



TENANT AIRPORT CONSTRUCTION NON-REIMBURSABLE (TAC-N) PROJECT PROCEDURES

PURPOSE

To provide details for the initiation and management of a Tenant Airport Construction Program non-reimbursable project.

DEFINITIONS

ALSB	Aviation Life Safety Bureau
APP	Art in Public Places
FAA	Federal Aviation Administration
A/E	Tenant's State Registered Architect or Engineer responsible for the design of the project
BCC	Board of County Commissioners
CA	Contract Administration
COA	Certificate of Assurance
GSA	General Services Administration
MA	Minority Affairs
MARC	Miscellaneous Asbestos Recovery Contract
MCC/TAC	Miscellaneous Construction Contract/Tenant Airport Construction
MDAD	Miami Dade Aviation Department
NTP	Notice to Proceed
PM	Project Manager
Property Mgr.	Real Estate or Concessions Manager
TAC-N	Tenant Airport Construction Non-Reimbursable Projects
Tenant	Business Partner, Lessee
SBD	Small Business Development

GENERAL INFORMATION

Summary of Department Process for Design and Construction of TAC-N Projects

When an airport tenant wishes to improve or expand a leasehold area, the tenant must contact the MDAD Property Manager to discuss the proposed improvement or expansion. The Property Manager or designee determines whether the proposed design and construction will be a reimbursable or a non-reimbursable project.

If the determination is that the proposed design and construction are non-reimbursable, the tenant must submit a request to the Property Manager for a TAC-N Project.

The Property Manager informs Minority Affairs (MA) of the proposed TAC-N project and sends the Lease Agreement and all related documents to MA for review.

The Property Manager holds a Project Improvement Consultation Meeting with the Tenant and MA to explain TAC-N Procedures and State and County requirements such as: SBD Applicable Programs and Systems, Tenant Airport Construction Non-Reimbursable (TAC-N) Projects procedures (Facility Division Procedure A_FD0-111-P), Flow Chart, MDAD Design Procedures, Art in Public Places (APP) and other requirements as applicable. The Property Manager shall determine if the project requires Board of County Commissioners (BCC) approval.

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The Tenant shall submit a TAC-Non-Reimbursable Project Information form (Facilities Division Form B_FD1-080) to the Property Manager requesting MDAD approval of the project, which shall include the following attachments:

- Conceptual sketches or detailed narrative description of scope of work
- Completed TAC-Non-Reimbursable Project Information form (Facilities Division Form B_FD1-080) providing the following information:
 - ✓ Project Name
 - ✓ Scope of Work (project description)
 - ✓ Project Cost (tenant's estimate) broken down between design and construction
 - ✓ Tenant's Name and Contact Person's name and telephone numbers
 - ✓ Verification that the Tenant has been instructed on insurance responsibilities and MDAD TAC-N procedures and requirements
 - ✓ Verification that the Tenant has been instructed on SBD Applicable Programs and Systems.

The Property Manager or designee shall prepare a TAC-N Project Quick Check Form (Facilities Division Form C_FD1-090) and forward it to the following MDAD Divisions; Facilities Development Planning, Facilities Development Design, Facilities Management Maintenance Engineering, Safety and Security, Terminal Operations (for projects in the MIA Terminal Complex), and others as appropriate, for review and approval.

Following approval of the Quick Check (Q/C), the Property Manager requests assignment of a Project Number from Planning Division in accordance with Facilities Division Procedure (Facilities Division Procedure D_FD1-020-P). Planning Division will assign a Project Number for TAC-N projects.

If the TAC-N Project Quick Check Form is approved and the project does not require approval by the Miami-Dade Board of County Commissioners (BCC), the Property Manager issues a Concept Approval Letter (Facilities Division Form E_FD1-100) to the tenant, advising the tenant to proceed with the project and addressing compliance with MDAD Design Guidelines, TAC-N design and construction procedures and SBD Programs and Systems. The Property Manager forwards copies of the letter to the Deputy Director and the following Assistant Aviation Directors: Facilities Development, Facilities Management & Engineering, Business Retention & Development and others as appropriate. The Property Manager shall send a TAC-N Project Manager Assignment Request (Facilities Division Form F_FD1-110) with results of Q/C reviews and copying all attachments to the Maintenance Engineering Chief.

If the project requires approval by the Miami-Dade Board of County Commissioners (BCC), the Property Manager prepares the necessary documentation for presentation to the BCC requesting an amendment to the existing lease and to authorize the project.

Upon approval by the BCC, the Property Manager will send a letter, attaching copies of the executed lease amendment, the County Manager's memorandum, and the BCC resolution to the tenant advising the tenant to proceed with the project in accordance with the terms of the lease as approved by the BCC. The letter will constitute a formal Concept Approval to the Tenant and shall substitute the Concept Approval Letter. The Property Manager shall send a TAC-N Project Manager Assignment Request (Facilities Division Form F_FD1-110) with results of Q/C reviews and all attachments, including but not necessarily limited to, the executed lease amendment, the County Manager's memorandum and the BCC resolution to the Tenant and to the Maintenance Engineering Chief.

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PROCEDURES for DESIGN and CONSTRUCTION

The Maintenance Engineering Chief shall issue a TAC-N Hand-Off Package (Facilities Division Form G_FD1-120) providing details and requirements of the project and will designate a TAC-N Project Manager.

1. The TAC-N Project Manager shall provide a Letter of Introduction (Facilities Division Form H_FD1-130) to the tenant via e-mail with copies of the Tenant Airport Construction Non-Reimbursable (TAC-N) Projects procedures (Facilities Division Procedure A_FD0-111-P), SBD Applicable Programs & Systems (Document labeled "I" with Attachments 1 through 5), MDAD Design Procedures and APP requirements describing the design and construction process.
2. The TAC-N Project Manager shall hold a meeting with the Tenant, SBD, MA and Fine Arts & Cultural Affairs, if applicable. SBD will participate in all future MDAD meetings with the Tenant.
3. The Tenant must submit all project related packages to the TAC-N Project Manager prior to advertisement or award of A/E services or contract for construction. [Small Business, Wages and Workforce Requirements (SBWWR - Attachment 1)].
4. The TAC-N Project Manager shall submit SBD Departmental Input Form (SBWWR – Attachment 2 with attachments to MA for review of recommended SBE – A/E measures. MA to submit project package to SBD for approval.
5. SBD shall deliver measure recommendation, approved applicable Responsible Wages and Construction type through a Project Worksheet to MA and TAC-N PM (SBWWR - Attachment 3). SBD Worksheets that are returned with no measure and no wage requirement can skip steps 6 – 8 below.
6. Tenant must enroll in the County BMWS system and submit completed Certificate of Assurance (COA) (SBWWR - Attachment 4) to TAC-N Project Manager. TAC-N PM will submit COA to MA for SBD review.
7. Upon receipt of a COA by SBD, the Tenant will receive notification via email (with copy to TAC_N Project Manager) from BMWS to submit their Utilization Plan via BMWS.
8. SBD will submit a compliance review memo (SBWWR - Attachment 5). Tenant cannot execute a contract with A/E and/or Contractor until Tenant has received the SBD Compliance Review Memo.

START OF DESIGN PHASE

- A. It is the responsibility of the Tenant through its Architect/Engineer (A/E) to:
 - Obtain copies of relevant as-built drawings from MDAD Technical Support Division (305) 869-1379.
 - Verify field conditions, including but not limited to electrical, mechanical, HVAC, plumbing, water, sewer, structural, and connecting points for all utilities, HVAC, fire protection, and smoke evacuation systems.
 - Ensure that if the project is located at the MIA Terminal Complex, the design is in compliance with the MDAD Design Guidelines Manual (available from MDAD Technical Support with letter of authorization from TAC-N Project Manager). Projects in the cargo areas and at the General Aviation Airports need only meet civil work Design Guidelines or as noted per the terms of the lease. Reference MDAD Design Guidelines and Tenant Airport Construction

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Non-Reimbursable (TAC-N) Projects Procedures (Facilities Division Procedure A_FD0-111-P).

- If applicable, Tenant A/E to initiate a Request for Waiver or Permanent Modification of a Design Guideline (Facilities Division Form K_FD3-027). Refer to procedure (Waivers and Modifications to the Design Guidelines Manual, Facilities Division procedure J_FD3-027-P) and form
- The A/E of Record shall comply with requirements of MDAD Design Procedures.
- The responsibility for the design and compliance with all applicable codes, standards, and ordinances rests solely with the tenant’s Architect/Engineer of Record.
- Comply with MDAD security requirements, which if at MIA includes installation of Matrix system where and as applicable.
- A/E of Record shall coordinate requirements for compliance with R.E.R Miami-Dade Department of Environmental Resources Management (DERM and Florida Department of Environmental Protection (DEP) requirements as applicable.
- A/E of Record shall coordinate with Aviation Fire Life Safety Bureau during the design process as applicable.
- Obtain a MDAD Miscellaneous Asbestos Recovery Contract Status Report for the project from MDAD Environmental Engineering Division (305-876-8326).
- Each sheet of the construction plans shall be identified with a title box that includes the following information:

PROPERTY OWNER:	MIAMI-DADE AVIATION DEPARTMENT	
ADDRESS:	P.O. BOX 025504, MIAMI, FLORIDA 33102-5504	
TAC-N PROJECT MANAGER:	_____	
TAC-N PROJECT MANAGER PHONE:	_____	e-mail: _____
PROJECT OWNER/ LESSEE:	_____	
ADDRESS:	_____	
TENANT PROJECT MANAGER:	_____	
TENANT PROJECT MANAGER PHONE:	_____	e-mail: _____

- B. Upon completion of 75% Construction Documents (CD), the Tenant or its A/E shall submit the required number of sets of CDs to the TAC-N Project Manager for review.
- C. TAC-N Project Manager transmits the sets of CDs to pre-determined reviewers for In-House Review, to the MDAD Division reviewers, including any applicable Agencies and MDAD Consultant - Bond Engineering Firm (HNTB). The TAC-N PM shall forward by e-mail the CD attached to a Maintenance Engineering In-House Design Review Request for TAC Projects (Facilities Division Form L_FD3-061).
- D. Concurrently, the TAC-N Project Manager shall forward by email, a Design Review Transmittal (Facilities Division Form M_FD3-009) to the MDAD Division reviewers , any applicable Agencies, including MDAD Consultant - Bond Engineering Firm (HNTB), notifying them of the review process.

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- E. The Tenant's A/E shall confirm receipt of all Review Comments with the TAC-N Project Manager and must submit back-check sets of 100% construction documents with all reviewer-required changes incorporated.
- F. TAC-N Project Manager submits SBD Departmental Input Form (SBWWR – Attachment 2) with attachments to MA for review of recommended SBE-CON measures. MA submits project package to SBD for approval.
- G. Follow steps 6-8 page 3 (for purposes of Construction) that must be completed prior to Tenant advertisement or award of a contract for construction.
- H. The TAC-N Project Manager shall determine how many sets of 100% complete construction documents shall be submitted for review and the tenant or it's A/E shall submit the required number of sets of documents to the TAC-N Project Manager.
- I. The TAC-N Project Manager shall forward 100% complete construction document sets to pre-determined reviewers. One of these sets must have the A/E of Record's signature and seal on every design sheet and on the project manual, if provided. The documents shall be attached to a Maintenance Engineering In-House Design Review Request (Facilities Division Form L_FD3-061).
- J. Concurrently, the TAC-N Project Manager shall forward by email, a Design Review Transmittal (Facilities Division Form M_FD3-009) to the MDAD Division reviewers, any applicable Agencies, including MDAD Consultant - Bond Engineering Firm (HNTB), notifying them of the review process.
- K. The Reviewers will e-mail any issues/comments directly to the tenant's A/E of Record and to the TAC-N Project manager within (14) calendar days of receipt of the plans. The tenant or tenant's A/E shall confirm receipt of all Review Comments with the TAC-N Project Manager.
- L. The TAC-N Project Manager shall ensure that comments and issues introduced by reviewers are discussed and resolved.
- M. The TAC-N Project Manager shall review the submitted documents. The Tenant's A/E will be responsible to obtain plan reviewers signatures on TAC-N Design Review - 100% C.D Backcheck form (Facilities Division Form N_FD3-062) indicating that their comments have been complied with and incorporated into the revised 100% final documents. The 100% construction drawings submitted for back-check must be accompanied with notarized letter to the TAC-N Project Manager on the A/E's company's letterhead requesting a TAC-N Concurrence Letter to be provided to the tenant (Facilities Division Form O_FD5-017). The A/E's letter must contain the following two paragraphs verbatim:

This letter will serve as our request for the issuance of your TAC-N Letter of Concurrence for the above referenced project that will allow the tenant to apply for a Building Permit.

