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

21-C-00044; Purify Usable Resources for the Environment (PURE) Design-Build

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

The City of Tampa desires to obtain Professional Design-Build Services to implement the City's Purify Usable Resources for the Environment (PURE) project. Services will be provided under a contract with negotiated fixed fees which include but are not limited to 30% design completion, final design, permitting, public outreach and engagement, project management, overhead, profit, and the development of a guaranteed maximum price with appropriate surety bonds for construction. Services will also include coordination and scheduling during the permitting and design phase, cost estimating, advertising and administering subcontracts and all related work required for a complete project. The contract is expected to be performed over multiple years with a first year budget of $375,000 for 30% design completion and regulatory coordination as well as $200,000 for public outreach and engagement. Third Party Review of the 30% design will be conducted and will require approval by the Southwest Florida Water Management District (SWFWMD) prior to moving forward with final design, permitting, and construction. Selected Firm is to provide SOPs and training for the new components of the PURE system, in parallel with the construction, perform engineering services during construction including inspection of treatment unit installations, and provide warranty for the completed PURE components.

Background: The PURE project will redirect up to 50 million gallons per day (MGD) of highly treated reclaimed water from the City's Howard F. Curren Advanced Wastewater Treatment Plant (HFCAWTP) that would otherwise be discharged into Hillsborough Bay. The City has performed an Alternatives Analysis and two combinations of alternatives have been identified as meeting the goal criteria of the City. Under PURE Alternative Combination III, the City plans to implement an aquifer recharge/recovery system to treat, store and recover Advanced Wastewater Treatment (AWT) quality reclaimed water that will be treated to drinking water standards prior to injecting into the aquifer for subsequent delivery to the Hillsborough River Reservoir for the Lower Hillsborough River Minimum Flows (LHRMFs) compliance. Under PURE Alternative Combination II, the City plans to discharge Advanced Wastewater Treatment (AWT) quality reclaimed water that will be treated to drinking water standards downstream of the Hillsborough River Dam to comply with the LHRMFs, sell 20 MGD of reclaimed water to an interested entity and install 10, 5 MGD deep injection wells. If constructed, this project will develop an alternate water supply that the City and the SWFWMD can rely on as a sustainable, drought-proof source to achieve LHRMFs compliance, improve water quality for Sulphur Springs, remove nutrients from going into the bay, achieve compliance with newly revised section 403.064, Florida Statutes and potentially decrease the region's reliance on other sources during a drought by making currently authorized sources potentially available for other users. The selected firm is expected to build upon work completed by the City, 30% design plans for the transmission mains and required improvements at the HFCAWTP, and perform additional technical investigations to address a new location for the outfall structure, provide for additional water treatment elements, and coordinate regulatory activities for the PURE project prior to proceeding with full implementation.

Links to Background Reports are posted at https://apps.tampagov.net/rfq_downloads/ .

Additional material may be found at demandstar.com and at: www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs
Questions may be directed to Jim Greiner, P.E., Contract Administration, City of Tampa, (813) 274-8598, or E-Mail jim.greiner@tampagov.net.

An individual or entity ("Firm") responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal, NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest.

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 5MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L, Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (50 pts); Public Engagement Plan (15 pts) Workload and Availability (5 pts); Past performance/Low amount of City work (5 pts); Standard Form A305 or similar data (5 pts); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., August 19, 2021.** As a courtesy, the City will endeavor provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.

RFQ: 21-C-00044
DESIGN-BUILD SERVICES
FOR THE
PURIFY USABLE RESOURCES FOR THE ENVIRONMENT (PURE)

DESIGN CRITERIA PACKAGE

PREPARED BY:
SEUNG PARK, P.E.
CITY OF TAMPA WATER DEPARTMENT

CITY OF TAMPA
JUNE 2021

DESIGN CRITERIA

The City of Tampa (City) has prepared this Design Criteria Package for RFQ:21-C-00044 Design-Build Services related to the Purify Usable Resources for the Environment (PURE) project. This project is being co-funded by the Southwest Florida Water Management District (SWFWMD).

Under PURE, the City proposes to implement an aquifer recharge/recovery system to treat, store and recover Advanced Wastewater Treatment (AWT) quality reclaimed water that will be treated to drinking water standards prior to injecting into the aquifer for subsequent delivery to the Hillsborough River Reservoir for the Lower Hillsborough River Minimum Flows (LHRMFs) compliance.

