with their Supplements and Reference Standards
2. New Jersey Uniform Fire Code
3. New Jersey Administrative Code - Title 7, Environmental Protection Laws
4. Applicable regulations of the NJ Department of Environmental Protection

Governing Codes and Standards

New York State:

1. New York State Uniform Fire Prevention and Building Code which includes the following:

Building Code of New York State (BCNYS)

Mechanical Code of New York State (MCNYS)

Plumbing Code of New York State (PCNYS)

Fuel Gas Code of New York State (PCNYS)

Fire Code of New York State (FCNYS)

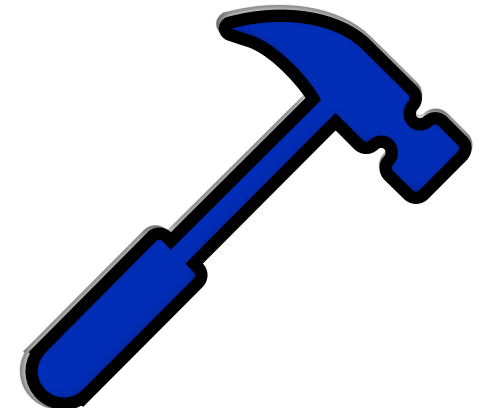
Existing Building Code of New York State (EBCNYS)

Property Maintenance Code of New York State (PMCCNYS)

2. Energy Conservation Construction Code of New York State
3. New York State Multiple Dwelling Laws (Hotels)

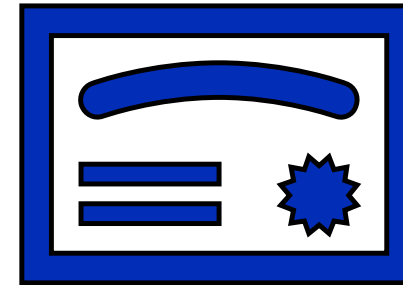
Phase 2 - Construction

- **Pre-Construction Meeting**
- **Construction Submittals**
- **Construction Permits**
- **Construction Activities**
- **Preliminary Inspections / Special Inspections / Tests by the A/EOR**
- **Partial Inspections (No Occupancy)**
- **PA consolidated inspection comments matrix**
- **Walkthroughs / pre-inspections / pre-tests**



Phase 3 – Close-out & Occupancy

- Certification and Request for a Partial Inspection (for Occupancy) or for Final Inspection
- Special Inspection Documents
- Record Set of all Construction Documents
- Partial Inspections for Occupancy or Final Inspection
- PA Inspection Comments Matrix
- PA Re-inspection. All Inspection Comments resolved / closed
- Temporary Certificate of Authorization to Occupy or Use
- Final Certificate of Authorization to Occupy or Use



Congratulations

You Have Reached Your Destination

THE PORT AUTHORITY OF NY & NJ

*Final Certificate of
Authorization to Occupy or Use*

This certifies that the Port Authority has issued a

Final Permit to Occupy or Use

TAA Number _____ dated _____

description of location _____

_____ Facility Manager _____

Date
Copy to be available for PA inspection at the Tenant's PA lease location

Signature(s) for the Port Authority of New York and New Jersey
PA2714C

December 2011

Scope of Work Review

- Scope of work overview
- Will the preliminary meeting with QAD be required
- Will the Tenant be submitting Preliminary Design
- Will the packaging of the design documents be required
- Will the Phased Occupancy be required

Facility Specific Requirements

- Security
- APD
- MBE/WBE
- AirTrain
- Operations
- Others

Helpful Hints

- The A/EOR should budget for frequent travel to the project site. A/EOR performs all inspections and makes site visits to assure that he/she can provide the signed and sealed certifications
- All design documents shall reflect the existing construction / conditions as well as proposed work in order to determine compatibility with existing facility conditions. Site survey is critical for the successful project
- You will be required to survey the proposed project area for the presence of asbestos and other HAZMATs such as lead or PCBs and submit appropriately signed copy of the survey report
- If asbestos abatement is required, this must be completed as a separate TAA before any construction at the project location
- Special Inspections must be performed by the A/EOR and/or DOB approved agency. Special Inspection Agency must be acceptable to the A/EOR
- Special Inspection Agency must be independent from the Contractor
- Responsibility for design or code compliance shall not be delegated to contractors
- Contracts with A/EOR and Contractor(s) should require production of Record Documents

Helpful Hints

- Legibility and clarity are core requirements for all submissions. Submittals that are not 100% complete, legible, clear or are otherwise poor quality will not be accepted by the PA and may result in delay
- All electronic submittals are to be submitted in pdf format
- Project-specific format requirements will be provided by the TC (e.g. AUTOCAD for BIM modeling or overlays if required)
- A/EOR must compile Record Documents based on the As-Built Drawings and information provided by the Contractor. This is one of the mandatory requirements before scheduling Final Inspection
- Business Diversity and Civil Rights – opportunities to achieve the PA’s target M/WBE: Only M/WBE firms who are PA-certified and who appear in the PA’s online directory will receive credit toward M/WBE goals. PA Website www.panynj.gov/business-opportunities/supplierdiversity

Helpful Hints

- TAA Fees (if applicable – consult your TC) to be submitted to the TC along with TAA Application Form PA 531 as part of the initial submittal (payable to “The Port Authority of New York and New Jersey”)
- Tenant’s Team is required to identify all external agency review requirements. The PA can assist
- The A/EOR is responsible for ensuring that the documents from all A/E consultants are properly coordinated. The A/EOR must submit all of the documents from subconsultants as one Contract Document Submittal
- Every design professional signing and sealing contract documents and forms / certifications must have PA approved third party verified digital signature and seal in place prior to the initial submittal
- A/EORs should not submit a package that does not fully address all comments. Any justification for keeping the design the same should be discussed with TC. TC will schedule a meeting with appropriate PA review group to discuss

Helpful Hints

- Use the appropriate check lists to ensure no missing items and no delay in processing
- Design comments should be closed out ASAP and by the second submission to ensure no construction delays
- A resolution meeting must be scheduled for submissions with more than 20 rider comments
- A/EOR must be on-site for construction and certify to completeness of work prior to scheduling of any inspections
- Engage all your design disciplines in early stage
- A/EOR and Contractor must be on board until the Final Certificate of Authorization to Occupy or Use is issued by the Port Authority

Helpful Hints

- A/EOR performs all inspections and makes site visits to assure that he/she can provide the signed and sealed certifications
- All design documents shall reflect the existing construction / conditions as well as proposed work in order to determine compatibility with existing facility conditions. Site survey is critical for the successful project
- The A/EOR must be independent from the contractor
- Special Inspections must be performed by the A/EOR and/or DOB approved agency. Special Inspection Agency must be acceptable to the A/EOR
- Special Inspection Agency must be independent from the Contractor
- During the pre-construction meeting A/EOR will be required to present inspection strategy and outline the plan to ensure construction compliance

Helpful Hints

- Responsibility for design or code compliance shall not be delegated to contractors
- Contracts with A/EOR and Contractor(s) should require production of Record Documents
- Strive for excellence and follow all procedures in the TCAP manual
- Getting the first submission approved without comments is the most efficient and cost-effective way
- Passing the inspection with no open inspection comments from the first inspection is the most efficient and cost-effective way

Next Step

Questions?

Thank You!

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