

RESOLUTION NO. 2023 - 77

A RESOLUTION APPROVING AN AGREEMENT FOR DESIGN-BUILD INITIAL SERVICES IN THE AMOUNT OF \$266,862.50 BETWEEN THE CITY OF TAMPA AND COLLAGE DESIGN AND CONSTRUCTION GROUP, INC. DBA THE COLLAGE COMPANIES, IN CONNECTION WITH CONTRACT 22-C-00038, DOWNTOWN TAMPA UNION STATION RENOVATIONS DESIGN-BUILD; AUTHORIZING THE MAYOR OF THE CITY OF TAMPA TO EXECUTE SAME; PROVIDING AN EFFECTIVE DATE.

WHEREAS, via the competitive selection process in accordance with Florida Statutes Section 287.055, Consultants' Competitive Negotiation Act and consistent with Federal procurement policies, as applicable, the City of Tampa ("City") selected Collage and Design Construction Group, Inc. dba The Collage Companies ("Firm") to provide professional services in connection with Contract 22-C-00038; Downtown Tampa Union Station Renovations Design-Build, ("Project") as detailed in the Agreement for Design-Build Initial Services ("Agreement"); and

WHEREAS, the City desires to enter into an agreement with the Firm to provide certain professional services; and

WHEREAS, it is in the best interest of the City of Tampa to enter into this Agreement.

**NOW, THEREFORE,
BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF TAMPA, FLORIDA:**

Section 1. That the Agreement between the City of Tampa and Collage and Design Construction Group, Inc. dba The Collage Companies, in connection with Contract 22-C-00038; Downtown Tampa Union Station Renovations Design- Build as detailed in said Agreement, a copy of which is attached hereto and made part hereof, is authorized and approved in its entirety or in substantially similar form.

Section 2. That the Mayor of the City of Tampa is authorized and empowered to execute, and the City Clerk to attest and affix the official seal of the City of Tampa to, said Agreement on behalf of the City of Tampa.

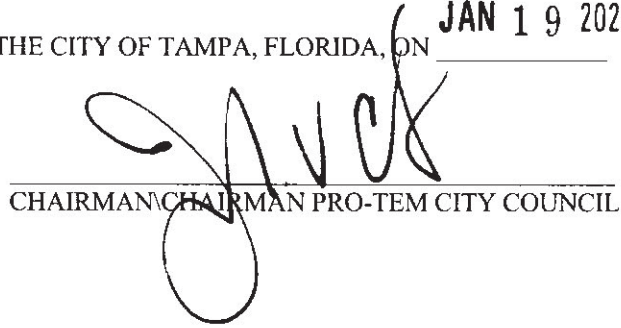
Section 3. This resolution provides funding in the amount of \$266,862.50 for professional design-build services for the Tampa Union Station Building Improvements project from within the Downtown Non-Core CRA Fund.

Section 4. That the City Clerk shall file a fully executed copy of the Agreement in the official records of the City of Tampa as maintained by the Office of the City Clerk.

Section 5. That other proper officers of the City of Tampa are authorized to do all things necessary and proper in order to carry out and make effective the provisions of this Resolution, which shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TAMPA, FLORIDA, ON JAN 19 2023

ATTEST: 
CITY CLERK/DEPUTY CITY CLERK


CHAIRMAN/CHAIRMAN PRO-TEM CITY COUNCIL

PREPARED AND APPROVED AS TO
LEGAL SUFFICIENCY BY:

E/S
Justin R. Vaske
SENIOR ASSISTANT CITY ATTORNEY

AGREEMENT FOR DESIGN-BUILD INITIAL SERVICES

THIS AGREEMENT, made and entered into at Tampa, Florida, this _____ day of _____, 2023, by and between the City of Tampa, a municipal corporation of the State of Florida, hereinafter referred to as "CITY", and the following entity authorized to do business in the State of Florida: Collage Design and Construction Group, Inc. dba The Collage Companies, hereinafter referred to as "FIRM", with an FEIN of 59-2143889.

WITNESSETH:

WHEREAS, the CITY desires to engage the FIRM to perform certain services pertinent to such work which shall be referred to as Contract 22-C-00038; Tampa Union Station Renovation Design Build - DB "Project" in accordance with this Agreement and limited to the elements of the Design Criteria Package ("DESIGN CRITERIA PACKAGE") attached hereto as **Exhibit A** ; and

WHEREAS, the FIRM desires to provide such services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, representations and considerations to be kept, performed and paid, the parties hereto agree for themselves, their successors and assigns, as follows:

I. GENERAL SCOPE OF THIS AGREEMENT

A. The relationship of the FIRM to the CITY shall be that of an independent professional Design-Builder for the Project; and the FIRM shall provide the Initial Design-Build services required under this Agreement in accordance with acceptable architectural/engineering/construction practices and ethical standards.

B. Any additional services to be provided by the FIRM shall be set out in detail by subsequent Agreement and shall be limited to the elements of the DESIGN CRITERIA PACKAGE.

C. The Guaranteed Maximum Price proposal to be prepared and provided by the FIRM in accordance with this Agreement shall be used as a basis for negotiating the future Agreement for Construction Services. A Design-Build Fee not to exceed seven and one-half percent (7.5%) of the Cost Of Construction shall be used in the calculation of the Total Project Cost.

D. The scope of services to be provided is indicated in **Exhibit B**.

II. DATA AND SERVICES TO BE PROVIDED BY THE CITY

The CITY shall provide:

A. Available plans and specifications of existing construction.

B. Ground topography.

III. PERIOD OF SERVICE

A. The FIRM shall begin work promptly after receipt of a fully executed copy of the Agreement. All work shall be completed 238 days after issuance of the Notice to Proceed.

B. The FIRM's services called for under this Agreement shall be completed provided that, if the FIRM's services are delayed for reasons beyond the FIRM's control, the time of performance shall be adjusted appropriately.

IV. GENERAL CONSIDERATIONS

A. All original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement shall become and remain the

property of the CITY upon receipt of payment by the FIRM from the CITY for services rendered in connection with the preparation of said sketches, tracings, etc. Where such documents are required to be filed with governmental agencies, the FIRM will furnish copies to the CITY upon request.

B. The CITY acknowledges that the materials cited in Paragraph IV. A. above, which are provided by the FIRM, are not intended for use in connection with any project or purpose other than the Project and purpose for which such materials were prepared without prior written consent and adaptation by the FIRM shall be at the CITY's sole risk, and the FIRM shall have no responsibility or liability therefor.

C. Any use by the CITY of such materials in connection with a project or purpose other than that for which such materials were prepared without prior written consent and adaptation by the FIRM shall be at the CITY's sole risk, and the FIRM shall have no responsibility or liability therefore.

V. COMPENSATION

The CITY shall compensate the FIRM for the Initial Design-Build services performed under this Agreement in the amount of \$266,852.50 in accordance with **Exhibit C**.

VI. PAYMENT

Payment shall be made in accordance with Part VII of Chapter 218, Florida Statutes, entitled Local Government Prompt Payment Act, after receipt of the FIRM's invoice (application for payment), which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to constitute a "proper invoice" as defined by Fla. Stat. §218.72, and to allow a proper pre- and post-audit of expenditures, should the CIY require one to be performed, in such form and containing such further detail, backup, and other information as the CITY may from time to time require. Invoices shall be about submitted no more than once a month, shall be itemized, detailed, and accompanied by valid receipts and sent to the CITY Project Manager care of the address noted on a particular approved work order or such other address as may from time to time be communicated to FIRM in writing by the CITY Project Manager. Invoices shall be signed by an authorized employee of FIRM who has the best actual knowledge of information contained in such invoice. FIRM shall submit proper invoices for approval to the CITY Project Manager (or as otherwise designated in the applicable work order or from time to time by the Director of the CITY's Contract Administration Department). Any dispute pertaining to pay requests must be presented to the CITY pursuant to Executive Order 2003-1, as amended, or its successor order. Subcontracted Work, if any, shall be invoiced at its actual cost without markup.

Where subcontracting exists with, FIRM shall with each invoice, submit a report on Form MBD-30 DMI Sub-(Contractors/ Consultants/Suppliers) Payments of all subcontracting entity contract amounts and payments together with completed reports or forms as the CITY may from time to time require pursuant to Chapter 26.5, City of Tampa Code.

VII. RECORDS

Records for Personnel Expenses shall be kept on a generally recognized accounting basis and shall be available to the CITY or its authorized representative at mutually convenient times.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection, or copying purposes at any time during normal business hours at a location within Hillsborough County, Florida as often as the CITY, HUD (if applicable), representatives of the Comptroller General of the United States or other federal agency may reasonably require. FIRM will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement. The CITY's right of inspection and audit shall obtain likewise with reference to any audits made by any other agency, whether local, state or federal. FIRM shall retain all records and supporting documentation applicable to this Agreement for five (5) years from the date of submission of the annual performance report to HUD, if applicable. If any litigation, claim,

negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later.