This project will develop an alternate water supply that the City and the region can rely on as a sustainable source to achieve the LHRMFs compliance, create a saltwater intrusion barrier thus improving water quality for Sulphur Springs, remove nutrients from going into Hillsborough Bay, achieve compliance with newly revised section 403.064, Florida Statutes and potentially decrease the region's reliance on other sources during a drought by making currently authorized uses of sources potentially available for other users. The general location of the Project is shown on the attached map (Figure 1).

The City has completed 30% design plans for the transmission mains and required improvements at the Howard F. Curren Advanced Wastewater Treatment Plant (HFCAWTP). However, the City needs to modify its 30% design on the Hillsborough River Reservoir outfall structure and provide for additional water treatment elements. Once the 30% design package is completed, it will be reviewed by SWFWMD for consideration for future funding to complete final design, permitting, and construction.

A robust public outreach and engagement program is a critical success factor on potable reuse projects and as such the City will continue its public outreach and engagement efforts as part of this contract.

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

- Robust Public Outreach and Engagement throughout all phases
- Technical Investigations
- Complete Design and Permitting for pipelines, outfall structures, recharge and recovery wells or deep injection wells, and improvements needed at the HFCAWTP
- Preconstruction Services with development of a Guaranteed Maximum Price (GMP) for construction
- Construction of all PURE elements including any demolition and removal of existing infrastructure
- Development of construction sequencing and project phasing needed to maintain plant operations at HFCAWTP and installation and construction for the complete and working operations at HFCAWTP
- Engineering services during construction including coordination meetings, Requests for

Information (RFI) responses, submittal review, inspection services, and commissioning services

- Full Start-up and Testing
- Effective Enhanced Source Control (ESC) Program
- Comprehensive Operations and Maintenance (O&M) Program and Documentation such as Standard Operating Procedures (SOPs) incorporating critical control points (CCPs)
- Training staff in the operation of all new PURE elements
- Preliminary Estimated Construction Budget: $350 Million (depending on treatment options)

In addition, the following pages contain the project overview and description of major project element requirements.

1. Purpose

1.1 This document provides the criteria for the design and construction needed for full implementation of the City's PURE project. The intent is to list he minimum design criteria necessary for achieving the needs of the project.

1.2 Services shall include project coordination, completion of preliminary engineering including technical investigations, 60%, 90%, and 100% plans submittals (with specifications provided at the 90% and 100% submittals), additional topographic surveying and subsurface utility engineering (SUE), permitting, maintenance of traffic plans, construction cost estimating for each submittal, project scheduling, public outreach and engagement, enhanced source control program, and O&M program with CCPs. The development and preparation of a Guaranteed Maximum Price (GMP) proposal based on 60% construction plans is desired.

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.

2. Design Criteria

2.1 The City has performed Alternatives Analysis and two combinations of alternatives have been identified as meeting the goal criteria of the City. The selected Firm shall assist the City continue to evaluate these two alternative combinations. Alternative Combination II consists of using approximately 15.5 mgd of highly treated reclaimed water from the HFCAWTP for MFLs for the Lower Hillsborough River, selling approximately 20 mgd of reclaimed water from the HFCAWTP to other entities, and installation of 10, 5 mgd deep injection wells. Under the Alternative Combination III, approximately 50 mgd of highly treated reclaimed water from the HFCAWTP will be used to recharge the Avon Park Formation and recovered water from the Suwanee Formation of the Floridan Aquifer will be delivered to an outfall to the City's Hillsborough River Reservoir. City has already completed 30% design of the transmission mains and required improvements at the Howard F. Curren Advanced Wastewater Treatment Plant (HFCAWTP). However, the City needs to modify its 30% design on the Hillsborough River Reservoir outfall structure and provide for additional water treatment elements. Current 30% plans and Basis of Design Reports (BODRs) will be provided to the selected FIRM.

2.2 The Firm shall conduct an alternatives analysis to identify and evaluate what if any additional treatment processes may be needed at the HFCAWTP to comply with the drinking water standards prior to injecting into the aquifer for subsequent delivery either to the Hillsborough River Reservoir or the Lower Hillsborough River downstream of the Hillsborough River Dan for the LHRMFs compliance. The analysis will include identification of permitting requirements, constructability review, preliminary cost estimates, and recommending project phasing. The City will review the analysis of alternatives and make a selection of the required improvements that will be used.

