



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

## RFQ 22-C-00011; Fleet Maintenance Decentralization Project – 40th St.- Design-Build

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

The City of Tampa seeks professional Design-Build services for the design and construction of the Fleet Maintenance Decentralization Project – 40th St., located at 3707 E. Lake Ave., Tampa, Florida 33605. The new Multi-Bay Fleet Maintenance Building for the Water, Mobility and Contract Administration Departments is part of a city-wide Fleet Maintenance Decentralization Project. This multi-bay garage and associated offices will be designed and built for heavy equipment vehicles needed by our Water, Mobility and Contract Administration departments, respectively. Design phase work includes, but is not limited to, development of technical drawings based on existing conceptual design, permitting, and cost estimates. The construction phase will be performed under a Guaranteed Maximum Price agreement with an associated Public Construction Bond.

Budget: \$7 - \$14 Million.

Additional material 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 119.071(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal, NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest.

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 5MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L. Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (30 pts); Fleet Maintenance Facility Design-Build Experience (25 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts)(Submit any confidential financial info in a separate PDF.); Workforce Development Plan (10); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20) pts.

The PDF file must be **E-Mailed to [ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net) BEFORE 2 P.M., September 1, 2022.** As a courtesy, the City will endeavor to provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.



**RFQ 21-C-00011; FLEET MAINTENANCE  
DECENTRALIZATION PROJECT - 40<sup>TH</sup> ST.  
DESIGN-BUILD**

## **DESIGN CRITERIA PACKAGE**

PREPARED BY:

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CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA  
July 14, 2022

**DESIGN CRITERIA PACKAGE:**

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT) for a Request for Qualifications (RFQ 21-C-00011) for Design-Build Services for The City of Tampa's Water, Mobility and Logistics & Asset Management Department's "Fleet Maintenance Decentralization Project – 40<sup>th</sup> St.," located at 3707 E. Lake Ave., Tampa, Florida 33605. The new Multi-Bay Fleet Maintenance Building for the Water, Mobility and Contract Administration Departments is part of a city-wide Fleet Maintenance Decentralization Project. This multi-bay garage and associated offices will be designed and built for heavy equipment vehicles needed by our Water, Mobility and Contract Administration departments, respectively. This project will enhance customer service and increase vehicle availability by embedding fleet technicians in the user departments, reducing travel time and employee hours currently used for service and repairs.

The scope of the project shall include, but not be limited to, the following (refer to Exhibits):

- Comprehensive Architecture and Interior Design Services.
- Comprehensive Furnishing, Fixtures, and Equipment Services (FFE), including but not limited to, Relocation of Existing FF&E.
- Comprehensive Engineering Services including, but not limited to, Civil, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Stormwater, and Security Design.
- Comprehensive Project Scheduling and Project Management.
- Comprehensive Programming for Architectural, Interior, and Engineering Design.
- Environmental Graphic Design Services including Wayfinding, Identification, and Signage.
- Comprehensive Landscape Architectural Services.
- Coordinating the Installation(s) of Required Public Art and related Required Utilities and Support of Structure(s) as needed.
- Comprehensive Environmental Evaluation, Geotechnical Services, and Utility Location.
- Survey Services including, but not limited to, Boundary, Typographic, Location of Existing Trees, As Built, and Final Layouts.
- Environmental Analysis, Land Clearing, Remediation Services, and Grading.
- Comprehensive Demolition, Construction, Fabrication, and Construction Administration Services.
- Comprehensive Cost Estimation Services.
- Compliance with all City of Tampa and Regulatory Requirements as indicated in the City of Tampa's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including but not limited to Site, Environmental, Building, and Landscaping.
- Compliance with all Required Site, Building, and Regulatory Permitting and local Apprenticeship Ordinance and Workforce Development program.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility
- As-Builts and Final Documents in Latest AutoCAD Release.
- Complete Technical Specifications, Shop Drawings, and Exhibits.
- Single Guaranteed Maximum Price (GMP) Proposal with Cost Estimate.

