



## CITY OF TAMPA, FLORIDA - RFQ

c/o Contract Administration Department  
306 East Jackson Street #280A4N  
Tampa, Florida 33602

### 20-C-00015; Bayshore Pumping Station Rehabilitation Design-Build

PUBLIC ANNOUNCEMENT IN COMPLIANCE WITH REQUIREMENTS OF SECTION 287.055, FLORIDA STATUTES (CONSULTANTS' COMPETITIVE NEGOTIATION ACT) APPLICABLE LAW, EXECUTIVE ORDERS, RULES, REGULATIONS, AND THE CITY'S STANDARD PROCEDURES. A NOTICE OF INTENT TO AWARD SHALL BE POSTED, IF AT ALL, ON THE CITY'S WEBSITE ACCESSIBLE BY UTILIZING THIS WEBSITE LINK: [www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs](http://www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs).

RFQ for Contract 20-C-00015 -The City of Tampa Wastewater Department desires to obtain Design-Build Services to complete the rehabilitation of the Bayshore Pumping Station located at the intersection of Bayshore Boulevard and Mason St.

Services will be provided under a contract with negotiated fixed fees for assessment of rehabilitation needs, selection and evaluation of design alternatives, final design, permitting, project management, overhead, profit, and a guaranteed maximum price with appropriate surety bonds. Services will also include, but not limited to, engineering investigations, site planning, cost estimating, advertising and administration of subcontracts, start-up, O&M manuals, training, and all related work required for a complete project.

Background: The Bayshore pumping station was originally placed into service in 1955. Although the station has undergone rehabilitations and improvements since the original construction, several of the station's components have reached the end of their useful life. The station currently uses (2) pumps. These pumps are controlled by variable frequency drives and are both rated at 5,300 GPM (200 hp). The station discharges through a force main consisting of 24-inch pipe that connects with the 48-inch force main that serves the San Carlos pumping station. This force main discharges directly to the Howard F. Curren Wastewater Treatment Plant.

The station rehabilitation shall include, but is not limited to the following: replacement of all pumps, motors, pump discharge valves, electrical and control components, flow meter, other equipment needed to restore station reliability. Pump selection and pumping strategy shall provide station capacity to meet peak wet weather flows of 6,000 GPM (8.6 MGD), estimated future flows, and the current daily flow requirements. The pump selection and pumping strategy shall be designed to maximize energy efficiency using variable speed control. The station is located in the median of Bayshore Boulevard and is adjacent to residential areas. Bayshore Boulevard runs along the shore line of Tampa Bay and is a signature attraction for the City of Tampa. Specialized design and construction approaches shall be developed to minimize and mitigate disruption to the area during the rehabilitation and ensure that wastewater flows are maintained through all phases of construction. The design shall also blend the station with the architectural features along the roadway while meeting the regulatory requirements associated with the station's location.

The scope of the design-build contract will include:

1. Assessment of equipment replacement needs
2. Development and analysis of alternatives for pumping strategy, equipment selection and layout, construction sequencing, methods to minimize disruption during construction, and associated cost estimates
3. Complete design of selected alternative
4. Construction of selected alternative
5. Public Relationship activities needed to maintain a positive response to the project from affected neighborhoods

Estimated Total Project Cost: \$3,500,000.

Schedule: Design FY20 & FY21; Construction FY22.

A pre-submittal conference will be held at 3 pm, January 7, 2019, in the 3rd Floor City Council Chambers, Old City Hall 315 E. Kennedy Blvd., Tampa, Florida 33602. After the conference, a site visit will be conducted at the Bayshore Pumping Station. Attendance is not mandatory.

Additional material may be found at demandstar.com and at: <http://www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs>.

Unless otherwise posted, no further data or site visits will be available before the deadline established for the submission of Letters-Of-Interest.

Questions may be directed to Jim Greiner, P.E., Contract Administration, City of Tampa, (813) 274-8598, or E-Mail [jim.greiner@tampagov.net](mailto:jim.greiner@tampagov.net).

An individual or entity ("Firm") responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest.

