



CITY OF TAMPA, FLORIDA - RFQ

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

22-D-00039; Solid Waste Community Recycling Drop Off Center (SWCRDC) | Mixed Waste Processing Facility and Materials Recovery Facility | Yard Waste Mulching Facility - Design

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-rfq.

The City of Tampa seeks Professional Design services for the Solid Waste Community Recycling Drop Off Center (SWCRDC); Mixed Waste Processing Facility and Materials Recovery Facility; Yard Waste Mulching Facility.

Services will include but not be limited to; 1) site selection, 2) master planning, 3) programming, 4) developed designs, and 5) square footages with cost estimates for a new Solid Waste Community Recycling Drop Off Center (SWCRDC), a new Mixed Waste Processing Facility and Materials Recovery Facility (MWP|JMRF), and a new Yard Waste Mulching Facility (YWMF) for the Department of Solid Waste and Environmental Program Management (DSW|EPM).

Current Estimate \$500,000.

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

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

In accordance with the Americans with Disabilities Act ("ADA") and Section 286.26, Florida Statutes, persons with disabilities needing a reasonable accommodation to participate in this public hearing or meeting should contact the City of Tampa's ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted via phone at 813-274-3964, email at TampaADA@tampagov.net, or by submitting an ADA - Accommodations Request form available online at tampagov.net/ADARrequest.

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. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal, NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. 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 10MB, 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, (40 pts); Recycling Program Experience (25 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form 330 (5 pts); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., November 10, 2022.** As a courtesy, the City will endeavor to 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.



**RFQ 22-D-00039
PLANNING SERVICES FOR
SOLID WASTE COMMUNITY RECYCLING DROP OFF CENTER / MIXED
WASTE PROCESSING FACILITY AND MATERIALS RECOVERY FACILITY /
YARD WASTE MULCHING FACILITY**

PLANNING CRITERIA PACKAGE

PREPARED BY:

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DEPARTMENT OF SOLID WASTE AND
ENVIRONMENTAL PROJECT MANAGEMENT

JEFFREY WILSON, AIA NCARB
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA
AUGUST 16, 2022

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PLANNING CRITERIA PACKAGE

The following Planning Criteria Package was prepared by the City of Tampa, Florida (CoT or “City”) for a Request for Qualifications (RFQ 22-D-00039) for the 1) site selection, 2) master planning, 3) project programming, 4) design and construction recommendations, and 5) square footages with cost estimates and budgets for a new Solid Waste Community Recycling Drop Off Center (SWCRDC), a new Mixed Waste Processing Facility and Materials Recovery Facility (MWPF|MRF), and a new Yard Waste Mulching Facility (YWMF) for the Department of Solid Waste and Environmental Program Management (DSW|EPM).

The scope of work shall also include 6) a comprehensive analysis and comparative study of the location, placement, operation, and design and construction recommendations for new Solid Waste Community Recycling Drop Off Centers, new Mixed Waste Processing Facilities and Material Recovery Facilities, and new Yard Waste Mulching Facilities against current and future requirements by the City of Tampa.

The scope of work shall also include a draft and final report summarizing all findings, recommendations, and conclusions regarding current state and future requirements for 1) new facilities, 2) waste flow streams, 3) cost-effective strategies for recycling, 5) opportunities for improvement, 6) Waste-to-Energy condition, capacities, and requirements, 7) diverting waste flow away from Waste-to-Energy (WTE) and landfills, 8) sustainability, and 9) means to increase department revenue, based on data collection, comprehensive analysis, and industry expertise. The draft and final report shall also address all DSW|EPM inquiries, including but not limited to, those noted in Section 3.

The Planning Team (PT) shall provide the following services and deliverables including, but not limited to:

- Comprehensive Project Scheduling and Project Management.
- Comprehensive Site Selections and Coordination with DSW|EPM and the CoT’s Real Estate Department (RED).
- Comprehensive Master Planning, Project Programming, and Spatial Analysis.
- Comprehensive Summary Report based on Data Collection, Compilation, and Analysis.
- Comprehensive Design towards complying with LEED Silver Certification.

The PT shall provide design and construction recommendations for cost estimation, budgeting, and subsequent Requests for Qualifications (RFQ) to include the following services and deliverables including, but not limited to the following:

- Comprehensive Architectural Design and Planning Services.
- Comprehensive Design Services for Furnishings, Fixtures, and Equipment (FFE).
- Comprehensive Specialty Design Services for Solid Waste Facilities.
- Comprehensive Engineering Design Services including Civil, Structural, Mechanical, Electrical, Lighting, Plumbing, Fire Protection, Stormwater, and Security Design
- Comprehensive Analysis of Traffic and Means of Transportation at Selected Sites.