VIII. PERSONNEL

The FIRM represents that it has or will secure, at its own expense, all personnel required in performing the services under this Agreement. All personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Agreement. The FIRM further certifies that all of its employees assigned to serve the CITY have such knowledge and experience as required to perform the duties assigned to them. Any employee of the FIRM who, in the opinion of the CITY, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with the certain professional engineering services under this Agreement.

IX. SUSPENSION, CANCELLATION OR ABANDONMENT

Suspension, cancellation or abandonment of this Agreement shall be necessitated if any of the following occur: disclosure of CITY confidential information, procedures or activities; failure of the FIRM to aggressively, adequately, timely and appropriately perform the services required by this Agreement to the satisfaction of the CITY, or other similar cause.

In the event the Project is suspended, cancelled or abandoned at the CITY's sole discretion, the FIRM shall be given fifteen (15) days prior written notice of such action and shall be compensated for the professional services provided and reimbursable expenses incurred up to the date of suspension, cancellation or abandonment in an amount mutually agreed to by the CITY and FIRM and supported by back-up documentation.

Upon suspension, cancellation or abandonment of the Project by the CITY, the FIRM shall immediately cease work, deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement, and shall be compensated for its services rendered up to the time of such suspension, cancellation or abandonment on a quantum meruit basis; and the CITY shall have no further financial obligation to the FIRM.

X. TERMINATION

A. Termination for Cause.

In the event that the FIRM shall for any reason or through any cause not have completed performance within the time fixed for performance under this Agreement; or any representation or warranty made under Article XII of this Agreement shall prove to be untrue in any material respect; or the FIRM shall otherwise be in default under this Agreement; or the FIRM has subcontracted, assigned, delegated, transferred its rights, obligations or interests under this Agreement without the CITY's consent or approval; or the FIRM has filed bankruptcy, become insolvent or made an assignment for the benefit of creditors, or a receiver, or similar officer has been appointed to take charge of all or part of FIRM assets; or the FIRM disclosed CITY confidential information, procedures or activities; or the FIRM fails to adequately, timely and appropriately perform the services required by this Agreement or other similar cause.

Then the CITY may provide five (5) days written notice that the conduct of the FIRM is such that the interests of the CITY are likely to be impaired or prejudiced, stating the facts upon which the opinion is based. Then the CITY may upon fifteen (15) days written notice, and at the end of the (15) days terminate this Agreement for cause (herein "Termination Date"). Upon that termination for cause, the FIRM shall be entitled to compensation for services properly and satisfactorily performed through the date of such termination for cause. However, no allowance shall be included for termination expenses. In the event of such termination for cause, the FIRM shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the Termination Date; however,

FIRM shall not be compensated for any anticipatory profits that have not been earned as of the date of the Termination Date. All work accomplished by FIRM prior to the Termination Date shall be documented. In the event the project is terminated for cause pursuant to this Article, the FIRM shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement. The aforementioned original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans shall be without restriction on future use by the CITY. Notwithstanding the above or any section herein to the contrary, FIRM shall not be relieved of liability to the CITY for damages sustained by the CITY by virtue of any breach of the Contract by FIRM.

B. Termination for Convenience.

The CITY may reduce the scope of work or terminate work under this Agreement or amendment to this Agreement without cause; in the event of such scope reduction or termination other than for cause, the CITY shall compensate the FIRM for services properly performed through the date of such reduction in scope or termination, which date shall be fixed in written notice from the CITY and which date shall be not sooner than fifteen (15) days after notice. Notwithstanding such termination or reduction in scope, the CITY shall be entitled to receive from the FIRM upon request any and all information related to the Project and the CITY shall preserve and protect all such information and assure ready access thereto by the FIRM in connection with resolution of the amount due to the FIRM. The CITY, at its own discretion, shall be entitled to direct the FIRM to terminate any or all the FIRM's subcontracts or subconsulting agreements. In the event the project is terminated for convenience pursuant to this Article, the FIRM shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement. The aforementioned original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans shall be without restriction on future use by the CITY.

XI. INSURANCE

The FIRM, at its own cost and expense, shall effect and maintain at all times during the life of this Agreement insurance, in accordance with that indicated in **Exhibit D**.

XII. INTERESTS OF MEMBERS OF THE CITY

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercise any functions or responsibilities in connection with the carrying out of the Project to which this Agreement pertains shall have any personal interest, direct or indirect, in this Agreement.

XIII. INTEREST OF THE FIRM

The FIRM covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in any project to which this Agreement pertains or any other interest which would conflict in any manner or degree with its performance of any contracted service hereunder. The FIRM further covenants that in the performance of this Agreement no person having such interest shall be employed.

The FIRM warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the FIRM to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or FIRM, other than a bona fide employee working solely for the FIRM any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

The FIRM shall disclose any clients that may either conflict with or affect its independent judgment when performing any work for the City of Tampa covered by this Agreement. Failure of the FIRM to disclose the above professional conflict of interest may result in termination of this Agreement and may require the return of all payments, if any, made to the FIRM from the CITY. If, in its sole discretion, the City of Tampa determines that a professional

conflict of interest is deemed to exist, the FIRM shall be in default of this Agreement.

XIV. COMPLIANCE WITH LAWS

A. The FIRM shall comply with the applicable requirements of State laws and all Ordinances of the City of Tampa as amended from time to time.

B. If the Project involves E.P.A. Grant eligible work, the CITY and the FIRM agree that the provisions of 40 CFR, Part 35, Appendix C-1, shall become a part of this Agreement and that such provisions shall supersede any conflicting provisions of this Agreement for work performed.

C. If the Project involves work under other Federal or State Grantors or Approving Agencies, the CITY and the FIRM shall review and approve the applicable required provisions or any other supplemental provisions as may be included in the Agreement.

D. The FIRM shall assist the CITY in complying with all applicable terms and conditions of the government grants under Title XIII, Subchapter C, Part I of the Omnibus Budget Reconciliation Act of 1993 (26 U.S.C. 1391, et seq.) and under Title I of the Housing and Community Development Act of 1974 (PL 93-383), 24 CFR Part 570 et seq.

E. The FIRM agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable Federal, state and local laws and regulations pertaining to labor standard insofar as those acts apply to the performance of this Agreement.

F. Truth-In-Negotiation Certification: The FIRM certifies that the wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of the execution of the Agreement of which this Certificate is a part. The original price and any additions thereto shall be adjusted to exclude any significant sums by which the CITY determines the Agreement amount was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs and that such original Agreement adjustments shall be made within one (1) year following the end of the Agreement.

XV. ASSIGNABILITY

The FIRM shall not assign or transfer any interest in this Agreement without consent from the CITY; provided, however, that the claim for money due or to become due the FIRM from the CITY under this Agreement may be assigned to a bank or other financial institution or to a Trustee in Bankruptcy. Notice of any such assignment shall be furnished promptly to the CITY.

XVI. EQUAL EMPLOYMENT

During the performance of this Agreement or any related Work Order, the FIRM shall:

A. Not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, handicap, or national origin. The FIRM shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, handicap, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The FIRM shall post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. In all solicitations or advertisements for employees placed by or on behalf of the FIRM, it must state that all qualified applicants will receive considerations for employment without regard to race, color, religion, age, sex, handicap, or national origin.

C. Workforce Development Program; firms are expected to submit a Workforce Development Plan within forty-five days after the Initial Services Agreement Notice to Proceed is issued. The City's Design-Build Workforce Development Framework is posted at <https://www.tampa.gov/contract-administration/info> and is to be used to develop the Workforce Development Plan.

D. Apprenticeship Program; The Firm shall comply with City of Tampa Code of Ordinances Chapter 26.5 Article IV Apprentice Requirements in City Construction Contracts and any associated reporting requirements.

XVII. EQUAL BUSINESS OPPORTUNITY PROGRAM

A. See **Exhibit E** for Tampa's Equal Business Opportunity Program Procedures.

B. The FIRM shall demonstrate good faith effort toward the utilization of City of Tampa Certified Women/Minority Business subcontractors, subfirms, or suppliers.

C. The CITY shall make available a list of Certified Women/Minority Enterprises.

D. The FIRM shall report to the CITY its subcontractors/subfirms/suppliers solicited or utilized as required by **Exhibit E**.

E. At the time of the submission of invoices, the FIRM shall submit to the CITY a report (Exhibit D) of all subcontractors, subfirms or suppliers utilized with their final contract amounts and any other reports or forms as may be required by the CITY.

XVIII. CODE OF ETHICS

In connection with this Agreement, the FIRM hereby covenants and agrees that it shall comply with all applicable government laws, statutes, rules and regulations including, without limitation, the City of Tampa's Code of Ethics. Pursuant to Section 2-522 of the City of Tampa Code, the FIRM acknowledges that if it fails to comply with the City of Tampa's Code of Ethics, such a failure shall render this Agreement voidable by the CITY and subject the FIRM to debarment from any future CITY contracts or agreements.

XIX. NEGATION OF AGENT OR EMPLOYEE STATUS

FIRM shall perform this Agreement as an independent FIRM and nothing contained herein shall in any way be construed to constitute FIRM or the assistants of FIRM to be representative, agent, subagent, or employee of CITY or any political subdivision of the State of Florida. FIRM certifies FIRM's understanding that CITY is not required to withhold any federal income tax, social security tax, state and local tax, to secure worker's compensation insurance or employer's liability insurance of any kind or to take any other action with respect to the insurance or taxes of FIRM and assistants of FIRM.

