LICENSEE DESIGN CRITERIA MANUAL
SANGSTER INTERNATIONAL AIRPORT
FOR AN ADVERTISING CONCESSION

October 1, 2015

SECTION A - INTRODUCTION

A1 Intent of this Manual

This manual is intended to provide Licensees, their designers and contractors with information required for the design and construction of their improvements in the International Terminal Building at the Sangster International Airport in Montego Bay, Jamaica. This Manual contains the MBJ Airport Limited (MBJ) criteria for design, procedures for obtaining the required approval of designs, and regulations which will cover design and construction procedures throughout the project.

Familiarity with the contents of this manual, the Facility Permit process, and the License Agreement is required, as they form the basis of MBJ's approval of Licensee design and construction work.

A2 Other Reference Materials

This manual is to be read in conjunction with the License Agreement and all codes and regulations which are applicable to the work. In case of discrepancy between this manual and the License Agreement, the License Agreement shall take precedence and shall apply.

A3 Design Philosophy

This Section is to be completed with the support of the MBJ Project Architect.

The Airport is one of the first and last impressions visitors have of Montego Bay, the region and Jamaica. Consequently, layouts, thematic treatments and designs are important to create memorable and stimulating experiences for passengers and other users.

SECTION B - GENERAL PROCEDURES

B1 Licensee Design Coordination

Licensee design coordination for this project will be directed by MBJ Airports Limited (MBJ). Questions, comments and submissions should be directed to the MBJ Project Manager with responsibility for Construction matters at Telephone (876) 952-2712, Fax (876) 952-7366.

B2 Permits, Fees and Approvals

Licensees are responsible for obtaining all permits, paying all fees and obtaining all required MBJ and other approvals. Construction shall not commence until all requisite approvals are obtained.

Licensees shall, upon completion of Licensee Work, secure all applicable certificates of inspection, and provide MBJ with a Statutory Declaration confirming that there are no builders, Workers' Compensation, or other liens or encumbrances affecting the Premises or the Building in respect to work, services or materials and equipment relating to Licensee Work and that all accounts for work, services or materials and equipment have been paid in

full with respect to all of Licensee Work. A letter of release as well as a Statutory Declaration will be required from the Contractor.

The Licensee shall, at all times during the performance of Licensee's Work, post the notice provided as Schedule B1 in two conspicuous places where work is being carried out.

MBJ should be contacted at (876) 684-1745-6 or fax (876) 952-7366.

B3 Letters of Reference

Licensee shall provide Letters of Reference from a minimum of three (3) past or existing clients, samples of works including supporting photographs, as evidence of works that have been designed and installed for said clients.

B4 MBJ Supplied Drawings

As part of the Request for Proposal (RFP) documentation, MBJ will provide drawings detailing the following information:

1. Terminal Floor Plans

2. Proposed Locations for installation of Advertising Works

B5 Licensee Authorized Work

The Licensee will not be permitted to perform/execute ANY works outside their licensed area. Any required works outside the licensed area will be coordinated by MBJ, executed by a third party, with a cost plus a markup to be borne by the Licensee.

Work performed by MBJ on behalf of the Licensee or to accommodate Licensee design requirements shall require Licensee to sign a "Construction Request Form", Attachment I in this document, prior to any work commencing. As soon as the nature of the work and the price is agreed upon any Licensee's base building changes shall be executed under the authority of a Construction Request Form. This will be prepared and issued by MBJ. MBJ will not perform work prior to receiving signed Licensee authorization. Costs, in accordance with Construction Request Form, shall be paid by Licensee directly to MBJ upon invoicing following completion of the work. All Licensee Work performed by MBJ at the Licensee's expense shall be charged to the Licensee at cost plus 15% for MBJ coordination, supervision and administration. The Letter of Credit Security referred to in the General Provisions of Schedule C of the Licence shall be security for all of the Licensee's obligations including payment of Licensee's Work performed on the Licensee's behalf by the MBJ.