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- Comprehensive Design Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations.
- Comprehensive Landscape Architectural Services.
- Comprehensive Design Services for Green Infrastructure for Stormwater Management, Job Site Control, and Erosion Control Systems.
- Comprehensive Environmental Evaluation and Analysis, Geotechnical Services, and Utility Location.
- Comprehensive Design for Demolition, Land Clearing, Remediation Services, and Grading
- Property Surveys Services including, but not limited to, Boundary, Topographic, Existing Trees, Site Utilities, Layout, As Built, and Final Layout.
- Coordination with City of Tampa Technology and Innovation Department (T&I).
- Computer Graphics including 3D Modeling and Renderings.
- Environmental Graphic Design Services including Wayfinding, Identification, and Signage.
- Comprehensive Cost Estimation Services by a Professional Estimator.
- Final Documents as required in Latest AutoCAD Release.
- Complete Closeout Documents, Technical Specifications, Shop Drawings, and Exhibits in PDF Format.

The PT shall comply with, including but not limited to, the following:

- Compliance with all City of Tampa and Regulatory Requirements as indicated in the City of Tampa's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting.
- Compliance with Architectural Review, Historic Preservation, and Certificate of Appropriateness Regulations, if applicable.
- Coordination with Community Redevelopment Agency (CRA) and CRA Advisory Board (CAC), if applicable.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.

SECTION 1: PLANNING CRITERIA | GENERAL

1.01 PURPOSE

This document provides criteria for design and construction recommendations regarding the following new facilities for the DSW|EPM to include, but not limited to, the following:

- A. New Solid Waste Community Recycling Drop Off Center (SWCRDC)
- B. New Mixed Waste Processing Facility and Materials Recovery Facility (MWPF|MRF)
- C. New Yard Waste Mulching Facility (YWMF)

All remodeling, renovation, rehabilitation, and new improvements for these facilities and their selected site or sites shall be prioritized through a collaborative data gathering and

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comprehensive analysis in which master planning, project programming, and design and construction recommendations processes culminate in documents outlining the site(s), building(s), amenities, estimated costs, and budgets by a professional estimator.

Additionally, the scope of work shall include all studies including, but not limited to the the location, placement, operation, and recommended designs and construction of new facilities as well as a draft and final report regarding the current state and future requirements for 1) new facilities, 2) waste flow streams, 3) cost-effective strategies for recycling, 5) opportunities for improvement, 6) Waste-to-Energy condition, capacities, and requirements, 7) diverting waste flow away from Waste-to-Energy (WTE) and landfills, 8) sustainability, and 9) means to increase department revenue.

A. DATA GATHERING, COMPILATION, AND ANALYSIS

All Respondents to this Request for Qualifications (RFQ) shall upon their selection be required to gather input through a series of face to face and virtual engagements with the DSW|EPM and stakeholders of the CoT including, but not limited to meetings, workshops, and presentations to identify the needs and requirement of the department, local residents, neighborhood, and community with regard to this project.

Scope of services shall include, but not limited to, the collection of all data, information, materials, surveys, feedback, research, planning, compilation, and analysis, for the design and future construction of new buildings, structures, site amenities, and parking as initially outlined herein including the development of the property or properties to accommodate visitors, employees, city-owned vehicles, and delivery parking.

All Respondents to this RFQ shall also be required to provide evidence of prior success, including methods and strategies, in engaging the public, press, social media, and other potential community partners, to communicate the progress, objectives, and goals of this project. All Respondents shall also lead, alongside the DSW|EPM and stakeholders of the CoT, a campaign, if requested, to give the community a voice to shape the project and inform the public in a consistent, timely, clear, and positive manner of its development, progress, schedule, and target dates.

B. MASTER PLAN, PROGRAMMING, AND SPATIAL ANALYSIS

All Respondents to this RFQ shall upon their selection be required to prepare a comprehensive Master Plan, Project Program, and Spatial Analysis based on the Data, Compilation, and Analysis for the review and approval of the DSW|EPM and stakeholders of the CoT that sets forth, establishes, and confirms the goals and objectives for this project. The Master Planning, Project Programming, and Spatial Analysis, for the determination of Design and Construction Recommendations, Square Footages, Cost Estimates, and Budgets shall include, but not limited to, the collection of all data and materials, research, planning, analysis, and wayfinding

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for the future design and construction of new buildings, structures, and site amenities as outlined herein as well as the development of selected property or properties to accommodate visitors, employees, city-owned vehicles, and delivery parking.

