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

21-C-00045; DESIGN-BUILD SERVICES FOR THE RELOCATION OF SOLID WASTE FACILITIES FROM SPRUCE STREET TO 34TH STREET

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 seeks professional Design-Build Services for both New and to be Relocated Existing Solid Waste and Environmental Program Management Department Operations at Spruce Street, to their 34th Street Site on the McKay Bay Peninsula; partially occupied in part by the Tampa Police Department's Impound Lot to be relocated under a separate scope of work.

The scope of work is described in the attached Design Criteria Package.

Estimate: $56 million.

Additional material may be found at demandstar.com and at: www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs

A Site Visit is scheduled to begin at 10 AM, October 20, 2021 at the Solid Waste Department Building 4010 West Spruce Street, Tampa Florida 33607.

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, (40 pts); Municipal Solid Waste Facility Experience (20 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts){Confidential Financial Info. May be submitted in a separate PDF.}; Workforce Development (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., November 4, 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-00045 DESIGN-BUILD SERVICES FOR THE RELOCATION OF SOLID WASTE FACILITIES FROM SPRUCE STREET TO 34TH STREET TAMPA, FLORIDA 33605

DESIGN CRITERIA PACKAGE

PREPARED BY:

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JEFFREY L. WILSON, AIA, NCARB
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA

September 23, 2021

DESIGN CRITERIA PACKAGE:

The following Design Criteria Package was prepared by the City of Tampa, Florida (City of Tampa) for a Request for Qualifications (RFQ 21-C-00045) for Design-Build Services for both New and to be Relocated Existing Solid Waste and Environmental Program Management Department Operations at Spruce Street, to their 34th Street Site on the McKay Bay Peninsula; partially occupied in part by the Tampa Police Department's Impound Lot (Exhibit A-Area 1 and Exhibit C) to be relocated under a separate scope of work.

The Department of Solid Waste & Environmental Program Management, aka "Solid Waste Department" (DSW), provides environmentally safe, time responsive, and cost-effective collection, disposal, and recycling services for nearly 90,000 residential and commercial customers in the City of Tampa. The scope of the project shall include, but not be limited to, the following (Exhibits A, B, and C):

- Comprehensive Architecture and Interior Design Services.
- Comprehensive Engineering Services including, but not limited to, Civil, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Stormwater, and Security Design.
- Comprehensive Programming for Architectural, Interior Design, and Engineering.
- Environmental Graphic Design Services including Wayfinding, Identification, and Signage.
- Comprehensive Landscape Architectural Services.
- Comprehensive Environmental Evaluation and Geotechnical Services.
- Comprehensive Specialty Design Services for Solid Waste Facilities.
- Survey, Environmental Analysis, Land Clearing, Remediation Services, and Grading.
- Comprehensive Demolition, Construction, and Fabrication Services.
- Comprehensive Cost Estimation Services.
- Compliance with all City of Tampa and Regulatory Requirements as indicated in the City of Tampa's Permitting Checklist.
- Compliance with all Applicable Governing Building Codes, Laws, Regulations, and Ordinances.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility
- Final As-Builts.
- Single Guaranteed Maximum Price (GMP) Proposal.

SECTION 1: DESIGN CRITERIA IN GENERAL

1.01 PURPOSE

This document provides the criteria for the design and construction of a new DSW Complex at 34th Street | McKay Bay Peninsula to include the following:

A. New Solid Waste Department Administration Building
B. New Fleet Maintenance Facility Building
C. New Lube Maintenance Facility Building
D. New Container Maintenance Building with On-Site Storage
E. Removed and Relocated Truck Wash
F. New Scale House and Plaza

G. New Security Guard Booth
H. New Diesel Fueling Stations
I. New Electric Vehicle (EV) Post and Parking Charging
J. Relocate the Existing "Compressor Farm" from Spruce Street including but not limited to Compressed Natural Gas (CNG), Fueling Posts, and Related Apparatus to 34th Street
K. New Compressed Natural Gas (CNG), Fueling Posts, and Related Apparatus.
L. New Electric Vehicle Charging Posts and Related Equipment.
M. New Employee, Visitor, and City Owned Vehicle Surface Parking
N. New Employee, Visitor, and City Owned Vehicle Parking Garage
O. New Roadways
P. Removal and Rerouting of a Portion of the McKay Bay Greenway Nature Trail (Exhibit A-Area 2).