**SECTION 1: DESIGN CRITERIA IN GENERAL**

**1.01 PURPOSE**

This document provides the criteria for the design and construction of a New Multi-Bay Fleet Maintenance Building and Mobility offices for the Water, Mobility and Contract Administration Departments to include the following:

**A. MASTER PLAN, PROGRAMMING, AND SPATIAL ANALYSIS**

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to prepare a comprehensive Master Plan, Project Program, and Spatial Analysis with Cost Estimate, for the review and approval of the LAM, Water and Mobility Departments along with other stakeholders of the City of Tampa (CoT) that sets forth, establishes, and confirms the goals and objectives for this project, including but not limited to, spaces, adjacencies, square footage(s), and Furnishing, Fixtures, and Equipment (FFE). The Master Plan, Program, and Spatial Analysis with Cost Estimate shall include, but not limited to, the collection of all data and materials, research, planning, spatial analysis, and wayfinding for the design and construction of a new building, structures, and site amenities as outlined herein as well as the development of the property to accommodate visitors, employees, city-owned vehicles, staging, and delivery parking.

**B. SITE AND BUILDING**

A new Multi-Bay Fleet Maintenance Building and associated offices for the Water, Mobility and Contract Administration Departments shall include, but not limited to, the following to be made part of the comprehensive Master Plan, Project Program, and Spatial Analysis with Cost Estimate. Refer to Section 2 for additional information.

1. New Water, Mobility and Contract Administration Department Fleet Maintenance Building and Mobility offices.
2. New Safety Training Room for our Human Resources Department/Risk Management Division
3. New Electric Vehicle Charging Posts and Related Equipment.
4. New Employee, Visitor, City Owned Vehicle, and Delivery Surface Parking.
5. Coordination with an Existing Staging Area for Vehicles/Equipment awaiting Repair, Parts, or Deemed Inoperable.
6. New Parking Area for Repaired Vehicles and Equipment.
7. New Surface Storage Area for Department and Excavating Equipment.
8. New Roadways.
9. New Site Amenities.

**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, including but not limited to, department information and in specific cases product data, as a basis of design – it is not a specification, prescriptive checklist, final program, nor substitute for the work indicated herein or site visit(s) prior to submission.

Special consideration shall be given by the Design-Build Teams to the following:

- A. Coordination with the City of Tampa's Technology and Innovation Departments to provide Cable, Fiber and Optics for Communication throughout the property.
- B. Proximity to an Existing Water and Mobility Department Fleet Maintenance Building and Equipment Storage Area.
- C. Existing Staging Area for the Repair of Water, Mobility and Contract Administration Department Vehicles and Equipment.
- D. Existing and New Workflow Patterns.

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 budget required.

**1.04 SITE**

The new Multi-Bay Fleet Maintenance Building for the City of Tampa's Water, Mobility and Logistics & Asset Management Department's "Fleet Maintenance Decentralization Project – 40th St.," is located at 3707 E. Lake Ave., Tampa, Florida 33605.

**1.05 DESIGN-BUILD TEAM REQUIREMENT**

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

**1.06 SCHEDULING AND PROJECT COORDINATION**

Scheduling and coordination of the project must organize long lead times, potential delays, and funding in the most efficient and suitable manner acceptable to the Water, Mobility and CAD's hours of operation. Respondents to this RFQ should propose a scheduling and coordination matrix for a single GMP Package, to be refined during the pre-sign/proposal phase in negotiation with the end-user and stakeholders of the City of Tampa.

**1.07 EXHIBITS**

The exhibit(s) attached, including site information and parking tabulations, described under this 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.

**1.08 ZONING**

All respondents to this RFQ are to confirm the existing zoning for this site with the user group.

**1.09 FEMA FLOOD ZONE**

All respondents are to confirm the FEMA Zone with the user group.

**1.10 SURVEY AND VERIFICATIONS OF SITE CONDITIONS**

Design-Build services shall include property surveys, including but not limit to, boundaries, topographic, existing trees, as well as the verification of all existing conditions, including, but not limited to, site drainage and bathymetries for utility coordination, environmental compliance, and regulatory permitting as well as the development of a single GMP and cost estimate; to construct all site amenities necessary to complete this project, including needed upgrades, repairs, and/or replacements of indicated infrastructure, in its entirety, as deemed by the user group. Design-Build services shall also include surveying for As-Builts and Final Layout.

