

## **24-C-00021 Pam Iorio Parking Garage Elevator and Associated Modifications 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-rfq](http://www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfq).

The City of Tampa seeks Professional Design-Build Team (DBT) Services and Related and Subsequent Work for City of Tampa Pam Iorio Parking Garage Elevator and Associated Modifications located at 301 Channelside Drive, Tampa, Florida as described in the Design Criteria Package.

Total Project Budget \$6-9 Million.

Additional material may be found at demandstar.com and at: <https://www.tampa.gov/contract-administration/programs/architectural-engineering-construction-and-related-rfq>.

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

A pre-submission conference will be conducted at 2 PM April 7, 2025 at the site, 301 Channelside Drive near the Florida Avenue Entrance. 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](mailto:TampaADA@tampagov.net), or by submitting an ADA - Accommodations Request form available online at [tampagov.net/ADARquest](http://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. Bid openings and tabulations for subcontracts must be made available to the City. 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 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>.

In order to apply for 5 "Ban-The-Box" bonus points, a firm must provide the documentation required pursuant to the "Ban-The-Box" ordinance listed at [https://library.municode.com/fl/tampa/ordinances/code\\_of\\_ordinances?nodeid=1171018](https://library.municode.com/fl/tampa/ordinances/code_of_ordinances?nodeid=1171018).

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; Design-Build Team 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.); "Ban-The-Box"(5pts); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to [ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net) BEFORE 2 P.M., April 24, 2025.** 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: 24-C-00021 Pam Iorio Parking Garage Elevator and Associated Modifications Design-Build

TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)

c/o Contract Administration Department via [ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net)

306 East Jackson Street, 4th Floor North, Tampa, Florida 33602

SUBMITTER ("Firm") NAME: \_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_

FIRM TYPE:

☐ Individual/Sole Proprietor  
☐ Limited Liability Company

☐ Joint Venture (JV)\*  
☐ Other: \_\_\_\_\_

☐ Partnership (PN)\*

☐ Corporation

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.

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 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.

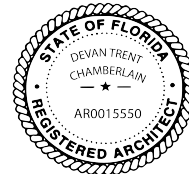


**RFQ 24-C-00021**  
**DESIGN-BUILD TEAM SERVICES**  
**AND RELATED AND SUBSEQUENT WORK FOR**  
**PAM IORIO GARAGE ELEVATORS and ASSOCIATED RENOVATIONS**

**DESIGN CRITERIA PACKAGE**

PREPARED BY:

Trent Chamberlain AIA, NCARB Project Manager  
The Lunz Group, Architects



CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA  
March 13, 2025

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-C-00021)**

### **Design-Build Team Services for the City of Tampa Pam Iorio Parking Garage and Associated Renovations**

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#### **DESIGN CRITERIA PACKAGE:**

The following Design Criteria Package was prepared for the City of Tampa, Florida (CoT or “City”) for a Request for Qualifications (RFQ 25-C-00021) for “Design-Build Team (DBT) Services” and Related and Subsequent Work for “City of Tampa Pam Iorio Parking Garage Elevator and Associated Modifications” located at 301 Channelside Drive, Tampa, Florida. The “Design-Build Team (DBT)” shall provide the following services and deliverables including, but not be limited to:

#### **GENERAL ITEMS**

- Comprehensive Project Planning, Scheduling and Project Management.
- Comprehensive Planning, and Project Phasing of work for the facility to remain open during construction.
- Compliance with the Standards for LEED Silver Certification (no certification required).

#### **PROJECT ITEMS**

- Comprehensive Architecture and Engineering Services for Elevator modifications and all associated renovations as indicated in attached reports. Services.
- Comprehensive Services to provide a Design-Build Team (DBT) including construction services.
- Comprehensive Specialty Design Services for Elevators.
- Comprehensive Engineering Services including, but not limited to, Fire Protection, Mechanical (if required), Electrical, and IT services including Communications/Fire Alarm and Security updates.
- Coordination with CoT’s Technology and Innovation Department (T&I).
- Protection of Existing Artwork and Historic Elements to Remain During Construction.
- Survey Services of existing building components.
- Comprehensive Construction, Fabrication, and Construction Administration Services.
- Comprehensive Demolition and removal of items necessary for the completion of the project renovations.
- Comprehensive Job Site/Traffic Control as required to keep the facility operational and phase components of construction according to the CoT’s requirements.
- Comprehensive Environmental Evaluation, Analysis, and Hazard Remediation Services.
- Comprehensive Environmental Evaluation, Analysis, and Remediation for Lead and Asbestos
- Comprehensive Cost Estimation Services.
- Single Guaranteed Maximum Price (GMP) Proposal with Phasing of Specific Activities, Tasks, Fabrication, and Construction.
- As-Built and Final Documents in Latest AutoCAD Release.
- Complete Closeout Documents Technical Specifications, Shop Drawings, and Exhibits in PDF Format.

