



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

22-D-00012; City of Tampa EPA Brownfield Grant 2021

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

The City of Tampa is seeking to procure Professional Engineering Services of a Qualified Environmental Professional (QEP) firm. The QEP will conduct all technical activities for this project and will ensure that all tasks are completed in accordance with the approved work plan. These activities will be put toward the completion of Phase I and Phase II Environmental Assessment Reports which will be used in the redevelopment of the targeted area.

The project will focus on the West River area within the City of Tampa. Deliverables such as Quarterly reports must be generated using a Federally Monitored database (ACRES). These reports must accurately reflect the locations, tasks and results in accordance to a cooperative agreement issued by the Environmental Protection Agency. A detailed Community Involvement Plan is required for this project.

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

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.

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: Urban Brownfield Engineering Experience, (30); Environmental Engineering – "Environmental Professional" Experience, (25); Government Project Admin. Exp., (10); Workload and availability (5); Past performance/Low amount of City work (5); Standard Form #330 (or #254)(5); 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., Thursday April 14, 2022**. As a courtesy, the City will endeavor provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.

BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN

July 15, 2021

Submitted by:

City of Tampa
Department of Solid Waste
and Environmental Program Management
4010 West Spruce Street, Tampa Florida 33607

To:

Nichole M. Rodgers, MS
Office: 404 562 8069
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Cooperative Agreement Number:
(will be provided by the U.S. Environmental Protection Agency)

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1.0 PROJECT OVERVIEW

The West River target area is home to a significant concentration of a vulnerable demographic, particularly low-income and minority groups who have been exposed to a revolving number of environmental injustices in the area's long history. The historical industry in the project area was chemical storage and cigar manufacturing, and the housing stock consists of aging, low quality construction. Low per capita income, high poverty rates, high unemployment, high crime rates, low educational attainment levels, lower median home values (compared to other City values) are strong indicators of this distress: 98% of households within the project census tract live in a rented property (ACS 2018) and 42% of housing in the project area is described as stressed compared to the US median of 28.1% (cdc.gov) with 60% of housing constructed before 1990 (ACS, 2018). With so many residents in the target areas living below the poverty line with depressed per capita incomes, community members are forced to live in areas where rents are cheaper and environmental conditions pose documented health concerns. This project will lead to the identification of threats and will allow for the City to create a plan for assessment and reuse/redevelopment, thus addressing environmental justice issues in the target area. The project will seek to mitigate environmental injustice beginning with the assessments of blighted properties all while retaining residents who have historically lived in the West River target area.

1.1 PROJECT DESCRIPTION

PLANS FOR REVITALIZATION

The City of Tampa, the Tampa Housing Authority, and a broad representation of residents, business owners, community leaders and governmental agencies have long dreamed of a renewed West Tampa, including quality, affordable workforce housing and new health services through a Community Based Healthcare Center, in addition to improved physical and visual access to the riverfront and enhanced outdoor open space and park amenities for seniors, families and children. The framework for such an undertaking was delineated through collaborative discussion, including community visioning with the Urban Land Institute and Enterprise Community Partners. Today, the *West River Plan* is a redevelopment plan, created through this collaborative process that outlines a hopeful and achievable future for the families, neighborhoods and local businesses that call West Tampa their home. The *West River Plan* establishes not only a vision for the future, but also a development implementation framework, for current and new residents of the target area who will want to be part of a diverse and vital community of new opportunity and enhanced quality of life.

Additionally, the redevelopment concepts will meet the *City of Tampa Planning Department Urban Design and Land Use Growth Goals* that encourage "higher density development with mixed-use corridor villages that protect neighborhoods and natural habitat, support transit and conserve energy." Given the age, condition, and potential for hazardous materials on the priority sites, these structures will not be suitable for reuse; however, the City does through its policy seek to conserve suitable historical or usable structures as often as possible and this will be considered in the reuse planning of the sites assessed under this grant. The assessment of brownfield properties will enable the City to implement this plan to facilitate the redevelopment of the proposed sites into affordable housing with onsite community health center and clinic.

