

RESOLUTION NO. 2023 - 262

**A RESOLUTION APPROVING AN AGREEMENT FOR DESIGN-BUILD INITIAL SERVICES IN THE AMOUNT OF \$118,071.48 BETWEEN THE CITY OF TAMPA AND BANDES CONSTRUCTION COMPANY, INC. IN CONNECION WITH CONTRACT 22-C-00032, FLEET MAINTENANCE AT PORT OF TAMPA - DESIGN-BUILD; AUTHORIZING THE MAYOR OF THE CITY OF TAMPA TO EXECUTE SAME; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, via the competitive selection process in accordance with Florida Statutes Section 287.055, Consultants' Competitive Negotiation Act and consistent with Federal procurement policies, as applicable, the City of Tampa ("City") selected Bandes Construction Company, Inc. ("Firm") to provide professional services in connection with Contract 22-C-00032; Fleet Maintenance at Port of Tampa - Design-Build, as detailed in the Agreement for Design-Build Initial Services ("Agreement"); and

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

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

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

**Section 1.** That the Agreement between the City of Tampa and Bandes Construction Company, in connection with Contract 22-C-00032; Fleet Maintenance at Port of Tampa - Design-Build as detailed in said Agreement, a copy of which is attached hereto and made part hereof, is authorized and approved in its entirety or in substantially similar form.

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

**Section 3.** That this resolution provides funding in the amount of \$118,071.48 for the Fleet Maintenance at Port Tampa – Design Build project for use by the Wastewater Department within the Wastewater Capital Construction Fund.

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

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TAMPA, FLORIDA, ON  
MAR 16 2023

ATTEST:

  
CITY CLERK / ~~DEPUTY CITY CLERK~~

  
CHAIRMAN / CHAIRMAN PRO-TEM  
CITY COUNCIL

PREPARED AND APPROVED AS TO  
LEGAL SUFFICIENCY BY:

e/s  
Justin R. Vaske, Senior Assistant City Attorney



## AGREEMENT FOR DESIGN-BUILD INITIAL SERVICES

THIS AGREEMENT, made and entered into at Tampa, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, by and between the City of Tampa, a municipal corporation of the State of Florida, hereinafter referred to as "CITY", and the following entity authorized to do business in the State of Florida: Bandes Construction Company, Inc., hereinafter referred to as "FIRM", with an FEIN of 59-2817684.

### WITNESSETH:

**WHEREAS**, the CITY desires to engage the FIRM to perform certain services pertinent to such work which shall be referred to as Contract 22-C-000032; Fleet Maintenance Facility at Port of Tampa - DB "Project" in accordance with this Agreement and limited to the elements of the Design Criteria Package ("DESIGN CRITERIA PACKAGE") attached hereto as **Exhibit A**; and

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

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

#### **I. GENERAL SCOPE OF THIS AGREEMENT**

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

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

C. The Guaranteed Maximum Price proposal to be prepared and provided by the FIRM in accordance with this Agreement shall be used as a basis for negotiating the future Agreement for Construction Services. A Design-Build Fee not to exceed Seven percent (7%) of the Cost Of Construction shall be used in the calculation of the Total Project Cost.

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

#### **II. DATA AND SERVICES TO BE PROVIDED BY THE CITY**

The CITY shall provide:

A. Available plans and specifications of existing construction.

B. Ground topography.

#### **III. PERIOD OF SERVICE**

A. The FIRM shall begin work promptly after receipt of a fully executed copy of the Agreement. All work shall be completed within 120 Calendar days after issuance of the Notice to Proceed.

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

#### **IV. GENERAL CONSIDERATIONS**

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



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

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

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

## V. COMPENSATION

The CITY shall compensate the FIRM for the Initial Design-Build services performed under this Agreement in the amount of \$118,071.48 for Step 1, Master Planning, Step 2 (Construction Documents to GMP) and Step 3 (Construction) will be added by Amendments in accordance with **Exhibit C**.

## VI. PAYMENT

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

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

## VII. RECORDS

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

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



from the date of submission of the annual performance report to HUD, if applicable. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later.

## **VIII. PERSONNEL**

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

## **IX. SUSPENSION, CANCELLATION OR ABANDONMENT**

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

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

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

## **X. TERMINATION**

### **A. Termination for Cause.**

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

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



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

**B. Termination for Convenience.**

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

**XI. INSURANCE**

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

**XII. INTERESTS OF MEMBERS OF THE CITY**

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

**XIII. INTEREST OF THE FIRM**

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

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

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



if any, made to the FIRM from the CITY. If, in its sole discretion, the City of Tampa determines that a professional conflict of interest is deemed to exist, the FIRM shall be in default of this Agreement.