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-C-00021)**

### **Design-Build Team Services for the City of Tampa Pam Iorio Parking Garage and Associated Renovations**

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#### **COMPLIANCE ITEMS**

- Compliance with all CoT and Regulatory Requirements as indicated in the CoT's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Building, and Regulatory Permitting.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility

#### **DEPARTMENT ITEMS**

**A. The Design Build Team shall be responsible for Project Coordination with the CoT's Logistics and Asset Management (LAM) Department:**

- Comprehensive Architectural Services.
- Comprehensive Specialty Design Services and Construction such as but not limited Elevator Renovations, Fire Sprinkle, Fire Alarms, required Electrical and I&T Communications components.
- Comprehensive coordination shall also include phasing of Renovated Components such that the majority of the Parking Garage remains operational at all times.

#### **SECTION 1: DESIGN CRITERIA IN GENERAL**

##### **1.01 PURPOSE**

This document provides criteria for the design, development, and construction of improvements to the existing "Pam Iorio Parking Garage" including, but not limited to, the renovation/rehabilitation to of all seven existing Elevators, Fire Protection, Plumbing, Mechanical, Electrical, Communications, Fire Alarms and Security surveillance as indicated in the attached "Exhibits A and B". Attached "Exhibit C" is a summary report of estimated cost which also includes the G.C.'s cost to manage and construct the project.

All remodeling, renovation, rehabilitation, and improvements for this project will be prioritized through a collaborative programming and design process culminating in a GMP Proposal for services.

##### **1.02 SITE**

The site is owned and operated by the CoT's Logistics and Asset Management Department.

##### **1.03 INTENT**

The intent herein is to list the minimum design criteria necessary for achieving this effort under a single "Design-Build Team | Single GMP Contract".

##### **1.04 BASIS OF DESIGN**

This Design Criteria Package presents user information, and in specific cases product data, as a basis of design – it is not a specification, prescriptive checklist, nor substitute for site visitation(s) prior to submission.

The Design Criteria Package is for illustrative purposes and is not intended to replace the professional judgement by competent licensed Professionals including, but not limited to, Architects, Interior Designers, Landscape Architects, Engineers, General Contractors, Subcontractors, and Fabricators, in proposing the full “GMP Proposal”.

**1.05 PROJECT TEAM REQUIREMENTS**

The Design-Build Team (DBT) to be utilized for this project shall have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives. The DBT shall be responsible for every phase of work and every task and activity including, but not limited to, project management, design, engineering, construction, fabrication, and construction administration, required to execute the scope of work complete in its entirety. The DBT shall also be required to conduct all testing, obtain all approvals, and provide systems training for total occupancy in accordance with the budget and schedule as deemed by the CoT.

**1.06 SCHEDULING AND PROJECT COORDINATION**

Scheduling and coordination of the project must organize long lead times, potential delays, and funding in the most efficient and suitable manner acceptable to the CoT.

The Design Build Team shall develop a Design and Construction Phasing Plan and Schedule to complete the project as soon as possible and within the specified Construction Duration. The Phasing Plan and Schedule shall be developed in collaboration with “CoT’s Logistics and Asset Management Department” to minimize disturbance of programmed activities and use of *the parking garage*. It is anticipated that portions of the building(s) may be closed intermittently for the duration of building renovations. It is anticipated the majority of the parking garage will remain open although small portions may be partially closed during various construction phases.

The DBT shall submit a recommended design development schedule and package content for each stage of review (e.g., 30%/60%/90%/100% Construction Documents (CD). The schedule shall accommodate reviews by “Logistics and Asset Management Department”. The recommended schedule and content shall be submitted prior to 30% CDs and pricing.

**1.07 ZONING OF THE SITE**

The DBT shall confirm the zoning of the “Pam Orio Parking Garage Renovations” with the CoT’s Zoning Department.

