

24-C-00008; HFC AWTP Administration Building HVAC Replacement Design-Build

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

The City of Tampa Wastewater Department desires to obtain Design-Build Services for the replacement of the Administration Building Heating, Ventilation, and Air Conditioning (HVAC) System at the Howard F. Curren Advanced Wastewater Treatment Plant (HFC AWTP) located at 2545 Guy N. Verger Boulevard.

Services will be provided under a contract with negotiated fixed fees for The assessment of HVAC replacement needs, selection and evaluation of design alternatives, final design, permitting, project management, overhead, profit, development of a guaranteed maximum price with appropriate surety bonds for the construction of HVAC system replacement and associated components. Services will also include, but not be limited to, engineering investigations, site planning, cost estimating, advertising and administration of subcontracts, start-up, preparation of O&M manuals, training, and all related work required for a complete project.

Background: The HFC AWTP Administration Building was originally constructed in 1992. It originally housed Treatment Plant Management offices in the eastern part of the building's second floor and three laboratories in the western and central parts of the building's second floor: the Main (Analytical) Lab, Industrial Waste Lab, and Bay Studies Lab. The first floor contains storage rooms, utility/mechanical rooms, and covered parking areas for vehicles. In 2014, the building underwent an interior remodeling to convert the Bay Studies Lab area and areas of the Industrial Waste Lab into office space. The remodel project only included minor changes to the building's HVAC system and the majority of the original system remains in place.

The building's HVAC system is served by two 206-ton chillers that alternate as lead (active) and backup chillers. The existing chillers were installed in 2009. The building has one 3,000,000 BTUH (max. input) natural gas burning, heating water boiler which was installed in early 2023.

Although the Administration Building has undergone rehabilitations and improvements of its HVAC system since the original construction, several of the building's HVAC system components have reached the end of their useful life. In addition, the HVAC system has not been redesigned to support the areas that were converted from laboratory space to office space. A new HVAC system is needed to restore system reliability, improve efficiency, and meet the requirements of the current use of the building.

The scope of the design-build contract will include, but not be limited to:

1. Assessment of equipment replacement needs.
2. Development and analysis of alternatives for heating, ventilation and air conditioning systems, construction sequencing, methods to minimize disruption during construction, and associated cost estimates.
3. Complete design of selected alternative.
4. Construction of selected alternative.

Estimated Total Project Cost: \$8,000,000
Schedule: Design FY24; Construction FY25

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

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

A pre-submittal conference will be held at 2:00 P.M. Monday November 27, 2023, in the WW Collections Training Building, 2515 Guy N. Verger Blvd, Tampa, FL 33605. The only site visit/walk-through will follow the meeting. Firms must email names, cell phone numbers and companies represented for all attendees a minimum 24 hours in advance to Deann.Wheeler@tampagov.net and Jeremy.Beck@tampagov.net to obtain security clearance and to be registered in the treatment plant emergency notification software. Attendance is not mandatory.

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

An individual or entity (“Firm”) responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution (“Exempt Plans”) and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal, NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City’s best interest. The City of Tampa will not request documentation of or consider a bidder’s (proposer’s) social, political, or ideological interests when determining if the bidder (proposer) is a responsible vendor and will not give preference to a proposer based on the proposer’s social, political, or ideological interests.

Firms will be required to comply with the City’s Apprenticeship program as posted at https://library.municode.com/fl/tampa/codes/code_of_ordinances?nodeId=COOR_CH26.5EQBUOPPR_ARTIVAPRECOCO.

Firms should consider applicable concepts in the City’s Climate Action And Equity Plan as posted at <https://www.tampa.gov/document/climate-action-and-equity-plan-122846>.

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 10MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L, Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications

and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (35pts); Experience with Design and Installation of HVAC systems for office buildings and laboratories (30 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., December 14, 2023**. As a courtesy, the City will endeavor to provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm’s responsibility to confirm its submission (PDF file) has been received.