As the tenant's Architect/Engineer of Record, we have satisfied all comments and issues originating from the TAC-N Design Review process by means of revisions to the 100% Construction Documents. These revisions will produce a project in compliance with all MDAD and FAA requirements. Further, we realize that the final responsibility for the design and compliance with all applicable codes, standards, and ordinances rests solely with the tenant's Architect/Engineer of Record.

- N. The TAC-N Project Manager shall advise the tenant of the Miami-Dade General Services Administration (GSA) Risk Management Division insurance requirements. Prior to the issuance of the MDAD Letter of Concurrence to the tenant, execution of contract documents by the tenant

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and its contractor, the tenant shall provide copies of all of the contractor's certificates of insurance to the TAC-N Project Manager who shall request MDAD Risk Management to review them. Upon satisfactory review and compliance, the TAC-N Concurrence Letter (Facilities Division Form O_FD5-017) will be issued, unless there are more requirements in accordance with Building Permit Application Checklist (Facilities Division Form P_FD3-18C).

- O. The tenant shall complete a Building Permit Application. The completed permit application shall be signed by an authorized MDAD Owner's Representative (Facility Development or Facility Management Assistant Director). The Tenant shall submit it to the Miami-Dade Department of Regulatory and Economic Resources (R.E.R.) Satellite Office on the First Floor of Miami International Airport Building 3030. The Letter of Concurrence, a copy of the Miscellaneous Asbestos Recovery Contract (MARC) report, if required, and two (2) signed and sealed permit sets of the project 100% construction documents must be attached to the application. The Satellite Office may be reached at (305) 869-1081.
- P. For those TAC-N projects that require an amended Lease Agreement and as per the terms of the lease, the following documents must be submitted prior to the issuance of the Letter of Concurrence and prior to construction.
- Performance and Payment Bonds in compliance with the terms of the Lease
 - Copy of the Building Permit
 - The Environmental Insurance Policy as applicable
 - A check in the amount that represents 1% of the budgeted construction hard costs for reimbursement of MDAD Building Department fees
 - Contract completion bond as applicable
 - Insurance required
- Q. Tenant must submit all project related packages including a cost estimate broken down by trade to TAC-N Project Manager after 100% backcheck approval and dry run approval prior to advertisement or award of contract for construction. [Small Business, Wages and Workforce Requirements (SBWWR - Attachment 1)].
- R. TAC-N Project Manager to submit SBD Departmental Input Form (SBWWR - Attachment 2) with attachments to MA for review of recommended SBE - A/E measures. MA to submit project package to SBD for approval.
- S. SBD delivers measure recommendation, approved applicable Responsible Wages and Construction type, through a Project Worksheet to MA and TAC-N PM (SBWWR - Attachment 3). When a Project Worksheet with no Measures or Wage Requirements is received, then Steps 6 – 8 above are not applicable.
- T. The Tenant Prime Contractor and subcontractors must enroll in the County BMWS system and submit completed Certificate of Assurance (COA) (SBWWR - Attachment 4) to TAC-N Project Manager. PM will submit COA to MA for SBD review.
- U. Upon receipt of a COA by SBD, the Tenant will receive notification via email (with copy to TAC-N Project Manager) from BMWS to submit their Utilization Plan via BMWS.
- V. SBD will submit a compliance review memo (SBWWR - Attachment 5). Tenant cannot execute a contract with Contractor until Tenant has received the SBD Compliance Review Memo.

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- W. The tenant shall select a contractor to perform the work.
- X. The TAC-N Project Manager shall issue a Notice to Proceed.
- Prior to commencement of construction, the tenant shall submit copies of the Construction Schedule, schedule of values and the Building Permit to the TAC-N Project Manager. The tenant must also provide any revisions to these documents to the TAC-N Project Manager as they are issued.

START OF CONSTRUCTION PHASE

- Y. The TAC-N Project Manager shall determine, based on the complexity and magnitude of the project, if a pre-construction meeting should be held and if regularly scheduled construction meetings are required. If required, the frequency of construction meetings will be based on the complexity and duration of the project. The tenant's A/E and contractor, the TAC-N Project Manager, or designee, and others, as may be required, will attend the construction meetings.
- Z. Once the NTP is issued, TAC-N Project Manager and SBD Attends Pre-Construction Meeting. Tenant's Contractor shall submit copies of the construction schedule and building permit to the TAC-N project Manager. TAC-N Project Manager shall monitor construction progress and keep track and record of all RER Construction Permits until permits are closed.
- AA. It is the responsibility of the Tenant through its Contractor to:
- Coordinate schedules and locations for material deliveries to MIA with MDAD Landside Operations Division (305) 876-7086 or (305) 876-7279 and/or GA Airport Manager.
 - Coordinate airside access at MIA with MDAD Airside Operations Division (305) 876-7482 and/or GA Airport Manager.
 - Coordinate MIA identification badging and security orientation requirements with MDAD Safety and Security Operations Division (305) 876-4028 and/or GA Airport Manager.
 - Coordinate utility information and issues, including shutdown procedures, with MDAD Maintenance Engineering (305) 869-3874.
 - Coordinate requirements and specific procedures for obtaining Miami-Dade (RER) Department of Environmental Resources Management (DERM) and Florida Department of Environmental Protection (DEP) permits and for dewatering, excavating, trenching, stockpiling, maintenance and disposal of contaminated material activities with the MDAD Civil Environmental Engineering Division (305) 869-1299.
- BB. The TAC-N Project Manager, or designee, shall periodically visit the jobsite. The permit set of drawings must always be available on the construction site.
- CC. The Tenant Prime Contractor and subcontractors must update the County BMWS system on a monthly basis to track compliance with SBE contract measures and subcontractor payments by submitting monthly certified payrolls into the SBD LCP Tracker system. TAC-N Project Manager shall do periodic audits of certified payrolls (via LCPtracker) to verify compliance with SBD program requirements.
- DD. Change orders to a TAC-N Project that either increases the scope of work and cost or reduces the scope of work and cost requires the re-submittal of Input Document addressing the change that may increase or decrease their goal/wage requirement previously issued.

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- EE. Depending on a project's complexity, at project completion a walk-through may be scheduled and coordinated by the TAC-N Project Manager.
- FF. Commissioning of equipment that is to be maintained by MDAD shall be commissioned by MDAD Facilities Management and Engineering Division in accordance with MDAD Commissioning procedures.
- GG. The tenant must submit to the TAC-N Project Manager copies of the following documents at project completion:
- Signed off Building Permit Inspection within twenty-four hours of issue
 - Certificate of Occupancy (CO) or Certificate of Completion (CC) within twenty-four hours of issue; and proof that all construction permits have been closed out by the tenant's Contractors.
 - Warranties, service manuals, maintenance instructions, etc. and training for all equipment that will be maintained by MDAD
 - Provide copies of final releases or acceptable Consent(s) of Surety for all contractors, subcontractors and suppliers involved with the project.
 - SBD's Workforce Performance Report within 30 days of completion of work.
- HH. One copy of As-Built drawings (record drawings) on bond paper, signed and sealed by the tenant's A/E of Record and two digital copies as CAD and/or Revit files within thirty (30) days from issue of the Certificate of Occupancy or Certificate of Completion. When the Certificate of Occupancy has been issued and all As-Built Records have been transferred to MDAD Technical Support Division, the TAC-N Project Manager and tenant shall close the project. The TAC-N Project Manager shall issue a TAC-N Project Closeout Memorandum (Facilities Division Form Q_FD5-246) at close of the project.

ASSOCIATED FORMS

- | | | |
|-----|---|---|
| 1. | Facilities Division Form B_FD1-080 | TAC-Non-Reimbursable Project Information |
| 2. | Facilities Division Form C_FD1-090 | TAC-N Project Quick Check Form |
| 3. | Facilities Division Procedure D_FD1-020-P | Project Number |
| 4. | Facilities Division Form E_FD1-100 | Concept Approval Letter |
| 5. | Facilities Division Form F_FD1-110 | TAC-N Project Manager Assignment Request |
| 6. | Facilities Division Form G_FD1-120 | TAC-N Hand-Off Package |
| 7. | Facilities Division Form H_FD1-130 | Letter of Introduction |
| 8. | SBD I | SBD Programs and Systems |
| 9. | Facilities Division Form J_FD3-027-P | Waivers and Modifications to the Design Guideline Manual |
| 10. | Facilities Division Form K_FD3-027 | Request for Waiver or Permanent Modification of a Design Guideline |
| 11. | Facilities Division Form L_FD3 061 | Maintenance Engineering In-House Design Review Request for TAC Projects |
| 12. | Facilities Division Form M_FD3 009 | Design Review Transmittal |

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|--|---|
| 13. Facilities Division Form N_FD3-062 | TAC-N Design Review - 100% C.D. Backcheck |
| 14. Facilities Division Form O_FD5-017 | TAC-N Concurrence Letter |
| 15. Facilities Division Form P_FD3-18C | Building Permit Application Checklist |
| 16. Facilities Division Form Q_FD5-246 | TAC-N Project Closeout Memorandum |

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A_FD0-111-P 01/21



TAC-Non-Reimbursable Project Information

To Property Manager: _____ Property: _____

Date: _____ Tel: _____ Email: _____

Per the TAC-N Project Procedures, please review the following project information and prepare and submit the project “Quick Check” form to all necessary MDAD Divisions to obtain conceptual approval for its design and construction.

1. Project Name: _____

2. Description (scope of work): _____

3. Project Cost (tenant’s estimate):	Design:	\$ _____
	Construction:	\$ _____
	Total:	\$ _____

4. Tenant Name: _____

Tenant’s Project Point of Contact Name: _____

Phone: _____ Email: _____

5. Tenant must furnish Certificates of Insurance as required by Miami-Dade by Miami-Dade Risk management: (YES) (NO)

6. Tenant has received and reviewed TAC-N Process and Procedures Letter: (YES) (NO)

7. Tenant understands that MDAD acceptance of its project for construction, must start no later than three months from the MDAD TAC-N Approval Letter and that the tenant must not occupy the spaces until a Certificate of Occupancy or a Certificate of Completion has been submitted to TAC-N: (YES) (NO)

8. Tenant’s letter requesting approval of project attached: (YES) (NO)

9. Tenant acknowledges that they have read and acknowledge SBD requirements. (YES) (NO)

Tenant Representative Signature

Date

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TAC-N Project Quick Check Form

Date: _____

To: Jose A. Ramos, P.E., Facilities Dev. Planning
 Felix Pereira, RA, Facilities Dev. Design
 Enrique Perez, P.E., Facilities Dev. Construction
 Gustavo Leal, Environmental Engineering
 Ernesto Beltre, P.E., Civil Engineering
 Fred Hebert, Facilities Maint. Utilities
 Lydia M. Salas, P.E., Facilities Maint. Engineering
 Andre Ragin, Minority Affairs
 Rupen Philloura, Terminal Operations

Sarah Abate, Concessions
 Michele Raymond, Real Estate Management & Dev.
 Susan Feeney, Safety & Security
 MDFR-ALSB@miamidade.gov, Aviation Life Safety Bureau
 Barbara Carlo, Landside Operations
 Maria Perez, Telecommunications/ISD
 Lonny Craven, Airside Operations
 Gendry Sherer, Fine Arts & Cultural Affairs
 Richard Garcia, Facilities Maint. Signage
 Maria Diaz-Todaro, Facilities Maint. Interior Design

From: _____

Subject: _____

Please note below your recommendation as to the disposition of this Quick Check by no later than close of business _____ in order to address this request.

