

THE PORT OF PORTLAND TENANT IMPROVEMENT PROCESS

Thank you for your interest in developing facilities at Portland International Airport (PDX). PDX is one of three airports in the Port of Portland (Port) system, and is the commercial air service gateway to Portland, northern Oregon, and southern Washington. The Port's Aviation Tenant Improvement Process is a key component in maintaining the Port's high standard of service to the local community and area visitors. This document provides detail on the review process and its required submissions.

The Port has developed a standardized, four-step Tenant Improvement Process to ensure that all applicants comply with Port design standards and their lease agreements, thus providing the best and most effective facilities at PDX. The four steps to the Tenant Improvement Process are as follows:

1. Pre-Design Orientation Meeting
2. Schematic Design Review
3. Design Development Review
4. Construction Document Review and Port Construction Permit Issuance

Each applicant is required to become familiar with the content and intent of the Port design standards and all other Port documents applicable to their location. Please contact the current Tenant Improvement staff listed on the Port's website or your Property Manager for these documents. Each applicant shall require their design team and contractors to become familiar with these documents, and to monitor design and construction activities as necessary to ensure compliance. Please note that applicants are also required to comply with the applicable regulations of other governing bodies, including the City of Portland, Multnomah County, the State of Oregon, and the Federal Aviation Administration (FAA). The Americans with Disabilities Act (ADA) also applies to development at PDX.

Each step of the Tenant Improvement process must be completed as outlined on the following pages. Each step will be reviewed separately based upon the applicant's submission package. The Tenant Improvement Process is the Port's official review of the applicant's proposal, and is typically mandatory process as outlined in lease agreements. All approvals and comments will be distributed to the applicant in writing. The applicant may not proceed to the next step in the Tenant Improvement Process until approval of the previous step is received from the Port. The Tenant Improvement Process is coordinated by the Site and Facilities Design Section of the Port's Planning and Development Department, who can be contacted with questions or to make an appointment. The Tenant Improvement stakeholder team consists of various Port employees from the Planning, Business and Properties, Engineering, Operations, and Security departments, as well as others as required by the type and complexity of the project. The Port's Tenant Construction Permit process is administered by the Aviation Tenant Construction Office; this process is discussed later in this document.

Each step of the Tenant Improvement process takes approximately ten business days to complete, provided that all required documentation in the application package is complete. All drawing submittals shall be professionally drawn to scale and to applicable industry standards.

PRE-DESIGN ORIENTATION MEETING

The Pre-Design Orientation Meeting is an opportunity for Tenant Improvement staff to meet with the applicant to discuss the proposed improvement and identify any Port, City, County, FAA, or other requirements that may apply. It is important for the Tenant or the Tenant's representative (architect, graphic designer, etc.) to work with the Port, within the parameters of the Tenant Improvement Process, to create a unique but unified look for each operation within the Airport. The intent of this initial meeting is to familiarize Port staff with the basic design concept and enable applicants to seek answers to any questions they may have. The outcome of this meeting will be to determine whether a minor or major Design Review Process is required. In the case of minor alterations (for example, the repainting of an existing wall), the design may be approved to proceed directly to the Port Construction Permit phase. In some cases, this meeting may be waived or held over the phone for minor projects.

At the Pre-Design Orientation Meeting, no formal presentation or documentation is required of the applicant. However, the applicant should be prepared to describe the general nature of the proposal in order to take full advantage of staff comments and recommendations. It is recommended that the applicant have sufficient concept sketches and/or photos available to clearly portray the intended development. The successful completion of this preliminary step should prevent any unnecessary costs associated with designs or elements that are unlikely to be approved or function well within the airport environment.

Please note that the most up to date terminal or airfield base drawings may be obtained by placing a request with the Aviation Facilities Department.

SCHEMATIC DESIGN REVIEW

The intent of this review step is to ensure that the applicant has developed an appropriate conceptual design and adhered to the Port's Terminal Design Standards. The Tenant Improvement staff will review the submission for compliance with Terminal Design Standards and will focus upon the major design elements of the project. All concerns, issues, and comments from the Port will be forwarded to the applicant in writing.