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

TRANSMITTAL DATE: _____

RFQ NO. & TITLE: Contract 24-C-00008, HFC AWTP Admin Bldg HVAC Replacement, Design-Build

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

c/o Contract Administration Department via ContractAdministration@tampagov.net

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

SUBMITTER ("Firm") NAME: _____

FEDERAL TAX ID#: _____

FIRM TYPE:

Individual/Sole Proprietor

Joint Venture (JV)*

Partnership (PN)*

Corporation

Limited Liability Company

Other: _____

FIRM CONTACT NAME: _____

EMAIL: _____

PHONE: _____

CERTIFICATIONS:

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

License/registration/certification no(s): _____

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

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.

Check one; The Firm or its subcontractors participate in an apprenticeship program that is registered with the Florida Department of Education or the United States Department of Labor; or Firm commits that at the time it executes a construction contract that it or its subcontractors will be participating in such an **apprenticeship program** or an on-the-job training program; or Firm has submitted documentation that confirms, to the satisfaction of the City of Tampa, that there are no registered apprenticeship or on-the-job training programs for any work to be performed on the construction project.

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 Ptnt 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.



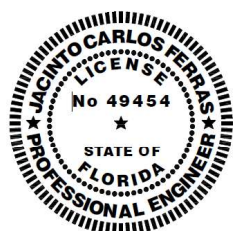
**RFQ: 24-C-00008 DESIGN-BUILD SERVICES
FOR THE
HOWARD F. CURREN ADVANCED WASTEWATER TREATMENT
PLANT ADMINISTRATION BUILDING HVAC REPLACEMENT**



PREPARED BY:

Jacinto Ferras, P.E. – PROFESSIONAL ENGINEER
WASTEWATER DEPARTMENT

CITY OF TAMPA
NOVEMBER 2023



Digitally signed by Jacinto
Ferras

Date: 2023.11.02 15:35:02
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DESIGN CRITERIA PACKAGE

1. Purpose

The City of Tampa has prepared this Design Criteria Package for RFQ: 24-C-0008 Design-Build Services related to the Howard F Curren Advanced Wastewater Treatment Plant (HFC AWTP) Administration Building HVAC Replacement. It is the City's intent that the improvements be accomplished through a design-build approach and be completed through the development and execution of a Guaranteed Maximum Price (GMP) proposal. The City may, at its option, directly purchase certain products for use on this contract.

1.1 The scope shall include, but not be limited to the following:

- Comprehensive design services to include:
 - Assessment and identification of HVAC systems replacement needs to restore, update, maintain and improve indoor air quality, temperature and humidity regulation, and proper exhausting of laboratory vent hoods while maintaining continuous Main (Analytical) Laboratory operations.
 - Development of an alternatives analysis of potential improvements that will be used to evaluate and finalize required improvements.
- Comprehensive design services of selected improvements.
- Coordinating, applying for, and obtaining regulatory permits.
- Preparing plans and estimates for construction permits.
- Preconstruction services with development of Guaranteed Maximum Price (GMP) for the construction of selected improvements and associated components.
- Development of construction sequencing and project phasing needed to maintain 24/7 continuous laboratory operations and minimize construction costs.
- Installation and construction for the complete and working operations of the selected improvements and associated components.
- Scheduling of all logistics and maintaining operations during construction.
- Engineering services during construction shall include: attending meetings, responding to Requests for Information (RFI), reviewing submittals, and commissioning services.
- Construction Management and Oversight.
- Start-up and testing.
- Development of Operation and Maintenance Manuals.
- Training staff in the operation of the selected improvements.
- Estimated Total Budget: \$8,000,000.

1.2 This document provides the criteria for the design and construction of the HFC AWTP Administration Building's HVAC system replacement. The intent is to list the minimum design-build criteria necessary for achieving these improvements.

RFQ: 24- C-00008

Howard F. Curren Advanced Wastewater Treatment Plant Admin Bldg HVAC Replacement Design Criteria Package

1.3 This package is not a specification or prescriptive checklist and is not intended to replace the professional judgment by a competent licensed professional engineer after coordination with the end-user and stakeholders of the City of Tampa.

