

## Base Building Modification Request (BBMR) Form

Base Building Modification Request			
Tenant & Project Name:		Space ID:	Project #
Project Manager:		Request Date:	Priority <input type="checkbox"/> Urgent <input type="checkbox"/>
Building System(s) affected: (Check all that apply) Structural <input type="checkbox"/> Mechanical/Electrical/Plumbing <input type="checkbox"/> Information Technology <input type="checkbox"/> Aesthetics <input type="checkbox"/> Other _____			
Description of Modification			
Detailed Description of Modification (attach additional sheets and drawings as needed).			

Tenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

BBMRs may result in base building schedule delays or additional unforeseen impacts and be the sole responsibility of the contractor requesting the modification. Arrive requires a minimum of 20 days after receipt of a BBMR Form to review, verify, price, and coordinate the required work and associated impacts with all required parties and report these findings back to the Airport Authority.

Approval Signatures Required By:	
Arrive Project Manager: Signature _____ Date: _____	Route to next signee
Arrive MEPF Manager: Signature _____ Date: _____	Route to next signee
Arrive General Superintendent: Signature _____ Date: _____	Route to next signee
Arrive Safety Director: Signature _____ Date: _____	Return to PM for scope and copy to Super
Arrive Superintendent Responsible for the Work: Signature _____ Date: _____	Acknowledges receipt only
ARRIVE Use Only	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Scope Change Request (SCR) Required <input type="checkbox"/> Yes <input type="checkbox"/> NO

### **Request To Modify Base Building Conditions**

Per the requirements of the Authority all Tenants must submit a request in writing for any modification to the base building and/or the base building systems provided by the Authority. The following Base Building Modification Request (BBMR) form shall be filled out and signed by the Tenant's contractual representative and submitted to the JV Contractor Project Manager for review and approval prior to any work to effect said modification. Modifications to the Base Building are not allowed without an approved BBM form fully executed by the JV/Authority.

The JV and Authority will review the request and will render, at its sole discretion, a decision in writing to the Tenant. Should the Authority authorize the Tenant's request, the Tenant shall proceed with the work at Tenant's expense under JV/Authority oversight and supervision. The Authority reserves the right to require modifications to the Base Building or Base Building systems to be performed by a Base Building proprietary contractor at Tenant's expense.

If the Authority incurs direct or indirect costs associated with the Tenant's request for a change to the Base Building, the Tenant shall compensate the Authority accordingly.

### **Minor Modification**

Tenants requiring only a minor modification(s) shall provide a description of the modification(s) along with adequate documentation to allow an understanding of the desired modification(s). The Authority will review the information to determine cost and/or schedule impacts to Airport Operations.

### **Complex Modification**

Tenants requiring a more complex modification(s) shall provide a detailed description of the modification(s) along with drawings and supporting documentation necessary to fully understand and evaluate the proposed modification(s). The Authority will review the information to determine costs and/or schedule impacts, if any, to Airport Operations.