**1.11 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 shall be included by the respondents to this RFQ.

**1.12 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY**

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

**1.13 COMPLIANCE WITH CITY OF TAMPA ORDINANCES**

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

All respondents to this RFQ shall be aware of the City of Tampa desire to foster ongoing or developing programs such as apprenticeship, mentoring, and on-the-job training. Emphasis towards fostering a strong and talented local workforce, promoting an increase in school attendance and graduation rates, defining pathways through higher education, technical certification programs and career readiness are a City of Tampa objective. Additionally, the championing of local business, removing barriers to access, and promoting diversity, and inclusion, in addition to that mentioned, are important criteria in the selection process(es).

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

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

**1.15 COMPLIANCE WITH THE STANDARDS OF THE WASTEWATER DEPARTMENT**

All respondents to this RFQ shall have a complete and thorough understanding of the regulations regarding the construction of facilities for the user group, including but not limited to, exterior walls, interior walls, points of entry, doors, windows, openings, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation, security, and fire protection.

All respondents to this RFQ shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) with the City of Tampa's Water, Mobility and Contract Administration Departments

**1.16 PROGRAMMING AND SPATIAL ANALYSIS**

All respondents to this RFQ shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) between facilities and administrative /operational centers on this, and adjacent related sites to eventually prepare a final program for this project upon their selection. The scope of work shall also include, but not limited to, the collection of data and materials, research, planning, spatial analysis, wayfinding, as well as confirmation and establishment of the user group's goals and objectives.

**1.17 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. LEED Silver Certification shall require the Design-Build Team to adhere to the prerequisites and credits of the United States Green Building Council (USGBC) that address carbon, energy, water, waste, transportation, materials, health, and indoor environmental quality, and upon verification and review, achieves between 50-59 points.

All new construction for this project shall also make the best use of all applicable and sustainable materials and methodologies to reduce operating costs including, but not limited to, energy efficient windows, lighting, HVAC equipment, insulation, and appliances. Additionally, all new construction for this project shall make the best use smart building controls for HVAC and lighting as well as energy producing technologies, including but not limited to solar.

**1.18 USE OF NEW AND EMERGING TECHNOLOGIES**

All new construction shall consider the possible use of emerging and new technologies and commercially available products if they can be proven to result in the successful and satisfactory design and construction of the project.

**1.19 ENVIRONMENTAL EVALUATION 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 RFQ.

All respondents to this RFQ shall be advised that the work site is an urban setting with active streets and surrounding businesses. The Design-Build Team shall be required to maintain vehicular and pedestrian access routes and detours as necessary and in accordance with City of Tampa and FDOT (Florida Department of Transportation) Greenbook Standards. Additionally, control of dust and debris shall also be required by the Design-Build Team throughout the duration of the project.

## **SECTION 2: BASIS OF DESIGN**

### **2.01 RFQ RESPONSE**

- 2.01a The Design-Build Team shall demonstrate experience and the ability to develop a single GMP to include this and all attachments and associated exhibits (Refer to Exhibits). Design and Construction scopes shall include all, but not be 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 a single GMP total scope.
- 2.01b The Design-Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to the Water, Mobility and Contract Administration Department scheduling criteria as a recommendation for a single GMP efficiencies, potential delays, and general phase work, in a least disruptive sequence to the Water, Mobility and Contract Administration Department's continual operations; that shall remain open and active, during design and construction most efficiently.
- 2.01c The Design-Build Team shall demonstrate previous success in the delivery of a Multi-Bay Fleet Maintenance Building that meet multiple objectives and goals included in this RFQ.