C. SITE SELECTIONS

Site Selection(s) for a new Solid Waste Community Recycling Drop Off Center (SWCRDC), a new Mixed Waste Processing Facility and Materials Recovery Facility (MWPF|MRF), and a new Yard Waste Mulching Facility (YWMF) shall be based on the data collected, analysis, industry expertise, and review and coordination with the DSW|EPM, RED, and CoT stakeholders.

Site selections must be within the boundary limits of the CoT and shall also take into account the master plan, programming, spatial analysis, design and construction recommendations, and square footages with cost estimates and budgets. Site selection may also include one, two, or all three of these new facilities on a single or multiple sites.

1.02 ADDITIONAL SITE INFORMATION

As part of the scope of work, the PT is to review the status and possible reuse of the “Manhattan Brush Site” (Old Landfill No. 25). Refer to Section 3.

1.03 INTENT

The intent herein is to list the minimum basis of planning criteria necessary for achieving this effort under a single Planning Services Contract for Studies, a Draft and Final Summary Report, and Design and Construction Recommendations outlining the site(s), building(s), amenities, and all costs and budgets by a professional estimator.

1.04 PLANNING CRITERIA

This Planning Criteria Package presents user information, and in specific cases product data, as a basis of planning and design – it is not a specification, prescriptive checklist, nor substitute for research or site visitation(s) prior to submission.

This Planning Criteria Package is for illustrative purposes and is not intended to replace the professional judgement by competent licensed Professionals including, but not limited to, Architects, Interior Designers, Landscape Architects, Engineers, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work necessary execute 1) site selection, 2) master planning, 3) project programming, 4) design and construction recommendations, 5) square footages with cost estimates and budgets, 6) required studies, and a 7) draft and final summary report.

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1.05 PROJECT TEAM REQUIREMENTS

The PT to be utilized for this project shall have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives. The PT shall be responsible for every phase of work and every task and activity including, but not limited to, project management, design, development, and pre-construction administration, required to execute the scope of work complete in its entirety, as deemed by the DSW|EST. The PT shall also be required to coordinate all testing, approvals, and systems training, as necessary, for total future occupancy in accordance with the budget and schedule as deemed by the CoT.

1.06 SCHEDULING AND PROJECT COORDINATION

Scheduling and coordination of the project must organize long lead times, potential delays, and funding in the most efficient and suitable manner acceptable to the CoT.

All PT shall also develop a Design and Construction Phasing Plan and Schedule as part of the scope of work. The Construction Phasing Plan and Schedule shall be developed in collaboration with DSW|EPM to minimize disturbance of programmed activities and any public uses. It is anticipated that any new facility or proposed facilities will be on an unoccupied site(s) however, in specific cases that may not be the case and accommodations to remain open (entirely or partially) during future construction phases may be necessary.

The PT shall submit design and construction recommendations and cost estimates to the DSW|EPM at each stage of project review (30%/60%/90%/100%).

1.07 EXHIBITS

The exhibit(s) attached, if any, including site information, described under this RFQ have been compiled by the City of Tampa's DSW|EPM and are included herein for use as a basis of planning and design only and not intended to indicate acceptance or intent to hire.

1.08 ZONING OF THE SITE

All PT shall confirm the zoning of the selected sites with the City of Tampa's DSW|EPM and RED.

1.09 FEMA FLOOD ZONE

All PT shall confirm the FEMA Zone of the selected sites with the City of Tampa's DSW|EPM and RED.

1.10 SURVEY AND VERIFICATION OF SITE CONDITIONS

Planning Criteria Services shall include boundary and physical surveys including, but not limit to, topography, trees, utilities, buildings, pavement, and all existing facilities necessary for cost estimating, design, and future construction of the proposed improvements. Planning Criteria Services shall also include surveying for layout and As-Built Plans, measurements of the existing

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building (exterior and interior), and the verification of all existing conditions necessary for the successful completion of the project, if applicable and deemed by DSW|EPM.

1.11 LAND CLEARING, SITE WORK, DEMOLITION, REMOVAL, GRADING, AND LANDSCAPING

The cost for all land clearing, site work, tree protection, demolition, removal, grading, and landscaping made necessary to achieve the final designs and construction recommendations for this project shall be included by the Respondents to this RFQ.

1.12 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

All Respondents to this RFQ shall have a complete and thorough understanding of the laws and regulations regarding public and life safety as well as demonstrated experience, including but not limited to, governing building/city codes, plan/code review process, regulatory agency reviews, and required site improvements. All Respondents to this RFQ shall also have a complete and thorough understanding of the submittal requirements and processes of the CoT as well as required approvals for design, fabrication, and construction.