**1.08 FEMA FLOOD ZONE**

The Design Build Team shall confirm the FEMA Zone.

**1.09 SURVEY AND VERIFICATION OF SITE CONDITIONS**

“The Design-Build Team” shall include physical surveys including, but not limit to, of the existing facility necessary for cost estimating, design, and construction of the proposed improvements. “The Design-Build Team” shall also include surveying for layout and As-Built Plans, measurements

of the existing building interior as necessary and the verification of all existing conditions necessary for the successful completion of the project.

**1.10 LAND CLEARING, SITE WORK, DEMOLITION, REMOVAL, GRADING, AND LANDSCAPING**

Is not applicable to this project other than incidental site work is necessary.

**1.11 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY**

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

**1.12 COMPLIANCE WITH CITY OF TAMPA ORDINANCES**

All Respondents to this RFQ shall comply with all municipal ordinances.

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

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

**1.14 COMPLIANCE WITH THE STANDARDS OF THE DEPARTMENT**

All Respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the rules and regulations regarding the construction of department facilities as set forth by governing agencies, commissions, professional associations, accreditation boards, related to and/or with oversight of the User Group's operations; including but not limited to, exterior walls, interior walls, points of entry, doors, windows, openings, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation (e.g. ionizers), security, and fire protection.

**1.15 UNDERSTANDING OF THE DEPARTMENT ORGANIZATION AND WORKFLOW**

All Respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) with the City of Tampa's "Logistics and Asset Management Department".

**1.16 CONSTRUCTION AND ENERGY SAVINGS**

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-C-00021)**

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All construction for this project shall be designed and built to comply with the minimum standards for LEED (Leadership in Energy and Environmental Design) Silver certification (although actual certification is not required).

#### **1.17 USE OF NEW AND EMERGING TECHNOLOGIES**

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

#### **1.18 ENVIRONMENTAL CRITERIA**

The project site is in an urban setting with a mix of commercial, residential and civic uses accessed by roads and sidewalks. Vehicular and pedestrian access routes, or detours, shall be provided and maintained throughout the construction phase as necessary and in accordance with the CoT Standards and the FDOT (Florida Department of Transportation) Greenbook where applicable.

Additionally, dust, debris, and sediment pollution shall be controlled throughout the construction phase.

#### **1.19 SITE VISIT**

All Respondents to this RFQ are invited to attend non-mandatory site visit to Pam Iorio Parking Garage, on at date and to be determined. All Respondents planning to attend this site visit shall meet at the west entry of the Pam Iorio Parking Garage located at 301 Channelside Drive, Tampa, Florida.

## **SECTION 2: DESIGN CRITERIA - GENERAL**

### **2.01 RFQ RESPONSE**

#### **2.01a EXHIBITS**

The attached exhibit(s), including site information, described under this RFQ have been compiled by the City of Tampa's "Logistics and Asset Management Department" and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.

2.01b The format of the attached exhibits are not intended to be a model for proposals such that each proposal may utilize their individual format.

2.01c The Design Build Team shall demonstrate experience and the ability to develop a GMP to include this and all attachments and associated exhibits (refer to Exhibits). Design and Construction scopes shall include, but not be limited to, preliminary pricing at 30%, 60%, 90%, and 100% design documents, Equal Business Opportunity (EBO) Program and Utility submission at 60%, and any other qualifications addressing GMP total scope.



## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-C-00021)**

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- 2.01d The Design Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to P&R scheduling criteria, coordinate long lead-times, maximize downtime efficiencies, minimize potential delays, and generally phase work under a single GMP Proposal
- 2.01e The Design Build Team shall demonstrate previous successful experience designing and constructing comparable projects including but not limited to similar facilities.
- 2.01f The Design Build Team shall demonstrate previous work in neighborhood context and with materials appropriate to the community and neighborhood.

**2.02 Estimated Budget for Initial Design and Pre-Construction Services:** \$175,000

**2.03 Estimated Budget for Construction:** \$ 6,000,000.00 to \$9,000,000.00. See attached cost estimate summary Exhibit C for cost breakdowns.

**2.04 Total Estimated Budget for Initial Design, Pre-Construction Services and Construction:**  
See the attached cost estimate summary Exhibit C for cost breakdowns. This \$6,000,000.00 amount is a preliminary cost estimate. Project cost may range up to the amount of \$9,000,00.00

The budget to execute this project shall be determined as part of the design and pre-construction efforts with the possibility of additional or future work becoming a subsequent and separate RFQ and project.