**2.02 Budget for Initial Design and Pre-Construction Services: \$700,000 - \$1,400,000**

**2.03 Budget for Construction: \$7.0 - \$14.0 Million**

**2.04 Total Budget for Initial Design, Pre-Construction Services, and Construction: \$7 - \$14 Million**

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

**2.05a Start Date for Construction: To be Determined (Target date, January 2023)**

**2.05b Project Construction Duration: To be Determined**

### **2.06 SITE**

2.06a the site for the New Multi-Bay Fleet Maintenance Building is to be located at 3707 E. Lake Ave. Tampa, Florida 33605.



**2.07 DESIGN CRITERIA | SITE IMPROVEMENTS**

2.07a General Site Improvements (Refer to Exhibits) shall include, but not limited to, the following to be made part of the final and approved program:

- Paved Asphaltic Roadways and Driveways
- Pedestrian and Employee Walkways
- Landscaping and Irrigation System
- Retention and Detention Areas
- Perimeter and Interior High Security Fences with Gates
- Controlled Access
- Site, Area, and Perimeter Lighting
- Site Identification (Signage)
- Complete Security and Surveillance System(s)

**2.08 DESIGN CRITERIA | SURFACE PARKING:**

2.08a Surface Parking (Refer to Exhibits) shall include, but not limited to, the following to be made part of the final and approved program:

2.08b General Requirements:

- Cars, SUVs, Vans, Pickup Trucks, Delivery Vehicles, as well as Light Vehicle Parking
- Light, Medium and Heavy-Duty trucks per Department needs.
- Handicapped Parking as Required by Code
- Asphaltic Surface and Striped
- Site, Area, and Perimeter Lighting
- Signage
- Complete Security and Surveillance System(s)

2.08c Visitor Parking: To be determined and outlined in the final and approved program.

2.08d Employee Parking: To be determined and outlined in the final and approved program.

2.08e Surface Storage and Inventory Parking for City Owned Equipment

- Coordination with the Existing Staging Area for Vehicles and Equipment awaiting Repair, Parts, or Deemed Inoperable.
- New Parking Area for Repaired Vehicles and Equipment.

**2.09 DESIGN CRITERIA | USER DEPT. COMMENTS**

Background

The Mobility Department is composed of five (5) divisions:

- Transportation Engineering
- Stormwater Engineering
- Parking
- Smart Mobility
- Operations

It is the last two divisions that carry a presence at the 40th street facility. Smart Mobility has a contingency of sixteen (16) full time employees (FTES) that maintain the City's traffic signal network and the Operations division has 141 FTES that maintain the City's transportation and stormwater infrastructure in the right-of-way.

As you can imagine, the fleet of vehicles that support the maintenance efforts of these two teams is widely varied. From light duty pick-ups to heavy construction excavators, there is a plethora of different vehicles that will need to be maintained at Fleet's new facility. Also, there are generators, pumps, trailers, and other small tools that help support both division activities and emergency management functions.

Important Priorities for Mobility:

There are many priorities for the Mobility department when it comes to this decentralization initiative. In no particular order of importance, here are a few of the priorities that need to be considered by the designer:

- Access and Egress – there is a lot of traffic that will be anticipated for this site. Mobility, Water, and Fleet will all occupy this space.
- Employee/HR Training Parking – there is already a strain on employee parking due to other circumstances.
- City Parking – a site plan on how Fleet plans on using the property for parking will be key. Due to limited space, Mobility can't afford to have City vehicle parking spill over into the areas already being used.
- Material Storage – Currently there is an area of storage that contains both traffic signal materials and traffic control devices. Displacing these materials needs to be taken in to account.
- Green Space – During the redevelopment of this property, it is important that we maintain as much of the protected trees as possible.
- Underground Storage Tank – the 10,000-gallon underground storage tank that is currently in service could conflict with potential construction. However, there is an effort already underway to remove this tank and remediate the area.
- Abandoned Shipping Building – The northern 4-acre parcel where the Fleet building will likely be constructed has an abandoned building on it. The front portion has a two-story office portion while the back part of the building has a raised storage area that has traffic signal equipment stored in it.
- New Fleet Facility needs to strategically take into consideration the following as it pertains to its location
- Project should accommodate traffic flow taking into consideration the above-mentioned areas
- Project should accommodate where specifically vehicles that are deemed inoperable or awaiting parts/repairs are staged
- Project should consider that Department operates some unique City vehicles such as Sewer cleaner trucks, Closed circuit television trucks, and various types of excavating equipment.
- We request that the end-users (LAM/Fleet, Mobility, CAD, and Water) participate in the traffic flow, parking, and signage design.