B6 Licensee’s Extra Requirements

If the Licensee requirements for any of the base building services supplied by MBJ exceed the standards or capacities outlined in the Licence and this manual, the Licensee may apply to MBJ for upgrading of such services. MBJ will review the application received and may, at its sole discretion, agree to the upgrade. If MBJ agrees, MBJ shall supply a quotation to the Licensee for such upgrade work and that amount shall be reimbursed by the Licensee to MBJ, on demand, following completion of the work by MBJ’s contractor.

All related costs, including those of MBJ's consultants, plus 15% for MBJ coordination, supervision and administration shall be borne by the Licensee. Under no circumstances will the Licensee's contractor be permitted to make modifications to the base building systems.

B7 Safety and Security

It is the intention of MBJ to provide a safe, secure and healthy work place for each and every worker on the MBJ's property. This also applies to work performed within the Licensed Premises.

Each Licensee's managers, its supervisors and workers must accept responsibility to ensure that safety and security are the top priority. Nothing less will be accepted.

Licensee security during Licensee's Fixturing Period is the responsibility of Licensee. MBJ shall have no liability for any loss or damage including theft of building materials, equipment or supplies. The Licensee shall become familiar with and conform to the guidelines set out in the project "Safety and Security Manual" as attached.

The consequences of late opening are addressed in the Request for Proposals (RFP) documentation.

B8 Working in the Airport

It is the responsibility of the Licensee and its contractor to obtain and become familiar with MBJ's guidelines as embodied in the Licence, this Manual and the Safety and Security Manual prior to commencement of Licensee's Work.

B9 Applicable Codes and Standards

1. The National Building Code of Jamaica
2. The Building and Fire Code
3. The Jamaica Standard Specification for Electrical Installation JS21
4. All Jamaica Civil Aviation Publications applicable to construction at Airports.

SECTION C - LICENSEE DESIGN SUBMISSION

C1 General

1. Preparation and submission for MBJ's review of drawings, samples, and specifications for the fixturing of the premises must be in accordance with this Section.

2. All Licensee Work shall be in accordance with the Facility Permit requirements. Attention is drawn in particular to the non-combustible classification of the building, related flame spread ratings and smoke development classification of materials and the seismic restraint of construction components. Documentation demonstrating compliance shall be provided by the Licensee if requested by MBJ.

3. Within 30 days of date of MBJ's notice to the Licensee of MBJ's intent to enter into a Licence, the Licensee shall prepare and submit its preliminary design to MBJ as set out in Subsection C2 herein, for MBJ's review and approval.

   After review by MBJ, the Licensee will receive approval or comments from MBJ. If the Licensee's drawings are "accepted as noted", the comments noted must be incorporated into the Licensee's final design submission.

   Within 14 days of MBJ's response to the Licensee's preliminary design submission, the Licensee shall submit its proposed final design, as set out in Subsection C3 herein, for MBJ's review and approval. The Licensee's final design submission shall include revisions to and incorporate MBJ's comments to the preliminary design as well as any base building modifications required by MBJ to accommodate the Licensee's final design.

   Within 21 days of the Licensee's receipt of MBJ's approval of the Licensee's final design, the Licensee shall prepare and submit design/working drawings and specifications consisting of one (1) set of prints as set out in Subsection C4 herein, for MBJ's review and approval. MBJ shall notify the Licensee of its approval or otherwise of the Licensee's working drawings submission within 14 days of MBJ's receipt of same.

1. MBJ failure to notify the Licensee within the period specified in C1.3 above shall not imply approval.

2. All submission to be consistent in size 600mmx900mm.

C2 Preliminary Design Submission

The following indicates the minimum requirements of the Preliminary Design Submission. Licensee shall make the submission in duplicate except for sample board of which one is required.

1. Key Plan showing the location of installations within the Airport.

2. Colored perspectives or elevations of proposed interior design with specifications.

3. Sample board of proposed materials, colors and finishes.

C3 Final Design Submission

The following indicates the minimum requirements of the Licensee's Final Design Submission which shall be made in two (2) copies (unless otherwise requested by MBJ).

1. Key Plan showing the overall locations of the installations within the Air Terminal Building.

2. Preliminary floor plans showing location specific details of each proposed display.

3. Elevation and section showing concept including graphics, materials, finishes and fixing details.

4. Sample board (if revisions to Preliminary Submission were required by MBJ).

5. Licensee hoarding and dust control plans.

C4 Design/Working Drawings Submission

The following indicates the minimum requirements of the Design/Working Drawings Submission consisting of one (1) set (CAD discs in DWG format to be provided if required by MBJ).

