

Hartsfield-Jackson Atlanta International Airport

City of Atlanta

Department of Aviation

Office of Infrastructure Planning & Development

Airport Facilities Landside/ Airside New Construction and Modifications

Design Standards

**Project Submittal &
Review Standards**

Table of Contents

	Page
1.0 Purpose	3
2.0 Scope	3
3.0 Responsibilities	3
4.0 Procedure	4
5.0 Appendices	5
Appendix A - Design Review Process for Capital Projects (PDB, CMAR)	6
Appendix B - Design Review Process for Capital Projects (DESIGN, BID, BUILD)	7
Appendix C - Design Review Process for Capital Projects (MGC)	8
Appendix D - Design Review Process for Capital Projects (Review, Planning, Validation).....	9

1.0 PURPOSE

The purpose of these standards is to provide Designers of Record with procedures for submitting a project to the Department of Aviation's Planning & Development (P&D) for technical review and acceptance. All new construction and modifications to any airport's facilities at Hartsfield-Jackson Atlanta International Airport (ATL) shall follow these standards.

2.0 SCOPE

These standards apply to all Designers of Record.

3.0 RESPONSIBILITIES

A. Designers of Record

1. Designers of Record shall be responsible for submitting all project submittals to P&D per P&D's Design Review Process Flow Charts (Appendix A-D).
2. Designers of Record shall be responsible for complying with all P&D's posted Design Standards. (<https://atlstandards.com/>)
3. Designers of Record shall be responsible for submitting to P&D all revisions and/or modifications to the P&D stamped/accepted documents, for review and acceptance.

B. DOA Planning & Development (P&D)

1. P&D shall be responsible for the Architectural/Engineering technical review of all project submittals submitted to P&D by Designers of Record. Code reviews, Fire/Life Safety code and Grease Interceptor requirement reviews are the responsibility of the City of Atlanta Office of Buildings (OOB), Atlanta Fire Department (AFD) and Department of Watershed Management (DWM) respectively.
2. P&D shall be responsible for ensuring that all project submittals comply with ATL P&D's posted Design Standards. (<https://atlstandards.com/>)
3. P&D shall be responsible for transmitting the technical review comments to the Designers of Record. (Appendix A-D)
4. P&D shall be responsible for issuing the final P&D/AFD digitally stamped, accepted project submittals to the P&D Project Manager for distribution to the Contractor. The contractor shall be responsible for obtaining all required building permits from appropriate agencies before the start of any construction work. The City of Atlanta Office of Buildings

shall not accept any submittals for permitting without the P&D/AFD stamped/accepted seal.

4.0 PROCEDURE

A. Project Submittals

1. Delivery of Submittals

- a. All project submittals shall be submitted and reviewed electronically per P&D's approved Design Review Process Flow Charts (Appendix A-D). The electronic process is a paperless database online system. All submittals will be done electronically and will replace the existing submittal of hard copy documents. The review of plans will be done through SagesGov and Bluebeam. All comments, response to comments, tracking of comments and notifications for all submittals will be done electronically.
- b. Reviews can be performed at the reviewer's desktop. Reviewers outside P&D can perform their reviews remotely at their desktops.
- c. To access the system, login to <https://www.sagesgov.com/atlnext-ga> web address. All external users that do not have an account must first register through the same website. Internal users must contact the Design Review Coordinator to create an account.
- d. The overall Review Process will be overseen by the P&D's Design Review Coordinator and supervised by the P&D's Directors of Architecture and Engineering.

2. Design Review Submittals

Design review submittals shall be submitted electronically through SagesGov for each of the following design review phases:

- a. Schematic Design (30%)
Submit PDF files of plans, specifications, design calculations and cost estimates
- b. Design Development (60%)
Submit PDF files of plans, specifications, design calculations and cost estimates
- c. Construction Documents (90%)
Submit PDF files of plans, specifications, design calculations and cost estimates

d. Issue for Bid/Pricing

Submit PDF files of plans, specifications, and design calculations. Sealed Drawings by the State of Georgia Architect/Engineer of Record are not required for this submittal

e. Issue for Construction (Final Conformed/Permitting)

- i. Sealed drawings by the State of Georgia Architect/Engineer of Record are required for this submittal. Submit the following Source Files:
- ii. PDF and CAD format of the sealed and signed plans
- iii. PDF and Word format of the signed and sealed specifications
- iv. PDF format of design calculations
- v. File Share Revit files if applicable with SagesGov Design Review Coordinator(s)

B. Review Timing

1. P&D's initial review time shall be fifteen (15) business days.
2. P&D's re-submittal review time shall be a maximum of five (5) business days.
3. P&D/AFD final digitally stamped acceptance IFC drawings and Release Notification letter shall be a maximum of five (5) business days.
4. AFD's review time and their resolution of issues are not controlled by P&D. These conditions may be subject to additional review time and full acceptance of the documents.

