CITY OF TAMPA, FLORIDA - RFQ
c/o Contract Administration Department
306 E. Jackson Street # 280A4N
Tampa, FL 33602

18-C-00003; David L. Tippin Water Treatment Facility Chemical System Improvements – Design-Build

Public Announcement In Compliance With Requirements Of Chapter 287.055, Laws Of Florida, Consultants Competitive Negotiation Act, As Amended, The City Of Tampa's Equal Business Opportunity Program, City of Tampa Code Chapter 2, Article V, Division 3, Section 2-282, and Applicable Federal Law. Submitters will be Notified of Intent To Award by E-mail.

RFQ - 18-D-00003 - The City of Tampa Water Department desires to obtain Design-Build services for construction of Chemical System Improvements including but not limited to converting chemical feed systems, chemical trenches, and ozone contactor improvements and rehabilitation.

The projects included in the chemical system improvements are listed below:

- D. L. Tippin Aqueous Ammonia Conversion – convert gaseous ammonia system to aqueous ammonia system
- D. L. Tippin Ozone Coating Rehabilitation - replace the ozone contactor internal and external coating and install ozone sample drain
- D. L. Tippin Sodium Hypochlorite System - implement onsite sodium hypochlorite generation system to eliminate the use of chlorine gas and provided expanded chemical pipeline trenches throughout the treatment facility

Treatment Background: The David L. Tippin Water Treatment Facility was originally constructed between 1924 and 1926. It has been expanded over the years and now produces about 75 mgd of potable water for the customers of the Tampa Water Department (population of about 600,000; 135,000 service locations). The plant is permitted to produce 82 mgd (average daily flow) and 120 mgd (peak flow). The primary source of water for the plant is the Hillsborough River. The treatment plant utilizes three parallel coagulation, flocculation, and sedimentation treatment trains. Two trains employ conventional rapid mix, flocculation, and sedimentation processes. The third train utilizes the Actiflo process. Ferric sulfate is used as the coagulant; it is supplemented with a polymer. The primary disinfectant is ozone. Disinfected water is filtered through mixed bed filters before chlorine and ammonia are added for a secondary disinfectant.

Ammonia System Information
The ammonia system is comprised of (2) 2,000 gallon tanks mounted on a concrete pad above grade. Ammonia is via through various pipe sizes/materials approximately 800 LF to a blending chamber where it is combined with chlorine to produce monochloramine for distribution disinfection.

Chlorine System Information
Two 90 ton railcars supply liquid chlorine to evaporators via 1" schedule 80 seamless carbon steel pipe. Gas is delivered to chlorinators (10,000ppd) via a 2-1/2" schedule 80 PVC pipe where the feed rate is determined. (2) 3" ejectors (6,000 ppd) provide a vacuum delivery of chlorine through approximately 700 LF of 4" HDPE pipe where it is combined with chlorine to produce monochloramine for distribution disinfection.

Ozone Contactor Information
The ozone contactor system is comprised of two contactor trains contained within one concrete 85' x 197' structure. The vertical serpentine style contactors are comprised of 544 7" disc diffusers. Flow travels to and through the contactor system via gravity. Each train is designed for a maximum of 75 MGD per contactor. Excess ozone is destroyed utilizing ozone destructors located on top of the structure.

Estimated project cost is $12 million.

A pre-submittal conference will be held at 10 AM, Thursday, March 22, 2018, in the D.L. Tippin Water Treatment Facility Conference Center (Maintenance Building), 7125 N. 30th Street, Tampa, FL 3361. The only Site Visit/Walk -Through will follow the meeting. Firms must email names and companies represented for all attendees a minimum of 24 hours in advance to WPSecurity@tampagov.net to obtain security clearance. Attendance is not mandatory.

A link to additional material may be provided at demandstar.com and at: http://www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs . Unless otherwise posted, no further data or site visits will be available before the deadline established for the submission of Letters-Of-Interest.

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

Firms must provide evidence of any required licenses or registrations with its submission or within ten days thereof in order to be considered.

