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

23-C-00020; HFC AWTP Master Plan Improvements, Phase II Design-Build - Readvertisement

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 Wastewater Department desires to obtain Design-Build Services for rehabilitation and construction of various facilities at the Howard F. Curren Advanced Wastewater Treatment Plant (HFC AWTP) located at 2700 Maritime Boulevard.

Services will be provided under a contract with negotiated fixed fees for the final design, permitting, project management, overhead, profit, development of a guaranteed maximum price with appropriate surety bonds for the construction of selected improvements and associated components. Services will also include, but not limited to, engineering investigations, site planning, cost estimating, advertising and administration of subcontracts, start-up, preparation of O&M manuals, training, and all related work required for a complete project.

The successful Design-Build Firm will provide a Team that has successfully completed projects of similar size and complexity, has the resources to simultaneously design and construct multiple projects, and has the experience and knowledge of the requirements to complete treatment plant projects while maintaining 24/7 treatment plant operations.

The scope of the design-build contract will include the rehabilitation of existing facilities/buildings and construction of new facilities identified in the design criteria package which is based on the recommendations provided in the HFC AWTP Master Plan (June 2018). The design criteria package also includes additional projects that may be added based on changes in priorities and available funding.

Proposed budget is estimated at $250,000,000.

Background: The HFC AWTP was originally constructed in 1950. It has been expanded over the years and currently is permitted to treat 96-MGD with a Type I two-stage, high rate (pure oxygen and fine bubble aeration) activated sludge biological nitrification/ denitrification domestic wastewater treatment plant. This plant is operated to discharge advanced wastewater treated, high-level disinfected and dechlorinated effluent to Hillsborough Bay. Residuals generated by this facility can be dewatered for land application as a Class B residual. Currently, annual average daily flows (AADF) are 60 MGD with peak hourly flows (PHF) of 200 MGD.

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 10MB, 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, (35 pts); Municipal Wastewater Treatment Plant Experience (30 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts)(Submit any confidential financial info in a separate PDF.); 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., Thursday August 24, 2023.**

As a courtesy, the City will endeavor to 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 TRANSMITTAL MEMORANDUM
FOR A SUBMITTAL TO THE CITY OF TAMPA, FLORIDA

TRANSMITTAL DATE:_____

RFQ NO. & TITLE: 23-C-00020; HFC AWTP Master Plan Improvements, Phase II 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 beawarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any publicentity; 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

Check one; [_] The Firm or its subcontractors participate in an apprenticeship program that is registered with the Florida Department of Education or the United States Department of Labor; or **[_]** Firm commits that at the time it executes a construction contract that it or its subcontractors will be participating in such an **apprenticeship program** or an on-the-job training program; or [_] Firm has submitted documentation that confirms, to the satisfaction of the City of Tampa, that there are no registered apprenticeship or on-the-job training programs for any work to be performed on the construction project.

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 employeereceives 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 fraudulentpractices 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 submittedin 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 isexempt 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

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

* 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.

RFQ: 23-C-00020; DESIGN-BUILD SERVICES
FOR THE
HOWARD F. CURREN ADVANCED WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS, PHASE II

PREPARED BY:

Charlie Lynch, P.E. – CHIEF ENGINEER
WASTEWATER DEPARTMENT

CITY OF TAMPA

APRIL 2023

DESIGN CRITERIA PACKAGE

1. Purpose

The City of Tampa has prepared this Design Criteria Package for RFQ 23-C-00020; Design-Build Services related to the Howard F Curren Advanced Wastewater Treatment Plant (HFC AWTP) Master Plan Improvements, Phase II. The HFC AWTP master plan prepared in June 2018 was developed to identify improvements and general scopes of work needed at the treatment plant. Phase I of the improvements identified in the master plan started in 2019 and included tasks to evaluate and development of design requirements, preconstruction services, and construction of selected projects. The tasks from Phase I have been completed and the projects selected for construction are in the final stages of preconstruction services or construction has started. Phase II of the master plan will include the next priority of improvements needed at the treatment plant. A list of these improvements, general scopes of work, and preliminary completion sequence is provided below. Additional improvements may be added depending on changes in priorities and available funding. The firm will be assigned improvements based the completion sequences; however this sequence may be modified based changes in priorities, available funding, and construction phasing that the Design-Build team may identify. It is the City's intent that the improvements be accomplished through a design-build approach and be completed through the development and execution of multiple Guaranteed Maximum Price (GMP) proposals. The City may, at its option, directly purchase certain products for use on this contract.