#### **XIV. COMPLIANCE WITH LAWS**

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

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

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

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

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

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

#### **XV. ASSIGNABILITY**

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

#### **XVI. EQUAL EMPLOYMENT**

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

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



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

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

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

**XVII. EQUAL BUSINESS OPPORTUNITY PROGRAM**

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

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

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

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

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

**XVIII. CODE OF ETHICS**

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

**XIX. NEGATION OF AGENT OR EMPLOYEE STATUS**

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

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



**XX. SEVERABILITY**

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

**XXI. CHOICE OF LAW**

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

**XXII. DESIGNATION OF FORUM**

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

**XXIII. AUTHORIZATION**

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

**XXIV. ENTIRE AGREEMENT**

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

**XXV. INDEMNIFICATION**

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

**XXVI. ESTOPPEL/WAIVER**

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

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

**XXVII. AUDIT REQUIREMENTS.**



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

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

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

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

#### **XXVIII. DEFAULT**

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

#### **XXIX. BUDGET APPROPRIATIONS**

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

#### **XXX. SCRUTINIZED COMPANIES**

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



created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or (b) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company: 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or 2. Is engaged in business operations in Cuba or Syria.” Upon submitting its bid or proposal, a bidder/proposer: (i) certifies the company is not in violation of Section 287.135, Florida Statutes, and shall not be in violation at the time the company enters into or renews any resulting contract; and (ii) agrees any such resulting contract shall be deemed to contain a provision that allows the CITY, at its option, to terminate such contract for cause if the company is found to have submitted a false certification, been placed on one or any of the foregoing Lists, been engaged in a boycott of Israel, or been engaged in business operations in Cuba or Syria.

### **XXXI. PUBLIC RECORDS**

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

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

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

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

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

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

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

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

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



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

**XXXII. E-VERIFY**

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

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

FIRM

CITY OF TAMPA, FLORIDA

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

By: \_\_\_\_\_  
Jane Castor, Mayor (SEAL)

ATTEST;

By: \_\_\_\_\_  
Shirley Foxx-Knowles, City Clerk

Approved as to Legal Sufficiency and authorized  
by Resolution No. \_\_\_\_\_

\_\_\_\_\_  
Justin R. Vaske, Senior Assistant City Attorney





**RFQ 21-C-00032 DESIGN-BUILD SERVICES FOR  
CITY OF TAMPA WASTEWATER DEPARTMENT  
FLEET MAINTENANCE DECENTRALIZATION: PORT OF TAMPA**

## **DESIGN CRITERIA PACKAGE**

PREPARED BY:

THOMAS A. HESTER, AIA  
JON A. WENBERG, AIA  
JEFFREY L. WILSON, AIA, NCARB  
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA  
JUNE 24, 2022



**DESIGN CRITERIA DRAFT PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 21-C-00032)**

**Design-Build Services for City of Tampa Wastewater Department**

**Fleet Maintenance Decentralization: Port of Tampa**

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**DESIGN CRITERIA PACKAGE:**

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT) for a Request for Qualifications (RFQ 21-C-00032) for Design-Build Services for a New Multi-Bay Fleet Maintenance Building for the Wastewater Department (WWD) at the Howard F. Curren Treatment Facility located within the Port of Tampa, 2700 Maritime Boulevard, Tampa, Florida 33605 (Refer to Section 3). The New Multi-Bay Fleet Maintenance Building for the WWD is part of a city-wide Fleet Maintenance Decentralization Project and shall be located adjacent to and coordinate with the operations of an existing WWD Fleet Maintenance Building.

The City of Tampa Wastewater Department (WWD) receives and treats wastewater collected from the Tampa area and surrounding suburbs, and on an average day, more than 50 million gallons are treated to an advanced level that meets or exceeds federal regulations, including National Pollutant Discharge Elimination System standards (NPDES). Additionally, in support of City's wastewater efforts, the WWD maintains a fleet of vehicles and equipment that requires servicing and needed repairs as the WWD oversees 1,800 miles of gravity and force main sewer lines, 30,000 manholes, 667 air release valves, and enforces Grease Management Ordinances.

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, New and Relocation of Existing FEE
  - 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.
  - Comprehensive Specialty Design Services for Wastewater Maintenance Facilities.
  - 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.



**DESIGN CRITERIA DRAFT PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 21-C-00032)**

**Design-Build Services for City of Tampa Wastewater Department**

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- Compliance with all Required Site, Building, and Regulatory Permitting.
- 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 for the WWD at the Port of Tampa 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 WWD and 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 for the WWD at the Port of Tampa 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 Wastewater Department (WWD) Fleet Maintenance Building to Coordinate with an adjacent Existing Wastewater Department (WWD) Fleet Maintenance Building.
2. New Gasoline Fueling Stations.
3. New Diesel Fueling Stations.
4. New Electric Vehicle Charging Posts and Related Equipment.
5. New Employee, Visitor, City Owned Vehicle, and Delivery Surface Parking.
6. Coordination with an Existing Staging Area for Vehicles/Equipment awaiting Repair, Parts, or Deemed Inoperable.
7. New Parking Area for Repaired Vehicles and Equipment.
8. New Surface Storage Area for Department and Excavating Equipment.
9. New Parking Area for Sewer Cleaning and Closed-Circuit Television Trucks.
10. New Roadways.
11. New Site Amenities.