In no event and under no circumstances shall any provision of this Agreement make CITY or any political subdivision of the State of Florida liable to any person or entity that contracts with or that provides goods or services to FIRM in connection with the Services the FIRM has agreed to perform hereunder or otherwise, or for any debts or claims of any nature accruing to any person or entity against FIRM; and there is no contractual relationship, either express or implied, between CITY or any political subdivision of the State of Florida any person or any political subdivision of the State of Florida any person or entity supplying any work, labor, services, goods or materials to FIRM as a result of the provisions of the Services provided by FIRM hereunder or otherwise.

XX. SEVERABILITY

If any item or provision to this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

XXI. CHOICE OF LAW

The laws of the State of Florida (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its interpretation, construction, performance and enforcement.

XXII. DESIGNATION OF FORUM

Any part bringing a legal action or proceeding against any other party arising out of or relating to this Agreement may bring the legal action or proceeding in the United States District Court for the Middle District of Florida, Tampa Division or in any court of the State of Florida sitting in Tampa.

XXIII. AUTHORIZATION

Each party represents to the other that such has authority under all applicable laws to enter into an agreement containing each covenants and provisions as are contained herein, that all of the procedural requirements imposed by law upon each part for the approval and authorization of this Agreement have been properly completed, and that the persons who have executed the Agreement on behalf of each party are authorized and empowered to execute said Agreement.

XXIV. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement between the parties and there are no promises or understandings other than those stated herein. Exhibits to this Agreement shall be deemed to be incorporated by reference as though set forth in full herein. In the event of a conflict or inconsistency between this Agreement and the provisions in the incorporated Exhibits, and unless otherwise specified herein, then this Agreement will prevail.

XXV. INDEMNIFICATION

To the fullest extent permitted by law, FIRM shall indemnify and hold harmless CITY from liabilities, damages, losses and costs, including reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the FIRM and persons employed or utilized by FIRM in its performance hereunder. The FIRM shall not be required to defend, indemnify or hold harmless the CITY for any acts, omissions, or negligence of the CITY, the CITY's employees, agents, or separate contractors.

XXVI. ESTOPPEL/WAIVER

No waiver of any provisions of this Agreement shall be effective unless it is in writing, signed by the party against whom it is asserted and any such waiver shall only be applicable to the specific instance in which it relates and shall not be deemed to be a continuing waiver.

The failure of the CITY to enforce any term or condition of this Agreement shall not constitute a waiver or estoppel of any subsequent violation of this Agreement.

XXVII. AUDIT REQUIREMENTS.

In the event, that during the period of this Agreement, the FIRM expends more than \$750,000 in federal funds in an operating year from this and other federal grants, the FIRM shall, at its own cost and expense, cause to be carried out an independent audit. The audit shall be completed and a copy furnished to the CITY, within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine (9) months after the end of the audit period, unless a longer period is agreed to in advance by the CITY. For purposes of this Agreement, an operating and/or audit year is the equivalent to the FIRM's fiscal year. The determination of when Grant Funds are expended is based on when the activity related to the expenditure occurs.

The audit shall be conducted in compliance with the Office of Management and Budget: Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as applicable, which are made a part of this Agreement by reference thereto. In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not expended in accordance with the conditions of this Agreement, the FIRM shall be held liable for reimbursement to the CITY of all funds not expended in accordance with these applicable regulations and Agreement provisions within thirty (30) calendar days after the CITY has notified the FIRM of such non-compliance. Said reimbursement shall not preclude the CITY from taking any other action as provided herein.

If expenditure does not exceed \$750,000 during an operating year, the FIRM shall provide the CITY with its annual financial statement within ninety (90) days of the end of its operating year. Said financial statement shall be prepared by an actively licensed certified public accountant.

State Single Audit: Each nonstate entity shall comply with all applicable requirements of section 215.97, F.S., and Audit Requirements. A State single audit is required if an nonstate entity expends \$750,000 or more of State financial assistance in any fiscal year of such nonstate entity in accordance with the requirements of the Florida Single Audit Act.

XXVIII. DEFAULT

A default shall consist of any use of Grant Funds for a purpose other than as authorized by this Agreement, noncompliance with any provision in all Articles herein, any material breach of this Agreement, failure to comply with the audit requirements as provided herein, or failure to expend Grant Funds in a timely or proper manner. A cancellation for default pursuant to this Article shall not impair or limit the CITY's remedy for the FIRM's breach of warranty to the extent of work performed, not for errors or omissions in the professional engineering services prior to cancellation.

XXIX. BUDGET APPROPRIATIONS

The CITY is subject to Section 166.241, Florida Statutes, and is not authorized to contract for expenditures in any fiscal year except in pursuance of budgeted appropriates. With respect to this Agreement, the CITY has budgeted and appropriated sufficient monies to fund the CITY's obligations under this Agreement. The obligations of the CITY hereunder shall not constitute a general indebtedness of the CITY within the meaning of the Florida Constitution.

XXX. SCRUTINIZED COMPANIES

Section 287.135, Florida Statutes, prohibits agencies or local governmental entities from contracting for goods or services of any amount with companies that are on the Scrutinized Companies that Boycott Israel List or are engaged in a boycott of Israel, and of \$1 million or more with companies that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. Specifically, Section 287.135(2), Florida Statutes, states: "A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of: (a) Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List,

created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or (b) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company: 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or 2. Is engaged in business operations in Cuba or Syria.”

Upon submitting its bid or proposal, a bidder/proposer: (i) certifies the company is not in violation of Section 287.135, Florida Statutes, and shall not be in violation at the time the company enters into or renews any resulting contract; and (ii) agrees any such resulting contract shall be deemed to contain a provision that allows the CITY, at its option, to terminate such contract for cause if the company is found to have submitted a false certification, been placed on one or any of the foregoing Lists, been engaged in a boycott of Israel, or been engaged in business operations in Cuba or Syria.

XXXI. PUBLIC RECORDS

A. Exempt Plans. FIRM pursuant to this Agreement (and as part of the solicitation process that resulted in award of this Agreement) may hold, come into possession of, and/or generate certain building plans, blueprints, schematic drawings, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the CITY or an agency (singularly or collectively “Exempt Plans”), which pursuant to Section 119.071(3), Florida Statutes, are exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida State Constitution. FIRM certifies it has read and is familiar the exemptions and obligations of Section 119.071(3), Florida Statutes; further that FIRM is and shall remain in compliance with same, including without limitation maintaining the exempt status of such Exempt Plans, for so long as any Exempt Plans are held by or otherwise in its possession. This section shall survive the expiration of earlier termination of this Agreement.

B. Data Collection. Pursuant to Section 119.071(5)(a)2a, Florida Statutes, social security numbers shall only be collected from FIRM by the CITY should such number be needed for identification, verification, and/or tax reporting purposes. To the extent FIRM collects an individual’s social security number in the course of acting on behalf of the CITY pursuant to the terms and conditions this Agreement, FIRM shall follow the requirements of Florida’s Public Records Law.

C. Access. The City of Tampa is a public agency subject to Chapter 119, Florida Statutes. In accordance with Florida Statutes, 119.0701, FIRM agrees to comply with Florida’s Public Records Law, including the following:

1. FIRM shall keep and maintain public records required by the CITY to perform the services under this Agreement;

2. Upon request by the CITY, provide the CITY with copies of the requested records, having redacted records in total on in part that are exempt from disclosure by law or allow the records to be inspected or copied within a reasonable time (with provision of a copy of such records to the CITY) on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

3. Ensure that records, in part or in total, that are exempt or that are confidential and exempt from disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion (or earlier termination) of the Agreement if FIRM does not transfer the records to the CITY;

4. Upon completion (or earlier termination) of the Agreement, FIRM shall within 30 days after such event either transfer to the CITY, at no cost, all public records in possession of the FIRM or keep and maintain the public records in compliance with Chapter 119, Florida Statutes. If FIRM transfers all public records to the CITY upon completion (or earlier termination) of the Agreement, FIRM shall destroy any duplicate records that are exempt or confidential and exempt from public records disclosure requirements. If FIRM keeps and maintains public records upon completion (or earlier termination) of the Agreement, FIRM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the agency.

The failure of FIRM to comply with Chapter 119, Florida Statutes, and/or the provisions set forth in this Article shall be grounds for immediate unilateral termination of the Agreement by the CITY; the CITY shall also have the option to withhold compensation due FIRM until records are received as provided herein.

IF FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO FIRM’S DUTY TO PROVIDE PUBLIC RECORDS

RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-274-8598, JIM.GREINER@TAMPAGOV.NET, AND CONTRACT ADMINISTRATION DEPARTMENT, TAMPA MUNICIPAL OFFICE BUILDING, 4TH FLOOR, 306 E. JACKSON ST. TAMPA, FLORIDA 33602.

