

24-C-00009; FY24 Citywide Distribution Watermain Improvements - Design-Build

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

The City of Tampa desires to obtain Professional Design-Build Services for City-Wide Distribution Watermain Improvements Project. The project includes but is not limited to surveying, design and construction and public relations for various non-contiguous distribution water infrastructure improvements throughout the City's water service area. Services will also include coordination and scheduling during the permitting and design phase, cost estimating, construction engineering and inspection (CEI), administering subcontracts and all related work required for a complete project. (See Design Criteria Package)

Services are anticipated to be performed as Task Order assignments with the construction phase identified as a Guaranteed Maximum Price (GMP) contract with appropriate Public Construction Bonds. Various projects will be developed over a five (5) year period with an estimated budget of \$120 million.

The City, at its option, may award to multiple firms. The estimated budget will be equally distributed between the selected firms.

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.

A pre-submission conference will be conducted at 2 PM Monday, November 27, 2023, in the City Council Chambers, third floor Old City Hall, 315 E. Kennedy Blvd. Tampa, FL 33602. Attendance is not required.

In accordance with the Americans with Disabilities Act ("ADA") and Section 286.26, Florida Statutes, persons with disabilities needing a reasonable accommodation to participate in this public hearing or meeting should contact the City of Tampa's ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted via phone at 813-274-3964, email at

TampaADA@tampagov.net, or by submitting an ADA - Accommodations Request form available online at tampagov.net/ADARquest.

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. The City of Tampa will not request documentation of or consider a bidder's (proposer's) social, political, or ideological interests when determining if the bidder (proposer) is a responsible vendor and will not give preference to a proposer based on the proposer's social, political, or ideological interests.

Firms will be required to comply with the City's Apprenticeship program as posted at https://library.municode.com/fl/tampa/codes/code_of_ordinances?nodeId=COOR_CH26.5EQBUOPPR_ARTIVAPRECOCO.

Firms should consider applicable concepts in the City's Climate Action And Equity Plan as posted at <https://www.tampa.gov/document/climate-action-and-equity-plan-122846>.

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: Project understanding and Approach (30); Successful Comparable Urban Project Experience, (35); Workload and availability (5); Past performance/Low amount of City work (5); Standard Form #A305 or similar outline (with financial info. provided in a separate PDF)(5); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., December 14, 2023.**

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

TRANSMITTAL DATE: _____

RFQ NO. & TITLE: 24-C-00009; FY 24 Citywide Distribution Watermain Improvements Design-Build

TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)
c/o Contract Administration Department via ContractAdministration@tampagov.net
306 East Jackson Street, 4th Floor North, Tampa, Florida 33602

SUBMITTER ("Firm") NAME: _____

FEDERAL TAX ID#: _____

FIRM TYPE:

Individual/Sole Proprietor

Joint Venture (JV)*

Partnership (PN)*

Corporation

Limited Liability Company

Other: _____

FIRM CONTACT NAME: _____

EMAIL: _____

PHONE: _____

CERTIFICATIONS:

Firm is licensed, permitted, and certified as required to do business in Florida: Yes No

License/registration/certification no(s): _____

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

Pursuant to Tampa Code Section 2-284; Bidder's Criminal History Screening Practices ("Ban-The-Box"), the Firm hereby; declines incentive points and attaches no documentation applies for incentive points and attaches all the required documentation.

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 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 data/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

Authorized Signature : _____

Printed Name: _____

Title: Sole Prop Pres Sr VP Gen Ptner 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.



DESIGN CRITERIA PACKAGE (DCP)

FOR
FY24 CITYWIDE DISTRIBUTION WATERMAIN IMPROVEMENTS

DESIGN-BUILD

CONTRACT:

24-C-00009

PREPARED BY:

**Andre Bien-Aime, PE,
City of Tampa
Water Department**

City of Tampa, Florida

October 2023

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Professional Engineer



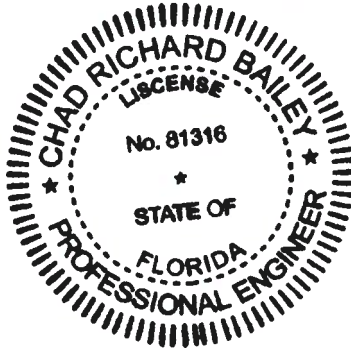
Signature

1/17/23

Date

Chad Bailey
Printed Name

PE # 81316
License No.



