

## Workshop Notes:

### Mnemonics:

- |             |     |
|-------------|-----|
| Tie/ Doe    | 1.  |
| Noah        | 2.  |
| Ma          | 3.  |
| Rye         | 4.  |
| Law         | 5.  |
| Shoe / Chew | 6.  |
| Cow         | 7.  |
| Ivy / Foe   | 8.  |
| Bee / Pea   | 9.  |
| ToeS / DoeS | 10. |
|             | 11. |
|             | 12. |
|             | 13. |
|             | 14. |
|             | 15. |
|             | 16. |
|             | 17. |
|             | 18. |
|             | 19. |
|             | 20. |





**City of Tampa**

*Jane Castor, Mayor*

**Contract Administration**  
**Richard Mutterback, Director**

306 East Jackson Street, 4N  
Tampa, FL 33602

## **Memorandum**

### ***Construction Project and AE Opportunities***

**Construction Projects** ("hard bids") are posted on DemandStar.com with back-up copies on the Contract Administration page at: <https://www.tampa.gov/contract-administration/programs/construction-project-bidding>. You can now download documents free of charge. You may find sub-contracting opportunities on the big jobs among the larger GC's on the "Plan Holders" lists posted there, too. GC's may find SLBE's for sub-contracting on the SLBE list that may be generated for each project. The PDF list e-mail addresses are arranged for easy copying and pasting to your email program for marketing and outreach purposes.

**Design-Build (DB) and Construction Management (CM) Projects** are posted along with A/E Service RFQ's on DemandStar.com with back-up files at: <https://www.tampa.gov/contract-administration/programs/architectural-engineering-construction-and-related-rfqs>. Some downloadable info is posted there. It's recommended that you "right-click" and save items to your local disc instead of attempting to open them in your browser.

For larger **Design or other Architectural / Engineering (A/E) Projects**, independent selections are made under the authority of the State of Florida's Consultants' Competitive Negotiation Act. Separate RFQ's are listed on the web page for those opportunities.

One such RFQ is for **Open Work Order A/E Contracts** which are established with a wide

variety of Architectural or Engineering firms to manage peak workload and to provide expertise which is not available within the City organization. These contracts generally allow for smaller work assignments, each under \$200,000 in fees. Feel free to E-Mail [Jim.Greiner@tampagov.net](mailto:Jim.Greiner@tampagov.net) with any questions about RFQ, 22-D-00400, for contracts expiring in April of 2025. Electronic submissions are considered for contract award twice per year.

Maintenance projects and non-A/E services may go through the Purchasing Department. See: <https://www.tampa.gov/purchasing>.

"Onvia/DemandStar", a service that may list other opportunities for you as well, is used to notify firms of bidding opportunities. <http://www.demandstar.com/>. A link is also provided on the above pages.

As a small business you may be eligible for certification under the City's Small Local Business Enterprise (SLBE) program, where some smaller jobs may be sheltered for bidding only by the certified SLBE firms.

If your firm is 51+% owned by a female or minority you may qualify for certification in the City's W/MBE Program. This program promotes utilization of women and minority owned firms.

For certification and more information, a link is provided to the Equal Business Opportunity Office page. <https://www.tampa.gov/msbd>.

(7/13/23)

*Feel free to call or e-mail with questions.  
Good Luck.*

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