Firms desiring to provide these services to the City must submit A Single Electronic File in Searchable PDF format, Smaller than 3MB, that includes a Letter of Interest referring to RFQ 18-C-00003, Statement of Qualifications and any supplemental material allowing evaluation for further consideration(short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (40); Successful Comparable Municipal Water Treatment Project Experience (35); Workload and availability (5); Past performance/Low amount of City work (5); Standard Form #A305 (financial info. provided in a separate PDF).(5); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (10 pts). The PDF file must be addressed to:
Brad L. Baird, P. E., Chairman, Consultants' Competitive Negotiation Committee, City of Tampa – c/o CAD - 4th Floor North, 306 E. Jackson Street, Tampa, Florida 33602.

The PDF must be E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., Thursday, April 5, 2017.
Submissions received on the day of the deadline may not be acknowledged by return-e-mail before the deadline.

RFQ: 18-C-00003 DESIGN-BUILD SERVICES
for the
David L. Tippin Water Treatment Facility
Chemical System Improvements

DESIGN CRITERIA PACKAGE

PREPARED BY:

JAMES E. JACKSON, JR. AIA – CITY ARCHITECT
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA
FEBRUARY 2018

1. Purpose

The City of Tampa has prepared this Design Criteria Package for RFQ 18-D-00003 Design-Build Services related to the David L. Tippin Water Treatment Facility (DLTWTF) Chemical System Improvements to include: preparation of a technical memorandum comparing the use of liquid and dry ammonia sulfate and aqueous ammonia; design development for the conversion from gaseous ammonia to the selected chemical identified in the technical memorandum; rehabilitation of internal and external coating on the existing ozone contactor; design development for the elimination of chlorine gas as part of the existing chlorine system via the implementation of an on-site sodium hypochlorite generation system; and the rehabilitation and expansion of the on-site chemical distribution pipeline trenches.

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

- Comprehensive design services to include:
    - Review of the DLTWTF Master Plan (draft) to assess and identify the rehabilitation requirements for the expansion of the chemical trench system
    - Assessment and identification of economical alternatives for the conversion of the ammonia system
    - Development of design plans and construction documents for ammonia conversion system, on-site sodium hypochlorite generation system, rehabilitation of the ozone contactor, chemical trench system & pipelines; and associated electrical and mechanical components
    - Preparation of complete construction documents
    - Review and assessment of National Pollutant Discharge Elimination System (NPDES) permit compliance
- Coordinating, applying for and obtaining regulatory permits
- Preparing plans and estimates for construction permits to be obtained by the City
- Preconstruction services with development of Guaranteed Maximum Price (GMP) for construction
- Installation and construction of ammonia conversions and sodium hypochlorite generation systems, chemical pipe trenches and ozone contactor rehabilitation
- Provision of construction phase services to include: attending meetings, responding to Requests for Information (RFI), reviewing submittals, and commissioning services

- Estimated Total Construction Budget: $12,000,000

- Estimated timeframe for total project (design thru construction): 2018-2021

In addition, the following pages contain a project overview of the existing treatment & chemical system processes and description of design and construction requirements for select chemical system improvements.