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1. BACKGROUND

The Design Criteria Package (DCP) was prepared by the City of Tampa Water Department (City) for a Request for Qualifications for Design-Build Services as part of its Capital Improvement Program (CIP) intending to replace aging water infrastructures to meet current and future water demand. The City is proposing a comprehensive citywide water distribution project to improve water pressure, water age, and water quality in its distribution system. Through this RFQ, the City desires to secure the services of two or more Design-Builders (Firm). The project will focus mainly on pipe sizes 12-inch or smaller (Distribution Main) with a minimum goal of 5 miles of pipe designed & installed per firm per year and over five (5) years.

The total estimated budget is set at \$120 Million for design and construction.

1.1 EXISTING CONDITIONS

The City has identified preliminary infrastructure needs and improvements within the boundaries of its service areas. These preliminary needs and improvements, which are subject to change, will be issued to each selected Firm and are further described in the sections below:

Water improvements will consist of the replacement of 2-inch through 12-inch water mains city-wide to effectively maintain and/or improve the level of service for the potable water system. Improvements should include fire hydrant assemblies, meter sets, service laterals, valves and various fittings as required for a complete and functioning water system. It is imperative that the water service be maintained throughout the construction phase of the project. The Firm must fully understand the operational requirements, permitting, site logistics and all related requirements to design the water mains and associated appurtenances accordingly. Although preliminary proposed water main sizes have been determined by the Water Department, the Firm shall review or perform limited hydraulic analysis and finalize proposed water main sizes to provide adequate water service including fire protection.

2. INTRODUCTION

This DCP intends to outline the minimum requirements for the planning, design and construction of complete comprehensive water infrastructure improvements performed under a design-build contract for the City.

The City of Tampa's design-build contracts are comprised of two sub-contracts: Initial Services contract and a Guaranteed Maximum Price (GMP) contract. The rates and wages to accomplish the planning, design, and project oversight will be included within the Initial Services contract. The City will negotiate and secure Initial Services contract for each Firm selected. The initial services contract will require Mayor and Council approval and will include a not-to-exceed cost component. Upon approval of the Initial Services contract, the City will issue individual Task Orders assigned to the Firm. Task Orders will be negotiated utilizing the rates, wages, and framework agreed to in the Initial Services contract. Each Task Order assigned will produce GMP

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that will require Mayor and Council approval. The GMP contract will generally contain the construction, outreach, workforce development, and site-specific tasks as determined.

Each Firm shall be required to have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives.

This is a city-wide project with typical locations and boundaries of the project areas within the City's water service area. The City reserves the right to modify project areas based on unforeseen circumstances when issuing Tasks Orders.

This DCP 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.

Professional engineering and preconstruction tasks are to be performed in accordance with latest City of Tampa design standards and technical specification (can also be obtained by submitting a request to WaterUtilityImprovements@Tampagov.net) and other relevant agencies with jurisdiction's latest standards.

3. GENERAL ENGINEERING AND PRECONSTRUCTION SERVICES

The Firm shall be responsible for every phase of work and every task and activity, including but not limited to, project management, design, engineering, construction, and construction administration required to execute the scope of work complete in its entirety to achieve the project objectives. For any given Task Order the Firm is responsible to familiarize itself with the project areas to observe all existing conditions and determine necessary requirements to complete a comprehensive and appropriate scope and fee. The selected Firm shall perform professional engineering and preconstruction tasks to effectively maintain and/or improve the level of service provided to the identified project areas on each task order. Furthermore, the selected Firm shall provide to the City the best value approach to meet yearly pipe designed and installed goal with little to no slag between planning, surveying, designing & permitting, cost estimating & value engineering, finalizing the GMP, constructing, and placing waterlines into service.