1.4 A general scope of work for the improvements included in the project is provided below.

2. Background – Administration Building

The HFC AWTP Administration Building was constructed in 1992. It originally housed Treatment Plant Management offices in the eastern part of the building's second floor and three laboratories in the western and central parts of the building's second floor: the Main (Analytical) Lab, Industrial Waste Lab, and Bay Studies Lab. The first floor is composed of three entrance lobbies, three storage rooms, utility/mechanical rooms, and covered parking areas for vehicles. The building's penthouse, which sits on top of the second floor, is a mechanical room that houses the building's four large air handlers and most of the building's 29 exhaust air fans. There are four fan-coil units in the penthouse that are used for local air cooling.

The Administration Building, with exception of the Main Lab, underwent interior remodeling in 2014. The Bay Studies Lab was remodeled and converted into office space for the Wastewater Department's Engineering Design and Drafting Division. The Industrial Waste Lab was remodeled and reduced in size to provide additional space for the new Design/Drafting area. The AWTP Management Office area was remodeled to accommodate a greater number of offices and personnel. The remodel project only included minor changes to the building's HVAC system and the original system remains largely in place.

The building's HVAC system is served by two 206-ton chillers that alternate as lead and backup chillers. The active chiller provides chilled water to the four main air handlers and to seven smaller fan-coil units within the building. The chillers' condensing units are cooled by AWTP effluent water. The existing chillers were installed in 2009. The building has one 3,000,000 BTUH (max. input) natural gas burning, heating water boiler which was installed in early 2023. The boiler supplies heating water to the four main air handlers, 47 reheat coil units, 38 air terminal units and five water unit heaters throughout the building. The boiler and chillers are in the mechanical room on the first floor.

Air Handler #1 is designed to provide 11,300 cfm of supply air to the 2nd floor Administrative Offices, Front Lobby, east restrooms, women's locker room, kitchen and break room areas. The combined floor space served by Air Handler #1 is approximately 6,200 square feet. The east restrooms and the women's locker room supply air is exhausted out of the building by Exhaust Air Fan #2. A Return Air Fan is used to draw air from the remaining areas and return it to Air Handler #1.

Air Handler #2 and Air Handler #4 serve the Main Laboratory area. The Main Lab area contains three offices, the AWTP's Main Computer Room, five specialized prepping & testing rooms, a large open lab area, a sample receiving area, and three separate storage rooms. The Main Lab area floor space is approximately 7,600 square feet. Air Handlers #2 and #4, provide 100% outside air (no inside air is returned to these air handlers). Air Handler #2 is designed to provide most of the supplied Air to the

RFQ: 24- C-00008**Howard F. Curren Advanced Wastewater Treatment Plant Admin Bldg HVAC Replacement Design Criteria Package**

Main Lab area at a rate of 14,880 cfm. Air Handler #4 is used to provide supplemental air to several of the fume hoods, when they are in operation, at a combined maximum total rate of 7,000 cfm. The supplied air is exhausted from the Main Lab area by fume hoods and four additional exhaust air fans. There are thirteen fume hoods within the Main Lab area, each with a dedicated exhaust fan that is located within the penthouse. There are two separate 2-ton “mini-split” air conditioning units and one high purity air filtering unit that are used to circulate the air within the Computer Room.

Air Handler #3 is designed to provide 11,300 cfm of supply air to the Engineering Design/Drafting, Industrial Waste Lab, west restroom, men’s locker room and Electrical Room areas on the second floor (totaling approximately 5,500 square feet), and approximately 2,000 square feet on the first floor, for a total of approximately 7,500 square feet of floor space. The air supplied to the west restroom, men’s locker room, much of the Industrial Waste Lab, and the areas on the first floor is exhausted out of the building by Exhaust Air Fans #4 and #7. A Return Air Fan is used to draw air from the remaining areas and return it to Air Handler #3.

A new Building Automated (HVAC) Control system was installed in 2013. This entailed replacing the original digital control system, which incorporated Temperature Control Panels and pneumatically operated valve actuators, with a new Building Automation System (BAS) network, which incorporates KMC Controllers, electrically operated actuators and the BACnet communications protocol, for which a personal computer (PC) serves as an operator interface, and which can be monitored and adjusted remotely via an internet browser through the KMC TotalControl web portal.