West River is unique in Tampa given that it is a favorably located neighborhood whose developable land is almost entirely owned by four local governmental agencies (120 of 150 acres or 80%) who will work to revitalize and redevelop the neighborhood for the benefit of its residents. The *West River Plan* provides a new model for urban living on Tampa's riverfront without displacing current residents and reinforces the goal of equitable development. Utilizing the Department of Transportation's BUILD grant award to the City of Tampa, there will be vast improvements in the over 1.3 miles of riverfront which will benefit the community in multiple ways. By developing a network of open spaces, parks, trails, infrastructure, mixed-income residential units and commercial sites that will create jobs, the project connects and anchors this unique riverfront area.

PROJECT AREA DESCRIPTION

The City is seeking to expand its previous brownfields successes to redevelop the target area known as West River. Located immediately west of downtown Tampa, West Tampa was founded in 1892 as an independent city by Scottish immigrant Hugh MacFarlane who purchased 200 acres of land along the river to develop as factory sites for investing manufacturers. Within West Tampa, West River is the City's newest Community Redevelopment Area (CRA) and is the target area for this assessment project.

Site #1: Rome Avenue Assemblage (15.7 acres): Located in a Federally Qualified Opportunity Zone it includes 2103, 2603 and 2609 N. Rome Avenue the site includes 4.7 acres of dilapidated, concrete buildings long ago vacated. The site is unsecured and historically operated as part of a mobile home park and racetrack. A 10.67-acre parcel of the site was most recently home to the City of Tampa Wastewater Department Collection Division. The site is known to have had multiple underground fuel storage tanks, inhibiting its reuse due to petroleum contamination concerns. In addition, the buildings on the property were found to contain both Asbestos and Lead Based paint in concentration high enough to warrant full removal before any demolition or rehabilitation could take place according to a 2015 assessment. The site is used as a short cut (particularly by public school children) and potential exposure is a significant issue due to its proximity to many residences.

Site #2: North Boulevard Homes (44 acres): Located in an Opportunity Zone on Main Street opposite of Interstate 275, this is the area's first public housing development completed in phases between 1940 and 1960. Constructed as a multi-family, townhome-style public housing complex, the site is presently closed/vacant and undergoing phased demolition due to multiple deficiencies. Due to the building's age, concerns of hazardous substances, including asbestos and lead-based paint, have slowed the pace of demolition and redevelopment. In a site adjacent to this property was a former chemical company that stored high quantities of solvents and other hazardous substances, which may have impacted this site.

REUSE STRATEGY

The redevelopment of both sites will spur economic development within the Opportunity Zone and state designated Brownfields Area located in the target area and serve as a catalyst for other redevelopment. The proposed community health center and clinic onsite will bring healthcare jobs and services to the target community, which offers not only higher wages but jobs with a focused career path. The proposed redevelopment into affordable, energy-efficient housing will create temporary construction jobs and then will bring more residents to the area to patronize existing neighborhood business will spur more economic opportunities. The redevelopment of West River fosters sustainable

infill development and provides an alternative to the greenfield far outside the City core as the only affordable workforce housing option. Selected properties and proposed end-uses address the types of redevelopment most desired by the community's residents. The outcomes from these intended redevelopment projects include increased access for West Tampa residents to health care with a new, local medical facility and quality affordable housing built with energy efficiency in mind. These specific redevelopment plans will also benefit the local economy in terms of job creation and improvement to the local tax rolls. With added services and more affordable housing, residents will be spending their dollars on other items than basic needs. Once redevelopment ensues, neighborhood businesses are likely to return.