**DESIGN CRITERIA DRAFT PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 21-C-00032)**

**Design-Build Services for City of Tampa Wastewater Department**

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**1.02 SITE**

The new New Multi-Bay Fleet Maintenance Building for the WWD is to be located at the Howard F. Curren Treatment Facility within the Port of Tampa, 2700 Maritime Boulevard, Tampa, Florida 33605.

**1.03 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).

**1.04 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. Scope of Work is Within the Port of Tampa an Active, Secured, and to Remain Open Site.
- B. Proximity to the Ocean and Modest Sea Levels.
- C. Existing to Remain Cable, Fiber and Optics for Communication throughout the Port of Tampa.
- D. Proximity to an Existing WWD Fleet Maintenance Building and Equipment Storage Area.
- E. Existing Technician Underground Training Facility.
- F. Existing Staging Area for the Repair of WWD Vehicles and Equipment.
- G. 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.

**1.05 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, perform park commissioning, 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 WWD's hours of operation.



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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 OF THE SITE**

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

**1.09 FEMA FLOOD ZONE**

All respondents are to confirm the FEMA Zone with the WWD.

**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 bathymetrics for utility coordination, environmental compliance, and regulatory permitting as well as the development of a single GMP and Cost Estimate; to construct of 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 WWD. 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



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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 WWD, 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 Wastewater Department (WWD).

**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 WWD 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.



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**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.

**1.20 PORT OF TAMPA FACILITY SITE VISIT**

The WWD shall at their discretion set a day and time for site visit to the Port of Tampa located at 2700 Maritime Boulevard, Tampa, Florida 33605. A site visit, if deemed necessary by the department, will be non-mandatory and notification issued as an addendum.

**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 WWD scheduling criteria as a recommendation for a single GMP efficiencies, potential delays, and general phase work, in a least disruptive sequence to the WWD and Port of Tampa 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: \$800,000 - \$1,600,000**

**2.03 Budget for Construction: \$7.2 - \$14.4 Million**



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**2.04 Total Budget for Initial Design, Pre-Construction Services, and Construction: \$8 - \$16 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.

**2.04 Start Date for Construction: To be Determined.**

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

**2.06 SITE**

2.06a The site for the New Multi-Bay Fleet Maintenance Building for the WWD shall be at the Howard F. Curren Treatment Facility located within Port of Tampa, 2700 Maritime Boulevard, Tampa, Florida 33605 (Refer to Sections 2 and 3). The New Multi-Bay Fleet Maintenance Building for the WWD shall be located adjacent to an existing Fleet Maintenance Building for the WWD.

**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
- Handicap Parking as Required by Code
- Asphaltic Surface and Striped
- Site, Area, and Perimeter Lighting



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- Signage
- Complete Security and Surveillance System(s).

2.08d 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.
- New Surface Storage Area for Department Excavating Equipment.
- New Parking Area for Sewer Cleaning and Closed-Circuit Television Trucks.

**2.09 DESIGN CRITERIA | NEW MULTI-BAY FLEET MAINTANENCE BUILDING**

2.09a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a new Fleet Maintenance Facility Building shall include, but not be limited, to the following:

2.09b Total Size: To be Determined and Outlined in the Final and Approved Program.

- One (1) Story Building with Mezzanine with Additional Outside Truck Repair.
- Square footage(s) and number of vehicles to be accommodated shall be as determined by the Design-Build Team and outlined in the final and approved program.

2.09c First Floor-Enclosed

- Service Area 1: High Bay Service for Large Vehicle Repair Area.
- Service Area 2: High Bay Service Small Vehicle Repair Area.
- Enclosed Administration Area.
- Square footage(s) and number of vehicles to be accommodated, including but not limited to, service areas shall be determined by the Design-Build Team and outlined in the final and approved program.

2.09d First Floor-Exterior and Covered

- Service Area 3: Exterior and Covered High Bay Service Vehicle Repair Area.
- Square footage(s) and number of vehicles to be accommodated, including but not limited to, service areas shall be determined by the Design-Build Team and outlined in the final and approved program.



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2.09e Mezzanine

- Parts Storage above Administration.
- Square footage shall be determined by the Design-Build Team and outlined in the final and approved program.

2.09f Spatial requirements for the New Fleet Maintenance Building and the number of vehicles to be accommodated in the specific service areas shall be determined by the Design-Build Team and outlined in the final and approved program.

2.09g Spatial requirements for the New Fleet Maintenance Building shall include but may not be limited to the following:

- Construction Type: To be Determined
- Entries: Covered
- HVAC: Full (Administration)
- Exterior and Interior Lighting
- Area and Site Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)
- Exterior and Interior Signage
- High Bays in Service Area 1
- High Bays in Service Area 2
- High Bays in Service Area 3
- CNG Compliant Exterior and Interior Work Environments (To be Determined).
  