It is important for the applicant to be aware that submission of a conceptual design for schematic design review does not ensure plan approval. The Tenant Improvement staff reserves the right to approve plans based on the fulfillment of conditions they may determine are necessary for the project's successful integration into Airport environs. Staff also maintains the right to deny approval and permitting due to the applicant's failure to address stated issues by Tenant Improvement staff or criteria established in Port plans and policies.

There are two types of Schematic Design Review submissions, based upon the complexity of the project. The two reviews are Minor and Major, and are generally defined as follows:

- Minor Review – Typically, a Minor Review will consist of surface improvements that alter appearance or information, such as wall coverings, painting, parking layout changes for less than 20 vehicles, signage alterations, and landscaping changes.
- Major Review – New developments or significant alterations to existing structures or systems.

The Port solely determines the type of submission required for any given project. This information will be determined at the Pre-Design Orientation Meeting.

The Port's Tenant Improvement team only reviews complete application packages. Incomplete or partial Schematic Design Review submissions will not be evaluated.

A. Schematic Design Review Submittal Requirements

Submittal requirements may vary subject to the nature of the proposal, as determined in the Pre-Design Orientation Meeting. At a minimum, they should include the following for each type of submission:

Minor Review

At a minimum, the submittals for this level of review should include the following:

- a. A simple site plan showing location of work;
- b. Sketches clearly representing the work, and all dimensional information required to clearly portray the improvements;
- c. A recyclable materials board, materials samples, and graphics package indicating elements to be incorporated into the project;
- d. Additional items as identified at the Pre-Design Orientation Meeting.

Major Review

Improvements subject to major review include those projects with multiple or complex elements. At a minimum, the submittals for this level of review should include the following:

- a. A floor plan and reflected ceiling plan indicating proposed layout;
- b. Elevations of each interior wall and storefront;
- c. Preliminary signage plan;
- d. A colored rendering of the storefront and merchandise display cases, as applicable;
- e. A recyclable materials board and graphics package indicating elements to be incorporated into the work including, but not limited to, floor and wall coverings, cabinet and shelving materials, and other graphic materials;
- f. Additional items as identified at the Pre-Design Orientation Meeting.

Please note that the Port is moving towards an electronic submission process. Please see Tenant Improvement staff contact information on the Port's website to enquire about current procedures.

PRE-DESIGN DEVELOPMENT MEETING

This optional meeting is held after the tenant and their design consultants have received comments from the Port Tenant Improvement team for their Schematic Submittal, and have had a chance to review them. The intent of this meeting is to familiarize the tenant design team with the requirements contained in the Port's Technical Guideline Specifications. The meeting also provides an opportunity for the tenant and the Port to discuss the particular project and any unique conditions or requirements of the space prior to beginning the mechanical, electrical, and plumbing design. This meeting is usually followed by a site visit. This meeting is an optional step in the process, though the Port maintains the right to make this meeting mandatory if the Port feels it would improve project progress or outcomes.

DESIGN DEVELOPMENT REVIEW

This review step by the Port's Tenant Improvement staff will focus more on the technical elements of design of the project, rather than the concept as a whole. Another purpose of this review is to ensure that all of the Port's previous issues and concerns were addressed and incorporated into the applicant's drawings to the Port's satisfaction. It also enables the Tenant Improvement team to review preliminary drawings that will eventually constitute the final construction documents. This review step offers the Port and tenant the chance to reconcile potentially contentious issues before final drawings are produced and materials are ordered.

It is important for the applicant to be aware that progress to this stage does not ensure plan approval or the issuance of a Port Construction Permit. The Tenant Improvement team maintains the right to deny approval and permitting based on a failure to address issues raised by the Tenant Improvement team, or criteria established in Port plans and policies.

If the application adequately addresses all issues identified at the Pre-Design Orientation Meeting, Schematic Design Review, and is in conformance with all stated plans, standards, and policies, the Tenant Improvement team will approve the plan. The approval letter will be issued so that final construction documents and the Port Tenant Construction Permit Application can be completed. It is important to note, however, that all Design Review comments within the approval letter must be addressed in the Construction Permit Application submission set.