3.1 PROJECT SCHEDULE CRITERIA

The City desires the project to start as early as possible and be completed within the contract's five (5) years duration. Firms responding to the RFQ shall consider a best value approach in developing project sequencing, scheduling, and installation methods that will expedite the completion of the construction to meet the project stated objectives; to be refined during pre-construction services negotiation with water department and other stakeholders of the City of Tampa. Furthermore, the Firm shall provide a draft scope of services and related cost for the project development services and construction within three (3) to six (6) weeks of receiving notification that the Firm has been selected for the project.

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The Firm shall maintain sufficient resources through all phases of the project needed to meet project schedules and deadlines.

3.2 PROJECT TASK DEVELOPMENT CRITERIA

When applicable, project development services shall be performed for each task order that includes, but not limited to the following:

3.2.1 Task 1 Project Oversight and Management

Project administration and management will include project documentation and controls, consulting with the City, preparation and submittal of invoices, and the development and submission of monthly status reports. The Firm shall develop a coordination and management plan for each Task Order. The work plan will include a matrix with the hours for each discipline identified by task.

3.2.1.1 Project Management

The Firm will be responsible for overall coordination and management of the tasks identified in the scope of services throughout the duration of the Project. This task will focus on completion of tasks and submittal of deliverables per the project schedule and budget. In addition, this task will identify, communicate, and resolve potential issues prior to impacting progress. The Firm will set-up an accounting system and a filing system for the project and will prepare monthly progress reports in support of invoices to describe the work completed during the previous reporting period, the anticipated work for the following period, workforce development tracking, change order status, current budget and schedule status, and project issues requiring discussion or resolution.

3.2.1.2 Project Oversight

The Firm will provide oversight of the project team to provide consistency and quality across the collective project team to meet the project objectives as outlined in this document. This will include maintaining the schedule and oversight of the sub-consultants' deliverables. In addition, the Firm will oversee and maintain project documents and logs; and facilitate quality assurance and quality control (QA/QC) plans. This task will develop and monitor the management and communication plans of the project as well as establish and maintain the project risk matrix, spending log, milestone log and other project control logs. This task also includes the internal coordination meetings among the Firm's team members. The Firm will also establish the protocol for prioritizing and grouping digital files and hard copy contract documents and GIS Standardization.

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3.2.1.3 Project Meetings

- a. The Firm will attend technical coordination or milestone meetings with key team members, stakeholders, and City staff to review preliminary data, clarify data received, respond to questions that arise during design, verify direction, and obtain City input prior to the development of the final deliverables. The Firm will prepare and distribute meeting minutes for these meetings.
- b. The Firm will attend monthly or quarterly meetings with the Contract Administration Department (CAD) and other City representatives to review the overall project progress, schedule, budget, resolve issues, and to discuss the upcoming tasks. Questions and updates by the City and the Firm will be addressed at these progress meetings. These meetings will be attended by the Firm Manager and Engineering Design Project Manager. The Firm will prepare and distribute meeting minutes for these management meetings.

3.2.2 Task 2 Preliminary Engineering

The Firm shall review the exhibits under this RFQ and shall collect data and review records to develop preliminary design layout with pipes route, size, and /or installation method. Records for the Task Order will be obtained from the City. The Firm shall conduct necessary survey and mapping of the project area, initiate coordination with utility agency owners (UAOs), determine preliminary pipeline alignments to identify potential easements, impacts to trees and landscaping, and other concerns relevant to the Task Order.

3.2.2.1 Survey Services

Survey services shall adhere to the latest Water Department Survey and Drafting Standards and shall include but are not limited to:

- a. Topographic Survey and Mapping with a horizontal and vertical control network including survey baselines and all related elevations and inverts of infrastructure within each Task Order.
- b. Survey using conventional survey techniques, aerial photogrammetry and LiDAR, and/or other means to establish base maps and layout for each Task Order.
- c. Subsurface Utility Engineering (SUE) using vacuum excavations, ground penetrating radar, or other means to verify vertical and horizontal locations of existing underground utilities.
- d. Verification of existing monuments and benchmarks.
- e. Verification of elevations and floodplain concerns.