- Traditional Vehicle Lifts (Minimum)
- Truck/Heavy Equipment Repair Pits (Minimum)
- Portable Hydraulic Lifts and an accompanying Storage Area
- Electric Roll-up Doors at each End of the Services Areas with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door
- Reception Area with Controlled Access
- Offices
- Conference Rooms
- Dispatch
- Training Rooms
- Open Workspace(s)
- Storage Rooms
- Inventory Storage
- File Areas and Alcoves



**DESIGN CRITERIA DRAFT PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 21-C-00032)**

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- Supply Rooms
- Public Restrooms (Men's, Women's, and Companion)
- Employee Restrooms (Men's and Women's)
- Locker Rooms
- Break Room with Kitchen
- Parts Storage | Mezzanine
- Backup Generator
- Gas Heaters: Service Bays
- Backup Generator(s)

**SECTION 3: EXISTING CONDITIONS**

- 3.01 The proposed site for the New Multi-Bay Fleet Maintenance Building for the WWD is adjacent to an existing WWD Fleet Maintenance Building at the Howard F. Curren Treatment Facility within the Port of Tampa, 2700 Maritime Boulevard, Tampa, Florida 33605.
- 3.02 The Design-Build Team shall be required to coordinate the construction and operation of the New Multi-Bay Fleet Maintenance Building for the WWD with the existing adjacent WWD Fleet Maintenance Building operating at the Port of Tampa, 2700 Maritime Boulevard, Tampa, Florida 33605.
- 3.03 The Design-Team shall note that the Port of Tampa is an active and highly secured facility on the water and as such shall require special consideration for security, traffic flow, environmental conditions, and adherence to the schedule shall be required throughout the scope of work and project.
- 3.04 The Port of Tampa and the WWD operations contained within and about its limits shall also remain open and full operational during the course of this project.

**SECTION 4: EXHIBITS**

- 4.01 No exhibits have been made available by the WWD and as such none are to be made part of this RFQ.
- 4.02 The City of Tampa Wastewater Department (WWD) reserves the right to add exhibits by addendum if deemed necessary.





## 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>		
	<b>Evaluation Criteria</b>	<b>Point Values</b>
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.



EXHIBIT B  
SCOPE OF WORK

**22-C-00032/FLEET MAINTENANCE FACILITY AT PORT TAMPA**

The City of Tampa Wastewater Department (WWD) receives and treats wastewater collected from the Tampa area and surrounding suburbs, and on an average day, more than 50 million gallons are treated to an advanced level that meets or exceeds federal regulations, including National Pollutant Discharge Elimination System standards (NPDES). Additionally, in support of City's wastewater efforts, the WWD maintains a fleet of vehicles and equipment that requires servicing and needed repairs as the WWD oversees 1,800 miles of gravity and force main sewer lines, 30,000 manholes, 667 air release valves, and enforces Grease Management Ordinances.

**SCOPE:**

The design build team respectfully submits this Scope of Work for the initial Design Build Services for City of Tampa Wastewater Department Fleet Maintenance Decentralization Project. The project will follow a 3 step approach to this process. Step one will be the development of a program and master plan that includes a written narrative with the space program, equipment inventory, personnel, needs civil site due diligence evaluation of alternatives, and development of preliminary building layouts, and preliminary site plan. This information is synthesized to estimate the construction value, and determine a schedule.

Step 2 is the full service Architecture/Engineering process to include Schematic Drawings, Design development, 60% Construction Documents and 100% Construction Documents for permittable construction documents. This culminates with a Guaranteed Maximum Price & Schedule for owner approval.

Step 3 would be the Construction Services to include Construction Administration. The scope of services provides for step 1 of the project.

**Project Description & Background Details**

The City has selected Bades Construction, Inc. through for a Request for Qualifications (RFQ 21-C-00032) for Design-Build Services for a New Multi-Bay Fleet Maintenance Building for the Wastewater Department (WWD) at the Howard F. Current Treatment Facility located within the Port of Tampa, 2700 Maritime Boulevard, Tampa, Florida 33605. The New Multi-Bay Fleet Maintenance Building for the WWD is part of a city-wide Fleet Maintenance Decentralization Project and shall be located adjacent to and coordinate with the operations of an existing WWD Fleet Maintenance Building.

**SITE AND BUILDING**

The new Multi-Bay Fleet Maintenance Building for the WWD at the Port of Tampa shall include, but not limited to, the following:

1. New Wastewater Department (WWD) Fleet Maintenance Building to Coordinate with an adjacent Existing Wastewater Department (WWD) Fleet Maintenance Building.
2. Charging Posts and Related Equipment in a future project.
3. Coordination with an Existing Staging Area for Vehicles/Equipment awaiting Repair, Parts, or Deemed Inoperable.
4. Coordination of existing parking areas with parking areas needed for Repaired Vehicles and Equipment, Fleet Maintenance Employees, city vehicles, and visitors.
5. New Site Amenities including lighting, site security and surveillance, gates and fencing.

Fleet Maintenance Facility Building shall include, but not be limited, to the following:

Total Size: To be Determined and Outlined in the Final and Approved Program.

- One (1) Story Building with Mezzanine with Additional Outside Truck Repair.
- Square footage(s) and number of vehicles to be accommodated shall be as determined by the Design-Build Team and outlined in the final and approved program.