Project Approval	Yes	No	Print Name	Signature	Date
Fac. Dev. Planning					
Fac. Dev. Design					
Fac. Dev. Construction					
Fac. Dev. Env. Eng.					
Fac. Dev. Civil Eng.					
Facilities Maint./Utilities					
Facilities Maint. Eng.					
Facilities Maint. Interior Design					
Facilities Maint. Signage					
Minority Affairs					
Terminal Ops.					
Real Estate Management/Concessions					
Safety & Security					
Aviation Life Safety Bureau					
ISD/Telecom.					
Airside					
Landside					
Others					

Expedite Process: ___ Yes ___ No

Comments:

Attachments: _____

CC: Norma Mata, Facilities Dev. Planning
 Mark Hatfield, Safety & Security

Robert Warren, Business Retention & Development
 Nancy Pantoja Kirtland, P.E., Civil Environmental Eng.

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Ralph Cutie, Facilities Management. & Eng.
Pedro Hernandez, P.E., Facilities Dev. Mgt.
Maurice Jenkins, ISD/Telecom.
Jesus Valderrama, Fac. Maint. Utilities

Dan Agostino, Operations
Ana Finol, P.E., Fac. Maint. Planning, Eng. & Construction
Grisel Agha-Long, Fac. Maint. Eng.
Juan Paan, Fac. Maint. Construction & Contracts

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PROJECT NUMBER

PURPOSE

To provide direction on naming and numbering MDAD Facilities Development projects.

SCOPE

Every project and miscellaneous study proposed in a Request for Capital Funding memo must be assigned an MDAD project name and number.

INSTRUCTION

1. USE of PROJECT NAMES and NUMBERS

- 1.1. When a project or study is proposed in a Request for Capital Funding memo (Facilities Division Form FD1-005) the MDAD Planning Division assigns it a project name and number per the direction provided below.
- 1.2. If a Project Manager wishes to change a project name or number --- to separate a project into sub-units or bid packages, to combine existing projects into a single, larger project, or in any way alter or create a name or number, the Project Manager shall prepare a request memorandum to the Manager, Planning Division explaining the request. Only the Planning Division can create or alter project names and numbers.
- 1.3. The project name and number shall be written on all documents relating to the project, e.g., contracts, letters, advertisements, memos, plans, specifications, transmittals, emails, etc.
- 1.4. The project name and number shall always be written exactly as assigned by the Planning Division. No dashes, spaces, or quotation marks shall be added or other alterations made.

2. ASSIGNMENT of a PROJECT NAME

- 2.1. A project name consists of a three-character designation of the affected airport, the name of the affected facility area within the airport, and a very brief description of the project. The project name shall not exceed 80 characters in order to meet Project Graphical Tracking System (PGTS) requirements.
- 2.2. A project name is assigned per the following conventions.

The first three characters denote the affected airport:

- **HST** Miami Homestead General Aviation Airport (X51)
- **MIA** Miami International Airport (MIA)
- **OPF** Miami-Opa Locka Executive Airport (OPF)
- **TMB** Miami Executive Airport (TMB)
- **TNT** Dade Collier Training and Transition Airport (TNT)

The next characters denote the facility within the airport. For example:

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- **Cc A** Concourse A
- **Cargo** Cargo Area

The final characters provide a descriptive name for the project. For example:

- **[Building Name] Pkg I** First package of a new building.
- **Civil/Utilities Part 1** First package of underground or civil work.

Examples of Project Names:

- HST Terminal Roadway and Parking
- MIA Bldg 2121 Fire Alarm System
- MIA Cc F Code Compliance Improvements
- MIA Fuel Farm Emergency Security Phones
- MIA Northside Utilities and Drainage Pkg IV-C (Airside)

3. ASSIGNMENT of a PROJECT NUMBER

- 3.1. The five-character project number indicates the year the project was initiated, the sequential order of the project within that year, and whether the project is a sub-project within a larger project.
- 3.2. A project number is assigned per the following conventions.

Character 1 consists of a capital letter (A through Z) to denote the calendar year in which a project is initiated.

<u>LETTER</u>	<u>YEAR</u>		
• A	1994	• R	2011
• B	1995	• S	2012
• C	1996	• T	2013
• D	1997	• U	2014
• E	1998	• V	2015
• F	1999	• W	2016
• G	2000	• X	2017
• H	2001	• Y	2018
• I	2002	• AA	2019
• J	2003	• BB	2020
• K	2004	• CC	2021
• L	2005	• DD	2022
• M	2006	• EE	2023
• N	2007	• FF	2024
• O	2008	• GG	2025
• P	2009	• HH	2026
• Q	2010	• Z	Prior to 1994

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Characters 2, 3 and 4 consist of sequential numbers (001 through 999) that denote the sequence of projects or programs in the specified year.

Character 5 consists of a capital letter (A through Z) that denotes a project unit within a program or larger project. The first project in a program will be denoted by an "A." Subsequent sub-projects or packages are denoted with other letters in alphabetical order.

Examples of Project Numbers:

- The first project number assigned in 2001 **H001A**
- The second project number assigned in 2001 **H002A**
- Subprojects within the second project **H002B through H002Z**

4. SPECIAL NUMBERING SYSTEMS

- 4.1. The North Terminal Development Program has reserved the series of numbers from B700A through B799Z.
- 4.2. Miscellaneous Construction Contract (MCC) projects are assigned a secondary number based on the contract under which they are being worked.

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Miami-Dade Aviation Department

P.O. Box 025504
Miami, Florida 33102
T 305-876-7000 F 305-876-0948
www.miami-airport.com

miamidade.gov

Commercial Airport:
Miami International Airport

General Aviation Airports:
Dade-Collier Training & Transition Airport
Miami Homestead General Aviation Airport
Miami Executive Airport
Miami-Opa Locka Executive Airport

_____, 2021



Mr. Z
President
ABC Corporation
123 Anytown Street
Any State, xxxxx

Dear _____:

This is to inform you that your Tenant Airport Construction (TAC) project request to _____ has been conceptually approved by Miami-Dade Aviation Department (MDAD) and issued the above-captioned project number.

MDAD will be assigning a TAC-N Project Manager shortly who will guide you through the Small Business Development (SBD) and Arts in Public Places (APP) review, the project's staff selection including but not limited to architect/engineer, consultants, contractor (prime & subs), design, permitting/construction and project closeout processes.

Please call me at _____ or email me via _____ if you have any questions.

Sincerely,

Senior Aviation Property Manager
Real Estate Management & Development

Cc: Name/Title
Deputy Director
Assistant Director Facilities Development
Assistant Director Facilities Management & Engineering
Assistant Director Business Retention & Development

Concept Approval Letter
E_FD1-100 01/21



TAC-N PROJECT MANAGER ASSIGNMENT REQUEST

Date:

To:

From:

Subject: Hand-Off Memo

TAC-N Project No.

(indicate Q/C results)

Facilities Maintenance Engineering

Facilities Development Planning

Real Estate Management & Development

Facilities Maintenance Interior Design

Concessions

Aviation Fire/Life Safety

Airside Operations

Info Systems/Telecommunications

Others

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1. Project Title:
2. Project Location:
3. Project Description:
4. Property Manager:
5. Tenant Contact:

6. Project Cost:

7. Lease Number:

Attachments: Approved Quick Check Form(s)
 Email Approvals
 Exhibit(s)

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TAC-N HAND-OFF PACKAGE

TAC-N []

TAC-N EXPEDITED []

PROJECT NAME: _____

EST. PROJECT COST: \$ _____ PROJECT NO.: _____

TAC-N PROJECT MANAGER: _____

PROPERTY MANAGER (REAL ESTATE/CONCESSIONS): _____

ACTIVE LEASE NUMBER: _____

Concept Approval Letter issued by Property Manager	Attached []	Need []	N/A []
Copy of Exhibits: location, concept drawings	Attached []	Need []	N/A []
TAC-N Project Information Form	Attached []	Need []	N/A []
Copy of executed Lease	Attached []	Need []	N/A []
TAC-N Project Manager Assignment Request	Attached []	Need []	N/A []
Copy of Resolution BCC approval	Attached []	Need []	N/A []
Copy of Quick Check approvals	Attached []	Need []	N/A []
FAA approval (master plan, etc. Development)	Attached []	Need []	N/A []
Other documents: _____	Attached []	Need []	N/A []

Upon receipt of this hand-off package, the TAC-N PM shall:

Issue Letter of Introduction; Provide and review with the Tenant, a copy of the TAC-N design and construction procedures; Provide Tenant with a copy of the **TAC-N Project Quick Check Form FD1-090** with comments for compliance; Coordinate meeting with Tenant, SBD, and MDAD (Minority Affairs, Property Manager, and Fine Arts & Cultural Affairs, if applicable); Advise tenant that there will be additional comments from the in-house review; Advise Tenant how to obtain MDAD Design Guidelines.

Comments:

Lydia M. Salas, P.E., Chief, Maintenance Engineering

- | | |
|--|-------------------------|
| cc: TAC-N Project Manager | Ana Finol, P.E. |
| Real Estate/Concessions Property Manager | Sylvia Novela |
| Norma Mata | Andre Ragin |
| Pedro Hernandez, P.E. | Christina Gorrita |
| Enrique Perez, P.E. | Indira Almeida-Pardillo |
| Felix Pereira, RA | Greg Chin |
| Victor Guilbaud (HNTB) | Juan E. Paan |
| Timothy Newsome (HNTB) | Ralph Cutie |
| Gendry Sherer | Grisel Agha-Long |

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DATE: [XXX](#)

TO: Tenant

RE: TAC-N Project No.
Project Title:



Dear Tenant,

Please be advised that the Miami Dade Aviation Department has assigned me, [\[Name of PM\]](#), as the MDAD Facilities Division Project Manager (PM) for the above-referenced project. I look forward to working with you and your team. My contact information is: Work Phone: [XXXXXX](#), Mobile Phone: [XXXX](#), and email address: [XXXX@XXXXX](#)

Please provide me with your Personnel and Emergency Contact List.

You will be responsible for complying with all County and Aviation Department rules and regulations, including the Miami-Dade County Small Business Enterprises (SBE); Architecture & Engineering, Construction and Good & Services programs, before you commence the procurement process for design and construction services as outlined in the attached SBD Project Requirements.