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 5MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L. Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (30 pts); Urban Wastewater Pumping Station Experience (25 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts)(Submit any confidential financial info in a separate PDF.); Workforce Development Plan (10); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to** [ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net) BEFORE 2 P.M., Thursday January 30, 2020. As a courtesy, the City will endeavor provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.



| <b>Points Pursuant to Designated Industry Category: _____</b><br><b>(Refer to MBD Form 70 and Form 50-GFE Outreach)</b> |  |                     |
|---|--|---------------------|
|   | <b>Evaluation Criteria</b>   | <b>Point Values</b> |
| A.  | Underutilized WMBE Firms participating as the Prime Contractor (City of Tampa Certified Only)  | 20                  |
| B.  | City of Tampa Certified SLBE firms participating as the Prime Contractor, which include City of Tampa Certified WMBE/SLBE sub-(contractor, consultant) participation     | 5 - 15              |
| C.  | Non-City of Tampa Certified WMBE/SLBE Prime Contractor with meaningful sub-(contractor, consultant) participation by City Certified Underutilized WMBE and/or SLBE firms | 1 - 15              |
| D.  | * External agency WMBE/SLBE/DBE certifications recognized by City of Tampa for designated RFP, RFQ, RFI solicitations  | 0 – 7               |
| <b>NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed ten (20)</b>                   |  |                     |

Points are determined as follows (Requires Form 50-GFE):

- A. A maximum of twenty (20) rating points may be awarded when the Proposer is a City of Tampa Certified WMBE firm deemed underutilized within the Industry category established by the RFP.
- B. A maximum of fifteen (15) rating points may be awarded when the Proposer is a City of Tampa certified SLBE with meaningful participation by City certified WMBE/SLBE sub-contractors/consultants.
- C. One to Fifteen (1-15) rating points may be awarded when the Proposer is not a City of Tampa certified WMBE/SLBE prime contractor but utilizes either Underutilized WMBE and/or SLBE certified firm(s) as sub-contractors/consultants and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed MBD Form 10-20.
- D. A maximum of seven (7) “discretionary” rating points may be awarded when the Proposer provides WMBE/SLBE participation from an external agency recognized by the City. Discretionary points may be awarded for ancillary participation (see definition). The point values for ancillary participation may be subordinate to weighted values outlined in categories A, B and C above.

**NOTE:** \*WMBE participation is narrowly-tailored (per policy) to target underutilization of affected groups in specific trade/industry categories. Any WMBE/SLBE achievement that was not designated on MBD Form 70 is considered ancillary. Ancillary participation may be counted with overall participation and credited to your rating points when underutilization criteria are met.

**The maximum number of points available for WMBE and/or SLBE participation will not exceed a total of twenty (20) points.**

### **Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines**

Under CCNA solicitations, proposers must submit to preconstruction Good Faith Efforts (GFE) requirements covering the inclusion of City of Tampa certified WMBE, SLBE firms. Such inclusion shall be clearly addressed and documented utilizing Forms MBD 10, 20 & 50. Proof of certification shall include copies of current certification certificates. This applies to **ALL** Phase 1 preconstruction design services.

Points awarded during the shortlist selection process will be more heavily weighted predominantly on the design side (this does not preclude identification of phase 2 projections of construction participation which follow in the future, i.e. GMPs). In order to ensure the maximum points, a proposer must clearly **identify and quantify** its planned participation. Finally, additional favorable consideration will be granted to the firm(s) that beyond all others provide(s) the highest and most binding participation.

## **GMP Exhibit**

### Tampa's Equal Business Opportunity Program Procedures for GMP Contracts

- The City of Tampa's Equal Business Opportunity Program (EBO) requires setting a construction subcontract goal on each GMP under the CM /or D-Build delivery system.
- Prior to the time construction subcontract goals are set, the Construction Manager (CM) or the Design-Builder (D-B) provides information on subcontract packages planned for the construction phase(s) and their sequencing.  
**(Ref: use Detailed GMP Estimate and MBD Form-80 PTW)**
- The CM (or D-B) participates in a meeting wherein the City will establish narrowly-tailored project goals for SLBE and/or W/MBE subcontractor participation on the project.  
**(Ref: use MBD Form-70)**
- For each subcontracting package to be bid, the CM (or D-B) confirms with the MBD Office, the City's minimum contact list of available SLBE and/or W/MBE firms to be solicited. Note: strategic, extensive outreach is the CM/DB's responsibility (i.e. GFECF)  
**(Ref: use Minimum Contact List provided w/final Project EBO Determination Goal)**
- The CM (or D-B) documents the notification of **all** potential subcontractors, including the SLBE or W/MBE firms identified above, i.e. minimum contact list of certified firms.  
**(Ref: use DMI 10-20 for construction phase Solicitation/Utilization outcomes)**
- The CM (or D-B) receives, opens, and tabulates subcontract bid results. The City, including representatives of the managing department and the MBD Office, may be present for the bid openings or to review the bids submitted.  
**(Ref: use MBD Form-50 GFECF outreach w/documentation)**
- The CM (or D-B) provides to the City, a tabulation of all bids received and its determination of the lowest responsive/responsible bidder. If bids received exceed contracted Guaranteed Maximum Price, CM (or D-B) advises City as to how they will proceed. If re-bidding is selected, notification at least equal to the original solicitation will occur. **(Ref: Reaffirm EBO Outreach)**
- As all subcontracts are executed, final copies are provided to the City. Where participation is achieved via sub-subcontractors and/or suppliers, the CM (or D-B) provides the City and MBD with copy of executed agreement or purchase order as documentation. **(Ref: use MBD Form-40 LOIs execute "Letters-of-Intent")**
- During construction, monitoring activities may including but may not be limited to, subcontractor payment reports to be submitted with pay requests, prior approval by the MBD Office and the managing departments, of any replacement of SLBE or W/MBE subcontractors, and a report of final amounts paid to all subcontractors.  
**(Ref: use #1-DMI 30 Form w/Pay Applications; #2-Prime & Subs must log into Diversity Mgt. Compliance System to report payment activity)**



