

TCAA Packet Instructions

Below please find a step-by-step guide to complete the TCAA packet for Tulsa International Airport Tenant Construction Projects. Attached to the email, you will find the documents necessary to complete the Tenant Construction and Alteration Application (TCAA). After TAIT has received all the required documents listed below, we will start our internal review process, which will lead to your Notice to Proceed signaling the official start of your construction project.

1. TCAA

- Fill out and submit the TCAA (*Attached File #2*)
- Include:
 - Description of work being performed.
 - Cost estimate
 - Expected start-end date of project.

2. City of Tulsa/Tulsa County Permits

- Please submit all Permits once they have been approved.

3. List of Suppliers

- Please provide a contact list for all major suppliers for this project
- A template has been provided in the attached files (*Attached File #3*)

4. Contractor and Tenant Contact List

- Please provide a contact list for the tenant and construction project team
- A template has been provided in the attached files (*Attached File #4*)

5. Certificate of Insurance (COI)

- Please provide a COI for the **general contractor and all trade contractors** planning to perform work on the job site. Additional insurance information can be found in the attached "TAIT Insurance Requirements" as well as an example COI with minimum required language on the last page. (*Attached File #5*)
- Please read through the attached "TAIT Insurance Requirements" (*Attached File #5*) for minimum insurance coverage.
- **The additional insured language on COI Acord Form 25 must read at a minimum.**

"Additional insured and Waiver of Subrogation lie in favor of Certificate holder, City of Tulsa, TAA, TAIT, their governing officials, officers, agents, and employees. 30-day notice of cancellation except for 10-day notice for nonpayment of premium"

- **Certificate Holder box on COI Acord 25 form must read:**

TAIT
City of Tulsa
Tulsa Airport Authority
PO Box 581838
Tulsa, OK 74158-1838

6. Lien Waiver

- Not required to issue NTP but will be needed at the end of the project, prior to occupancy

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7. Construction Schedule

- Provide a construction schedule listing major milestone.
- Example:
 - **Project Kickoff/Mobilization:**
 - 03/14/24
 - **Site Preparation:**
 - 03/15/24-04/04/24
 - **Foundation Work:**
 - 04/05/24-05/09/24
 - **Structural Framing:**
 - 05/10/24-06/14/24
 - **Roofing and Exterior Walls:**
 - 06/15/24-07/19/24
 - **Interior Rough-in (Plumbing, Electrical, HVAC):**
 - 07/20/24-08/24/24
 - **Interior Finishing (Drywall, Flooring):**
 - 08/25/24-09/29/24
 - **Punchlist:**
 - 09/30/24-10/14/24
 - **Final Inspection and Project Closeout:**
 - 10/15/24-10/29/24
 - **Project Handover:**
 - 10/30/24

8. Change Orders and Material Submission

- Not required to issue NTP but will be needed at the end of the project, prior to occupancy

9. Utility Shutdown Request

- Only required if this is necessary (*Attached File #8*)

10. Contractor Licenses

- Please submit all necessary contractor licenses

11. FAA Form 7460-1 Air Space Study

- Please fill out page 3 and return to TAIT. This document will be submitted to the FAA for review and approval. (*Attached File #7*)
- You will need to provide TAIT with a list of equipment to be used on the construction site and specification documents of equipment highlighting height dimensions.
- Keep in mind that this process can take up to and beyond 6 weeks to complete through the FAA.

12. Security Plan

- Instruction and templates provided in attached files (*Attached File #6*)

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Keep In Mind the Following Information:

- It is the Tenant's responsibility to locate ALL underground and above ground utilities before work begins.
- Ground Penetrating Radar along with hydro-jetting is the Construction Industry Standard as the Best Practice/Best Technology (BP/BT) and Best Management Practices (BMP) to locate underground utilities. This is TAIT's expectation of your work.
- TAIT will present our best understanding of the general location of existing underground utilities.
- It is the Tenant's responsibility to confirm the location of ALL underground and above ground utilities within and around the proposed Work Area.
- The Tenant is 100% in control of the Work Area and is 100% responsible for the subject Work.
- The Tenant is 100% responsible for ALL damage and requires immediate repairs of all underground and above ground utilities/structures affected because of this work.
- All construction outlined in the above application will be done in accordance with ALL local, city, state, federal codes and/or regulations.
- If the work area is within the FAA TUL Air Operations Area (AOA) and SIDA, the Tenant must complete a Security Plan for the planned work.
- The Tenant will be the signatory sponsor for all Tenant Contractors and the Tenant will coordinate with the Tulsa International Airport Security Office for training and badging of all individuals associated with the Tenant's work.
- The Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher insurance limits and/or broader coverage.
- The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.
- All documents noted on the previous page must be approved by TAIT before a Notice to Proceed can be issued.
- No work can begin on the Tenant project until they have received a signed Notice to Proceed (NTP) from TAIT.
- An NTP issued by TAIT is void after 90 days if no substantial work has begun.