1. Architectural:

   (a) Key Plan showing overall location of the installations within the Air Terminal Building;

   (b) Final Floor Plan(s) (1:50) indicating location specific details of each proposed display.

   (c) Interior Wall Elevations (1:50), sections and fixing details sufficient for safe installation;

   (d) Elevations (1:25) showing heights in relation to finished floor and ceiling levels,

   (e) Sample board of materials, finishes and colors if revised from previously approved Final Design Submission.

2. Structural (if applicable):

   (f) Drawings identifying means of seismic restraint for all code required application;

3. Electrical:

   a. Schedule showing quantity and watts for each display or installation requiring electrical power.

   b. Total electrical demand

C5 Post Construction Submissions

The following checklist indicates items to be submitted post construction.

1. Two (2) sets of complete and accurate as-built drawings signed by the

contractor/builder and CAD discs in DXF and pdf formats, of all work provided within the Premises.

2. Operation and Maintenance Manual for all equipment installed including information/data sheets on all equipment and suggested maintenance/schedule.

NB. All maintenance within Licensee area is to be borne by Licensee.

SCHEDULE B1

NOTICE TO WORKERS, MATERIALMEN, CONTRACTORS AND SUB-CONTRACTORS

Take notice that the improvements made or to be
made to this property are not at the request of the Government of Jamaica, as
Represented by the Minister of Transport or the
Airports Authority of Jamaica (the Owner) or
MBJ Airports Limited (the Concessionaire)
but rather are made or to be made at the
Request of the Licensee.

The Owner and Concessionaire will not be responsible for the
Improvements made or to be made to this property.

SECTION D - DESIGN CRITERIA AND TECHNICAL REQUIREMENTS

D1 General

Design criteria have been developed to maintain design quality and consistency while encouraging designers to be imaginative and innovative.

MBJ will review each design submission on individual merit and in the context of complementing the existing building aesthetic and operation efficiencies and safety.
Prior to commencement of Licensee's design, the Licensee is to contact and meet with MBJ's Project Manager in order to clarify the particular conditions applicable to the Premises, and to discuss proposed solutions to layout, materials, and design.

D2 Structural

1. Under no circumstances shall the Licensee, its employees, its contractor(s) or its contractor(s) employees enter onto any roof or steel deck of the Building or make any opening in the roof without the prior written approval of MBJ. No roof-mounted antenna or satellite receiving dish antenna is permitted unless approved in writing by MBJ with respect to location and detail.

2. No electrical wiring or conduit will be permitted through or under the main floor slab without written approval by MBJ.

D3 Sprinklers & Fire Protection

1. All proposed locations will fall within and be covered by MBJ's existing sprinkler and fire detection network.

D4 Electrical Power Service

1. MBJ will provide electrical service to accommodate an electrical load as set out in Clause 5.2 of the Licence for Licensee's lighting and power. Electrical service will be brought to MBJ's designated location in the Premises terminating at a suitable panel circuit, 120/208v, 100 amp, 3 phase, 4 wire, 50 Hz AC NBLP type combination disconnect switch/breaker panel (without breakers) for service less than 200 amps or 120/208v, 3 phase, 4 wire CDP type panel (without breakers) for service greater than 60 amps.

2. The following additional components will be provided by MBJ:

   (a) One 15 amp, 120V/220V, single pole emergency power circuit unmetered to an unfused disconnect switch located in the Licensee's main electrical panel;

   - Fire alarm detection circuit tie in by MBJ Airports Ltd.

   - Normal and emergency 120/208V, 225 amp, 3 phase, 4 wire electrical service to distribution panel, (without breakers) located in Licensee's space;

- Fire alarm detection and alarm system and exit lights to meet code requirements for general coverage on an open floor basis with no ceiling;

- Connection to fan coil unit (if applicable).