XXXII. E-VERIFY

Pursuant to §448.095, Florida Statutes, FIRM certifies that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the US employment eligibility of all of FIRM's employees hired by the FIRM during the term of this Agreement and/or while performing work or providing services for the City of Tampa. FIRM shall require that all subcontractors performing work or providing services on behalf of FIRM for the City of Tampa also comply with the requirements of §448.095, Fla. Stat and utilize the E-Verify system to verify US employment eligibility of all employees hired by subcontractor. The FIRM shall require for the subcontractor to provide to FIRM an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. FIRM shall maintain a copy of such affidavit for the duration of the Agreement.

IN WITNESS WHEREOF, the CITY has caused these presents to be executed in its name by its Mayor, and attested and its official Seal to be hereunto affixed by its City Clerk, and the FIRM has hereunto set its hand and Seal in TRIPLICATE, the day and year first written above.

FIRM

CITY OF TAMPA, FLORIDA

By: _____
(Signatory, President/Vice President, etc.)
Authorized Officer or Individual

By: _____
Jane Castor, Mayor (SEAL)

ATTEST:

By: _____
Shirley Foxx-Knowles, City Clerk

Approved as to Legal Sufficiency and authorized
by Resolution No. _____.

Justin R. Vaske, Senior Assistant City Attorney

Exhibit A



**RFQ 22-C-00038 DESIGN-BUILD SERVICES
FOR THE
DOWNTOWN TAMPA UNION STATION RENOVATIONS**

DESIGN CRITERIA PACKAGE

PREPARED BY:

**JEFFREY L. WILSON, AIA NCARB
CONTRACT ADMINISTRATION DEPARTMENT**

**CITY OF TAMPA
July 1, 2022**

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00038)

DOWNTOWN TAMPA UNION STATION RENOVATIONS DESIGN-BUILD

July 1, 2022

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DESIGN CRITERIA PACKAGE

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT) for a Request for Qualifications (RFQ-22-C-00038) for Design-Build Services, for the Downtown Tampa Union Station (TUS) Renovations located at 601 North Nebraska Avenue, Tampa, Florida 33602.

With this in regard, the selected Design-Build (DB) Team shall provide the following services and deliverables for the renovation, rehabilitation, and repair of TUS including, but not be limited to, the following:

- Comprehensive Project Management and Scheduling.
- Comprehensive Project Programming and Spatial Analysis.
- Compliance with Standards of LEED Silver Certification.

- Comprehensive Architecture and Interior Design Services.
- Comprehensive Specialty Design Services for Historic Facilities.
- Comprehensive Engineering Services including, but not limited to, Civil, Structural, Mechanical, Electrical, Lighting, Plumbing, Fire Protection, Stormwater, and Security Design.
- Coordinating with City of Tampa's Technology and Innovation Department.
- Environmental Graphic Design Services including, but not limited to, Signage as Approved.
- Coordinating the Installation(s) of Public Art (Memorial) and Providing of Required Utilities and Support of Structure.
- Comprehensive Demolition, Construction, Fabrication, and Construction Administration Services.
- Comprehensive Environmental Evaluation, Analysis, and Lead and Asbestos Remediation.
- Comprehensive Utility Location Services.
- Comprehensive Cost Estimation Services
- Single Guaranteed Maximum Price (GMP) Proposal.
- As-Built and Final Documents in Latest AutoCAD Release.
- Complete Closeout Documents Technical Specifications, Shop Drawings, and Exhibits in PDF Format.

- Compliance with all City of Tampa and Regulatory Requirements as indicated in the City of Tampa's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.

SECTION 1: DESIGN CRITERIA IN GENERAL

1.01 PURPOSE

This document provides the DB Team with the criteria for the renovation, rehabilitation, and repair of the existing historic Italianate 21,760 SF train station, noted herein, and located in downtown Tampa. Designed by Joseph F. Leitner and opened on May 15, 1912, by the Tampa

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00038)

DOWNTOWN TAMPA UNION STATION RENOVATIONS DESIGN-BUILD

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Union Station Company, the original purpose of TUS was to combine passenger operations for the Atlantic Coast Line, the Seaboard Air Line and the Tampa Northern Railroad at a single site.

On June 5, 1974, TUS was added to the United States National Register of Historic Places (NRHP Reference Number 74000640) and in 1988 it received local landmark status from the City of Tampa. In 1998, TUS was restored and reopened and today serves as a Amtrack Station for the Silver Star Line linking Tampa Bay with Miami southbound and New York City northbound. TUS also uses a wye to point trains, on six (6) tracks via three (3) platforms, away from the depot.

A. PROGRAMMING

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to prepare program with Cost Estimate for the review and approval of the City of Tampa's Logistics and Asset Management Department (LAM), Downtown Community Redevelopment Agency (CRA), CRA Advisory Board (CAC), and Architectural Review and Historic Preservation (Development and Growth Management Department) that sets forth, establishes, and confirms the goals and objectives for this project. The program shall be as follows:

The program shall include, but not limited to, the collection of all data and materials, research, planning, spatial analysis, and wayfinding for the renovation, rehabilitation, and repair of the existing historic TUS as outline herein (Refer Section 2).

The program, design, and construction work to be performed shall also comply with United States Department of the Interior Standards for Rehabilitation, including the Illustrated Guidelines for Rehabilitating Historic Building-Standards ([nps.gov](https://www.nps.gov)), and address concerns and findings from community organizations including but not limited to the "Friends of Tampa Union Station".

1.02 INTENT

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

1.03 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, Engineers, Landscape Architects, Graphic Specialists, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work needed and the required budget.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00038)

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1.04 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 LAM, CRA, and the TUS's hours of operations. Respondents to this Request for Qualifications (RFQ) should propose a scheduling and coordination matrix for a Single Guaranteed Maximum Price (GMP) Package, to be refined during the pre-sign/proposal phase in negotiation with the end-user and CoT stakeholders.

1.05 EXHIBITS

The exhibit(s) attached, if any, including site, building, and parking information, described under this Request for Qualifications (RFQ) have been compiled by the end-user and the City of Tampa and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.

1.06 ZONING AND FEMA DISTRICT OF THE SITE

The DB Team is to confirm the Zoning and FEMA District of the TUS with LAM and the CRA as necessary to complete the scope of work.

1.07 NATIONAL REGISTER OF HISTORIC PLACES | CITY OF TAMPA LANDMARK STATUS

TUS was added to the United States National Register of Historic Places on June 5, 1974, and its NRHP Reference Number is 74000640. In 1988 it received local landmark status from the City of Tampa.

1.08 SURVEY AND VERIFICATIONS OF SITE CONDITIONS

Design-Build services shall include, if required, but not be limited to, all boundary, topographic and tree surveys, the verification of all existing conditions, including environmental compliance, utility coordination, and regulatory permitting, as well as the ultimate construction of all site amenities necessary to provide the needed upgrades, repairs, and/or replacements of equipment, buildings, and site infrastructure as outlined herein.

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

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

1.10 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

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

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00038)

DOWNTOWN TAMPA UNION STATION RENOVATIONS DESIGN-BUILD

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1.11 COMPLIANCE WITH CITY OF TAMPA ORDINANCES

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

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

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

1.13 COMPLIANCE WITH THE STANDARDS, REVIEW, AND APPROVAL OF ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION

All respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the review and the approval process of City of Tampa's Architectural Review and Historic Preservation (Development and Growth Management Department) including the requirement of a 1) Historic Preservation Review for necessary approvals and permits as well as the 2) obtaining of a Certificate of Appropriateness from the Architectural Review Committee (ARC) as delineated in the City Code 27-115.

All respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the United States Department of the Interior Standards for Rehabilitation including the Illustrated Guidelines for Rehabilitating Historic Building-Standards (nps.gov) utilized by the ARC in their evaluation of the proposed scope of work for this TUS project.

All respondents to this Request for Qualifications (RFQ) shall also have a complete and thorough understanding of the regulations regarding the renovation, rehabilitation, and repair of historic structures and including but not limited to, materials, finishes, colors, applications, techniques, and appearance and appropriateness of exterior walls, interior walls, points of entry, doors, windows, openings, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation, security, and fire protection.

1.14 PROGRAMMING AND SPATIAL ANALYSIS

All respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the organization, workflow, movement of people, and transfer of information and materials (physical and virtual) within the TUS. The scope of work shall also include, but not limited to, the collection of all data and materials, research, planning, spatial analysis, and wayfinding to set forth, establish, and confirm TUS's project goals and objectives (Refer 1.01 and 1.01A).

1.15 CONSTRUCTION AND ENERGY SAVINGS

All new construction for this project shall be designed and built to comply with the minimum standards for LEED (Leadership in Energy and Environmental Design) Silver certification. All new

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00038)

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construction shall make the best use of all applicable and sustainable materials and methodologies as well as energy producing and savings technologies including but not limited to solar panels.

1.16 USE OF NEW AND EMERGING TECHNOLOGIES

All new construction shall consider the possible use of emerging and new technologies and commercially available products, including but not limited to electrical vehicle charging if they can be proven to result in the successful and satisfactory design and construction of the project.