Sincerely:

[Name], Project Manager
Miami-Dade Aviation Department
Office Phone: [Number]
Cell Phone: [Number]
Email: [Address]

w/enclosures

cc: Assistant Director Facilities Development
Assistant Director Facilities Management & Engineering
Assistant Director Operations
Assistant Director Real Estate or Concessions Project Manager
Airport Manager
Project File

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SMALL BUSINESS, WAGE AND WORKFORCE REQUIREMENTS

IMPROVEMENTS ON COUNTY OWNED LAND

APPLICABLE PROGRAMS

- Design: Small Business Enterprise – Architectural and Engineering (SBE-A&E)
Small Business Enterprise – Goods and Services (SBE-G&S)
- Construction: Small Business Enterprise – Construction (SBE-Con)
Small Business Enterprise – Goods and Services (SBE-G&S)
Responsible Wages and Benefits (Wages)
Community Workforce Program (CWP)
Residents First Training and Employment Program (Residents 1st)
Employ Miami-Dade Program (Employ M-D)

Small Business Enterprise (SBE) Programs reserve portions of or entire contracts for participation by certified small businesses through the application of small business measures. Applies to all construction contracts funded in whole or in part with County funds and all leases and contracts for privately funded construction on County-owned land. This section shall not apply to privately funded construction on any County-owned facilities or property where the total value of the construction is \$200,000.00 or less.

Responsible Wages and Benefits requirements apply to all leases and contracts which provide for privately funded construction, alteration or repair of buildings or improvements located on County-owned land. Construction projects on County owned land valued \$5 million or less and financed 100% through private sources are exempt, as are, entities that meet all 3 of the following: 501(c)(3) and not-for-profit and community based. All contractors regardless of tier must pay employees the wage rate in the schedule that corresponds with the type of work being performed without regard to skill. The County's wage schedule is update annually. The wage schedule that applies is the one in effect for the year in which the work is being performed.

The **Community Workforce Program (CWP)** is designed to increase employment opportunities in the area of construction, for residents of underserved residential areas throughout Miami-Dade County identified as Designated Target Areas (DTA). The local workforce goal is a requirement that a percentage of the workforce performing construction trades work and labor under the contract be a resident of a DTA the project is located in. CWP applies to construction contracts funded in whole or in part by County funds or with private funds on County owned land valued greater than \$250,000.

The **Residents First Training and Employment Program** applies to County construction contracts and projects or leases for privately funded construction on County owned land valued in excess of \$1 million and requires all persons employed by the contractor to perform construction to have completed the OSHA 10-Hour construction safety training course established by the Occupational Safety & Health Administration of the United States Department of Labor; and contractors make best reasonable efforts to promote employment opportunities for local residents and achieve a project goal of having 51% of all Construction Labor hours performed by Miami-Dade County residents.

SMALL BUSINESS, WAGE AND WORKFORCE REQUIREMENTS

The **Employ Miami-Dade Program** applies to contracts valued in excess of \$1 million or privately funded projects or leases valued in excess of \$1 million for construction, demolition, alteration or repair of buildings or improvements on County owned land shall make a good faith effort to fill at least 20% of the labor workforce required per Contractor's Construction Workforce Plan from the Employ Miami-Dade Register through Career Source South Florida.

APPLICABLE SYSTEMS REQUIRED TO BE USED BY TENANTS

Small Business Development's (SBD's) successful implementation of Miami-Dade County's Business Management Workforce System (BMWS) was completed with LCPtracker, a web-based payroll management system, which went live on May 1, 2019. This web-based system is utilized to apply for small business certifications, manage and report on County contracts, and to track compliance with SBE Program measures, Workforce Program requirements, and subcontractor payments.

The use of BMWS is mandatory for firms contracting with Miami-Dade County for the submission and verification of subcontractor payment information; LCPtracker is required for the submission of certified payrolls for contracts with wage requirements. Therefore, attending a hands-on training session is strongly encouraged. For more information regarding BMWS, contact SBD at 305-375-3111.

Links to legislation, implementing documents, wage schedules and forms can be found at:
<http://www.miamidade.gov/smallbusiness/>

PRE-AWARD PROCESS

Each project for the procurement of Construction and Architectural & Engineering services must be submitted to Miami-Dade County Small Business Development (SBD) to establish contract(s) measures and provide subcontracting opportunities for certified SBE-A&E, SBE-Construction and SBE-G&S firms and the establishment of measures accordingly prior to advertisement and/or establishing contract(s). SBE-G&S measures apply to Construction and A&E contracts valued over \$750,000. **NOTE: Tenant can submit A/E services for measure review initially followed by construction services. However, it is the Tenant's responsibility that once construction scope/estimates/trade breakdowns are ready, the Tenant submits to MDAD Project Manager for review per below. No work will be allowed to be performed until process for all areas of a Tac Project are completed.**

A. Responsibility of the Tenant – Project Submittal Process

After receipt of the MDAD Concept letter from MDAD Property Manager, Tenant must submit ALL project related packages for Architectural & Engineering and Construction services that are part of the TAC project to MDAD Project Manager prior to advertisement/contract establishment to include:

- Detailed scope of services
- Complete breakdown of the project cost estimate identifying the sub-trade areas by division
- Listing of all special requirements (special licensure, manufacturer's certification, experience, payment/performance bond requirement, etc.)

Sample submittal package included. (Attachment 1)

B. Responsibility of MDAD Project Manager – Project Submittal Process

Submit COMPLETED and signed SBD Departmental Input Document Form (Attachment 2) along with ALL applicable attachments (as listed in Section A above) to MDAD Contracts Administration (CA). CA will review form and attachments and submit the project's package to SBD.

C. Responsibility of SBD – Project Review and Analysis Process

SBD will review all project submittal documents to ensure the packages are complete, identifying all trade areas to properly bid the project. SBD will review all special requirements or conditions to ensure that there are no artificial barriers to prevent opportunities for Small Business participation.

- Each sub-trade will be reviewed for possible participation by small businesses.
- To determine whether certified firms are ready, willing and able to perform, firms will be surveyed and required to respond in writing.
- Firms will be sent project information on an availability form letter for their review and response accordingly.

- Only Firms certified in the various commodities included in project package will be surveyed.
- SBD will deliver measure recommendation through a Project Worksheet (Attachment 3) to MDAD CA and MDAD Project Manager within 2 days for A/E projects and 5 days for construction projects. For construction the applicable CWP goal and applicable wage schedule will also be included.

D. TAC Project Advertisement/Contract Establishment – Small Business Participation Compliance

- The Tenant must include all program requirements and Certificate of Assurance forms in each bid package/advertisement/contract documents.
- SBD will participate in all MDAD meetings with Tenant after project concept is approved by MDAD to ensure tenants are aware of the SBE measures, wage and local hiring requirements.

E. Pre-Award/Pre-Establishment of Contracts Compliance Review

- After bid openings and/or prior to contract establishment, Tenant must submit the completed Certificate of Assurance (COA) to MDAD Project Manager. A COA is a form submitted with bid documents whereby the Tenant and their prospective Contractor(s) acknowledges: (i) SBE measures apply to the project; and (ii) Tenant will submit its list of certified SBEs to satisfy the measure via Miami-Dade County's web-based reporting system, Business Management Workforce System (BMWS) within a specified timeframe.
 - MDAD Project Manager will submit COA to Contracts Administration for SBD review.
 - Upon receipt of the COA by SBD, the Tenant will receive notification via email from BMWS to submit their Utilization Plan via BMWS.
 - SBD will submit a Compliance Review Memo (Attachment 4) to disclose the Tenants' compliance status as it relates to the SBE goals.
 - **Tenant will not move forward with contract award(s) nor execute a contract until it is determined that Tenant's Contractor is in compliance with established small business goals and Tenant has received the SBD Compliance Review Memo (Attachment 4).**
 - MDAD Project Manager will process Tenant's Permit Application upon receipt of the SBD Compliance Memo (Attachment 4).
-

POST AWARD COMPLIANCE

RESPONSIBILITIES OF TENANT

A. Small Business Enterprise Program

- Invite SBD to attend all Pre-Construction/Pre-Work meetings to advise awarded Prime Contractor of small business, wage and/or workforce requirements.
- Enter into subcontracts with SBE(s) for the price and scope reported on the Utilization Plan.
- Ensure SBEs maintain certification through the duration of the job, perform a commercially useful function and do not subcontract work further. SBEs must have a contractual responsibility for the execution of a distinct element of the work of a contract and carry out that responsibility by actually performing, managing and supervising the work involved. Acting as a broker is not considered a commercially useful function.
- Report payments to SBE(s) through BMWS and require SBEs reply to confirm payments reported.
- Ensure small businesses meeting goals are promptly paid within 2 days of receiving payment from the Developer/County.
- Submit requests to deviate from approved small business goals to the Director of SBD, through BMWS for approval prior to deviation.
- Forward complaints regarding small business utilization and/or payment to SBD for investigation.

B. Responsible Wages and Benefits

- Ensure wage schedule is posted on the job site,
- Require prime and subcontractors at every tier level submit certified payrolls monthly via LCPtracker, a web-based Certified Payroll Management System.
- Verify payrolls have been submitted by all contractors prior to accepting their requisition.
- In the case of suspected underpayment to employees, withhold funds due to prime contractor/subcontractors to protect any wages due to employees upon receipt of a written stop payment request from SBD.
- Forward complaints of underpayment to SBD for investigation

C. Community Workforce Program

- Prior to issuance of Notice to Proceed ensure contractor submits list of subs and Construction Workforce Plan (Form RFTE 1) and it is deemed acceptable by SBD.
- New hires must be recruited from the project Designed Target Area.
- SBD must be notified of changes in workforce.

D. Residents First Training and Employment Program

- Ensure completed Responsible Contractor Affidavit (Form RFTE 1) is submitted with bid
- Prior to issuance of Notice to Proceed ensure contractor submits list of subs, Responsible Subcontractor Affidavits (Form RFTE 1) and Construction Workforce Plan

- (Form RFTE 1) and it is deemed acceptable by SBD.
- All employees found on-site must have OSHA-10 Safety Training.
- SBD must be notified of changes in workforce.
- Collect Workforce Performance Report (Form RFTE 4) within 30 days of completion of work and it is deemed acceptable by SBD prior to final payment.

E. Employ Miami-Dade Program

- Prior to issuance of Notice to Proceed ensure contractor submits list of subs and Construction Workforce Plan (Form RFTE 1) and it is deemed acceptable by SBD.
- New hires must be recruited through CareerSource Florida.
- SBD must be notified of changes in workforce.
- Collect Workforce Performance Report (Form RFTE 4) within 30 days of completion of work and it is deemed acceptable by SBD prior to final payment.

RESPONSIBILITIES OF SBD - POST AWARD

- Review Residents 1st affidavits prior to contract award
- Attend pre-construction meetings to explain program requirements
- Review CWP, Residents 1st and Employ Miami-Dade Construction Workforce Plans (Form RFTE 2) prior to issuance of Notice to Proceed
- Obtain and review the subcontract agreements for the certified small business meeting goals
- Conduct on-site interviews of employees to ensure compliance with SBE, wage, and workforce requirements
- Review Compliance Audits and Certified Payrolls submitted through the County's web-based system
- Process SBE deviation requests
- Investigate complaints and administer compliant process
- 50% and 75% SBE goal compliance review
- Final compliance review for small business and workforce requirements

SMALL BUSINESS, WAGE AND WORKFORCE REQUIREMENTS

IMPORTANT LINKS

Applicable legislation, wage schedules and forms: [http://www.miamidade.gov/smallbusiness/Business Management Workforce System \(BMWS\) and LCPtracker:](http://www.miamidade.gov/smallbusiness/Business%20Management%20Workforce%20System%20(BMWS)%20and%20LCPtracker)
<https://mdcsbd.gob2g.com/>

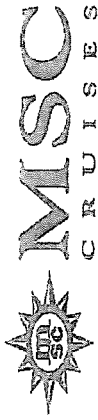
For training or questions about BMWS or LCPtracker, please contact BMWS@miamidade.gov or call (305) 375-3111.

