



CITY OF TAMPA, FLORIDA - RFQ
c/o Contract Administration Department
306 East Jackson Street #280A4N
Tampa, Florida 33602

22-C-00010; Rivercrest Park Boardwalk Replacement 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-rfq.

The City of Tampa desires Professional Design-Build services related to the design and construction of a multi-use dock, boardwalk, and seawall system repair and/or replacement at Rivercrest Park, as well as improvements and repairs to the adjacent trail, to provide access to passive recreational activities, fishing, and daily boaters including small craft launching (kayak and canoe).

Estimated Budget \$1,089,000.

Attached is the Design Criteria Package.

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.

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.

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.

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, (40); Design-Build Project Experience, (15); Workload and availability (5); Workforce Development Program (10); Past performance/Low amount of City work (5); Standard Form A305(5); Participation and 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., March 3, 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-C-00010 DESIGN-BUILD SERVICES
FOR THE
RIVERCREST PARK BOARDWALK REPLACEMENT**

DESIGN CRITERIA PACKAGE

PREPARED BY:

CHRISTOPHER THOMPSON, RLA
PARKS AND RECREATION DEPARTMENT

JEFFREY L. WILSON, AIA NCARB
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA
January 25, 2022

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DESIGN CRITERIA PACKAGE:

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT) for a Request for Qualifications (RFQ-22-C-00010) for Design-Build Services for the Rivercrest Park Boardwalk Replacement.

The scope of the project (refer Exhibits) shall include, but not be limited to, the following:

- Comprehensive Engineering Services including, but not limited to, Civil, Structural, and Marine.
- Comprehensive Project Programming and Analysis.
- Comprehensive Specialty Design Services for a Multi-Use Dock, Boardwalk, and Seawall system to provide access to passive recreational activities, fishing, and daily boaters including small craft launching (kayak and canoe).
- Environmental Graphic Design Services including Wayfinding, Identification, and Signage.
- Comprehensive Landscape Architectural Services.
- Comprehensive Environmental Evaluation and Geotechnical Services.
- Property Survey in State Plan Coordinates including, but not limited to, Bathymetry to the Centerline of the River, Topography, Existing Trees and Site Utilities.
- Environmental Analysis, Land Clearing, Remediation Services, and Grading.
- Comprehensive Demolition, Construction, and Fabrication Services.
- Comprehensive Cost Estimation Services.

- 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, Building, and Landscaping.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility
- As-Builts and Final Documents in Latest AutoCAD Release.
- Complete Technical Specifications and Exhibits.
- Single Guaranteed Maximum Price (GMP) Proposal.

SECTION 1: DESIGN CRITERIA IN GENERAL

1.01 PURPOSE

This document provides the design criteria for the development and design of a multi-use dock, boardwalk, and seawall replacement at Rivercrest Park, as well as improvements and repairs to the adjacent trail, to provide access to passive recreational activities, fishing, and daily boaters including small craft launching (kayak and canoe).

1.02 SITE

The two-acre (2 Acre) site, including the submerged riverbed, is located at the southwestern portion of the existing Rivercrest Park (10.4 Acres), located at 4802 North Boulevard, Tampa, Florida 33603, along the eastern bank of the Hillsborough River. The site is bordered by North

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Boulevard to the east and extends just north of West Osborne Avenue. The site is primarily covered with turf with a mix of trees along the trail and seawall area. The asphalt trail currently has lighting in the proximity of the improvements. If budget allows, it is desirable to provide new lighting at the access points to the docks and fishing areas.

1.03 INTENT

The intent herein is to list the minimum design criteria necessary for achieving this effort under a single Design-Build | Single Guaranteed Maximum Price (GMP).

1.04 BASIS OF DESIGN

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

The Design Criteria Package is for illustrative purposes and is not intended to replace the professional judgement by competent licensed Professionals including, but not limited to, Engineers, Landscape Architects, Graphic Specialists, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work needed and the required budget.

1.05 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 Parks and Recreation Department (P&R) and Rivercrest Park operations. Respondents to this Request for Qualifications (RFQ) should propose a scheduling and coordination matrix as well as a workplan to keep the trail operational as part of the Single Guaranteed Maximum Price (GMP) Package, to be refined during the pre-sign/proposal phase in negotiation with the end-user and stakeholders of the City of Tampa (CoT).

