



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

22-C-00035; Rey Park Improvements 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 seeks Professional Design-Build services to design and construct extensive improvements to Rey Park. Improvements may include but may not be limited to: accessible routes; new play equipment with shade structures; new or renovated shelter; court resurfacing; site furniture; decorative fencing and column; site lighting; planting and irrigation, renovations to the community center which may include extensive interior renovation and reorganization; electrical, lighting, and life safety improvements; HVAC and plumbing renovation or replacements; new finishes and furnishing; entry and façade improvements; new doors; window modifications.

The construction phase will be performed under a Guaranteed Maximum Price agreement with an associated Public Construction Bond.

Current Estimate \$2,000,000.

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

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

A pre-submission conference/site visit will be conducted at 10 AM Thursday August 11, 2022, Rey Park Recreational Center located at 2301 North Howard Avenue, Tampa, Florida 33607. Attendance is not required.

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

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: Successful Comparable Project Experience, (30 pts); Urban Park Design-Build Experience (25 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts)(Submit any confidential financial info in a separate PDF.); Workforce Development Plan (10); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., August 25, 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-00035 DESIGN-BUILD SERVICES
FOR
REY PARK IMPROVEMENTS**

DESIGN CRITERIA PACKAGE

PREPARED BY:

TONY MONK, RLA
PARKS AND RECREATION DEPARTMENT

ANDY BROWN
JEFFREY L. WILSON, AIA NCARB
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA
JULY 11, 2022

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 1 of 11

DESIGN CRITERIA PACKAGE:

The following Design Criteria Package was prepared by the City of Tampa, Florida (“City”) for a Request for Qualifications (RFQ 22-C-00035) for Design-Build Service for Rey Park Improvements located at 2301 North Howard Avenue, Tampa, Florida 33607. The Design-Build (DB) Team shall provide the following services and deliverables including, but not be limited to:

- Comprehensive Project Scheduling and Project Management.
- Comprehensive Architecture and Interior Design Services.
- Comprehensive Landscape Architectural Services.
- Comprehensive Engineering Services, as needed, including, but not limited to, Civil, Electrical and Structural.
- Comprehensive Job Site Control and Erosion Control Systems.
- Environmental Graphic Design Services including Park Identification and Signage.
- Protection of Existing Mural During Construction per item 2.06k.
- Comprehensive Utility Location Services.
- Survey Services including, but not limited to, Boundary, Topographic, Trees, Layout, As-Built, and Final Layout.
- Comprehensive Demolition, Construction, Grading, Fabrication, and Construction Administration 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 all Required Site, Building, and Regulatory Permitting.
- Compliance with American with Disabilities Act (ADA) and Florida Building Code | Accessibility
- As-Built and Final Documents in Latest AutoCAD Release.
- Complete Closeout Documents Technical Specifications, Shop Drawings, and Exhibits in PDF Format.
- Comprehensive Cost Estimating Services and Guaranteed Maximum Price (GMP) Proposal.

SECTION 1: DESIGN CRITERIA IN GENERAL

1.01 PURPOSE

This document provides criteria for the design and construction of improvements at Rey Park including renovations of the existing community center. Improvements will be prioritized through a collaborative programming and design process culminating in a GMP Proposal.

Possible improvements to the site and building façade are illustrated on the Rey Park Conceptual Site Plan (Exhibit A) including, but not limited to, accessible routes; new play equipment with shade structures; new or renovated shelter; court resurfacing; site furniture; decorative fencing and columns; windows and doors; site lighting; planting and irrigation.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 2 of 11

The conceptual plan does not include all desired renovations to the community center which shall include extensive interior renovation and reorganization; electrical, lighting, and life safety improvements; HVAC and plumbing renovation or replacements; new finishes and furnishing; entry and façade improvements.

1.02 SITE

Rey Park is a City of Tampa Park located in the West Tampa neighborhood at 2301 North Howard Avenue. The park is operated by the Parks & Recreation Department (P&R) of the City of Tampa and is approximately 1.25 acres including a one-story community center (+/-4,000 SF). The park currently provides several active and passive recreation opportunities including programmed after school and summer activities at the community center.