RESOURCES NEEDED

A 2013 US HUD Sustainable Communities Grant (\$100,000) was awarded to the city for the creation of the West River Plan, which as described above included an extensive community engagement process. The City has invested in acquisition in the project area but needs assessment dollars to move the priority sites towards the next stages of redevelopment. Once assessment is complete, the City and our partners will determine funding sources for cleanup and redevelopment, which will include private sector developers (RFP is underway), Opportunity Zone funds, CRA funds, and HUD affordable housing grants, as needed. Through the RFP process, the City of Tampa is expecting a minimum of more than \$100M in private developer funding for the project area, with interested developers already reaching out. The City has partners with a private healthcare system who is committed to a healthcare solution dedicated to the specific needs of the community and are committed to entering the target site once developed. The City has supported funding for the development of multiple Federally Qualified Health Centers for Tampa Family Centers through Health & Human Services Health Resource and Services Administration and will support future funding opportunities for this project.

EXISTING INFRASTRUCTURE

Wherever possible, this redevelopment will capitalize on an existing infrastructure. Water, sewer and streets are in place to accommodate redevelopment. The sustainable reuse of existing infrastructure reduces the consumption of raw materials for new development and maximizes previous community investment. The City has been investing in streetscape improvements in the target area in the past three years. As a part of this process, a segment of a bike trail was completed to support connectivity in the target area. The City has also created an urban design policy (Policy15.1.4) that all redevelopment projects in West Tampa (target area) and elsewhere are designed for improved pedestrian traffic and connect and support the existing city-wide transit system. It is mandatory for developers to follow these requirements for permitting

TARGET COMMUNITY

The West River target area is home to a significant concentration of sensitive populations, particularly low-income and minority groups who have suffered a number of environmental injustices in the area's long history. The historical industry in the project area was chemical storage and cigar manufacturing, and the housing stock consists of aging, low quality construction. The West River is an area in need of investment: **71.8%** of residents live in poverty compared to 14.6% in the US (American Community Survey (ACS), 2018) and 87.6% of area residents receive food stamps/SNAP benefits, which emphasizes the need in this community and the burden on government services (ACS, 2018). Unemployment prior to COVID-19 was 14.9% which was nearly 5 times that of the US overall. Additional evidence of area poverty is found at Stewart Middle School, located one block from site #1. 72% of students are eligible

for free or reduced lunch (www.nces.ed.gov). Poverty, blight and crime add to the cost of government services in the City.

Low per capita income, high poverty rates, high unemployment, high crime rates, low educational attainment levels, lower median home values (compared to other City values) are strong indicators of distress: 98% of households within the project are live in a rented property (ACS 2018) and 42% of housing in the project area is described as stressed compared to the US median of 28.1% (cdc.gov) with 60% of housing constructed before 1990 (ACS, 2018). With such a large number of residents in the target areas living below the poverty line with depressed per capita incomes, community members are forced to live in areas where rents are cheaper and environmental conditions pose documented health concerns. In the target area, the median monthly housing costs are \$805 compared to \$1,515 in the US, nearly half of average costs, which is why the poor live here.

Recently, The City of Tampa's budget has been severely impacted by COVID-19 due to revenue loss and increased expenditures to protect the public and maintain critical services. The fiscal year 2020 impact is more than \$50M, and the projected impact for fiscal year 2021 is more than \$72M. The City has been forced to make numerous budget reductions and focus on priorities, which in turn does not leave funding available to conduct the necessary brownfield assessments to move this essential project forward. Moreover, our target area is in the top range for the highest number of individual confirmed COVID-19 cases (as per University of South Florida COVID dashboard) and one of the hardest hit areas in the state requiring assistance through Paycheck Protection Program under the Small Business Administration. . In the target area, 69.4% of residents rely on public medical assistance, such as Medicaid, which indicates a high concentration of economically challenged patients (ACS, 2108). These factors indicate a great need for the proposed redevelopment concepts – safe, quality housing and access to care at a local facility. (Consider city budget book as attachment or for supporting documentation/data)

The vast majority of West River's population is comprised of vulnerable groups including minorities (97%), the impoverished (69.3%), women of child-bearing age (40%), children (32.7%) and percentage of adults aged 62+ (7.4%) (ACS, 2018). The main health and welfare threats in addition to environmental exposures to the West River Community are lack of access to health care, poor housing conditions, disproportionate covid-19 impacts, and a higher crime rate. With high crime, low incomes and blighted conditions, the West River target area is unattractive to providers and retailers of critical need here. Medical practices are resistant to locate in such areas; therefore, the target area is defined as a medically under-served community scoring a 51 out of 100 (100 indicates no need) on the Health Resources and Services Administration Index of Medical Underservice. Any entity scoring under 62 is considered in need (datawarehouse.hrsa.gov).