3.2.2.2 Utility Coordination Services

- a. Coordination with UAOs to include electric, gas, wastewater, reclaimed water,

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storm water, telecommunications, etc.

- b. Verification of existing utilities and identification of potential conflicts with proposed pipelines.

3.2.2.3 Geotechnical Engineering Services

Geotechnical Engineering Services shall include standard penetration test (SPT) borings, ground penetrating radar investigations, and laboratory testing for existing site conditions.

3.2.2.4 Hydraulic Modeling Services

Hydraulic Modeling Services include, but not limited to determining or validating pipeline sizes and hydraulic flows for each Task Order

3.2.2.5 Structural Engineering Services

Scope may include performance of structural analysis of existing pipe or other structures to be used to support pipelines and structural design for support systems.

3.2.3 Task 3 Final Design

The Firm shall design the recommended improvements from the approved preliminary engineering plan for each Task Order. The Firm shall provide a refined project design schedule that encompasses time for design meetings with City at each project milestone, design submittal review and applicable permitting review. The Final Design shall include the following:

3.2.3.1 60% Design

- a. 60% Plans level shall include horizontal alignment of utility relocations and Standard water main Construction Details (Survey, preliminary layout and profile or section view at intersection or other utility conflict, geotechnical data, and any other relevant background information)
- b. Prepare a design level budget estimate for the Construction Cost for each Task Order at the completion of 60% Design plans
- c. Prepare a detailed project schedule of design and construction activities for each Task Order

3.2.3.2 Value Engineering Memo (Matrix)

As part of its best value proposal, the Firm shall provide a value engineering memo or matrix as part of the 60% plans submittal. This memo may highlight the followings:

- a. The Firm's key observation and reasons for proposed design
- b. Recommended Pipe alignment to minimize restoration and Maintenance of traffic (MOT) costs

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- c. Recommended Pipe deletion and size in consideration of water distribution redundancy, performance, maintenance, water quality and safety
- d. Recommended materials choice and installation methods for an accelerated, more efficient, and cost-effective construction

3.2.3.3 90% Design

90% Design Plans comprising all the sheets developed in the 60% complete stage including vertical alignment of the entire proposed water main (including all details, labels etc.) and preparation of 90% complete Technical Specifications.

3.2.3.4 100% Design

100% Signed and Sealed Design Plans and Technical Specifications to be used as the official Construction Documents shall include all necessary review comments and corrections, including those required by the City and other permitting agencies.

3.2.3.5 QA/QC & Constructability Review

The City expects the Design Build Team to work collaboratively and efficiently to ensure the highest industry standard in design and construction. At a minimum, all documents shall be reviewed by competent designated personnel ensuring quality assurance and quality control (QA/QC) review at each phase during the Final Design prior to submittal to the City.

The Firm shall ensure competent construction personnel conduct review on proposed construction methods. The constructability review shall include, at a minimum, work sequence to minimize impact to local residences, traffic, and water main shutdown planning to always maintain utilities services.

3.2.3.6 Final Deliverables

- a. The Firm shall provide final approved for construction plans in 2023 AutoCAD Civil 3D format (.dwg) and 11 x 17 PDFs; the AutoCAD files shall be delivered in a ZIP file (via eTransmit) to include all files necessary (X-refs, fonts, line types, plot styles, etc.).
- b. All final contract documents (**Sign and Seal as required**) shall be in **electronic format (.pdf)**

3.2.4 Task 4 Permitting

3.2.4.1 The Firm shall obtain all plan approvals for utility and engineering permits required by agencies with jurisdiction over the project area. When applicable, the firm shall be the permittee on those applications. The Firm shall be responsible for evaluating the need for pre-permit applications, permittee role, and exemptions needs for each

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task order.