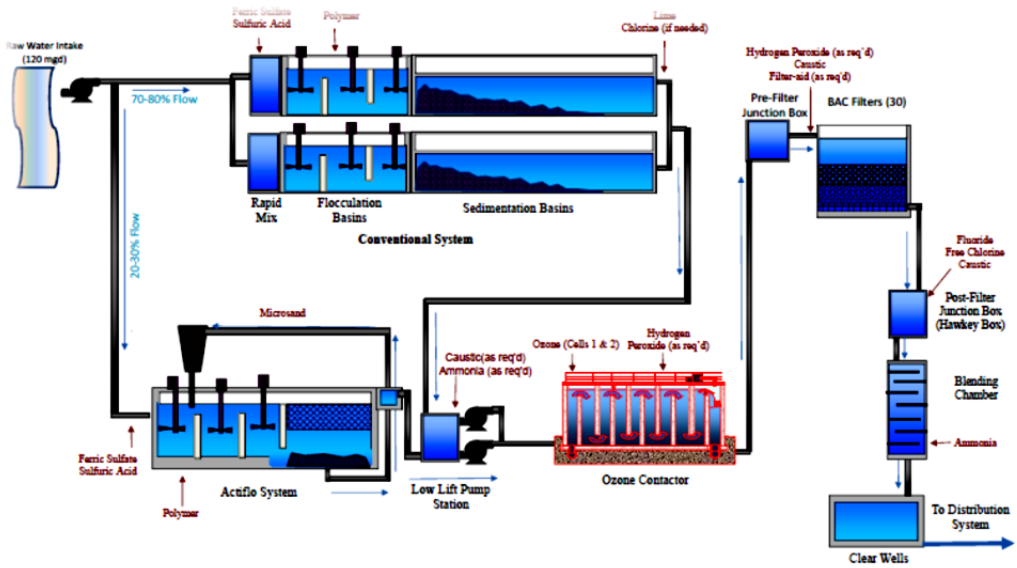
1.2 This document provides the criteria for the design and construction of various upgrades and improvements to chemical system elements at the DLTWTF.

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

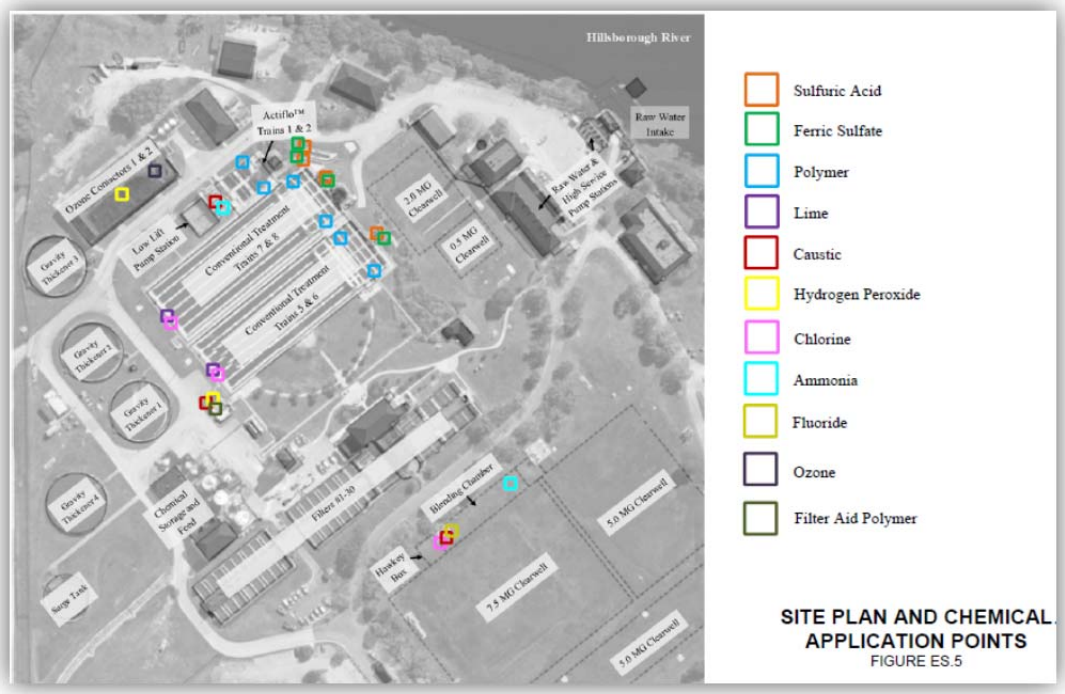
2. Background – Treatment and Select Chemical Systems

2.1 Treatment

The David L. Tippin Water Treatment Facility was originally constructed between 1924 and 1926. It has expanded over the years and now produces approximately 75 MGD of potable water for customers within the Tampa Water Department (TWD) service area (population of about 600,000; 135,000 service locations). The plant is permitted to produce 82 MGD (average daily flow) and 120 MGD (peak flow). The primary source of water for the plant is the Hillsborough River. The facility utilizes three parallel treatment trains consisting of coagulation, flocculation, and sedimentation processes. Two trains employ conventional rapid mix, flocculation, and sedimentation; the third train utilizes the Actiflo process. (See figure below) Ferric sulfate, supplemented with a polymer, is used as the coagulant. The primary disinfectant is ozone. Disinfected water is filtered through mixed bed filters before chlorine and ammonia are added for secondary disinfection.