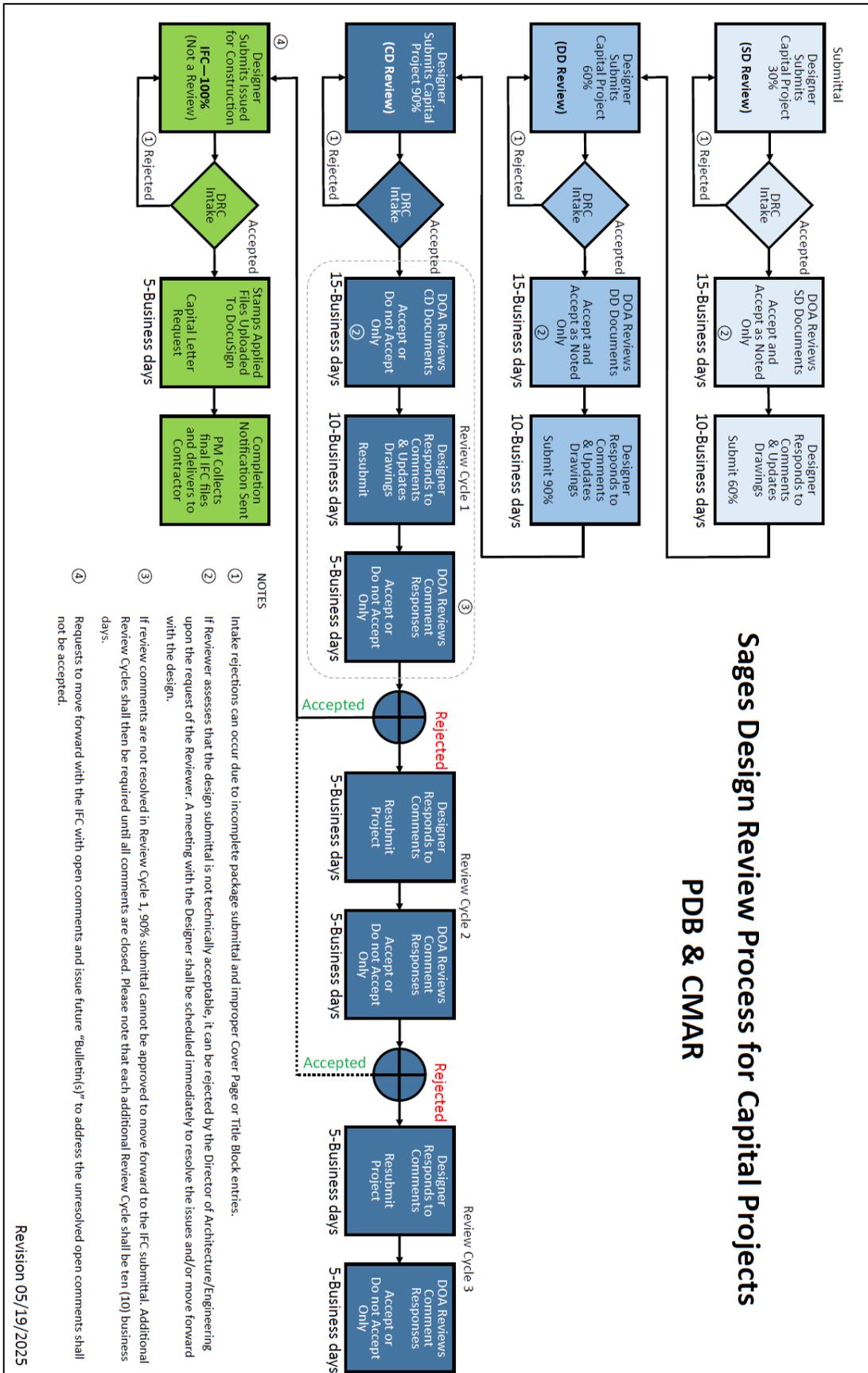
C. Review Responsibility

1. Review Responsibility
2. City of Atlanta Office of Buildings, Atlanta Fire Department and Department of Watershed Management are responsible for code reviews. Compliance with City, State and Federal Codes, Regulations and Ordinances shall be the responsibility of the Designers of Record.
3. Designers of Record shall be responsible for any liability resulting from their design. And for any errors, omissions and any other conditions resulting from the submitted Issue for Construction documents.