2.3 Design-build services shall include, but not limited to, demolition, replacement, new installation of PURE infrastructure including recharge (10 additional) and recovery (28 additional) wells at non-contiguous properties, transmission and distribution recharge and recovery pipelines under the Alternative Combination III, Deep Injection Wells under the Alternative Combination II, and improvements needed at HFCAWTP, including restoration of

sites, pavement, and maintenance of traffic, coordination with regulatory agencies, utility coordination, topographic survey, tree assessment, public outreach and engagement, design plans and cost estimating. Firm will also assist the City negotiate sale of reclaimed water with an interested entity under the Alternative Combination II, as required.

2.4 The Firm is to provide additional topographic survey of the proposed route if there is any change from the current 30% design completed by the City, provide alignment for the sidewalks, paths and ramps and create new base drawings for their design if required.

2.5 The modified 30% design package is required to be submitted to the Southwest Florida Water Management District (SWFWMD) for its Third-Party Review in accordance with the City's requirements with SWFWMD for cooperative funding. SWFWMD will be responsible for contracting with a consultant to perform a Third-Party review of the 30% design package. Firm shall prepare the 30% design package with updated 30% design plans and the BODRs in coordination with the City as outlined below:

- Project scope and objective
- Project benefit calculations and methodology
- Estimate of project cost
- Performance schedule with consideration of additional design phases, specified procurement method, acquisition of identified permits, environmental mitigation, easement acquisition, construction GMP approval, value engineering, and construction Notice to Proceed (NTP), substantial and final completion, and facility operation
- Project site assessment (analysis of engineering and environmental issues and constraints) including documentation that proposed project development is consistent with local zoning, or other applicable development requirements and regulations
- Site surveys
- Geotechnical investigation reports including groundwater conditions
- Existing utilities assessment and coordination
- Design recommendations and assessment of project budget adequacy
- Permitting requirements (agencies listed and type of permit(s) required); key permitting issues
- Preliminary site layout showing property boundary, general arrangement of facilities on the site
- Confirmation of pipeline route selected and make adjustments as necessary based on updated conditions and considerations.
- Identification of major construction methodology

2.6 Material and 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 one (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. A list of spare parts shall be

provided by the Firm. When available and applicable, material specifications utilized by the City of Tampa shall be used by the contractor. The Firm shall be responsible for preparing a complete set of material and construction specifications consistent with any existing City of Tampa specifications. Approved final specifications shall be provided to the City in MS Word and pdf formats.

2.7 Regulatory Coordination - 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, 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. The City will complete and submit the applications for construction permitting to the City's Construction Services Division as required

2.8 Detours should be planned by the design -build team based on traffic count and type information. Additionally, minor detours, may reflect the haul routes, staging areas, and construction methods.

2.9 The Firm shall provide final design and specifications necessary to construct all required project elements that meet the City standards. 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.
At a minimum the selected Firm shall:

- Provide final construction documents to include construction plans in AutoCAD Civil 3D format and scaled as 11" x 17" pdfs; specifications in Word format; including the following for applicable PURE infrastructure elements:
  - 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
  - Types of materials and finishes
  - Parts listed and descriptions
  - Demolition sequencing as needed (removal of materials, equipment, electrical controls, etc.)
- Identify and obtain all necessary permits to deliver a completed project;
- Develop and update a construction sequence and schedule.

All drawings for the PURE elements at HFCAWTP 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 Tampa Water Department Drafting standards.

2.10 Existing Facility Coordination of Operations: The improvements shall be designed as to minimize impacts to existing system operations during planned construction.

3. Workforce Development

A description of a Workforce Development Program (Program) should include any ongoing or developing programs such as apprenticeship, mentoring or on-the-job training. The Program description should include any efforts toward fostering a strong and talented workforce in Tampa, promoting an increase of school attendance and graduation rates, defining pathways through higher education, technical certification programs and career readiness. It should also

mention any workforce incentives, championing local businesses and removing barriers to access. The Program description should also include contracting and subcontracting trades, and engineering, architectural, geotechnical and public engagement opportunities.

4. Construction and Oversight

The Firm shall perform all construction and related tasks necessary to deliver completed project. The Firm shall perform construction in a manner to minimize impact to the neighborhoods including traffic. The Firm shall maintain utility services at all times. The Firm shall provide for construction management activities and general project oversight with consistent coordination with the City. Construction management activities will include, but not be limited to:

- Conduct and coordinate project meetings to review project scope, deliverable(s), schedule, data requirements, equipment and material preferences, and other pertinent information.
- Identification of the designated staging location(s) with respect to project need. For each effort, the Firm shall prepare an aerial map with the project boundaries and staging site(s) clearly delineated. The map shall include, at a minimum, distances (from property lines) of the staging lot(s) to adjacent residential parcels, in addition to the duration of occupancy of the location. Accompanying the aerial maps shall be a plan of the respective staging site(s) showing fencing, screening, and if necessary the location of trailers, parking areas and the driveway apron(s) for access.
- 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 Firm’s quality-assurance and quality-control responsibilities will be identified. Coordinate with the 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 the 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:
    - o Contractor-performed tests and inspections (including subcontractor-performed tests and inspections). Include required tests and inspections and Contractor- elected tests and inspections.
    - o Owner-required tests include soil density, concrete for all structural or structurally related work and asphalt, pressure testing, chlorination, and bacteriological sampling.
    - o 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.
- Apply for and obtain Florida Department of Environmental Protection (FDEP) and all other required authorizations to place completed transmission and distribution mains into service.
- Anticipate the construction week to be Monday through Friday, with work not starting before 7:00 AM and ending no later than 5:00 PM.
- All right-of-way restoration shall meet or exceed City of Tampa standards.
- All private property restoration shall meet or exceed the existing conditions.
- Maintain safe construction site conditions at all times.
- Accurately document construction installation per Water and Wastewater Department Standards.
- Follow American Water Works Association (AWWA) and Florida Administrative Code (F.A.C.) standards for maintaining and installing pipelines.
- Generate and continuously maintain a project schedule, budget, invoicing, and understand payment status for any utilized sub-consultant or sub-contractor.

The contractor utilized for this Project shall have the suitable personnel and equipment, resources, financial stability and experience to accomplish the Project objectives.

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 Firm's quality-assurance and quality-control responsibilities will be identified.
- Engagement of 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 the Project.
- Development of Firm procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- Development and inclusion of 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.

- Maintaining 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.
- Development and implementation of a safety plan for the protection of the Firm and City employees during construction activities.

The engineer(s) of record for the various disciplines in this Project must have suitable resources and experience to accomplish the Project objectives.

The Firm shall provide AutoCAD Civil 3D as-built drawings accurately depicting the as- built conditions of the proposed underground systems; in addition to any pertinent design data (survey, hydraulic analysis, etc.). Hard copies of the as-built drawings will also be required as determined during the design phase.

Construction sequencing shall be closely coordinated with and approved by the City before commencing. The Firm will be responsible for providing detailed construction sequences and schedules.

All control wiring, equipment installation, programming, control narrative, 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.

5. Startup Services

The Firm shall provide complete startup services by an engineer licensed in the state of Florida.

- 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.
- Restoration: The Firm shall be responsible for restoring the site to original condition or better.
- Comprehensive O&M Program and Documentation including Standard Operating Procedures (SOPs) incorporating CCPs: The design of the entire system must incorporate sufficient components to provide multibarrier control of relevant constituents to ensure that safe, potable water is provided and that other system functions, such as those within the Hillsborough River Reservoir, Lower Hillsborough River, and Sulphur Springs, are protected. The performance of individual system components should be verified, and CCPs established. The established CCPs will then form the basis for a comprehensive O&M Program that incorporates a failure and response plan to ensure reliable and resilient system performance. Operation and maintenance manuals specific to the installed equipment shall be developed and provided to the City. Detailed operating procedures need to be prepared and provided to the City.
- Training: Training shall be provided to Tampa Water Department staff by the Firm on the proper operation and maintenance of the installed equipment. 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 session.

6. Effective Enhanced Source Control (ESC) Program

An effective ESC Program can prevent contaminants from entering the sewer system and affecting the wastewater treatment plant. The NWRI report titled "Enhanced Source Control Recommendations for Direct Potable Reuse in California" may provide additional information. An effective ESC Program is important because:

- Prevention is more reliable and costs less than removal.
- Enhanced source control is good public policy to protect potable reuse as well as treatment works, workers, and receiving waters.
- Enhanced source control protects against contaminants in biosolids and helps ensure that these materials can be reused for compost and soil amendments.
- Industries can be recruited to help protect water recycling by voluntarily shifting to chemicals that pose less threat, for example, by avoiding coagulants that are (N-Nitrosodimethylamine (NDMA) precursors, and by reducing the use of solvents such as 1,4-dioxane that are difficult to treat and remove.
- Wastewater and water treatment facilities themselves can be sources of chemicals like NDMA precursors that need to be avoided.