DLTWTF PROCESS FLOW DIAGRAM



2.2 Select Chemical Systems

Improvements to the ammonia, chlorine and ozone systems are proposed. The existing processes for each are as follows:

- Ammonia System: Currently comprised of two (2) 2,000 gallon tanks mounted on a concrete pad above grade. Gaseous ammonia is distributed through approximately 800 linear feet (LF) of various size/material pipes feeding into a blending chamber where it is combined with chlorine to produce mono-chloramine for disinfection.

- Chlorine System: As a liquid, is delivered via two (2) 90 ton railcars that discharge into 1-inch schedule 80 seamless carbon steel pipe. Gas is delivered to chlorinators through a 2-1/2" schedule 80 PVC pipe for feed rate determination. Two (2) 3" ejectors provide a vacuum delivery of chlorine through approximately 700 LF of 4" HDPE pipe where it is combined with ammonia to produce mono-chloramine for disinfection.

- Ozone Contactor: This is a gravity system comprised of two contactor trains contained within one 85'x197' concrete structure. The vertical serpentine style contactors consist of 544 7" disk diffusers. Each train is designed for a maximum of 75 MGD per contactor. Excess ozone is destroyed using ozone destructors located at the top of the structure.

3. Design

Improvements described herein are based on preliminary findings and recommendations provided in The David L. Tippin Water Treatment Facility Master Plan (draft dated May 2017). Designs shall give consideration to other future projects identified in the draft master plan. Such considerations may include but not limited to: necessary space requirements, possible shared components, and structural impacts. All designs shall incorporate necessary components, temporary facilities, and construction sequencing to maintain normal, 24 hour operations of the treatment facility.

Project objectives are to:

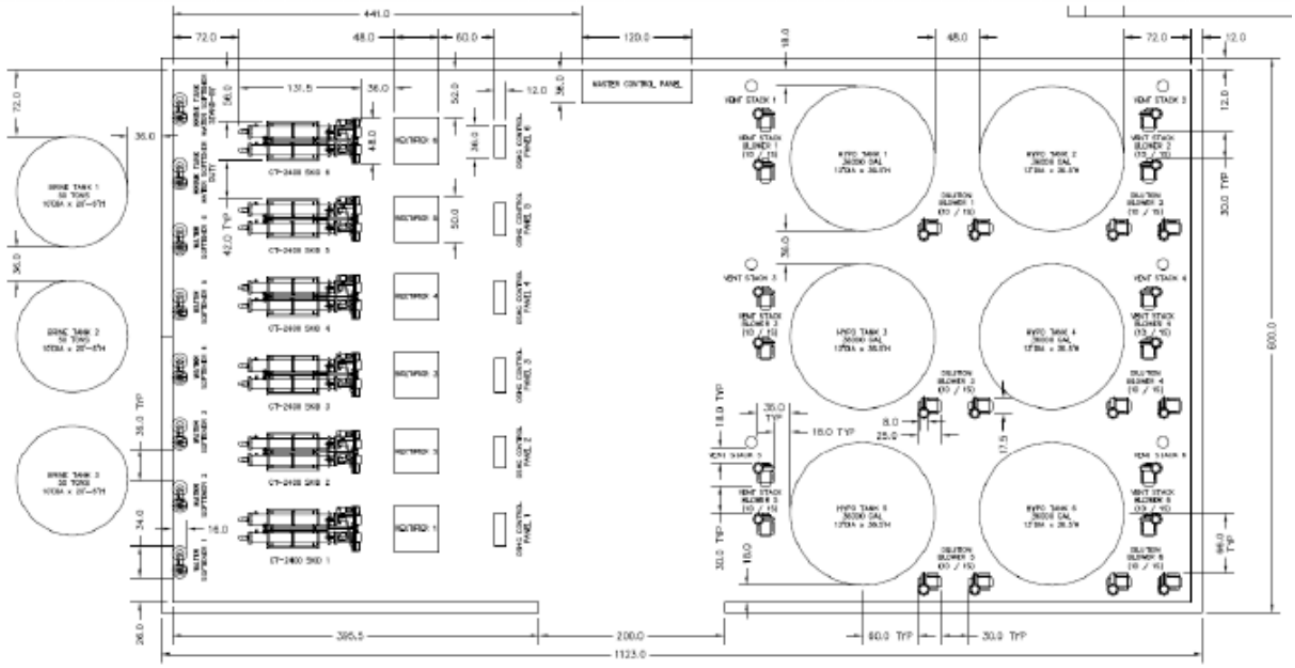
- Convert existing gaseous ammonia system
- Replace internal and external coating in ozone contactors
- Install an on-site sodium hypochlorite system
- Expand chemical pipeline trenches throughout the treatment facility