1.17 ENVIRONMENTAL EVALUATION, ANALYSIS, AND REMEDIATION

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

1.18 TAMPA UNION STATION SITE VISIT

All respondents to this Request for Qualifications (RFQ) are invited to visit TUS, located at 601 North Nebraska Avenue, Tampa, Florida 33602 during their hours of operation.

SECTION 2: BASIS OF DESIGN

2.01 RFQ RESPONSE

2.01a The Design-Build Team shall demonstrate experience and the ability to develop a Guaranteed Maximum Price (GMP) to include this and all attachments associated exhibits. Design and Construction scopes shall include all, but not limited to, preliminary pricing at 30%, 60%, 90%, and 100% design documents, Equal Business Opportunity (EBO), Federal Emergency Management Agency (FEMA), and Utility submission at 60%, and any other qualifications addressing GMP total scope.

2.01b The Design-Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to LAM's and CRA's scheduling criteria as a recommendation for a single GMP to most efficiently coordinate long lead-times, maximize downtime efficiencies, potential delays, and generally phase work, in a least disruptive sequence to the TUS's continual operations, that shall remain open and active, during design and construction.

2.02 Total Current Budget: \$2 Million

The budget to execute and complete any future TUS renovation, rehabilitation, and repairs shall be determined as part of the design and pre-construction efforts with the possibility of becoming a subsequent and separate Request for Qualifications and project.

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2.03 Project Start Date: To be Determined.

2.04 Project Duration: One (1) Year.

2.05 DESIGN CRITERIA | GENERAL

2.05a The approved final design shall be based on the design intent that meets the needs of the TUS as determined in collaboration with LAM, CRA, CAC, and Architectural Review and Historic Preservation.

2.05b The approved final design should consider the existing conditions, surrounding context, and the needs of the tenant(s), community, and City of Tampa to provide a stable and useable TUS. It is imperative that the final designer and preparer of construction documents fully understand Americans with Disabilities Act (ADA) and Florida Building Code (FBC) regulations regarding accessibility, public safety, and all related requirements to design, permit, and construct this project accordingly in its entirety as deemed by LAM, CRA, CAC, and Architectural Review and Historic Preservation.

2.05c BD services shall include but not be limited to verification of all existing conditions including evaluation of all building systems. Design-Build services shall also include, environmental compliance, utility coordination, regulatory permitting, and the development of a Guaranteed Maximum Price (GMP) and Cost Estimate to construct all approved renovations, rehabilitation, and repairs to complete this project in its entirety as deemed by LAM, CRA, CAC, and Architectural Review and Historic Preservation.

2.05d The approved final design shall be complete in all respects as deemed by the LAM, CRA, CAC, and Architectural Review and Historic Preservation and shall include all elements necessary to complete the project in its entirety.

2.05e The DB Team shall consider in its final design the need to maintain without interruption the operations of Amtrack at TUS, including but not limited to its trains, as well as routine maintenance by the CoT and any additional maintenance to be provided by the CRA.

2.06 DESIGN CRITERIA | SITE WORK

2.06a Site work shall be limited to 1) exterior pressure washing of the building and 2) required supports and utilities (to be determined) for the installation and display of approved exterior public artwork.

2.07 DESIGN CRITERIA | BUILDING WORK

2.07a As part of the complete set of Design and Construction Documents, the DB Team shall prepare comprehensive Architecture, Interior Design, and Engineering Plans and Specifications for the

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00038)

DOWNTOWN TAMPA UNION STATION RENOVATIONS DESIGN-BUILD

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renovation, rehabilitation, and repair of TUS as outlined herein and shall maintain without interruption the facilities operations for staff, passengers, visitors, vehicles, and trains.

- 2.07b As part of the complete set of Design and Construction Documents, the DB Team shall prepare a comprehensive plan of action for the removal of lead and abatement of asbestos from the northside of TUS to the Amtrack platforms and shall maintain without interruption, during this work effort, the facilities operations for staff, passengers, visitors, vehicles, and trains.
- 2.07c The BD Team shall be required to provide materials that are appropriate, durable, commercial grade, and approved for use in renovation, rehabilitation, and repair of a historic structure with heavy pedestrian traffic.
- 2.07d The BD Team shall be required to execute the final approved design and scope of work using industry standard and approved technics and methodologies appropriate for the renovation, rehabilitation, and repair of a historic structure.
- 2.07e The BD Team shall be required to execute the final approved design and scope of work for the renovation, rehabilitation, and repair of the TUS without interruption to any services and their operations including trains.
- 2.07f General building improvements at TUS that shall be made part of the scope of work shall include, but may not be limited to, the following:
- Comprehensive Window and Door Replacement*
 - Replacement of the Stain Glass Window.*
 - Repair of Interior Plaster and Decorative Plaster to its Original Design.*
 - Comprehensive Priming and Repainting of the Building's Interior.*
 - Updating of the Building Electrical Systems.*
 - Renovation and Updating of Existing Restrooms.*
 - Repair of Roof and Deck on the Northside of the TUS to the Train Platform.*
 - Pressure Washing of the Building's Exterior. *
 - Comprehensive Termite Treatment of the TUS as well as the temporary Office Trailer for Amtrack and temporary Trailer with Portable Restrooms (Refer to 2.07g).
 - Comprehensive Lead and Asbestos Abatement from the Northside of the TUS to the Amtrack Platform(s).
 - Coordinating the Installation(s) of Public Art (Memorial) and Providing of Required Utilities and Support of Structure (To be Determined).
- * *To comply with United States Department of the Interior Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Building-Standards (nps.gov) as well as the Standards, Guidelines, and Regulations of the City of Tampa's Architectural Review and Historic Preservation.*

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00038)

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2.07g Temporary facilities or items to be provide at TUS and to be made part of the scope of work shall include, but may not be limited to, the following:

- Providing of a temporary Office Trailer for Amtrack during Construction including, but not limited to, rental, setup, return, and all utilities (i.e., lighting, electric power, telephones, internet, water, and sewage).
- Providing of a temporary Trailer with Portable Restrooms for Men's, Women's, and Companion use during Construction including, but not limited to, rental, setup, return, and all utilities (i.e., lighting, electric power, water, and sewage).

2.08 DESIGN CRITERIA | PUBLIC ARTWORK

2.08a It shall be the responsibility of the selected DB team to provide all required supports and utilities (to be determined) for the installation and display of approved exterior and/or interior public artwork.

2.08b Signed and seal shop drawings for the installation and display of approved exterior and/or interior public artwork for this project shall be provided to the selected DB team, by the selected Artist, for inclusion in the final design documents and GMP.

2.08c It shall be the responsibility of the selected DB team to coordinate the installation of approved exterior and/or interior public artwork for this project with the selected Artist.

SECTION 3: EXHIBITS

3.01 There are no exhibits are to be made part of this Design Criteria or Request for Qualifications (RFQ).

EXHIBIT B
Scope of Services

This project consists of Design-Build Services for the Downtown Tampa Union Stations Renovations Design-Build Project as outlined in RFQ 22-C-00038, dated July 1, 2022. The project includes renovation, rehabilitation, and repair of the existing historic Italianate 21,760 SF train station located in downtown Tampa. Designed by Joseph F. Leitner and opened on May 15, 1912, by the Tampa Union Station Company, the original purpose of TUS was to combine passenger operations for the Atlantic Coast Line, the Seaboard Air Line and the Tampa Northern Railroad at a single site. On June 5, 1974, TUS was added to the United States National Register of Historic Places (NRHP Reference Number 74000640) and in 1988 it received local landmark status from the City of Tampa. In 1998, TUS was restored and reopened and today serves as a Amtrak Station for the Silver Star Line linking Tampa Bay with Miami southbound and New York City northbound. TUS also uses a wye to point trains, on six (6) tracks via three (3) platforms, away from the depot.

The project is anticipated to include improvements to windows and doors, interiors, electrical, restroom remodel, north roof deck, treatment and abatement, and coordination for public art.

The scope of services for this Agreement for Design-Build Initial Services consists of design and pre-construction services for the following:

1. Project Management and Scheduling.
2. Project Programming and Spatial Analysis.
3. Compliance with Standards of LEED Silver Certification.
4. Architecture and Interior Design Services.
5. Specialty Design Services for Historic Facilities.
6. Engineering Services including, but not limited to, Civil, Structural, Mechanical, Electrical, Lighting, Plumbing, Fire Protection, Stormwater, and Security Design.
7. Coordinating with City of Tampa's Technology and Innovation Department.
8. Environmental Graphic Design Services including, but not limited to, Signage as Approved.
9. Coordinating the Installation(s) of Public Art (Memorial) and Providing of Required Utilities and Support of Structure.
10. Cost Estimation Services.
11. Single Guaranteed Maximum Price (GMP) Proposal to include ,but shall not be limited to, the following:
 - a. Comprehensive Demolition, Construction, Fabrication, and Construction Administration Services.
 - b. Comprehensive Environmental Evaluation, Analysis, and Lead and Asbestos Remediation.
 - c. Comprehensive Utility Location Services.
 - d. Complete Closeout Documents Technical Specifications, Shop Drawings, and Exhibits (PDF Format).
12. As-Built and Final Documents in Latest AutoCAD Release.
13. Compliance with all City of Tampa and Regulatory Requirements as indicated in the City of Tampa's Permitting Checklist.
14. Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting.
15. Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.
16. Project meetings:
 - a. FIRM shall attend an initial kick-off meeting with all key project team members including CITY Project Manager and stakeholders.