1.02 INTENT

The intent herein is to list the minimum design criteria necessary for achieving this effort under a single Design-Build | Single Guaranteed Maximum Price (GMP).

1.03 BASIS OF DESIGN

This Design Criteria Package presents user information, including but not limited to, comments and excerpts from the 2019 McKay Bay Master Site Plan and Solid Waste Parking Tabulation (Exhibits A and B, respectively), as well as in specific cases product data, as a basis of design – it is not a specification, prescriptive checklist, final program, nor substitute for the work indicated herein or site visit(s) prior to submission.

The Design Criteria Package is for illustrative purposes and is not intended to replace the professional judgement by competent licensed Professionals, including but not limited to Architects, Engineers, Landscape Architects, Graphic Specialists, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work needed and the budget required.

1.04 SCHEDULING AND PROJECT COORDINATION

Scheduling and coordination of the project must organize long lead times, potential delays, and funding in the most efficient and suitable manner acceptable to the Solid Waste Department's 24/7/365 operations. Respondents to this RFQ should propose a scheduling and coordination matrix for a single GMP Package, to be refined during the pre-sign/proposal phase in negotiation with the end-user and stakeholders of the City of Tampa.

1.05 EXHIBITS

The exhibit(s) attached, including site information and parking tabulations, described under this Request for Qualifications (RFQ) have been compiled by the end-user and the City of Tampa and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.

1.06 ZONING OF THE SITE

All respondents to this RFQ shall have a complete and thorough understanding of the existing zoning for this site.

1.07 SURVEY AND VERIFICATIONS OF SITE CONDITIONS AT SPRUCE STREET AND 34TH STREET SITES

Design-Build services shall include but not be limited to survey and verification of all existing conditions including environmental compliance, utility coordination, and regulatory permitting, as well as the ultimate construction of all site amenities necessary to provide the needed upgrades, repairs, and/or replacements of equipment, buildings, and site infrastructure.

1.08 LAND CLEARING, SITE WORK, DEMOLITION, REMOVAL, AND GRADING

All land clearing, site work, demolition, removal, and grading made necessary to achieve the final design for this project shall be included by the respondents to this RFQ.

1.09 ASH MOUNDS

All land clearing, site work, demolition, removal, and regulatory agency approvals made necessary to relocate and/or create new ash mounds, in compliance with governing and regulatory standards to achieve the final design for this project, shall be included by the respondents to this RFQ.

1.10 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

All respondents to this RFQ shall have a complete and thorough understanding of the laws and regulations regarding public and life safety and as well as demonstrated experience, including but not limited to, governing building/city codes, plan/code review process, regulatory agency reviews, and required site improvements. All respondents to this RFQ shall also have a complete and thorough understanding of the submittal requirements and processes of the City of Tampa as well as required approvals for design, fabrication, and construction.

1.11 COMPLIANCE WITH CITY OF TAMPA ORDINANCES

All respondents to this RFQ shall be required to comply with all municipal ordinances, including but not limited to those regarding Work Force Development and Apprenticeship Training Programs as outlined in the City of Tampa Ordinances and Forms of Agreements.

1.12 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA BUILDING CODE | ACCESSIBILITY

All respondents to this RFQ shall have a complete and thorough understanding of the regulations and requirements of the Americans with Disabilities Act (ADA) as well as the Florida Building Code (in effect) including Accessibility.

1.13 COMPLIANCE WITH THE STANDARDS OF THE DEPARTMENT OF SOLID WASTE AND ENVIRONMENTAL PROGRAM MANAGEMENT

All respondents to this RFQ shall have a complete and thorough understanding of the regulations regarding the construction of facilities for the Solid Waste Department, including but not limited to, exterior walls, interior walls, points of entry, doors, windows, openings, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation, security, and fire protection.