1.03 INTENT

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

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, Architects, Interior Designers, Landscape Architects, Engineers, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work and GMP Proposal.

1.05 DESIGN-BUILD TEAM REQUIREMENT

The Design-Build (DB) Team to be utilized for this project shall have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives. The DB team shall be responsible for every phase of work and every task and activity including, but not limited to, project management, design, engineering, construction, fabrication, and construction administration, required to execute the scope of work complete in its entirety. The Design-Build team shall also be required to conduct all testing, obtain all approvals, and provide systems training for total occupancy in accordance with the budget and schedule as deemed by the City of Tampa.

1.06 SCHEDULING AND PROJECT COORDINATION

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

The DB Team shall develop a Design and Construction Phasing Plan and Schedule to complete the project as soon as possible and within the specified Construction Duration. The Phasing Plan and Schedule shall be developed in collaboration with P&R to minimize disturbance of programmed

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 3 of 11

activities (after school, camps, etc.) and public use of the park. It is anticipated that the community center will be closed for the duration of building renovations. It is anticipated that the park site can remain open (entirely or partially) during various construction phases.

The DB Team shall submit a recommended design development schedule and package content for each stage of review (e.g., 30%/60%/90%/100% Construction Documents (CD). The schedule shall accommodate reviews by P&R. The recommended schedule and content shall be submitted prior to 30% CDs and pricing.

1.07 EXHIBITS

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

1.08 SURVEY AND VERIFICATION OF SITE CONDITIONS

Design-Build services shall include boundary and physical surveys including, but not limit to, topography, trees, utilities, buildings, pavement, and all existing facilities necessary for cost estimating, design, and construction of the proposed improvements. Design-Build services shall also include surveying for layout and As-Built Plans. Design-Build services shall also include measurements of the existing building (interior and exterior) and verification of all existing conditions necessary for the successful completion of the project.

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

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

1.10 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

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

1.11 COMPLIANCE WITH CITY OF TAMPA ORDINANCES

All respondents to this RFQ shall comply with all municipal ordinances, including but not limited to those regarding 1) Workforce Development, 2) Apprenticeship Training, 3) Equal Business Opportunity (EBO) Program, and 4) Providing of required Utilities as outlined in the City of Tampa Ordinances and Forms of Agreements.

All respondents to this RFQ shall be aware of the City of Tampa's desire to foster ongoing or developing programs such as apprenticeship, mentoring, and on-the-job training. Emphasis towards fostering a strong and talented local workforce, promoting an increase in school

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 4 of 11

attendance and graduation rates, defining pathways through higher education, technical certification programs and career readiness are a City objective. Additionally, the championing of local business, removing barriers to access, and promoting diversity, and inclusion, in addition to that mentioned, are important criteria in the selection process(es).

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

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

1.13 COMMUNICATION AND SHARING OF INFORMATION

All respondents to this RFQ shall be obliged to communicate and share information and materials regarding this project in a transparent, efficient, and professional manner.

1.14 CONSTRUCTION AND ENERGY SAVINGS

All new construction for this project shall make the best use of all applicable and sustainable materials and methodologies to reduce operating costs.

1.15 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 for P&R.

1.16 ENVIRONMENTAL CRITERIA

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

Additionally, dust, debris, and sediment pollution shall be controlled throughout the construction phase.

1.17 REY PARK SITE VISIT

All respondents to this RFQ are invited to attend non-mandatory site visit to Rey Park, on Thursday, August 11, 2022, beginning at 10:00 am. All respondents planning to attend this site visit shall meet at the entry to the Rey Park Recreational Center located at 2301 North Howard Avenue, Tampa, Florida 33607.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 5 of 11

SECTION 2: BASIS OF DESIGN

2.01 RFQ RESPONSE

- 2.01a The DB Team shall demonstrate experience and the ability to develop a GMP to include this and all attachments and associated exhibits (refer to Exhibits). Design and Construction scopes shall include, but not be limited to, preliminary pricing at 30%, 60%, 90%, and 100% design documents, Equal Business Opportunity (EBO) Program and Utility submission at 60%, and any other qualifications addressing GMP total scope.
- 2.01b The DB Team shall demonstrate experience and the ability to coordinate this project proposal in response to P&R scheduling criteria, coordinate long lead-times, maximize downtime efficiencies, minimize potential delays, and generally phase work under a single GMP Proposal.
- 2.01c The DB Team shall demonstrate previous successful experience designing and constructing comparable projects including, but not limited to, public parks, community centers, recreation facilities, playgrounds, and similar facilities.
- 2.01d The DB Team shall demonstrate previous work in neighborhood context and with materials appropriate to the West Tampa community.