Future Growth, 20+ years:

- As Tampa is one of the fastest growing City's in the U.S., all attempts must be made to properly plan for future growth for the next 20+ years. A projected range of 75-100 of additional vehicles added to the responsibilities of this facility.

## **2.09b DESIGN CRITERIA PACKAGE | SHELL AND INTERIORS**

The following Design Criteria Package was prepared by the City of Tampa, Florida (City of Tampa) for a Request for Qualifications (RFQ 21-C-00011) for Design-Build Services for Fleet Maintenance Decentralization Facilities for the 40TH Street location.

The following are concerns and ideas that should be considered in developing a Safety Training Facility. In an average year, approximately 1,800-2,000 learners. The training room needs to be designated as a full-time training room (not a multipurpose room). Classes are held every day of the week sometimes several each day. Safety Training is continuous as the Department needs it.

1. Classroom needs easy access to the parking lot.
2. The average employee that attends safety training may be driving a dump truck towing a trailer with a backhoe on the trailer or a garbage truck. Parking should accommodate these types of vehicles.
3. Two safety classrooms that have a seating capacity of 50 employees each.
4. Classroom should also function as the instructor's office. Additional room is needed for a desk/file cabinet that does not interfere with the function of the classroom.
5. Storage – there should be enough storage available to accommodate 20 CPR Manikins fully assembled for training. This is comparable to storing 20 people on a shelf. There should be storage for additional equipment like traffic cones and signs for MOT training along with equipment for Lock/Out Tag/Out training etc.
6. Screens mounted on the wall or retractable from the ceiling should be provided for viewing videos and power point presentations.
7. A 150ft. x 150ft. area on the lot should be provided to perform confined entrant training.
8. Classroom will need to have an ADA complaint elevator.

## **SECTION 3: EXISTING CONDITIONS**

- 3.01 The proposed site for the New Multi-Bay LAM/Fleet Maintenance Building is adjacent to an existing Water, Mobility and Contract Administration Department Maintenance Building at the 40<sup>th</sup> Street Facility located at 3707 E. Lake Ave. Tampa, Florida 33605
- 3.02 The Water Mobility and Contract Administration Departments operations contained within and about its limits shall also remain open and full operational during this project.