1.14 PROGRAMMING AND SPATIAL ANALYSIS

All respondents to this RFQ shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) between facilities and administrative /operational centers on this, and adjacent related sites to

eventually prepare a final program for this project upon their selection. The scope of work shall also include, but not limited to, the collection of data and materials, research, planning, spatial analysis, wayfinding, as well as confirmation and establishment of DSW goals and objectives.

1.15 CONSTRUCTION AND ENERGY SAVINGS

All new construction for this project shall be designed and built to comply with the minimum standards for LEED (Leadership in Energy and Environmental Design) Silver certification. All new construction shall make the best use of all applicable and sustainable materials and methodologies as well as energy producing and savings technologies.

1.16 USE OF NEW AND EMERGING TECHNOLOGIES

All new construction shall consider the possible use of emerging and new technologies and commercially available products if they can be proven to result in the successful and satisfactory design and construction of the project.

1.17 POWER SUPPLY OPTION

All new construction shall consider the possible use of power generated by the Waste-to-Energy (WTE) Facility as its source. Power currently generated by the WTE is sent to the grid under a Small Power Agreement.

1.18 ENVIRONMENTAL EVALUATION AND REMEDIATION

Environmental evaluation, analysis, and specialty services for reporting, reviews, discussion, approvals, and remediation, if required, shall be included by all respondents to this RFQ.

1.19 SPRUCE STREET FACILITY SITE VISIT

All respondents to this RFQ are invited to attend site visit to the existing Spruce Street Facility, to be relocated to 34th Street, on Wednesday, October 20, 2021 beginning at 10:00 am. All respondents planning to attend this site visit shall meet at entry to the current DSW Administration Building located at 4010 West Spruce Street, Tampa, Florida 33607.

SECTION 2: BASIS OF DESIGN

2.01 <u>RFQ RESPONSE</u>

2.01a The Design-Build Team shall demonstrate experience and the ability to develop a GMP to include this and all attachments associated exhibits (Refer to Exhibits A, B, and C). Design and Construction scopes shall include all, but not limited to, preliminary pricing at 30%, 60%, 90%, and 100% design documents, Equal Business Opportunity (EBO), Federal Emergency Management Agency (FEMA), and Utility submission at 60%, and any other qualifications addressing GMP total scope.

2.01b The Design-Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to DSW's scheduling criteria as a recommendation for a single GMP to most efficiently coordinate long lead-times, maximize downtime efficiencies, potential delays,

and generally phase work, in a least disruptive sequence to DSW's continual operations, that shall remain open and active, during design and construction.

2.02 Budget: $56,700,000.00
Total project budget is to be determined as part of the design and pre-construction efforts.

2.03 Start Date for Construction: TBD

2.04 Project Duration: Four Years

2.05 SITE

2.05a The site for the Relocation of the Existing Solid Waste Department (DSW) Operations at Spruce Street, and the construction of new facilities, roadways, and parking as outlined in this proposal, shall be to the Solid Waste Department's 34th Street site located on the McKay Bay Peninsula; partially occupied by the Tampa Police Department Impound Lot (to be relocated under a separate scope of work; Exhibit A-Area 1 and Exhibit C).

2.06 DESIGN CRITERIA | SITE IMPROVEMENTS

2.06a General Site Improvements (Refer to Exhibits A, B and C) shall include, but not limited to, the following:

- Guard House (Control Point Option); Refer to Article 2.15
- Paved Asphaltic Roadways and Driveways
- Pedestrian and Employee Walkways
- Landscaping and Irrigation System
- Retention and Detention Areas
- Removed, Relocated, and New Ash Mound(s)
- Perimeter and Interior High Security Fences with Gates
- Controlled Access
- Site, Area, and Perimeter Lighting
- Site Identification (Signage)
- Complete Security and Surveillance System(s)

2.07a DESIGN CRITERIA | SURFACE PARKING:

2.07b Surface Parking (Refer to Exhibit A-Master Plan) shall include, but not limited to, the following:

2.07c General Requirements:

- Cars, SUVs, Vans, Pickup Trucks and/or Light Vehicles Parking
- Handicap Parking as Required by Code
- Asphaltic Surface and Striped

- Site, Area, and Perimeter Lighting
- Signage
- Complete Security and Surveillance System(s)

2.07d Visitor Parking: 5

2.07e Employee Parking: 50

2.07f City Garbage Truck Parking: 133

2.07g Fleet Maintenance Building Parking: 56

- Cars, SUVs, Vans, Pickup Trucks and/or Light Vehicles: 53
- Garage Trucks: 3

2.7h Surface Storage and Inventory Parking for City Owned Equipment

- Transport Trucks (Tractor/Trailers): 2
- Roll-Off Container Storage: 11
- Sweepers, Mowers, and Golf Carts Enclosure within a High Security Fence with Gate(s).

