
TERMINAL ALTERATION & RENOVATION (TAR) PROGRAM **REVIEW PROCESS**

Stakeholder review and central documentation of terminal facilities improvement projects are essential to the Maryland Port Administration (MPA) Asset Management Program (AMP) which is managed by the Engineering Division. Whereas projects initiated by the Engineering Division are automatically stakeholder reviewed and documented in MPA's AMP, the Terminal Alteration & Renovation (TAR) Program is a process for MPA Stakeholders to review and acknowledge non-Engineering, planned construction activities to identify potential resource sharing opportunities, conflicts with other projects and operations, and ensure all renovations or alterations to MPA property are properly documented and executed in accordance with applicable lease terms, and building, construction, fire/life safety codes, and environmental regulations. Stakeholders providing feedback are internal MPA Departments.

This process applies to all planned construction activities executed by MPA tenants, and non-MPA Engineering projects, directly or indirectly that will impact property owned or operated by the MPA apart from the World Trade Center. MPA's Engineering Division maintains a database for all construction activities on MPA terminals.

Definitions:

Alteration – A Capital Improvement or other construction related activity, on MPA property.

Capital Improvements – An activity that results in a permanent alteration to or relocation of an MPA asset that enhances its value, increases useful life, or adapts it for a new use.

Initiating Entity – The MPA tenant or MPA Department that will oversee the Alteration.

Maintenance – An activity performed to keep an MPA asset functioning or in service that does not permanently alter or relocate that asset and does not require a TAR Form.

MPA Departments – Commercial Management, Engineering, Office of Environment, Office of Navigation, Innovation, and Stewardship, Maintenance, Operations, OIT (Office of Information Technology), Procurement Department, Safety & Risk Management, and Security

Professional Endorsements – A signature and/or seal by a licensed professional engineer (P.E.) endorsing the Alteration plan documents.

Stakeholders – Non-requesting MPA Departments with a vested interest in the project who review the TAR Form and provide comments to the Initiating Entity.

TAR Coordinator – Person who is responsible for ensuring the application of TAR review process.

TAR Form – A form notifying MPA Departments of Alterations planned by the Initiating Entity.

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TAR Submission, Review, and Notification:

1. Initiating Entity will complete the fillable TAR Form and submit it by email to the Engineering TAR Coordinator. The TAR form must be completed electronically; handwritten submissions will be rejected.

The TAR form can be found on the MPA Website at www.marylandports.com, or for MPA Departments, on the MPA Engineering TAR web application at <http://mpaengapp1:84/TAR/#/>.

2. The Initiating Entity will email the completed TAR Form accompanied by all applicable construction documents to the TAR coordinator. Supporting documents include but are not limited to construction plans, details, specifications, and arial maps. A full list of required documents can be found in Attachment B. Professional Endorsements must be provided on applicable submitted documents if required by local, state, and federal laws and regulations. Stakeholders may object to the Alteration if required Professional Endorsements are not provided.

Forms and supporting documents will be emailed to the TAR coordinator at mpatar@marylandports.com and tenants will copy MPA Commercial Management mpapropertymngt@marylandports.com.

3. When the TAR Coordinator receives the TAR package, the TAR Form and supporting documents will be reviewed for completeness. The TAR Coordinator will assign a TAR number and distribute the TAR package to Stakeholders for review and comment. MPA Commercial Management will review Tenant TAR Forms for compliance with lease terms and other applicable governing agreements.
4. Stakeholders have ten (10) business days from receipt to respond with acceptance or objection by emailing the TAR Coordinator. Stakeholders who accept the TAR will email the signed TAR Form. Stakeholders with objections or comments to Tenant Alterations will email feedback to the TAR Coordinator. The TAR Coordinator will compile the input and send it to the Initiating Entity for resolution. For the MPA Department's submissions, Stakeholders may coordinate directly with the Initiating Entity (MPA Department) to resolve objections and comments. Stakeholders can monitor the status of comments and responses using the MPA Engineering TAR web application at <http://mpaengapp1:84/TAR/#/>.
5. The TAR Coordinator will email the Initiating Entity when all Stakeholders have accepted the Alteration. An acceptance letter will be sent via email by the TAR Coordinator including reporting requirements indicated by Stakeholders during the review process, conditions applicable to acceptance, the MPA contact information to be used during the construction, and

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a formal acknowledgement form. The Initiating Entity must sign and return the formal acknowledgement form to the TAR Coordinator before construction of the Alteration. The Initiating Entity is responsible for alerting the TAR Coordinator of the scheduled start of construction prior to execution of the work.