1.13 COMPLIANCE WITH CITY OF TAMPA ORDINANCES AND OBJECTIVES

All Respondents to this RFQ shall comply with all municipal ordinances, including but not limited to, those regarding the Equal Business Opportunity (EBO) Program.

All Respondents to this RFQ shall be aware of the City of Tampa's desire to foster ongoing or developing programs for diversity and inclusion, including but not limited to Women-Owned or Minority-Owned Business Enterprises (WMBE) and Small Local Business Enterprises (SLBE). Additionally, emphasis towards fostering a strong and talented local workforce through mentoring and on-the-job training, promoting an increase in school attendance and graduation rates, defining pathways through higher education, access to technical certification programs and career readiness are also a CoT objective and important criteria in the selection process(es).

1.14 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA BUILDING CODE | ACCESSIBILITY

All Respondents to this RFQ shall have a complete and thorough understanding of the regulations and requirements of the Americans with Disabilities Act (ADA) as well as the Florida Building Code (currently in effect) including Accessibility.

1.15 COMPLIANCE WITH THE STANDARDS OF THE DEPARTMENT

All Respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the rules and regulations regarding the construction of department facilities as set forth by governing agencies, commissions, professional associations, accreditation boards, related to and/or with oversight of the User Group's operations; including but not limited to, exterior walls, interior walls, points of entry, doors, windows, openings, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation, security, and fire protection, if applicable.

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1.16 UNDERSTANDING OF THE DEPARTMENT ORGANIZATION AND WORKFLOW

All Respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) with the City of Tampa's DSW|EPM.

1.17 CONSTRUCTION AND ENERGY SAVINGS

All new designs and construction recommendations for this project shall be designed and built to comply with the minimum standards for LEED (Leadership in Energy and Environmental Design) Silver certification. All new designs and construction recommendations shall make the best use of all applicable and sustainable materials and methodologies to reduce operating costs, including but not limited to energy efficient windows, lighting, HVAC equipment, insulation, and appliances (savings technologies). Additionally, all new designs and construction recommendations for this project shall make the best use of smart building controls for HVAC and lighting EV Charging, and energy producing technologies, including but not limited to, solar panels.

1.18 USE OF NEW AND EMERGING TECHNOLOGIES

All new designs and construction recommendations shall consider the possible use of emerging and new technologies and commercially available products if they can be proven to result in the successful and satisfactory design and construction of the project for DSW|EPM.

1.19 ENVIRONMENTAL CRITERIA

The project sites may be in an urban, suburban, or rural setting with a mix of commercial, residential and civic uses accessed by roads and sidewalks. Vehicular and pedestrian access routes, or detours, shall be provided and maintained throughout the future design and construction phase(s) as necessary and in accordance with the CoT Standards and the FDOT (Florida Department of Transportation) Greenbook where applicable.

Additionally, dust, debris, and sediment pollution shall be controlled throughout the future construction phase(s).

1.20 SITE VISITS

There are no mandatory site visits to any DSW|EPM facility or facilities in advance of the submission date and time as noted in the Request for Qualification.

SECTION 2: PLANNING CRITERIA

2.01 RFQ RESPONSE

2.01a All PT shall demonstrate experience and the ability to develop designs and cost estimates as outlined in this Planning Criteria Package. Designs and construction recommendations scopes shall include, but not be limited to, preliminary pricing at 30%, 60%, 90%, and 100% design

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documents, Equal Business Opportunity (EBO) Program and Utility submission at 60%, and any other qualifications addressing total scope.

2.01b All PT shall demonstrate experience and the ability to coordinate this project proposal in response to DSW|EPM scheduling criteria, coordinate long lead-times, maximize downtime efficiencies, minimize potential delays, and generally phase work under a single proposal.

2.01c All PT shall demonstrate previous successful experience designing and constructing comparable projects.

2.01d All PT shall demonstrate previous work in neighborhood context and with materials appropriate to the community and neighborhood.

2.02 Planning Criteria Package Estimated Budget: \$300,000 to \$500,000

The costs and budgets to execute this project shall be determined as part of the site selection, master planning, project programming, and design and construction recommendations process with the possibility of additional or future work becoming a subsequent and separate RFQ and project.

2.03 Start Date: To be Determined.

2.04 Project Duration: To be Determined.

2.05 PLANNING CRITERIA | GENERAL

2.05a The approved final designs and construction recommendations shall be complete in all respects as deemed by the DSW|EPM and shall include all elements necessary to complete the project in its entirety.

