



GUIDE SPECIFICATION *Los Angeles World Airports*

xx xx xx CALM Review Procedures

CALM Element Background

The CALM (Coordination and Logistics Management) Team's goal is to minimize construction-related impacts to passenger service and tenants while maintaining a positive guest experience. Starting at the Planning stage, CALM utilizes a GIS database to capture project locations and schedules for all projects undertaken at Los Angeles International Airport. The Project specifics, which are referenced as the Logistical Work Plan, will include, but are not limited to:

- a) proposed schedule
- b) estimated construction costs
- c) project phasing plan (graphical representation of the schedule)
- d) site logistics plan

Each project is tracked from its inception at Concept Review through construction completion, to insure efficient sequencing of multiple projects competing for the same time and space resources. In accordance with the Design and Construction Handbook, the applicant is responsible for submitting all necessary documentation in a timely manner to allow for a thorough review by the CALM Management Team. A "Notice to Proceed" for the project will not be granted until the Applicant's submittals have been approved.

Please note that all projects will **not** need both a Project Phasing Plan and Site Logistics Plan. The Project Phasing Plan is needed for multi-phased construction programs. Reference the Phasing and Site Logistics Graphics as examples. For questions regarding Parking Areas, Laydown space and Secured Access (AOA posts/Construction Door coordination) contact:

Don Chinery at dchinery@lawa.org (office number – 424.646.7533)

TIAP (Tenant Improvement Approval Process) and CALM submittals

Below is an outline of the TIAP Process and the required CALM Submittals:

1. As part of the Concept Review Form, the Applicant must submit the following information:
 - a. Estimated Project Cost
 - b. Estimated Milestone Start/Completion Date
 - c. Physical location/Map
 - d. Scope of the project.

With this information, the CALM Team will be able to identify any conflicts, or impacts with time and space coordination. If the Applicant's request conflicts with or impacts other proposed projects, the Applicant may be required to alter/or resubmit their Project Concept Review Form.

2. Due to the large number of construction projects taking place, appropriate project sequencing is of critical importance to LAWA. Therefore, in accordance with the Concept Approval Letter, the Applicant shall notify the LAWA Project Manager of any cost/schedule changes that differ from the submitted Concept Review Form. Failure to notify the LAWA Project Manager of any schedule change, may adversely affect the Applicants ability to commence/complete the project.



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3. As stipulated in the Concept Approval Letter, the Applicant must notify the LAWA Project Manager, who in turn, will notify CALM when they plan to submit their Logistical Work Plan. This notification shall be within Fourteen (14) Calendar days of receipt of the Concept Approval Letter. Please be mindful that each submittal review, and/or resubmit may take a minimum of seven working days per review.
4. Prior to the Applicant receiving a Notice to Proceed (NTP), the Applicant shall have an approved Logistical Work Plan consisting of, but not limited to the following:
 - a. Updated Construction Schedule
 - b. Site Logistics Plan
 - c. Temporary Barricade Plan
 - d. Temporary Construction Signage Plan
 - e. Project Phasing Document
 - f. Haul Routes
 - g. Construction Stock piles/Laydown Areas (please refer to Environmental Section of the Design and Construction Handbook – **Reference # - Scott – please insert**)

To facilitate the submittal process of the required documents, the Site Logistics & Project Phasing Checklist is required to be completed and submitted with the Logistical Work Plan. Please incorporate the checklist directly on site logistics work plan. Reference Phasing and Site Logistics Graphics as examples.

5. After NTP, and during all phases of construction, the Applicant, and the Applicant's Contractor shall not deviate from the approved Logistical Work Plan. The Applicant must resubmit any changes to the Logistical Plan to the LAWA Project Manager for final approval.