2.08 DESIGN CRITERIA | PARKING GARAGE:

2.08a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a Multi-Story Parking Garage (Refer to Exhibits A and B) shall include, but not limited to, the following:

2.08b Parking Garage General Requirements:

- 200,000 SF Multi-Story Parking Garage (400 SF/Vehicle)
- 8,000 SF Ground Level Storage
- Stories: 5 (Maximum TBD)
- Construction: TBD
- Number of Vehicles: 500 (Maximum to be Determined)
- Cars, SUVs, Vans, Pickup Trucks and/or Light Vehicles Parking
- Handicap Parking as Required by Code
- Pedestrian Circulation: Walkways, Stairs, and Elevators
- Vehicle Circulation: Roadways and Ramps
- Asphaltic Surface and Striped
- Exterior and Interior Lighting
- Signage
- Complete Security and Surveillance System(s)

2.08c Employee Parking: 200

2.08d City Vehicle Parking: 196

2.08e Unassigned Spaces: 104

2.09 DESIGN CRITERIA | DEPARTMENT OF SOLID WASTE AND ENVIRONMENTAL PROGRAM MANAGEMENT DEPARTMENT BUILDING

2.09a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a new SWD Building, to replace the existing Administration and Operations Buildings at Spruce Street, shall include, but not be limited to, the following:

- Size: 30,000 SF (Minimum) One (1) to Two (2) Story Administrative and Operations Center
- Construction: TBD
- Entries: Covered
- HVAC: Full
- Exterior and Interior Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)
- Exterior and Interior Signage
- Backup Generator(s)
- Vehicle Parking

2.09b Spatial requirements for the new SWD Building shall be based on department, division, and group workflow and needs and shall include, but not be limited to, the following:

- Reception Area with Controlled Access
- Offices
- Dispatch
- Assembly Space to accommodate 250 people
- Conference Rooms
- Environmental Classrooms
- Training Rooms
- Work Rooms
- Open Workspace(s)
- Storage Rooms
- Inventory Storage
- File Areas and Alcoves
- Supply Rooms
- Public Restrooms (Men's, Women's, and Companion)
- Employee Restrooms (Men's and Women's)
- Locker Rooms
- Break Room with Kitchen

2.09c Optional requirements for the new SWD Building shall include, but not be limited to, the following:

- Outdoor Plaza with Featured Artwork by a Local Artist.
- Rooftop Plaza with Green Roof and Solar Power.

2.10 DESIGN CRITERIA | FLEET MAINTANENCE FACILITY BUILDING

2.10a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a new Fleet Maintenance Facility Building, to replace the existing facility at Spruce Street, shall include, but not be limited, to the following:

- Size: 42,000 SF One (1) Story Building with Mezzanine (7,000 SF) and Outside Truck Repair (6,600 SF):

  First Floor-Enclosed: 42,000 SF

  Service Area 1: Truck/Heavy Equipment Repair Area for 20 Vehicles: 24,500 SF
  Service Area 2: Sedan/Small Truck Repair Area: 10,500 SF
  Administration: 7,000 SF

  First Floor-Exterior and Covered:
  Service Area 3: 6,600 SF

  Mezzanine
  Parts Storage; 7,000 SF (Above Administration)

- Construction: TBD
- Entries: Covered
- Administration Space (7,000 SF) HVAC: Full
- Gas Heaters: Service Bays
- Exterior and Interior Lighting
- CNG Compliant Exterior and Interior Work Environments
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)
- Exterior and Interior Signage
- Site and Area Lighting
- Backup Generator(s)
- Vehicle Parking