The building’s air conditioning system was originally designed so that Air Handlers #1, #2 and #3 would cool incoming air down to 55-degrees (F) and send it through the supply air duct systems. The 55-degree air would then be reheated, to the desired (adjustable) temperature, at a local heating water coil unit (ATU, RHT, or other) just prior to being released into an office space or room space. Some of the heating water coil units throughout the building have been plagued with clogging problems and thereby have not been able to properly reheat the supplied air. The Main Laboratory is one of the areas that has been experiencing ongoing problems with maintaining proper temperature and humidity in several work areas. The Main Laboratory requires a stable air temperature and humidity level to properly perform sampling and testing of various types of specimens.

Since 2015, Wastewater Staff working in the area served by Air Handler #3 have been complaining about strong, unpleasant odors in their work areas. The Wastewater Department hired a consultant engineering firm, in 2017, to investigate the cause and develop solutions. Multiple options were provided and the City selected to modify the outside air intakes for Air Handlers #1 and #3 by installing a combined air duct and extending it away from the exhaust fan discharge plenum, and other exhaust fan discharges, to reduce the amount of exhaust air contaminants getting pulled into the outside air intakes. This solution helped to some extent but did not prevent odors from coming into the work areas. Additional investigations have been conducted, but the exact cause of the odors has not been determined.

RFQ: 24- C-00008**Howard F. Curren Advanced Wastewater Treatment Plant Admin Bldg HVAC Replacement Design Criteria Package**

Due to the age and continued problems with the HVAC system, the odor issues, the conversion of laboratories into office space, and the need to have a stable air temperature and humidity level in the main laboratory, the City desires to replace the entire HVAC system.

3. Design Criteria

A new HVAC system shall be provided to meet current building use and office spaces, improve air quality and system reliability, and improve efficiency and energy use. Improvements may include, but are not limited to, new chillers, air handlers, ductwork, Variable Air Volume (VAV) boxes, fume hood exhaust systems for laboratories, and control systems. The new system shall meet current codes and energy efficiency requirements.

4. Project Scope Requirements

4.1 Conduct preliminary design services that include the following:

- Evaluate and determine HVAC system requirements for building use and improved air quality including preliminary sizing of equipment, layout, control systems, and other requirements.
- Determine construction sequences. The building contains an analytical laboratory that provides sampling and testing needed to maintain the operation of the treatment plant. It is essential that these functions are continued throughout the project construction. Project sequences may require temporary equipment and/or facilities to maintain laboratory operations.
- Develop and evaluate alternatives for HVAC system improvements and project sequences.
- Prepare cost estimates for various alternatives.

The City will evaluate the various alternatives and will make a final selection of the required improvements that will be used for the final design.

4.2 Final Design

The Design-Build team shall prepare and submit detailed construction plans and specifications at 60%, 90%, 100% and Issued for Construction phases. The improvements shall be designed, and construction sequences shall be developed to maintain the Main Laboratory operations during construction.

All drawings shall be produced in 3D (i.e., AutoCAD Civil 3D or Rivet as compatible for rendering) and shall be accurately georeferenced.

4.3 Preparation of Guaranteed Maximum Price (GMP) and Project Task Worksheet (PTW)

The Design-Build team will provide a GMP estimate and a PTW at the 60% construction plan phase that will be used to determine small and minority business subcontracting opportunities. Scope and schedule to include meetings with the City for GMP proposal goal setting.

RFQ: 24- C-00008**Howard F. Curren Advanced Wastewater Treatment Plant Admin Bldg HVAC Replacement Design Criteria Package**

The Design-Build team will provide a final GMP proposal, including assumptions and clarifications, for review. Scope and schedule to include meeting with the City for GMP proposal reviews.

4.4 Permitting

The Design-Build team will be responsible for all required environmental testing and permitting needed to complete the project. The Design-Build team will also be responsible for building and other permits needed for the project. The scope of these requirements will be determined by the Design-build team based on the selected improvements and construction requirements.