- 3.2.4.2 When required, the Firm shall provide the appropriate permit forms to obtain City signatures. All plans, specifications, calculations, and background documentation shall be submitted to the City along with the associated permit forms for signature by the City. A minimum of seven (7) calendar days shall be reflected in the Firm schedule for the review and signature by the City, prior to submittal to regulatory agencies. The Firm shall be responsible to submit permit applications, plans, calculations, and any required documents to the regulatory and utility agencies for review and approval and make revision required to the contract documents to obtain the necessary approvals and permits.
- 3.2.4.3 When required, permit forms shall be signed and sealed by the Engineer of Record in charge of the Design and in accordance with Florida Board of Professional Engineers Statutes and Rules.
- 3.2.4.4 All costs associated with coordination, development, and submittal of permit application shall be the responsibility of the Firm. The Firm shall include allowance permit fees in the contract for reimbursement through task order invoicing. The Firm shall provide proof of the payment. Reimbursement will be in the amount of payment with no markup.
- 3.2.4.5 Permits for each task order may include, but are not necessarily limited to, the following:
- a. Hillsborough County Health Department: DEP Form 62-555.900(1) – Application for a Specific Permit to Construct PWS Components, or DEP Form 62-555.900(7) Notice of Intent to use the General Permit for Construction of water Main Extensions for PWSs, or exemption under Florida Administrative Code (FAC) 62.555.520 (see subsection 4.1.11)
 - b. Florida Department of Transportation (FDOT) Right of Way (ROW) Utilization Permits
 - c. Hillsborough County Public Works ROW Utilization Permits
 - d. CSX Railroad ROW Utilization Permit
 - e. Port of Tampa Bay Work Permit
 - f. US Army Corps of Engineers (USACE) Permit
 - g. Southwest Florida Water Management District (SWFWMD) Permits
 - h. City of Tampa ROW utilization Permit

3.2.5 Task 5 Public Outreach

The Firm shall be responsible for developing and implementing proactive, robust, and detailed Community Awareness/Outreach Plan (Plan) that shall be tailored to the specifics of each Task Order. The Plan shall include, but is not limited to, the following:

- a. Development of a stakeholder database to identify all impacted property owners and tenants within and adjacent to each Task Order project limit
- b. Develop and provide a mailer to inform residents of the available resources and construction schedule
- c. Provide a manned 24/7 phone number and e-mail, for residents, to address concerns

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- regarding the project and maintain a phone/e-mail response log.
- d. Develop and maintain a Project-specific website that depicts accurate and up-to-date design and construction scheduling.
 - e. Collaborate with City and attend all Public Information Meetings to be conducted during the design and construction for each Task Order.
 - f. Maintain media relations and provide the City with press releases and other pertinent Project information.
 - g. Comply with Americans with Disabilities Act (ADA) requirements for all media and content

3.2.6 Task 6 Workforce Development Program (WDP)

The Firm shall be a champion of the community by engaging local resources such as schools, technical programs, outreach programs, and protégé businesses. Selected Firm shall follow the latest City's Workforce Development Framework for Design-Build Projects for both design and construction components of every Task Order. Performance and reporting shall follow guidelines from the contract administration department. A WDP may be structured to include:

3.2.6.1 Program Elements

Core elements to be included in the WDP:

- a. Identifying trades/professional positions to be included in the WDP
- b. Recruiting and hiring entry-level employees in the construction trades, project management, engineering, architecture, geotechnical, surveying, and public engagement
- c. Formalized, on-going career development and training programs for all trade and professional employment positions.

3.2.6.2 Performance Metrics

Performance metrics to be included in the WDP:

- a. Number of candidates hired by employment position
- b. Overall retention goal and specific goals by employment position
- c. Hours of training provided overall, by employment position and by employee
- d. Certifications completed by construction trade employees

3.2.6.3 Reporting

The reporting elements to be included in the WDP:

- a. Hiring [Trades, Apprenticeship (when applicable), Entry-level professionals]
- b. Retention (Overall retention rate, Retention rate by employment position, Retention tracking by employee)
- c. Training (Overall program, by employee, by employment position)

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3.2.6.4 4. Additional elements

Elements for consideration in the WDP:

- a. Internships - High schools, Trade schools, Colleges, and Universities
- b. STEM (Science, Technology, Engineering and Mathematics) outreach into local high schools and trade schools

3.2.7 Task 7 Guaranteed Maximum Price (GMP) Development

- a) The Firm shall develop GMP proposal for each Task Order emerging from cost estimating and value engineering. The Firm shall provide an Opinion of Probable Construction Cost (OPCC) Estimate with the 60% & 90 % design plan submittal. The Firm shall prepare, submit, and present formal GMPs for each task order. These shall be submitted after 90% design for more accelerated tasks (fast-tracked) and after 100% design for non-accelerated tasks.

