



## CITY OF TAMPA, FLORIDA - RFQ

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

### 22-D-00400 - F Work Order Agreements for Professional Architectural / Engineering (AE) Services As-Needed

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

The City of Tampa desires to obtain **professional** services within the scope of **professional engineering, architectural, or registered surveying and mapping**, related to certain projects authorized in the City's Budget as amended from time to time by the City Council, said services to be provided as needed, under work order agreements expiring in April of 2025, in the following areas: architecture; landscape architecture; mechanical; electrical; plumbing; structural; threshold inspections; interior design; space planning; industrial engineering; emergency management; systems engineering; noise abatement; vibration engineering; materials testing; geotechnical testing; antenna and propagation; civil engineering; traffic studies; street lighting; signals; roadways; bridges; transportation; right-of-way acquisition; project development & environmental/ public involvement; public facility comprehensive planning concurrence; parking; environmental; site assessments; recycling; solid and hazardous waste; disaster debris; waste-to-energy; rate studies, stationary tanks; hydrocarbon management; energy; water; waste water; sewer; utility location/ vacuum excavation; storm drainage; DRI; facility plan review or subdivision review; planning; design; construction administration, engineering or inspection; scheduling; drafting/CAD services; preparation of plans and specifications for new construction, alterations, maintenance, or repair projects at various buildings to be designated; general land and topographic surveys; mapping; aerial photogrammetry; layouts for transportation, water, sanitary, storm sewer or other construction projects; or such other services as may be performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

Additional material, if any, may be found at demandstar.com and at: [www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfq](http://www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfq)

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

An individual or entity ("Firm") responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest.

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 5MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L. Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: A Letter of Interest that lists your firm's strongest IN-HOUSE areas of specialization and experience (60); Indication, if applicable, of your firm's WMBE or SLBE certification with the City of Tampa (20); Standard Form 330, or the same information in similar form (10); and Supplemental materials to show: performance on, or low amount of, previous City projects (5), staffing (5).

The PDF file

File name; {22-D-00400F [Your Firm's Name or Abbrev.]}

must be **E-Mailed to**

**[ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net)**

**BEFORE 2 P.M., Thursday November 30, 2023.**

**Use Subject Line; 22-D-00400F [Your Firm's Name].**

As a courtesy, the City will endeavor provide an email acknowledgment usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.

Note that the current plan calls for the selection of additional firms for the referenced agreement twice per year. PDF's received after this deadline may be held for such future consideration. This is the sixth such solicitation for 22-D-00400. If your firm submitted previously you do not need to apply again.

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

TRANSMITTAL DATE: \_\_\_\_\_

RFQ NO. & TITLE: 22-D-00400 F; Work Order Agreements for Professional Architectural / Engineering (AE) Services As-Needed

TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)

c/o Contract Administration Department via [ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net)

306 East Jackson Street, 4th Floor North, Tampa, Florida 33602

SUBMITTER ("Firm") NAME: \_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_

FIRM TYPE:

Individual/Sole Proprietor

Joint Venture (JV)\*

Partnership (PN)\*

Corporation

Limited Liability Company

Other: \_\_\_\_\_

FIRM CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

**CERTIFICATIONS:**

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

License/registration/certification no(s): \_\_\_\_\_

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

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

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

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

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

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

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

Authorized Signature : \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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