Potential contaminants at the priority sites include petroleum, lead, asbestos, and an array of hazardous substances, including solvents, and deteriorating housing materials that can include VOCs, introducing the potential for vapor intrusion into existing buildings. Potential exposure to asbestos, lead and arsenic in older homes is not uncommon: arsenic can cause cancer and heart disease and asbestos causes lung cancer. When surveyed, the three top concerns for patients at Tampa General are obesity, cancer, and access to healthcare. By assessing potential contaminants for the purpose of cleanup, project area residents will have reduced exposures. Reduced exposures and redevelopment of the neighborhood has the potential to increase active and passive recreational participation as those who live here feel encouraged to participate and thereby reducing obesity rates.

1.2 PROJECT TEAM STRUCTURE AND RESPONSIBILITIES

The proposed EPA Brownfield Assessment Grant will be managed by the Tampa Office of Environmental Coordination, which will oversee day-to-day operations of the brownfield assessment work. Mr. Daniel Fahey, Supervisor for the City of Tampa Environmental Coordination Division will serve as **Project Director** for the brownfield assessment project. Dan has coordinated the successful designation of 45 City of Tampa Brownfield Areas pursuant to the FDEP Brownfields program and has played a major role in the City's Brownfield Community Redevelopment Program, since it was initiated in June of 2000. **Financial Director:** Mr. Dennis Rogero is Chief Financial Officer, Revenue and Finance Department, City of Tampa. He will oversee staff that provides financial and administrative assistance for fiscal activities associated with this brownfields assessment grant to ensure compliance with EPA financial reporting requirements and other requirements of the terms/conditions of the brownfields assessment grants. **Technical Director/Co Technical-Director:** Josh Ellis currently working as an Engineer with the City of Tampa Department of Solid Waste and Environmental Program Management for over 20 years. He has worked on a variety environmental projects for the department include brownfield designations, various GIS projects and storage tank compliance. Victor Gresseau working as Environmental Specialist has spent the last 12 years working in the environmental field and is a recent addition to the department's staff.

ACQUIRING ADDITIONAL RESOURCES

The City will be responsible for the ensuring the procurement process meets all local, state and federal procurement requirements, including that of retaining a qualified environmental professional (QEP) to conduct all technical activities of the project. Any contracts approved under this grant will be fully consistent with federal procurement requirements. The City will issue an RFQ to procure Brownfields environmental services from a contractor (QEP) experienced in brownfields redevelopment projects. Contractor procurement will comply with state requirements and federal requirements (2 C.F.R. 200 and EPA's rule at 2 C.F.R. 1500). Furthermore, the acquisition of contractor to provide services within the City of Tampa is governed by Florida Statutes 287.055 also known as the Consultant's Competitive Negotiation Act, this will provide a selection process that is competitive, robust and unbiased.

The City's Project Director (PD) will oversee all project activities and ensure all tasks are completed in accordance with the work plan and the terms and conditions of the grant agreement. The PD will be responsible for supervising the Qualified Environmental Professional (QEP), which the City will hire through a competitive process in accordance with procurement rules in the CFR. The PD will hold monthly meetings with the Project Team to review tasks, assess progress, and address any issues. With the assistance of the QEP, the PD will complete all required EPA reporting requirements, including Quarterly Reports, annual Disadvantaged Business Enterprises (DBE) utilization reports, annual Federal Financial Reports (FFRs), and entering site-specific information into the ACRES database (at least quarterly). City staff will attend national/regional brownfield workshops to learn and share best practices, network with potential developers, and gather strategies for success. The City's staff will be provided as an in-kind, leveraged resource.