4.5 Construction Management and Oversight

The Design-Build team will be responsible for construction management activities and oversight with consistent coordination with the City during construction. The contractors utilized shall have the suitable personnel and equipment, resources, financial stability, and experience to accomplish the Project requirements and objectives. The design-build team will be responsible for coordinating construction activities with plant operations, other projects, and to maintain the laboratory functions during construction.

4.6 Start-up/Testing/Training

The Design-Build team shall provide start-up services for the completed improvements. The design-build team shall also conduct all performance testing needed for final acceptance of the project.

Operation and maintenance manuals specific to the installed equipment shall be developed and provided to the Wastewater Department. The specific format of the O&M manuals will be defined during the design phase of the project. Specific equipment information will also need to be compiled through the City's Asset Tracking form and conveyed to the City so that the equipment's asset data can be entered into the City's Maintenance Management System.

The Design-Build team shall provide all training to the HFC AWTP staff on the proper operation and maintenance of the installed equipment. The specific training requirements and equipment requiring training will be provided during the final design phase of each improvement.

The Design-Build team shall provide AutoCAD and PDF as-built drawings that accurately depict the as-built conditions of the completed improvement.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Points Pursuant to Designated Industry Category: _____		
FORM MBD-71		
(Refer to MBD Form 70 and Form 50-GFE Outreach)		
	Evaluation Criteria	Point Values
A.	Underutilized WMBE Firms participating as the Prime Contractor (City of Tampa Certified Only)	20
B.	City of Tampa Certified SLBE firms participating as the Prime Contractor, which include City of Tampa Certified WMBE/SLBE sub-(contractor, consultant) participation	5 - 15
C.	Non-City of Tampa Certified WMBE/SLBE Prime Contractor with meaningful sub-(contractor, consultant) participation by City Certified Underutilized WMBE and/or SLBE firms	1 - 15
D.	* External agency WMBE/SLBE/DBE certifications recognized by City of Tampa for designated RFP, RFQ, RFI solicitations	0 – 7
NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)		

Points are determined as follows (Requires Form 50-GFE):

- A. A maximum of twenty (20) rating points may be awarded when the Proposer is a City of Tampa Certified WMBE firm deemed underutilized within the Industry category established by the RFQ.
- B. A maximum of fifteen (15) rating points may be awarded when the Proposer is a City of Tampa certified SLBE with meaningful participation by City certified WMBE/SLBE sub-contractors/consultants.
- C. One to Fifteen (1-15) rating points may be awarded when the Proposer is not a City of Tampa certified WMBE/SLBE prime contractor but utilizes either Underutilized WMBE and/or SLBE certified firm(s) as sub-contractors/consultants and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed MBD Form 10-20.
- D. A maximum of seven (7) “discretionary” rating points may be awarded when the Proposer provides WMBE/SLBE participation from an external agency recognized by the City. Discretionary points may be awarded for ancillary participation (see definition). The point values for ancillary participation may be subordinate to weighted values outlined in categories A, B and C above.

NOTE: *WMBE participation is narrowly tailored (per policy) to target underutilization of affected groups in specific trade/industry categories. Any WMBE/SLBE achievement that was not designated on MBD Form 70 is considered ancillary. Ancillary participation may be counted with overall participation and credited to your rating points when underutilization criteria are met.

The maximum number of points available for WMBE and/or SLBE participation will not exceed a total of twenty (20) points.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines

Under CCNA solicitations, proposers must submit to preconstruction Good Faith Efforts (GFE) requirements covering the inclusion of City of Tampa certified WMBE & SLBE firms. Such inclusion shall be clearly addressed and documented utilizing Forms MBD 10, 20 & 50. Proof of certification shall include copies of current certification certificates. This applies to ALL Phase 1 preconstruction design services.