During the GMP development, the Firm shall perform:

- Quantity takeoffs
 - Constructability reviews
 - Scope definition, bid packages, and solicitation of vendors / key subcontractors
 - Evaluation of any value engineering options
 - Identifying subcontracting opportunities including Economic Business Opportunity (EBO) opportunities
 - Update and revisions to the construction schedule and sequence
 - Estimate variance report from previous design package
 - Material / Vendor and key subcontractors preliminary estimate pricing
 - The Firm's preliminary estimate and GMP pricing will be broken out by neighborhoods
 - Risk assessments including assumptions, clarifications, and exemptions
- b) In addition to the above efforts performed at each stage of each design package (60% & Issuance for Construction (IFC)) the following efforts shall be performed; a technical risk assessment at 100% (90% fast-tracked), contingency and allowance development, continuous development and refinement of a construction schedule and meeting with the City staff as needed throughout this process.
 - c) Firm shall prepare Project Task Worksheet (PTW), to determine small and minority business subcontracting opportunities as established by the City's Minority and Small Business Development Office (MBDO). Subcontracting outreach efforts performed in the preconstruction phase will include minority scope identification, Women/Minority Business (WMBE) and Small Local Business (SLBE) planning and solicitations, coordinating with City staff, as well as meeting with the City EBO staff before GMP(s) development to identify potential opportunities for minority involvement.

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3.3 PROJECT FEE DEVELOPMENT CRITERIA

When applicable, each Task Order shall be implemented in the following manner:

- a. The Firm shall prepare a Task Order proposal to include specific scope of work (from that more generally described in this DCP), schedule, and a not-to-exceed compensation amount estimated using hourly rates, as mutually agreed by the City and the Firm;
- b. Following review and approval of the Task Order proposal, the City will issue a letter of authorization (Task Order notice to proceed) and corresponding Purchase Order (PO);
- c. Amounts to be charged against the Task Order PO shall not, in the aggregate, exceed the total compensation amount as authorized under this agreement. Firm shall notify the City in writing when aggregate Task Order amounts equal 80% of said total compensation amount; and
- d. The Firm is not authorized to proceed with, and will not be compensated for, any work, fee, or expense that is not properly authorized by an approved Task Order or that the aggregate exceeds said total compensation amount.

3.4 REVIEWS/APPROVALS

The Firm shall submit certified QA/QC by designated personnel for design level plans, 11-inch x 17-inch paper size, and other required project deliverables at milestone described hereon for city reviews and approval. Submittal shall be submitted electronically in pdf form to the City of Tampa through the following email address: WaterUtilityImprovements@Tampagov.net.

The Firm schedule shall reflect a period for review and comments by the City of Tampa of no less than 14 calendar days and DB Team meeting with City personnel at each design milestone.

3.5 PROJECT SUCCESS METRICS

Each Design-Build team to be utilized for this project shall perform at the highest industry standard to the benefit of the city's stated goal for this project. Below are some key measures of success.

1. Pipe Designed (Mile/Year)
2. 1st Fiscal Year Production (5+ miles per Firm)
3. Pipe Installed (Mile/Year)
4. Project Budget (on or under)
 - a. Design
 - b. Construction
5. Community Engagement
 - a. Public Outreach
 - b. Work Force Development
 - c. Minority Business Goal

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4. DESIGN ASSUMPTIONS FOR PRELIMINARY RECOMMENDATIONS

4.1.1 Open Cut Installation

- i. If new storm and/or sanitary sewer are proposed within the vicinity of the proposed water main.
- ii. If full depth road construction is recommended and the existing water main is in the road. *Note: Moving water main outside of pavement is evaluated during final design.*
- iii. Connection points to existing and/or proposed water mains.
- iv. All service saddle connections to the water main.
- v. Capping/Plugging water mains to be abandoned (at the main or as close as possible when applicable.)