- b. FIRM shall attend five (5) progress meetings to be held at critical junctures as called for by the Prime Consultant, such as Kick-Off Meeting, after submittal of preliminary design and construction drawings for 30%, 60%, and 90% design progress, 100% Construction Documents.

17. Design/Pre-Construction Phase Deliverables:

- a. 30% Schematic Design/ Pre-Construction Deliverables. Initial perceptions of the project Scope of Work and estimated costs as discussed in the Kick-Off Meeting with City Staff including, but not limited to, demolition plans and conceptual plan spaces to be remodeled.
- b. 60% Construction Documents/Pre-Construction Deliverables. Coordination of the design team plans and complete developed floor plans, elevations, and preliminary building sections with some 3D modeling for discussion with City Staff. Submittal documents include:
 - i. Cover Sheet
 - ii. Construction Notes, Legend, and Abbreviations
 - iii. Architectural Site Plan
 - iv. Demolition and Construction Plans
 - v. Preliminary Exterior and Interior Elevations
 - vi. Preliminary Building Sections and Details
 - vii. Cost Estimate
- c. 90% Construction Documents/Pre-Construction Deliverables. Required revisions and completion of the construction document and specifications. Requirements for the 90% submittal shall include revisions made during the permitting phase and present the final construction documents and specifications. Submittal documents include:
 - i. Cover Sheet
 - ii. Construction Notes, Legend, and Abbreviations
 - iii. Architectural Site Plan
 - iv. Demolition and Construction Plans
 - v. Exterior and Interior Elevations
 - vi. Building Sections and Details
 - vii. Wall Sections as required
 - viii. Window, Door, and Hardware Schedules
 - ix. Building Sections and Details
 - x. Life Safety Plan
 - xi. Finish Plan and Schedules
 - xii. Specifications and Schedules
 - xiii. Cost Estimate
- d. Final (100%) Construction Documents & Specifications. Final construction documents shall incorporate all City comments for the 90% documents and issued for construction. The Architect of Record shall sign and seal and date the contract drawings as required by Florida law. Final submittal shall also include required technical specifications as part of the plan set, construction cost estimate and GMP.

18. Interior Design scope includes: Three Interior Design Coordination meetings and defining specifications for color selections, lighting fixtures, hardware selections, fixtures, flooring, wall treatments, ceiling treatments and equipment in areas identified. Interior design scope also includes renovation of the bathrooms. Interior Design meetings will be for the purpose of gathering information, presenting selections and presenting refinements.

19. Other services not listed herein, such as renderings, interior design services, would be an Additional Service if requested by the City.

EXHIBIT C
Design Phase Fees

The Design and Pre-Construction Fee in accordance with Section V of the Agreement for Design-Build Initial Services to the Prime Contractor shall be \$ 251,487.50, the summary breakdown of the services is as follows:

Programming / Conceptual Design / Pre-construction	\$17,550.00
30% Design / Pre-construction	\$31,500.00
60% Design / Pre-construction	\$36,500.00
ARC/ NRHP Submittal Documents	\$21,500.00
CRA/CAC Coordination Meetings	\$5,375.00
90% Design / Pre-construction	\$63,000.00
100% Design / GMP	\$78,750.00
Permitting/ Bidding	\$2,687.50
Reimbursable Expenses	\$10,000.00
Total	\$266,862.50

1. Fees presented are calculated and summarized into a Lump Sum Fee per Phase.
2. Fees are to be invoiced as a percentage complete or as stated, monthly for the duration of the service provided.
3. Reimbursable items are to be billed monthly with copies of paid invoices to substantiate the expense.
4. Refer to Exhibit B above for reimbursable expenses for Design and Preconstruction Service Phase.. Reimbursable expenses during the design and preconstruction phase are either less than or more than the anticipated budget, shall result in a financial adjustment in the GMP (Guaranteed Maximum Price).
5. Construction Administration and the fee for this service shall be made part of the GMP and shown as a line item.
6. The Design-Build Fee will be established at time of GMP approval in the amount of 7.5% of the Cost of Construction. To the extent that the Cost of Construction plus the Design-Build Fee is less than the GMP, the savings shall be shared 50/50 (CITY/FIRM).

Exhibit "C"

Downtown Tampa Union Station		PROJECT SCHEDULE							21-Nov-22						
Activity ID	Activity Name	Planned Duration	Remaining Duration	Calendar	Duration % Complete	Start	Finish	2023					2024		
								Q3	Q4	Q1	Q2	Q3	Q4	Q1	
A1000	City issue RFQ	1	0	WRK	100%	01-Jul-22 A	01-Jul-22 A							09-Jan-23	Pre-Aw
A1030	Proposal Development	30	0	WRK	100%	01-Jul-22 A	17-Aug-22 A								Proposal Development
A1010	RFQ Addendum 1	1	0	WRK	100%	18-Jul-22 A	18-Jul-22 A								RFQ Addendum 1
A1020	RFQ Addendum 2	1	0	WRK	100%	25-Jul-22 A	25-Jul-22 A								RFQ Addendum 2
A1060	Submit RFQ Response	1	0	WRK	100%	18-Aug-22 A	18-Aug-22 A								Submit RFQ Response
A1040	City issue Shortlist Notification	1	0	WRK	100%	21-Sep-22 A	21-Sep-22 A								City issue Shortlist Notifi
A1050	Design-Builder Interviews	1	0	WRK	100%	07-Oct-22 A	07-Oct-22 A								Design-Builder Interview
A1070	City issue Award Notification	1	0	WRK	100%	11-Oct-22 A	11-Oct-22 A								City issue Award Notific
A1080	Kick-Off Meeting	1	0	WRK	100%	09-Nov-22 A	09-Nov-22 A								Kick-Off Meeting
A1090	Contract Development	35	1	WRK	97.14%	10-Nov-22 A	14-Dec-22								Contract Developme
A1100	City Council Award Approval	1	1	WRK	0%	15-Dec-22	15-Dec-22								City Council Award A
A1110	Finalize Design/Build Agreement	15	15	WRK	0%	16-Dec-22	09-Jan-23								Finalize Design/Bu
A1120	City issue Initial Services Agreement & Design Phase NTP	1	1	WRK	0%	10-Jan-23	10-Jan-23								City issue Initial Se
A1130	30% CD Design Development	20	20	WRK	0%	11-Jan-23	07-Feb-23								30% CD Design D
A1270	Submit Work Force Development Plan (due 45 days after ISA/NTP)	45	45	7x24	0%	11-Jan-23	24-Feb-23								Submit Work For
A1280	30% CD Estimate Development	10	10	WRK	0%	08-Feb-23	21-Feb-23								30% CD Estimati
A1290	30% CD Design/Estimate Deliverable	1	1	WRK	0%	22-Feb-23	22-Feb-23								30% CD Design/
A1170	30% CD City Review and Approval	10	10	WRK	0%	23-Feb-23	08-Mar-23								30% CD City Re
A1180	30% CD Risk Management Review	5	5	WRK	0%	23-Feb-23	01-Mar-23								30% CD Risk Ma
A1140	60% CD Design Development	40	40	WRK	0%	09-Mar-23	03-May-23								60% CD Desi
A1300	60% CD Estimate Development	10	10	WRK	0%	04-May-23	17-May-23								60% CD Estli
A1310	60% CD Design/Estimate Deliverable	1	1	WRK	0%	18-May-23	18-May-23								60% CD Des
A1190	60% CD Utility Review	5	5	WRK	0%	19-May-23	25-May-23								60% CD Utili
A1200	60% CD Equal Business Opportunity (EBO) Review	5	5	WRK	0%	19-May-23	25-May-23								60% CD Equ



Downtown Tampa Union Station
PRELIMINARY SCHEDULE
The Collage Companies

TUS001
TASK filter: All
Activities

Data Date: 14-Dec-22
Run: 21-Nov-22 08:22
Page 1 of 2

Activity ID	Activity Name	Planned Duration	Remaining Duration	Calendar	Duration % Complete	Start	Finish	2023							2024			
								Q3	Q4	Q1	Q2	Q3	Q4	Q1				
A1210	60% CD Regulatory Agency Reviews	5	5	WRK	0%	19-May-23	25-May-23											60% CD Reg
A1220	60% CD City Review and Approval	10	10	WRK	0%	19-May-23	01-Jun-23											60% CD City
A1150	90% CD Design Development	15	15	WRK	0%	02-Jun-23	22-Jun-23											90% CD De
A1320	90% CD Estimate Development	5	5	WRK	0%	23-Jun-23	29-Jun-23											90% CD Es
A1330	90% CD Design/Estimate Deliverable	1	1	WRK	0%	30-Jun-23	30-Jun-23											90% CD De
A1230	90% CD City Review and Approval	10	10	WRK	0%	03-Jul-23	14-Jul-23											90% CD C
A1160	100% CD Design Development	10	10	WRK	0%	17-Jul-23	28-Jul-23											100% CD
A1340	100% Estimate (GMP) Development	10	10	WRK	0%	31-Jul-23	11-Aug-23											100% Es
A1350	100% CD Design/Estimate (GMP) Deliverable	1	1	WRK	0%	14-Aug-23	14-Aug-23											100% CD
A1240	100% CD & GMP City Review and Approval	15	15	WRK	0%	15-Aug-23	04-Sep-23											100% C
A1250	City issue Construction Phase NTP	1	1	WRK	0%	05-Sep-23	05-Sep-23											City issu
A1260	Construction Phase	140	140	WRK	0%	06-Sep-23	19-Mar-24											



