



City of Tampa
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ADDENDUM 3
Via E-Mail
DATE: September 17, 2025

Contract: 25-C-00038; Citywide Water Meter Replacement

Bidders on the above referenced project are hereby notified that the following addendum is made to the Contract Documents. BIDS TO BE SUBMITTED SHALL CONFORM TO THIS NOTICE.

Item 1 - The Bid Opening Date is hereby changed to September 30, 2025.

Item 2 - Per the requirements under S3.0 Bidder Qualifications, the Firm submitting a bid must hold the required Licensure.

Item 3 - Regarding S7.0 Order of Work, the Contractor may assume this is NOT contiguous work and will be spread all over the Tampa Service Territory.

Item 4 - The City of Tampa's distribution system has just over 166,000 service lines. To date, 0% of service lines in our distribution system have been identified as "lead" and less than 1% of our service lines have been identified as galvanized.

Item 5 - Regarding section C2.0, GPS precision requirements, +/- 3 meters is required, +/- 1 meter is preferred.

Item 6 – If the Contractor is unable to capture GPS as based on RFP specifications, the contractor shall document and submit to the City the meter's location on the City's established "meter transfer sheet" which provides the location of the meter in reference to the property corner. Additionally, pictures clearly establishing the meter position on the property must be taken and submitted to the City. Lastly, an aerial redline markup of the meter location using the City's mobile utility GIS interface shall be submitted. A copy of the meter transfer sheet is provided below.

Item 7 - The Contractor shall submit the metadata described in ISO 19115 along with the captured GPS positions.

Item 8 - The format in which the GPS position shall be provided is XY coordinates in Decimal Degrees.

Item 9 - Regarding installation requirements, a variety of unique field conditions may be encountered. The total number of unique field conditions will vary from time to time.

Item 10 - City provided overnight parking for Contractor fleet vehicles is not anticipated.

Item 11 - Formal City provided training for the Contractor's field personnel is not anticipated.

Item 12 - Regarding route sequencing, Work Orders may be issued in paper or electronic format. Issued work order locations may be at a variety of locations.

Item 13 - Bidders are encouraged to survey the locations prior to submitting bids.

Item 14 - Regarding bid item 6000 "Replace meter box in pavement/sidewalk", This line item may not be utilized. If driveway and/or sidewalks need to be cut, the City may elect to utilize Owner Controlled Contingency for this work. Restoration requirements would be negotiated on a case-by-case basis. For pricing this line item, bidders may assume a 5'x5'x4" concrete sidewalk panel replacement.

Item 15 - Replace any previous version of DMI 50 with the attached DMI 50 form.

All other provisions of the Contract Documents and Specifications not in conflict with this Addendum shall remain in full force and effect. Questions are to be e-mailed to ContractAdministration@tampagov.net.



Jim Greiner, P.E., Contract Management Supervisor

ACTION

Mass Meter Exchange Due

Service Order

MISCELLANEOUS INFORMATION

Created By: _____ Location Class: _____ Created On: _____ Cycle/Route/Seq: _____
Comments: _____ Start Time: _____ Scheduled Date: _____

ACCOUNT INFORMATION

Customer: _____ Account Number: _____
Phone: _____
Address: _____

ALERTS

Account: _____ Date: _____

SERVICE / METER / ASSET INFORMATION

Location Info:

Gate Number:

Atlas Page:

Status:

Meter Number:

Install Date:

Dials:

Service Type:

Meter Manufacturer:

Size:

Last Meter Reading: _____

Meter Reading: _____

New Meter No: _____

New Meter Reading: _____

Reason for Change: _____

Pay Items

Install Re-Setter 5/8"	YES / NO
Install Re-Setter 1"	YES / NO
Furnish and Install 3/4" Curbstop	YES / NO
Furnish and Install 1" Curbstop	YES / NO
Replace Meter Box in Grass	YES / NO
Replace Meter Box in Pavement/Sidewalk	YES / NO
Replace Meter Lid	YES / NO
Investigation	YES / NO

FIELD NOTES

Comments: _____

Completed By: _____ Completed Date: _____ Time: _____



Good Faith Effort Compliance Plan (GFECF) Guidelines

for Small Local Business Enterprise Participation
City of Tampa - Equal Business Opportunity Program
(DMI 50 Form – See detailed instructions on page 3 of 3)

Contract Name _____ Bid Date _____
Bidder/Proposer _____
Signature _____ Date _____
Name _____ Title _____

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

- ☐ SLBE participation **Goal is Not Specified for this Solicitation** however participation is aspirational and GFECF is required.
- ☐ SLBE participation **Goal is Met or Exceeded** (refer to Goal-Set DMI-90 Form).
- ☐ SLBE participation Goal is **Not Fully Achieved** (refer to Goal-Set DMI-90 Form).

For each checkbox above Bidders/Proposers shall submit DMI Forms 10 and 20 which accurately report all subcontractors solicited and all subcontractors to-be-utilized. The following list is an overview of the required baseline GFECF action steps for all bids/proposals. Furthermore, it is understood that these GFECF requirements are weighted in the compliance evaluation based on the veracity and demonstrable degree of documentation provided with the bid/proposal:

(Check applicable boxes below - Must enclose supporting documents accordingly with Qualifying Remarks)

- (1) Solicited through reasonable and available means the interest of SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within enough time to allow the SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested SLBEs. ☐ See DMI report forms for subcontractors solicited. ☐ See enclosed supplemental data on solicitation efforts.
 - ☐ Qualifying Remarks
- (2) Provided interested SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested scope identified by bidder/proposer for the solicitation. ☐ See enclosed actual solicitations used.
 - ☐ Qualifying Remarks
- (3) Negotiated in good faith with interested SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal.
 - ☐ DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations ☐ This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/percentages, specifications, qualifications and subs fee schedules.
 - ☐ See enclosed documentation.
 - ☐ Qualifying Remarks
- (4) Not rejecting SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals.
 - ☐ Not applicable. ☐ See attached justification for rejection of a subcontractor's bid or proposal. ☐ Qualifying Remarks
- (5) Made scope(s) of work available to SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available SLBE subcontractors and suppliers, to facilitate meeting the goal. ☐ In addition, Sub-Contractors could bid on their own choice of work or trade without restriction to a pre-determined portion. ☐ See enclosed comments. ☐ Qualifying Remarks
- (6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the sub-tasks of a contract with its

Failure to Complete, Sign, and Submit all Forms 10,20, & 50 SHALL render the Bid or Proposal Non-Responsive

own forces/organization. A Bidder/Proposer who desires to self-perform the sub-tasks of a contract must demonstrate good faith efforts if the goal has not been met. ☐ **Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.** ☐ **Qualifying Remarks w/Documents**

- (7) Segmented the portions of the work to be performed by SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. ☐ **Sub-Contractors could bid on their own choice of work or trade without restriction to a pre- determined portion.**☐ **Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.** ☐ **See enclosed comments.**☐ **Qualifying Remarks**
- (8) Made efforts to assist interested SLBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor. ☐ **See enclosed documentation on initiatives undertaken and methods to accomplish.** ☐ **Qualifying Remarks**
- (9) Made efforts to assist interested SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program. ☐ **See enclosed documentation of initiatives and/or agreements.** ☐ **Qualifying Remarks**
- (10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of SLBEs.
☐ **See enclosed documentation of services engaged.** ☐ **Overview (attached) of tactical actions and resources employed toward recruitment**

Note: Any unsolicited information in support of your Bid/RFP Compliance must accompany your submittal. ☐ **Identify Information Submitted**



Participation Plan: Guidance for Complying with Good Faith Efforts Outreach (page 3 of 3)

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