

DST 95-1 Master Format



Maryland Aviation Administration

"Striving to do our best in everything we do - dedicated to providing outstanding airport facilities and services"

Theodore E. Mathison Executive Director

February 3, 1995

Mr. Jeff Beer, R.A.
Project Manager
STV Group/William Nicholas Bodouva & Associates
21 Governor's Court
Baltimore MD 21244

Dear Mr. Beer:

SUBJECT: MAA-AE-92-001.10, Terminal Expansion
New International Terminal (NIT)
Baltimore/Washington International Airport (BWI)

I am writing to confirm our recent conversation and to transmit the enclosed Ralph M. Parsons letter dated December 31, 1994 regarding the Construction Standards Institute (CSI) Master Format Specifications.

The Parsons' recommendations for additional minimum required qualifications of the Independent Quality Control Testing Agency and the Building Trades should be incorporated into the contract specifications.

If you should have any questions regarding this matter, please contact me at 410-859-7093.

Sincerely,

Benjamin Chin, P.E.
Manager, Design Services

BC/jao

cc: Mr. Alex Noorani

Julie,

Please set up a

subject file:

Design Standards -

Master Format

DST 95-1

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

MEMORANDUM

TO: Distribution

FROM: Benjamin Chin, Manager *Benjamin Chin*
Design Services

DATE: May 16, 1995

SUBJECT: Design Standard (DST) 95-2
Airport Construction Project Checklist
Division of Engineering

Enclosed for your use is the Division of Engineering Airport Construction Project Checklist. All Maryland Aviation Administration (MAA), Division of Engineering projects, which start design after June 15, 1995, should be performed in accordance with this checklist.

The checklist serves as a guide to the requirements and procedures associated with the design of MAA projects. As a guide, it is not intended to be an all encompassing document addressing every detail, but highlights the minimum requirements for design and administration of MAA projects. The instructions for using the checklist are noted on Page 1.

We hope this checklist will assist you in the design of MAA projects. I would emphasize that this is a working document, and we invite any comments which would improve or clarify the checklist.

If you should have any questions regarding this matter, please contact me at 410-859-7093.

BC/jao

Distribution:

Mr. Jeff Beer (Bodouva)
Mr. Ian Bricknell (TAMS)
Mr. Allen Carter
Mr. Brad Collins (DMJM)
Mr. George Eichner (Greiner)
Mr. Ali Logmanni
Mr. Chirantan Mukhopadhyay (Parsons)
Mr. Alex Noorani
Mr. Ed Perry
Mr. Charles Steen
Mr. Bill Tsai
Mr. Reginald Weaver (Baker)
Mr. Mike West
Mr. Don Wise (STV)

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MARYLAND AVIATION ADMINISTRATION**

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Design Services

Benjamin Chin

DATE: May 16, 1995

SUBJECT: Design Standard (DST) 95-2
Airport Construction Project Checklist
Division of Engineering

TO NOTE	<i>AEN</i>					
CONCURRED	<i>[Signature]</i>					
DATE	<i>5/16</i>					

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**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION
OFFICE OF PLANNING AND ENGINEERING**

**AIRPORT CONSTRUCTION PROJECT CHECKLIST
DIVISION OF ENGINEERING**

MAA Project No.: _____

Project Title: _____

FAA Funding? ☐ Yes ☐ No **FAA Project No.:** _____

Instructions: All projects designed for the Maryland Aviation Administration, Office of Planning and Engineering (MAA OPE) will be performed in accordance with this checklist. The checklist should be completed as design progresses, and must be included with each submission of design documents. In general, any item on the following checklist which is checked "N/A" (not available or not applicable) should include a short explanation of action taken.

Items on the checklist are to be completed by the Engineer, except as noted otherwise. Where checklist items call for approval, coordination, or notification of other agencies, including those outside of MAA, documentation shall be made by the Engineer in writing. If information is not transmitted in a timely manner, the Engineer should send a follow-up request. If no response is received, the Engineer should document such non-response and notify the MAA project manager.