1.06 EXHIBITS

The exhibit(s) attached, including site information and parking tabulations, described under this Request for Qualifications (RFQ) have been compiled by the Parks and Recreation Department (P&R) and the City of Tampa (CoT) and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.

1.07 ZONING OF THE SITE

The two-acre (2 Acre) site, including the submerged riverbed, is located at the southwestern portion of the existing Rivercrest Park, located at 4802 North Boulevard, Tampa, Florida 33603 is currently zoned SH-RS (Seminole Heights Residential Single-Family).

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1.08 FEMA FLOOD ZONE

The two-acre (2 Acre) site, including the submerged riverbed, located at the southwestern portion of the existing Rivercrest Park, located at 4802 North Boulevard, Tampa, Florida 33603 is in FEMA Flood Zone AE.

1.09 SURVEY AND VERIFICATIONS OF SITE CONDITIONS

Design-Build services shall include, but not be limited to, topographic and tree survey as well as the verification of all existing conditions including, but not limited to, site drainage, trails (adjacent to the seawall), bathymetry (to the centerline of the river), utilities, utility coordination, environmental compliance, and regulatory permitting, as well as the ultimate construction of all site amenities necessary to provide the needed upgrades, repairs, and/or replacements of dock, boardwalk, seawall, and indicated infrastructure. The property survey, in state plane coordinates, shall be to the minimum survey limits as shown on Exhibit A-Existing Conditions Plan.

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

All land clearing, site work, demolition, removal, grading, and landscaping made necessary to achieve the final design for this project shall be included by the respondents to this Request for Qualifications (RFQ).

1.11 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

All respondents to this Request for Qualifications (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 Request for Qualifications (RFQ) shall also have a complete and thorough understanding of the submittal requirements and processes of the City of Tampa (CoT) as well as required approvals for design, fabrication, and construction.

1.12 COMPLIANCE WITH CITY OF TAMPA ORDINANCES

All respondents to this Request for Qualifications (RFQ) shall be required to comply with all municipal ordinances including, but not limited to, those regarding 1) Work Force Development, 2) Apprenticeship Training, 3) Equal Business Opportunity (EBO) Programs, and 4) Public Art Requirements as outlined in the City of Tampa (CoT) Ordinances and Forms of Agreements.

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

All respondents to this Request for Qualifications (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 (in effect) including Accessibility.

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1.14 UNDERSTANDING OF THE PARKS AND RECREATION 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 Parks and Recreation Department (P&R).

1.15 PROGRAMMING AND ANALYSIS

All respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of Rivercrest Park as well as the goals, objectives, standards (including but not limited to drinking fountains, benches, and trash receptacles) and approved details of the Parks and Recreation Department (P&R) to eventually prepare a final program for this project upon their selection. The scope of work shall also include, but not be limited to, the collection of data and materials, research, planning, analysis, and wayfinding.

1.16 CONSTRUCTION AND ENERGY SAVINGS

All new construction for this project, if applicable, shall be designed and built to comply with the minimum standards for LEED (Leadership in Energy and Environmental Design) Silver certification. All new construction shall make the best use of all applicable and sustainable materials and methodologies as well as energy producing and savings technologies including, but not limited to, solar if applicable.

1.17 USE OF NEW AND EMERGING TECHNOLOGIES

All new construction 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.

1.18 ENVIRONMENTAL CRITERIA

The project site is currently part of Rivercrest Park, a developed park site, which moderately slopes from the Hillsborough River to approximately 20 Feet Above Mean Sea Level.

1.19 ENVIRONMENTAL EVALUATION AND REMEDIATION

Environmental evaluation, analysis, and specialty services for reporting, reviews, discussion, approvals, and remediation, if required, shall be included by all respondents to this Request for Qualifications (RFQ).