**2.05 Start Date for Construction:** To be on issue date of “Notice to Proceed (NTP)”.

**2.06 Project Construction Duration:** Design Build Team must provide estimated project schedule using number of days from the Notice to Proceed (NTP).

#### **2.06 DESIGN CRITERIA**

2.06a The approved final design shall be complete in all respects as deemed by the Logistics and Asset Management Department and shall include all elements necessary to complete the project in its entirety.

2.06b The approved final design shall meet the needs of the users and the larger community as determined in collaboration with the Logistics and Asset Management Department. The DBT shall also incorporate principles of Crime Prevention Through Environmental Design (CPTED).

2.06c The DBT shall develop and promote a high functioning, collaborative relationship within itself and the Logistics and Asset Management to achieve design excellence within the established budget and approved schedule. The DBT shall demonstrate exemplary service to Logistics and Asset Manage Department and the stakeholders of the City of Tampa, including but not limit to, project management, design, development, construction, fabrication, and construction administration services.

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- 2.06d The DBT shall be required to attend a minimum of three (3) design phase meetings to present current plans and cost estimates. The first meeting will be held prior to design development to receive background information. Meeting dates will be determined by the Logistics and Assets Management Department.
- 2.06e The DBT shall have a thorough understanding of ADA and Florida Building Code regulations regarding accessibility, public safety, and all related requirements to design, permit, and construct this project accordingly in its entirety as deemed by Department Name.
- 2.06f The DBT shall consider in its final design the routine maintenance by the Logistics and Assets Management Department and any additional maintenance required.
- 2.06g The DBT shall include cost estimating as necessary to inform the design process, facilitate programming, prioritize decisions, and develop the GMP Proposal.
- 2.06h The DBT shall provide products, materials, and finishes that are durable, commercial grade, and appropriate for public facilities with heavy use. Specific furnishings and finishes, or a basis of design product, shall be included in the GMP documents.
- 2.06i The DBT shall provide transparent pricing that takes advantage of the efficiency of Design-Build, by creating efficiencies through the standardization of design elements and fast tracking of design, construction, and fabrication to maximize the City of Tampa's budget. The DBT shall make all attempts to minimize the schedule and utilize materials and equipment that are easily procured and maintained from reliable suppliers with exceptional warranty services.
- 2.06j The DBT shall create designs that enhance the safety of the project in both construction and in the operation of the facility or facilities. The DBT design and construction process(es) shall be required to reduce re-work and interference with operation, with a goal of no recordable incidents.

## **2.07 DESIGN CRITERIA | BUILDING AND AMENITIES**

- 2.07a As part of the complete set of Design and Construction Documents, comprehensive Architecture, and Engineering and Specialty Engineering Plans and Specifications for the Pam Iorio Parking Garage renovations shall include, but not be limited to, the items indicated in attached Exhibits A and B.
- 2.07b The Design Build Team shall develop and promote a high functioning, collaborative relationship within itself, Logistics and Asset Management Department, and the stakeholders of the City of Tampa (CoT) to achieve design excellence within the established budget and approved schedule. The Design Build Team shall be required to demonstrate exemplary service to the Logistics and Asset Management Department and the stakeholders of the City of Tampa, including but not

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limited to, programming, special analysis, project management, design, development, construction, fabrication, and construction administration services.

- 2.07c The Design Build Team shall provide designs that maximize the existing areas available to meet the needs of the public end users, Logistics and Asset Management Department and the stakeholders of the City of Tampa so that the Pam Iorio Parking Garage can effectively serve the residents, neighborhood, and community.
- 2.07d The Design Build Team shall develop a Design and Construction Phasing Plan and Schedule that achieves completion of the Pam Iorio Parking Garage Renovations as soon as it is practical as deemed by the Logistics and Asset Management Department and the stakeholders of the City of Tampa.
- 2.07e The Design Build Team shall provide comprehensive interior, remodeling, renovations, rehabilitation, and improvements as indicated in attached Exhibits A and B through a collaborative programming effort and represented in the approved final design and GMP.