Both locations have already been designated Brownfield Areas by the City of Tampa. The assessment conducted as part of this grant will aid all involved parties to construct and initiate a comprehensive rehabilitation and development plan.

MEASURING ENVIRONMENTAL RESULTS

The Project Team will create a master schedule detailing tasks, budgets, timing, and outputs for all project activities. The City will hold regularly scheduled meetings with the Project Team, the EPA Project Officer and the other project participants to review the master schedule and track progress and take corrective actions, if needed, to ensure the project remains on budget and schedule. The City will submit quarterly reports and will enter information in ACRES database. At a minimum, outputs to be tracked include those listed in the above tables; and the outcomes to be tracked include community participation, acres assessed, acres ready for reuse, redevelopment dollars leveraged, and jobs created.

A Generic Quality Assurance Project Plans (QAPP) will be completed the first quarter. Site-specific Sampling and Analysis Plans (SAPs) and Health and Safety Plans (HASPs) will be drafted in the second quarter of the project for the priority sites, so Phase II ESAs are anticipated to begin in the second to third quarter. Quarterly, the project team will solicit input from the community and project partners and consider other priority sites. As funding allows, additional site assessments will be completed between the third and tenth quarters on sites within the target areas.

1.3 MEASURING ENVIRONMENTAL RESULTS: OUTPUTS/OUTCOMES

Outputs 12 Quarterly Reports, 3 DBE reports, 3 FFRs, 1 Final Summary Report

10 Phase I Reports, 1 Generic QAPP, 6 SAP/HASPs, 6 Phase II Reports, ACM and LBP Surveys 6 ABCAs

1 Community Involvement Plan, 5 Community Meetings, 10 Media Updates (pre and post meeting)

Outcomes

The City of Tampa and a broad representation of residents, business owners, community leaders have long dreamed of a renewed West Tampa. The West River Plan is a redevelopment plan, created through a collaborative process that outlines a hopeful and achievable future for the families, neighborhoods and local businesses that call West Tampa their home. The plan establishes not only a vision for the future, but also a development implementation framework, for current and new residents of the target area who will want to be part of a diverse and vital community of new opportunity and enhanced quality of life. Additionally, the redevelopment concepts will meet the *City of Tampa Planning Department Urban Design and Land Use Growth Goals* that encourage “higher density development with mixed-use corridor villages that protect neighborhoods and natural habitat, support transit and conserve energy.”

The assessment of brownfield properties will enable the City to implement this plan to facilitate the redevelopment of the proposed sites into affordable housing with onsite community health center and clinic. The redevelopment of both sites will spur economic development within the Opportunity Zone and state designated Brownfields Area located in the target area and serve as a catalyst for other redevelopment. The proposed community health center and clinic onsite will bring healthcare jobs and services to the target community, which offers higher wages and jobs with a focused career path. The proposed redevelopment into affordable, energy-efficient housing will create temporary construction jobs and then will bring more residents to the area to patronize existing neighborhood business will spur more economic opportunities. The redevelopment of West River fosters sustainable infill development and provides an alternative to the greenfields far outside the City core as the only affordable workforce

housing option. The outcomes from these intended redevelopment projects include increased access for West Tampa residents to health care with a new, local medical facility and quality affordable housing built with energy efficiency in mind. These specific redevelopment plans will also benefit the local economy in terms of job creation which will impact the local tax rolls.

1.4 BUDGET - See Attachment 1

1.5 PRE-AWARD COSTS

The City of Tampa does not foresee accruing any Pre- Award Costs associated with this project as it is currently proposed.

2.0 PROJECT TASK DESCRIPTIONS

TASK 1 PROJECT MANAGEMENT AND REPORTING

- A. Quarterly Reporting:** The City of Tampa will submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period, except for the last quarter of the grant project period when a final performance report must be. This will be done in accordance with EPA regulations 2 CFR Parts 200 and 1500

These reports will cover work status, work progress, difficulties encountered, financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel. Quarterly Reports will be submitted either by using the Quarterly Reporting function in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) or by emailing a progress report to the Project Officer.