City's ESC program shall be developed to:

- Identify all industrial and commercial sources that could contribute contaminants of potential concern to the sewer system.
- Evaluate the potential for household and medical facilities that could contribute pharmaceutical chemicals, including prescription drugs, contrast agents, and chemotherapy compounds.
- Offer take-back programs for unused pharmaceuticals.
- Expand source control testing to include compounds as they are added to the Unregulated Contaminant Monitoring Rule (UCMR) lists for possible future regulation (CCL listing).
- Ensure that source testing is sensitive enough to detect compounds at levels of potential health concern.
- Include online continuous testing of influent lines for conductivity, Total Organic Carbon, Ultraviolet Transmittance, and Ultraviolet absorbance spectra as early warning systems and triggers for grab sampling for comprehensive tests in conjunction with routine comprehensive grab sample testing
- Divert problematic flows, if possible, to facilities that are not used as source waters for PURE, which may reduce the need for tough regulatory measures.

7. Project Schedule

The City desires to start and complete the project as soon as possible. To meet this goal, the Firm shall provide a draft scope of services and related cost for the completion of 30% Design Package within two (2) weeks of receiving notification that the firm has been selected for the project. The firm will also develop project sequencing, scheduling, and methods that will expedite the completion of the construction. The firm shall maintain sufficient resources through all phases of the project needed to meet project schedules and deadlines.

8. Public Outreach and Engagement

A robust and comprehensive public outreach and engagement program needs to be developed that extends not only through project development, design, and implementation phases, but also into the operation phase. Firm shall work with the City to build upon the foundational work in employing best practices for public outreach and engagement for successful implementation of the Tampa PURE project. The full array of affected stakeholders must be engaged, their input must be encouraged, and then their input must be listened to and responded to. The City's public outreach and engagement on PURE will be achieved with transparency, careful listening, and responsible

responses to stakeholder questions and comments. Three key components to include in the public outreach and engagement program are:

- Define Project Needs
  - Show how the project is needed for environmental protection and to provide a safe, reliable water supply.
  - Show other benefits from the project, including environmental and drought resilience.
- Describe How Outreach Will Be Done
  - Plan to survey and resurvey public attitudes after the outreach program is initiated.
  - Make presentations to any group that will listen; identify key spokesperson(s) early in the project.
  - Continue to solicit public input and seek out sources of opposition as the project is developed. Invite the public in to see what is planned to assure their safety and invite media to cover the project.
- Measure Success of Public Outreach Program
  - Track positive and negative media coverage.
  - Demonstrate improvement in public support over time.
  - Plan for organized opposition to the project.

The Firm will also keep the affected neighborhoods during construction continuously informed of project status, project information, and construction scheduling and impacts. Also, the Firm shall immediately react, respond, and address any concerns during construction. At a minimum the selected Firm shall:

- Provide a manned 24/7 phone number and e-mail, to address concerns regarding the project.
- Maintain a phone/e-mail response log.
- Employ social media and traditional communications
- Develop and maintain a website that depicts accurate and up-to-date project scheduling and project progression.
- Conduct public meetings and provide a mailer to inform residents and property owners of the available resources and project schedules.
- Designate an "Ombudsperson".
- Maintain wayfinding and message board signs.

9. Coordination with the City

Representatives from the City of Tampa Water and Contract Administration Departments shall be copied on all written communications with the City and regulatory permitting 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.