3.1 The design shall be based on providing improvements that will effectively optimize performance capabilities and improve water production/quality at the plant.

3.2 The FIRM shall provide final plans in 3D renderings (i.e. AutoCAD Civil 3D or Rivet) and PDF formats.

3.3 The scope for a new **on-site sodium hypochlorite generation system** to replace the existing gas chlorine system will include the following (see schematic below):

- Design development to ensure proposed system has:
  - The firm dosing capacity to treat 140 MGD maximum daily flow
  - Thirty (30) day chemical storage capacity
  - Sufficient safety systems
- Improvements of the system will include:
  - Replacing chlorination ventilation fans with new facilities
  - Replacing the building motor control center (MCC) (previously damaged by chlorine leak) and its associated Transformers TRA03-1 and TRC03-1
  - Addition of two (2) 5,000 gallons of chemical storage for hydrogen peroxide system



3.4 The scope for the **<u>rehabilitation of the ozone contactors</u>** will include the following requirements and improvements:

- Condition evaluation
- Specifying proper surface preparation
- Specifying proper repair techniques for varying depths and deficiencies
- Specifying coating system
- Identifying diffuser system failures and specifying necessary repairs

3.5 The scope for the **<u>conversion of the ammonia system</u>** may include a preliminary technical memorandum that compares advantages and disadvantages of dry and liquid versions of ammonium sulfate and ammonium hydroxide. Upon selection of desired chemical by the CITY, the FIRM will design a complete ammonia system that shall have the following requirements:

- Firm dosing capacity to treat 140 MGD maximum daily flow
- Thirty (30) day chemical storage capacity
- Sufficient safety systems

3.6 The scope for the **<u>chemical trench system rehabilitation and expansion</u>** will include the following requirements and improvements:

- Evaluation and identification of deficiencies of the existing chemical trench system and components within
- Specifying corrective action to repair and rehabilitate identified deficiencies

- Reviewing and evaluating the draft DLTWTF Master Plan
- Design improvements and necessary expansion of the chemical trench system
- Design the replacement of ferric sulfate pipeline system and any other chemical trench pipeline needs

3.7 FIRM to present final design, site plan, site preparation, build schedule, material purchases and placement, utility agreements, building permits and all required approvals from regulatory agencies and local authorities.

3.8 Final plans to be provided in Auto CAD (.dwg) and PDF formats. FIRM is to provide pricing proposal developed into a Guaranteed Maximum Price (GMP) document with all associated exhibits (scope, pricing, qualifications, schedule, etc.).

3.9 It will be the responsibility of the FIRM to implement a safety plan for the protection of the FIRM and City employees during construction activities.