Any changes in project scope, design and/or construction costs, or schedule resulting from design reviews or other causes must be approved by the Manager, Design Services in writing before design work may proceed. There will be no exceptions.

For Federally-funded projects, the FAA Project Checklist (see Schedule B) must also be completed.

Yes No N/A

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. Has the Planning Division Checklist been received? Have all items noted in this checklist been addressed and coordinated with the Division of Planning (DP), and will they have any impact on the design? Can design proceed? |
| _____ | _____ | _____ | 2. Have airport property plats and descriptions been reviewed? If the proposed project is not on MAA property, has the project been coordinated with the MAA OPE Real Estate Section? |
| _____ | _____ | _____ | 3. Have past engineer's reports involving the project area and/or scope been reviewed? List reports reviewed: |

Yes No N/A

- ____ 4. Have record plans from the project area been reviewed? List project plans reviewed:

- ____ 5. Does the project area include wetlands or other environmentally sensitive areas that need to be addressed? Have environmental issues been properly coordinated with the Division of Planning?
- ____ 6. Has any required environmental documentation been coordinated with and approved by the Division of Planning? Have necessary approvals been received? Can project proceed if approvals are not received?
- ____ 7. If required, have appropriate mitigation measures been included in the design?
- ____ 8. If required, has an FAR Part 77 obstruction survey been conducted? Have possible impacts on the project schedule been evaluated?
- ____ 9. Does the design call for obstructions to be removed or lighted? Have removal and/or lighting decisions been coordinated with the Divisions of Engineering and Planning?
- ____ 10. If required, has an FAA Form 7460-1, "Notice of Proposed Construction or Alteration," been completed, submitted, and approved? Has a companion permit application for MAA Board of Airport Zoning Appeals (BAZA) been completed, submitted, and approved? (*See Design Standard 94-2 for application.*)
- ____ 11. Have FAR Part 77 and Part 139 obstructions been identified? Have the disposition of all obstructions been coordinated and resolved with MAA OPE and FAA-WADO?
- ____ 12. Has an erosion and sediment control and storm water management permit been received from MDE?
Application date: _____
- ____ 13. Has a U.S. Army Corps of Engineers water quality permit been received?
- ____ 14. Have NPDES permit requirements and conditions been coordinated with OPE Environmental Services? Has an NPDES permit been applied for and received?
Application date: _____
- ____ 15. Have other required permits been received? List permits and application dates:

- ____ 16. Has BG&E work been coordinated and finalized?
BG&E representative: _____
- ____ 17. Has Bell Atlantic work been coordinated and finalized?
Bell Atlantic representative: _____

Yes No N/A

___ ___ ___

18. Has an application for frequency approval been submitted to FCC?

Application date: _____

___ ___ ___

19. Have Anne Arundel County Department of Public Works approvals and permits been received for water and/or sewer hook-ups?

20. Has work been coordinated with the following agencies?

___ ___ ___

a. State Highway Administration?

___ ___ ___

b. Mass Transit Administration?

___ ___ ___

c. Amtrak and Maryland State Railroad Administration?

___ ___ ___

d. FAA -- Air Traffic Control and Facilities?

___ ___ ___

e. FAA -- Washington Airports District Office?

___ ___ ___

f. FAA -- Eastern Region?

___ ___ ___

g. Federal Inspection Services (FIS) Agencies?

___ ___ ___

21. Have surveying and mapping been completed?

___ ___ ___

22. Has the Pre-Design Meeting been held (at 30% Design)? In certain cases a Pre-Pre-Design meeting will be required. OPE will provide direction.