Points awarded during the shortlist selection process will be more heavily weighted predominantly on the design side (this does not preclude identification of phase 2 projections of construction participation which follow in the future, i.e., GMPs). In order to ensure the maximum points, a proposer must **clearly identify and quantify** its planned participation without ambiguity. Simply marking "To Be Determined" (TBD) will not satisfy this requirement and may receive significantly lower ratings. Finally, additional favorable consideration will be granted to the firm(s) that beyond all others, provide(s) the highest *relevant* and most binding participation.

The evaluation includes but is not limited to the following criteria:

- Diversity of WMBE/SLBE subcontractors listed to be utilized (MBD Form 20)
- Percentage of proposal/scope committed to WMBE/SLBE subcontracting
- The collective factors in determining the total points awarded will be based on the overall weight of evidence in the proposal that specified the participation.

In all cases, the Proposer and/or subcontractor(s) must be WMBE and/or SLBE certified prior to the opening date and time of the RFP to be eligible to earn WMBE/SLBE rating points. The evaluation process of WMBE and SLBE participation will be evaluated by the City of Tampa's Equal Business Opportunity Department. The Successful Proposer will be required to execute MBD Form 40 (Letter of Intent-LOI) with their subcontractors/sub-consultants prior to award.

GMP Exhibit

Tampa's Equal Business Opportunity Program Procedures for GMP Contracts

- The City of Tampa's Equal Business Opportunity Program (EBO) requires setting a construction subcontract goal on each GMP under the CM /or D-Build delivery system.
- Prior to the time construction subcontract goals are set, the Construction Manager (CM) or the Design-Builder (D-B) provides information on subcontract packages planned for the construction phase(s) and their sequencing.
(Ref: use Detailed GMP Estimate and MBD Form-80 PTW)
- The CM (or D-B) participates in a meeting wherein the City will establish narrowly-tailored project goals for SLBE and/or W/MBE subcontractor participation on the project.
(Ref: use MBD Form-70)
- For each subcontracting package to be bid, the CM (or D-B) confirms with the MBD Office, the City's minimum contact list of available SLBE and/or W/MBE firms to be solicited. Note: strategic, extensive outreach is the CM/DB's responsibility (i.e. GFECF)
(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 GFECF outreach w/documentation)
- The CM (or D-B) provides to the City, a tabulation of all bids received and its determination of the lowest responsive/responsible bidder. If bids received exceed contracted Guaranteed Maximum Price, CM (or D-B) advises City as to how they will proceed. If re-bidding is selected, notification at least equal to the original solicitation will occur. **(Ref: Reaffirm EBO Outreach)**
- As all subcontracts are executed, final copies are provided to the City. Where participation is achieved via sub-subcontractors and/or suppliers, the CM (or D-B) provides the City and MBD with copy of executed agreement or purchase order as documentation. **(Ref: use MBD Form-40 LOIs execute "Letters-of-Intent")**
- During construction, monitoring activities may including but may not be limited to, subcontractor payment reports to be submitted with pay requests, prior approval by the MBD Office and the managing departments, of any replacement of SLBE or W/MBE subcontractors, and a report of final amounts paid to all subcontractors.
(Ref: use #1-DMI 30 Form w/Pay Applications; #2-Prime & Subs must log into Diversity Mgt. Compliance System to report payment activity)



Good Faith Effort Compliance Plan Guidelines

for Women/Minority Business Enterprise/Small Local Business Enterprise Participation
City of Tampa - Equal Business Opportunity Program
(MBD Form 50 – detailed instructions on page 2 of 2)

Contract Name _____ Bid Date _____

Bidder/Proposer _____

Signature _____ Date _____

Name _____ Title _____

The Compliance Plan with attachments is a true account of Good Faith Efforts (GFE) made to achieve the participation goals as specified for Women/Minority Business Enterprises/Small Local Business Enterprises (WMBE/SLBE) on the referenced contract:

The WMBE/SLBE participation **Goal is Met or Exceeded**. See DMI Forms 10 and 20 which accurately report all subcontractors solicited and all subcontractors to-be-utilized.