ATTACHMENTS

- 1: Sample Pre-Award Project Submittal Package
- 2: Sample SBD Departmental Input Form
- 3: Sample SBD Project Worksheet
- 4: Sample SBD Compliance Review Memo
- 5: Applicable SBD Legislation



ATTACHMENT 1



Date: October 10, 2019

To: Gyselle Pino, Director of Contracts and Procurement
PortMiami

From: Diana Beauchamp Lopez, P.E. *D. Lopez*
Vice President Port Development
MSC Cruises Miami Cruise Terminal LLC

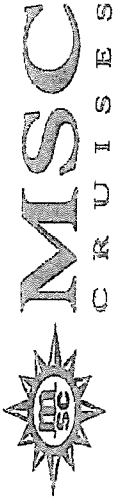
Subject: SBE Goal Recommendations for MSC Cruises Miami Cruise Terminals Project

In accordance with the Terminal Development Management and Lease Agreement between Miami-Dade County and MSC Miami Cruise Terminal LLC to Design, Build, Operate, Finance and Maintain a Cruise Terminal and Office Complex at PortMiami, this Memorandum serves to provide a recommendation for Small Business Enterprise (SBE) measures/goals for Architectural & Engineering (A/E), Construction (CON), Goods & Services (G&S), and Community Workforce Program (CWP).

The approximate duration of the project is approximately 730 calendar days, including Complete Design and Construction, with an expected direct cost of \$283,440,000, broken down as follows:

\$254,241,547.00	Estimated Construction Cost
\$20,000,000.00	Estimated Architecture & Engineering Cost
\$4,113,623.00	Art in Public Places (1.5%)
\$5,084,830.00	Permit Allowance (2%)
\$283,440,000.00	Total Estimated Cost

The project is expected to include the following: demolition of site and utilities as needed to make space for the construction of two new cruise terminals with an office element, construction of a parking garage structure element, construction of two new berths (Berths 8 and 9) and expansion of the apron via a new bulkhead and seawall, installation of utilities for the apron to service vessels, dredging of the waterway for the berthing of two (2) cruise ships, construction of provisioning and intermodal areas, site improvements and development, construction of a connecting roadway system within the Ground Lease area connecting to the PortMiami public roadway, and connection and improvement of all utilities as needed for the operation of the Project.



For the firms providing A/E design services for this Project, the following Technical Certification Categories will be required:

<i>Technical Certification No.</i>	<i>Type</i>	<i>Description</i>	<i>Percentage</i>	<i>Amount</i>
5.02	Lead A/E	Port and Waterway Systems - Architectural Design	34%	\$6,800,000
5.03	Lead A/E	Port and Waterway Systems - Cruise Terminal Design	15%	\$3,000,000
18	Lead A/E	Architectural Construction Management	8.00%	\$1,600,000
22	Lead A/E	ADA Title II Consultant	1.00%	\$200,000
5.04	Other	Port and Waterway Systems - Cruise Terminal Equipment Design	1.00%	\$200,000
5.08	Other	Port and Waterway Systems - Marine Engineering	6.50%	\$1,300,000
5.09	Other	Port and Waterway Systems - Environmental Design	1.50%	\$300,000
5.10	Other	Port and Waterway Design - Transportation Systems	1.50%	\$300,000
8	Other/SBE-AE	Telecommunication Systems	2.00%	\$400,000
9.02	Other	Soils, Foundations, and Material Testing - Geotechnical and Material Engineering Services	0.50%	\$100,000
9.03	Other	Soils, Foundations, and Material Testing - Concrete and Asphalt Testing Services	0.50%	\$100,000
9.04	Other	Soils, Foundations, and Material Testing - Non-Destructive Testing and Inspection	0.50%	\$100,000
11	Other	General Structural Engineering	5.00%	\$1,000,000
12	Other	General Mechanical Engineering	3.00%	\$600,000
13	Other	General Electrical Engineering	3.00%	\$600,000
14	Other/SBE-AE	Architecture	1.00%	\$200,000
15.01	Other/SBE-AE	Surveying and Mapping - Land Surveying	0.50%	\$100,000
15.03	Other/SBE-AE	Surveying and Mapping - Underground Utility Location	0.50%	\$100,000
16	Other/SBE-AE	General Civil Engineering	2.00%	\$400,000



MSC CRUISES

17 Other/SBE- AE	Engineering Construction Management	4.00%	\$800,000
20 Other/SBE- AE	Landscape Architecture	4.00%	\$800,000
N/A Other	Miscellaneous/Specialty Engineering Total Estimated A/E Services	5.00% 100%	\$1,000,000 \$20,000,000

It is recommended that the SBE goals be set at 14% for Architectural and Engineering Services, 10.01% for Construction, and 2.20% for Goods and Services. Additionally, a recommendation for a Community Workforce Plan goal of 10% is recommended.

MSC Cruises - Terminals AA & AAA
 Project Analysis for Goal Recommendation (SBE-CON)

	Estimated Cost	SBE-Con Analysis	% of Item to Base Bid
-DIVISION 1 - GENERAL REQUIREMENTS	\$ 12,712,077.35		
-DIVISION 2 - EXISTING CONDITIONS	\$ 635,603.87	\$ 635,603.87	0.25%
-DIVISION 3 - CONCRETE	\$ 55,933,140.34		
-DIVISION 4 - MASONRY	\$ 5,084,830.94	\$ 5,084,830.94	2.00%
-DIVISION 5 - METALS	\$ 5,084,830.94		
-DIVISION 6 - WOOD, PLASTICS, AND COMPOSITES	\$ 1,525,449.28		
-DIVISION 7 - THERMAL AND MOISTURE PROTECTION	\$ 6,356,038.68		
-DIVISION 8 - OPENINGS	\$ 11,440,869.62		
-DIVISION 9 - FINISHES	\$ 15,890,096.69		
Painters and Allied Trades		\$ 2,383,514.50	0.94%
-DIVISION 10 - SPECIALTIES	\$ 2,542,415.47		
-DIVISION 11 - EQUIPMENT	\$ 3,813,623.21		
-DIVISION 12 - FURNISHINGS	\$ 4,322,106.30		
-DIVISION 13 - SPECIAL CONSTRUCTION	\$ 83,580,386.75		
-DIVISION 14 - CONVEYING EQUIPMENT	\$ 5,720,434.81		
-DIVISION 21 - FIRE SUPPRESSION	\$ 5,084,830.94	\$ 5,084,830.94	2.00%
-DIVISION 22 - PLUMBING	\$ 6,356,038.68		
-DIVISION 23 - HVAC	\$ 8,135,729.50		
Sheet Metal Workers		\$ 2,847,505.33	1.12%
-DIVISION 25 - INTEGRATED AUTOMATION	\$ 1,525,449.28		
-DIVISION 26, 27 & 28 - ELECTRICAL, COMM, SAFETY	\$ 22,881,739.23		
Low Voltage		\$ 6,864,521.77	2.70%
-DIVISION 31 - EARTHWORK	\$ 4,576,347.85		
-DIVISION 32 - EXTERIOR IMPROVEMENTS	\$ 2,542,415.47	\$ 2,542,415.47	1.00%
-DIVISION 33 - UTILITIES	\$ 4,703,468.62		
LEED Allowance	\$ 3,813,623.21		
TOTALS	\$ 254,241,547.00	\$ 25,443,222.82	10.01%

MSC Cruises - Terminals AA & AAA

Project Analysis for Goal Recommendation (SBE-G&S)

Sub-trade	Estimate Cost	% of Item to Base Bid
Field Surveying	\$ 635,603.87	0.25%
Temporary Utilities / Portable Toilets	\$ 889,845.41	0.35%
LEED Consultant (General Contractor's Rep.)	\$ 2,542,415.47	1.00%
Trash / Storage Containers (20 ton.)	\$ 1,525,449.28	0.60%
Estimated Construction Cost (SBE)	\$ 5,593,314.03	2.20%
Estimate Construction Cost (Total)	\$ 254,241,547.00	100.00%

MSC Cruises - Terminals AA & AAA

Project Analysis for Goal Recommendation (SBE-CWP)

Trade/Skills Required	Estimated Cost	% of Item to Base Bid	Est. # of Workforce Required Per Trade	Est. # of days to Complete Job
-DIVISION 2 - EXISTING CONDITIONS	\$635,603.87	0.25%	6	730
-DIVISION 3 - CONCRETE	\$55,933,140.34	22.00%	130	730
-DIVISION 4 - MASONRY	\$5,084,830.94	2.00%	15	680
-DIVISION 5 - METALS	\$5,084,830.94	2.00%	18	730
-DIVISION 6 - WOOD, PLASTICS, AND COMPOSITES	\$1,525,449.28	0.60%	9	130
-DIVISION 7 - THERMAL AND MOISTURE PROTECTION	\$6,356,038.68	2.50%	18	730
-DIVISION 8 - OPENINGS	\$11,440,869.62	4.50%	27	730
-DIVISION 9 - FINISHES	\$15,890,096.69	6.25%	49	730
-DIVISION 10 - SPECIALTIES	\$2,542,415.47	1.00%	5	170
-DIVISION 11 - EQUIPMENT	\$3,813,623.21	1.50%	17	280
-DIVISION 12 - FURNISHINGS	\$4,322,106.30	1.70%	12	360
-DIVISION 13 - SPECIAL CONSTRUCTION	\$63,560,386.75	25.00%	85	950
-DIVISION 14 - CONVEYING EQUIPMENT	\$5,720,434.81	2.25%	12	380
-DIVISION 21 - FIRE SUPPRESSION	\$5,084,830.94	2.00%	16	610
-DIVISION 22 - PLUMBING	\$6,356,038.68	2.50%	20	680
-DIVISION 23 - HVAC	\$8,135,729.50	3.20%	35	680
-DIVISION 25 - INTEGRATED AUTOMATION	\$1,525,449.28	0.60%	4	160
-DIVISION 26, 27 & 28 - ELECTRICAL, COMM, SAFETY	\$22,881,739.23	9.00%	60	730
-DIVISION 31 - EARTHWORK	\$4,576,347.85	1.80%	16	375
-DIVISION 32 - EXTERIOR IMPROVEMENTS	\$2,542,415.47	1.00%	8	265
-DIVISION 33 - UTILITIES	\$4,703,468.62	1.85%	10	450
General Requirements	\$12,712,077.35	5.00%		
LEED Allowance	\$3,813,623.21	1.50%		
Estimated Construction Cost	\$254,241,547.00	100.00%	572	



ATTACHMENT 2

DEPARTMENTAL INPUT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.
Contract
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.:

TERM OF
CONTRACT

Requisition /Project Title:

Description:

Issuing Department:

Contact
Person:

Phone:

Estimate Cost:

GENERAL FEDERAL OTHER

Funding Source:

ANALYSIS

Commodity Codes:

Contract/Project History of previous purchases three (3) years
Check here if this is a new contract purchase with no previous history.