6. The Initiating Entity is responsible for the inspection of work completed during the execution of the Alteration. The Initiating Entity or its contractor(s) is responsible for complying with all applicable building, construction, fire/life safety codes, environmental regulations, and permits. MPA Engineering will assess the Alteration construction to confirm that the work performed is in accordance with the submitted TAR Form and package. MPA Engineering retains the right to stop work when non-compliance is discovered.
7. The Initiating Entity (i.e., both MPA Tenants and MPA Departments) will prepare and submit all environmental regulatory applications to the TAR Coordinator to be reviewed and signed by a representative of MPA Engineering under the property owner field. A list of environmental regulatory agencies can be found in Attachment B.
8. MPA Engineering will coordinate with the Chesapeake Bay Critical Area Commission to determine if the Alteration requires fee-in-lieu (FIL) mitigation as defined by Exhibit A4 (Maryland Port Administration) of the Memorandum of Understanding between the Maryland Department of Transportation (MDOT) and the Chesapeake Bay Critical Area Commission, dated March 14, 2019. If a FIL is required, the Initiating Entity (i.e., the MPA tenant or MPA) will be responsible for paying the FIL before the start of construction of the Alteration.
9. The Initiating Entity will alert the TAR Coordinator that the Alteration is complete. The TAR Coordinator will schedule the final inspection of the completed Alteration with MPA Engineering and MPA Departments. The Initiating Entity will provide the TAR Coordinator with as-built drawings and any documentation required by the Stakeholders. After the inspection, the TAR Coordinator will issue a final acceptance letter to the Initiating Entity and Stakeholders indicating that all documents have been received, applicable inspections have been completed, conditions have been satisfied, and the TAR has been completed.

Attachments:

A - TAR Form Template

B - Instructions for the Preparation of a TAR Submission

Attachment A



Terminal Alteration Requests (TAR)

Initiating Entity: _____ Date: _____

Entity Point of Contact: _____

Address (City, State, Zip): _____

Alteration Location Information

Terminal: _____

If Applicable: Lot Building Shed Berth No. _____

Purpose of Alteration:

Scope of Work (to be shown on terminal plat and attached detailed drawings):

Electric Water Sewage Fire Protection Communications

Other: _____

Estimated Start Date (Upon Acceptance): _____ Estimated End Date: _____

Contractor/Agent Performing Work: _____

Address (City, State, Zip): _____

Point of Contact Signature: _____

Stakeholders Signature of Approval

Terminal Operations _____ Engineering Division _____

Property Management _____ Safety & Risk Management _____

Maintenance Department _____ Office of Information Technology _____

Office of Environment _____ Security Division _____

Procurement Department _____

Attachment B

Instructions for Preparation of a TAR Application

The following instructions are intended to provide TAR application preparation guidance to those interested in constructing, renovating, altering or upgrading MPA property. Below is a general outline of the required documents to be submitted for a TAR in order for it to be accepted by the MPA. Because the scope of each TAR is different and includes varying levels of complexity, the MPA reserves the right to lessen or expand upon the documentation requirements identified below.

Initiating Entity is strongly encouraged to contact Mr. Jacob Noel of MPA Engineering at (410) 631-8025, jnoell@marylandports.com, or Ms. Claire Greenaway of MPA Property Management at (410) 633-1133, cgreenaway@marylandports.com, with any questions or concerns relating to the TAR application, review process, or required documentation.

MAJOR Projects: (Example: berth reconstruction, substructure repairs, new buildings, additions to existing buildings, installation of tarp/rubber/fabric buildings, complex electrical/mechanical/communications/sanitary/stormwater management and utility upgrades).