The Port recommends that drawings be submitted for Design Review when they are at approximately 50 percent completion within the applicant's construction document production phase. Plans should adequately convey the design intent and include preliminary MEP design detail.

The Port's Tenant Improvement team only reviews complete application packages. Incomplete or partial Design Development Review submissions will not be evaluated.

A. Design Development Review Submittal Requirements

At a minimum, submittals for this level of review should include approximately 50% complete, professionally drawn, scaled construction documents of the following:

- a. Drawings of floor plans, reflected ceiling plans, wall and storefront elevations, building sections, details, etc. All drawings shall be sufficiently detailed and dimensioned to provide an understanding of all areas of construction;
- b. Signage plan and details showing all connections, materials, details, and colors;
- c. Mechanical, electrical, communications, plumbing, fire protection, etc. drawings and specifications;
- d. Project specifications and equipment lists;
- e. Updated recyclable color, material, and signage boards, if changed from previous submission;
- f. Updated perspectives, renderings and/or sketches if changed from previous submission;
- g. Additional items as identified in the previous Schematic Review submittal.

Please note that the Port is moving towards an electronic submission process. Please see Tenant Improvement staff contact information on the Port's website to enquire about current procedures.

CONSTRUCTION DOCUMENT REVIEW AND PERMIT ISSUANCE

The purpose of this final Port review step is to ensure that tenants obtain the written consent of the Port prior to carrying out any alterations to Port property. This review process is also intended to ensure that all conditions of approval made during the Design Review process are implemented during the construction phase. It is important to note, however, that the approval and issuance of the Port's Construction Permit does not negate the need for local jurisdictional permitting. The applicant must receive the approval of the Port and other applicable agencies prior commencing construction.

Processing for a Port Aviation Tenant Construction Permit (Port Permit) takes approximately ten business days, depending on the complexity and size of the project. The process will not begin until all of the following completed application materials have been submitted to the Port's Tenant Construction Coordinator.

A. Construction Permit Document Submittal Package

The following must be submitted in order to obtain a Port Construction Permit:

- a. Completed Port Tenant Construction Permit Application form;
- b. Professionally drawn scaled construction documents, sealed by an Oregon registered Architect/Engineer, consisting of drawings sufficiently detailed and dimensioned to provide a complete understanding of all areas of construction;
- c. Signage plan and details showing all connections, materials, details, and colors;
- d. Mechanical, electrical, communications, plumbing, fire protection, etc. drawings and specifications;

- e. Project specifications and equipment lists;
- f. Additional items as identified at the previous design review submittal.

Please keep in mind that any changes to design, colors, or materials occurring between Design Review and the Construction Document Permit submittal package must be approved by the Tenant Improvement team. Further, all changes to design occurring during construction or after Permit issuance must also be approved by the Port prior to construction.

The applicant will be notified in writing of Permit approval and of any conditions of approval that must be met during the construction process. Again, please note that approval of the Port's Construction Permit does not negate the need for a City of Portland building permit.

Construction will then be coordinated through the Aviation Tenant Construction Coordinator.

DRAWING SET REQUIREMENTS

The Port is currently moving towards an electronic submission process. As such, please submit scaled PDF file copies of your plan sets for both design review and construction permitting. Submissions should be made via email to TenantImprovements@portofportland.com

PORT OF PORTLAND CONTACTS

Please see the Port's website for the most current list of tenant improvement contacts.

ADDITIONAL RESOURCES

The following resources may also be of assistance in the Design Review and Construction Permitting processes and may be obtained online or by placing a request with the Design Review Process contact listed above.

- PDX Technical Guideline Specifications, latest version, obtainable at <http://www2.portofportland.com/Inside/MasterSpecsDesignStandards>
- Portland International Airport Rules
- Broadcast Media Standards, Portland International Airport
- Concourse D Node Tenant Sign Standards
- Oregon Market Tenant Signage Standards