

Tenant Project Approval Process

LAWA's New Tenant Project Approval Process was designed to employ uniformity and organization through a formal review process, while encouraging and facilitating communication between LAWA and the Tenant. The process is consistent and controlled so that the basic flow of information is the same within each review stage. Different divisions will lead the process internally as the project progresses. However, the way that the Tenant submits to LAWA and the manner in which LAWA will issue a response at each phase will be the same throughout the process. The review process seeks to keep the size and magnitude of the Tenant project in perspective adapting a reasonable level of effort and oversight appropriate for the scope of the project. LAWA's goal is to take a more facilitative approach, in which we assist our Tenants in making investments that are mutually beneficial to both parties.

To Initiate a Project:

To start a new project, a Tenant should submit a Concept Request Form along with appropriate attachments to LAWA at: projectapprovals@lawa.org. The Concept Request Form is designed to prompt the Tenant to provide all the appropriate and pertinent information that LAWA needs up front to effectively evaluate the proposed project and provide a 5% Concept Review. Instructions accompany the form and explain each field and the attachments that should be included. It is important that these forms are filled out as completely as possible and the attachments are provided so that LAWA can efficiently and effectively review the proposed project. Every Concept Request Form should be accompanied by a copy of the Master Lease Exhibit (MLE), which is a drawing that specifies the Tenant's leased area affected by the project. The submittal should also include other exhibits such as sketches, drawings, photographs, and/or cut sheets that clearly define the scope of work. While there are no minimum submittal requirements for these exhibits, the more inclusive the initial submittal is the better review LAWA will be able to perform. Please note: if there are any changes to the original proposed scope submitted for the 5% Concept Review later in the review and/or construction process the project may be subject to an additional review. The Tenant can request assistance from their Business Relationship Manager (BRM) if any questions or issue arise at this stage.

Concept Review Stage:

Once the completed Project Request Form and its attachments are submitted, LAWA's Facilities Planning Division will lead an internal review of the submittal with input from other key LAWA divisions. The project will be evaluated for business and leasing issues, as well as planning, technical, and operational impacts. Each division within LAWA will review the project (or at minimum be made aware of the project) through the Project Approval Team (PAT). The PAT consists of representatives from all of LAWA's divisions organized into teams by project type: Terminal, Airside, Landside, Infrastructure, Concessions, and TBIT/Bradley West. There are also teams for Van Nuys, Ontario, and Palmdale. The PAT members are responsible for reviewing the projects based on their individual expertise and meet regularly to follow up with all active projects. At this stage, the reviewers will be determining if the project is feasible, fits with the planning goals of the airport, and determining additional information needed.

The staff recommendations and evaluation of the project will be reviewed by LAWA Executives (the Executive Project Approval Team or EXPAT) and the project will be approved or denied. Once a decision has been rendered, LAWA will issue a response to the Tenant through either a Concept Approval or a Denial Letter. Should the Concept Request be denied, the Tenant will receive a Concept Denial Letter and a phone call explaining the reason for the denial. If the Concept Request is approved, the Tenant will receive a Concept Approval Letter indicating that the project has been approved to move forward in the design and review process. The letter will provide direction as to how the Tenant should move forward in the process, which reviews will be required, and to whom subsequent packages should be submitted. Each letter will also be accompanied by a Comment Log, which articulates comments specific to the project. The Tenant should submit responses to each of the comments in the log with their subsequent submittal. Should the Tenant have any questions regarding the Concept Review Letter, they may contact the LAWA Project Manager designated in the letter for assistance. The Tenant can expect to receive a Concept Response within 2-3 weeks of submitting a complete Concept Submittal.

Please note: All projects must go through a Concept Review. A Concept Review Letter does not mean that Construction may begin. Please be mindful that the Concept Approval is valid for 180-days after issuance. Failure to provide a 100% Conformed Package within this time frame may require your proposed project to undergo supplemental review.

