



MDAD PROCEDURES FOR TENANT AIRPORT CONSTRUCTION REIMBURSABLE PROJECTS

PURPOSE

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

DEFINITIONS

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
GSA	General Services Administration
MARC	Miscellaneous Asbestos Recovery Contract
MCC/TAC	Miscellaneous Construction Contract/Tenant Airport construction
MDAD	Miami Dade Airport Aviation
NTP	Notice to Proceed
PM	Project Manager
TAC-R	Tenant Airport Construction Reimbursable projects
Tenant	Business Partner, Lessee

INSTRUCTION

GENERAL INFORMATION

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

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

If the determination is that the proposed design and construction are reimbursable, the tenant must complete and submit **MDAD Form FD1-001 "TAC-R Project Request for Funding – Baseline"** requesting approval to design and construct the project, detailing the proposed construction and providing a proposed schedule and cost estimate.

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

The Property Manager holds a Project Improvement Consultation Meeting with the Tenant and MA to explain TAC-R Procedures and State and County requirements such as: SBD Applicable Programs and Systems, Tenant Airport Construction Reimbursable (TAC-R) Projects procedures, 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.

The Properties or Commercial Operations Manager or designee prepares a quick check form and forwards it to the MDAD Planning Manager, MDAD Design Chief, MDAD Maintenance Engineering, MDAD Facilities, and others as appropriate, for review and tentative approval. The following documents, at a minimum, are attached to the form:

MDAD quick check form shall include the following attachments:

- Conceptual drawings/sketches
- Completed Tenant Project Information Sheet 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
- ✓ A/E of Record Name and Contact Person's name and telephone numbers
- ✓ Contractor Name and Contact Person's name and telephone numbers
- ✓ Verification that the Tenant has been instructed on insurance responsibilities and MDAD TAC-R procedures and requirements

If tentative approval is denied, the tenant is notified through MDAD Properties or Commercial Operations Manager.

If tentative approval is given, the tenant is so advised through MDAD Properties or Commercial Operations manager and is invited to a meeting with a project conceptual review team which includes the MDAD Planning, MDAD Design Chief, TAC-R chief, Minority Affairs Division to discuss the design process, bid and award process, construction and close out process. These discussions will include cost and schedule, and the identification of a TAC-R Project Manager.

There are standard MDAD procedures for the above-named processes. However, dependent on the complexity, size, location and cost of the project, the conceptual review team may, through the TAC-R chief, waive certain aspects of these standard procedural requirements.

Procedures for Design and Construction

1. The design of the project will entail the Selection of an Architect/Engineer. The procedures for this activity are outlined in MDAD Procedure FD1-050-P and FD2-010
2. Upon selection, the A/E will be required to produce the following:
 - (a) A Planning Book in accordance with MDAD Procedure FD1-040-P
 - (b) A Project Book in accordance with MDAD Procedure FD1-050-P
 - (c) Design Documents in accordance with MDAD Procedure FD3-007-P
 - (d) Design includes Contract Formation in accordance with MDAD Procedure FD4-009-P
3. Upon satisfactory completion of the design process, the project shall be bid and awarded for construction in accordance with MDAD Procedure FD4-011-P
4. Satisfactory completion of the project is dependent on inspections consistent with MDAD Procedures for Substantial Completion and Beneficial Occupancy as outlined in MDAD Procedures FD5-195-P
5. Upon satisfactory completion of item (4) above the project will be closed out accordance with MDAD Procedures FD5-245-P and tenant will get reimbursed after form **FD5-265 "TAC-R Project Reimbursement Request"** is processed and reimbursement requirements are met.
6. The Project Manager shall be mindful of the fact that the above core MDAD Procedures with references to other Procedures together form the broad spectrum of management structures for the project.