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Project Phasing Documents

1. As part of the Logistics Work Plan, the Applicant shall coordinate, phase, sequence, and organize his or her work so as to minimize the inconvenience and disruption to the public, airport stakeholders, and other contractors. The Applicant shall submit a Project Phasing Document, in AutoCAD DWG (vector format only), defining each specific work area (Phase) into which the overall project is divided. A Project Phasing Document is required for any project with one or more phases of work. A Project Phasing Document and a fully documented Logistical Work Plan Checklist shall be approved by LAWA prior to issuance of a Notice to Proceed. The document shall be developed in accordance with the following criteria.
 - a) Written description of the work to be accomplished within each phase.
 - b) Breakdown the physical elements of the project in maximum thirty (30)-day increments, or less if required to accurately reflect the progression of work, sequenced in accordance with the project schedule.
 - c) Include dates for proposed work, daily work hours, and Emergency 24 hour contact information for each phase.
 - d) The document shall be flexible in its ability to describe real-time updates and shall be updated as required to ensure stakeholders are fully informed of revisions as they occur.
 - e) The document shall be consistent with the overall Project Schedule.

2. The description of each Phase shall address the following as a minimum.
 - a) Location of barricades, partitions, covered walkways, stairs, scaffolding, work platforms, etc. which are designed to separate construction activities from ongoing operational areas and mitigate disruptions to passenger and other stakeholder traffic flows. Please see “Additional Design Standards and Criteria” for a sample presentation. Full-size mock-ups of these systems may be required and agreed to prior to installation.
 - b) Identify security provisions
 - c) Identify emergency personnel provisions
 - d) Emergency evacuation routes
 - e) Identify egress analysis and Occupancy Load calculations for each phase of the construction
 - f) Identify the means for public and worker health and safety protection
 - g) Identify any relocation and definition of temporary facilities required to maintain ongoing operations
 - h) State the means for maintenance of fire/life safety systems



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- i) State applicable construction restrictions during special events and holidays
- j) Identify locations for material stockpiling and staging
- k) Identify Locations and related work zones for worker/material handling equipment
- l) Identify the plan for rubbish removal, including location of trash bins
- m) Identify modification and maintenance of existing systems during construction
- n) Identify temporary signage/way-finding needs and depict on drawings.
- o) Identify Stakeholder relocations
- p) Show routing of temporary utilities, lines, and points of tie-in
- q) Identify temporary facilities
- r) Identify means for dust/dirt/debris mitigation
- s) Identify means for construction noise mitigation



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Site Logistics Plan

As part of the Logistics Work Plan, the Applicant shall submit a proposed Site Logistics Plan, in AutoCAD DWG (vector format only). A Site Logistics Plan and a fully documented Logistical Work Plan Checklist, shall be approved by LAWA prior to issuance of a Notice to Proceed. At a minimum, the plan shall address the following information:

- a) Identify point of entrance locations and traffic routes for movement of the contractor's equipment, materials and workers to the work
- b) Incorporate Escort provisions including conformance with LAWA and TSA regulations regarding allowable number and handling of un-badged personnel
- c) Define alterations to existing facilities/infrastructure
- d) Locate on plans, construction zone accommodation of vehicular and aircraft traffic including signage, traffic stripping, flagging, temporary closures, barricades, and detours
- e) Locate on plans, provisions and plans for worker parking
- f) Locate on plans, the staging/laydown areas for construction equipment, trash/debris receptacles, and material storage and protection
- g) Locate on plans, temporary facilities including trailers, and dumpsters.
- h) Identify locations and related work zones for worker/material handling equipment such as cranes, and lifts
- i) Provide emergency vehicle access provisions
- j) Provide emergency evacuation routes
- k) Provisions for protection of private and public properties, including leased properties on site, if applicable
- l) Identify security provisions
- m) Locate on plans, fencing and enclosure provisions
- n) Identify location of off-site, project-related facilities
- o) Identify on-site parking provisions if applicable.
- p) Emergency contacts posted on plan
- q) Define work shifts and corresponding working hours
- r) Show routing of temporary utility lines and points of tie-ins
- s) Show provisions for reclamation of areas disturbed by the contractor
- t) Provide plans and actions taken to comply with environmental requirements and permits
- u) Identify the means for dust/dirt/debris mitigation
- v) Identify the means for construction noise mitigation
- w) Incorporate coordination and accommodation of stakeholders impacted by the work
- x) Incorporate coordination with other contractors impacted by or impacting the work