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

- Comprehensive design services to include:
    - Evaluation and development of design requirements and alternatives
    - Development of design plans and construction documents for the selected improvements and associated components
- Coordinating, applying for and obtaining regulatory permits
- Preparing plans and estimates for construction permits to be obtained by the City
- Preconstruction services with development of Guaranteed Maximum Price (GMP) for the construction of selected improvements and associated components
- Development of construction sequencing and project phasing needed to maintain plant operations and reduce construction cost
- Installation and construction for the complete and working operations of the selected improvements and associated components
- Maintaining operations during construction
- Engineering services during construction to include: attending meetings, responding to Requests for Information (RFI), reviewing submittals, and commissioning services
- Start-up and testing
- Development of Operation and Maintenance Manuals
- Training staff in the operation of the selected improvements
- Estimated Total Budget: $250,000,000

1.2 This document provides the criteria for the design and construction of the improvements at the HFC AWTP. The intent is to list the minimum design-build criteria necessary for achieving these improvements.

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

1.4 A master plan for the HFC AWTP was prepared in June 2018 and evaluations and development of design requirements for selected projects were conducted during the Phase I of the master plan improvements. The master plan and the Phase I evaluations will be used as a guide for the selected improvements at the HFC AWTP. This project will include the next priority of improvements needed at the treatment plan.

1.5 A list and general scopes of work for the improvements included in the project is provided below. Please note that it is not the intent to prepare and execute a GMP proposal for each listed improvement. GMP proposals will likely include several improvements. The number of GMP proposals and improvements included in each proposal will depend on available funding, priorities, construction sequences that are developed during the project, and other factors that may be needed to meet the project goals and objectives.

2. Background – Treatment System

The Howard F. Curren Advanced Wastewater Treatment Plant (HFC AWTP) began operation in the early 1950's as a primary treatment plant with anaerobic digestion. In the 1970's the plant was expanded to an annual average capacity of 60 million gallons per day (MGD) and converted to advanced wastewater treatment plant. In the 1990's the plant was expanded to treat 96 MGD annual average daily flow (AADF) with a Type I two-stage, high rate (pure oxygen and fine bubble aeration) activated sludge biological nitrification/denitrification domestic wastewater treatment plant. This plant is operated to discharge advanced wastewater treated, high-level disinfected and dechlorinated effluent to Hillsborough Bay and chlorinated reclaimed water to industrial customers, McKay Bay and Mosaic, and public access reuse customers. Residuals generated by this facility can be dewatered for land application as a Class B residual. Currently, annual average daily flows are 60 MGD with peak flows of 200 MGD.

The HFC AWTP involves three main stages consisting of preliminary and primary treatment, secondary treatment or biological nutrient removal (BNR) process and tertiary treatment or denitrification (see Figure 1 – Howard F Curren Advanced Wastewater Treatment Plant Flow Diagram, HFC AWTP Master Plan (June 2018)).

The preliminary treatment train includes pre-aeration in Junction Chamber No. 1, Screening, Grit Removal, Grit Conditioning, and Sewage Receiving. After preliminary treatment, wastewater flows to the eight (8) rectangular primary sedimentation tanks (PSTs) for primary treatment of wastewater. The

eight (8) PSTs are divided into two process trains, PSTs 1-4 and PSTs 5-8. The PSTs are designed to reduce Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) loading to the secondary treatment process by settling out readily settleable suspended solids. Fats, oils, grease, and other floatables are also removed in the PSTs by surface skimming and scum collection equipment.

