

Pre-Construction Required Documents

Template Last Revised: 6/27/2023

**** Please note ALL applicable preconstruction documentation listed below must be submitted and approved two weeks prior to scheduling the preconstruction meeting (if precon meeting is required)**

ALL applicable preconstruction documents must be submitted together on one email to the assigned P&D Project Manager. The documents can be submitted as separate files, but must be on the same email correspondence.

- ❑ **1. Stamped & Signed Drawings from PBCE / Public Works:**
 - Digital Copy submitted to May Lu (mlu@sjc.org) and Emily Kwok (ekwok@sjc.org) in Airport Planning & Development Division – also copy Kirk Ruffo (kruffo@sjc.org)

- ❑ **2. Permit Card:**
 - Digital Copy submitted to May Lu (mlu@sjc.org) and Emily Kwok (ekwok@sjc.org) in Airport Planning & Development Division – also copy Kirk Ruffo (kruffo@sjc.org)

- ❑ **3. Performance and Payment Bond Approval & List of Subcontractors *(if applicable)***
 - Performance and Payment Bonds are required for projects valued greater than \$5,000.
 - At least (10) working days prior to the intended start of construction, Tenant's contractor shall provide a digital copy of the Performance and Payment Bonds equivalent to 100% of the value of construction. Please provide bonds to the following in Airport Planning & Development: May Lu (mlu@sjc.org), Emily Kwok (ekwok@sjc.org), and Kirk Ruffo (kruffo@sjc.org)
 - Tenant/General Contractor must also provide a list of all the subcontractors along with their main contacts/emails/contact numbers. Any changes to the Subcontractors List throughout the duration of the work requires the Airport to be notified.

- ❑ **4. Insurance Policy**
 - At least (10) working days prior to the intended start of construction, Tenant's contractor shall provide a digital copy of the Insurance Certificates. Please send copy of insurance to all of the following from Airport Planning & Development: May Lu (mlu@sjc.org), Emily Kwok (ekwok@sjc.org), and Kirk Ruffo (kruffo@sjc.org)
 - Insurance requirements are defined per contract between the Airport and the Tenant. Contractors should request a copy of the required insurance from the Tenant.
 - For larger Tenant Improvement projects, a Course of Construction policy equal to 100% of the estimated value of construction may be required. Please verify with your Property Manager.

- ❑ **5. Hot Work Program – Acknowledgement Form (if applicable)**
 - If hot work is required for the project, please have your company’s Health & Safety Officer complete and submit an Airport Hot Work Program – Acknowledgement Form. Digital copy e-mailed to the following in Airport Planning & Development: May Lu (mlu@sjc.org), Emily Kwok (ekwok@sjc.org), and Kirk Ruffo (kruffo@sjc.org).
 - Airport Planning & Development will forward the Acknowledgement Form to the Airport Safety Manager and Deputy Director of Facilities for review and approval.
 - Both the Airport Hot Work Program and Acknowledgement Form can be viewed at:
 - <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

- ❑ **6. Security Plan (if applicable)**
 - If required by Airport Security plan reviewer during the Form A/B process, a digital copy of the Security Plan must be e-mailed to and approved by Jay Lamper in Airport Security (jlamper@sjc.org) – also copy all of the following from Airport Planning & Development: May Lu (mlu@sjc.org), Emily Kwok (ekwok@sjc.org), and Kirk Ruffo (kruffo@sjc.org)
 - Please note that security plans may take up to 45 days to receive approval from TSA
 - See SJC Security Plan Template at:
 - <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

- ❑ **7. Notice of Work (NOW) & (if applicable) Utilities Shutdown Request Form**
 - Blanket Notice of Work document to be completed at least 3 business days prior to start of work/ pre-construction meeting & emailed to May Lu (mlu@sjc.org) and Emily Kwok (ekwok@sjc.org) in Airport Planning & Development Division – also copy Kirk Ruffo (kruffo@sjc.org)
 - This NOW will be posted on the Airport’s intranet site to notify Facilities, Security, MOD, etc. of the project activities and duration
 - Specific NOWs will need to be completed at least 2 weeks in advance during the construction process to allow for Airport staff internal coordination for work including but not limited to: Fire Sprinkler Shut-down, Electrical Shut-Down, Hot Work, and etc.
 - See SJC Notice of Work Template and SJC Utilities Shutdown Request/MOP Form at:
 - <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

- ❑ **8. Construction Baseline Schedule**
 - Construction Baseline schedule to include the following:
 - Anticipated Notice to Proceed (NTP) date
 - All major anticipated construction milestone dates
 - Anticipated TCO (Substantial Completion date)
 - Anticipated Final Completion date

- ❑ **9. Pre-construction Meeting Agenda/Pre-construction Meeting (if applicable)**
 - All preconstruction documentation must be submitted and approved two weeks prior to the anticipated preconstruction meeting.
 - If a pre-construction meeting is required by the Airport staff during the Form A/B Process, the tenant's contractor will be responsible for conducting a pre-construction meeting and must provide an agenda specific to the project
 - The Airport will set up a pre-construction meeting after the above list of items have been received and approved by the appropriate parties and a meeting date and time has been coordinated two weeks in advance with May Lu (mlu@sjc.org) and Emily Kwok (ekwok@sjc.org) in Airport Planning & Development Division
 - See SJC Preconstruction Agenda Template at:
 - <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

Close-out Required Documents

- ❑ **1. Architect's Punch List (if applicable)**

Please note that the Architect of Record is responsible for periodic site visits and must put together a final punch list as the project approaches substantial completion.

- ❑ **2. Final Permit Sign Off**
- ❑ **3. Final As-Built Drawings**
- ❑ **4. Verification that the Airport's Siemens system has been updated (if applicable)**