First Floor-Enclosed

- Service Area 1: High Bay Service for Large Vehicle Repair Area.
- Service Area 2: High Bay Service Small Vehicle Repair Area.
- Enclosed Administration Area.



- Square footage(s) and number of vehicles to be accommodated, including but not limited to, service areas shall be determined by the Design-Build Team and outlined in the final and approved program.

#### First Floor-Exterior and Covered

- Service Area 3: Exterior and Covered High Bay Service Vehicle Repair Area.
- Square footage(s) and number of vehicles to be accommodated, including but not limited to, service areas shall be determined by the Design-Build Team and outlined in the final and approved program.

#### Mezzanine

- Parts Storage
- Square footage shall be determined by the Design-Build Team and outlined in the final and approved program.

#### Spatial requirements for the New Fleet Maintenance Building shall include but may not be limited to the following:

- Construction Type: To be Determined
- Entries: Covered
- HVAC: Full (Administration)
- Exterior and Interior Lighting
- Area and Site Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)
- Exterior and Interior Signage
- High Bays in Service Area 1
- High Bays in Service Area 2
- High Bays in Service Area 3
- CNG Compliant Exterior and Interior Work Environments (To be Determined).
- Traditional Vehicle Lifts
- Truck/Heavy Equipment Repair Pits
- Portable Hydraulic Lifts and an accompanying Storage Area
- Electric Roll-up Doors at each End of the Services Areas with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door
- Reception Area with Controlled Access
- Offices
- Conference Rooms
- Dispatch
- Training Rooms
- Open Workspace(s)
- Storage Rooms
- Inventory Storage
- File Areas and Alcoves
- Supply Rooms
- Public Restrooms (Men's, Women's, and Companion)
- Employee Restrooms (Men's and Women's)
- Locker Rooms
- Break Room with Kitchen
- Parts Storage | Mezzanine
- Backup Generator
- Gas Heaters: Service Bays



## SECTION 6: DETAILED MASTER PLANNING SCOPE OF SERVICES

Step one of the project shall be Master Planning as identified above. Scope of Services for this step shall include:

1. MEETINGS - The DB Team will conduct User group meetings as required to determine the full needs and scope of the work as listed above. The facility will only repair the fleet for the Wastewater Department. We anticipate 4 major meetings with more as required to reach consensus.
2. PROGRAM - Development of a written Program. The Program will be a result of the user group meetings which outline the needs and requirements of the program. This will include staff, occupancy, sf calculations for space development, and building size totals as well as inventory counts. This will be presented in Excel format.
3. INVENTORY - Inventory development. The DB Team will produce an Inventory list of the various types of equipment the User Groups possess and service and that will demonstrate the needs and throughput of the proposed facility. This inventory list will be presented in Excel Format. There needs to be an inventory of equipment needs for facility operations.
4. SITE VISITS - The DB Team will conduct site visits to review up to 3 locations of existing facility operations to observe and collect data on existing inventory and uses
5. EXISTING DOCUMENTS - The DB Team will review all of the owner provided existing drawings and existing condition data related to their in situ facilities operations
6. SURVEY – the DB Team will produce a site Survey of the proposed project area based on the following:
  - a. I. Boundary & Topographic Survey: A. Hyatt Survey will perform a Boundary & Topographic Survey of the property referenced above as located in Tampa, Florida. (See attached exhibit) This survey will include the mapping of any visible aboveground encroachments either way across boundary lines.
  - b. This survey will be prepared in accordance with the client's survey specifications as outlined in the attached letter, dated 10-27-22.
  - c. A current title report will be required before commencement of the survey to identify the deed legal description and any right-of-way takings, easements, conveyances, restrictions, and/or other matters of survey in the Public Records that may affect subject property.
  - d. Hyatt Survey will locate visible aboveground site improvements, utilities, and appurtenances. Underground utilities will be graphically depicted on the survey drawing(s) in accordance with visible appurtenances. Hyatt Survey Services, Inc. will assume NO responsibility for the completeness and/or accuracy of any subsurface data represented on the survey drawing(s) from information provided by others.
  - e. No SUE services are included in this scope of services.
  - f. Hyatt Survey will determine site elevations on a maximum fifty (50') grid, at grade breaks, at changes in direction on curbing/paving, extending to the centerline of pavement within adjacent ROW's and/or to 10 feet off site (where accessible) on other sides not fronting a street/right-of-way.
  - g. No elevations will be determined within wetland areas.
  - h. No location of wetland delineation lines will be performed.
  - i. All horizontal data will be referenced to the Florida State Plane Coordinate System, West Zone, NAD 83/2011 adjustment.
  - j. All elevations will be referenced to existing NGS/County Vertical Control benchmarks and the NAVD '88 vertical datum.
  - k. Hyatt Survey will locate living trees of 4" or greater Diameter Breast Height. No trees will be located within wetland areas.
  - l. Hyatt Survey will prepare a Digital Terrain Model from the field data collected and create 1' contours as part of this survey.
  - m. Hyatt Survey will provide the survey in AutoCAD & PDF format prepared to the client's CAD/layer specifications as well as six (6) signed and sealed hard copies.
  - n. This survey will require no more than ninety (90) calendar days to complete from our receipt of a written "notice to proceed."
7. CIVIL ENGINEERING - The DB Team will provide Civil Engineering review and support in the initial master planning phases to help develop, review and comment on the required site development process and requirements, as well as to evaluate possible options. This scope of work includes:
  - a. Project Description: This scope of services is for the Phase 1 Master Planning services listed above associated with the City of Tampa Fleet Maintenance Facility at Port Tampa project.