3.10 Design-Build services shall also include (in addition to the above), but not be limited to, demolition, removal of old equipment and piping, coordination with regulatory agencies, procurement of all necessary equipment and materials for complete, functioning systems, utility coordination, design plans, cost estimating and post-design services.

4. Project Scope Requirements

4.1 Preliminary Design:

- City to provide all available TWD as-built drawings and related data as available for the existing equipment and locations
- FIRM will:
  - Verify accuracy of all TWD supplied drawings, verbiage and other information
  - Review previously approved system specifications, for the respective systems/facilities
  - Review existing conditions and project constraints
  - Meet with TWD staff as needed for design coordination
  - Review and assessment of NPDES permit compliance

4.2 Design

4.2.1. Material & equipment specifications

Specified materials and equipment shall be of superior quality, state-of-the art and manufactured for extensive service life with minimum operation and maintenance requirements. The new systems shall be specified to have as many common parts with the existing facilities to remain as possible to minimize required parts inventory. Specifying lesser materials solely for purposes of cost savings and increasing profit margins shall be considered unacceptable to the City. All materials and workmanship shall have a

minimum 1 year warranty period from the date of final acceptance by the City. Any required warranty work shall be performed at no cost to the City.

When available and applicable, material specifications utilized by the City of Tampa shall be used by the contractor. The Design-Build FIRM shall be responsible for preparing a complete set of material and construction specifications consistent with any existing City of Tampa specifications.

4.2.2 Drawings

The FIRM shall prepare and submit layout, detail and shop drawings to ensure proper construction, assembly, and installation of the work using those materials and equipment as approved by the City, to be installed in accordance with manufacturer requirements.

These drawings shall accurately and distinctly present the following:

- All working and erection dimensions
- Arrangement and sectional views
- Necessary details, including complete information for making connections between the work under this project and existing/proposed future work
- Kinds of materials and finishes
- Parts listed and descriptions
- Demolition sequencing (removal of materials, equipment, electrical controls, etc.)

All drawings shall be produced in 3D (i.e. AutoCAD Civil 3D or Rivet as compatible for rendering) and shall be accurately georeferenced. Drawings shall meet the current TWD Drafting standards.

4.3 Plant Coordination of Operations: The improvements shall be designed as to minimize impacts to plant operations during planned construction.

4.4 Construction Plans – GMP Proposal Development

- All construction plans and specifications shall be of superior quality and extremely detailed
- Plans shall be based on field conditions observed by the FIRM
- Construction plans and specifications shall be prepared at 60%, 90% and 100% phases. Tampa Water Department staff will review the 60% and 90% plans and provide comments to guide necessary revisions. Opting out of the 90% review will be at the discretion of the Tampa Water Department based on quality of the 60% plans submittal
- Development of GMP proposal

The Design-Build FIRM shall be prepared to provide at a minimum the following submittals:

- All plan copies necessary for permitting & construction
- 3 sets of plans for review at each level of plan development
- 10 hardcopy sets of signed and sealed as-builts
- Electronically signed & sealed final plans for construction permitting
- Disk containing AutoCAD as-built drawings prior to final acceptance by the City and project close out

4.5 Required Meetings: The FIRM shall attend meetings with City staff at the specified phases of the project, including but not limited to design, permitting, preparation of GMP, and construction.

4.6 Permitting

City to provide all existing permit information that may require modification as a result of the proposed improvements.

All required actions for regulatory permitting shall be in compliance with all laws, rules, codes, ordinances, statutes, etc. including but not limited to supplying signed and sealed copies of plans, completing and submitting applications, payment of fees, responding to requests for additional information, attending meetings with regulatory agencies (as needed), submitting permit clearance application for completion, etc. shall be the responsibility of the FIRM. All fees and costs associated with regulatory permitting shall be the responsibility of the FIRM.