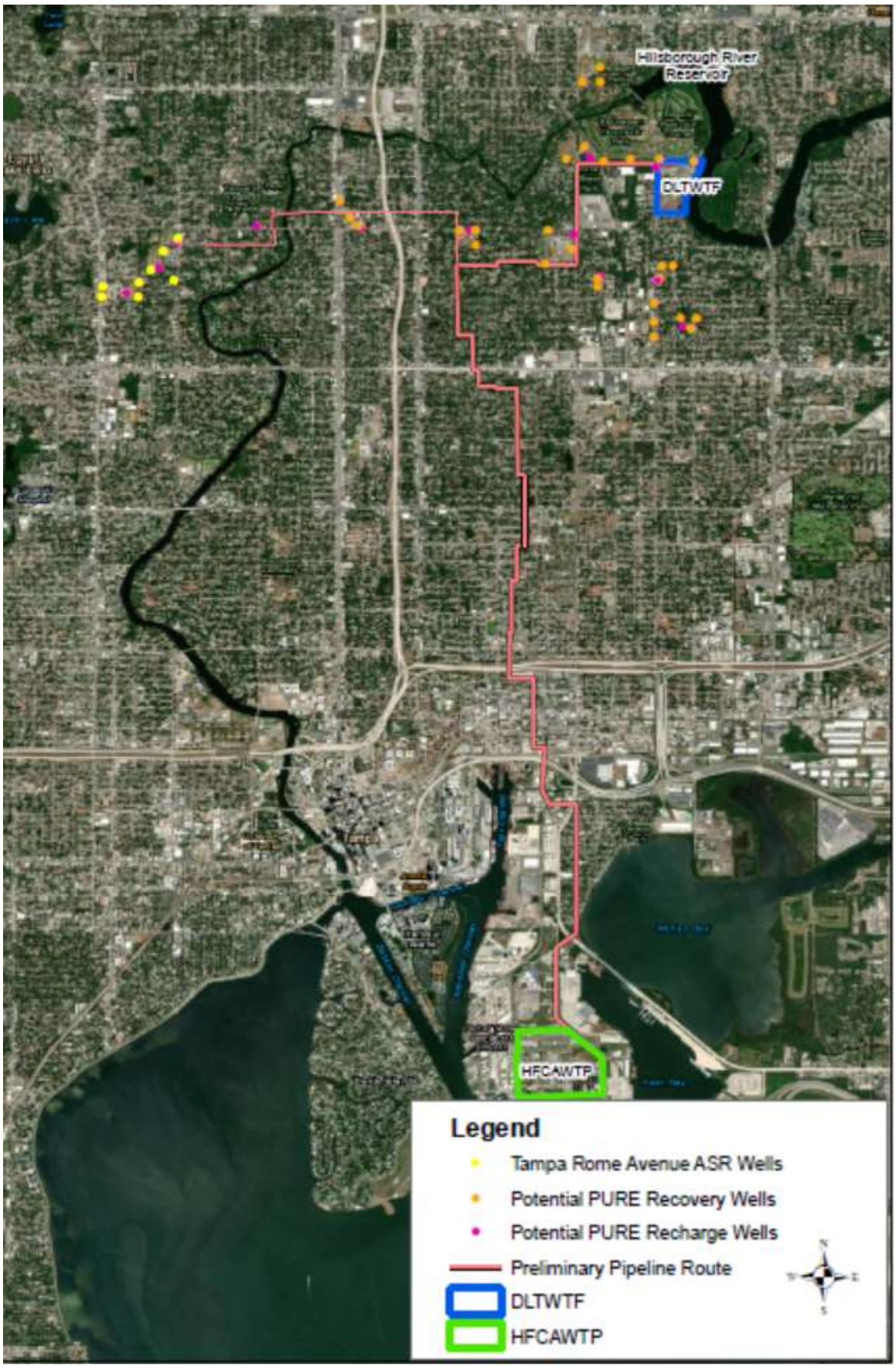

Figure 1. Project Map

Points Pursuant to Designated Industry Category:_____ ***FORM MBD-71*** **(Refer to MBD Form 70 and Form 50-GFE Outreach)**		
	Evaluation Criteria	**Point Values**
A.	Underutilized WMBE Firms participating as the Prime Contractor (City of Tampa Certified Only)	20
B.	City of Tampa Certified SLBE firms participating as the Prime Contractor, which include City of Tampa Certified WMBE/SLBE sub-(contractor, consultant) participation	5 - 15
C.	Non-City of Tampa Certified WMBE/SLBE Prime Contractor with meaningful sub-(contractor, consultant) participation by City Certified Underutilized WMBE and/or SLBE firms	1 - 15
D.	* External agency WMBE/SLBE/DBE certifications recognized by City of Tampa for designated RFP, RFQ, RFI solicitations	0 – 7
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.

Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines

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

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

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

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

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

GMP Exhibit

Tampa's Equal Business Opportunity Program Procedures for GMP Contracts

- The City of Tampa's Equal Business Opportunity Program (EBO) requires setting a construction subcontract goal on each GMP under the CM /or D-Build delivery system.

- Prior to the time construction subcontract goals are set, the Construction Manager (CM) or the Design-Builder (D-B) provides information on subcontract packages planned for the construction phase(s) and their sequencing.
  (Ref: use **Detailed GMP Estimate and MBD Form-80 PTW)**

- The CM (or D-B) participates in a meeting wherein the City will establish narrowly-tailored project goals for SLBE and/or W/MBE subcontractor participation on the project.
  (Ref: use **MBD Form-70)**

- For each subcontracting package to be bid, the CM (or D-B) confirms with the MBD Office, the City's minimum contact list of available SLBE and/or W/MBE firms to be solicited. Note: strategic, extensive outreach is the CM/DB's responsibility (i.e. GFECP)
  (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 GFECP outreach w/documentation)**