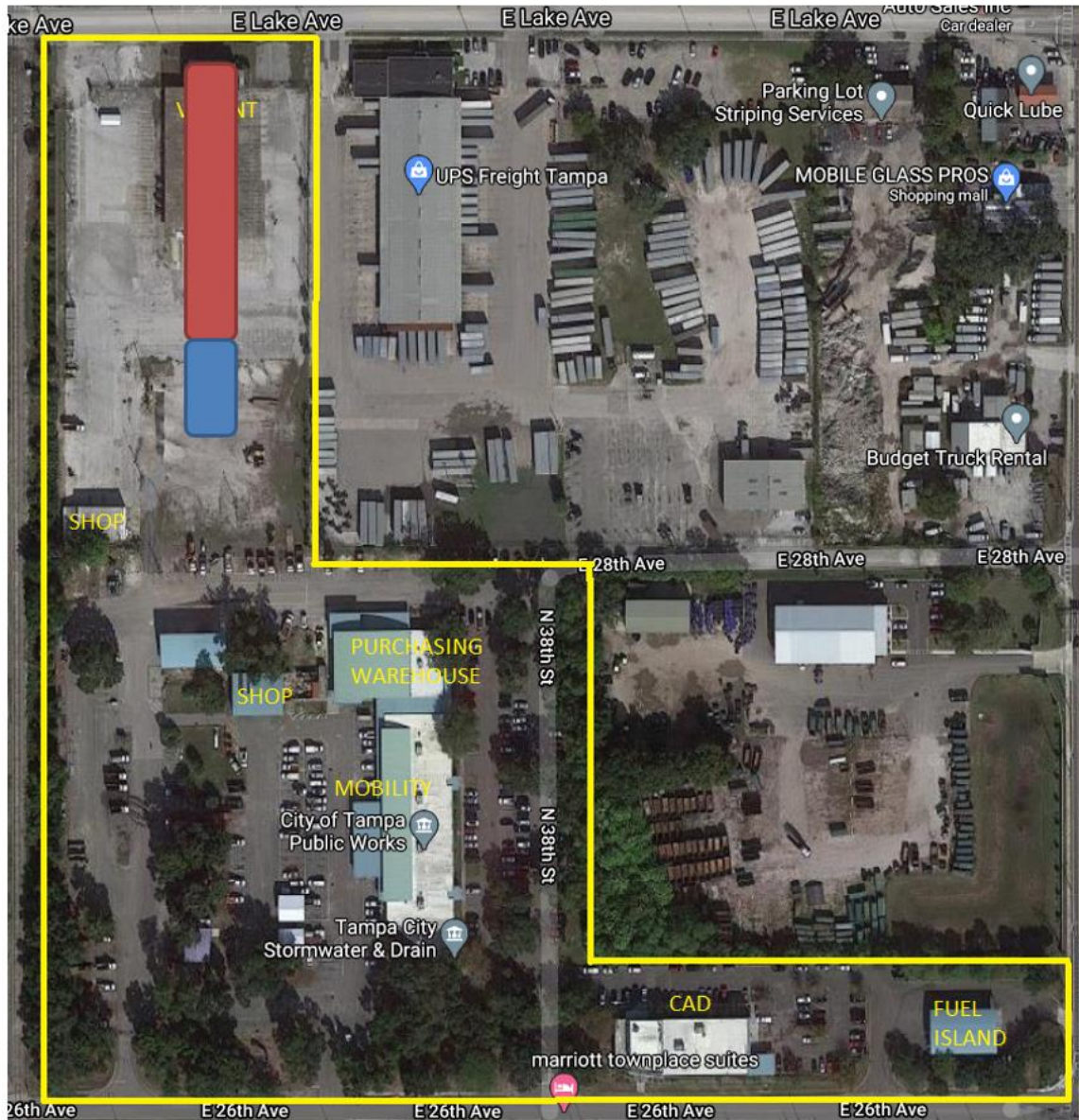
## **SECTION 4: EXHIBITS**

**RFQ 21-C-00011; FLEET MAINTENANCE DECENTRALIZATION PROJECT - 40TH ST. DESIGN-BUILD LOCATED AT 3707 E. LAKE AVE. TAMPA FLORIDA 33605**

July 14, 2022

- 4.01 This is the preferred arrangement that Fleet would like to have for the building. Demolition of the existing building, construct a new multi-bay garage with additional space for the Signal Ops offices and the Training Facility for Risk Management.
- 4.02 The City of Tampa LAM/Fleet, Water, Mobility and Contract Administration Departments reserve the right to add exhibits by addendum if deemed necessary.

OPTION 2: Demolish existing building and construct new Fleet garage with added space for Signal Ops offices and storage.





## EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

<b>Points Pursuant to Designated Industry Category: _____</b> <b>FORM MBD-71</b> <b>(Refer to MBD Form 70 and Form 50-GFE Outreach)</b>		
	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
<b>NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)</b>		