- b. Project meetings – The Engineer shall attend (in person and/or virtually) up to four (4) project related meetings with the Owner, Contractor and Project Architect.
  - c. SITE INVESTIGATION REPORT – The Engineer shall prepare a detailed report summarizing findings for the site improvements in regards to zoning, utilities (water and wastewater), stormwater management requirements and environmental considerations.
  - d. Offsite roadway improvements, building construction, landscape & irrigation and lighting are excluded.
  - e. The Engineer shall assist the Architect with preparing the Concept / Master Plans for the project.
8. GEOTECHNICAL INVESTIGATION - The DB Team shall perform an initial geotechnical investigation of the proposed site in order to set expectations and understand the initial soil conditions that are encountered. This investigation will be used to make foundation recommendations and pavement section considerations as the project develops. Once Step 2 is initiated and the building location is formalized on the site, we would expect to initiate a second more specific round of geotechnical investigations to more specifically define the subsurface design criteria for the building and pavement sections as well as soil percolation rates. This scope of work more specifically includes:

The objective of our study will be to obtain information concerning subsurface conditions at the project site in order to base engineering estimates and recommendations in each of the following areas:

- a. Feasibility of utilizing the *insitu* soils for support of the proposed structure, including the use of shallow or deep foundations.
- b. Preliminary design parameters required for the foundation system, including allowable bearing pressures, foundation sizes, foundation levels and soil subgrade recommendations.
- c. General suitability of materials on-site for use as structural fill and general backfill.
- d. Recommendations for placement and compaction of approved fill materials.
- e. General location and description of potentially deleterious materials discovered in the borings which may interfere with construction progress and structure performance, including existing fills or surficial organics.
- f. Near surface soil permeability characteristics.
- g. Estimation of the seasonal high groundwater level.
- h. Preliminary pavement design parameters and construction considerations.

In order to meet the preceding objectives, we propose to provide the following services:

- a. Review published soils and topographic information. This published information will be obtained from the appropriate Florida Quadrangle Map published by the United States Geological Survey (USGS) and the USDA Soil Survey, published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS).
  - b. Perform site reconnaissance and coordinate utility clearances with Sunshine One Call. In addition, Tierra will utilize Ground penetrating Radar (GPR) to verify utility clearance at the boring locations.
  - c. As requested, perform seven (7) SPT borings at the locations provided by Long & Associates within the proposed building and stormwater improvement areas. The SPT borings will be performed to depths ranging from 35 feet to bedrock (estimated to be 50 feet below grade based on past experience).
  - d. Measure the groundwater level at the boring locations. Estimate the seasonal high groundwater level at selected boring locations.
  - e. Perform one (1) field permeability test.
  - f. Visually classify the samples in the laboratory using the Unified Soil Classification System (USCS). Identify soil conditions at the boring locations.
  - g. Prepare an engineering report that summarizes the course of study pursued, the field data generated, subsurface conditions encountered and our engineering recommendations in each of the pertinent topic areas.
9. MASTER PLAN - The DB Team will produce up to 3 site layout master plan options to review with Staff and the User Groups. These plans will be synthesized in to a single approved overall master plan for use in the construction document phase, and based on the developed written Program and Inventory List. The final deliverable will be an overall Master Site Plan, preliminary building layouts/floor plans along with a written Program and all collected supporting documentation to date as an appendix that will define the full project, scope of work, conceptual construction estimate and project schedule for approval.



#### 10. CONCEPTUAL ESTIMATE & SCHEDULE

- a. At the completion of the Master Plan Deliverable, the D/B team will provide a conceptual ROM estimate of the work with a proposed schedule. The Estimate and Schedule will incorporate all of the findings generated by the above steps and synthesize this data in to an anticipated construction cost value and duration of time required to complete the project.
  - i. The required A/E Design Documents including Schematic Design, Design Development, 60% CD's and 100% CD's would be initiated upon owner approval of the Master Plan and in accordance with the City of Tampa Standards in Step 2 by Amendment to the contract.