4.1.2 Trenchless Installation

- i. At all locations feasible based upon initial field investigations and input from general utility contractors (Value Engineering and Constructability review).
- ii. All locations to minimize resident disruption.
- iii. When road is in good condition.
- iv. Major road and railroad crossings.
- v. Potential trenchless options to be considered:
 - a. Pipe bursting
 - b. Horizontal directional drilling (HDD)
 - c. Jack and bore
 - d. HDPE Compression Fit

4.1.3 Connection and water service

- i. Water service to be maintained throughout all phases of the project execution.
- ii. Generally, the preferred method for connecting new to existing mains is by Tapping Sleeve – where shutdown is minimized or not required.
- iii. For existing mains to be replaced, new mains must be cleared by Florida Department of Health (DOH) or the City before tie-ins and remedy for abandonment.

4.1.4 Carrier Pipe Casing

As required by agency with jurisdiction over said Right-of Way (ROW), all other full perpendicular roadway crossing shall include a casing per TWD standard details.

4.1.5 Water Main Abandonment

- i. Removal or pipe taken out-of-service shall be evaluated on a case-by-case basis.
- ii. Within City ROW

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- a. 2" main—abandoned in place (if in conflict with other proposed utilities, remove as required)
- b. 4" and larger, case by case:
 - 1. If pipe crosses the road (perpendicular), grout fill or remove as required.
 - 2. If pipe is along and out of the road (parallel), abandon 6" or less and grout fill 8" and larger.
- iii. Within Non-City (FDOT, CSX, Hillsborough County, etc.) ROW
 - a. City facilities are in these ROWs by permit, and pipe disposition is dependent on the respective agency's rules, removal/grouting is on case-by-case basis.
 - b. Typically, for FDOT, pipes to be removed or grouted in-place. Likewise, for Hillsborough ROW, pipes to be removed or grouted-in-place; in addition, asbestos pipe to be left abandoned out of the road; if in the road, it must be grouted or removed.

4.1.6 Pipe Depth of Cover and Clearances

- 1. All water mains 12" in diameter or smaller shall have a minimum cover of 36 inches (as measured from finished grade to top of the pipeline) and shall maintain a minimum of three (3) feet horizontal separation (wall to wall) from other utilities, except storm, sanitary, and gas, which shall maintain ten (6) feet horizontal separation, unless otherwise is approved by the City.
- 2. For Water mains 16" in diameter or larger, a minimum cover of 48" inches is required.
- 3. Conforming to FAC Rule 62.555.314, water main shall cross above other pipes. When water must be below, provide 12" minimum vertical separation unless otherwise is approved by COT Engineer
- 4. Center one full joint of pipe under/over all sanitary, storm, or reclaimed pipe crossings.
- 5. Horizontal separation five (5) ft minimum to ROW or property lines, three (3) ft behind Curb or four (4) ft in front of curb.
- 6. Fire Hydrants /Fire protection Spacing & Location (See NFPA 1, 2015 Section 18.5)
 - i. Detached one and two-family residences:
 - a. The max. distance to a fire hydrant from the closest point on the building \leq 600 ft
 - b. The max. distance between fire hydrants \leq 800 ft
 - ii. For buildings other than detached one and two-family residences (aka commercial/Industrial):
 - a. The max. distance between fire hydrants \leq 500 ft or as determined by the Water Department
 - iii. Typical Hydrant Placement
 - a. Near intersection

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- b. At property corner
- c. 36" Clear spacing around circumference of hydrant (NFPA 1:18.5.7)
- d. At least 6' from edge of pavement (see std. detail 4.01)
- e. Method of installation (see std. detail 4.02)

4.1.7 Dead Ends

Generally, new potable water distribution systems shall be designed as "looped" systems to avoid dead ends. If changes in design during construction result in dead ends to any new or relocated water mains (except those serving a cul-de-sac), such dead ends shall be connected to the nearest water main. In cases where no nearby water main is available, dead-end mains shall not exceed 500 feet (6in pipe) or 2,000 ft (8in pipe) in length to support a hydrant, reduce to smaller pipe size (up to 400 LF of 4in pipe) and shall terminate with a flushing device as approved the City in accordance with F.A.C.62-555.350.

