

Pre-construction Meeting:

The Pre-Construction Meeting is between PA staff and the tenant's team prior to the start of construction work for the TAA, at which, the PA will provide authorization to proceed with construction if all requirements have been satisfied and are in place.

The tenant's team is encouraged to start submitting all required pre-construction documents to be reviewed and approved by the PA as soon as the initial submittal is in design review and the contractor is on-board.

All documentation required for scheduling of the Pre-Construction Meeting must be submitted to the Resident Engineer assigned to the project. The Tenant Coordinator will provide the contact information for Resident Engineer.

Required Attendees:

REO will schedule the Pre-Construction Meeting. The tenant, A/EOR, Contractor and any key subcontractors must attend the Pre-Construction Meeting. PA Tenant Coordinator and other PA staff as determined by REO based on the scope of the project will also attend.

Deliverables:

The deliverables for the Pre-Construction Meeting include a review of the rules and requirements for construction, the scope of planned activities, the construction schedule, and any staging plans. The REO will identify, and discuss in detail, applicable submittals, security requirements, safety, M/WBE and other requirements and procedures, as well as answer questions that the tenant's team may have. The REO will provide the tenant with an alteration permit at the conclusion of the pre-construction meeting if all requirements are satisfied.

Agenda:

- Team Introductions
- Review of Construction Phase TAA Process
- Project Scope Overview
- Roles and Responsibilities during Phase 2 – Construction
- Inspection Plan
- Pre-construction Submittals Discussion Items
- Permit Required Work
- Facility Specific Requirements
- Phase 3 – Close-out and Occupancy
- Q&A
- Helpful Hints

Minutes of the Meeting:

The meeting minutes package will be issued to the tenant within 3 business days after the date meeting was held. The package will include minutes of the meeting, attendance sign-in sheet or participants list virtual meetings, and a copy of the Pre-Construction Meeting presentation adjusted/specific to the project. The alteration permit [PA 2714A – Alteration Permit](#), blank forms, and blank applicable construction permits will also be attached to the meeting minutes, as well as any other facility and project-specific items discussed during the meeting.

Preparation and Helpful Material:

- **Pre-Construction Meeting General Information:**

- [Pre-construction Meeting Presentation Template Rev. December 2024](#)
- [Pre-con Agenda Rev. December 2024](#)
- [Pre-con Meeting Minutes Template Rev. December 2024](#)
- [Video Resources for all Disciplines and Port Authority Processes \(TCAP Digital Platform, Design, Construction and Inspection\)](#)

- **Pre-Construction Submittals:**

Each deliverable must be submitted through the TCAP digital platform (e-Builder/Trimble) as a standalone process via a TPCR (Tenant Pre-construction Review). For example:

- TPCR-1 HASP (Health and Safety Plan)
- TPCR-2 COI (Certificate of Insurance)
- TPCR-3 MWBE (Participation Plan)
- TPCR-4 Security Plan (Reminder: DO NOT Submit Confidential Documents via e-Builder/Trimble)

Following information can be combined in one TPCR:

- TPCR-5 Form TAA Ph 4 01 Architect/Engineer of Record Certification, construction project schedule, hours of work, staging plan, emergency contact information, , etc. (all projects)

- **Following submittals must be approved by the PA prior to the scheduling of the pre-construction meeting for all TAAs:**

- **HASP:**

- [HASP Check List](#)
- [HASP Comments](#)
- [HASP List of FAQs final](#)

- **Certificate of Insurance:**

- [COI Minimum Insurance Requirements](#)
- [COI Landside Construction Sample](#)
- [COI Airside Construction Sample](#)

- **MWBE:**

- [PA3749D - MBE WBE Plan Rev. October 2023](#)
- [PA 3647 – Monthly Employment Utilization Report](#)

- **Form TAA Ph 4 01 (complete as per instructions on the form)**

- [Instruction on how to complete TAA Ph 4 01](#)
- *Identify all special inspections and tests required for the scope and responsible party on the Form. REO may request qualifications of the individuals performing Special Inspections and Tests*

- **Security:**

- [Aviation Project Security Plan Template](#)
- [Aviation Security Construction Procedures](#)

- **Other submittals might be required prior to the scheduling of the pre-construction meeting. Consult REO to verify**
- **Other required submittals to be provided prior or during the pre-construction meeting:**
 - [TAA CK 09 – Pre-con Submittals Rev. October 2022](#)
 - [TAA Ph 2 11 – List of Sub-contractors](#)
 - *List of all subcontractors with any applicable licenses, e.g., mechanical, fire protection, and electrical*
 - Project construction schedule
 - *A detailed construction schedule outlining start and completion dates, anticipated dates of Special Inspections, partial or final inspections, grand opening events, or other key milestones*
 - Hours of work
 - Staging plan
 - *A review of all proposed construction staging areas, haul routes and delivery routes, including any needed modifications*
 - Emergency contact information
 - *Name and 24-hour emergency number of the Prime Contractor under contract with Tenant and their site representative contact information*
 - Other submittals might be required – consult REO to verify
- **Construction Permit Requirements.** Might be required depending on the scope of work. Some of the Permits are listed below. Consult REO for any additional requirements
 - [PA 2497A – Electrical Work Permit](#)
 - [PA 2133 – Hot Work Permit Rev. December 2023](#)
 - [PA 2847 – Special Hot Work Permit Rev. December 2023](#)
 - [PA 3745C – Confined Space Notification](#)
 - [PA 3745 Confined Space Permit](#)
 - [PA-HUP Fire Hydrant Use Permit](#)
 - [EWR Air Train Permit](#)
 - [Environmental Permits – External](#)
- **Other helpful documents**
 - [JFK Fire Safety Standard Comments](#)
 - [APD - Common Comments](#)
 - [Review Requirements for Radio Systems](#)
 - [PATH on-track-safety-program](#)
 - [EWR Environmental Field Comments](#)
 - [Non-Hazardous Waste Manifest](#)

- [PA 3647 – Monthly Employment Utilization Report](#)
- [Cranes and Derricks 05-25-17](#)
- [excel crane checklist Rev.09/2022](#)
- [Protocol to erect tower cranes](#)
- [FAFP impairment Notification Sample](#)
- [PA Firewatch Guidelines](#)
- [VT checklist](#)

- **Preparation for the next step - Inspections:**
 - [Successful Inspections and Project Close-Out Presentation 2025](#)
 - [TCAP Inspection Process Overview Video 2025](#)
 - [TCAP Inspection Process Electronic Submittal Trimble](#)
 - [Architect / Engineer of Record Certification Form TAA Ph 4 01 & Instructions](#)
 - [QAD Lessons Learned - Guidelines for Successful Construction Inspection](#)
 - [SMO – Food Safety NJ Final Inspection Check List](#)
 - [SMO – Food Safety NYS Final Inspection Check List](#)
 - [SMO – Food Safety NYC Final Inspection Check List](#)
 - [Jet Bridge Inspection Checklist](#)
 - [Traffic Signal Inspection](#)

REO and TC will add any facility/project scope specific forms, permits and information as needed.