2.05b The approved final designs and construction recommendations shall meet the needs of the users and the larger community as determined in collaboration with the DSW|EPM. The PT shall also incorporate principles of Crime Prevention Through Environmental Design (CPTED).

2.05c All PT shall develop and promote a high functioning, collaborative relationship within itself, DSW|EPM, and stakeholder of the CoT, to achieve design excellence within the established costs, budgets, and approved schedule. All PT shall demonstrate exemplary service to the DSW|EPM and the stakeholders of the City of Tampa, including but not limit to project management during site selection, master planning, project programming, design and construction recommendations, and square footages with cost estimations and budgets.

2.05d All PT shall be required to attend meetings with the DSW|EPM and the stakeholders of the CoT during the project to present current plans and cost estimates.

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- 2.05e All PT shall have a thorough understanding of ADA and Florida Building Code regulations regarding accessibility, public safety, and all related requirements to design this project accordingly in its entirety as deemed by DSW|EPM.
- 2.05f All PT shall consider in its final design the routine maintenance by the DSW|EPM and any additional maintenance to be provided by other departments.
- 2.05g All PT shall include cost estimating and budgets as necessary to facilitate master planning, project programming, design and construction recommendations, and prioritize decisions.
- 2.05h All PT shall propose products, materials, and finishes that are durable, commercial grade, and appropriate for public facilities with heavy use. Specific furnishings and finishes, or a basis of design products, shall be included in the documents and cost estimates.
- 2.05i All PT shall provide transparent pricing that takes advantage of efficiencies through the standardization of design elements and fast tracking of future design and construction to maximize the City of Tampa's budget(s). The PT shall make all attempts to minimize the schedule and utilize materials and equipment that are easily procured and maintained from reliable suppliers with exceptional warranty services.
- 2.05j All PT shall propose designs and construction recommendations that enhance the safety of the project during construction and in the operation of the facility or facilities. The PT's designs and construction recommendations shall be required to reduce re-work as well as interference with existing and/or new operations with a goal of no recordable incidents.

2.06 PLANNING CRITERIA | SITES

- 2.06a The project shall include, but not be limited to, designs and construction recommendations for structures, site amenities, and parking on a single site or separate sites as determined by the PT and approved by the DSW/EPM.
- 2.06b General Site Improvements shall include, as part of the complete set of Design and Construction Recommendations, comprehensive Architecture, Landscape Architecture, and Engineering Documents.
- 2.06c Preliminary and final designs and construction recommendations are to be based on providing amenities and elements defined by the comprehensive Master Plan, Programming, and Spatial Analysis based on the findings of data collection, compilation, and analysis. The goal is to meet the needs of the DSW|EPM as well as residents, neighborhood, and community.
- 2.06d All designs, and construction recommendations shall consider existing site conditions as well as the needs of the community. It is imperative that the preparer of designs and construction

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recommendations fully understand Americans with Disabilities Act (ADA) and Florida Building Code (FBC) regulations regarding accessibility and public safety in its entirety.

- 2.06e Planning Criteria Services shall include but not be limited to providing surveys and verification of all existing conditions including evaluation of the current drainage across the sites, existing features including bathymetry, topography and utilities, development of plans for all elements necessary to complete environmental compliance, utility coordination, regulatory permitting, and all site amenities necessary to provide designs and construction recommendations, square footages, cost estimates, and budgets in their entirety as deemed by DSW|EPM.
- 2.06f Planning Criteria Services shall include, but not be limited to, providing surveys and verification of all existing conditions including, but not limited to, existing features, boundaries, topography, trees, and utilities as necessary to provide designs and construction recommendations, square footages, cost estimates, and budgets in their entirety as deemed by DSW|EPM.
- 2.06g Planning Criteria Services shall include, but not limited to, environmental compliance, tree protection, utility coordination, and regulatory permitting as necessary to provide designs and construction recommendations, square footages, cost estimates, and budgets in their entirety as deemed by DSW|EPM. No screen or temporary work shall be planned to attach or affix to existing amenities.
- 2.06h All PT shall provide designs and construction recommendations that provide positive drainage throughout the site(s) with no standing water, saturated soil, etc.
- 2.06i All PT shall provide designs and construction recommendations for site improvements as determined during the collaborative site selection, master planning, and project programming phases including, but not limited to, grading and preparation of areas that will receive future improvements and facilities.
- 2.06j The approved final designs and construction recommendations shall be complete in all respects as deemed by the DSW|EPM shall include all elements necessary to complete the project in its entirety.
- 2.06k All PT shall provide a comprehensive cost estimation and budgets for site improvements including, but not limited to, landscaping, irrigation, and site lighting compatible with the city-wide system, required controls, and technical specifications.

