

**Tenant Construction and Alteration Process (TCAP)
Contract Document Submission Completeness Checklist**

COMPANY INFORMATION	
Tenant name:	
Facility:	
Location:	
Project:	
TAA Number:	

INSTRUCTIONS

Use this Checklist to be sure all of the required documents are submitted to the PA as part of the Contract Document Submission. Incomplete submissions will not be distributed for review and could result in delays.

Please include this Check List as part of your submittal package.

The package is submitted to the Tenant Coordinator.

CHECKLIST	
<input type="checkbox"/>	<p>1. TAA Application Forms</p> <ul style="list-style-type: none"> • TAA Application Form PA 531 with Tenant Cover letter <p>The top portion of this form, Part One and Part Two must be completed in its entirety; signed by the Authorized Tenant representative and signed and sealed by the AOR/EOR</p> <ul style="list-style-type: none"> • Tenant's Form Identifying Architect/Engineer of Record -TAA Ph 1 02 (signed by Tenant) • Tenant's Form Accepting the TAA Process -TAA Ph 1 03 (signed by Tenant)
<input type="checkbox"/>	<p>2. A/EOR Declaration</p> <ul style="list-style-type: none"> • A/EOR'S Form Accepting TAA Process TAA Ph 1 04 (signed and sealed by the A/EOR) • A/EOR Declaration - TAA Ph 1 06 (signed and sealed by the A/EOR)
<input type="checkbox"/>	<p>3a. Design Documents</p> <p>This must be provided for all TAAs, no exception Signed and Sealed Documents (i.e. drawings, calculations, spec books, etc...) Drawings shall not state that "Work is by others", "Not for Construction", "Preliminary" Include borders, title sheet, key plan and identify the proposed scope of work area, description of work, general notes, PA notes, list of applicable codes, list of required Special Inspections</p> <ul style="list-style-type: none"> • Structural Calculations shall be provided for but not limited to: <ul style="list-style-type: none"> ○ New Structural work ○ Added loads from new construction on existing structure and foundation ○ Added equipment weighing in excess of 1,000 lbs • Geotechnical Calculations shall be provided for but not limited to: <ul style="list-style-type: none"> ○ Any foundations that include pile work • Fire Alarm drawings provide a fire alarm sequence of operation/matrix; include fire alarm riser diagram for all fire alarm devices indicated on the floor plans; riser diagram must show interface of fire safety control functions.

		<ul style="list-style-type: none"> • Fire Protection <ul style="list-style-type: none"> ○ New Buildings – Fire Protection Drawings / Calculations ○ Existing Buildings – Hydraulic calculations are required for: <ul style="list-style-type: none"> ▪ For new systems ▪ Upgrade design demands ▪ Changes to existing systems that affect design remote locations ▪ Existing alterations of over 20 heads ▪ Addition of heads • Material Test Reports: for interior walls, wall covering, wood paneling, finish flooring, interior floor, wall, and ceiling finishes (As Applicable) • Environmental Management Plan (signed and stamped) to be provided for any scope that involves disrupting soil, asbestos, lead paint, PCB or other hazardous materials, any project that has environmental impacts (e.g. FAA environmental review, work where there is or has been subsurface contamination or a deed restriction, work in or near a body of water or wetland) or any project that will require acquisition of an environmental approval or permit from a regulatory Agency/Department; EMP must include information of the management, recycling, removal and disposal of Waste Materials. • Security Plan, as applicable
<input type="checkbox"/>	3b.	Mechanical and Electrical system loads and other utility supply and service requirements (as applicable)
<input type="checkbox"/>	3c.	Catalog cuts for equipment in food establishments (as applicable)
<input type="checkbox"/>	3d.	Sample Menu for food establishments (as applicable)
<input type="checkbox"/>	3e.	Materials sample board for food establishments (as applicable)
<input type="checkbox"/>	4.	Drawings List (in PA Format – PDF and Excel) – <ul style="list-style-type: none"> • Contract Document List -TAA Ph 1 07 Includes list of <u>all</u> drawings being submitted as part of this TAA
<input type="checkbox"/>	5a.	Processed Sustainable Project Information Form (SPIF) Required for all TAA submittals
<input type="checkbox"/>	5b.	Sustainable Project Credit Checklist (as determined by Sustainable Design Manager)
<input type="checkbox"/>	5c.	Sustainable Design Documentation template and supporting information (as determined by Sustainable Design Manager)
<input type="checkbox"/>	6.	Asbestos Certification Forms and Documentation (PA 3677 signed and stamped, Asbestos survey/test signed and stamped. If Asbestos abatement is required also provide PA 3678, PA 3679 and Asbestos Abatement Design package, signed and stamped). Asbestos abatement design package should be submitted as a separate TAA. Must be completed for all TAAs For new construction please check Part 1 of the PA 3677 form - second item, designating the area as vacant with no existing structures to be surveyed. For new construction no sampling is required; the A/EOR must submit a signed/sealed letter indicating that he/she is aware of the new build, the work involves new construction and no suspect Asbestos Materials are anticipated to be impacted by the scope of work.
<input type="checkbox"/>	7.	Phasing Plans (as applicable)
<input type="checkbox"/>	8.	Tenant Alteration Application Fees (as applicable) (not required at any airports)
<input type="checkbox"/>	9.	M/WBE Plan - PA 3749D (draft, if not finalized) Finalized and approved M/WBE Plan will be required for pre-construction meeting

<input type="checkbox"/>	10.	Aviation Technical Services <ul style="list-style-type: none"> • Notice of Proposed Construction/Alteration Questionnaire. • Crane Questionnaire <ul style="list-style-type: none"> o Crane EOR drawings and calculations
<input type="checkbox"/>	11.	Submittals must be digital and sent via the TCAP Portal or E-Builder site. The entire submittal package, including forms, drawings, calculations, letters, etc., shall be in pdf format, with the exception of TAA Ph 1 07, which must be in excel format Contract Documents must be digitally signed and sealed in accordance to The Port Authority TAA Digital Signature & Seal Policy. Must be completed for all TAAs, no exception. Access to the TCAP Portal to be provided with the assistance of the Tenant Coordinator.

NOTES