## **2.08 PROJECT PHASES:**

### **2.08a PRE-DESIGN AND SCOPE DEVELOPMENT PHASE**

- 2.08b The scope of work during the Pre-Design and Scope Development Phase shall include, but limited to, following
  - 1. Existing Spatial and Equipment Review and Analysis
  - 2. Maintenance Input (Programming and Desired Amenities)
  - 3. Stakeholder Input (Programming and Operational Impacts)
  - 4. Data Collection and Analysis
  - 5. Conceptual Design
  - 6. Cost Estimate(s)

### **2.09 DESIGN PHASE / NOTICE TO PROCEED**

- 2.09a The scope of work during the Design and Development Phase shall include, but limited to, following
  - 1. Additional Surveying of existing spaces, equipment, and utilities
  - 2. Coordination with CoT Divisions and Departments
    - a. Logistics and Asset Management Department.

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3. The Preliminary Plan Review (PPR) shall be at the 60% Schematic Design Phase representing all components of design. Submission to the City of Tampa shall be managed by the CAD department, contact for management to be announced (TBA).
4. Early Start Permit and Regulatory Submissions.
5. 90% Design Development Review.
6. 100% Construction Document Review.
7. Permit and Regulatory Submission(s): schedule Preliminary Plan Review (PPR) a minimum of two weeks prior to 60% submission. Coordination with the Authority Having Jurisdiction (AHJ) is encouraged during this stage of the design.
8. Submit for 90% Design Development Review to the City of Tampa (CoT).
9. Provide GMP Proposal and Cost Estimate during 100% document review.
10. City Council Approval of Initial Agreement and GMP Presentation.

#### **2.10 BUILD PHASE /NOTICE TO PROCEED**

2.10a Construction Phase to begin with “Notice to Proceed”.

2.10b The scope of work during the Build Phase shall include, but limited to the following after the notice to proceed:

1. Construction Starts.
2. Phasing Coordination
3. Completion of Construction.
4. Punchlist.
5. Substantial Completion.

#### **2.11 OWNER PROVIDED MATERIALS**

2.11a The Logistics and Asset Management Department will provide to the selected DBT Team a copy of all exhibits and reference materials for this project, including but not limited to as-builts and surveys that may exist.

2.11b All items and/or materials required to design and execute the final and approved design for this project, and not indicated herein as provided by the Logistics and Asset Management Department and the City of Tampa, shall be provided without additional cost by the DB Team.

## **SECTION 3: EXHIBITS**

3.01 The following exhibits are to be considered a basis of design as a part of this RFQ and shall not be considered a “hard cost” but as an estimated preliminary cost study. Exhibits are as follows:

3.01a EXHIBIT A – VDA Elevator Assessment, Dated 01.13.25 (Revised), 4 pages

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3.01b EXHIBIT B – MES Group, Project Assessment, Dated 01.09.25, 4 pages

3.01c EXHIBIT C – The Lunz Group, Cost Estimate Summary, Dated 03.12.25, 1 page



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January 13, 2025 (Revised)

January 2, 2025

VIA EMAIL:

[tchamberlain@lunz.com](mailto:tchamberlain@lunz.com)

Mr. Trent Chamberlain, AIA/NCARB Senior Architect  
The Lunz Group  
58 Lake Morton Drive  
Lakeland, Florida 33801

Re: Pam Iorio Garage, 640 South Florida Avenue, Tampa, FL – VDA No. 75494

Dear Mr. Chamberlain:

In accordance with our agreement, vda Inc. (“VDA”) performed a cursory survey of the seven (7) vertical transportation units located at the Pam Iorio Garage, 640 South Florida Avenue, Tampa, FL on Monday, December 16, 2024.

VDA's survey evaluates the maintained condition of the vertical transportation systems and related building equipment. Our report and recommendations are based on our physical examination of the equipment's individual components applicable to this consultation service.

Our cursory review was limited to a high level overview of the existing control systems to provide remedial options for modernization and/or upgrading alternatives for ownership with associated budget estimates. The collected data presents an overview of major component areas and individually evaluated functions.