Exhibit "D"

CITY OF TAMPA INSURANCE REQUIREMENTS

Prior to commencing any work or services or taking occupancy under that certain written agreement or award (for purposes of this document, Agreement) between the City of Tampa, Florida (City) and Firm/Awardee/Contractor/Consultant/Lessee/non-City party, etc. (for purposes of this document, Firm) to which this document is attached and incorporated as an Exhibit or otherwise, and continuing during the term of said Agreement (or longer if the Agreement and/or this document so requires), Firm shall provide, pay for, and maintain insurance against claims for injuries to persons (including death) or damages to property which may arise from or in connection with the performance of the Agreement (including without limitation occupancy and/or use of certain property/premises) by Firm, its agents, representatives, employees, suppliers, subtenants, or subcontractors (which term includes sub-consultants, as applicable) of any tier subject to the terms and conditions of this document. Firm's maintenance of insurance coverage as required herein is a material element of the Agreement and the failure to maintain or renew coverage or provide evidence of same (defined to include without limitation Firm's affirmative duty to provide from time to time upon City's request certificates of insurance, complete and certified copies of Firm's insurance policies, forms, and endorsements, information on the amount of claims payments or reserves chargeable to the aggregate amount of coverage(s) whether during the term of the Agreement or after as may be requested by the City in response to an issue or potential claim arising out of or related to the Agreement to which Firm's insurance obligations hereunder may apply or possibly help mitigate) may be treated as a material breach of the Agreement. Should at any time Firm not maintain the insurance coverages required, City at its sole option (but without any obligation or waiver of its rights) may (i) terminate the Agreement or (ii) purchase such coverages as City deems necessary to protect itself (charging Firm for same) and at City's option suspending Firm's performance until such coverage is in place. If Firm does not reimburse City for such costs within 10 days after demand, in addition to any other rights, City shall also have the right to offset such costs from amounts due Firm under any agreement with the City. All provisions intended to survive or to be performed subsequent to the expiration or termination of the Agreement shall survive, including without limitation Firm's obligation to maintain or renew coverage, provide evidence of coverage and certified copies of policies, etc. upon City's request and/or in response to a potential claim, litigation, etc.

The City reserves the right from time to time to modify or waive any or all of these insurance requirements (or to reject policies) based on the specific nature of goods/services to be provided, nature of the risk, prior experience, insurer, coverage, financial condition, failure to operate legally, or other special circumstances. If Firm maintains broader coverage and/or higher limits than the minimums shown herein, the City requires and shall be entitled to such broader coverage and/or higher limits maintained by Firm. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City. No representation is made that the minimum insurance requirements are sufficient to cover Firm's interests, liabilities, or obligations. Required insurance shall not limit Firm's liability.

Firm acknowledges and agrees Firm and not the City is the party in the best position to determine applicability (e.g. "IF APPLICABLE"), confirm, and/or verify its insurance coverage. Acceptance by the City, or by any of its employees, representatives, agents, etc. of certificates or other documentation of insurance or policies pursuant to the terms of this document and the Agreement evidencing insurance coverages and limits does not constitute approval or agreement that the insurance requirements have been met or that coverages or policies are in compliance. Furthermore, receipt, acceptance, and/or approval of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its employees, representatives, agents, etc., which indicate less coverage than required does not constitute a waiver of Firm's obligation to fulfill these insurance requirements.

MINIMUM SCOPE AND LIMIT OF INSURANCE ¹

- A. Commercial General Liability (CGL) Insurance on the most current Insurance Services Office (ISO) Form CG00 01 or its equivalent on an "occurrence" basis (Modified Occurrence or Claims Made forms are not acceptable without prior written consent of the City). Coverage must be provided to cover liability contemplated by the Agreement including without limitation premises and operations, independent contractors, contractual liability, products and completed operations, property damage, bodily, personal and advertising injury, contractual liability, explosion, collapse, underground coverages, personal injury liability, death, employees-as-insureds, Products and completed operations liability coverage maintained for at least 3 years after completion of work. Limits shall not be less than \$1M per occurrence and \$2M general aggregate for Agreements valued at \$2M or less; if valued over \$2M, a general aggregate limit that equals or exceeds the Agreement's value. If a general aggregate limit applies; it shall apply separately to the project/location (ISO CG2S 03 or 2S 04 or equivalent). (ALWAYS APPLICABLE)
- B. Automobile Liability (AL) Insurance in accordance with Florida law, as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles. AL insurance shall not be less than: (a) \$500,000 combined single limit each occurrence bodily injury and property damage for Agreements valued at \$100,000 or less or (b) \$1M combined single limit each occurrence bodily injury and property damage for Agreements valued over \$100,000. If transportation of hazardous material involved, the MCS-90 endorsement (or equivalent). (ALWAYS APPLICABLE)
- C. Worker's Compensation (WC) & Employer's Liability Insurance for all employees engaged under the Agreement, Worker's Compensation as required by Florida law. Employer's Liability with minimum limits of (a) \$500,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee for Agreements valued at \$100,000 and under or (b) \$1M bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each for all other Agreements. (ALWAYS APPLICABLE)
- D. Excess (Umbrella) Liability Insurance for Agreements valued at \$2M or more, at least \$4M per occurrence in excess of underlying limits and no more restrictive than underlying coverage for all work performed by Firm. May also compensate for a deficiency in CGL, AL, or WC. (ALWAYS APPLICABLE)
- E. Builder's Risk Insurance for property loss exposure associated with construction/renovation/additions to buildings or structures, including materials or fixtures to be incorporated. Must be "All Risk" form with limits of no less than the project's completed value, have no coinsurance penalties, eliminate the "occupancy clause", cover Firm (together with its contractors, subcontractors of every tier, and suppliers), and name City as a Loss Payee. (IF APPLICABLE)
- F. Installation Floater coverage for property (usually highly valued equipment or materials such as compressors, generators, etc.) during its installation. Coverage must be "All Risk" including installation and transit for no less than 100% of the installed replacement cost value. (IF APPLICABLE)
- G. Architects & Engineers Liability/ Professional Liability (E&O)/ Contractors Professional Liability (CPL)/ Medical Malpractice Insurance where Agreement involves Florida-regulated professional services (e.g. architect, engineer, design-builder, CM, accountant, appraiser, investment banker, medical professional) at any tier, whether employed or independent, vicarious design liability exposure (e.g. construction means & methods, design supervision), value engineering, constructability assessments/reviews, BIM process, and/or performance specifications. Limits of at least \$1M per occurrence and \$2M aggregate; deletion of design/build liability exclusions, as applicable, and maintained for at least 3 years after completion of work/services and City's acceptance of same. (IF APPLICABLE)
- H. Railroad Protective Liability (RPL) Insurance for construction within 50ft of operated railroad track(s) or where affects any railroad bridge, trestle, tunnel, track(s) roadbed, or over/under pass. Subject to involved railroad's approval prior to commencement of work. (IF APPLICABLE)
- I. Pollution and/or Asbestos Legal Liability Insurance where Agreement involves asbestos and/or environmental hazards/contamination risks (defined broadly, e.g. lead, mold, bacteria, fuel storage, underground work, cleanup (owned or non-owned sites), pollutant generation/transportation, marine/natural resource damage, contamination claim, restitution, business interruption, mold, fungus, lead-based paint, 3rd party claims/removal, etc.), with limits of at least \$1M per occurrence and \$2M aggregate, maintained for at least 3 years after Agreement completion. (IF APPLICABLE)
- J. Cyber Liability Insurance where Agreement involves portals allowing access to obtain, use, or store data; managed dedicated servers; cloud hosting services; software/hardware; programming; and/or other IT services

¹ "M" indicates million(s), for example \$1M is \$1,000,000

and products are involved. Limits of not less than \$2M per occurrence and \$2M aggregate. Coverage sufficiently broad to respond to duties and obligations undertaken by Firm, and shall include, but not be limited to, claims involving infringement of intellectual property/copyright, trademark, trade dress, invasion of privacy violations, damage to or destruction of electronic information, information theft, release of confidential and/or private information, alteration of electronic information, extortion, virus transmission, and network security. Coverage, as applicable and with sufficient limits to respond, for breach response costs, regulatory fines and penalties, credit monitoring expenses. **(IF APPLICABLE)**

K. Drone/UAV Liability Insurance where Agreements involves unmanned aerial vehicles/drones. Coverage to include products and completed operations, property damage, bodily injury with limits no less than \$1M per occurrence, and \$2M aggregate; may be provided by CGL endorsement subject to City's prior written approval. **(IF APPLICABLE)**