___ ___ ___

23. Have the 30% Design plans, specifications, and construction cost estimate been received, distributed, and reviewed? The 30% submission was distributed to:

___ ___ ___

24. Has the Preliminary Engineer's Report including been completed, distributed, and reviewed (at the 30% Design stage)? Does the report include supporting calculations? The report was distributed to:

___ ___ ___

25. Have the 30% Design review comments been addressed and resolved?

___ ___ ___

26. Have the 80% Design plans, specifications, and construction cost estimate been received, distributed, and reviewed? The 80% submission was distributed to:

___ ___ ___

27. Have the 80% Design review comments been addressed and resolved?

Yes No N/A

- | | | | |
|------------------------|---|---|--|
| — | — | — | 28. Have the 100% Design plans, specifications, Engineers Report, and construction cost estimate been submitted for review and approval? Does the report include supporting calculations? The 100% submission was distributed to: |
| <hr/> | | | |
| <hr/> | | | |
| — | — | — | 29. Has the project been approved by the State Fire Marshal? |
| — | — | — | 30. Have the final plans, specifications, and construction cost estimate been submitted? |
| Submission date: _____ | | | |
| — | — | — | 31. Have state wage rates been requested and received from the OPE Procurement Section? |
| — | — | — | 32. Have Federal wage rates been requested and received from the OPE Procurement Section? |
| — | — | — | 33. Has the construction phasing been coordinated with Airport Operations, FAA ATCT, FAA Facilities, Air Transport Association, and other airport tenants and/or users? |
| — | — | — | 34. Have the proper MBE/DBE requirements and goals for the project been included? |
| — | — | — | 35. Do the contract documents include the Technical Provisions (General Information, Technical Specifications, Wage Rates, Standard Provisions Forms, and Interim Standard Provisions), and Bid Forms (Agreement, Performance Bond, Payment Bond, Affidavits, and Proposal)? |
| — | — | — | 36. Have the requirements of the Airport Operations Checklist been incorporated into the contract documents? Has this checklist been completed and attached? |
| — | — | — | 37. Have the requirements of the Fire Rescue Services Checklist been incorporated into the contract documents? Has this checklist been completed and attached? |
| — | — | — | 38. Have the requirements of the Maintenance Division Checklist been incorporated into the contract documents? Has this checklist been completed and attached? |
| — | — | — | 39. Have the requirements of the Finance Division Checklist been incorporated into the contract documents? |
| — | — | — | 40. Has Schedule A been completed and attached? |
| — | — | — | 41. Have MAA design standards been reviewed and incorporated into the design? |

I certify that the referenced project has been completed in accordance with this checklist.

Engineer's Signature

Date

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION
OFFICE OF PLANNING AND ENGINEERING**

**AIRPORT CONSTRUCTION PROJECT CHECKLIST
DIVISION OF ENGINEERING**

SCHEDULE A

MAA Project No.: _____

Project Title: _____

Yes No N/A

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Has the project been coordinated through the Office of Airport Operations with affected tenants? |
| ___ | ___ | ___ | 2. Has the project been coordinated with the Office of Commercial Management where leases and tenant agreements are affected? |

Traffic Control Plan

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | 1. Has the traffic control plan been coordinated with Airport Operations, State Highway Administration, and county government (i.e., detours, temporary pavement marking, lighting, signage, directional arrow board, etc.)? |
| ___ | ___ | ___ | 2. Have temporary markings on airfield pavements been specified to be painted? (The use of temporary tape markings must be approved by Airport Operations.) |
| ___ | ___ | ___ | 3. Is adequate temporary lighting specified? |
| ___ | ___ | ___ | 4. Are adequate customer/pedestrian protection, temporary signs, dust control measures, etc. specified? |

Civil and Landscaping

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Have adequate storm water management, erosion, and sediment control measures during construction been specified? |
| ___ | ___ | ___ | 2. If needed, have special treatments for establishing ground cover (minimum requirement: topsoil, seed, and mulch) been specified? |
| ___ | ___ | ___ | 3. Have the landscaping plans been approved by the MAA Maintenance Division? |

Electrical

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | 1. Have Mode II runway and taxiway signs been specified? |
| ___ | ___ | ___ | 2. Have "switch hitter" runway centerline lights been specified? |

Yes	No	N/A
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—	—	—
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3. Have runway condition sensors been included if specified by MAA?