3. Premises which shall be connected to MBJ's distribution and fire alarm system.
4. All the Licensee required data and telecommunication wiring between MBJ's equipment room and the Licensee's Premises including wall plates and wiring termination shall be installed at Licensee's expense.
5. Should the Licensee's electrical design require service capacities beyond those provided by MBJ, MBJ may (after review of the Licensee's requirements) perform the necessary upgrade at the Licensee's expense. Such upgrading shall not be performed by the Licensee under any circumstances.

6. The following requirements shall be the responsibility of the Licensee:

    a. Connection to and/or relocation, (if required in the Premises) to distribution panel, and above ceiling conduits (if any), branch wiring and associated panel breakers, outlets, cable trays and receptacles;

    b. Licensee shall ensure that all wiring for lighting, power, data, television and low tension systems within walls and ceiling plenums is installed in metal conduit or metal raceways or cable trays. No exposed wiring is allowed;

    c. All materials shall be new, CU / CSA / IEEE approved or equivalent and shall be of a standard not less than MBJ's base building;

    d. All wiring shall be copper. Branch wiring shall be minimum #12 gauge solid (stranded for #8 or larger). All wiring must be installed in conduit. BX cable may be used in partition walls with no horizontal runs around corners of walls and in ceiling for drops (maximum 3 metres) from the junction boxes to the light fixtures. Daisy chaining with BX wires between light fixtures is not permitted;

    e. All equipment and light fixtures shall be energy efficient and be considered Power Smart.

D5 MBJ Finishes:

Wood is subject to the code limitations applicable to non-combustible buildings.

SECTION E - CONSTRUCTION REGULATIONS

E1 On-Site Start-up

Immediately following receipt of MBJ's notice of Fixturing Period, the Licensee shall arrange and perform a joint inspection of Premises with MBJ.

E2 General

1. All work at the Airport shall be performed by skilled workers using new material, to the highest standards of construction practice. All workmanship by the Licensee must be to the satisfaction of MBJ.

2. The Licensee will not work or store material in any part of the Concourse, or have any access to the Concourse during Licensee's construction period, unless otherwise approved by the MBJ.

3. Access arrangements for the delivery of construction and other building materials must be approved and coordinated with MBJ.

4. Access to site arranged through MBJ.

E3 Labor Affiliations

This Airport project is an open site. All items of work undertaken by the Licensee shall be performed by contractor(s) and subcontractor(s) who will employ competent tradesmen who shall be paid fair wages for work at the Airport site. This project is classified as a right to work site.

E4 Working Hours

Should progress of construction of work performed within the regular working hours established by MBJ's base building contractor be insufficient to ensure a satisfactory operation, the Licensee's forces may work overtime or in extra shifts. The Licensee's Coordinator, when first arriving on site, must check in with MBJ's Project Manager, who will inform him of rules and regulations to be observed on this project and provide orientation. The Licensee's contractor(s) and suppliers will be subject to restrictions which may be imposed by MBJ's contractor(s) and/or MBJ in regards to hours of work, scheduling and coordination of work.

E5 Safety and Security Regulations

All persons on the Airport site in connection with the Licensee Work shall comply fully with all safety regulations in force, and MBJ will cooperate with the concerned authorities in enforcing these regulations. Minors shall not be permitted on the construction site at any time. All Licensees must obtain and become familiar with MBJ's "Safety and Security Manual." The International Air Terminal Building is subject to Airport operational security restrictions at all times and they shall remain in effect throughout construction. All workers must be of legal working age.

E6 Public Safety

It is the responsibility of the Licensee to ensure that its contractor(s) exercise all caution in matters relating to public and construction safety and to comply with the standards set out in the MBJ's Safety and Security Manual. MBJ may issue to the Licensee's contractor(s) from time to time safety instructions which must be strictly observed and adhered to.

First Aid shall be available to the Licensee's contractor(s) from the MBJ by Nurse's Station at the Licensee's/Licensee Contractor's expense.

E7 Temporary Services

Workers on site shall use only those washroom facilities and water resources designated for construction personnel. Use of permanent building facilities is not permitted.

Licensee construction electrical power will be available from the Premises electrical panel. The Licensee will be charged for all metered power consumption.