Additional Reviews:

Some projects will require additional technical reviews, between the 5% Concept Review and 100% Notice to Proceed Reviews, at intervals that are appropriate for the scope of the project and that correspond to standard design development milestones. If any other progress reviews of the design documents are required before a conformed set of documents is submitted, it will be decided during the Concept Review and outlined in the Concept Approval Letter.

30% Design Conditional Review

If a 30% Design Conditional Review is required, the Tenant will submit a 30% Package according to the standards in the Design and Construction Handbook. The package should address the comments and conditions outlined in the Concept Approval Letter. LAWA's Facilities Planning Division will lead an internal review of the submittal with input from the Project Approval Team. Once this review is complete, the Tenant will receive a 30% Design Conditional Review Response Letter.

60% Design Progress Review

If a 60% Design Progress Review is required, the Tenant will submit a 60% Package according to the standards in the Design and Construction Handbook. The package should address the concerns and conditions outlined in the Concept Approval Letter (and 30% Conditional Response Letter if Conditional Review was required). LAWA's Airport Development Group (ADG) will lead an internal review of the submittal with input from Project Approval Team. Once this review is complete, the Tenant will receive a 60% Progress Response Letter.

90% Design Progress Review

If a 90% Design Progress Review is required, the Tenant will submit a 90% Design Package according to the standards in the Design and Construction Handbook. The package should address the concerns and conditions outlined in the Concept Approval Letter (and 30% Conditional Response Letter and/or 60% Progress Response if these reviews were required). ADG will lead an internal review of the submittal with input from the Project Approval Team. Once this review is complete, the Tenant will receive a 90% Progress Response Letter. Please note that even if a 90% Progress Review is not required, the Tenant is always welcome and highly encouraged to submit for a courtesy review prior to applying for any applicable permits and submitting a 100% Notice to Proceed package. If the Tenant chooses not to provide a 90% Submittal Package, please be advised that should there be any additional comments stemming from the submission of your 100% Conformed Package that require subsequent revisions, you may be required to resubmit to applicable permitting agencies. If the Tenant chooses to submit a 90% Progress Review Package when it is not required, it is our goal that your project will receive at expedited 100% Notice to Proceed Review.

100% Notice to Proceed Review:

For many projects the next submittal required after the Concept Review will be a Notice to Proceed Review. The Tenant will submit Conformed Documents that incorporate the comments and conditions set forth by LAWA in the Concept Review Letter (and any subsequent reviews), that bear a stamp of approval from the Los Angeles Department of Building and Safety (LADBS), have any other permits related to the project, and reflect to the standards and requirements of the Design and Construction Handbook. ADG will lead an internal review of the submittal with input from other key LAWA divisions. The package will be evaluated to ensure all pre-requisite criteria, conditions, and comments have been met and satisfied. Once the package is satisfactory, LAWA will issue a Notice to Proceed Letter giving the Tenant authorization to commence construction.

Please note: All projects must go through a Notice to Proceed Review. Construction may not begin until the Tenant has been issued a Notice to Proceed Letter.

Construction:

The ADG Project Manager will serve as the single point of contact with the Tenant for all construction related matters during the construction process. The ADG PM is responsible to ensure the interests of LAWA are satisfied during construction and will serve as the liaison between the Tenant and Construction and Logistics Management (CALM) to ensure logistics are coordinated and executed in compliance with established guidelines and procedures. The PM will also facilitate coordination between the Tenant and their contractors and the Facility Management Group to facilitate utility shutdowns, so that they are effectively implemented with minimum impact to the traveling public, operations and other Tenants. Insert sentence on Pre-Construction Meeting/NTP Meeting...

Closeout:

As the end of the project draws near, the ADG PM working with LAWA Inspections will ensure the conditions set forth in the Closeout section of the Design and Construction Handbook are fully satisfied. When all conditions have been met, ADG will notify LAWA's Commercial Development Group (CDG) verifying that the project is ready for Closeout. LAWA will issue a Project Closeout Letter to the Tenant, effectively closing the project (releasing the bonds, etc.).

Document Date: December 12, 2011