EXISTING

2ND YEAR

3RD YEAR

Contractor:

Small Business Enterprise:

Contract Value:

Comments:

Continued on another page (s): Yes No

RECOMMENDATIONS

SBE

Ser-aside

Sub-contractor goal

Bid preference

Selection factor

Basis of
recommendation:

Date sent to SBD:



ATTACHMENT 3



Small Business Development Division

Project Worksheet


Project/Contract Title: Cruise Terminals AA/ AAA (MSC Cruise Terminal) Received Date: 10/28/2019
 Project/Contract No: 2017-001.01 (BUILD) Funding Source: Private
 Department: Seaport
 Estimated Cost of Project/Bid: \$254,241,547.00
 Description of Project/Bid: MSC Cruises Cruise Terminal Design/Build

Contract Measures		
Measure	Program	Goal Percent
Goal	SBE - Con	10.01%
Goal	SBE - Goods	2.20%
Workforce Goal	CWP	10.00%
Reasons for Recommendation		
SMALL BUSINESS ENTERPRISE - CONSTRUCTION (SBE-Con)		
An analysis of the factors contained in Section VI. C. of Implementing Order 3-22 indicates that a 10.01% Small Business Enterprise - Construction (SBE - Con) subcontractor goal is appropriate for the trades of: Masonry Contractors; Electrical Contractors and Other Wiring Installation Contractors; Painting and Wall Covering Contractors; Plumbing, Contractors; Other Building Finishing Contractors and All Other Specialty Trade Contractors.		
SMALL BUSINESS ENTERPRISE - GOODS (SBE-Good)		
An analysis of the factors contained in section VIII. B. of Implementing Order 3-41 & Ordinance 14-41 indicates that a 2.20% is appropriate for the goods portion of this contract in; Builder's Supplies; Electrical Cable and Wire, Not Electronic; Electrical Equipment and Supplies, Except Cable and Wire; Electronic Equipment, Components, Parts, and Accessories and Plumbing Equipment, Fixtures, and Supplies.		
SBE-Con and SBE-G or 5 subcontractor Goals can be met by 1st, 2nd and 3rd Tier Subcontractor.		
CWP Estimated Workforce: CWP Workforce Recommendation		
NAICS 238140 Masonry Contractors, NAICS 238210 Low voltage electrical work, NAICS 238220 Fire sprinkler system installation, NAICS 238220 Heating, ventilation and air-conditioning (HVAC) contractors, NAICS 238220 Plumbing contractors, NAICS 238390 Other Building Finishing Contractors, NAICS 238990 All Other Specialty Trade Contractors, NAICS 238320 Painting and Wall Covering Contractors, NIGP 15000 BUILDER'S SUPPLIES, NIGP 28000 ELECTRICAL CABLE AND WIRE, NOT ELECTRONIC, NIGP 28500 ELECTRICAL EQUIPMENT AND SUPPLIES, EXCEPT CABLE AND WIRE, NIGP 28700 ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE), NIGP 67000 PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES, NAICS 238210 Electrical Contractors and Other Wiring Installation Contractors		
Small Business Contract Measure		
Sub-trade	Category	
All Other Specialty Trade Contractors	SBE - Con	
Electrical Contractors And Other Wiring Installation Contractors	SBE - Con	
Masonry Contractors	SBE - Con	
Plumbing Contractors	SBE - Con	

Fire Sprinkler System Installation	SBE - Con
Low Voltage Electrical Work	SBE - Con
Other Building Finishing Contractors	SBE - Con
Heating, Ventilation And Air-Conditioning (HVAC) Contractors	SBE - Con
Painting And Wall Covering Contractors	SBE - Con
Plumbing Equipment, Fixtures, And Supplies	SBE - Goods
Electrical Cable And Wire, Not Electronic	SBE - Goods
Plumbing Equipment, Fixtures, And Supplies	SBE - Goods
Electronic Equipment, Components, Parts, and Accessories	SBE - Goods

Living Wages: YES NO Highway: YES NO Heavy Construction: YES NO

Responsible Wages: YES NO Building: YES NO



 SBD Director

10-31-19

 Date




ATTACHMENT 4

Memorandum



DATE: September 21, 2020

TO: Sylvia Novela, Strategic Procurement Director
Miami-Dade Aviation Department

FROM: Gary Hartfield, Division Director
Internal Services Department
Small Business Development 

SUBJECT: Compliance Review
Passenger Screening Program

Small Business Development (SBD), a Division of the Internal Services Department, has completed its review of the subject project for compliance with the Small Business Enterprise Program for Construction Services (SBE-Con). The contract measures established for this project is a SBE-Con 12.18% sub-contractor goal.

The Miami-Dade Aviation Department submitted project documents from Leidos, Inc., for the Passenger Screening Program. The firm submitted the Utilization Plan (UP) via the Business Management Workforce System (BMWS). Please find the results of SBD's compliance review below.

FIRM:

STATUS:

1. Leidos, Inc.

Compliant

SUMMARY:

Leidos, Inc., (1) a non-certified SBE-Con firm committed to utilize the following certified firm; Dunn Development, LLC to perform site preparation, commercial building construction work at 12.18%.

Please note that SBD staff reviewed and addresses compliance with the SBE-Con program only. The Miami Dade Aviation Department is responsible for any other issues that may exist. Should you have any questions or need any additional information, please do not hesitate to call Robert Parson, SBD Contract Compliance Officer 2 at (305) 375-3182.

c: L. Johnson, SBD
C. Corrales, SBD
C. Gorrita MDAD

ATTACHMENT 5

Sec. 2-10.4.01. -Small Business Enterprise Architecture and Engineering Program.

(1) *Title.* This Section shall be referred to as the Miami-Dade County Small Business Enterprise Architecture & Engineering ("CBE" or "CBE-A/E") Program.

(2) *Definitions.* For purposes of this section:

- A. *Agreement* means an agreement proposed by the County or Public Health Trust staff, or approved by the County Commission or Public Health Trust for architectural, landscape architectural, engineering, and surveying and mapping professional services.
- B. *Available or availability* means to have, prior to proposal submission, the ability to provide professional services under an agreement or subconsultant agreement by having:
 - (1) Reasonably estimated, uncommitted capacity and expertise;
 - (2) All licenses, permits, registrations, insurances and certifications;
 - (3) The ability to obtain bonding that is reasonably required to perform the agreement or subconsultant agreement consistent with normal industry practice; and
 - (4) The ability to otherwise meet all the proposal specifications.
- C. *A/E Advisory Board* is the board established for the purpose of supporting and promoting the Small Business Enterprise Architecture & Engineering Program.
- D. *Bonding Assistance* may include providing assistance in preparing and completing bond packages as well as providing funding to be used for bonding purposes.
- E. *Business day* means a regular weekday (Monday through Friday) normally starting at 8:00 a.m. and finishing at 5:00 p.m., excluding Saturdays and Sundays and excluding all legal holidays recognized by the Federal, State or Miami-Dade County governments.
- F. *CBE-A/E Objective* means the objective of assuring that not less than 10 percent of the County's total annual expenditures for professional architectural, landscape architectural, engineering, and surveying and mapping services, are expended with CBE-A/Es certified under this section, for projects specific and multiple project contracts. The foregoing CBE-A/E objective may be increased by subsequent resolution of the Board of County Commissioners, adopted after recommendation for an increase by the County Mayor or designee.
- G. *CBE-A/E Program* is the Small Business Enterprise Program for the Architectural, Engineering, Landscape Architectural, Surveying and Mapping Professionals.
- H. *Calendar day* means a twenty-four (24) hour period covering all days of the week (Monday through Sunday including all holidays), starting at 12:00 a.m. and finishing at 11:59 p.m.
- I. *Certificate of Assurance* means the departmental form submitted with proposal documents whereby the Proposer acknowledges: (i) Small Business Enterprise ("SBE") measures apply to the project; and (ii) Proposer will submit its list of certified SBEs to satisfy the measures via Miami-Dade County's web-based system, within the specified time frame.
- J. *Commercially useful function* means contractual responsibility for the execution of a distinct element of the work of an agreement by a firm and the carrying out of the contractual responsibilities by actually performing, managing, and supervising the work involved. Acting as a broker is not considered a commercially useful function. The determination of whether an activity is a commercially useful function shall include:
 - 1 The evaluation of the amount of work subconsulted;
 - 2 Normal industry practices;



**SMALL BUSINESS DEVELOPMENT
CERTIFICATE OF ASSURANCE(COA)
 SMALL BUSINESS PARTICIPATION ON COUNTY PROJECTS**

This completed form must be submitted with bid documents by all bidders/proposers on a Miami-Dade County project with Small Business Enterprise ("SBE") program measure(s).

Project No.: _____ Project Title: _____

Bidder/Proposer: _____ FEIN: _____

Address: _____ City _____ State _____ ZIP _____

Phone Number: _____ Email address: _____

The bidder/proposer is committed to meeting the established measure(s) assigned to this project: _____% SBE-A/E, _____% SBE-Cons, N Trade Set-aside SBE-Cons, _____% SBE-G, and/or _____% SBE-S.
 (For Goals, write in the percentage. For Set-aside, put Y or N.)

_____	_____	_____
Print Prime Bidder's Name & Title	Prime Bidder's Signature	Date

To satisfy the requirements for **Step 1 - Bid Submittal and Compliance with Small Business Enterprise Program(s)**, the following are required:

1. Acknowledgement of the SBE-Architecture & Engineering, SBE-Construction, SBE-Good and/or SBE-Service (non-construction, architecture or engineering) measure(s) established for this project via this Certificate of Assurance.
2. Agree to engage in the solicitation of approved Miami-Dade County Small Business Enterprise firm(s) to achieve the established measure(s) as indicated in the Project Documents (specifications).
3. Agree to select and submit the names of the certified SBEs to satisfy the measures via Miami-Dade County's Business Management Workforce System ("BMWS") within the specified timeframe, upon email notification from the Small Business Development ("SBD") Division or BMWS.

To satisfy the requirements for **Step 2 - Bid Evaluation and Recommendation for Award**, please attest that:

I understand that my company will be deemed non-compliant and not eligible for award if I fail to (1) submit this form with my bid/proposal documents and/or (2) submit my company's Utilization Plan which shall list all certified Miami-Dade County Small Business Enterprise firms whom will be subcontracted with to satisfy the project's established SBE measure(s) via BMWS, within the specified timeframe, upon email notification from SBD or BMWS. Each SBE subcontractor, subconsultant, and/or sub-vendor will also be required to confirm its contractual relationship via BMWS, within the specified timeframe, for final approval by SBD.

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

BEFORE ME, an officer duly authorized to administer oaths and take acknowledgement, personally appeared _____, who being first sworn deposes and affirms that the provided information statements are true and correct to the best of his/her knowledge information and belief.

Signature of Owner

SWORN TO and subscribed before me this day _____ of _____, 20 _____

Signature of Notary Public-State of Florida

My Commission Expires:



WAIVERS AND MODIFICATIONS TO THE DESIGN GUIDELINES MANUAL

PURPOSE

To provide direction on how to request a waiver or permanent modification to the MDAD Design Guidelines Manual.

DEFINITIONS

Design Guideline: Requirement specified in the MDAD Design Guidelines Manual.

Design Guideline Modification: MDAD authorization to permanently change a specified design requirement or to add or delete a requirement.

Design Guideline Waiver: MDAD authorization to waive a specified design requirement in the design of a specific project.

DESIGN GUIDELINE MODIFICATIONS (PERMANENT)

1. Any MDAD staff member, business partner, or consultant who identifies a compelling need to change a Design Guideline may initiate a request for a Design Guideline modification by preparing and signing a Request for Waiver or Permanent Modification of a Design Guideline (Facilities Division Form K_FD3-027). The initiator shall provide an explanation and justification for the proposed modification and check the “Permanent Modification” box on the form. When a very detailed modification is being requested, the form shall be supplemented with a copy of the affected section(s) revised to show the desired change (deleted text lined through and new text in bold italics).
2. The initiator shall meet with the MDAD Facilities Division Design Guidelines Coordinator to determine which MDAD divisions and external organizations need to review and recommend approval of the modification request and shall ensure these entities are listed in the Recommendation for Approval section of the form. In all cases MDAD Facilities Management & Engineering shall be the first reviewing organization.
3. The initiator shall hand deliver the completed form and any attachments to the MDAD Facilities Management & Engineering Division’s designated staff person for review and recommendation to the Assistant Aviation Director, Facilities Management & Engineering. If in agreement, the Assistant Aviation Director, Facilities Management shall recommend the modification by signing and dating the request and returning it to the initiator.