2.07 PLANNING CRITERIA | BUILDINGS AND FACILITIES

- 2.07a As part of the designs and construction recommendations process, the PT shall provide comprehensive Architecture and Engineering Documents and Specifications for a new SWCRDC, a new MWPF|MRF, and a new YWMF to be used for cost estimation and budgeting. All designs

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and construction recommendations, square footages, cost estimates, and budgets are to be used as the basis of future work under a separate Request for Qualifications.

- 2.07b All PT shall provide designs and construction recommendations that maximize the area available to meet the needs of the public end users, DSW|EPM, and the stakeholders of the CoT so that the project can effectively serve the residents, neighborhood, and community.
- 2.07c All PT designs and construction recommendations, phasing plans, and schedules that achieve completion of the project as soon as it is practical as deemed by DSW|EPM and the stakeholders of the CoT.
- 2.07d All PT shall be advised that it is critical that any and all recommendations for improvement are designed so as to be a integral part of the neighborhood and community.
- 2.07e All PT shall be advised that this project is to be integrated into existing neighborhoods and improvements should be made to respect the residential character. Improved and welcoming streetscapes are envisioned by DSW|EPM and the stakeholders of the City of Tampa as part of this project.
- 2.07f All PT shall provide comprehensive designs and construction recommendations for remodeling, renovations, rehabilitation, and improvements as determined through a collaborative master planning, project programming, and spatial analysis effort and which shall be presented in the approved final documents, studies, and summary report.

2.08 PLANNING CRITERIA | SOLID WASTE COMMUNITY RECYCLING DROP OFF CENTER (SWCRDC)

- 2.08a A new Solid Waste Community Recycling Drop Off Center (SWCRDC) shall provide a free and convenient option for underserved neighborhoods, multi-family residences, and small businesses to recycle. The type and size of a new SWCRDC is to be determined by the PT and shall be accessible to the public.
- 2.08b In general, Solid Waste Community Recycling Drop Off Centers and Stations have been strategically located by the DSW|EPM near areas of the CoT that have a higher population density and a higher concentration of multi-family housing. When feasible small community collection stations have been placed by the DSW|EPM in CoT owned parks and recreation facilities to help meet the strategic goal of providing recycling.
- 2.08c At present, the CoT has three (3) Solid Waste Community Recycling locations with one at the McKay Bay Waste Management Resource Facility and two (2) smaller collection stations at Copeland Park and Gadsden Park. These include:

PLANNING CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-D-00039)

Planning Services for Solid Waste Community Recycling Drop Off Center | Mixed Waste Processing Facility and Materials Recovery Facility | Yard Waste Mulching Facility

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1. McKay Bay Waste Management Resource Facility

114 South 34th Street, Tampa, FL 33605

Size: 53,000 SF

Operating Hours:

Monday, Tuesday, Thursday, Friday: 7:00am - 5:30pm

Wednesday and Saturday: 7:00am - 4:30pm

2. Copeland Park

11001 North 15th Street, Tampa, Florida 33612

Size: 40-yard roll-off container for commingled recycling

40-yard roll-off container for cardboard recycling

Operating Hours:

Monday - Sunday 7:00am - 7:00pm

Frequency of Collection: Once a Week

3. Gadsden Park

6901 South MacDill Avenue, Tampa, Florida 33611

Size: 40-yard roll-off container for commingled recycling

40-yard roll-off container for cardboard recycling

Operating Hours:

Monday - Sunday 7:00am - 7:00pm

Frequency of Collection: Once a Week

2.09 PLANNING CRITERIA | MIXED WASTE PROCESSING FACILITY AND MATERIALS RECOVERY FACILITY (MWPF|MRF)

2.09a A new Mixed Waste Processing Facility and a new Materials Recovery Facility (MWPF|MRF) shall provide for the sorting of recyclable waste materials from a stream of mixed trash. This specialized facility shall receive, separate, and prepare recyclable materials for sale to manufacturers as raw materials for new products. The MWPF|MRF shall sort an array of recyclable materials, including but not limited to, plastics, cardboard, paper, glass bottles and jars, metal containers, and cartons. The MWPF|MRF shall not be accessible to the public.