2.10b Spatial requirements for the Fleet Maintenance Facility Building shall include, but not be limited to, the following:

- Twenty (20) Bays in Service Area 1 (Refer to Article 2.10a)
- Fourteen (14) Bays in Service Area 2 (Refer to Article 2.10a)
- Ten (10) Bays in Service Area 3 (Refer to Article 2.10a)
- Three (3) Traditional Vehicle Lifts (Minimum)
- Three (3) Truck/Heavy Equipment Repair Pits (Minimum)
- Ten (10) Portable Hydraulic Lifts and accompanying Storage Area
- Electric Roll-up Doors at each End of the Services Areas with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door
- Reception Area with Controlled Access
- Offices
- Conference Rooms
- Training Rooms
- Open Workspace(s)
- Storage Rooms
- File Areas and Alcoves
- Supply Rooms
- Employee Restrooms (Men's and Women's)
- Locker Rooms
- Break Room with Kitchen
- Parts Storage | Mezzanine

2.11 DESIGN CRITERIA | LUBE MAINTENANCE FACILITY BUILDING

2.11a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a new Lube Maintenance Facility Building shall include, but not be limited to, the following:

- Size: 4,300 SF One (1) Story Building adjacent to the Fleet Maintenance Building
- Construction: TBD
- Entries: Covered
- Administration Space HVAC: Full
- Gas Heaters: Service Bays
- Exterior and Interior Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)
- Exterior and Interior Signage
- Site and Area Lighting
- Backup Generator(s)

2.11b Spatial requirements for the Lube Maintenance Building shall include, but not be limited to, the following:

- Three (3) Bays in the Service Area (Refer to Article 2.10b)
- Three (3) Traditional Vehicle Lifts (Refer to Article 2.10b)
- Three (3) Electric Roll-up Doors at each End of the Service Area with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door
- Reception Area with Controlled Access
- Offices
- Conference Room
- Open Workspace(s)
- Storage Rooms
- File Areas and Alcoves
- Supply Rooms
- Employee Restrooms (Men's and Women's)
- Break Room with Kitchen
- Note: Locker Rooms at Fleet Maintenance Building

2.12 DESIGN CRITERIA | CONTAINER MAINTENANCE BUILDING WITH ON-SITE STORAGE

2.12a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a new Container Maintenance Building with On-Site Storage, to replace the existing facility at Spruce Street, shall include, but not be limited, to the following:

- Size: 6,000 SF One (1) Story Building
- On-Site Storage: 800 SF
- Construction: TBD
- Entries: Covered
- HVAC: Breakroom and Restrooms
- Gas Heaters: Service Bays
- Exterior and Interior Lighting
- Fire Protection including Sprinklers and Suppression System(s)
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)
- Exterior and Interior Signage
- Perimeter Lighting
- Backup Generator(s)
- Vehicle Parking

2.12b Spatial requirements for the Container Maintenance Building shall include, but not be limited to, the following:

- Five (5) Bays in the Service Area (Refer to Article 2.11b)
- Five (5) Electric Roll-up Doors at each End of the Service Area with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door
- One (1) Bay Paint Booth
- Reception Area with Controlled Access
- Offices
- Conference Room
- Open Workspace(s)
- Storage Rooms
- File Areas and Alcoves
- Supply Rooms
- Employee Restrooms (Men's and Women's)
- Break Room with Kitchen
- Employee Locker Rooms

2.13 DESIGN CRITERIA | TRUCK WASH FACILTY

2.13a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for the Removal and Relocation of the Truck Wash Facility in its entirety at Spruce Street to 34th Street, shall include, but not be limited, to the following:

- Size: 4,500 SF One (1) Story Removed and Relocated Truck Wash
- Lanes: 2 Entry and 2 Exit
- Waiting Area in front of each Lane: Two (2) Vehicles Deep at Each Entry | Four (4) Total.
- Construction: As Fabricated
- Entries: As Fabricated
- HVAC: Not Applicable
- Exterior and Interior Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Identification (Signage)
- Exterior and Interior Signage
- Perimeter Lighting
- Backup Generator(s)
- Vehicle Parking