## EXECUTIVE RECAP

VDA reviewed the following vertical transportation units:

Device ID	Device Type	Speed (FPM)	Capacity	Manufacturer	Control Type	Install Date	MOD Date
NW1	Traction Elevator	350	3500	Montgomery Kone	Miprom Ultron	1996	N/A
NW2	Traction Elevator	350	3500	Montgomery Kone	Miprom Ultron	1996	N/A
SW1	Traction Elevator	350	3500	Montgomery Kone	Miprom Ultron	1996	N/A
SW2	Traction Elevator	350	3500	Montgomery Kone	Miprom Ultron	1996	N/A
SE1	Traction Elevator	350	3500	Montgomery Kone	Miprom Ultron	1996	N/A
SE2	Traction Elevator	350	3500	Montgomery Kone	Miprom Ultron	1996	N/A
SE3	Traction Elevator	350	3500	Montgomery Kone	Miprom Ultron	1996	N/A

**The Leader in Delivering Vertical Transportation Consulting Solutions...**

Vertical transportation for the Pam Iorio Garage is provided by seven (7) basement style geared traction elevators. These devices are designated as Northwest #1-2, Southwest #1-2, and Southeast #1-3. Montgomery Elevator installed the preceding vertical transportation equipment in approximately 1996 at garage construction. No major components appear to have been upgraded since initial construction; however, each elevator now complies with ASME A17.3-2015 door lock monitoring code requirements courtesy of an overlay installed recently. TKE Corporation is the incumbent elevator maintenance provider for this property.

Each group of elevators are of the same age and design: the devices operate at a running speed of 350 feet per minute and serve all five (5) of the building's front landings 1-5. Each device utilizes a Microprocessor Miprom Ultron motion/signal controller and a Geared basement set machine. The elevators have a 3500 lbs. rated load capacity and utilize single speed center opening car and hoistway doors which are powered by the original MAC door operators.

## CAPITAL PLANNING CONSIDERATIONS

The existing elevator equipment installed by Montgomery in 1996 has exceeded the end of its designed useful life cycle of twenty (20) years. Therefore, VDA recommends that the vertical transportation system be put on a short-term capital expenditure plan to modernize all units within the next one (1) to two (2) years. Any number of reasons and methodologies may necessitate the recommendation for elevator modernization.

The total estimated cost of the recommended elevator modernization project is as follows:

Estimated Cost:	Per Elevator
Elevator Contractor Cost:	\$400,000 - \$450,000
"Work by Others" (Standby Power Generator, Machine Room HVAC, Electrical, Fire & Life Safety & Access Control):	<i>Refer to MES Group, Inc. report for "work by others" budget.</i>
Elevator Cab Allowance:	\$30,000
Subtotal Estimated Cost (per Elevator):	\$430,000 – \$480,000
<b>Total Estimated Cost of Modernization Project (7 Elevators):</b>	<b>\$3,010,000 - \$3,360,000</b>

The estimated probable costs are also contingent on market conditions at the time of bidding, in addition to the final scope of work and specific selections, including, but not limited to, cab interiors, materials and finishes. Probable cost is also contingent on code-required related building work, known as "Work by Others," which can cause the pricing to vary significantly.

## MODERNIZATION/UPGRADING OUTLINE (TRACTION)

The following itemized breakdown of elevator system components indicates the recommended general modernization scope.

COMPONENT/SYSTEM	RECOMMENDATION
<b>A. Machine Room/Secondary/Overhead:</b>	
Hoisting Machine	New
VVVF Drive	New
Motion Control (Controller)	New
<b>B. Hoistway and Pit:</b>	
Cables (Hoist/Comp)	New
Guides (Car / Counterweight)	New
Electrical Traveling Cables	New
<b>C. Hoistway Door Equipment:</b>	
Entrance Frames	Retain
Entrance (Tracks/ Locks/ Hangers/ closers)	New
<b>D. Car Equipment:</b>	
Door Operator	New
Safe-Edge	New
Car Enclosure (allowance)	New
<b>E. Operating Signal Fixtures:</b>	
Car Operating Station (Main/Aux)	New
Corridor Push Buttons	New
Corridor Direction Lanterns	New
Emergency Lighting	New



Should you have any questions after reviewing this report, please feel free to contact our office.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Kyle Leist', with a long horizontal flourish extending to the right.

Kyle Leist  
Senior Associate

KL/vh



## Mechanical, Electrical, Plumbing, Fire Protection, and Fire Alarm, Systems Assessment Report

<b>Project:</b>	Pam Iorio Garage Elevator Modernization Project		
<b>Owner/Location:</b>	City of Tampa	<b>Contractor:</b>	N/A
<b>Report Date:</b>	January 9, 2025	<b>Site Inspection Date:</b>	December 16, 2024
<b>MES Group Staff:</b>	David Keith, PE, CxA – President, Principal (Electrical, Communications, Fire Alarm, Security & Surveillance) Nicholas Stephenson, PE, BCxP – Vice President, Principal (Mechanical, Plumbing, Fire Protection)		
<b>Purpose:</b>	The purpose for this site visit was to investigate the existing conditions of the mechanical, electrical, fire protection, fire alarm and plumbing infrastructure related to the elevator systems and assess the overall condition to identify critical path items that must be considered for a modernization project.		