1.20 EXISTING RIVERCREST PARK SITE VISIT

All respondents to this Request for Qualifications (RFQ) are invited to a site visit to the existing Rivercrest Park, on Wednesday, February 16, 2022 beginning at 10:00 am. All respondents planning to attend this site visit shall notify the City of Tampa (CoT) in accordance with the published advertisement and shall meet at the Rivercrest Park parking area located on the west side of North River Boulevard just north of West Louisiana Avenue.

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SECTION 2: BASIS OF DESIGN

2.01 RFQ RESPONSE

- 2.01a The Design-Build Team shall demonstrate experience and the ability to develop a Guaranteed Maximum Price (GMP) to include this and all attachments and associated exhibits (Refer to Exhibits). Design and Construction scopes shall include all, but not be limited to, preliminary pricing at 30%, 60%, 90%, and 100% design documents, Equal Business Opportunity (EBO), Federal Emergency Management Agency (FEMA), and Utility submission at 60%, and any other qualifications addressing GMP total scope.
- 2.01b The Design-Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to Parks and Recreation Department (P&R)'s scheduling criteria as a recommendation for a single Guaranteed Maximum Price (GMP) to coordinate long lead-times, maximize downtime efficiencies, potential delays, and general phase work, in a least disruptive sequence to the Rivercrest Park's continual operations; that shall remain open and active, during design and construction most efficiently.
- 2.01c The Design-Build Team shall demonstrate previous success in the delivery of innovative shoreline systems that meet multiple objectives including, but not limited to, repairing existing seawalls, supporting, and protecting landward facilities, reducing wave energy reflection, reducing channel discharge velocity, sustaining native wetland vegetation, improving water quality, providing habitat opportunities, and reducing flood impacts.
- 2.01d The Design-Build Team shall demonstrate the delivery of shoreline systems with self-sustaining, native plant materials, hybrid shoreline systems consisting of multiple components such as vertical seawalls, boulder embankments, and living shorelines, as well as incorporating existing shoreline facilities into the overall finished project.
- 2.01e The Design-Build Team shall demonstrate previous success in studying the effects of proposed improvements on nearby and regional coastal facilities, improving the long-term resiliency within and beyond the project limits, and permitting coastal/shoreline improvements through the United States Army Corps of Engineers and other governing agencies.

2.02 Budget for Initial Design and Pre-Construction Services: \$150,000.00

2.03 Budget for Construction: \$939,000.00

2.04 Total Budget for Initial Design, Pre-Construction Services, and Construction: \$1,089,000.00
Total project budget is to be verified as part of the design and pre-construction efforts.

2.04 Start Date for Construction: August 2023

2.05 Project Construction Duration: One (1) Year

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2.06 DESIGN CRITERIA | SITE

- 2.06a The two-acre (2 Acre) site, including the submerged riverbed, is located at the southwestern portion of the existing Rivercrest Park, located at 4802 North Boulevard, Tampa, Florida 33603.
- 2.06b The approved final design is to be based on providing a dock, boardwalk, and complete seawall replacement system at Rivercrest Park that will meet the needs of the park users as provided by the Parks and Recreation Department (P&R). The final approved design should consider the existing site conditions including existing drainage patterns, and the needs of the community to provide a stable bank and useable riverfront for recreational opportunities.
- 2.06c The approved final design shall be complete in all respects as deemed by the Parks and Recreation Department (P&R) and shall include all elements necessary to complete a dock, boardwalk, and complete seawall system, replacing a former and removed dock, boardwalk, and seawall system, at Rivercrest Park.
- 2.06d The seawall should be replaced with a new system to prevent undermining and erosion of the bank. The design may include, but is not limited to, vertical wall elements, rip-rap revetments, living shorelines, or a combination of elements. Reduction of wave action in this area is desirable.
- 2.06e The design should assess the existing drainage and determine whether there is any need for modification to prevent damage to the existing trail. Portions of the damaged trail may be converted to a raised system to minimize damage to tree roots and caused by tree roots, as well as allowing the runoff to flow under the trail as opposed to over the trail surface.
- 2.06f The final approved design shall also provide for site furnishings including, but not limited to, benches, trash receptacles, and drinking fountain(s).
- 2.06g The existing EZ-Dock and Kayak Launch (Exhibit-Existing EZ-Dock with Kayak Launch) will be removed by the Design-Build Team and turned over to the City of Tampa (CoT). The CoT will provide a truck and/or trailer to be made available on North Boulevard for the Design-Build Team to load these dock related items. Please note that it is desirable for the dock and the trail to remain open until the scope of work has been completed in all respects as deemed by the Parks and Recreation Department (P&R).
- 2.06h The approved final design shall include the stabilization of the existing exposed roots of the desirable trees adjacent to the shoreline. The existing camphor tree along the failing concrete seawall is not desirable and shall be removed as part of this project.