2.14 DESIGN CRITERIA | NEW SCALE HOUSE AND PLAZA

2.14a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a New Scale House and Plaza, to replace the existing, shall include, but not be limited, to the following:

- Size: 3,200 SF One (1) Story New Scale House Building
- Size: 24,00 SF One (1) Story New Scale Plaza with Overhead Canopy
- Construction: TBD
- Entries: Covered
- Scale House HVAC: Full
- Exterior and Interior Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Identification (Signage)
- Exterior and Interior Signage
- Perimeter Lighting
- Backup Generator(s)
- Vehicle Parking

2.14b Spatial requirements for the New Scale House and Plaza shall include, but not be limited to, the following:

- Scale Plaza: Three (3) In-Bound Lanes with 2 (Two) Above Ground Low Profile Scales.
- Scale Plaza: Two (2) Out-Bound Lanes with 1 (One) Above Ground Low Profile Scale.
- Offices
- Conference Room
- Open Workspace(s)
- Storage Rooms
- File Areas and Alcoves
- Supply Rooms
- Employee Restrooms (Men's and Women's)
- Locker Rooms
- Break Room with Kitchen

2.15 DESIGN CRITERIA | NEW GUARD HOUSE

2.15a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a New Guard House at the front entrance to the Scale House and Plaza, shall include, but not be limited, to the following:

- Size: 220 SF One (1) Story New Guard House
- Construction: TBD

- Entries: Covered
- HVAC: Full
- Exterior and Interior Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Gates and Controlled Access
- Identification (Signage)
- Exterior and Interior Signage
- Site and Area Lighting
- Backup Generator
- Golf Cart Parking

2.15b Spatial requirements for the New Guard House shall include, but not be limited to, the following:

- Open Workspace(s)
- Employee Restrooms (Men's and Women's)
- Break Area

2.16 DESIGN CRITERIA | DUAL GASOLINE AND DIESEL FUELING STATIONS

2.16a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a New Diesel Fueling Station, shall include, but not be limited, to the following:

- Size: TBD; One (1) Story Diesel Fueling Station with Overhead Canopy
- Parking Spaces for Non-CNG Vehicles: 50
- Construction: TBD
- Number of Dual Pumps: 4
- Entries: Covered
- Site and Area Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Identification (Signage)
- Exterior and Interior Signage
- Perimeter Lighting
- Backup Generator(s)

2.17 DESIGN CRITERIA | ELECTRIC VEHICLE POST AND PARKING CHARGING

2.17a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for a New Electric Vehicle (EV) Post and Parking Charging for golf carts, cars, SUVs, pickups, garbage trucks, shall include, but not be limited, to the following:

- Construction: TBD
- Number of Post and Parking Charging Stations: 100
- Types of Charging Stations: TBD; Including Solar Charging if Available.
- Site and Area Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Identification (Signage)
- Exterior and Interior Signage
- Perimeter Lighting
- Backup Generator(s) and Solar Charging if Technology if Available.

2.17b Option to locate New Electric Vehicle (EV) Post and Parking Charging with CNG Post and Parking Pump locations.

2.17c Option to power New Electric Vehicle (EV) Post and Parking Charging locations from the Waste-to-Energy Facility. Refer to Article 1.18 Power Supply Option.

2.18 DESIGN CRITERIA | CNG POST AND PARKING FUELING

2.18a As part of the complete set of Design and Construction Documents, comprehensive Architecture and Engineering Plans and Specifications for the Removal and Relocation of Post and Parking CNG Fueling Pumps, 3,300 SF Compressor Farm (Compound), and above grade CNG equipment, from Spruce Street to 34th Street, for cars, SUVs, pickups, garbage trucks, shall include, but not be limited, to the following:

- Construction: TBD
- Number of Post and Parking Fueling Pumps: 100
- Number of Fast Fueling Pumps: 2
- Site and Area Lighting
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Perimeter High Security Fence with Gates at Compressor Farm (Compound)
- Complete Security and Surveillance System(s)
- Controlled Access
- Identification (Signage)

- Exterior and Interior Signage
- Site and Area Lighting

2.19 DESIGN CRITERIA | REMOVAL AND REROUTING OF A PORTION OF THE MCKAY BAY GREENWAY AND NATURE TRAIL

2.19a As part of the complete set of Design and Construction Documents, comprehensive Landscape Architecture and Engineering Plans and Specifications for the removal and rerouting of a portion of the McKay Bay Nature Park Trail as shown in Exhibit A-Area 2.