The WMBE/SLBE participation Goal is **Not Achieved**. The following list is an overview of the baseline GFE action steps already performed. Furthermore, it is understood that these GFE requirements are weighted in the compliance evaluation based on the veracity and demonstrable degree of documentation provided with the bid/proposal:

(Check applicable boxes below. Must enclose supporting documents accordingly with remarks)

- (1) Solicited through reasonable and available means the interest of WMBE/SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within sufficient time to allow the WMBE/SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested WMBE/SLBEs. See DMI report forms for subcontractors solicited. See enclosed supplemental data on solicitation efforts. Qualifying Remarks:
- (2) Provided interested WMBE/SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested-scope identified by bidder/proposer for the solicitation. See enclosed actual solicitations used. Qualifying Remarks:
- (3) Negotiated in good faith with interested WMBE/SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of WMBE/SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with WMBE/SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal. DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/specifications and qualifications. See enclosed documentation. Qualifying Remarks:
- (4) Not rejecting WMBE/SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The WMBE/SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals. Not applicable. See attached justification for rejection of a subcontractor's bid or proposal. Qualifying Remarks:
- (5) Made scope(s) of work available to WMBE/SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available WMBE/SLBE subcontractors and suppliers, so as to facilitate meeting the goal. Sub-Contractors were allowed to bid on their own choice of work or trade without restriction to a pre-determined portion. See enclosed comments. Qualifying Remarks:
- (6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the work of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the work of a contract must demonstrate good faith efforts if the goal has not been met. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. Qualifying Remarks:
- (7) Segmented portions of the work to be performed by WMBE/SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate WMBE/SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. Sub-Contractors were allowed to bid on their own choice of work or trade without restriction to a pre-determined portion. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. See enclosed comments. Qualifying Remarks:
- (8) Made efforts to assist interested WMBE/SLBEs in obtaining bonding, lines of credit, or insurance as required by the city or contractor. See enclosed documentation on initiatives undertaken and methods to accomplish. Qualifying Remarks:
- (9) Made efforts to assist interested WMBE/SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program. See enclosed documentation of initiatives and/or agreements. Qualifying Remarks:
- (10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of WMBE/SLBEs. See enclosed documentation. The following services were used:

Note: Provide any unsolicited information that will support the Bid/RFP Compliance Evaluation. Named Documents Are:



Participation Plan: Guidance for Complying with Good Faith Efforts Outreach
(page 2 of 2)

1. All firms on the WMBE/SLBE Goal Setting List must be solicited and documentation provided for email, fax, letters, phone calls, and other methods of outreach/communication with the listed firms. The DMI Solicited and DMI-Utilized forms must be completed for all firms solicited or utilized. Other opportunities for subcontracting may be explored by consulting the City of Tampa MBD Office and/or researching the on-line Diversity Management Business System Directory for Tampa certified WMBE/SLBE firms.
2. Solicitation of WMBE/SLBEs, via written or electronic notification, should provide specific information on the services needed, where plans can be reviewed and assistance offered in obtaining these, if required. Solicitations should be sent a minimum of a week (i.e. 5 business days or more) before the bid/proposal date. Actual copies of the bidder's solicitation containing their scope specific instructions should be provided.
3. With any quotes received, a follow-up should be made when needed to confirm detail scope of work. For any WMBE/SLBE low quotes rejected, an explanation shall be provided detailing negotiation efforts.
4. If a low bid WMBE/SLBE is rejected or deemed unqualified the contractor must provide an explanation and supporting documentation for this decision.
5. Prime shall break down portions of work into economical feasible opportunities for subcontracting. The WMBE/SLBE directory may be useful in identifying additional subcontracting opportunities and firms not listed in the "WMBE/SLBE Goal Setting Firms List."
6. Contractor shall not preclude WMBE/SLBEs from bidding on any part of work, even if the Contractor may desire to self-perform the work.
7. Contractor shall avoid relying solely on subcontracting out work-scope where WMBE/SLBE availability is not sufficient to attain the pre-determined subcontract goal set for the Bid or when targeted sub-consultant participation is stated within the RFP/RFQ.
8. In its solicitations, the Bidder should offer assistance to WMBE/SLBEs in obtaining bonding, insurance, et cetera, if required of subcontractors by the City or Prime Contractor.
9. In its solicitation, the Bidder should offer assistance in obtaining equipment for a specific job to WMBE/SLBEs, if needed.
10. Contractor should use the services offered by such agencies as the City of Tampa Minority and Small Business Development Office, Hillsborough County Entrepreneur Collaborative Center, Hillsborough County Economic Development Department's MBE/SBE Program and the NAACP Empowerment Center to name a few for the recruitment and placement of WMBEs/SLBEs.