All required actions for construction permitting shall be in compliance with all laws, rules, codes, ordinances, statutes, etc. including but not limited to supplying electronically signed and sealed copies of plans, responding to requests for additional information, attending meetings with City of Tampa Construction Services Division (CSD) as needed, submitting certifications of completion, etc. shall be the responsibility of the FIRM. The City will complete and submit the applications for construction permitting to CSD; in addition to pay all associated fees and costs.

4.7 Construction

Construction sequencing shall be closely coordinated with and approved by the City before commencing. The FIRM will be responsible for provide detail construction sequence and schedule.

4.7.1 Programming, Instrumentation and Control

All control wiring, equipment installation, programming, etc. necessary to operate the new systems remotely & automatically shall be the responsibility of the FIRM. The programming style shall be consistent with the existing style in place.

4.7.2 Startup Services: The Design-Build FIRM shall provide complete startup services by a licensed engineer.

4.7.3 Performance testing

The FIRM shall conduct a performance test prior to final acceptance. Determining the parameters of the performance test shall be negotiated during the design process and be approved by the Tampa Water Department prior to final plans approval.

4.7.4 Restoration: The FIRM shall be responsible for restoring the site to original condition or better.

4.5.5 Operation and Maintenance Manuals: Operation and maintenance manuals specific to the installed equipment shall be provided to the TWD.

4.8 Training

Training shall be provided to TWD staff by the FIRM on the proper operation and maintenance of the installed equipment. A total of at least eighteen (18) complete training sessions – six (6) per system – shall be provided to accommodate plant shift scheduling. Separate sessions are required for Maintenance Group and the Operations Group. Each session shall be tailored to cover relevant topics for each work group. Each session shall be video recorded and the FIRM shall supply a disc with video recording for each topic.

5. FIRM Requirements

5.1 Construction FIRM(s)

The construction FIRM(s) utilized for this project shall have the suitable personnel and equipment, resources, financial stability and experience to accomplish the project objectives within the time frame specified.

The FIRM will be responsible for primary construction management activities and general project oversight with consistent coordination with the City during the design and construction portions of the project. Construction management activities will include, but not be limited to:

- Identification of the designated staging location(s) with respect to project need.
- Preparation of a general Quality-Control Plan to be submitted in format(s) acceptable to the City, in which personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out the Design-Build FIRM's quality-assurance and quality-control responsibilities will be identified. Coordinate with Contractor's construction schedule.
- Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for project.
- Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- Include a comprehensive schedule of work requiring testing or inspection, including the following:

  - FIRM-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and FIRM-elected tests and inspections.
  - Owner-required tests include soil density, concrete for all structural or structurally related work.
  - Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- Maintain testing and inspection reports including log of approved and rejected results, including work the City has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

5.2 Engineer

The engineer(s) of record for the various disciplines in this project must have suitable resources and experience to accomplish the project objectives within the time frame specified.

6. Coordination with the City

The City of Tampa Water Department and Contract Administration for this project shall be copied on all written communication with the City and permitting/regulatory agencies. These representatives shall also be made aware of communication with other staff or entities that may affect the outcome of achieving the project objectives.

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

City of Tampa – Schedule of All Solicited Sub-(Contractors/Consultants/Suppliers)

(FORM MBD-10)

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

Check applicable box(es). Detailed Instructions for completing this form are on page 2 of 4.
[ ] No Firms were contacted or solicited for this contract.
[ ] No Firms were contacted because:_____
[ ] See attached list of additional Firms solicited and all supplemental information (List must comply to this form)
Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses

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

S = SLBE W=WMBE O = Neither Federal ID	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

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

Signed:_____ Name/Title:_____ Date:_____

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

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

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

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

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

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

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

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

City of Tampa – Schedule of All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers)

(FORM MBD-20)

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

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

[ ] See attached list of additional Firms Utilized and all supplemental information (List must comply to this form)
Note: Form MBD-20 must list ALL subcontractors To-Be-Utilized including Non-minority/small businesses

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

[ ] No Firms are listed to be utilized because:_____

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

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

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

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

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

Signed:_____ Name/Title:_____ Date:_____

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

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

(Form MBD-20)

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

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

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

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

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

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