B. Annual Reporting:

1. **Disadvantaged Business Enterprise Reporting:** Minority Business Enterprise/Women- owned Business Enterprise (“MBE/WBE” or “DBE”) reporting is required for the City of Tampa whose total budget funds for procurement, equipment, services, and supplies exceed \$150,000. This reporting will be completed annually using EPA Form 5700-52A. These forms will be sent electronically to the EPA Project Officer and your Grant Specialist from the Grants Management Office (GMO). The City of Tampa will utilize the services of DBEs, where possible. The City of Tampa will submit the form by October 30 of each project year.
2. **Federal Financial Reports (FFRs):** EPA Standard Form 425 will be submitted annually to EPA by December 31 of each project year and at the close of the grant. An electronic copy will be sent to the EPA Project Officer and to the EPA Finance Center via email at RTPFC-Grants@epa.gov.
3. **Projections:** With the April 30 quarterly report of each project year, the City of Tampa will identify the specific sites where Phase I and Phase II ESAs are expected to be completed in the upcoming year. The City of Tampa will use of the annual projection reporting format is provided in Table 1 below as an example.

T1: Example Format for Annual Assessment Projections Due April 30			
Site Name	Site Address	Phase I/II ESA to be Completed	Projected Timeframe for Phase I/II Completion
<i>(ex. Maryann's Gas Station)</i>	<i>(ex. 123 Jane Doe St)</i>	<i>(ex. Phase II)</i>	<i>(ex. August 2019)</i>

C. Final Performance Reporting: The City of Tampa will submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final technical report and at least one reproducible copy suitable for printing in accordance with EPA regulations 2 CFR Parts 200 and 1500. This report will summarize the accomplishments (outcomes, outputs, and other leveraged resources) during the entire grant project period, including the last quarter. The Final Performance Report will include the following information when applicable:

- A table listing all the sites assessed during the grant, the deliverables associated with each site, activities conducted at the site, and the funds expended at each site;
- A list of any other deliverables;
- Site photographs; and
- Lessons learned.

D. ACRES: Property specific information, including the property address and Phase I and II ESA completions, will be entered electronically in EPA's Assessment Cleanup Redevelopment Exchange System (ACRES) database at: <https://cfext.epa.gov/acres/index.cfm>. The information in the quarterly report should correlate with the information in ACRES. ACRES must be updated for each property when the following occur:

- Completion of Phase I
- Completion of Phase II
- Completion of the Project Period
- As significant events occur (i.e. leveraged dollars or jobs) at the site, but not later than the end of the quarter in which the event occurred

E. Contractor Procurement: The City of Tampa will ensure that all procurement is in accordance with 2 CFR Parts 200 and 1500, ensuring that contractors comply with the terms of their agreements with the City of Tampa, and that agreements between the City of Tampa and contractors comply with the terms and conditions of the cooperative agreement. Procurement is an activity that is eligible as a pre-award activity. The City of Tampa's contractor procurement language will include a provision to track costs site-specifically, such as for site-specific QAPPs and ESAs, and include an overall programmatic task to include costs that would be shared across all sites, such as generic QAPPs.

F. Reimbursement Request: EPA's preferred method of payment for the City of Tampa is the Automated Standard Application for Payments (ASAP) through the U.S. Department of Treasury. The ASAP payment process is designed to provide federal funds to a recipient organization within 48 hours.

B. Site Characterization – Phase I ESA: The City of Tampa will ensure that all Phase I site characterizations and assessments conducted with the grant funding be performed in accordance with EPA's standard for all appropriate inquiries. The City of Tampa will utilize the practices in ASTM standard E1527-13 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process," or EPA's All Appropriate Inquiries Final Rule. The City of Tampa will complete and sign the "All Appropriate Inquiries Rule: Reporting Requirements Checklist for Assessment Grant Recipients", (Publication Number: EPA 560-R-11-030), for each Phase I ESA conducted with Brownfields grant funds can be found at: <https://www.epa.gov/brownfields/brownfields-all-appropriate-inquiries-rule-reporting-requirements-checklist-assessment>.