If the Assistant Aviation Director, Facilities Management & Engineering determines that the request is not appropriate, he/she shall return the unsigned request to the initiator with an explanation in the remarks field of the form.

4. After recommendation of the Assistant Aviation Director, Facilities Management & Engineering, the initiator shall hand deliver the forms and any attachments to each of the authorized representatives of designated divisions and organizations determined in Step 2 for review. If in agreement, each representative shall recommend the modification by signing and dating the request and returning it to the initiator.

If any reviewer determines that the request is not appropriate, he/she shall return the unsigned request to the initiator with an explanation in the remarks field of the form. The initiator shall then communicate the failure of the request process to the project manager and other participants who had previously recommended approval.

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5. When all necessary organizations have reviewed the modification request and have indicated their recommendation that the modification be approved by signing the form, the initiator shall hand deliver the form and any attachments to the Design Guidelines Coordinator, who shall initial the request and forward it to the Assistant Aviation Director, Facilities Development.
6. The Assistant Aviation Director, Facilities Development, shall review the request and its justification and, if in agreement, approve the request by signing and dating it and returning it to the Design Guidelines Coordinator.

If the Assistant Aviation Director, Facilities Development determines that the request is not appropriate, he/she shall return the unsigned request to the initiator with an explanation in the remarks field of the form. The initiator shall then communicate the failure of the request process to the project manager and the other participants who had recommended approval. Approval or disapproval by the Assistant Aviation Director, Facilities Development shall be final.

7. The Design Guidelines Coordinator shall forward copies of an approved request to the initiator, all MDAD divisions and other organizations that have participated in the review process, MDAD Facilities Development Design Chief, MDAD Facilities Maintenance Engineering Chief and the Consulting Engineer. The Design Guidelines Coordinator shall retain the original.
8. The Design Review Chief shall incorporate the approved permanent modification into the Design Guidelines. The Chief shall use the revised section(s) provided electronically by the initiator. If the change is documented only in the summary information contained in the Request for Waiver or Permanent Modification of a Design Guideline, the Design Review Chief shall create the necessary text to incorporate the approved modification into the Design Guidelines.
9. The Design Review Chief shall distribute the permanent modification by
 - Sending revised sections, Cover pages and Tables of Contents via email to MDAD Information Systems for installation on the MDAD Website and Intranet;
 - Notifying users for whom we have email addresses that the revisions have been placed on the Website and Intranet;
 - Sending notices and hardcopy or diskettes to in house holders of same and to those few users who have been given authorization to have those formats; and
 - Any other methods that may from time to time be approved by the Design Guidelines Coordinator.

DESIGN GUIDELINE WAIVERS (PROJECT-SPECIFIC)

10. If a tenant, business partner, or A/E identifies a compelling need to deviate from a Design Guideline requirement in the design of a project component, he/she shall prepare and sign a Request for Waiver or Permanent Modification of a Design Guideline (Facilities Division Form FD3-027) providing an explanation and justification for the proposed waiver. The "Waiver" box shall be checked.

Requests for waivers of requirements shall be judged against a clear:

- Satisfaction of project requirements.
- Necessity to preserve continuity of design intent.
- Compatibility with existing, future, adjacent, or corollary contexts.
- Current and continuing availability and feasibility of the means to fulfill the Design Guidelines Manual requirement for which the waiver is requested.
- Life cycle cost benefit to MDAD by value analysis in accordance with Miami Dade County Ordinance 94-73, Section 2-10.4.

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- Minimization of sole sources which limit competition.
- Durability and ease of maintenance.
- Overall strength of the justification presented.
- Absence of any compelling need not to grant a waiver.

Initial ignorance and later discovery of the applicability of a Design Guideline requirement to a project, neglect to incorporate it initially, or failure of the project book or awarded professional services agreement to mention the requirement do not constitute justification of a waiver.

11. The initiator shall submit the completed form and any supporting documentation to the project's manager.
12. The project manager shall review the request and consider the strength of the justifications presented by the initiator and whether there are compelling reasons NOT to grant a waiver. If the project manager decides to recommend the waiver, he/she shall sign and date the waiver request and hand deliver it to the MDAD Facilities Division Design Guidelines Coordinator.

If the project manager decides not to recommend the waiver, he/she shall return the unsigned request to the initiator with an explanation for the determination.

13. The project manager shall meet with the Design Guidelines Coordinator to determine which MDAD divisions and external organizations will need to review and recommend the waiver request. In all cases MDAD Facilities Management shall be the first reviewing organization.
14. The project manager shall hand deliver the completed form and any attachments to the MDAD Facilities Management & Engineering Division's designated staff person for review and recommendation to the Assistant Aviation Director, Facilities Management & Engineering. If in agreement, the Assistant Aviation Director, Facilities Management & Engineering shall recommend the modification by signing and dating the request and returning it to the project manager.

If the Assistant Aviation Director, Facilities Management & Engineering determines that the request is not appropriate, he/she shall return the unsigned request to the Design Guidelines Coordinator with an explanation in the remarks field of the form. The Design Guidelines Coordinator shall then communicate the failure of the request process to the initiator and the project manager and initiator.

15. After recommendation of the Assistant Aviation Director, Facilities Management & Engineering, the project manager shall hand carry the forms and any attachments to each of the authorized representatives of designated divisions and organizations determined in Step 15 for review. If in agreement, each representative shall recommend the waiver by signing and dating the waiver request and returning it to the project manager.

If any reviewer determines that the waiver is not appropriate, he/she shall return the unsigned waiver request to the project manager with an explanation in the remarks field of the form. The project manager shall then communicate the failure of the request process to the initiator and the other participants who had previously recommended approval.

16. When all necessary organizations have reviewed the waiver request and have indicated their recommendation that the waiver be granted by signing the form, the Design Guidelines Coordinator shall initial the request and forward it to the Assistant Aviation Director, Facilities Development.
17. The Assistant Aviation Director, Facilities Development shall review the request and its justification and, if in agreement, approve the request by signing and dating it and returning it to the Design Guidelines Coordinator.

If the Assistant Aviation Director, Facilities Development determines that the request is not appropriate, he/she shall return the unsigned request to the Design Guidelines Coordinator with an explanation in

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the remarks field of the form. The Design Guidelines Coordinator shall then communicate the failure of the request process to the project manager, the initiator and other participants. Approval or disapproval by the Assistant Aviation Director, Facilities Development, shall be final.

18. The Design Guidelines Coordinator shall forward copies of the approved waiver to the initiator, the project manager, all MDAD divisions and other organizations that have participated in the review process, MDAD Facilities Development Design Chief, Facilities Maintenance Engineering Chief, and the Consulting Engineer. The Design Guidelines Coordinator shall retain the original.
19. An approved waiver shall apply only to the single specified requirement on the specified project for which it was requested. It shall not be considered to provide a waiver to any other requirement or project or to effect a permanent change to the Design Guidelines Manual.

ASSOCIATED FORM

Facilities Division Form K_FD3-027 Request for Waiver or Permanent Modification of a Design Guideline

REQUEST FOR WAIVER or PERMANENT MODIFICATION OF A DESIGN GUIDELINE



Approval of a **waiver** applies only to a single project.

TO Abel A. Oporto, P.E., DESIGN GUIDELINES COORDINATOR DATE: _____

REQUESTED BY _____ SIGNATURE _____

AFFILIATION _____ TITLE _____

It is requested that MDAD approve a waiver of its Design Guidelines for the indicated item on the specified project:

PROJECT NAME _____ PROJECT No. _____

It is requested that MDAD approve a permanent modification of its Design Guidelines for the indicated item.

MDAD DESIGN GUIDELINES MANUAL SECTION NO: _____

SECTION NAME: _____

CURRENT REQUIREMENT: (use additional sheets as necessary)	
PROPOSED MODIFICATION: (use additional sheets as necessary)	
JUSTIFICATION: (use additional sheets as necessary)	
CAUSE: (waivers, only): (use additional sheets as necessary)	
COST IMPACT: (use additional sheets as necessary)	

RECOMMENDED

Project Manager (Waivers only)	_____	_____	_____
	Print Name	Signature	Date
Other MDAD Division	_____	_____	_____
Design Guidelines Coordinator	Abel A. Oporto, P.E.	_____	_____
	Print Name and Title	Signature	Date
Chief Facilities Initiation & Engineering	Lydia M. Salas, P.E.	_____	_____
	Print Name	Signature	Date
Director, Facilities Management	Ana M. Finol, P.E.	_____	_____
	Print Name	Signature	Date

APPROVED

Signature	_____	_____	_____
	Ralph Cutié Assistant Aviation Director, Facilities Management and Engineering	Signature and Date	Pedro Hernandez, P.E. Assistant Aviation Director, Facilities Development
			Signature and Date

* Insert additional division or organization name(s) as appropriate for the specific aspect to be permanently modified, including the Aviation Life Safety Bureau of the Miami-Dade County Fire Department for Life Safety issues. (Additional rows may be added to the table.)

REMARKS _____

Distribution after Processing: Initiator, Design Guidelines Coordinator (original), Facilities Management, other affected MDAD Divisions, MDAD Facilities Development Design Chief, HNTB, Document Control

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Maintenance Engineering In-House Design Review Request For TAC Projects



To: Lydia M. Salas, P.E. / Chief **Date:** _____

Through: Grisel Agha-Long / Admin. Officer 2 **Project No.:** _____

From: _____ **Project Name:** _____

E-mail: _____ **Airport/Bldg. No.:** _____

Tenant's A/E Firm: _____ **MDAD Prop. Mgr.:** _____

PLEASE INDICATE:

Project Type:	TAC-N <input type="checkbox"/>	TAC-R <input type="checkbox"/>	
Construction Document Development Phase:	75% <input type="checkbox"/>	100% <input type="checkbox"/>	OTHER: _____
Documents Transmitted for Review:	PLANS <input type="checkbox"/>	SPECS <input type="checkbox"/>	OTHER: _____
Submitted to HNTB for Review:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: _____

Maintenance Engineering Section Reviewers: (Sign / Date)

A. Oporto	(Structural Engineering)	_____ / _____
G. Lara	(Electrical Engineering)	_____ / _____
J. L. Rodriguez	(Mechanical Engineering)	_____ / _____
V. Mendez	(Civil Engineering / F.O.G.)	_____ / _____
	(Architectural)	_____ / _____

Comments Due Date: _____

The Department has established a two-week Design Review period for discipline reviews. Our Section will respond via e-mail with review comments to the TAC PM. If there are no review comments, our Section will advise the TAC PM.

TAC PM is required to e-mail all review comments to the Tenant's Architect/Engineer and copy MDAD Property Manager.

The Design Review is deemed complete after revised plans incorporating review comments have been submitted to the MDAD TAC PM and the Design Review – 100% Back Check form is signed by the reviewer.

Comments: _____

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DESIGN REVIEW TRANSMITTAL

PROJECT NAME: _____
 AIRPORT/FACILITY: _____ PROJECT No.: _____
 REVIEW PHASE: _____ PLANS DATE: _____
 A/E FIRM: _____ PROJECT MANAGER: _____
 A/E REP: _____ TRANSMITTAL DATE: _____

PROJECT TYPE: CIP NTD MMC TAC-R TAC-N

The listed documents are being sent for review. Review to be completed by _____. Comments may be made in hard copy or electronically on the "Document Review Comment Form" (Form FD3-011) or the "MDAD Quality Assessment Review Comments" form. Comments should be forwarded to the Project Manager at _____.