2.02 Budget for Initial Design and Pre-Construction Services: \$200,000

2.03 Budget for Construction: \$1,800,000

**2.04 Total Budget for Initial Design, Pre-Construction Services, and Construction:
\$2,000,000**

The budget to execute this project shall be determined as part of the design and pre-construction efforts with the possibility of additional or future work becoming a subsequent and separate RFQ and project.

2.04 Start Date for Construction: To be Determined

2.05 Project Construction Duration: 1 year

2.06 DESIGN CRITERIA | GENERAL

- 2.06a The approved final design shall meet the needs of the park users and the larger community as determined in collaboration with P&R and the West Tampa Community Redevelopment Area (CRA) and the CRA's Citizen Advisory Committee (CAC).
- 2.06b The DB Team shall attend a minimum of three (3) CAC meetings during the design phase to present current plans and cost estimates. The first meeting will be held prior to design development to receive background from the CAC. Meeting dates will be determined by P&R and the CAC as appropriate based on design development.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 6 of 11

- 2.06c The approved final design shall consider the existing site conditions, surrounding context, and the needs of the community. The design team shall incorporate principles of Crime Prevention Through Environmental Design (CPTED).
- 2.06d The DB Team shall have a thorough understanding of ADA and Florida Building Code regulations regarding accessibility, public safety, and all related requirements to design, permit, and construct this project accordingly in its entirety as deemed by P&R.
- 2.06e Design-Build services shall include, but not be limited to, providing a survey and verification of all existing conditions including, but not limited to, existing features, boundaries, topography, trees, and utilities as necessary to design, permit, and construct this project in its entirety as deemed by P&R.
- 2.06f Design-Build services shall include, but not limited to, environmental compliance, tree protection, utility coordination, and regulatory permitting as necessary to design, permit, and construct this project in its entirety as deemed by P&R.
- 2.06g Design-Build services shall include cost estimating as necessary to inform the design process, facilitate programming, prioritize decisions, and develop the GMP Proposal.
- 2.06h The approved final design shall be complete in all respects as deemed by P&R, CRA, and CAC and shall include all elements necessary to complete the project in its entirety.
- 2.06i The DB Team shall consider in its final design existing and potential programming such as after school, summer camp, and special programs through collaboration with P&R staff.
- 2.06j The DB Team shall consider in its final design the routine maintenance by the P&R Department and any additional maintenance to be provided by the CRA and CAC.
- 2.06k The DB Team shall provide protection of the existing mural on the south and west exterior walls of the community center throughout construction. No screen or temporary work shall be attached or affixed to the wall/mural.
- 2.06l The DB Team shall develop and promote a high functioning, collaborative relationship within itself, P&R, CRA, and CAC to achieve design excellence within the established budget and approved schedule. The DB Team shall demonstrate exemplary service to P&R and the stakeholders of the City of Tampa, including but not limit to, project management, design, development, construction, fabrication, and construction administration services.
- 2.06m The DB Team shall provide transparent pricing that takes advantage of the efficiency of Design-Build, by creating efficiencies through the standardization of design elements and fast tracking of design, construction, and fabrication to maximize the City of Tampa's budget. The DB Team shall make all attempts to minimize the schedule and utilize materials and equipment that are easily procured and maintained from reliable suppliers with exceptional warranty services.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 7 of 11

2.06n The DB Team shall create a final design that enhances the safety of the project in both construction and in the operation of the facility. The Design-Build Team's design and construction process(es) shall reduce re-work and interference with operations, with a goal of no recordable incidents.

2.07 DESIGN CRITERIA | REQUIRED IMPROVEMENTS

2.07a The DB Team shall provide products, materials, and finishes that are durable, commercial grade, and appropriate for public facilities with heavy use. Specific furnishings and finishes, or a basis of design product, shall be included in the GMP documents.