The BNR process (secondary treatment) is achieved by the operation of a two-stage activated sludge system. The first stage is a high purity oxygen activated sludge operated at a very short Solids Retention Time (SRT) (0.5 days) for carbon removal. The second stage is a conventional activated sludge configuration equipped with diffused aeration. This stage is operated at a higher SRT to achieve complete nitrification. In recent years the conventional activated sludge process has been operated to achieve some denitrification as well during part of the year, by operating the first two of the six zones as anoxic with a recycle of some of the nitrified effluent to the head of the reactors.

The BNR process is followed by 32 coarse sand denitrification filters (tertiary treatment) to achieve additional nitrogen removal through the addition of methanol. These filters were designed to reduce the TSS and Total Nitrogen (TN) to meet the surface water annual average permit limits of 5 mg/L and 3 mg/L, respectively.

The HFC AWTP utilizes chlorine gas for primary disinfection and sulfur dioxide gas for dechlorination. Both chemicals are delivered in pressurized rail cars. Both chemicals are heated through evaporators to convert the liquid chemical to the gas phase before being mixed with plant reuse water and injected to the effluent water. The chlorine disinfectant solution is injected into the Final Effluent Channel, just upstream of three (3) existing Chlorine Contact Tanks (CCTs) through a diffuser followed by a static mixer. The sulfur dioxide dechlorination solution is injected just downstream of the CCTs in Junction Chamber No. 4. Approximately 10% of the final effluent water from HFC AWTP is sent to a reclaimed water system, while the majority of the flow is sent to a surface water discharge system following dechlorination.

The existing biosolids treatment system at the HFC AWTP processes the solids produced from the primary clarification and secondary clarification processes, as shown in Figure 1. Secondary waste activated sludge (WAS) is sent from the high purity oxygen system to gravity thickeners to be thickened prior to being pumped to the mixed sludge pump station where it is blended with the primary sludge. From the mixed sludge tank the biosolids are sent to anaerobic digestion tanks. Following digestion, the sludge is stored in holding tanks and then dewatered. After dewatering, the biosolids are hauled away for land application.