—	—	—
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4. Have any required control tower facsimile panel modifications been included?

Buildings

—	—	—
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1. On major structures, has the Governor's Commission approved the architectural concept?

—	—	—
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2. Have the roof specifications been approved by the Department of General Services? Has modified bitumen roof been specified?

—	—	—
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3. Have temporary heat and air conditioning been provided?

—	—	—
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4. Have temporary water and sanitary sewer service been provided?

—	—	—
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5. Is temporary power provided?

—	—	—
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6. Have handicapped facilities been provided in accordance with ADA? Have these facilities been reviewed by the MAA Division of Terminal and Transportation Services?

—	—	—
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7. If required, have additional FIDS been provided?

—	—	—
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8. Have 6" diameter minimum bollards been specified?

—	—	—
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9. If required, has a reflectivity study been conducted and approved?

Safety

—	—	—
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1. Has FAA Eastern Region Order EA 5210.1C been incorporated?

—	—	—
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2. Has FAA Advisory Circular 150/5300-9A been incorporated?

—	—	—
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3. Has FAA Advisory Circular 150/5370-2C been incorporated?

Aesthetics

—	—	—
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1. Is there any need or justification for special treatments for aesthetic reasons?

—	—	—
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2. Is there any need for artist's renderings and/or a special aesthetics review?

I certify that the referenced project has been completed in accordance with this checklist.

 Engineer's Signature

Date

FEDERAL AVIATION ADMINISTRATION
PLANS AND SPECIFICATIONS REVIEW CHECKLIST
SCHEDULE B

Airport: _____ **AIP No.:** _____

Yes	No	<u>Item</u>
___	___	1. Do the plans and specifications cover all the work included in the tentative allocation? If not, please explain. _____ _____
___	___	2. Do the plans and specifications include any non-eligible development?
___	___	3. Have all coordination (sponsor, users, FAA, etc.) comments been satisfied? If not, please explain. _____ _____
___	___	4. Has an Engineer's Report been submitted to FAA?
___	___	5. For projects containing airport paving, has the FAA Pavement Design Form (FAA Form 5100.1) been submitted to the FAA?
___	___	6. Was a pre-design conference held?
___	___	7. Are there any waivers to FAA standards included in Engineering Report? Have waivers been: Requested: Yes _____ No _____ Approved: Yes _____ No _____
___	___	8. Does the development included in the plans and specifications conform with the approved Airport Layout Plan? If not, please explain. (Note: This can be controlled by including a general layout sheet in the plan set with all grant work items listed in the legend and shown at the location on the airport where it will be constructed. The location and size shown should agree with the approved ALP). _____ _____
___	___	9. Are there any special environmental conditions or requirements that need to be incorporated in the plans and specifications? If yes, please explain. _____ _____
___	___	10. If over \$100,000 estimated cost, does specifications include 100% payment, and 100% performance bonds?

Yes	No	Item
___	___	11. Are the current EEO, Davis Bacon Act and DBE provisions in the plans and specifications? (Reference current boilerplate)
___	___	12. Is the current minimum Wage Rate Schedule (U.S. Department of Labor) included verbatim or referenced in specifications?
___	___	13. Does the Wage Rate Schedule include all the worker classifications required?
___	___	14. Are the EEO (minority/women) goals shown in the specifications in accordance with the Department of Labor requirements shown in the Federal Register dated Friday, October 3, 1980, page 65976?
___	___	15. Are the DBE goals shown in the specifications in conformance with sponsor's approved DBE plan?
___	___	16. Has a copy of the invitation for bids been sent to the Minority Business Resource Center for DBE coordination?
___	___	17. Do Plans and Specifications include safety requirements of Advisory Circular 150/5370-2C, "Operational Safety on Airports During Construction" dated 5/31/84?

Signature

Title

Date

DST 95-3 Current FAA Advisory Circulars for AIP and PFC Projects – Missing