2.07b The DB Team shall provide comprehensive interior, exterior, and structural renovations to the existing community center as determined through a collaborative programming effort and represented in the approved final design and GMP. Improvements shall include, but are not limited to, improved entry experience; spatial organization to accommodate desired program; bathroom renovations with possible exterior access; modification or replacement of windows and doors; improved lighting and electrical; new finishes, furnishings, and fixtures.

2.07c The DB Team shall provide a comprehensive design for site improvements as determined during the collaborative programming phase. Some site improvements may be excluded from the GMP Proposal and construction phase per Item 2.04; however, these improvements shall be considered in the design phase so they can be implemented as future projects if necessary.

2.7d The DB Team shall provide site improvements per the approved GMP Proposal including, but not limited to, grading and preparation of areas that will receive future improvements/facilities.

2.07e The DB Team shall provide positive drainage throughout the park with no standing water, saturated soil, etc.

2.07f The DB Team shall provide reinforced concrete walkways throughout the park to provide access to new and existing facilities; walkways shall be a minimum of 6" thick, 5' wide.

2.07g The DB Team shall provide basketball court improvements including, but not limited to, resurfacing, repair, and new hardware (poles, backboards, rims, etc.).

2.07h The BD Team shall provide a comprehensive irrigation and site lighting control system compatible with the city-wide system per P&R technical specifications which will be provided during the design phase.

2.07i The DB Team shall study various site lighting options including, but not limited to, installation and operating costs. The DB Team shall provide site lighting per the approved final design and GMP.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00035)

Rey Park Improvements Design-Build

July 11, 2022

Page 8 of 11

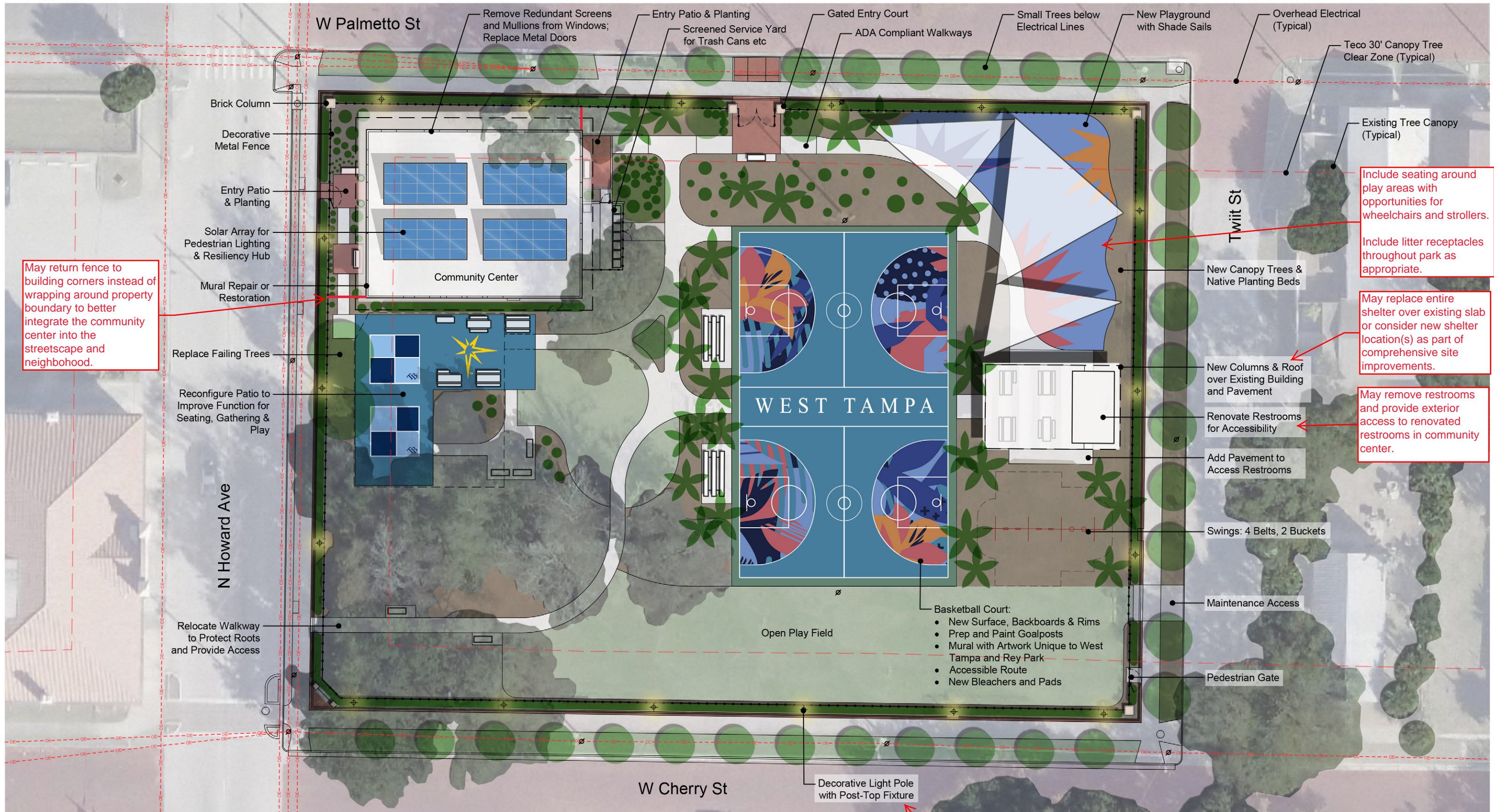
- 2.07j The DB Team shall provide an irrigation system for establishment of trees and establishment and maintenance of other plant material per the approved final design and GMP. P&R technical specifications will be provided during the design phase.
- 2.07k The DB Team shall provide trees and other plant material per the approved final design and GMP. The quality of plant material and appurtenant work shall be per P&R technical specifications which will be provided during the design phase.
- 2.07l The DB Team shall provide an enclosure for several solid waste carts or another waste management strategy appropriate for the community center program and neighborhood context.