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

**Page 1 of 4 – DMI Solicited/Utilized Schedules
City of Tampa – Schedule of **All Solicited** Sub-(Contractors/Consultants/Suppliers)
(FORM MBD-10)**

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

Check applicable box(es). Detailed Instructions for completing this form are on page 2 of 4.

- No Firms were contacted or solicited for this contract.**
- No Firms were contacted because:** _____
- See attached list of additional Firms solicited and all supplemental information (List must comply to this form)**
Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses

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

S = SLBE W=WMBE O = Neither	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N

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

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

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



Page 2 of 4 – DMI Solicited/Utilized

Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Solicited Form (Form MBD-10)

This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that follow correspond to the headings on the form required to be completed. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID. FIN.** A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Firms were contacted or solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal or Participation Plan Requirement was not set by the City resulting in your business not using subcontractors and will self-perform all work. If during the performance of the contract you employ subcontractors, the City must pre-approve subcontractors. Use of the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. Note: Certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
- **No Firms were contacted because.** Provide brief explanation why no firms were contacted or solicited.
- **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the form. All DMI data not submitted on the MBD Form-10 must be in the same format and have all requested data from MBD Form-10 included.

The following instructions are for information of any and all subcontractors solicited.

- **“S” = SLBE, “W” = WMBE.** Enter “S” for firms Certified by the City as Small Local Business Enterprises and/or “W” for firms Certified by the City as either Women/Minority Business Enterprise; **“O” = Non-certified others.**
- **Federal ID. FIN.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification and payment of the contractor/subcontractor.
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes aka “National Institute of Governmental Purchasing” are listed at top section of document.
- **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method(s) of soliciting for bid.
- **Quote or Resp. (response) Rec’d (received) Y/N.** Indicate “Y” Yes if you received a quotation or if you received a response to your solicitation. Indicate “N” No if you received no response to your solicitation from the subcontractor. Must keep records: log, ledger, documentation, etc. that can validate/verify.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity at (813) 274-5522.



Page 4 of 4 DMI – Solicited/Utilized

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

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

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

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

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

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

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity at (813) 274-5522.

Procurement Guidelines To Implement Minority & Small Business Participation

Underutilized WMBE Primes by Industry Category

FORMAL PROCUREMENT	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Asian	Black	Black	Black
	Hispanic	Native Am.	Hispanic	Asian	Hispanic
	Native Am.	Woman	Asian	Native Am.	Asian
	Woman		Native Am.		Native Am.
			Woman		Woman

Underutilized WMBE Sub-Contractors / Sub-Consultants

SUB WORK	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Black	Black	Black	Black
		Asian	Hispanic	Asian	Asian
		Native Am.	Asian	Native Am.	Native Am.
		Woman	Native Am.		Woman
			Woman		

Policy

The Guidelines apply to formal procurements and solicitations. WMBE participation will be narrowly-tailored.

Index

- Black = Black/African-American Business Enterprise
- Hispanic = Hispanic Business Enterprise
- Asian = Asian Business Enterprise
- Native Am. = Native American Business Enterprise
- Woman = Woman Business Enterprise (Caucasian)

Industry Categories

Construction is defined as: new construction, renovation, restoration, maintenance of public improvements and underground utilities.

Construction-Related Services are defined as: architecture, professional engineering, landscape architecture, design build, construction management services, or registered surveying and mapping.

Professional Services are defined as: attorney, accountant, medical doctor, veterinarian, miscellaneous consultant, etc.

Non-Professional Services are defined as: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc.

Goods are defined as: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

MBD Form-70