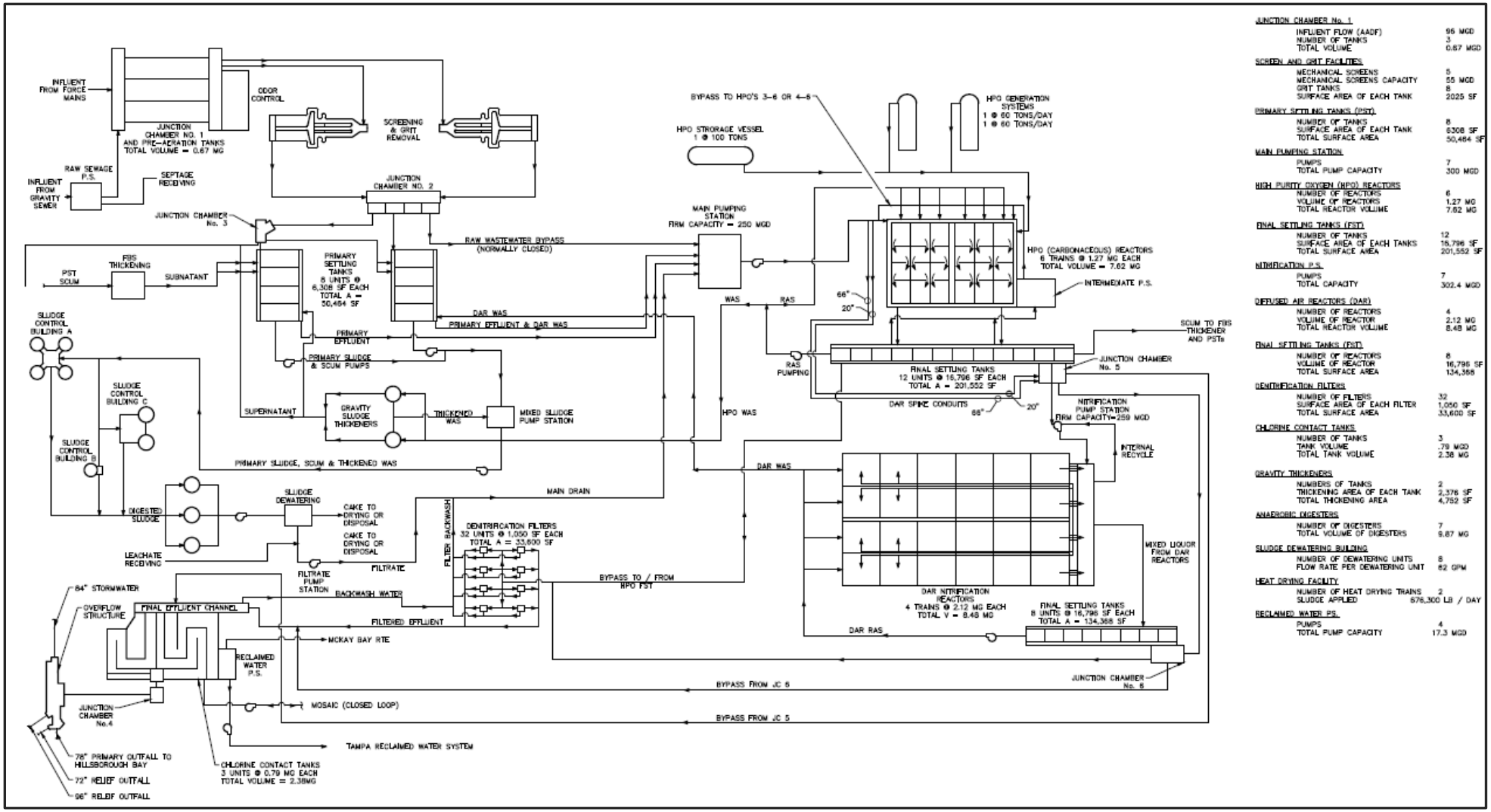

Figure 1. Howard F Curren Advanced Wastewater Treatment Plant Flow Diagram, HFC AWTP Master Plan (June 2018)

3. Design Criteria

The improvements described herein are based on the recommendations provided in the HFC AWTP Master Plan (June 2018) and the design recommendations completed during the Treatment Plant Master Plan Improvements, Phase I project. Final scopes of work will be determined through the design process. All designs shall incorporate necessary components, temporary facilities, and construction sequencing to maintain 24-hour operations of the treatment facility.

The designs shall be based on providing improvements that will maintain and improve reliability of the treatment plant and meet the needs of the Wastewater Department to effectively and efficiently operate the HFC AWTP. Designs should consider existing conditions and the current and future needs of the Department. It is imperative that the design team and preparer of the construction documents fully understand the operational requirements, permitting, site logistics, and all related requirements to design these improvements accordingly.

3.1 The project shall include but may not be limited to the improvements and the general scopes of work provided below. Temporary facilities needed to maintain plant operations will be provided as necessary for each improvement.

- ***Building No. 015 and No. 014 – Filter Building No. 1 and Denitrification Filters No. 1 – 20 Improvements***
  Improvements include, but not limited to, the replacement of pumps, air blowers, gates and actuator, valves and actuator, piping, sampler stations, supply and exhaust fans, hoist, replacement of electrical gear, architectural upgrades and structural repairs as identified in the Technical Memorandum prepared during the HFC AWTP Master Plan Improvements, Phase I.