SECTION 3: EXISTING CONDITIONS

3.01 The proposed site for the New and to be Relocated Existing Solid Waste and Environmental Program Management Department Operations at Spruce Street, shall be on a parcel of land located off of 34th Street at the McKay Bay Peninsula; currently occupied in part by the Tampa Police Department's Impound Lot (Exhibit A-Area 1 and C). Located adjacent to the project site on the McKay Bay Peninsula is the existing McKay Bay Waste-to-Energy (WTE) complex, the Solid Waste Transfer Facility, the Tampa Fire and Police Training Center, and the Tampa Police Gun Range.

3.02 Design and construction is to take place on the land south of the incinerator plant and north of the Tampa Fire and Police Training Center. This land is currently occupied in part by the existing Tampa Police Department Impound lot and associated structures facing 34th Street, the existing Scale House, and the existing elevated Solid Waste Transfer Station Facility.

SECTION 4: EXHIBITS

4.01 The following exhibits are to be made part of this RFQ and include the following:

4.01a EXHIBIT A – 2019 McKay Bay Master Site Plan. Refer to Page 16 of 18.

Please note that subsequent to the final acceptance of the proposed Site Master Plan prepared by Howard and Associates, Architects (HAA), Tampa, Florida, for the Solid Waste and the Environmental Project Management Department, the staff and director accepted proposed "Exhibit - A" Master Site Plan.

4.01b EXHIBIT B – Master Plan | Solid Waste Parking Space Tabulation. Refer to Page 17 of 18.

4.01c EXHIBIT C – Existing Tampa Police Department Impound Lot. Refer to Page 18 of 18.

EXHIBIT A – 2019 McKay Bay Master Plan
Scale: NTS

SOLID WASTE PARKING SPACE TABULATION

REQUIRED - EMPLOYEE SPACES	208 TOTAL	
VISITOR SPACES	5 TOTAL	
CITY VEHICLE SPACES		
GARBAGE TRUCKS	133 (** 133 HEAVY VEHICLES PER 2/02/09	
AUTHORIZED SLOTS ITEMIZED REPORT)		SEDANS
& LIGHT TRUCKS	196	
	329 TOTAL	
	542 OVERALL TOTAL	
PROVIDED– A. SPACES OUTSIDE OF PARKING GARAGE		
NEW EMPLOYEE SPACES	17	
NEW VISITOR SPACES	1	
NEW H/C SPACES (REQUIRED)	1	
CITY VEHICLE SPACES	4	
GARBAGE TRUCKS	132	
	155 TOTAL	
5 LEVEL PARKING GARAGE		
EMPLOYEE SPACES	193	
NEW H/C SPACES (REQUIRED)	7	
CITY VEHICLE SPACES		
SEDANS & LIGHT TRUCKS	196	
EXTRA SPACES LEFT OVER	104	-
400 S.F. PER VEHICLE SPACE	**500 TOTAL**	
	655 OVERALL TOTAL	
B. FLEET MAINTENANCE		
1. GARAGE TRUCKS	3	
2. SEDANS/LIGHT TRUCKS	24	
3. HEAVY EQUIPMENT)	6	
4. EMPLOYEE PARKING	2	
5. HANDICAP PARKING	1	
	56 TOTAL	
C. MISCELLANEOUS		
1. TRANSPORT TRUCKS (Tractor/trailers)	2	
2. ROLL-OFF CONTAINER STORAGE	11	
	13 TOTAL	

EXHIBIT B – Master Plan | Parking Tabulation
Scale: NTS

EXHIBIT C - Existing Tampa Police Department Impound Lot (4.2 Acres; Refer Exhibit A-Area 1)
Scale: NTS

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-00045; Relocation of Solid Waste Facilities from Spruce St to 34th Street

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.