



## Small Business Development Division Project Worksheet

**Project/Contract Title:** RETAIL CONSULTANT SERVICES  
**Project/Contract No:** RFP NO. MDAD-05-14  
**Department:** AVIATION  
**Estimated Cost of Project/Bid:** \$900,000.00

**Received Date:** 10/14/2014

**Funding Source:**  
 REVENUE FUNDS

**Resubmittal Date(s):**

**Description of Project/Bid:** To establish a contract to better meet or exceed the demands of today and tomorrow's traveling public. The Department's concession goals and objectives for the Airport are to: enhance the image of the Airport as a world-class airport, enhance customer service and satisfaction by improving product choice, price choice, and customer service, optimize sales and revenues, optimize design and location of retail units, present a local and regional identity to the traveling public, provide national and international branded concepts, increase local and Airport Concession Disadvantaged Business Enterprise (ACDBE) participation to the extent possible.

### Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Goal	SBE	25.00%

### Reasons for Recommendation

This project meets all the criteria set forth in Implementing Order 3-41.

Attempts were made to establish this project as a Set-Aside for Small Business Enterprise (SBE)-Goods & Services firms; however none of the 139 firms certified in the required Commodity Codes responded to the Verification of Availability process as being able to satisfy the minimum requirements for the "Prime". After a subsequent review of the project's scope of services, SBD was able to increase MDAD's original recommendation of a 20% SBE-Goods & Services Goal to a 25% SBE-Goods & Services Goal.

Commodity Code: 91875-Management Consulting; 91876-Marketing Consulting

### Small Business Contract Measure Recommendation

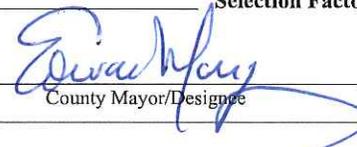
<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
	SBE	\$225,000.00	25.00%	185
<b>Total</b>		\$225,000.00	25.00%	

**Living Wages:** YES  NO

**Responsible Wages:** YES  NO

*Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.*

### REVIEW RECOMMENDATION

Tier 1 Set Aside _____	Tier 2 Set Aside _____
Set Aside _____	Level 1 _____ Level 2 _____ Level 3 _____
Trade Set Aside (MCC) _____	Goal _____ Bid Preference _____
No Measure _____	Deferred _____ Selection Factor _____
CWP _____	 County Mayor/Designee _____ Date _____