- ***Building No. 022, 023 and 024 - Return Sludge Pumping Stations No. 1, No. 2 and No. 3 Rehabilitation***
  Improvements include, but not limited to, the replacement of existing Motor Control Centers (MCC), Switchgears (SWGR), Variable Frequency Drives (VFD), lighting panels and miscellaneous electrical components. Additional improvements may include replacement of piping, valves and actuators, supply fans, hoist, sump pumps, sludge pumps, sluice gates, return and waste sludge flowmeters, roof and miscellaneous concrete repairs.

- ***Building No. 041 – High Purity Oxygen (HPO) Generation System Replacement***
  Improvements include, but not limited to, the replacement of the treatment plant cryogenic HPO generation system as identified in the evaluation report prepared during the HFC AWTP Master Plan Improvements, Phase I.

- ***Building No. 044 – Main Switch Gear Facility Replacement***
  Improvements include, but not limited to, the replacement of the treatment plant main switchgear as identified in the Technical Memorandum prepared during the HFC AWTP Master Plan Improvements, Phase I.

- ***Building No. 054 – Dried Sludge Control Building Improvements***
  Improvements include, but not limited to, the replacement of the electrical equipment, bed polymer storage tanks and piping, water line and blended polymer piping, sludge feed pipes, sump pump, and miscellaneous concrete repairs.

- ***Building No. 071 – Mixed Sludge Pumping Station Improvements***
  Improvements include, but not limited to, the replacement of the existing Motor Control Center (MCC), Switchgear (SWGR), exhaust fan and duct work, miscellaneous concrete repairs, and related appurtenances.

- ***New Facility - Final Sedimentation Tanks No. 21 - 24 and Return Sludge Pumping Station No. 6 Addition***
  Improvements include, but not limited to, the construction of four (4) additional nitrification final tanks and a return sludge pumping station. The improvements will also include all electrical, control systems, and all other appurtenances needed to provide a complete project as identified in the HFC AWTP Master Plan.

- ***Plant Wide – Supervisory Control and Data Acquisition (SCADA) System Improvements***
  Improvements include, but not limited to, the implementation of an improved network architecture, Human-Machine Interface (HMI)/Operator Interface Terminal (OIT) improvements, Programmable Logic Controller (PLC) programming improvements, software for generating plant operational reports, cybersecurity improvements, and other improvements needed to update the treatment plant's SCADA system.

- ***Plant Wide - Treatment Plant Security Improvements***
  The project will include improvements to the treatment plant's security systems. This project may include, but not limited to, installation of new access/entry gate systems, perimeter fencing, and other security features.

3.2 Listed below are additional improvements at the HFC AWTP that may be added to the project due to changes in priorities:

- ***Building No. 002 – Junction Chamber No. 1 Improvements***
  Improvements include, but not limited to, replacement of positive displacement blowers along with existing diffused air system and exposed air piping, replacement of sluice gates and actuators, repair of stop log grooves, replacing the influent sampling station, overhead doors, supply and exhaust fans, wet well hatch covers, lighting and lighting panels, bubbler tube system, valves, miscellaneous electrical systems, and miscellaneous concrete repairs as identified in the Technical Memorandum prepared during the HFC AWTP Master Plan Improvements, Phase I.

- ***Building No. 005 and no. 059 - Screen & Grit Building No. 2 and No. 1 Improvements***

Improvements include, but not limited to, the replacement of washer compactors, grit pumps, piping for grit tanks and pumps, grit tank rakes and drivers, collectors, baffles and guides, gate and actuators, sump pumps and piping, organic return flow pipe, air piping and valves, down-legs for air process piping, roof drain/ vent pipe, effluent water piping, cranes, refurbishing and coating rake support beams, and miscellaneous electrical upgrades. Additional improvements may also include replacement of windows, overhead doors, doors, concrete repairs and ventilation improvements as identified in the Technical Memorandum prepared during the HFC AWTP Master Plan Improvements, Phase I.