2.09b The addition of MWPF|MRF is to help reduce the general waste stream. At present, the CoT's McKay Bay Waste-to-Energy Facility (WTE) burns waste materials that cannot be recycled at high temperatures in waste-fired boilers to generate steam. The steam is then routed to a turbine generator to make electricity, which is then sold. Revenues from the sale of electricity help to offset the cost of waste disposal.

2.09c The PT shall bring industry expertise to the DSW|EPM demonstrating what an investment in a MWPF|MRF could do for the CoT's cost-effective recycling strategies and increase department revenue generation.

PLANNING CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-D-00039)

Planning Services for Solid Waste Community Recycling Drop Off Center | Mixed Waste Processing Facility and Materials Recovery Facility | Yard Waste Mulching Facility

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2.10 PLANNING CRITERIA | YARD WASTE MULCHING FACILITY (YWMF)

- 2.10a A new Yard Waste Mulching Facility (YWMF) shall provide a center to process green waste and to separate it from regular trash so that it can be composted, recycled, and reused. The YWMF shall be accessible to the public.
- 2.10b Materials to be generated at the YWMF may serve as a fertilizer and soil amendment after undergoing decomposition at composting facilities or through anaerobic digestion. Landfills might also be able to use YWMF generated materials as an alternative daily cover to reduce the usage of virgin soil cover. Finally, generated materials from the YWMF may also be processed into wood chips and green waste mulch for landscaping, dust control, erosion prevention, and weed suppression as well as other farming and agricultural applications including the creation of biofuels and other renewable energy.
- 2.10c At present, the CoT does not have a YWMF, however the DSW|EPM considers a YWMF as possible waste stream reducing option.
- 2.10d The PT shall bring industry expertise to the DSW|EPM demonstrating what an investment in a YWMF could do for the CoT's cost-effective recycling strategies and increase department revenue generation.

2.11 PLANNING CRITERIA | OWNER PROVIDED MATERIALS

- 2.11a The DSW|EPM will provide to the selected PT a copy of all exhibits and reference materials for this project, including but not limited to as-builts and surveys that may exist.
- 2.11b The DSW|EPM shall provide to the selected PT a copy of any existing reports or site conditions for this project, if available.
- 2.11c All items and/or materials required to provide designs and construction recommendations for this project, and not indicated herein as provided by the DSW|EPM and the City of Tampa, shall be provided without additional cost by the PT.

SECTION 3: EXHIBITS

- 3.01 The following DSW|EPM inquiries are to be addressed in the draft and final summary report for this project and shall include, but not limited to, the following:
- *What is the capacity and condition of the McKay Bay Waste to Energy Facility (WTE)?*

PLANNING CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-D-00039)

Planning Services for Solid Waste Community Recycling Drop Off Center | Mixed Waste Processing Facility and Materials Recovery Facility | Yard Waste Mulching Facility

August 16, 2022

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- *What is the current state of CoT's waste stream?*
- *What is necessary for a new Solid Waste Community Recycling Drop Off Center (SWCRDC), a new Mixed Waste Processing Facility and Materials Recovery Facility (MWPF|MRF), and a new Yard Waste Mulching Facility (YWMF) to meet the demands of an increasing population and their future requirements for disposal?*
- *How can expanding the Scope of Community Recycling Drop off Centers (SWCRDC) and Stations increase recycling efforts city-wide?*
- *What can an investment Mixed Waste Processing Facility and Materials Recovery Facility (MWPF|MRF) could do for the CoT's recycling strategies and increase revenue generation capabilities?*
- *How can investing in a Yard Waste Mulching Facility (YWMF) create a cost-effective strategy for recycling and increase the DSW|EPM revenue generation capabilities?*
- *What are the recycling facility options available to DSW|EPM and how and where can these options could be implemented to assist in diverting less materials through the regular disposal methods like Waste-To-Energy (WTE) or landfills?*
- *What are the options available to DSW|EPM regarding the "Manhattan Brush Site" (Old Landfill No. 25). Refer to Section 1.02.*



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Points Pursuant to Designated Industry Category: _____		
FORM MBD-71		
(Refer to MBD Form 70 and Form 50-GFE Outreach)		
	Evaluation Criteria	Point Values
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
NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)		

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 RFQ.
- 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.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

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 without ambiguity. Simply marking "To Be Determined" (TBD) will not satisfy this requirement and may receive significantly lower ratings. Finally, additional favorable consideration will be granted to the firm(s) that beyond all others, provide(s) the highest *relevant* and most binding participation.