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

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

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

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



## EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

### **Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines**

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

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

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

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

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

## **GMP Exhibit**

### Tampa's Equal Business Opportunity Program Procedures for GMP Contracts

- The City of Tampa's Equal Business Opportunity Program (EBO) requires setting a construction subcontract goal on each GMP under the CM /or D-Build delivery system.
- Prior to the time construction subcontract goals are set, the Construction Manager (CM) or the Design-Builder (D-B) provides information on subcontract packages planned for the construction phase(s) and their sequencing.  
**(Ref: use Detailed GMP Estimate and MBD Form-80 PTW)**
- The CM (or D-B) participates in a meeting wherein the City will establish narrowly-tailored project goals for SLBE and/or W/MBE subcontractor participation on the project.  
**(Ref: use MBD Form-70)**
- For each subcontracting package to be bid, the CM (or D-B) confirms with the MBD Office, the City's minimum contact list of available SLBE and/or W/MBE firms to be solicited. Note: strategic, extensive outreach is the CM/DB's responsibility (i.e. GFCEP)  
**(Ref: use Minimum Contact List provided w/final Project EBO Determination Goal)**
- The CM (or D-B) documents the notification of **all** potential subcontractors, including the SLBE or W/MBE firms identified above, i.e. minimum contact list of certified firms.  
**(Ref: use DMI 10-20 for construction phase Solicitation/Utilization outcomes)**
- The CM (or D-B) receives, opens, and tabulates subcontract bid results. The City, including representatives of the managing department and the MBD Office, may be present for the bid openings or to review the bids submitted.  
**(Ref: use MBD Form-50 GFCEP outreach w/documentation)**
- The CM (or D-B) provides to the City, a tabulation of all bids received and its determination of the lowest responsive/responsible bidder. If bids received exceed contracted Guaranteed Maximum Price, CM (or D-B) advises City as to how they will proceed. If re-bidding is selected, notification at least equal to the original solicitation will occur. **(Ref: Reaffirm EBO Outreach)**
- As all subcontracts are executed, final copies are provided to the City. Where participation is achieved via sub-subcontractors and/or suppliers, the CM (or D-B) provides the City and MBD with copy of executed agreement or purchase order as documentation. **(Ref: use MBD Form-40 LOIs execute "Letters-of-Intent")**
- During construction, monitoring activities may including but may not be limited to, subcontractor payment reports to be submitted with pay requests, prior approval by the MBD Office and the managing departments, of any replacement of SLBE or W/MBE subcontractors, and a report of final amounts paid to all subcontractors.  
**(Ref: use #1-DMI 30 Form w/Pay Applications; #2-Prime & Subs must log into Diversity Mgt. Compliance System to report payment activity)**



# Good Faith Effort Compliance Plan Guidelines

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

Contract Name \_\_\_\_\_ Bid Date \_\_\_\_\_

Bidder/Proposer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

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

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

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

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

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

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





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

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



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

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

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

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

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

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

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

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

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

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



## Page 2 of 4 – DMI Solicited/Utilized

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

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

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

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

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

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



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

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

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

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

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

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

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

No Firms are listed to be utilized because: \_\_\_\_\_

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

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

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

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

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

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

Signed: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Page 4 of 4 DMI – Solicited/Utilized

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

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

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

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

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

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

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

## Procurement Guidelines To Implement Minority & Small Business Participation

### Underutilized WMBE Primes by Industry Category

<b>FORMAL PROCUREMENT</b>	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

<b>SUB WORK</b>	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Black	Black	Black	Black
		Asian	Hispanic	Asian	Asian
		Native Am.	Asian	Native Am.	Native Am.
		Woman	Native Am.		Woman
			Woman		

#### Policy

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

#### Index

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

#### Industry Categories

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

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

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

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

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

#### MBD Form-70

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

TRANSMITTAL DATE:

RFQ NO. & TITLE:

TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)  
c/o Contract Administration Department via [ContractAdministration@tampagov.net](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

Firm's own initial application for employment has criminal history screening practices similar to those contained in Chapter 12, Article VI, Tampa Code (responses, whether "Yes" or "No", are for informational purposes only and will not be used as a basis for award or denial, or for any protest):  Yes |  No

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

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

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

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

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

[SEAL]

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

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The forgoing instrument was sworn (or affirmed) before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ of \_\_\_\_\_ either in his/her individual capacity or where Firm is an entity as the \_\_\_\_\_ of \_\_\_\_\_, on behalf of such entity. He/She is personally known to me OR produced identification. Type of identification produced: \_\_\_\_\_

[NOTARY SEAL]

Printed Name: \_\_\_\_\_ Notary Public, State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_ Commission No: \_\_\_\_\_

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