E8 Roof Work

All Licensee work involving the roof, including openings through the roof and mounting equipment upon the roof, shall first have the written approval of MBJ. All work shall be performed by MBJ's contractor(s) at the Licensee's expense including any costs for security or conduct of the work. All rooftop equipment is to be painted to match the color of MBJ's equipment. Under no circumstances shall the Licensee enter upon the roof.

E9 Airport Access and Airport Security

The Licensees, its contractors and employees must conform to MBJ's rules and regulations with respect to Airport access and security and any expense as a result as set out by MBJ from time to time.

E10 Access to Licensed Premises

The Licensees having rear service doors shall use same for all routine access to Premises. The Licensees having no access other than from the Concourse shall use routes of access as designated by MBJ from time to time. Oversized objects may be delivered to the Premises only via Concourse routes similarly designated. The Licensee materials must be stored inside the Licensee's Premises.

E11 Insurance & Security

The Licensee, at all times throughout the Fixturing Period, shall carry the following insurance in the joint names of MBJ and the Licensee:

1. General Liability Insurance covering Licensee, its contractor(s) and subcontractor(s), in an amount not less than $2,000,000.00 per occurrence in respect of any injury to or death of one or more persons and loss or damage to the

property of others;

2. All risks insurance covering all property in the Premises owned by the Licensee or for which the Licensee is legally liable including, but not limited to, the Licensee's Work, the Licensee improvements and Licensee's merchandise, stock-in-trade, trade fixtures, furnishings and other personal property in an amount equal to its full replacement value as determined by MBJ or in the event of a dispute, by MBJ's independent insurance advisor;

3. Security of Premises during the Fixturing Period is the responsibility of the Licensee;

4. The Licensee shall provide certificates of insurance as set out above in a form acceptable to MBJ.

E13 Parking

The Licensees and the Licensee's contractor(s) shall park vehicles on site only in areas designated by MBJ. The cost shall be borne by the Licensee / Licensee Contractor.

E14 Damage to Property

The Licensee shall be held responsible for any damage to MBJ's property resulting from the actions of the Licensee, its employees, its contractor(s) and its supplier(s). Note particularly that any damage to MBJ's sprayed fireproofing shall be repaired by MBJ at the Licensee's expense.

E16 Dust and Odor Control

Painting with noxious or hazardous materials should be avoided wherever possible or be scheduled outside of regular working hours. The Licensee shall effectively seal off the Premises when over spray from painting may occur and whenever sanding or dust is generated.

E17 Waste Removal

The Licensee and its contractor(s) shall maintain the Premises in a reasonably clean and orderly manner during the Fixturing Period and shall remove daily all excess material, trash and cartons resulting from the Licensee’s Work and the Licensee’s stocking of the Premises, to containers designated by MBJ's base building contractor from time to time. Gypsum products shall be separated and placed in separate designated containers.

E18 Liens

The Licensees shall not carry out any work until MBJ is provided with a waiver from every contractor and subcontractor and all persons supplying services, labor or materials in connection with the work, duly signed in the following form:

"To: MBJ Airports Limited (MBJ):

In consideration MBJ Airports Limited (MBJ) permitting the undersigned to be engaged in supplying work or materials in connection with the project at the Sangster International Airport site, the undersigned hereby waives and releases in accordance with the provisions of the Mechanics Lien Act, any claim of builders lien under the Mechanics Lien Act with respect to work to be done and materials to be supplied or work already done or materials supplied in connection with improvements at the said site. This waiver and release will not affect any worker earning wages within the meaning of the Mechanics Lien Act. If any claim of mechanics lien is filed on behalf of the undersigned or any subcontractor or person supplying work or materials in connection with any contract of the undersigned pertaining to the project, the undersigned will within 72 hours release and discharge or cause to be released and discharged such lien."

ATTACHMENT I

mbj Airports Limited	**MBJ-Con** Construction Work Request Form	**Form No.** F-011

Date: _____

Depart: _____

By: _____

Work Order No.:
00 -
(by MBJ-Con)

Date Received:
(by MBJ-Con)

TASK DESCRIPTION/DETAILS

REFERENCE DRAWINGS

COMMENTS

MBJ'S SIGNATURE

CLIENT'S SIGNATURE