#### CONCLUSION



## EXHIBIT C: COMPENSATION

### FEE BY SCOPE ITEM

STEP 1A:	Field Investigation & Document Coordination	\$ 9,420.00
	Survey	\$ 16,010.00
	~L & A Administration	\$ 1,601.00
	Geotechnical Investigation	\$ 23,624.28
	~L & A Administration	\$ 2,362.43
STEP 1B:	Facilities Programming/ Space Planning (Program)	\$ 13,360.00
STEP 1C:	Master Planning / Concept Site Design	\$ 17,160.00
	Civil Engineering Support	\$ 8,000.00
	~L & A Administration	\$ 800.00
	Preliminary Cost Estimate (Bandes)	\$ 15,000.00
	Conceptual cost exercise, conceptual schedule, Coordination of vendors, MBE Compliance, Document management, all invoicing	
	Design Contingency (10%)	<u>\$ 10,733.77</u>
<b>STEP 1 MASTER PLANNING SUBTOTAL</b>		<b>\$ 118,071.48</b>

### Schedule

Step 1A – 60 calendar days from NTP

Step 1B – 45 calendar days from NTP

Step 1C – 120 calendar days from NTP

### Exclusions and Clarifications:

Architectural and Engineering construction documents and construction administration is excluded in Step 1.

Construction duration: We have presumed a construction duration of 12 months.

We have presumed with poor soils that the FLEET facility will be designed as a MAT foundation (depressed 4" for a top slab) and 14" concrete piles. To be verified.

All Contingencies would only be used as authorized by the owner first in writing. Any remaining contingency amount shall belong 100% to the City.

We exclude:

- Hazardous materials and abatement conditions
- Radon conditions or remedies
- Environmental engineering or related environmental conditions
- Specialty Fueling or Piping Lubrication Systems Consultants
- New Gasoline Fueling Station
- New Diesel Fueling Station
- Specialty Structural Engineering for performance-based components
- Remodeling of existing facilities on site or otherwise
- PD or Zoning work
- Pile design is by Specialty Contractor



## Exhibit D

### CITY OF TAMPA INSURANCE REQUIREMENTS

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

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

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

#### MINIMUM SCOPE AND LIMIT OF INSURANCE <sup>1</sup>

- A. Commercial General Liability (CGL) Insurance on the most current Insurance Services Office (ISO) Form CG 00 01 or its equivalent on an "occurrence" basis (Modified Occurrence or Claims Made forms are not acceptable without prior written consent of the City). Coverage must be provided to cover liability contemplated by the Agreement including without limitation premises and operations, independent contractors, contractual liability, products and completed operations, property damage, bodily, personal and advertising injury, contractual liability, explosion, collapse, underground coverages, personal injury liability, death, employees-as-insureds. Products and completed operations liability coverage maintained for at least 3 years after completion of work. Limits shall not be less than \$1M per occurrence and \$2M general aggregate for Agreements valued at \$2M or less; if valued over \$2M, a general aggregate limit that equals or exceeds the Agreement's value. If a general aggregate limit applies, it shall apply separately to the project/location (ISO CG 25 03 or 25 04 or equivalent). **(ALWAYS APPLICABLE)**
- B. Automobile Liability (AL) Insurance in accordance with Florida law, as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles. AL insurance shall not be less than: (a) \$500,000 combined single limit each occurrence bodily injury and property damage for Agreements valued at \$100,000 or less or (b) \$1M combined single limit each occurrence bodily injury and property damage for Agreements valued over \$100,000. If transportation of hazardous material involved, the MCS-90 endorsement (or equivalent). **(ALWAYS APPLICABLE)**
- C. Worker's Compensation (WC) & Employer's Liability Insurance for all employees engaged under the Agreement, Worker's Compensation as required by Florida law. Employer's Liability with minimum limits of (a) \$500,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee for Agreements valued at \$100,000 and under or (b) \$1M bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each for all other Agreements. **(ALWAYS APPLICABLE)**
- D. Excess (Umbrella) Liability Insurance for Agreements valued at \$2M or more, at least \$4M per occurrence in excess of underlying limits and no more restrictive than underlying coverage for all work performed by Firm. May also compensate for a deficiency in CGL, AL, or WC. **(ALWAYS APPLICABLE)**
- E. Builder's Risk Insurance for property loss exposure associated with construction/renovation/additions to buildings or structures, including materials or fixtures to be incorporated. Must be "All Risk" form with limits of no less than the project's completed value, have no coinsurance penalties, eliminate the "occupancy clause", cover Firm (together with its contractors, subcontractors of every tier, and suppliers), and name City as a Loss Payee. **(IF APPLICABLE)**
- F. Installation Floater coverage for property (usually highly valued equipment or materials such as compressors, generators, etc.) during its installation. Coverage must be "All Risk" including installation and transit for no less than 100% of the installed replacement cost value. **(IF APPLICABLE)**
- G. Architects & Engineers Liability/ Professional Liability (E&O)/ Contractors Professional Liability (CPL)/ Medical Malpractice Insurance where Agreement involves Florida-regulated professional services (e.g. architect, engineer, design-builder, CM, accountant, appraiser, investment banker medical professional) at any tier, whether employed or independent, vicarious design liability exposure (e.g. construction means & methods, design supervision), value engineering, constructability assessments/reviews, BIM process, and/or performance specifications. Limits of at least \$1M per occurrence and \$2M aggregate; deletion of design/ build liability exclusions, as applicable, and maintained for at least 3 years after completion of work/services and City's acceptance of same. **(IF APPLICABLE)**
- H. Railroad Protective Liability (RPL) Insurance for construction within 50ft of operated railroad track(s) or where affects any railroad bridge, trestle, tunnel, track(s) roadbed, or over/under pass. Subject to involved railroad's approval prior to commencement of work. **(IF APPLICABLE)**.
- I. Pollution and/or Asbestos Legal Liability Insurance where Agreement involves asbestos and/or environmental hazards/contamination risks (defined broadly, e.g. lead, mold, bacteria, fuel storage, underground work, cleanup (owned or non-owned sites), pollutant generation/transportation, marine/natural resource damage, contamination claim, restitution, business interruption, mold, fungus, lead-based paint, 3rd party claims/removal, etc.), with limits of at least \$1M per occurrence and \$2M aggregate, maintained for at least 3 years after Agreement completion. **(IF APPLICABLE)**
- J. Cyber Liability Insurance where Agreement involves portals allowing access to obtain, use, or store data; managed dedicated servers; cloud hosting services; software/hardware; programming; and/or other IT services