# Good Faith Effort Compliance Plan Guidelines

for Women/Minority Business Enterprise/Small Local Business Enterprise Participation  
City of Tampa - Equal Business Opportunity Program  
**(MBD Form 50 – detailed instructions on page 2 of 2)**

Contract Name \_\_\_\_\_ Bid Date \_\_\_\_\_

Bidder/Proposer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

The Compliance Plan with attachments is a true account of Good Faith Efforts (GFE) made to achieve the participation goals as specified for Women/Minority Business Enterprises/Small Local Business Enterprises (WMBE/SLBE) on the referenced contract:

The WMBE/SLBE participation **Goal is Met or Exceeded**. See DMI Forms 10 and 20 which accurately report **all subcontractors solicited** and **all subcontractors to-be-utilized**.

The WMBE/SLBE participation Goal is **Not Achieved**. The following list is an overview of the baseline GFE action steps already performed. Furthermore, it is understood that these GFE requirements are weighted in the compliance evaluation based on the veracity and demonstrable degree of documentation provided with the bid/proposal:

(Check applicable boxes below. Must enclose supporting documents accordingly with remarks)

- (1) Solicited through reasonable and available means the interest of WMBE/SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within sufficient time to allow the WMBE/SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested WMBE/SLBEs.  See DMI report forms for subcontractors solicited.  See enclosed supplemental data on solicitation efforts.  Qualifying Remarks:
- (2) Provided interested WMBE/SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested-scope identified by bidder/proposer for the solicitation.  See enclosed actual solicitations used.  Qualifying Remarks:
- (3) Negotiated in good faith with interested WMBE/SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of WMBE/SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with WMBE/SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal.  DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations  This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/specifications and qualifications.  See enclosed documentation.  Qualifying Remarks:
- (4) Not rejecting WMBE/SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The WMBE/SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals.  Not applicable.  See attached justification for rejection of a subcontractor's bid or proposal.  Qualifying Remarks:
- (5) Made scope(s) of work available to WMBE/SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available WMBE/SLBE subcontractors and suppliers, so as to facilitate meeting the goal.  Sub-Contractors were allowed to bid on their own choice of work or trade without restriction to a pre-determined portion.  See enclosed comments.  Qualifying Remarks:
- (6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the work of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the work of a contract must demonstrate good faith efforts if the goal has not been met.  Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.  Qualifying Remarks:
- (7) Segmented portions of the work to be performed by WMBE/SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate WMBE/SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces.  Sub-Contractors were allowed to bid on their own choice of work or trade without restriction to a pre-determined portion.  Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.  See enclosed comments.  Qualifying Remarks:
- (8) Made efforts to assist interested WMBE/SLBEs in obtaining bonding, lines of credit, or insurance as required by the city or contractor.  See enclosed documentation on initiatives undertaken and methods to accomplish.  Qualifying Remarks:
- (9) Made efforts to assist interested WMBE/SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program.  See enclosed documentation of initiatives and/or agreements.  Qualifying Remarks:
- (10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of WMBE/SLBEs.  See enclosed documentation.  The following services were used:

Note: Provide any unsolicited information that will support the Bid/RFP Compliance Evaluation.  Named Documents Are:



**Participation Plan: Guidance for Complying with Good Faith Efforts Outreach**  
**(page 2 of 2)**

1. All firms on the WMBE/SLBE Goal Setting List must be solicited and documentation provided for email, fax, letters, phone calls, and other methods of outreach/communication with the listed firms. The DMI Solicited and DMI-Utilized forms must be completed for all firms solicited or utilized. Other opportunities for subcontracting may be explored by consulting the City of Tampa MBD Office and/or researching the on-line Diversity Management Business System Directory for Tampa certified WMBE/SLBE firms.
2. Solicitation of WMBE/SLBEs, via written or electronic notification, should provide specific information on the services needed, where plans can be reviewed and assistance offered in obtaining these, if required. Solicitations should be sent a minimum of a week (i.e. 5 business days or more) before the bid/proposal date. Actual copies of the bidder's solicitation containing their scope specific instructions should be provided.
3. With any quotes received, a follow-up should be made when needed to confirm detail scope of work. For any WMBE/SLBE low quotes rejected, an explanation shall be provided detailing negotiation efforts.
4. If a low bid WMBE/SLBE is rejected or deemed unqualified the contractor must provide an explanation and supporting documentation for this decision.
5. Prime shall break down portions of work into economical feasible opportunities for subcontracting. The WMBE/SLBE directory may be useful in identifying additional subcontracting opportunities and firms not listed in the "WMBE/SLBE Goal Setting Firms List."
6. Contractor shall not preclude WMBE/SLBEs from bidding on any part of work, even if the Contractor may desire to self-perform the work.
7. Contractor shall avoid relying solely on subcontracting out work-scope where WMBE/SLBE availability is not sufficient to attain the pre-determined subcontract goal set for the Bid or when targeted sub-consultant participation is stated within the RFP/RFQ.
8. In its solicitations, the Bidder should offer assistance to WMBE/SLBEs in obtaining bonding, insurance, et cetera, if required of subcontractors by the City or Prime Contractor.
9. In its solicitation, the Bidder should offer assistance in obtaining equipment for a specific job to WMBE/SLBEs, if needed.
10. Contractor should use the services offered by such agencies as the City of Tampa Minority and Small Business Development Office, Hillsborough County Entrepreneur Collaborative Center, Hillsborough County Economic Development Department's MBE/SBE Program and the NAACP Empowerment Center to name a few for the recruitment and placement of WMBEs/SLBEs.





**Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive**

**Page 1 of 4 – DMI Solicited/Utilized Schedules  
City of Tampa – Schedule of **All Solicited** Sub-(Contractors/Consultants/Suppliers)  
(FORM MBD-10)**

Contract No.: \_\_\_\_\_ Contract Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Federal ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Check applicable box(es). Detailed Instructions for completing this form are on page 2 of 4.

No Firms were contacted or solicited for this contract.

No Firms were contacted because: \_\_\_\_\_

See attached list of additional Firms solicited and all supplemental information (List must comply to this form)

**Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses**

NIGP Code Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

| S = SLBE<br>W=WMBE<br>O = Neither | Company Name<br>Address<br>Phone, Fax, Email | Type of Ownership<br>(F=Female M=Male)<br>BF BM = African Am.<br>HF HM = Hispanic<br>AF AM = Asian Am.<br>NF NM = Native Am.<br>CF CM = Caucasian | Trade or<br>Services<br><br>NIGP Code<br>(listed<br>above) | Contact<br>Method<br>L=Letter<br>F=Fax<br>E=Email<br>P=Phone | Quote<br>or<br>Response<br>Received<br>Y/N |
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Failure to Complete, Sign and Submit  
this form with your Bid or Proposal  
Shall render the Bid N -

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub-contracting opportunities on this contract.

Signed: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive  
Forms must be included with Bid / Proposal**





## Instructions for completing **The Sub-(Contractors/Consultants/ Suppliers) Solicited Form (Form MBD-10)**

**This form must be submitted with all bids or proposals.** **All** subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that follow correspond to the headings on the form required to be completed. **Note:** Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID. FIN.** A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Firms were contacted or solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal or Participation Plan Requirement was not set by the City resulting in your business not using subcontractors and will self-perform all work. If during the performance of the contract you employ subcontractors, the City must pre-approve subcontractors. Use of the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. **Note:** Certified **SLBE or WMBE firms** bidding as Primes **are not exempt** from outreach and solicitation of subcontractors.
- **No Firms were contacted because.** Provide brief explanation why no firms were contacted or solicited.
- **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the form. All DMI data not submitted on the MBD Form-10 must be in the same format and have all requested data from MBD Form-10 included.

The following instructions are for information of any and all subcontractors solicited.

- **“S” = SLBE, “W” = WMBE.** Enter “S” for firms Certified by the City as Small Local Business Enterprises and/or “W” for firms Certified by the City as either Women/Minority Business Enterprise; **“O” = Non-certified others.**
- **Federal ID. FIN.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification and payment of the contractor/subcontractor.
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes aka “National Institute of Governmental Purchasing” are listed at top section of document.
- **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method(s) of soliciting for bid.
- **Quote or Resp. (response) Rec’d (received) Y/N.** Indicate “Y” Yes if you received a quotation or if you received a response to your solicitation. Indicate “N” No if you received no response to your solicitation from the subcontractor. Must keep records: log, ledger, documentation, etc. that can validate/verify.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Minority and Small Business Development Office at (813) 274-5522.



**Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive**

**Page 3 of 4 – DMI Solicited/Utilized Schedules**  
**City of Tampa – Schedule of All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers)**  
**(FORM MBD-20)**

Contract No.: \_\_\_\_\_ Contract Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Federal ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Check applicable box(es). Detailed Instructions for completing this form are on page 4 of 4.

See attached list of additional Firms Utilized and all supplemental information (List must comply to this form)

Note: Form MBD-20 must list ALL subcontractors To-Be-Utilized including Non-minority/small businesses

No Subcontracting/consulting (of any kind) will be performed on this contract.

No Firms are listed to be utilized because: \_\_\_\_\_

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise, "O" for Other Non-Certified

| S = SLBE<br>W=WMBE<br>O =Neither | Company Name<br>Address<br>Phone, Fax, Email | Type of Ownership<br>(F=Female M=Male)<br>BF BM = African Am.<br>HF HM = Hispanic Am.<br>AF AM = Asian Am.<br>NF NM = Native Am.<br>CF CM = Caucasian | Trade,<br>Services,<br>or Materials<br><br>NIGP Code<br>Listed<br>above | \$ Amount<br>of Quote.<br>Letter of<br>Intent (LOI)<br>if available | Percent<br>of<br>Scope or<br>Contract<br>% |
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Failure to Complete, Sign and Submit  
this form with your Bid or Proposal  
Shall render the Bid Non-Responsive

Total ALL Subcontract / Supplier Utilization \$ \_\_\_\_\_  
Total SLBE Utilization \$ \_\_\_\_\_  
Total WMBE Utilization \$ \_\_\_\_\_  
Percent SLBE Utilization of Total Bid/Proposal Amt. \_\_\_\_\_% Percent WMBE Utilization of Total Bid/Proposal Amt. \_\_\_\_\_%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this Contract.

Signed: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive**  
**Forms must be included with Bid / Proposal**



## Page 4 of 4 DMI – Solicited/**Utilized**

### Instructions for completing **The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form (Form MBD-20)**

**This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) projected to be utilized must be included on this form.** Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

**Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.

- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Subcontracting/consulting (of any kind) will be performed on this contract.** Checking box indicates your business will not use subcontractors when no Subcontract Goal or Participation Plan Requirement was set by the City, but will self-perform all work. When subcontractors are utilized during the performance of the contract, the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. Note: certified **SLBE or WMBE firms** bidding as Primes **are not exempt** from outreach and solicitation of subcontractors, including completion and submitting Form-10 and Form-20.
- **No Firms listed To-Be-Utilized.** Check box; provide brief explanation why no firms were retained when a goal or participation plan requirement was set on the contract. Note: mandatory compliance with Good Faith Effort outreach (GFECF) requirements applies (MBD Form-50) and supporting documentation must accompany the bid.
- **See attached documents.** Check box, if after completing the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the scope/value/percent utilization of subcontractors. Reproduce copies of MBD-20 and attach. All data not submitted on duplicate forms must be in the same format and content as specified in these instructions.

The following instructions are for information of Any and All subcontractors To Be Utilized.

- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- **“S” = SLBE, “W” = WMBE.** Enter “S” for firms Certified by the City as Small Local Business Enterprises and/or “W” for firms Certified by the City as Women/Minority Business Enterprise; **“O” = Non-certified others.**
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials (NIGP code if Known)** Indicate the trade, service, or material provided by the subcontractor. Abbreviated list of NIGP is available at <http://www.tampagov.net/mbd> “Information Resources”.
- **Amount of Quote, Letters of Intent** (required for both SLBEs and WMBEs).
- **Percent of Work/Contract.** Indicate the percent of the total contract price the subcontract(s) represent. For CCNA only (i.e. Consultant A/E Services) you must indicate subcontracts as percent of total scope/contract.
- **Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may be optional in CCNA depending on solicitation format).
- **Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Total WMBE Utilization.** Provide total dollar amount for all projected WMBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid/proposal amount.
- **Percent WMBE Utilization.** Total amount allocated to WMBEs divided by the total bid/proposal amount.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Minority and Small Business Development Office at (813) 274-5522.

