

Pre-Construction Required Documents

Template Last Revised: 10/26/21

Below, please find the list of items that must be provided prior to scheduling your pre-construction meeting (if required by the Airport staff during the Form A/B Process) &/or starting construction:

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

- ❑ **2. Permit Card:**
 - Digital Copy e-mailed to Kirk Ruffo in the Airport Planning & Development Division (kruffo@sjc.org) – also copy May Lu (mlu@sjc.org)

- ❑ **3. Performance and Payment Bond Approval & List of Subcontractors**
 - 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 to their designated Property Manager equivalent to 100% of the value of construction. Also copy all of the following from Airport Planning & Development: Kirk Ruffo (kruffo@sjc.org) & May Lu (mlu@sjc.org)
 - Bond requirements are defined per contract between the Airport and the Tenant. Contractors should contact the Tenant for specific language outlined in the agreement.
 - Once the Performance and Payment Bonds have been approved, Properties will notify the Tenant’s contractor and the contractor shall provide the physical copy of the bonds to Properties. Properties must verify its receipt prior to starting construction.
 - 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 to their designated Property Manager. Also copy all of the following from Airport Planning & Development: Kirk Ruffo (kruffo@sjc.org) & May Lu (mlu@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: Kirk Ruffo (kruffo@sjc.org) & May Lu (mlu@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: Kirk Ruffo (kruffo@sjc.org) & May Lu (mlu@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>
 - Please contact Jay Lamper in Airport Security Division and copy Kirk Ruffo to set up an on-site meeting to determine the specific requirements for the project as soon as possible

- ❑ **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 Kirk Ruffo (kruffo@sjc.org) in Airport Planning & Development Division – also copy May Lu (mlu@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. Pre-construction Meeting Agenda (if applicable)**

- 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 Tenant's contractor shall invite the Airport's Project Liaison Team & Public Works inspectors (see SJC Project Liaisons List- Terminal Tenants) to the 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 Kirk Ruffo in Airport Planning & Development Division (kruffo@sjc.org)
- See SJC Preconstruction Agenda Template at:
 - <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

❑ **9. COVID-19 Safety Protocols**

The city requires all contractors/vendors to do a self check-in before arriving and working at a City Facility. Please see attached QR code/link for the self check-in process.

In the event an employee on site tests positive for COVID, the Contractor must provide the following information to the Airport Safety Manager and their assigned Airport Project Manager from Planning & Development:

- Date of COVID test conducted
- Date of results received
- Employee's last day of work onsite
- Whether any City employees came into close contact with the employee

Please note that the Contractor does not need to provide the name of the COVID positive employee – only the dates and information listed above.

❑ **10. 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.

❑ **11. Post-Construction Required Documents**

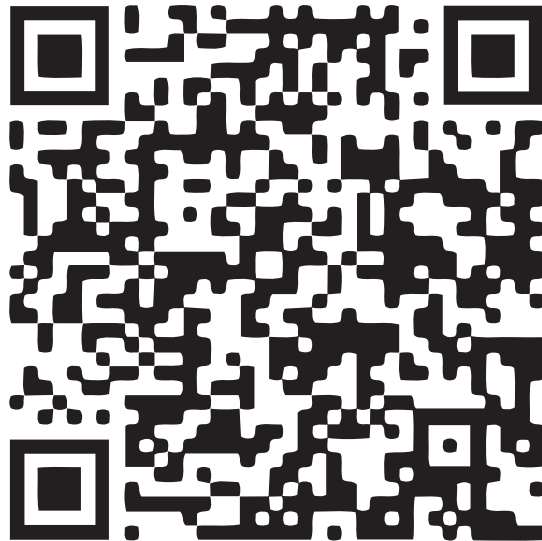
Please note the following items (if applicable) must be provided **after** Tenant Improvement Work is completed (if required by the Airport staff):

- Final Permit Sign Off
- Final As-Built Drawings
- Warranties
- Operations and Maintenance (O&M) Manuals
- Verification that the Airport's Siemens system has been updated

Please submit the digital copies of the above to Kirk Ruffo in the Airport Planning & Development Division (kruffo@sjc.org) – also copy May Lu (mlu@sjc.org)

REMINDER

City of San José employees, contractors, vendors and volunteers are required to check-in daily at each facility they work/visit.



<https://csjmap.org/selfchk>

PLEASE NOTE:

If you are unable to use the QR code, you must immediately report to your work station or computer where you complete your timecard and complete the survey. You may also complete the survey prior to leaving your home.