<sup>1</sup> "M" indicates million(s), for example \$1M is \$1,000,000



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

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

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

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

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

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

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

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

#### **ADDITIONAL REQUIREMENTS**

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

ADDITIONAL INSURED - City, its elected officials, departments, officers, officials, employees, and volunteers together with, as applicable, any associated lender of the City shall be covered as additional insureds on all liability coverage (e.g. CGL, AL, and Excess (Umbrella) Liability) as to liability arising out of work or operations performed by or on behalf of Firm including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of Firm. Coverage can be provided in the form of an endorsement to Firm's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 10 20, CG 20 26, CG 20 33, or CG 20 38 and CG 20 37 if later revisions used).

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

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

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

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

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

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

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

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

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

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

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

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

# EXHIBIT E

## 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)**





Exhibit D

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

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

Contract No.: 22-C-00032 Contract Name: Fleet Maintenance at Port Tampa Bay-Design Build  
Company Name: Bandes Construction Address: 1368 Spalding Road, Ste C, Dunedin, FL 34698  
Federal ID: 59-2817684 Phone: 727-733-5558 Fax: 727-733-8490 Email: Jillian.Bandes@bandesconstruction.com

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

No Firms were contacted or solicited for this contract.

No Firms were contacted because: \_\_\_\_\_

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

**Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses**

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

S = SLBE W= WMBE O = Neither	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services  NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N
0	Long & Associates Architects/Engineers, Inc. 4525 S. Manhattan Ave. Tampa, FL 33611 813-839-0106, 813-839-4616, lex@longandassociates.com	CM	906/925	P	Y
59-1535380					
W	Anderson Lesniak Limited, Inc. 4921 S. Westshore Blvd. Tampa, FL, 33611 813-831-9595, alyson@andersonlesniak.net	CF	906	P	Y
20-0552998					
W	Campo Engineering, Inc. 1725 East 5th Avenue, Tampa, FL 33605 813-215-7372, lauren@campoengineering.com	CF	925	P	Y
20-366833					
W	Hyatt Survey Services, Inc. 2012 Lena Rd., Bradenton, FL 34211 941-748-4693, 941-744-1643, pam@hyattsurvey.com	CF	925	P	Y
03-0476653					
W	OHC Environmental Engineering, Inc. 101 S. Hoover Blvd. Ste 101, Tampa, FL 33609 813-376-2005, jrizk@ohcnet.com	HM	925	P	Y
59-2314222					
W	Tierra, Inc. 7351 Temple Terrace Highway, Tampa, FL 33637 813-989-1354, 813-989-1355, lmoore@tierraeng.com	HM	925	P	Y
59-3154723					

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: Jilli Name/Title: Jillian Bandes / Project Manager Date: 2/15/23

**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**





Exhibit D

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

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

Contract No.: 22-C-00032 Contract Name: Fleet Maintenance at Port Tampa Bay-Design Build
Company Name: Bandes Construction Address: 1368 Spalding Road, Ste C, Dunedin, FL 34698
Federal ID: 59-2817684 Phone: 727-433-1613 Fax: 727-738-8225 Email: jillian.bandes@bandesconstruction.com

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

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

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

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

[ ] No Firms are listed to be utilized because:

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

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

Table with 6 columns: Federal ID, Company Name Address Phone, Fax, Email, Type of Ownership, Trade Services or Materials NIGP Code, \$ Amount of Quote Letter of Intent, Percent of Scope or Contract %

Total ALL Subcontract / Supplier Utilization \$ The amount of the contract is \$118,070.71. The amount subcontracted to all subcontractors is \$92,337.71. The amount subcontracted to SLBE Total SLBE Utilization \$ 0 or WMBE subcontractors is \$47,634.28. Total WMBE Utilization \$ 47,634.28

Percent SLBE Utilization of Total Bid/Proposal Amt. 0% Percent WMBE Utilization of Total Bid/Proposal Amt. 40% - It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this Contract.

Signed: Jillian Z Name/Title: Jillian Bandes, Project Manager Date: 2/15/23

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