The evaluation includes but is not limited to the following criteria:

- Diversity of WMBE/SLBE subcontractors listed to be utilized (MBD Form 20)
- Percentage of proposal/scope committed to WMBE/SLBE subcontracting
- The collective factors in determining the total points awarded will be based on the overall weight of evidence in the proposal that specified the participation.

In all cases, the Proposer and/or subcontractor(s) must be WMBE and/or SLBE certified prior to the opening date and time of the RFP to be eligible to earn WMBE/SLBE rating points. The evaluation process of WMBE and SLBE participation will be evaluated by the City of Tampa's Equal Business Opportunity Department. The Successful Proposer will be required to execute MBD Form 40 (Letter of Intent-LOI) with their subcontractors/sub-consultants prior to award.



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 W=WMBE O = Neither	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N

Failure to Complete, Sign and Submit
 this form with your Bid or Proposal
 Shall render the Bid Non-Responsive
 (Do Not Modify This Form)

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 W=WMBE O =Neither	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	\$ Amount of Quote. Letter of Intent (LOI) if available	Percent of Scope or Contract %

Failure to Complete, Sign and Submit
this form with your Bid or Proposal
Shall render the Bid Non-Responsive.
(Do Not Modify This Form)

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 TRANSMITTAL MEMORANDUM
FOR A SUBMITTAL TO THE CITY OF TAMPA, FLORIDA**

TRANSMITTAL DATE: _____
RFQ NO. & TITLE: 22-D-00039; Solid Waste Community Recycling Drop-Off Center Design
TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)
c/o Contract Administration Department via ContractAdministration@tampagov.net
306 East Jackson Street, 4th Floor North, Tampa, Florida 33602

SUBMITTER ("Firm") NAME: _____
FEDERAL TAX ID#: _____
FIRM TYPE: Individual/Sole Proprietor Joint Venture (JV)* Partnership (PN)* Corporation
 Limited Liability Company Other: _____
FIRM CONTACT NAME: _____ EMAIL: _____ PHONE: _____

CERTIFICATIONS:

Firm is licensed, permitted, and certified as required to do business in Florida: Yes No

License/registration/certification no(s): _____

Per §287.133, Fla. Stat., individuals or entities (including those meeting the §287.133, Fla. Stat. definition of "affiliate") placed on the convicted vendor list ("List") following a conviction for public entity crimes may not submit a bid, proposal, or reply ("Response") on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the repair or construction of a public building or public work, may not submit a Response for leases of real property to a public entity, and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in §287.017, Fla. Stat. for CATEGORY TWO for a period of 36 months from the date of placement on the List. Neither Firm nor its affiliates have been placed on the List: Yes No

Firm's own initial application for employment has criminal history screening practices similar to those contained in Chapter 12, Article VI, Tampa Code (responses, whether "Yes" or "No", are for informational purposes only and will not be used as a basis for award or denial, or for any protest): Yes No

Pursuant to Tampa Code Section 2-284; Bidder's Criminal History Screening Practices, the Firm hereby; declines incentive points and attaches no documentation applies for incentive points and attaches all the required documentation.

Firm shall comply with all applicable governmental rules & regulations, including the City's Ethics Code (Sec. 2- 522, Tampa Code). The City's Charter & Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any award or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such award or obligation. If Firm is successful, it shall ensure no City employee receives any such benefit or interest as a result of such award (See Sec. 2-514(d), Tampa Code): Yes No

Firm is not in arrears and is not in default upon any obligation to the City of Tampa: Yes No

Firm agrees that if the City of Tampa determines Firm has participated in any collusive, deceptive, or fraudulent practices with regard to this submittal, in addition to any other remedy it may exercise, the City will have the right to debar Firm and deem invalid any contract let under such circumstances: Yes No

Data or material Firm asserts to be exempted from public disclosure under Chapter 119, Fla. Stat., is submitted in a separate, single electronic searchable PDF file labeled with the above RFQ number and the phrase "Confidential Material", which identifies the data/material to be protected, states the reasons the data/material is exempt from public disclosure, and the specific Florida statute allowing such exemption (if "No" or otherwise, then Firm waives any possible or claimed exemption upon submission, effective at opening): Yes No

FAILURE TO COMPLETE THE ABOVE MAY RESULT IN FIRM'S SUBMITTAL BEING DECLARED NON-RESPONSIVE

Authorized Signature : _____

Printed Name: _____

Title: Sole Prop Pres Sr VP Gen Ptnr LLC Auth. Mbr/Mgr
 Other _____ (attach proof of authority)

* With submittal or within 10 days thereafter, Firm must provide a signed copy of the complete agreement between all JV/PN members indicating respective roles, responsibilities, and levels of participation.