2.08 DESIGN CRITERIA | OWNER PROVIDED MATERIALS

- 2.08a P&R will provide to the selected Design-Build Team a copy of its Conceptual Plan for Rey Park Improvement (refer to Exhibits).
- 2.08b P&R will provide to the selected Design-Build Team a copy of its Existing Conditions Site Plan for Rey Park (refer to Exhibits).
- 2.08c All items and/or materials required to design and execute the final and approved design for this project, and not indicated herein as provided by the City of Tampa, shall be provided without additional cost by the DB Team.

SECTION 3: EXHIBITS

- 3.01 The following exhibits are to be made part of this RFQ and include the following:
 - 3.01a EXHIBIT A – Rey Park Conceptual Site Plan. Refer to Page 9 of 11
 - 3.01b EXHIBIT B – Rey Park Existing Conditions Site Plan. Refer to Page 10 of 11.
 - 3.01c EXHIBIT C – Rey Park Informational Floor Plan A2.1G. Refer to Page 11 of 11.



May return fence to building corners instead of wrapping around property boundary to better integrate the community center into the streetscape and neighborhood.

Include seating around play areas with opportunities for wheelchairs and strollers.

Include litter receptacles throughout park as appropriate.

May replace entire shelter over existing slab or consider new shelter location(s) as part of comprehensive site improvements.

May remove restrooms and provide exterior access to renovated restrooms in community center.

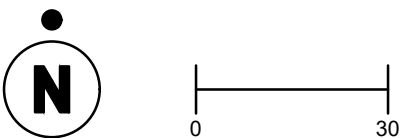
May also include post top lighting throughout park for security; park is typically closed at night so this is an ongoing discussion.

May also improve court lighting depending on GMP.