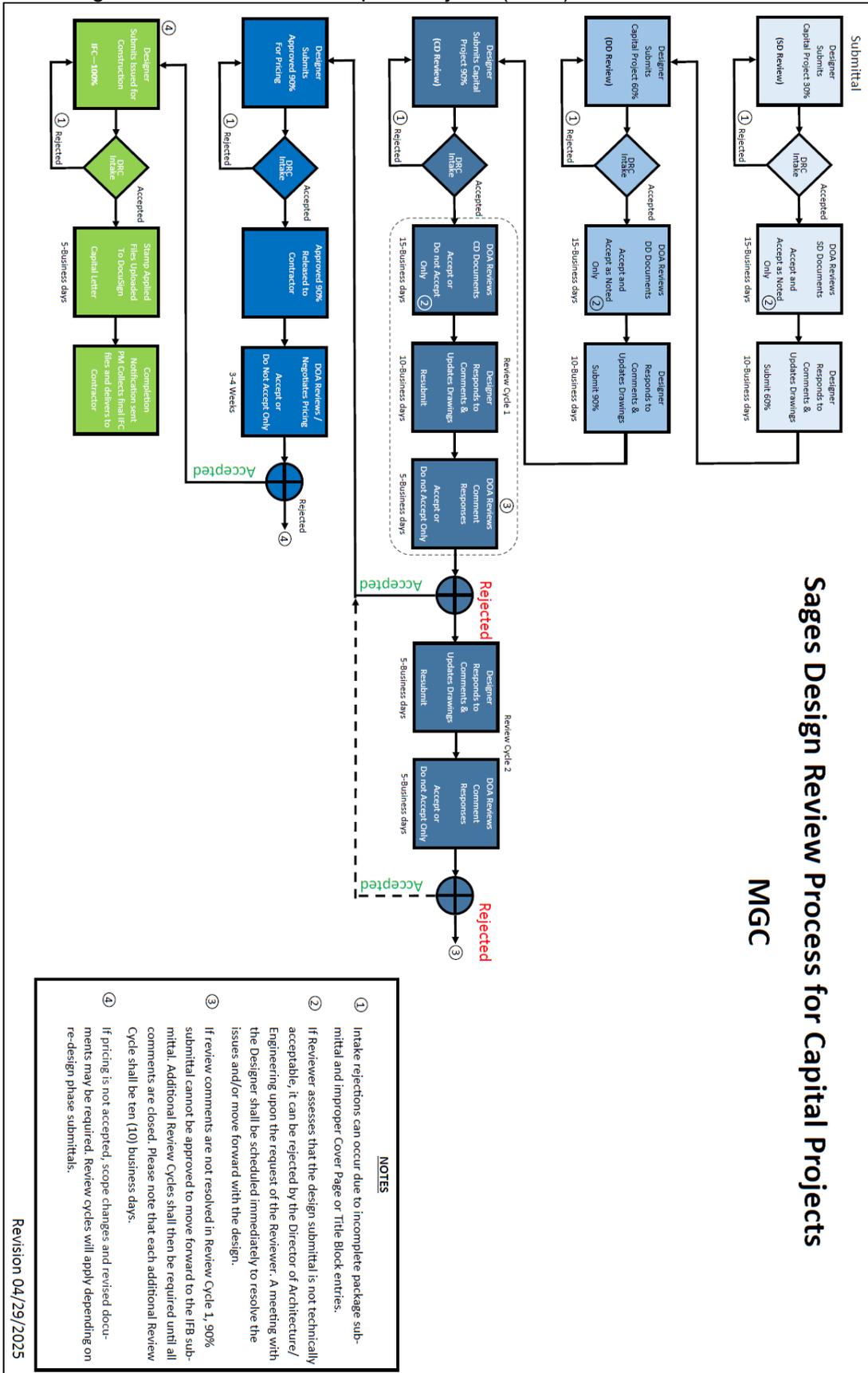
5.0 APPENDICES

- A. Appendix A - Design Review Process for Capital Projects (PDB, CMAR)
- B. Appendix B - Design Review Process for Capital Projects (DESIGN, BID, BUILD)
- C. Appendix C - Design Review Process for Capital Projects (MGC)
- D. Appendix D - Design Review Process for Capital Projects (Review, Planning, Validation)

Appendix A - Design Review Process for Capital Projects (PDB, CMAR)



Appendix C - Design Review Process for Capital Projects (MGC)



Appendix D - Design Review Process for Capital Projects (Review, Planning, Validation)