### 1. Fire Protection:

#### a. Existing Conditions

- i. Fire Protection for the parking garage is accomplished through a combination of sprinklers and standpipes with hose connections located throughout the parking levels.
- ii. The 10" firewater service enters the parking structure from Florida Avenue, at the southwest corner and travels directly into the fire pump room. The test header and fire department connections are both located on the south wall in the alleyway.
- iii. A 150 HP Peterson electric fire pump is installed inside the fire pump room providing proper pressure and flow of fire water to the sprinkler system and hose connections. A Grundfos jockey pump is installed to maintain pressure during normal operation. The fire pump does not appear to be original to the structure, however a manufacture date was not identified. The manufacturer was contacted to determine a manufacturer date, but as of this report, one has not been provided. The pump appeared to be in good condition and well maintained. No noticeable leaks were identified.
- iv. The fire water main is routed throughout the ground floor and branches to individual standpipes located throughout the level and combination riser/standpipe in each stairwell. At each level, adjacent to each elevator bank, hose connections are installed supplied from the standpipe in the stairwell. Zone control valves are installed providing fire water for sprinklers to adjacent tenant spaces and storage areas.
- v. The elevator machine rooms are properly sprinklered using upright sprinklers with guards, supplied from dedicated control valves off of the sprinkler main/branch.
- vi. The elevator shafts are sprinklered at the top and bottom according to NFPA 13. Sprinkler piping is routed from the combination riser/standpipe located within the adjacent stairwells to each shaft, and sidewall sprinklers with guards are installed. Zone control valves are installed for each location to alert the fire alarm system in the event there is water flow.

#### b. Recommended Solutions

- i. The sprinklers that were installed within the elevator shafts appeared to be original to the structure. It is recommended to replace the sprinkler heads in each elevator shaft. This results in approximately 14 new sprinkler heads being installed.

#### c. Opinion of probable cost of recommended solutions

- i. Demolition, including system drain – \$1,200

- ii. New Sprinkler Installation - \$1,500
- iii. Total Division 21 - \$2,700

## **2. Plumbing:**

- a. Existing Conditions
  - i. The 4" water main for the parking structure enters into the fire pump room where it splits. One 4" line serves the attendants toilets and retail area, and another 4" line travels to the 10 HP SyncroFlo Duplex Booster pump. The booster pump supplies six risers that contain keyed hose bibbs at each level for maintenance purposes.
  - ii. The 6" sanitary sewer main runs north-south along the west side of the parking structure. The attendant restrooms gravity drain to the sanitary sewer main.
  - iii. Storm water is managed through area drains located throughout the parking levels, all feeding into a large storm water vault located below grade.
  - iv. Each elevator pit contains a sump pump that operates if water is detected in the sump. The sump pump discharge travels through a check valve and routes below grade to the 6" sanitary sewer line.
- b. Recommended Solutions
  - i. Replace 3 sump pumps with new, similar sized pumps and controllers.
  - ii. For the elevator replacement, no domestic water or storm work is anticipated.
- c. Opinion of probable cost of recommended solutions
  - i. Sump Pumps - \$6,000
  - ii. Total Division 22 - \$6,000

## **3. Mechanical (HVAC):**

- a. Existing Conditions
  - i. Each elevator shaft is naturally ventilated via louvers at the top of the shaft. The louvers are protected from the elements by weather hoods. The louvers are higher than 30ft from grade, therefore do not need to comply with AMCA 540 – Wind Borne Debris.
  - ii. The elevator equipment room is conditioned with a 3.5 ton VTAC type packaged unit. The unit was tested and appears to be in proper working condition.
- b. Recommended Solutions
  - i. No HVAC modifications required.
- c. Opinion of probable cost of recommended solutions
  - i. Total Division 23 – \$0