- The CM (or D-B) provides to the City, a tabulation of all bids received and its determination of the lowest responsive/responsible bidder. If bids received exceed contracted Guaranteed Maximum Price, CM (or D-B) advises City as to how they will proceed. If re-bidding is selected, notification at least equal to the original solicitation will occur. **(Ref: Reaffirm EBO Outreach)**

- As all subcontracts are executed, final copies are provided to the City. Where participation is achieved via sub-subcontractors and/or suppliers, the CM (or D-B) provides the City and MBD with copy of executed agreement or purchase order as documentation. **(Ref:** use **MBD Form-40 LOIs execute "Letters-of-Intent")**

- During construction, monitoring activities may including but may not be limited to, subcontractor payment reports to be submitted with pay requests, prior approval by the MBD Office and the managing departments, of any replacement of SLBE or W/MBE subcontractors, and a report of final amounts paid to all subcontractors.
  (Ref: use **#1-DMI 30 Form w/Pay Applications; #2-Prime & Subs must log into Diversity Mgt. Compliance System to report payment activity)**

Good Faith Effort Compliance Plan Guidelines

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

Contract Name_____ **Bid Date** _____

Bidder/Proposer_____

Signature _____ **Date** _____

Name _____ **Title** _____

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

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

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

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

(1) Solicited through reasonable and available means the interest of WMBE/SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within sufficient time to allow the WMBE/SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested WMBE/SLBEs. □ **See DMI report forms for subcontractors solicited**. □ **See enclosed supplemental data on solicitation efforts**. □ **Qualifying Remarks**:

(2) Provided interested WMBE/SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested-scope identified by bidder/proposer for the solicitation. □ **See enclosed actual solicitations used**. □ **Qualifying Remarks**:

(3) Negotiated in good faith with interested WMBE/SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of WMBE/SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with WMBE/SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal.
□ **DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations** □ **This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/specifications and qualifications.** □ **See enclosed documentation**.
□ **Qualifying Remarks**:

(4) Not rejecting WMBE/SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The WMBE/SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals.
□ **Not applicable**. □ **See attached justification for rejection of a subcontractor's bid or proposal**. □ **Qualifying Remarks**:

(5) Made scope(s) of work available to WMBE/SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available WMBE/SLBE subcontractors and suppliers, so as to facilitate meeting the goal. □ **Sub-Contractors were allowed to bid on their own choice of work** or **trade without restriction to a pre-determined portion**. □ **See enclosed comments**. □ **Qualifying Remarks**:

(6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the work of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the work of a contract must demonstrate good faith efforts if the goal has not been met. □ Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. □ Qualifying Remarks:

(7) Segmented portions of the work to be performed by WMBE/SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate WMBE/SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. □ **Sub-Contractors were allowed to bid on their own choice of work or trade without restriction to a pre-determined portion.** □ **Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.** □ **See enclosed comments.** □ **Qualifying Remarks:**

(8) Made efforts to assist interested WMBE/SLBEs in obtaining bonding, lines of credit, or insurance as required by the city or contractor.
□ **See enclosed documentation on initiatives undertaken and methods to accomplish**. □ **Qualifying Remarks**:

(9) Made efforts to assist interested WMBE/SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program. □ **See enclosed documentation of initiatives and/or agreements.** □ **Qualifying Remarks**:

(10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of WMBE/SLBEs.
□ **See enclosed documentation.** □ **The following services were used**:

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

Participation Plan: Guidance for Complying with Good Faith Efforts Outreach

1. All firms on the WMBE/SLBE Goal Setting List must be solicited and documentation provided for email, fax, letters, phone calls, and other methods of outreach/communication with the listed firms. The DMI Solicited and DMI-Utilized forms must be completed for all firms solicited or utilized. Other opportunities for subcontracting may be explored by consulting the City of Tampa MBD Office and/or researching the on-line Diversity Management Business System Directory for Tampa certified WMBE/SLBE firms.

2. Solicitation of WMBE/SLBEs, via written or electronic notification, should provide specific information on the services needed, where plans can be reviewed and assistance offered in obtaining these, if required. Solicitations should be sent a minimum of a week (i.e. 5 business days or more) before the bid/proposal date. Actual copies of the bidder's solicitation containing their scope specific instructions should be provided.

3. With any quotes received, a follow-up should be made when needed to confirm detail scope of work. For any WMBE/SLBE low quotes rejected, an explanation Shall be provided detailing negotiation efforts.

4. If a low bid WMBE/SLBE is rejected or deemed unqualified the contractor must provide an explanation and supporting documentation for this decision.