Site Eligibility: Prior to spending funds for Phase II ESAs, the City of Tampa will submit a completed EPA Region 4 Site Eligibility Determination Outline to the EPA Project Officer and **receive EPA approval**. The EPA must approve the site as eligible for funding before Phase II work will begin. If the City of Tampa does not own the site, the City of Tampa will obtain site access agreements prior to expending any funds on a brownfields site.

Site Characterization – Phase II ESA: Once EPA has determined the site to be eligible, Phase II ESA activities can begin. Phase II ESA will be performed contingent on the finding of the Phase I ESA and will include a subsurface investigation to determine the vertical and lateral extent of contamination. Field screening of contaminants will be allowed to determine which samples will be sent for laboratory analyses. Laboratory analyses will be consistent with current EPA parameters for identifying contamination.

D. Federal Cross-Cutting Requirements: The City of Tampa will comply with Federal cross-cutting requirements which include but are not limited to OSHA Worker Health & Safety Standard 29 CFR 1910.120; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333) the Anti-Kickback Act (40 USC § 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

E. Quality Assurance Project Plans (QAPPs): When environmental samples are collected as part of any brownfields cooperative agreement, the City of Tampa selected qualified environmental professional will have in place a State-approved QAPP prior to sample collection. The QAPPs will be consistent with the EPA Region 4 QAPP Toolbox.

F. Health & Safety Plans: The Selected Qualified Environmental Professional must also prepare and follow an OSHA-compliant Health and Safety Plan (HASP). These plans will also be submitted to the EPA and will be provided to State for the Brownfields project file.

Task 3 will be primarily conducted by: *Selected Qualified Environmental Professional*

Budget Table for Work Plan Tasks

Budget Categories				
(Programmatic costs only)	Task 1 Project Management and Reporting	Task 2 Community Involvement/Engagement	Task 3 Brownfields Site Identification and Assessments	Total
Personnel				
Fringe Benefits				
Travel ¹	\$7,000			\$7,000
Equipment ²				
Supplies		\$1,500		\$1,500
Contractual ³	\$18,000	\$18,500	\$255,000	\$291,500
Other – specify				
Total	\$25,000	\$20,000	\$255,000	\$300,000

Task 1 – Project Management: *Travel Costs:* \$2,000 for 2 staff members to attend 2 regional workshops (2x2x\$500/person includes registration, mileage, hotel, per diem), \$5,000 for 2 staff to attend one national EPA Brownfields conference (2x\$2,500/person, includes registration, mileage, hotel, per diem) = **\$7,000**. *Contractual Costs:* 36 project team meetings (36x\$250 per meeting); 12 Quarterly Reports (12 x \$300); 3 annual reports (3 x \$100); 1 final report (\$2,100); quarterly ACRES updates (12 x \$250) = **\$18,000**

Task 2 – Site Assessments and Cleanup Planning: *Contractual Costs:* 10 Phase I ESAs \$35,000 (10x\$3,500); 1 Generic QAPP (1x\$5,000); 6 SAPs, HASPs, & Phase II ESAs \$153,000 (\$25,500 at an average cost – although based on complexity these projects can range from \$10,000 to \$50,000); 3 ACM Surveys (\$10,000); LBP Surveys (\$8,000); 6 ABCAs \$24,000 (6x\$4,000) = **\$255,000**

Task 3 – Community Outreach: *Supplies:* Materials (maps, posters, flyers, etc.) for meetings (5x\$300) = **\$1,500**. *Contractual Costs:* Community Involvement Plan (\$5,500); Five outreach meetings (5x\$1,600); Ten articles/media updates (10 x \$500 per) = **\$18,500**¹

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.