- The following needs to be submitted when applicable to the proposed scope of work and must be signed and sealed by a Professional Engineer* licensed in the State of Maryland:
 1. Site Plan (s) and/or General Arrangement Plan (s)
 2. Maintenance of Traffic Plan(s)
 3. Structural Design Plan(s): e.g. new foundations, substructures, superstructures, etc.
 4. Civil Design Plan(s): e.g. stormwater management, utilities, ductbanks, grading, paving, erosion and sediment control, trenching/pavement restoration, etc.
 5. Demolition Plan(s)
 6. Mechanical, Electrical and Plumbing Plan(s): e.g. equipment upgrades, new equipment installations, electrical single-line diagrams, etc.
 7. Fire Protection Plan(s): e.g. automatic sprinkler and fire alarm systems. Unless otherwise instructed by the MPA, fire protection plans shall be approved by the Office of the Maryland State Fire Marshal.

*Plans signed and sealed by a Registered Architect shall not be accepted by the MPA.

- The following documentation also needs to be submitted when applicable to the proposed scope of work:
 1. Material cut sheet(s) for proposed equipment (e.g. electrical distribution, mechanical components and plumbing equipment; vehicle lifts, paint booths, fuel tanks, etc.) - documentation shall identify compliance with industry requirements/standards.
 2. Valid Master Electrician's license issued by the Maryland Department of Labor, Licensing and Regulation (DLLR) – all electrical work shall be performed or supervised by a master electrician.
 3. Valid Master Plumber's license issued by the Maryland Department of Labor, Licensing and Regulation (DLLR) – all plumbing work shall be performed or supervised by a master plumber.
 4. Valid Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Contractors license issued by the Maryland Department of Labor, Licensing and Regulation (DLLR) – all HVACR work shall be performed or supervised by a licensed HVACR Contractor.
 5. Specifications for new office trailers, including the information below per International Building Code:
 - Occupancy Group
 - Manufacturer's name and address

- Date of manufacture
- Serial number of module
- Design roof live load, design floor live load, snow load, wind and seismic design
- Codes and standards of construction
- Envelope thermal resistance values
- Electrical service size
- Fuel-burning equipment and size
- Special limitations if any

MINOR Projects: (Examples: Small I.T. projects such as installation of card readers, painting, chain link fencing, installation of LED lights, air compressor, awnings and, small trailers)

- The following documentation needs to be submitted when applicable to the proposed scope of work:
 1. Single line diagram sketch for electrical work
 2. Site plan sketch (as-built drawing or aerial image with noted alteration/renovations)
 3. Material cut sheet(s) for proposed equipment (e.g. electrical distribution, mechanical components and plumbing equipment; vehicle lifts, paint booths, fuel tanks, etc.) - documentation shall identify compliance with industry requirements/standards.
 4. Valid Master Electrician’s license issued by the Maryland Department of Labor, Licensing and Regulation (DLLR) – all electrical work shall be performed or supervised by a master electrician.
 5. Valid Master Plumber’s license issued by the Maryland Department of Labor, Licensing and Regulation (DLLR) – all plumbing work shall be performed or supervised by a master plumber.
 6. Valid Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Contractors license issued by the Maryland Department of Labor, Licensing and Regulation (DLLR) – all HVACR work shall be performed or supervised by a licensed HVACR Contractor.

Upon review of the TAR application, the MPA Engineering reserves the right to require additional documentation such as plans endorsed by a Professional Engineering licensed in the State of Maryland.

ENVIRONMENTAL Permitting: Proposed work may be impacted by environmental regulations imposed by state and/or federal agencies including, but not limited to the following identified below. Initiating Entity must contact MPA Engineering as early as possible in the design phase of the TAR to coordinate potential environmental considerations or impacts. MPA as the property owner is responsible for sign off of any environmental applications.

- Maryland Department of the Environment: <https://mde.maryland.gov/programs/Permits/Pages/index.aspx>
 1. Erosion and Sediment Control approval
 2. Stormwater Management approval
 3. Air Quality Permit to Construct
 4. Tidal or Non-Tidal Wetlands license
- Maryland Department of Natural Resources - Chesapeake Bay Critical Area Commission: <https://dnr.maryland.gov/criticalarea/Pages/default.aspx>
 1. Critical Area Commission approval
<https://dnr.maryland.gov/criticalarea/Documents/form/StateProjectChecklist.pdf>
- United States Army Corps of Engineers – Baltimore District:
 1. Tidal or Non-Tidal Wetlands license:
https://mde.maryland.gov/programs/water/WetlandsandWaterways/PermitsandApplications/Pages/tidal_permits.aspx