2.07 DESIGN CRITERIA | DESIRABLE IMPROVEMENTS

- 2.07a In addition to providing a dock, boardwalk, and complete seawall replacement system at Rivercrest Park, desired improvements shall include one or more docks with an accessible kayak launch, tie up space for at least two 25-foot vessels, and multiple accessible areas for fishing.

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- 2.07b Additional desired improvements, if within budget, shall include a fish cleaning station, a kayak rack, and a kayak wash-down area from a new a waterline; a potable water source (Water Meter + 2" Service Line) is available as a connection point as shown on Exhibit A-Existing Conditions Plan.
- 2.07c Furthermore, as the asphalt trail currently has lighting in the proximity of these improvements, it would also be desirable to provide new lighting at the access points to the docks and fishing areas.

2.08 DESIGN CRITERIA | OWNER PROVIDED MATERIALS

- 2.08a The Parks and Recreation Department (P&R) shall provide to the selected Design-Build Team an AutoCAD drawing of the existing site. Please note that the level of accuracy of this drawing is unknown and shall be verified by the selected Design-Build Team in advance of any work.
- 2.08b The Parks and Recreation Department (P&R) shall provide to the selected Design-Build Team copies of its standard details and outline specifications including, but not limited to, benches, drinking fountains, and trash receptacles.
- 2.08c All items and/or materials required to design and execute the final and approved design for this project, and not indicate herein as provided by the Parks & Recreation Department (P&R) or the City of Tampa (CoT), shall be provided without additional cost by the Design-Build Team.

SECTION 3: EXHIBITS

- 3.01 The following exhibits are to be made part of this Request for Qualifications (RFQ) and include the following:
 - 3.01a EXHIBIT A -Existing Conditions Plan. Refer to Page 8 of 25.
 - 3.01b EXHIBIT B-Photo Callout Plan. Refer to Page 9 of 25.
 - 3.01c EXHIBIT C-Existing Wooden Seawall at Transition to Natural Shoreline. Refer to Page 10 of 25.
 - 3.01d EXHIBIT D-Existing Wooden Seawall. Refer to Page 11 of 25.
 - 3.01e EXHIBIT E-Existing Wooden Seawall Transition to Concrete. Refer to Page 12 of 25.
 - 3.01f EXHIBIT F-Existing Concrete Seawall. Refer to Page 13 of 25.
 - 3.01g EXHIBIT G-Existing Concrete Seawall damaged by Camphor Tree. Refer to Page 14 of 25.

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- 3.01h EXHIBIT H-Existing EZ-Dock with Kayak Launch. Refer to Page 15 of 25.
- 3.01i EXHIBIT I-Existing Trail Damage Near the Seawall. Refer to Page 16 of 25.
- 3.01j EXHIBIT J-Dock that was Previously Removed. Refer to Page 17 of 25.
- 3.01k EXHIBIT K-Riverside Park Dock and Boardwalk Report. Excerpts from the 2018 CITY-WIDE CONDITIONS ASSESSMENT OF DOCKS, BOARDWALKS AND FOOT BRIDGES. Refer to Page 25

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REV	DATE	DESCRIPTION

PROJECT NAME: RIVERCREST PARK BOARDWALK RENOVATION

SHEET NAME: EXISTING CONDITIONS



Parks & Recreation
 CITY OF TAMPA
 Planning and Design
 3402 W. Columbus Drive
 Tampa, FL 33607

DATE: 01/25/2022	SCALE: 1" = 40'
DRAWN BY: [Name]	CHECKED BY: [Name]
APPROVED BY: [Signature]	DATE: [Date]