4.1.8 Valves

- Valves shall be installed at intervals not to exceed 1,000 feet for residential distribution mains, 500 feet for industrial and commercial distribution mains and 2,000 feet for transmission mains. There shall be enough valves so that single lines in the network may be isolated from the remainder of the system.
- All tees shall be valved in 2 directions. Usage of crosses is discouraged and alternative valving in 3 directions is preferred with a single Tee branch.
- Valve shall be located on each side of a jack-and-bore/ HDD crossing and on each side of all water body crossings.
- Valves 12" or smaller shall be resilient gate valves and valves 16" or greater shall be plug valves or must be evaluated and approved via written Water Department consent on a case-by-case basis.

4.1.9 Standard Details

The Firm shall obtain the latest Standard Details of the City of Tampa Water Department by submitting a request to: WaterUtilityImprovements@Tampagov.net.

4.1.10 Materials

The Firm shall be familiar with the water department pre-approved material list which can be obtained from City website: <https://www.tampa.gov/water/builders-and-homeowners>
Or sending a request to: WaterUtilityImprovements@Tampagov.net

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4.1.11 FDEP Potable Water Main Permitting

Should the Firm determine that water mains relocations in the task order meet some conditions in the NO-PERMIT NECESSARY requirements set forth in FAC 62-555.520, (Conditions summarized below), after a professional review, the Firm may contact Hillsborough County DOH to obtain a permit exemption. In the case that a permit exemption is obtained, the Firm must still satisfy all FAC water mains clearance requirements and submit the associated documents to the City of Tampa’s Contract Administration Department Construction Engineering and Inspections (CAD CEI) prior to the waterline being placed in service.

City of Tampa Certification	PWS 6290327 Project Condition Met for Permit Exemption	Sheet, [From STA] – [To STA]	F.A.C. Reference
[Not Applicable] →	Replacement of existing drinking water facilities with new facilities of the same design and capacity, and at the same general location <i>(or general right-of-way)</i> .	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-555.520, 1(c){Paragraph 1}
[Not Applicable] →	Replacement of existing main at the same location with a new main. <i>(Same size as the existing main, but no more than 2 sizes larger)</i>	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-55.520, 1(c){Paragraph 2}
[Not Applicable] →	Relocation of existing water main to accommodate other utilities, provided the adjusted length moved is not more than 100 linear feet.	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-555.520, 1(c){Paragraph 3}
[Not Applicable] →	Discontinuing use of any existing water main.	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-555.520, 5(d){1}
[Not Applicable] →	Any Maintenance or repair work.	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-555.520, 5(d){5}
[Not Applicable] →	Installation/ Alteration of any valve, flow meter, or backflow preventer.	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-555.520, 5(d){11}
[Not Applicable] →	Installation/ Alteration of any fire hydrant or hydrant lead.	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-555.520, 5(d){12}
[Not Applicable] →	Installation/ Alteration of any water service to a single building (or premise), including any water services dedicated exclusively to a fire protection/irrigation system serving a hydrant or hydrant lead.	Sheet, From [STA 1] – To [STA 2] Sheet, From [STA 1] – To [STA 2]	62-555.520, 5(d){13}

Figure 4.1.11-1: Sample of Exemption Conditions

4.1.12 Restoration

- i. Roadway restoration shall be in conformance with corresponding jurisdiction's latest standards.
- ii. Disturbance to any property, public or private, shall be restored to its original or better condition.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

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.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

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. GFECF)
(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 GFECF 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
(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	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



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 - Office of Equal Business Opportunity at (813) 274-5522.



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 (GFECF) 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 - Office of Equal Business Opportunity 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