5. Prime Shall break down portions of work into economical feasible opportunities for subcontracting. The WMBE/SLBE directory may be useful in identifying additional subcontracting opportunities and firms not listed in the "WMBE/SLBE Goal Setting Firms List."

6. Contractor Shall not preclude WMBE/SLBEs from bidding on any part of work, even if the Contractor may desire to self-perform the work.

7. Contractor Shall avoid relying solely on subcontracting out work-scope where WMBE/SLBE availability is not sufficient to attain the pre-determined subcontract goal set for the Bid or when targeted sub-consultant participation is stated within the RFP/RFQ.

8. In its solicitations, the Bidder should offer assistance to WMBE/SLBEs in obtaining bonding, insurance, et cetera, if required of subcontractors by the City or Prime Contractor.

9. In its solicitation, the Bidder should offer assistance in obtaining equipment for a specific job to WMBE/SLBEs, if needed.

10. Contractor should use the services offered by such agencies as the City of Tampa Minority and Small Business Development Office, Hillsborough County Entrepreneur Collaborative Center, Hillsborough County Economic Development Department's MBE/SBE Program and the NAACP Empowerment Center to name a few for the recruitment and placement of WMBEs/SLBEs.

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

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

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

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

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

S = SLBE W=WMBE O = Neither 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

Failure to Complete, Sign and Submit this form with your Bid or Proposal Shall render the Bid 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

Page 3 of 4 – DMI Solicited/Utilized Schedules

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

(FORM MBD-20)

Contract No.:_____ Contract Name:_____

Company Name:_____ Address:_____

Federal ID:_____ Phone:_____ Fax:_____ Email:_____

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

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

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

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

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

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

S = SLBE W=WMBE O =Neither 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 %

Failure to Complete, Sign and Submit this form with your Bid or Proposal Shall render the Bid N -

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.

Procurement Guidelines To Implement Minority & Small Business Participation

Underutilized WMBE Primes by Industry Category

FORMAL PROCUREMENT

Construction	Construction-Related	Professional	Non-Professional	Goods
Black	Asian	Black	Black	Black
Hispanic	Native Am.	Hispanic	Asian	Hispanic
Native Am.	Woman	Asian	Native Am.	Asian
Woman		Native Am.		Native Am.
		Woman		Woman

Underutilized WMBE Sub-Contractors / Sub-Consultants

SUB WORK

Construction	Construction-Related	Professional	Non-Professional	Goods
Black	Black	Black	Black	Black
	Asian	Hispanic	Asian	Asian
	Native Am.	Asian	Native Am.	Native Am.
	Woman	Native Am.		Woman
		Woman		

Policy

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

Index

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

Industry Categories

Construction is defined as: new construction, renovation, restoration, maintenance of public improvements and underground utilities.
Construction-Related Services are defined as: architecture, professional engineering, landscape architecture, design build, construction management services, or registered surveying and mapping.
Professional Services are defined as: attorney, accountant, medical doctor, veterinarian, miscellaneous consultant, etc.
Non-Professional Services are defined as: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc.
Goods are defined as: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

MBD Form-70

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

TRANSMITTAL DATE:
RFQ NO. & TITLE: 21-C-00044; Purify Usable Resources for the Environment (PURE) Design-Build
TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)
c/o Contract Administration Department via ContractAdministration@tampagov.net
306 East Jackson Street, 4th Floor North, Tampa, Florida 33602
SUBMITTER ("Firm") NAME:
FEDERAL TAX ID#:
FIRM TYPE: ☐ Individual/Sole Proprietor ☐ Joint Venture (JV)* ☐ Partnership (PN)* ☐ Corporation
☐ Limited Liability Company ☐ Other: _____
FIRM CONTACT NAME: EMAIL: PHONE:

CERTIFICATIONS: Firm is licensed, permitted, and certified as required to do business in Florida: ☐ Yes | ☐ No
License/registration/certification no(s): _____

Per §287.133, Fla. Stat., individuals or entities (including those meeting the §287.133, Fla. Stat. definition of "affiliate") placed on the convicted vendor list ("List") following a conviction for public entity crimes may not submit a bid, proposal, or reply ("Response") on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the repair or construction of a public building or public work, may not submit a Response for leases of real property to a public entity, and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in §287.017, Fla. Stat. for CATEGORY TWO for a period of 36 months from the date of placement on the List. Neither Firm nor its affiliates have been placed on the List: ☐ Yes ☐ No

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

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

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

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

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

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

[SEAL]

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

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

[NOTARY SEAL]

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

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