## Procurement Guidelines To Implement Minority & Small Business Participation

### Underutilized WMBE Primes by Industry Category

| FORMAL PROCUREMENT | Construction | Construction-Related | Professional | Non-Professional | Goods      |
|--------------------|--------------|----------------------|--------------|------------------|------------|
|                    | Black        | Asian                | Black        | Black            | Black      |
|                    | Hispanic     | Native Am.           | Hispanic     | Asian            | Hispanic   |
|                    | Native Am.   | Woman                | Asian        | Native Am.       | Asian      |
|                    | Woman        |                      | Native Am.   |                  | Native Am. |
|                    |              |                      | Woman        |                  | Woman      |

### Underutilized WMBE Sub-Contractors / Sub-Consultants

| SUB WORK | Construction | Construction-Related | Professional | Non-Professional | Goods      |
|----------|--------------|----------------------|--------------|------------------|------------|
|          | Black        | Black                | Black        | Black            | Black      |
|          |              | Asian                | Hispanic     | Asian            | Asian      |
|          |              | Native Am.           | Asian        | Native Am.       | Native Am. |
|          |              | Woman                | Native Am.   |                  | Woman      |
|          |              |                      | Woman        |                  |            |

#### Policy

The Guidelines apply to formal procurements and solicitations. WMBE participation will be narrowly-tailored.

#### Index

- Black = Black/African-American Business Enterprise
- Hispanic = Hispanic Business Enterprise
- Asian = Asian Business Enterprise
- Native Am. = Native American Business Enterprise
- Woman = Woman Business Enterprise (Caucasian)

#### Industry Categories

**Construction** is defined as: new construction, renovation, restoration, maintenance of public improvements and underground utilities.

**Construction-Related Services** are defined as: architecture, professional engineering, landscape architecture, design build, construction management services, or registered surveying and mapping.

**Professional Services** are defined as: attorney, accountant, medical doctor, veterinarian, miscellaneous consultant, etc.

**Non-Professional Services** are defined as: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc.

**Goods** are defined as: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

#### MBD Form-70



**RFQ: 20-C-00015 DESIGN-BUILD SERVICES  
FOR THE  
BAYSHORE  
PUMPING STATION REHABILITATION**



**PREPARED BY:**

**Christine K. Bruno, P.E. – PROJECT COORDINATOR  
CONTRACT ADMINISTRATION DEPARTMENT**

**CITY OF TAMPA  
DECEMBER 2019**

## **DESIGN CRITERIA PACKAGE**

### **1. Purpose**

The City of Tampa has prepared the Design Criteria Package for RFQ: 20-C-00015 Design-Build Services related to Bayshore Pumping Station Rehabilitation. It is the City's intent that the rehabilitation be accomplished through a design-build approach and be completed through the development and execution of a Guaranteed Maximum Price (GMP) proposal. The City may, at its option, directly purchase certain products for use on this contract.

1.1 The scope shall include, but not be limited to the following:

- Design services that will include:
  - Assessment and identification of equipment replacement needs to restore, update, maintain, and improve continued station operation
  - Development of an alternatives analysis of potential improvements that will be used to evaluate and finalize required improvements
- Comprehensive design services of selected improvements
- Site planning
- Regulatory permitting
- Preconstruction Services with Development of Guaranteed Maximum Price for Construction
- Construction of selected improvements, including any demolition and rehabilitation of the pumping station
- Logistic sequencing for improvements while the pumping station is operational
- Start-up and testing
- Operation and Maintenance manuals
- Training in the operation of the selected improvements
- Scheduling of all logistics
- Construction Management and Oversight
- Public Relation activities to maintain a positive responsive to the project from affected neighborhoods
- Estimated Project Budget: \$3,500,000.00

1.2 This document provides the criteria for the design and rehabilitation of the Bayshore Pumping Station. The intent is to list the minimum design-build criteria necessary for achieving this rehabilitation.

**RFQ: 20- C-00015**  
**Bayshore Pumping Station Rehabilitation**  
**Design Criteria Package**

- 1.3 This package is not a specification or prescriptive checklist and is not intended to replace the professional judgment by a competent licensed professional engineer after coordination with the end-user and stakeholders of the City of Tampa.
- 1.4 Additionally, nothing in this document should preclude consideration and use of emerging technologies and commercially available products if they can be proven to result in a successful and satisfactory design for the rehabilitation of the Bayshore Pumping Station.