L. Longshore & Harbor Workers' Compensation Act/Jones Act for work being conducted near, above, or on "navigable waters" for not less than the above Employer's Liability Insurance limit. **(IF APPLICABLE)**

M. Garagekeeper/Hangerkeeper/Marina Operator Legal Liability Insurance and/or Hull/P&I Insurance where parking lot, valet, dealership, garage services, towing, etc. and/or operation of a hangar, marina, or air

plane/ship repairer, providing safe berth, air/watercraft storage/docking (on land/ in water), fueling, tours, charters, ferries, dredges, tugs, mooring, towing, boat/aircraft equipment/repair/alteration/maintenance, etc.; cover- age against liability for damage to vehicles air/watercraft, their machinery in Firm's care, custody, or control both private & commercial. Limits at least equal to greater of \$1M, value of max number of vehicles that may be in Firm's custody, or of most costly object in Firm's custody. **(IF APPLICABLE)**

N. Property Insurance and Interruption of Business (IOB) Insurance where premises, building, structure, or improved real property is leased, licensed, or otherwise occupied by Firm. Property Insurance against all risks of loss to any occupant/tenant improvements at full replacement cost with no coinsurance penalty, including fire, water, leak damage, and flood, as applicable, vandalism and malicious mischief endorsements. IOB by which minimum monthly rent will be paid to City for up to 1 year if premises are destroyed, rendered inaccessible or untenable, including disruption of utilities, water, or telecommunications. **(IF APPLICABLE)**

O. Liquor Liability/Host Liquor Liability where Firm directly or indirectly provides alcoholic beverages, limits of at least \$1M per occurrence and \$1M aggregate. **(IF APPLICABLE)**

P. Educators Legal Liability Insurance where day care, after school program, recreational activities, etc. limits per G above. **(IF APPLICABLE)**

ADDITIONAL REQUIREMENTS

ACCEPTABILITY OF INSURERS- Insurance is to be placed with insurers admitted in the State of Florida and who have a current A.M. Best rating of no less than A-:VII or, if not rated by A.M. Best, as otherwise approved by the City in advance and in writing.

ADDITIONAL INSURED- **City, its elected officials, departments, officers, officials, employees, and volunteers together with, as applicable, any associated lender of the City shall be covered as additional insureds on all liability coverage** (e.g. CGL, AL, and Excess (Umbrella) Liability) as to liability arising out of work or operations performed by or on behalf of Firm including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of Firm. Coverage can be provided in the form of an endorsement to Firm's insurance (at least as broad as ISO Form CG 20 10 1185 or **both** CG 10 20, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 if later revisions used).

CANCELLATION/NON-RENEWAL -- Each insurance policy shall provide that at least 30 days written notice must be given to City of any cancellation, intent to non-renew, or material reduction in coverage (except aggregate liability limits) and at least 10 days' notice for non-payment of premium. Firm shall also have an independent duty to notify City in like manner, within 5 business days of Firm's receipt from its insurer of any notices of same. If any policy's aggregate limit is reduced, Firm shall directly take steps to have it reinstated. Notice and proof of renewal/continued coverage/certifications, etc. shall be sent to the City's notice (or Award contact) address as stated in the Agreement with a copy to the following:

- Contract Administration Department, 306 E Jackson St, Tampa, FL 33602 Purchasing Department, 306 E Jackson Street, Tampa, FL 33602
 Other: _____

CERTIFICATE OF INSURANCE (COI) - to be provided to City by insurance carrier prior to Firm beginning any work/services or taking occupancy and, if the insurance expires prior to completion of the work or services or Agreement term (as may be extended), a renewal COI at least 30 days before expiration to the above address(es). COIs shall specifically identify the Agreement and its subject (project, lease, etc.), shall be sufficiently comprehensive to insure City (named as additional insured) and Firm and to certify that coverage extends to subcontractors' acts or omissions, and as to permit the City to determine the required coverages are in place without the responsibility of examining individual policies. **Certificate Holder must be The City of Tampa, Florida.**

CLAIMS MADE - If any liability insurance is issued on a claims made form, Firm agrees to maintain such coverage uninterrupted for at least 3 years following completion and acceptance of the work either through purchase of an extended reporting provision or purchase of successive renewals. The **Retroactive Date must be shown and be a date not later than the earlier of the Agreement date or the date performance/occupancy began thereunder.**

DEDUCTIBLES/SELF-INSURED RETENTIONS (SIR) - must be disclosed to City and, if over \$500,000, approved by the City in advance and in writing, including at City's option being guaranteed, reduced, or eliminated (additionally if a SIR provides a financial guarantee guaranteeing payment of losses and related investigations, claim administration, and defense expenses). Firm shall be fully responsible for any deductible or SIR (without limiting the foregoing a policy with a SIR shall provide or be endorsed to provide that the SIR may be satisfied by either the City or named insured). In the event of loss which would have been covered but for a deductible or SIR, City may withhold from any payment due Firm, under any agreement with the City, an amount equal to same to cover such loss should full recovery not be obtained under the policy.

PERFORMANCE- All insurance policies shall be fully performable in Hillsborough County, Florida (the County), and construed in accordance with Florida law. Further, all insurance policies must expressly state that the insurance company will accept service of process in the County and that the exclusive venue for any action concerning any matter under those policies shall be in the appropriate state court of the County.

PRIMARY POLICIES - Firm's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as to the City, its elected officials, departments, officers, employees, and volunteers. Any insurance or self-insurance maintained by the City, its elected officials, departments, officers, employees, and volunteers shall be excess of the Firm's insurance and shall not contribute with it.

SUBCONTRACTORS/INDEPENDENT ASSOCIATES/CONSULTANTS/SUBTENANTS/SUBLICENSEE - Firm shall require and verify that all such entities maintain insurance meeting all requirements stated herein with the City as an additional insured by endorsement (ISO FORM CG 20 38, or broader) or otherwise include such entities within Firm's insurance policies. Upon City's request, Firm shall furnish complete and certified copies of copies of such entities' insurance policies, forms, and endorsements.

SUBCONTRACTOR DEFAULT INSURANCE CONTROLLED INSURANCE PROGRAM WRAP-UP. Use requires express prior written consent of City Risk Manager.

UNAVAILABILITY- To the fullest extent permitted by law, if Firm is out of business or otherwise unavailable at the time a claim is presented to City, Firm hereby assigns to the City all of its right, title and interest (but not any liabilities or obligations) under any applicable policies of insurance.

WAIVER OF SUBROGATION - With regard to any policy of insurance that would pay third party losses, Firm hereby grants City a waiver of any right to subrogation which any insurer of Firm may acquire against the City by virtue of the payment of any loss under such insurance. Firm agrees to obtain any endorsement that may be necessary to affect such waiver, but this provision shall apply to such policies regardless.

WAIVER/RELEASE AGREEMENT - Where Firm has a defined group of persons who might be exposed to harm (e.g. participants in an athletic event/program, volunteers) any waiver or release agreement used by Firm whereby such persons (and their parent/guardian as applicable) discharge Firm from claims and liabilities, shall include the City, its elected officials, departments, officers, officials, employees, and volunteers to the same extent as Firm.

Exhibit E

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)

C7. PLANNED WMBE/SLBE SOLICITATION & UTILIZATION / FORM MBD



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.: 22-C-00038 Contract Name: Downtown Tampa Union Station Renovations Design-Build
 Company Name: The Collage Companies Address: 585 Technology Park, Lake Mary, FL 32746
 Federal ID: 59-2143889 Phone: (407) 829-2257 (407) 829-2258 Email: rmaphis@collage-usa.com

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
SLBE/WMBE 27-1558886	Jerel McCants Architecture, Inc. 1210 East Columbus Drive, Tampa, FL 33605 (813) 312-9120, jerel@mccants.com	BM	906	E, P	Y

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: Rob Maphis / President 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**

MBD 10 rev.effective 02/2016

C7. PLANNED WMBE/SLBE SOLICITATION & UTILIZATION / FORM MBD



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.: 22-C-00038 Contract Name: Downtown Tampa Union Station Renovations Design-Build
 Company Name: The Collage Companies Address: 585 Technology Park, Lake Mary, FL 32746
 Federal ID: 59-2143889 Phone: (407) 829-2257 (407) 829-2258 Email: rmaphis@collage-usa.com

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 %
SLBE/WMBE	Jerel McCants Architecture, Inc. 1210 E. Columbus Drive, Tampa, FL 22605 (813) 812-9120, jerel@jmccants.com	BM	906	178,500	66.9%
Federal ID					

Total ALL Subcontract / Supplier Utilization \$ 178,500
Total SLBE Utilization \$ 178,500
Total WMBE Utilization \$ 178,500
Percent SLBE Utilization of Total Bid/Proposal Amt. 66.9 % Percent WMBE Utilization of Total Bid/Proposal Amt. 66.9 %

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

Signed: Rob Maphis Name/Title: Rob Maphis / President 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**

MBD 20 rev./effective 01/2021