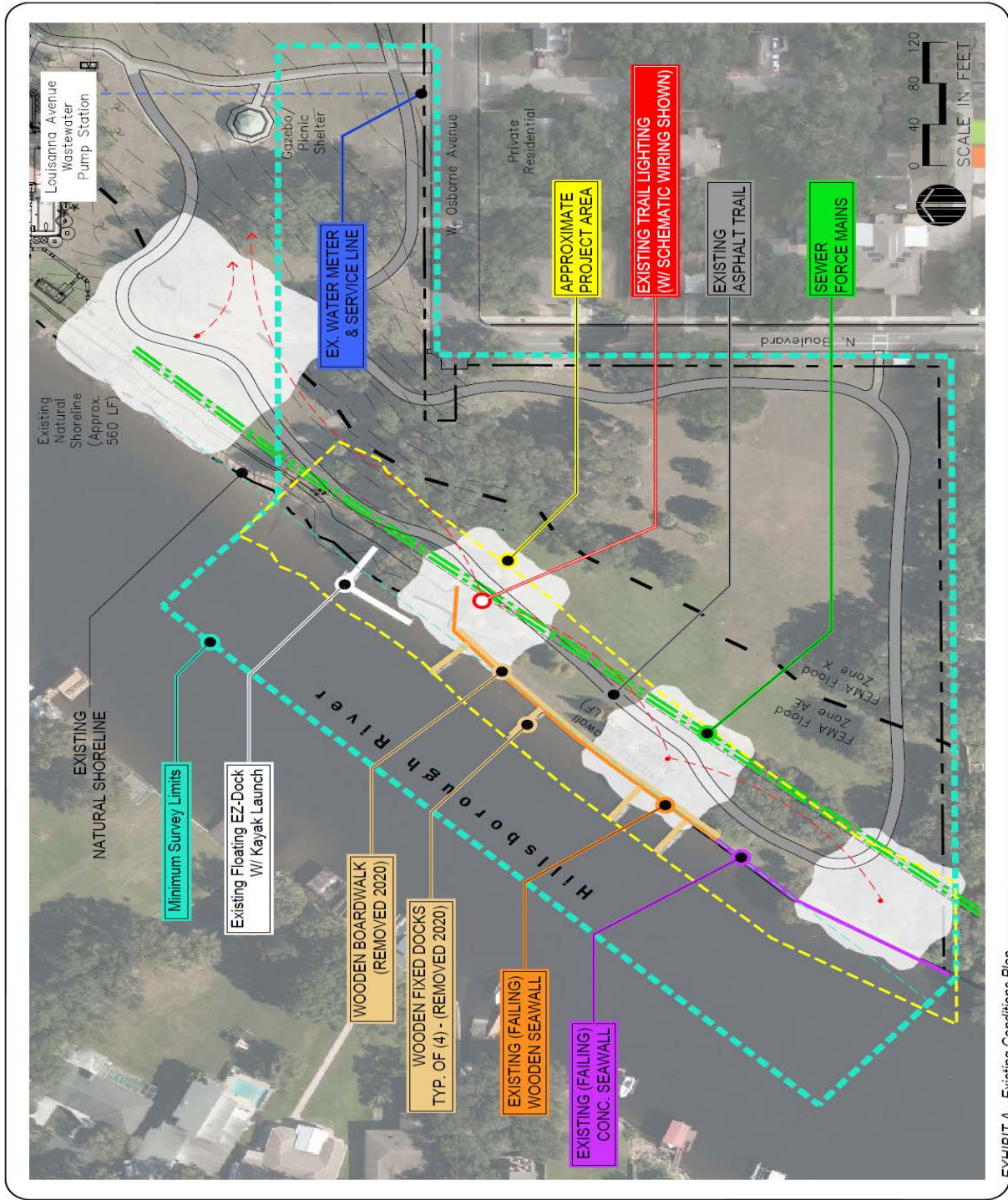


EXHIBIT A - Existing Conditions Plan

EXHIBIT A: EXISTING CONDITIONS PLAN

Scale: NTS

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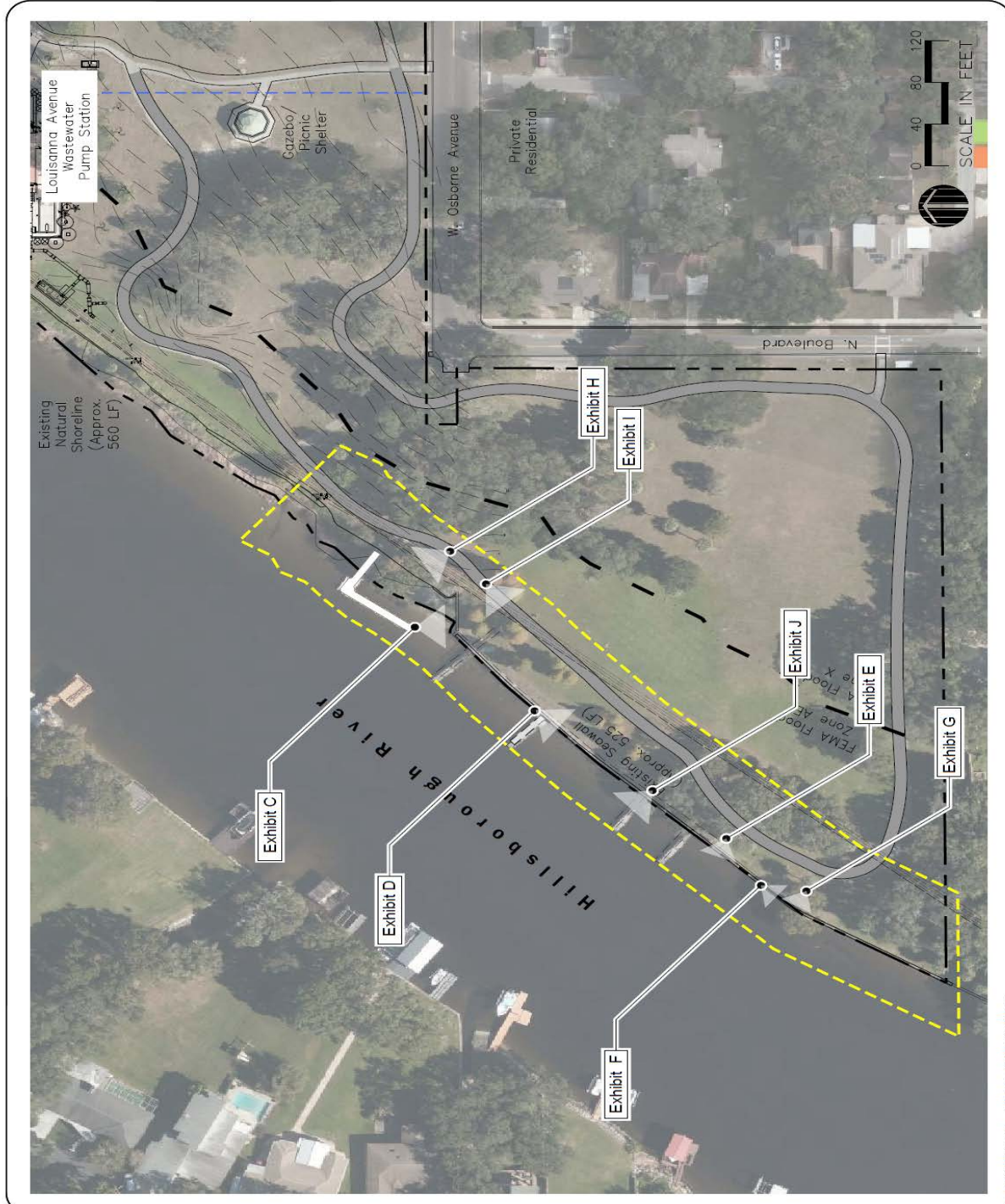


EXHIBIT B - Photo Callout Plan

EXHIBIT B: PHOTO CALLOUT PLAN

Scale: NTS



EXHIBIT C: EXISTING WOODEN SEAWALL AT TRANSITION TO NATURAL SHORELINE Scale: NTS



EXHIBIT D: EXISTING WOODEN SEAWALL

Scale: NTS



EXHIBIT E: EXISTING WOODEN SEAWALL AT TRANSITION TO CONCRETE

Scale: NTS

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EXHIBIT F: EXISTING CONCRETE SEAWALL