**2. Design Criteria**

- 2.1 The design is based on providing facilities that will meet the needs of the Wastewater Department to effectively and efficiently operate the Bayshore Pumping Station. These needs are based on mission and operation requirements. The design should consider existing conditions and the current and future needs of the department. It is imperative that the final designer and preparer of construction documents fully understand the operational requirements, permitting, site logistics and all related requirements to design this facility accordingly.
- 2.2 The Bayshore Pumping Station was placed into service in 1955. Although the station has undergone rehabilitations and improvements since the original construction, several of the station's components have reached the end of their useful life. The station currently uses (2) pumps. These pumps are controlled by variable frequency drives and are both rated at 5,300 GPM (200 hp). The station discharges through a force main consisting of 24-inch pipe that connects with the 48-inch force main that serves the San Carlos Pumping Station. This force main discharges directly to the Howard F. Curren Wastewater Treatment Plant. The majority of this equipment is currently in operable condition; however, there have been several equipment failures that have required repairs to maintain the reliability of the pumping station. In addition, with the use of 2 pumps and critical service that the station provides, there is a not sufficient redundancy during times when a pump is inoperable due to equipment failures.
- 2.3 Design-Build services shall include, but not be limited to, demolition, replacement of all pumps, motors, pump discharge valves, electrical and control components, flow meter, and replacement other equipment needed to restore station reliability and provide improved operations. The Design-Build services shall also include the installation of new equipment and improvements to increase reliability and reduce maintenance, which could include reconfiguring the station to accommodate the use of submersible pumps. Building additions and other improvements may also be needed to accommodate the selected equipment and meet the regulatory requirements associated with the station's location.
- 2.4 Pump selection and pumping strategy shall provide station capacity to meet peak wet weather flows of 6,000 gpm (8.6 MGD), estimated future flows combined wet weather flows, current average daily flows of 900 GPM – 1,200 GPM (1.3-1.8 MGD), and the minimum flow requirements of 350 GPM



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**Bayshore Pumping Station Rehabilitation**  
**Design Criteria Package**

(0.5 MGD) without excessive pump cycling. The pump selection and pumping strategy shall be designed to maintain a constant wet well water elevation and to maximize energy efficiency using variable speed control. The pump selection and operating strategy shall be designed so that sufficient backup pumping capacity is provided to meet maximum wet weather flow rates in the event that one of the primary pumps fails. The pumping equipment shall be designed to handle and properly convey wastewater containing considerable volume of solids and rags and shall be designed not to develop problems associated with the accumulation of rags.

- 2.5 The station is located in the median of Bayshore Boulevard Architectural updates and landscaping improvements shall be included to further improve the appearance and acceptance of the station from the adjacent properties.
- 2.6 Wastewater flow must be maintained throughout all phases of the construction. The station is located adjacent to residential areas and there has been a history of complaints associated with odors and noise related to other construction projects and the use of a bypass pumping systems. Specialized design, construction approaches and sequencing shall be developed and utilized to eliminate and minimize these issues. If the construction sequencing requires bypass pumping, the bypass pumping system must include a reliable and redundant back-up pumping system and measures must be implemented to minimize odors and associated noise. Bypass pumping systems shall be designed to handle the same peak wet weather flow as the proposed pumping station. In the event the primary conveyance system fails, there must be an adequately sized, redundant back-up system capable of delivering the design peak wet weather flow. Bypass pumping systems shall be designed with variable speed control such that the pumped bypass flows match the influent flows. Bypass systems relying on electrical power must have sufficiently sized back-up generators or equivalent diesel pumping equipment in case of a power outage.
- 2.7 The new pumping station will contain substantial electrical gear operating at 480 volts. The Design-Build services shall include an arc flash assessment for all selected electrical equipment and implementation of the safety measures needed to protect personnel from the potential Arc Flash Risks.
- 2.8 The Design-Build Firm shall prepare and submit detailed construction plans and specifications at 60%, 90% and 100% phases. All drawings shall be produced in 3D (i.e. AutoCAD Civil 3D or Rivet as compatible for rendering) and shall be accurately georeferenced. Drawings shall meet the current Wastewater Department Drafting Standards.
- 2.9 The FIRM will provide a GMP estimate at 90% and final construction plan phases. The 90% GMP will be used to determine small and minority business subcontracting opportunities.

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**3 Site Development Criteria**

The pumping station is located in the median of Bayshore Boulevard just south of the intersection with Mason Street. The existing pumping station occupies an area of approximately 2,500 sq. ft. Adjacent to this property are apartments and residential developments.

Bayshore Boulevard is classified as an arterial road and receives a high volume of traffic. The road runs along the shore line of Tampa Bay and is a signature attraction for the City of Tampa. The roadway is also the location of several key events for the City of Tampa including the Gasparilla Parade, Children's Parade, and the Gasparilla Distance Classic.

Due to the unique location of the station, specialized design approaches will be needed to ensure the development of the site and the design of the station blends with the surrounding areas and meets all regulatory requirements. In addition, construction activities must be performed in a manner that minimizes disruption to traffic and does not interfere with the events that take place along Bayshore Boulevard.

