

MDAD TENANT AIRPORT CONSTRUCTION NON-REIMBERSABLE (TAC-N) PROCEDURE FLOW CHART

Last Update: 01/25/21

LEGEND

	Action by Properties
	Action by Tenant
	Action by TAC-N Project Manager and/or Tenant
	MDAD In-House Review and Other Agencies
	Review by Consulting Engineer
	SBD Process

STEP#	PROCESS DESCRIPTION	FORM	ADMINISTRATIVE TIMELINE (CALENDAR DAYS)
1	Tenant Submits Project Request to Property Manager for a TAC-N Project		
2	The Property Manager informs Minority Affairs (MA) of proposed TAC-N project and sends the Lease Agreement and all related documents to MA for review.		5 days after receipt of Tenant letter
3	Property Manager Holds Project Improvement Consultation Meeting with 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) Project Procedure (A_FD0-111-P), Flowchart, Art in Public Places Requirements (APP), etc. Property Manager to determine if Design and Construction will be non-reimbursable and if project requires BCC approval.	A	9 days after receipt of Tenant letter
4	Tenant Submits a TAC-Non-Reimbursable Project Information form B_FD1-080 to MDAD	B	14 days minimum depending on scope
5	Property Manager Prepares and submits TAC-N Project Quick Check Form C_FD1-090 to all MDAD Divisions for approval.	C	3 - 5 days
6	Once QC is approved, Property Manager Requests Assignment of TAC-N Project Number from Planning. Planning assigns project number following Project Number procedure D_FD1-020-P	D	1 - 3 days if not already approved through Quick Check
7	Property Manager Issues Concept Approval Letter E_FD1-100	E	1 - 3 days
8	Property Manager submits to Maint Engineering Chief a TAC-N Project Manager Assignment Request form F_FD1-110 including all required attachments.	F	1 - 3 days
9	Maint Engineering Chief issues a TAC-N Hand-Off Package G_FD1-120	G	14 days
10	TAC-N Project Manager Issues Letter of Introduction H_FD1_130 (via e-mail) with copies of the TAC-N Project Procedures (A_FD0-111-P) , SBD Applicable Programs, and APP requirements if applicable.	H A	7 days
11	TAC-N Project Manager Holds Meeting with Tenant, SBD, MA and Fine Arts & Cultural Affairs staff, if applicable. SBD will participate in all MDAD future meetings with Tenant.		14 days
12	Tenant must submit all project related packages to 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)].	I	14 days
13	TAC-N Project Manager to submit SBD Departmental Input Form (SBWWR - Attachment 2) with attachments to MA for review of recommended SBE - A/E and/or Construction measures. MA to submit project package to SBD for approval.	I	2 days
14	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 15 – 17 of the flow chart are not applicable.	I	5 - 30 days
15	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.	I	2 days
16	Upon receipt of a COA by SBD, the Tenant will receive notification via email from BMWS to submit their Utilization Plan via BMWS.		5 days
17	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.	I	5 days

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