Scale: NTS



EXHIBIT G: EXISTING CONCRETE SEAWALL DAMAGED BY CAMPHOR TREE

Scale: NTS



EXHIBIT H: EXISTING EZ-DOCK WITH KAYAK LAUNCH

Scale: NTS



EXHIBIT I: EXISTING TRAIL DAMAGE NEAR THE SEAWALL

Scale: NTS

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EXHIBIT J: DOCK PREVIOUSLY REMOVED

Scale: NTS

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City of Tampa Parks
Dock and Boardwalk Condition Assessment

April 20, 2018

9 Rivercrest Park

9.1 Timber Boardwalk and Bulkhead

Dimensions	300 ft. x 5 ft.
Boardwalk Area	1500 sq. ft.
Condition	Poor
Repair Cost	N/A
Replacement Cost	\$678,000
Year Built	Prior to 1995

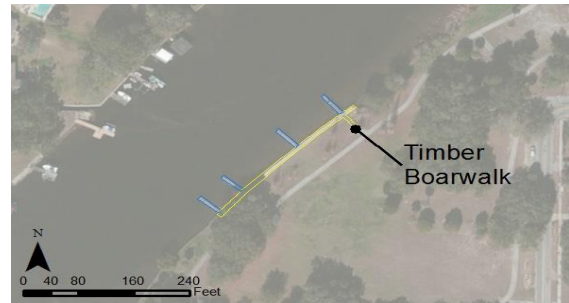


Figure 9-1: Aerial view of Rivercrest Park

Immediate Action Plan	<p>Closure of the structure is recommended if repairs are not executed:</p> <ul style="list-style-type: none"> • Replace deck boards in <i>poor/serious</i> condition (approximately 25%). • Repair stringers at areas with settlement. • Fill in voids and erosion along the boardwalk at the timber retaining wall area.
Recommendations	<p>Based on the overall condition of the boardwalk and retaining wall, it is recommended to replace the retaining wall and boardwalk:</p> <ul style="list-style-type: none"> • Replace retaining wall. • Replace weathered and splitting railing.
Observations	<p>The retaining wall is in <i>poor</i> condition.</p> <ul style="list-style-type: none"> • Deck appears to be balancing on top of the retaining wall, is not leveled and slopes down towards shore, especially along the area with timber seawall. • The wood section of the wall shows marine borer damage, section loss up to 80% (geotextile showing occasionally) and large voids along the shoreline. • Concrete sheet piles are in <i>fair</i> condition, with cracks and corrosion spalls observed. There is a segment of the wall on the downstream section of the seawall leaning over, that is in <i>poor</i> condition <p>The timber boardwalk is in <i>poor</i> condition overall. Additional observations include:</p> <ul style="list-style-type: none"> • Decking is in <i>poor</i> condition with loose boards, failed support stringers, settlement and multiple tripping hazards. • Hand rails are weathered but in <i>fair</i> condition.

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City of Tampa Parks
Dock and Boardwalk Condition Assessment

April 20, 2018



Photo 9-1. Timber boardwalk and retaining wall at Rivercrest Park



Photo 9-2. Typical decking conditions observed at Rivercrest Park boardwalk showing typical decking conditions.

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City of Tampa Parks
Dock and Boardwalk Condition Assessment

April 20, 2018



Photo 9-3. Marine borer damage observed on the upstream section of the timber seawall (red arrow) and king piles (yellow arrow) showing a severe damage.



