

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 Other _____	<input type="checkbox"/> Mechanical/Electrical/Plumbing	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Aesthetics

Description of Modification

Detailed Description of Modification (attach additional sheets and drawings as needed).

Tenant Signature _____ Date: _____

BBMR Form to be submitted to Arrive JV a minimum of 20 days prior to need for completion of work. This time is needed to review, verify, price and coordinate the required work and associated impacts with all required parties. Failure to meet this timeline may result in schedule delays or additional unforeseen impacts and be the sole responsibility of the contractor requesting the change.

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	
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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.