

## SECTION 2.01 NOTES TO THE PROJECT SPONSOR

Los Angeles World Airports (**LAWA**) is a proprietary department of the City of Los Angeles. LAWA is the owner and operator of Los Angeles International Airport (**LAX**) and Van Nuys Airport (**VNY**).

All Projects at LAX and VNY are required to follow this Design & Construction Handbook (**DCH**). The DCH helps to ensure that all construction-activities on LAWA property conform to a consistent standard of safety, quality, sustainability, resiliency, maintainability, and efficiency. LAWA's Planning Criteria includes further emphasis on Guest Experience and Operational Flexibility. Ensure the design team references the LAWA Wayfinding and Signage Standards.

Exemptions from the DCH (or sections thereof) may be requested for each project (in whole or in part) on a case-by-case basis in accordance with Section 3.04. **The Project Sponsor should discuss possible Exemption Requests with their LAWA Project Manager (PM) early and often.**

If the Project Sponsor is seeking Capital Funding from LAWA, additional requirements will be identified in their Lease and/or Contracts with LAWA. **The Project Sponsor should discuss any Leasing and/or Real Estate issues with their LAWA Business Relationship Manager (BRM) early and often.**

For Projects where LAWA is the Projects Sponsor (aka LAWA Capital Projects), additional requirements will be identified in the Request for Bids/Proposals and/or Contract Documents.

**CAUTION:** The DCH may not anticipate every requirement and authorization that your project may require. The Project Sponsor is responsible for identifying & addressing all other rules & regulations applicable to their respective projects (building codes, entitlements, contracts, insurance, bonding, badging, etc.), and/or other specific needs related to their businesses and processes.

### Environmental Reviews

Certain projects may require more extensive environmental considerations. Please see "Environmental" section of the DCH: [CEQA – NEPA Reviews](#) and consult your LAWA PM for more information.

### Maintenance Projects

Maintenance projects may be excused from the Tenant Improvement Approval Process if/when directly authorized by LAWA's Commercial Development Group (CDG). This evaluation will be performed at the time of the submission of a Concept Request Package. If it is determined that proposed scope of work is routine maintenance authorized by the terms of the tenant's lease/agreement, this work may be allowed to proceed without further submissions. This determination will be made on a case by case basis. Consult your LAWA BRM for more information on Maintenance Projects.

### Airport Environment

It is important that your project is developed, constructed, and operated in the best interest of the public we mutually serve at each of LAWA's airports. Protecting and safeguarding the 24/7 operations of one of the busiest commercial airports in the world, requires a partnership between LAWA each Project Team.

**CAUTION:** Do not underestimate the requirements and challenges of working in an active airport environment of this size and magnitude.

## Design Requirements & Guide Specifications

The Project Sponsor is responsible for Design Management and Design Quality Control.

The Project Sponsor shall internally review their Design Packages for conformance to the DCH prior to submitting to LAWA. If the Project Sponsor is seeking Capital Funding from LAWA, the Project Sponsor shall also complete & sign the **Submittal Cover Sheet** prior to submitting to LAWA.

The Project Sponsor shall ensure that their Designer of Record utilize and build-upon the applicable LAWA Guide Specifications to generate their Project-Specific Technical Specifications.

## Codes and Regulations

LAWA **is not** a self-permitting agency. Your project may experience a complex entitlement and permitting process. All construction and improvement projects at all LAWA sites must comply with all applicable federal, state, and municipal codes and regulations. This includes, but is not limited to, those of the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Customs & Border Protection (CBP), the State of California, the County of Los Angeles, the City of Los Angeles, and other regulatory authorities.

Your project may require a Certified Access Specialist (CASP) to comply with Americans with Disabilities Act (ADA).

FAA reviews and approvals may be required and FAA established review periods should be factored into your project schedule (see [Authorities Having Jurisdiction](#)).

All Retail Food Facilities are required to submit drawings to Los Angeles County Environmental Health Department. The Permittee shall fulfill all other requirements of the: Certified Unified Program Agency (CUPA); the State Water Resources Control Board (SWRCB); the Air Quality Management District (AQMD); and the local city ordinances as cited in the City's Municipal Code.

The Low Impact Development (LID) Ordinance went into effect May, 2012. Project applicants **MUST** incorporate stormwater mitigation measures into their design plans and submit the plans to the City for review and approval. Please see “Environmental” section of DCH for the [Low Impact Development \(LID\) and Standard Urban Stormwater Mitigation Plan \(SUSMP\)](#) for more details.

All construction activities at LAWA that disturbs an acre or more of soil require preparation of a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP must be written by a qualified SWPPP Developer (QSD) in compliance with the State Water Resources Control Board Water Quality Order National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities; Order No. 2009-0009-DWQ NPDES No. CAS000002.

All projects in the City of Los Angeles are subject to the Los Angeles Green Building Code (LAGBC). LAWA has additional sustainability policies & requirements as described in the “Environmental” section of the DCH: [Sustainability](#).

**CAUTION:** If your project involves an existing facility, it may trigger mandatory upgrades required to bring the affected areas up to current building code standards. Therefore, your project may also need to include these required upgrades.

## Overview of Review Process

LAWA will determine the required submittal stages (e.g. 30%, 60%, 90% and 100%) for each project based on the scope and impact of the project. Projects that involve major renovations or are complex in nature will typically require submittals at all of the design milestones. However, most tenant projects bypass the 30% and 60% submittal requirements and advance directly to the 90% or 100% design stages. Submittals will be distributed to LAWA's **Project Evaluation & Review Team (PERT)**. PERT is comprised of subject matter experts from LAWA's Commercial Development Group (CDG); Planning and Development Group (PDG); Environmental Programs Group (EPG); Facilities Maintenance, Information Management Technology Group (IMTG), Airport Police, and Airport Operations, etc.

For more information on initiating a project and the review process, see [Processes](#) and [Notes to the Project Manager](#).

## Funding

While developing projects, please note:

- A. None of the costs incurred on tenant projects will be reimbursable by LAWA, through rent or by any other means, unless otherwise stipulated in the Tenant's Lease, Concession, or Tariff Agreement or under a separate construction reimbursement agreement.
- B. Relocation and coordination with other affected Airlines, Concessionaires, and Tenants and their proprietary equipment is the responsibility of the tenant.
- C. Ownership of all improvements and alterations constructed or installed by the tenant, or at the tenant's direction, will become the property of and remain with the City of Los Angeles. The tenant understands that it may be required to remove its equipment, modifications, installations, and alterations from any area, at any time, upon notice from LAWA.
- D. In the passenger terminals, any renovation, equipment, and conduit must be installed in a manner that will not interfere or interrupt the infrastructure of other occupants (including concessionaires) and equipment in the concourse. Any interference with other occupant's improvements caused by the proposed renovation, equipment, and/or conduit installation must be removed and/or relocated by the tenant at no cost to LAWA.

## Advertising

While developing projects, please note:

- A. No advertising of any kind will be permitted without explicit written approval from LAWA Commercial Development Group (CDG).
- B. The Permittee must provide in detail what content will be displayed on all monitors (Self Service Kiosks, Flight Information Display System, etc.) during the passive/active mode.
- C. No audio of any kind is permitted from any monitors at the pylons, gates, or back screen monitors without explicit written approval from LAWA CDG.

Tenants may contact their **BRM** for questions regarding leasing, real-estate, advertising, etc. For additional information about the Tenant Project Approval Process, see [Processes](#) and/or visit the Tenant Project Approval Website:  
<https://www.lawa.org/lawa-tenants-411/construction-approval-process> .

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