Photo 9-4. Segment in the concrete sheet pile retaining wall leaning over

DESIGN CRITERIA PACKAGE DRAFT FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00010)

Rivercrest Park Boardwalk Replacement

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City of Tampa Parks
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April 20, 2018

9.2 Timber Docks

	Dock 1	Dock 2	Dock 3	Dock 4
Dimensions	40 ft. x 5 ft.	40 ft. x 5 ft.	40 ft. x 5 ft.	40 ft. x 5 ft.
Dock Area	200 sq. ft.	200 sq. ft.	200 sq. ft.	200 sq. ft.
Condition	Serious	Critical	Serious	Poor
Repair Cost	N/A	N/A	N/A	N/A
Replacement Cost	\$29,000	\$29,000	\$29,000	\$29,000
Year Built	Prior to 1995			

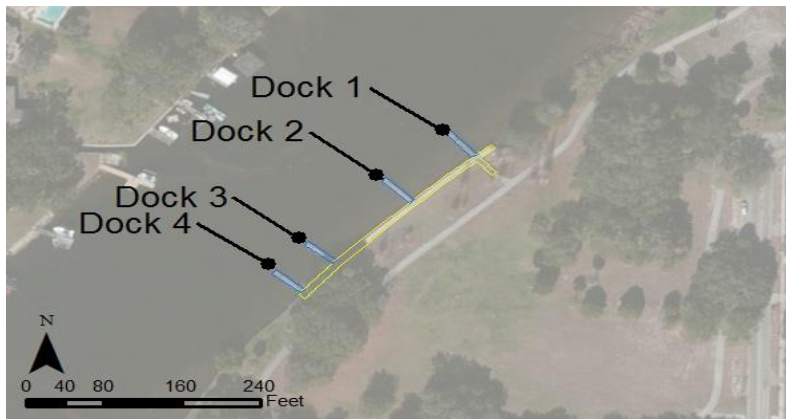


Photo 9-5 Aerial view of Rivercrest Park located on the Hillsborough river between Martin Luther King Blvd. and Hillsborough Ave.

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Immediate Action Plan	<ul style="list-style-type: none"> • Docks 1, 2 and 3 to remain closed due to unsafe conditions until repairs are completed. • Monitor condition of piles and deck at Dock 4.
Recommendations	<p>It is recommended to replace all of the timber docks due to unsafe conditions and widespread damage and deterioration.</p>
Observations	<p>General observations for all docks include:</p> <ul style="list-style-type: none"> • Decking appears to be weathered but in <i>fair</i> condition. • Pile caps seem small and lack redundancy. • Pier lacks stability under load. • Piles show marine borer damage with an average of 20% section loss. <p>The timber Dock 1 is in <i>serious</i> condition overall. Additional observations include:</p> <ul style="list-style-type: none"> • Braces missing from end bent. <p>The timber Dock 2 is in <i>critical</i> condition overall. Additional observations include:</p> <ul style="list-style-type: none"> • Complete loss of dock alignment. • Braces missing from end bent. • Failed piles and generalized settlement. <p>The timber Dock 3 is in <i>serious</i> condition overall. Additional observations include:</p> <ul style="list-style-type: none"> • Complete loss of dock alignment, and dock leaning outboard. • Braces missing from end bent. • Failed piles and generalized settlement. • Stairs showing a 2" gap in boards. • Piles show marine borer damage with 20% - 80% section loss. <p>The timber Dock 4 is in <i>poor</i> condition overall. Additional observations include:</p> <ul style="list-style-type: none"> • Settlement at south side.

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Photo 9-6. Timber Dock 1 at Rivercrest Park has a board across the entrance.



Photo 9-7. Failed pile and settlement at the first bent at Dock 2.

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Photo 9-8. Severe marine borer damage (~80% section loss) on timber Dock 3.



Photo 9-9. Typical conditions observed at Dock 4



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.

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. GFCEP)
(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 GFCEP 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 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 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 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

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-C-00010; Rivercrest Park Boardwalk Replacement Design-Build
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

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

[SEAL]

Authorized Signature ; _____

Printed Name: _____

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

STATE OF _____
COUNTY OF _____

The forgoing instrument was sworn (or affirmed) before me before me by means of physical presence or online notarization, this _____ day of _____, 20____ by _____

either in his/her individual capacity or where Firm is an entity as the _____ of _____
_____, on behalf of such entity. He/She is _____ personally known to me OR
produced identification. Type of identification produced: _____

[NOTARY SEAL]

Printed Name: _____ Notary Public, State of _____

My Commission Expires: _____ Commission No: _____

* 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.