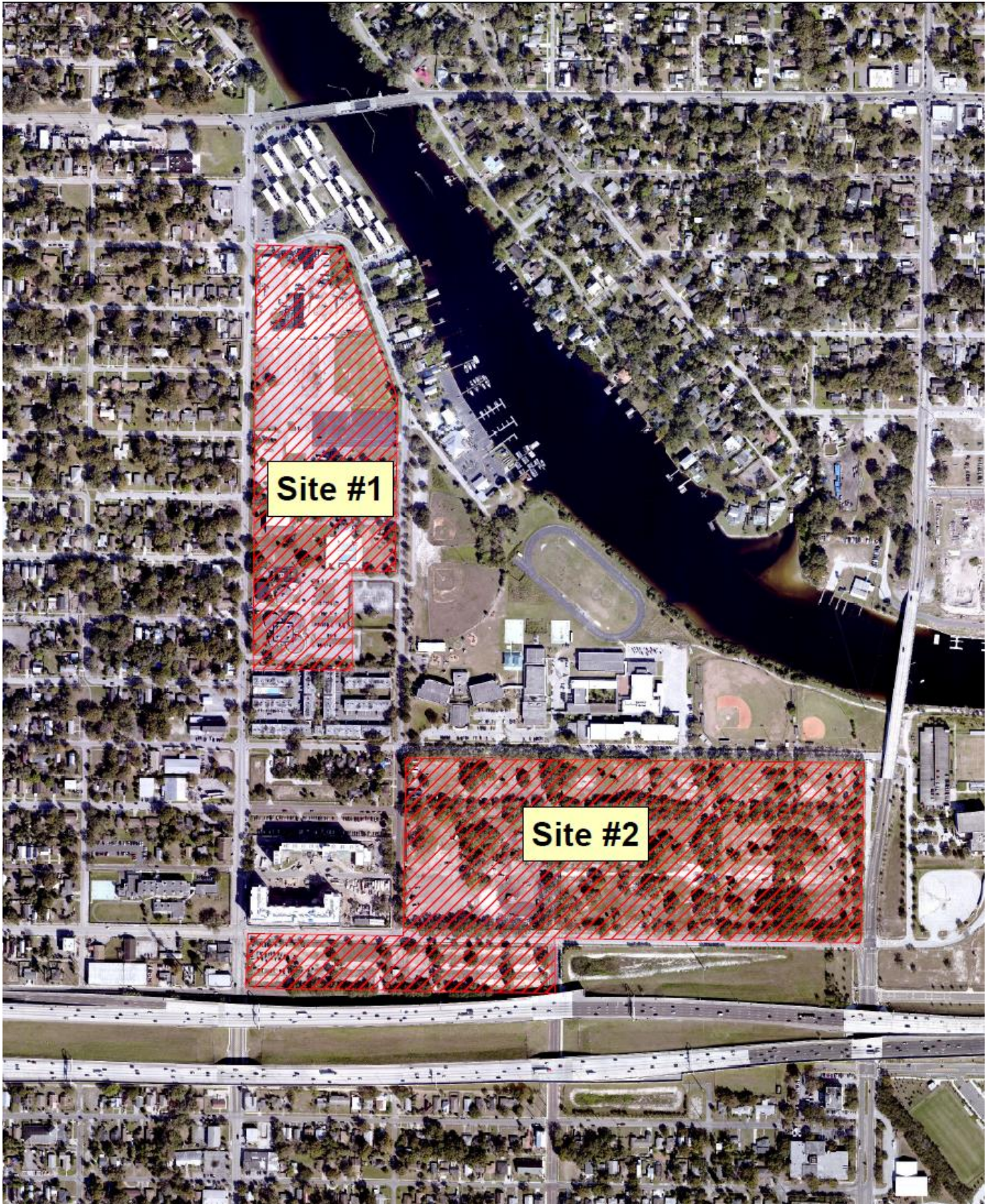
² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.

³ The CAR must comply with the procurement procedures contained in 2 CFR 200 and/or 1500.

Attachment 2
Tampa EPA Brownfield Grant
West River



06/15/21



Points Pursuant to Designated Industry Category: _____ (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.



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

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

TRANSMITTAL DATE:

RFQ NO. & TITLE: 22-D-00012; City of Tampa EPA Brownfield Grant 2021
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.



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-D-00012; City of Tampa EPA Brownfield Grant 2021
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.