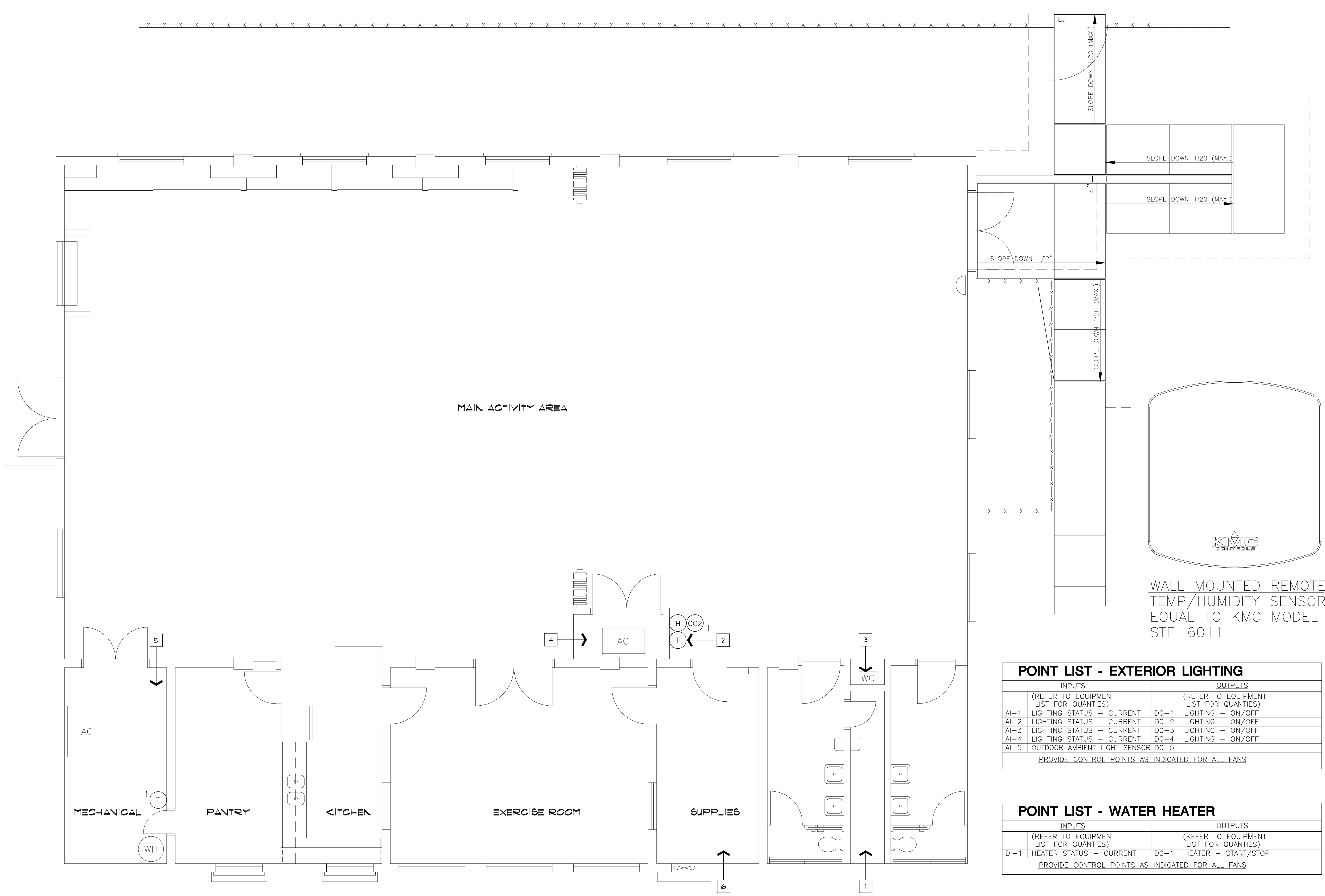
Exhibit A

**Rey Park
Conceptual Site Plan**





PALMETTO ST.



INFORMATIONAL FLOOR PLAN
SCALE 1/4" = 1'-0"