- ***Building No. 47 and 48 – Filter Building No. 2 Improvements and Denitrification Filters No. 21 - 26 and No. 31 - 36 Improvements***
  Improvements include, but not limited to, the replacement of pumps, air blowers, gates and actuators, valves and actuators, piping, supply and exhaust fans, hoist, replacement of electrical gear, architectural upgrades and structural repairs as identified in the Technical Memorandum prepared during the HFC AWTP Master Plan Improvements, Phase I.

- ***Automated Septage Receiving Facility***
  The project provides for the installation of a new automated septage receiving facility. The facility will consist of a minimum of four standalone, automated sewage receiving stations that discharge to a new submersible pump station. The site work for the new facility will include a new entrance and exit off Maritime Boulevard and security fencing and access gate that separates the facility from the rest of the treatment plant. Improvements will also include all electrical, control systems, and all other appurtenances needed to provide a complete project as identified on HFC AWTP Master Plan.

- ***Treatment Plant Office and Buildings Renovation***
  The project includes the construction of new buildings and remodeling of existing buildings to provide offices for engineering, administration, and treatment plant staff, remodeling or construction of a new treatment plant and industrial waste laboratories, construction of new operations and maintenance buildings, parking lots, and other improvements to the treatment plant campus for personnel and plant operations.

- ***Plant Wide - Effluent Water System Improvements***
  Improvements include, but not limited to, the replacement of existing effluent water pumping and distribution system, and related electrical upgrades as identified in the Basis of Design Report prepared during the HFC AWTP Master Plan Improvements, Phase I.

- ***Plant Wide – Building Demolitions***
  Improvements include miscellaneous building demolitions throughout the plant.

- ***Plant Wide - Roof Repairs***
  Improvements include miscellaneous roof repairs throughout the plant.

- ***Plant Wide - Painting Repairs***
  Improvements include miscellaneous painting throughout the plant.

- ***Plant Wide - Concrete Repairs***
  Improvements include miscellaneous concrete repairs throughout the plant.

- ***Plant Wide – Sidewalk Construction***
  Improvements include the construction of sidewalks throughout the plant site to improve access between buildings.

- ***Plant Wide - Miscellaneous Plant Equipment Repairs***
  Improvements include miscellaneous plant equipment repairs throughout the plant, including the rehabilitation/replacement of the existing pumps, blowers, compressors, valves, supply fans and miscellaneous appurtenances.

4. Project Sequence

Listed below is the preliminary sequence for the completion of the improvements included in the project. The Firm will initially be assigned improvements based on this completion sequence; however, this sequence may be modified based changes in priorities, available funding, and construction phasing that the Firm may identify to reduce construction cost and to maintain plant operations.

Year 1		
Bldg. No.	**Improvement**	**Task**
041	High Purity Oxygen Generation System Replacement	Design/GMP
044	Main Switchgear Facility Replacement	Design/GMP
054	Dried Sludge Control Building Improvements	Design/GMP
Plant Wide	Treatment Plant Security Improvements	Design/GMP

Year 2		
Bldg. No.	**Improvement**	**Task**
022, 023 and 024	Return Sludge Pump Station No.1, No. 2 and No. 3 Electrical Improvements	Design/GMP
Plant Wide	Supervisory Control and Data Acquisition (SCADA) System Improvements	Design/GMP
041	High Purity Oxygen Generation System Replacement	Begin Construction
054	Dried Sludge Control Building Improvements	Begin Construction
Plant Wide	Treatment Plant Security Improvements	Begin Construction

Year 3		
Bldg. No.	**Improvement**	**Task**
071	Mixed Sludge Pumping Station Improvements	Design/GMP
New Facility	Final Sedimentation Tanks No. 21 - 24 and Return Sludge Pumping Station No. 6 Addition	Design/GMP
022, 023 and 024	Return Sludge Pump Station No.1, No. 2 and No. 3 Electrical Improvements	Begin Construction
044	Main Switchgear Facility Replacement	Begin Construction
Plant Wide	Supervisory Control and Data Acquisition (SCADA) System Improvements	Begin Construction