ITEM	DATED	DOCUMENTS TRANSMITTED (DRAWINGS SHALL BE BOUND IN SEPARATE PACKAGES BY DISCIPLINE)

DISTRIBUTION: [ADD OR DELETE ORGANIZATIONS PER PROJECT REQUIREMENTS]:

ORGANIZATIONS	REVIEWERS	COPIES SENT *	PLANS **	SPECS	OTHER
U.S. Bureau of Customs and Border Protection	L. Dye	Doc Control			
US Public Health Service	TBD	Doc Control			
HNTB	V. Guilbaud	3	Half size	Yes	Cost Est
Miami-Dade RER***	F. Tain, P.E. (Permit Submittal)	2	Full size	***	
Miami-Dade RER***	F. Tain, P.E.	Doc Control			
Miami-Dade DERM	G. Sitomer	Doc Control			
MDAD Airside Operations	L. Craven	Doc Control			
MDAD Civil & Environmental Eng	G. Leal / E. Beltre, P.E.	1	Half size	Yes	
MDAD Information Systems/Telecom	M. Jenkins, J. Lira, M. Perez	Doc Control			
MDAD Interiors Section	M. Diaz-Todaro (Interiors Work only)	1	Half size	Yes	
MDAD Landside Facilities	B. Carlo (Landside and Ground Transportation only)	1	Half size		
MDAD Life Safety Bureau	R. Rodriguez (sent to: MDFR-ALSB@miamidade.gov)	1	Full size	Yes	
MDAD Maintenance	A. Finol, P.E., J. Bunting, J. Valderrama, J. Sariego, J. Paan	2	Half size	Yes	
MDAD Marketing & Trade Dev	C. Mangos (Cargo)	Doc Control			
MDAD Minority Affairs	A. Ragin	1		Yes	Cost Est
MDAD Planning	J. Ramos, RA	1	Half size		
MDAD Properties/Comm Ops	M. Raymond, (Properties) R. Diaz (Commercial Operations), S. Abate (Concessions)	1	Half size		
MDAD Risk Management Ins.	M. Cockfield (to forward to ISD RM for Global Risk Consultants review, if necessary)	1		Yes	
MDAD Safety and Security Ops	S. Feeney	Doc Control			
MDAD Technical Support	D. Cinti (100%)	1	Half size		
MDAD Terminal Operations	R. Philloura (Terminal Areas)	1	Half size	Yes	
Project Manager		1	Half size	Yes	All Other Docs
Document Control		1	Half size	Yes	All Other Docs

* DOCUMENT CONTROL indicates that no documents are being sent to the listed reviewer.

** See MDAD Design Guidelines Manual Volume A, Section 010007.5.N and Design/Construction Document Reviews FD3-015-P.

*** Building Department requires specifications only if Life Safety permitting data are not provided on plans.

cc (transmittal only): Asst. Dir. Facilities Development, Asst. Dir. Facilities Management & Engineering, Asst. Dir. Operations, Asst. Dir. Public Safety & Security, Maintenance & Eng., Chief, Facilities Development Design Chief, Facilities Development Construction Chief, Architect/Engineer, Document Control

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TAC-N Design Review – 100% C.D. Backcheck

Project Name: _____ Date: _____
 Airport Facility: _____ Project No.: _____
 Project Manager: _____ Plans Date: _____

If you had comments and those comments have been addressed and incorporated into the 100% revised final drawings, please sign your name and date. Your signature is required in order for TAC-N PM to issue the Letter of Concurrence to the tenant. The Letter of Concurrence enables the tenant to obtain a building permit.

REVIEWERS	SIGNATURES	DATE
Juan Paan Construction & Contracts (305) 876-7035	_____	_____
Victor Guilbaud HNTB (305) 551-8100	_____	_____
Ernie Beltre, P.E./Gustavo Leal Civil & Environ. Engineering (305) 869-1299	_____	_____
Maurice Jenkins ISD/Telecommunications (305) 876-7868	_____	_____
Dan Agostino/Albert Reyes Operations (305) 876-7081 / 305-876-7279	_____	_____
Barbara Carlo Landside Operations (305) 876-7086	_____	_____
Lonny Craven Airside Operations (305) 876-7482	_____	_____
Lydia Salas, P.E. Maintenance & Engineering (305) 876-8318	_____	_____
Jose Ramos, RA Facilities Dev. & Planning (305) 876-8080	_____	_____
Mark Hatfield/Susan Feeney Security & Safety (305) 876-7188	_____	_____

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Michele Raymond
Real Estate Mgt. & Dev.
(305) 876-0363

Jeff Bunting
Maintenance/GA
(305) 876-0569

Fred Herbert
Maintenance/Utilities
(305) 876-7542

Jorge Sario
Maintenance/Terminal
(305) 876-7325

Other: _____
Division: _____
Phone: _____

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TAC-N Concurrence Letter

[Date]

[Business Partner Contact]
[Business Partner]
[Address]

**Re: [Project Name]
MDAD Project No. [-----]**

Dear [Business Partner Contact]:

The Miami-Dade Aviation Department (MDAD) has reviewed the request for your construction project referenced above. This letter serves as MDAD's concurrence to proceed with the Miami-Dade Department of Regulatory and Economic Resources (R.E.R.) plans processing review of your project's drawings and specifications as applicable for the issuance of a Building Permit.

The plans review process by the Miami-Dade R.E.R. is a required process for the issuance of the Building Permit. It is a separate and independent process from the MDAD review.

All work shall be done in accordance with the MDAD Design Guidelines, as applicable (available through the Internet at www.miami-airport.com), applicable FAA requirements (including safety regulations, height restrictions, Maintenance of Traffic (MOT), phasing and coordination, etc.), and all applicable codes. Your contractor shall obtain all necessary permits and call for all mandatory inspections.

It is the tenant's responsibility to submit a copy of the Building Permit, Certificate of Occupancy/Completion, inspections, and a set of record drawings (as-built drawings) to the attention of [Project Manager's Name], MDAD TAC-N Project Manager, Aviation Department upon completion of the project.

The tenant must bring a copy of this letter to the Miami-Dade R.E.R., Miami International Airport, Building 3030, 1st Floor, when applying for a Building Permit. This letter is valid for a period of sixty (60) calendar days from the date of issue. If application for a Building Permit has not been made within this time, this letter will be void and a new letter will have to be issued. It is the intent that construction will commence within sixty (60) calendar days from the date of issue of the Building Permit.

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[Business Partner Contact]
[Business Partner]
[Date]
Page 2

[Project Manager's name] and/or a consultant representing MDAD will be observing the construction of this project. He/She will contact you for the following information:

- Name and phone number of the persons involved in the project
- Project Schedule
- Contractor name and copies of the insurance
- Copy of Building Permit
- Copy of Certificate of Occupancy/Completion
- Copy of signed-off Building Permit
- Copy of Record Contract Documents (As-Builts)
- Comply with all SBD goals and wage requirements, as applicable

Please provide your consultant and contractor with a copy of the attachment which gives additional information regarding Building Permit application and project insurance requirements.

Sincerely,

TAC-N Project Manager
Facilities Development

() Insurance () Required () Not Required
() Payment and Performance Bond () Required () Not Required

Reviewed by Risk Management, Milford Cockfield

See affixed approval stamp in attached.

Signature

Date

Attachment:

cc:
Pedro Hernandez, P.E.
N. Pantoja Kirkland, P.E.
Ralph Cutié
J. Ramos, RA
[MDAD Property Manager]
V. Gilbaud, HNTB
Project File

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BUILDING PERMIT APPLICATION CHECKLIST



PROJECT NAME _____ PROJECT No. _____

The Project Manager shall place checks on this form to indicate that listed activities have been performed or is not applicable (NA) and shall then sign off on this checklist and attach it to the Permit Request Memorandum when it is sent for authorizing signature.

Done NA
(Click box to check or uncheck)

- 1. Miami-Dade County Building Department Permit Application has been completed, identifying the type of Permit sought. The project name and number, name of project manager, cost of construction, square footage, description of the work to be performed, and other pertinent information has been provided in the permit application.
- 2. Review to be performed simultaneously by Miami-Dade R.E.R., Zoning, DERM, and Fire Department and 8 complete sets of plans are attached. Follow R.E.R guidelines for uploading documents in the plans tracking, New Application and Rework Application.
- 3. Standard review and 2 complete sets of plans are attached.
- 4. Applicable Building Department forms and supplemental documentation (e.g., threshold inspection forms, geotechnical reports, etc.) as required and pertinent for the permit sought are attached to the application.
- 5. Each drawing sheet is identified with a title box including all information required by MDAD Design Guideline 010007, Section 5.
- 6. Fire protection plans and hydraulic calculations have been prepared by the Engineer of Record.
- 7. Miami-Dade County Product Control Approval has been provided on all elements requiring it.
- 8. Miami-Dade R.E.R Department of Environmental Resource Management (DERM) approval has been obtained on sewer, storm system, and landscape elements. (Note: Landscape approval is not typically available until DERM has met with the (sub)contractor.) DERM letters showing approval numbers attached.
- 9. Miami-Dade Department of Health Engineering Section approval has been obtained on water main extensions. Letter granting permit and showing permit number attached.
- 10. All existing conditions have been investigated and items requiring upgrading to meet current code requirements have been addressed.
- 11. Any addition that exceeds the replacement value of the original building by more than twenty-five percent (25%) has been identified.
- 12. All Life-Safety information is on or attached to the plans, including Authority Having Jurisdiction interpretations, inspection schedules, and any approved performance-based alternative life safety measures per the Life Safety Master Plan for MIA Terminal Complex.
- 13. Current version of the Florida Building Code has been used in preparation of drawings and specifications.
- 14. Building Permit Application Checklist (Facilities Division Form FD3-018C) prepared.

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- | | Done | NA |
|--|--------------------------|--------------------------|
| 15. Expedited review requested. Facilities Division Form FD3-019 prepared by the Project Manager and signed by an MDAD Chief. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Certificate of Compliance with Miami-Dade County Administrative Order No. 10-10. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Letter of Concurrence is signed by the TAC-N PM. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Letter of Concurrence, permit application, and plans delivered to the RER Permit Clerk in the Building Department Satellite Office at Miami International Airport in Building 3030, First Floor. | <input type="checkbox"/> | <input type="checkbox"/> |

The activities checked above have all been completed.

Tenant Representative Signature

Printed Name

Date

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TAC-N PROJECT CLOSEOUT MEMORANDUM

Date: _____

To: Sarah Abate
Division Director, Airport Concessions and Business Development
-or-
Michele Raymond
Division Director, Real Estate Management Development
-or-
Robert Warren
Assistant Director, Business Retention & Development

From: _____
Project Manager

Subject: TAC (N or R) Project Closeout

Project Name and Project Number

The tenant for subject project was advised 30 days ago of the required documents to be submitted in order for MDAD to close out this project, required documents are:

- Signed off Building Permit Inspection within twenty-four hours of issue
- Certificate of Occupancy (CO) or Certificate of Completion (CC) within twenty-four hours of issue
- Warranties, service manuals, maintenance instructions, etc. and training for all equipment that will be maintained by MDAD
- Provide copies of final releases or acceptable Consent(s) of Surety for all contractors, subcontractors and suppliers involved with the project.
- One copy of As-Built drawings (record drawings) on bond paper, signed and sealed by the tenant’s A/E of Record and two digital copies as CAD and/or Revit files within thirty (30) days from issue of the Certificate of Occupancy or Certificate of Completion.

To date, the required documents have not been received.

Please contact the tenant and request these documents be submitted within the next 30 days. If the Lease allows any penalties for not submitting the documents, you should advise the Tenant.

We need this issue resolved within the next 30 days, so that we may proceed to close out this project.

cc: Felix Pereira, RA
Enrique Perez, P.E.
Lydia Salas, P.E.
Grisel Agha-Long

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