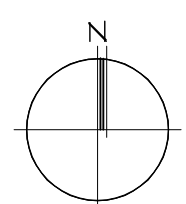


Exhibit C

GENERAL NOTES

KEY NOTES

- 1 EXHAUST FAN CONTROL PANEL
- 2 REMOTE TEMPERATURE, HUMIDITY, CO2 SENSOR
- 3 WATER COOLER TO BE CONTROLLED BY BMS PROVIDED COOLER IS CONTROLLED FROM A DEDICATED POWER CIRCUIT
- 4 FOLLOWING ITEMS ARE INCLUDED IN NOTE #4 :
 - 1. AHU CONTROL PANEL
 - 2. WALL-MOUNTED CMU TEMPERATURE SENSOR WITH SETPOINT ADJUSTMENT AND PUSHBUTTON OVERRIDE
- 5 FOLLOWING ITEMS ARE INCLUDED IN NOTE #5 :
 - 1. WEBLITE CONTROL PANEL
 - 2. AHU CONTROL PANEL
 - 3. WALL-MOUNTED CMU TEMPERATURE SENSOR WITH SETPOINT ADJUSTMENT AND PUSHBUTTON OVERRIDE
 - 4. WATER HEATER CONTROL PANEL
- 6 EXTERIOR LIGHTING CONTROL PANEL WITH EXTERIOR AMBIENT LIGHT SENSOR

WALL MOUNTED REMOTE TEMP/HUMIDITY SENSOR EQUAL TO KMC MODEL STE-6011

POINT LIST - EXTERIOR LIGHTING

INPUTS (REFER TO EQUIPMENT LIST FOR QUANTITIES)		OUTPUTS (REFER TO EQUIPMENT LIST FOR QUANTITIES)	
AI-1	LIGHTING STATUS - CURRENT	DO-1	LIGHTING - ON/OFF
AI-2	LIGHTING STATUS - CURRENT	DO-2	LIGHTING - ON/OFF
AI-3	LIGHTING STATUS - CURRENT	DO-3	LIGHTING - ON/OFF
AI-4	LIGHTING STATUS - CURRENT	DO-4	LIGHTING - ON/OFF
AI-5	OUTDOOR AMBIENT LIGHT SENSOR	DO-5	---

PROVIDE CONTROL POINTS AS INDICATED FOR ALL FANS

POINT LIST - WATER HEATER

INPUTS (REFER TO EQUIPMENT LIST FOR QUANTITIES)		OUTPUTS (REFER TO EQUIPMENT LIST FOR QUANTITIES)	
DI-1	HEATER STATUS - CURRENT	DO-1	HEATER - START/STOP

PROVIDE CONTROL POINTS AS INDICATED FOR ALL FANS

POINT LIST - WATER COOLER

INPUTS (REFER TO EQUIPMENT LIST FOR QUANTITIES)		OUTPUTS (REFER TO EQUIPMENT LIST FOR QUANTITIES)	
DI-1	COOLER STATUS - CURRENT	DO-1	COOLER - START/STOP

PROVIDE CONTROL POINTS AS INDICATED FOR ALL FANS



CITY OF TAMPA
CONTRACT ADMINISTRATION
DEPARTMENT
PLANNING AND DESIGN DIVISION
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Kevin L. Henika, AIA
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Project Architect
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Drafting Technician
Jerry P. Sanders
Drafting Technician
Byron K. Thomas, LEED AP
Drafting Technician

MEP CONSULTANT

STRUCTURAL CONSULTANT

CIVIL CONSULTANT

LANDSCAPE CONSULTANT

REY PARK COMMUNITY CENTER

2301 N. HOWARD AVENUE
TAMPA, FLORIDA

DPW FILE NUMBER

DPW NUMBER
PW8001-001

ISSUE DATE
MARCH 2010

DRAWN BY
KINSEY TILLMAN

REVISIONS

- △
- △
- △

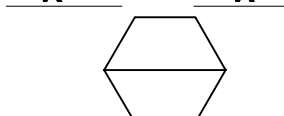
SEAL

SCALE: 1/4" = 1'-0"

SHEET NUMBER

A-2.1G

X OF X





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 Non-Responsive
(Do Not Modify This Form)

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

Signed: _____ Name/Title: _____ Date: _____
Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive
Forms must be included with Bid / Proposal



Page 2 of 4 – DMI Solicited/Utilized

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 - Office of Equal Business Opportunity at (813) 274-5522.



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

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

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

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

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

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

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

No Firms are listed to be utilized because: _____

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

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

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

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

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

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

Signed: _____ Name/Title: _____ Date: _____

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



Page 4 of 4 DMI – Solicited/Utilized

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

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

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

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

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

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

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity 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:

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 (wet): _____
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 by means of physical presence or online notarization, this ____ day of _____, 20____ by _____ of _____ 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.