Year 4		
Bldg. No.	**Improvement**	**Task**
014 and 015	Filter Building No. 1 and Denitrification Filters No. 1 – 20 Improvements	Design/GMP
071	Mixed Sludge Pumping Station Improvements	Begin Construction

Year 5		
Bldg. No.	**Improvement**	**Task**
New Facility	Final Sedimentation Tanks No. 21 - 24 and Return Sludge Pumping Station No. 6 Addition	Begin Construction

Year 6		
Bldg. No.	**Improvement**	**Task**
014 and 015	Filter Building No. 1 and Denitrification Filters No. 1 – 20 Improvements	Begin Construction

Other Potential Projects		
Bldg. No.	**Improvement**	**Task**
002	Junction Chamber No. 1 Improvements	Design/GMP/Construction
005 and 059	Screen & Grit Building No. 2 and 1 Improvements	Design/GMP/Construction
047 and 048	Filter Building No. 2 and Denitrification Filters No. 21 - 26 and No. 31 - 36 Improvements	Design/GMP/Construction
New Facility	Automated Septage Receiving Facility	Design/GMP/Construction
New Facility	Treatment Plant Office Buildings Renovation	Design/GMP/Construction
Plant Wide	Building Demolitions	Design/GMP/Construction
Plant Wide	Effluent Water System Improvements	Design/GMP/Construction

5. Project Scope Requirements

The Firm shall complete the following for each assigned improvement:

5.1 Design

The Firm shall prepare and submit detailed construction plans and specifications at 60%, 90%, 100% and Issued for Construction phases. The improvements shall be designed and construction sequences shall be developed to minimize impacts to plant operations during construction and to maintain 24 hour operations of the treatment facility.

All drawings shall be produced in 3D (i.e. AutoCAD Civil 3D or Rivet as compatible for rendering) and shall be accurately georeferenced.

5.2 Preparation of Guaranteed Maximum Price (GMP) and Project Task Worksheet (PTW)

The FIRM will provide a GMP estimate and a PTW at each 60% construction plan phase that will be used to determining small and minority business subcontracting opportunities. Scope and schedule to include meetings with the City for GMP proposal goal setting.

The FIRM will provide final GMP proposals, including assumptions and clarifications, for review. Scope and schedule to include meeting with the City for GMP proposal reviews.

5.3 Permitting

The Firm will be responsible for all required environmental testing and permitting needed to complete the project. The scope of these requirements will be determined by the Design-build team based on the selected improvements and construction requirements.

5.4 Construction Management and Oversight

The Firm will be responsible for construction management activities and oversight of each improvement with consistent coordination with the City during the design and construction portions.

The contractors utilized shall have the suitable personnel and equipment, resources, financial stability and experience to accomplish the Project requirements and objectives. The design-build team will be responsible for coordinating construction activities with plant operations and other projects to ensure continuous 24-hour operation of the plant is maintained.

5.5 Start-up/Testing/Training

The Firm shall provide start-up services for the completed improvements. The design-build team shall also conduct all performance testing needed for final acceptance of each improvement.

Operation and maintenance manuals specific to the installed equipment shall be developed and provided to the Wastewater Department. The specific format of the O&M manuals will be defined during the design phase of the project. Specific equipment information will also need to be compiled through the City's Asset Tracking form and conveyed to the City so that the equipment's asset data can entered in the City's Maintenance Management System.

The Firm shall provide all training to the HFC AWTP staff on the proper operation and maintenance of the installed equipment. The specific training requirements and equipment requiring training will be provided during the final design phase of each improvement.

The Firm shall provide AutoCAD and PDF as-built drawings that accurately depict the as-built conditions of the completed improvement.

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.

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

(page 2 of 2)

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 Non-Responsive (Do Not Modify This Form)

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

MBD 10 rev./effective 02/2016

Page 2 of 4 – DMI Solicited/Utilized

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 Non-Responsive. (Do Not Modify This Form)

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

MBD 20 rev./effective 02/2016

Page 4 of 4 DMI – Solicited/Utilized

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