**4 Facilities Development Criteria**

4.1 Provide a property survey including all existing site utilities, in the work area.

4.2 Conduct preliminary design services that will include the following:

- Evaluate and determine station flow capacity requirements needed to meet current average, low, peak daily flows, estimated future flows, and peak wet weather flows.
- Determine the rehabilitation needs of the Bayshore Pumping Station by assessing the existing pumping station's equipment including all pumps, motors, valves, electrical and control components, flow meter, generators and other equipment and identifying replacement/rehabilitation needs to restore station reliability, update equipment and systems, and provide improved operation. Services will also include determining associated building and other improvements needed to accommodate and provide a suitable environment for selected equipment.
- Development of an alternatives analysis containing alternatives for pump selection and operation strategy, control equipment, methods and equipment to improve operating efficiency, methods and equipment to prevent debris from clogging and wear on

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pumping equipment, methods to improve odor control, equipment selection, layout, methods to meet regulatory requirements associated with the station's location, construction sequencing, methods and strategies to maintain continuous wastewater service during all phases of construction, and methods to minimize disruption during construction.

- Development of alternatives for building, architectural, and landscaping improvements.
- Preparation of associated cost estimates for the various alternatives

The City will evaluate the various alternatives and will make a final selection of the required improvements that will be used for the final design.

4.3 Create final plans and specifications for the selected pumping station improvements that will include: Finalized Auto CAD and pdf drawings, technical specification and pricing proposals developed to a GMP document with all associated exhibits (scope, pricing, qualifications). Present final design; site plan, site preparation, build schedule, equipment purchases and placement, utility agreements, building permits and all required approvals from regulatory agencies and local authorities.

## **5 Environmental Criteria/Permitting**

The Design-Build Firm will be responsible for all required environmental testing and permitting needed to complete the project. The scope of these requirements will be determined by the Design-Build Firm based on the selected improvements and construction requirements. At a minimum it is anticipated the following tasks shall be completed:

- Preparation of a FDEP Application for Constructing a Domestic Wastewater Collection/Transmission System
- Performance of an Asbestos and Lead Paint survey. If the survey indicates any asbestos or lead paint that is designated to be removed, these items must be removed and disposed by a licensed contractor in accordance with EPC Standards.

## **6 Project Management and Oversight**

The Design-Build Firm will be responsible for project management activities and oversight of the Bayshore Pumping Station Rehabilitation with consistent coordination with the City during the design and construction portions. The Firm utilized for the project shall have the suitable personnel and equipment, resources, financial stability and experience to accomplish the Project requirements and objectives.

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**7 Start-up/Operations/Training**

7.1 The Design-Build Firm shall provide start-up of the rehabilitated pumping station. The Design-Build Firm will be completely responsible for the operation and maintenance of the pumping station during the construction phase. The City will not take over operation and maintenance of the pumping station until the project is substantially complete as determined by the City.

7.2 The Design-Build Firm shall provide detailed operation and maintenance (O&M) manuals to the City for review and approval. Upon approval, an electronic copy and a specific number of hard copies of the O&M manuals will be required. The actual quantity and specific format of the O&M manuals will be clearly defined during the design phase of the project. Specific equipment information will also need to be compiled through the City's Asset Tracking form and conveyed to the City so that the equipment's asset data can be entered in the City's Maintenance Management System.

7.3 The Design-Build Firm shall provide AutoCAD as-builts drawings accurately depicting the as-built conditions of the pumping station. Hard copies of the as-built drawings will also be required as will be determined during the design phase.

7.4 The Design-Build Firm shall provide all Training on the various pumping station equipment necessary for the proper maintenance and operation of the pumping station. The specific training requirements and equipment requiring training will be provided during the final design phase of the project.

**8 Public Relations**

The station is located in a residential area and there have been a history of complaints associated with station odors and concerns during construction. Contact with the neighborhood association and retail/commercial business is necessary through the design and construction of this project. Inquiries and questions about design and construction will be handled by the Design-Build Firm, after coordination of the responses with the City of Tampa.

The Design-Build Firm will be responsible for maintaining a proactive, robust and transparent community outreach program to keep the neighborhoods and property owners adjacent to the various projects continuously informed of the project status, project information, and construction scheduling and impacts. The Design-Build Firm shall immediately react, respond, address any concerns during construction. At a minimum the selected Firm shall:

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- Provide a manned 24/7 phone number and e-mail to address concerns regarding the project.
- Maintain a phone/e-mail response log
- Employ social media and traditional communications
- Conduct public meetings and provide mailers to inform residents and property owners of the projects and construction schedules

**9 Workforce Development**

A description of a Workforce Development Program should include any ongoing or developing programs such as apprenticeship, mentoring or on-the-job training. The Program description should include any efforts toward fostering a strong and talented workforce in Tampa, promoting an increase of school attendance and graduation rates, defining pathways through higher education, technical certification programs and career readiness. It should also mention any workforce incentives, championing local businesses and removing barriers to access. The Program description should also include contracting and subcontracting trades, and engineering, architectural, geotechnical and public engagement opportunities.