## **4. Electrical (Power/Lighting)**

- a. Existing Conditions
  - i. Elevators power is derived from 600 amp ASCO transfer switch, refer to schematic 1-line diagram.
  - ii. Transfer switch load side is terminated on a Cutler-Hammer Westinghouse Pow-R-Line PRL4 panel board with a manufacture date of 07-11-1996.
  - iii. Panel board is in average looking condition, however is approaching the end of it's useful life and will become increasingly difficult to source new circuit breakers or support for the outdated gear.
  - iv. All circuit breakers serving the elevators are 100 amp HFD style breakers.
    - 1. At least one is marked as shunt trip, please note all elevators and CAB lights shall be shunt tripped, other labels concealed and unable to determine if shunt trips are installed.
  - v. From the emergency panel board, branch circuit wiring extends to elevator machine rooms adjacent to elevator banks spread throughout the parking garage.
  - vi. Within each machine room, a dedicated heavy duty 100 amp frame safety switch serves as the local disconnecting means.
  - vii. Additionally, a small load center is installed to serve the CAB lighting circuits.
    - 1. CAB lighting circuit breakers do not appear to shunt trip.
  - viii. From the disconnect, branch circuit wiring continues to elevator control panel, and from control panel to final termination at elevator motor.

- ix. Control panels mounted directly on floor, and have no elevation increase to avoid ponding water during severe weather.
- x. Existing garage lighting appears to have been retrofitted with LED recently, and is in good condition.
- xi. Elevator pit lighting and hoistway lighting is dim, and does not meet current standards.
- b. Recommended Solutions
  - i. Replace transfer switch with bypass isolation unit to allow for maintenance to be performed while not requiring the entire elevator system to be disconnected from the sole power source.
  - ii. Replace existing panel board with new.
  - iii. All circuit breakers for elevators to be shunt tripped.
  - iv. Recommend replacement of wiring to be included in base option. Allow VE if electrician/EoR test existing wiring, and deem it is acceptable for reuse.
  - v. Provide new disconnects, heavy duty & fused - frame/fuse per new elevator manufacturer recommendations/NEC.
  - vi. Utilize existing load centers to serve new CAB lights, replace circuit breakers in load centers with shunt trip units.
  - vii. Provide house keeping pads for new elevator control cabinets, minimum 4" elevation increase.
  - viii. Elevator threshold lighting to be included with elevators, maintain 10FC at threshold. All lighting shall be fed from emergency power sources.
  - ix. Elevator pit lighting and hoistway lighting shall be upgraded to current codes for highrise elevator systems. All pit and hoistway lighting shall be powered by the emergency power system.
- c. Opinion of probable cost of recommended solutions – Includes installation and no markups
  - i. ATS
  - ii. New Panel EMDP/with 10-100 amp 3 pole breakers (8 with ST), 1-30 amp 3 pole circuit breaker
  - iii. 8 new 100 amp branch circuits – Average of 300 LF per run
  - iv. 8 new disconnect switches
  - v. House keeping pads
  - vi. Demolition
  - vii. Lighting upgrades for pit lights/hoistway
  - viii. Additional division 26 coordination and general conditions
  - ix. Total division 26 - \$225,000

## 5. Communications

- a. Existing Conditions
  - i. Existing communication systems head end and infrastructure shall remain. New cabling shall originate in existing telecom source and extend CAT-5E cabling to elevator cabinets to establish any required network connectivity.
- b. Recommendations
  - i. New communications cabling from telecom cabinet for each elevator control panel.
  - ii. Additional direct connection from required emergency communications in-cab requirements, i.e. 2-way communicator with emergency services, camera and video communications for the hearing impaired.
    - 1. This should be included with Elevator standard equipment in compliance with current elevator safety codes.
- c. Opinion of probable cost of recommended solutions – Includes installation and markups
  - i. Total Division 27 - \$9,000

## 6. Fire Alarm

- a. Existing Conditions
  - i. Existing system originates at the main Simplex 4020 FACP, which communicates with ADT commercial via StarLink autodialer.
  - ii. Existing system is old, and should consider replacement.
  - iii. City of Tampa request new system to be considered with open architecture.
- b. Recommended Solutions
  - i. Replace panel and all devices.

- ii. Will likely require new STP cabling to support new devices.
- c. Opinion of probable cost of recommended solutions – Includes installation and no markups
  - i. Subtotal Division 28 - \$90,000

## 7. Security Surveillance

- a. Existing Conditions
  - i. Did not observe cameras in existing elevators, however, it is assumed they exist as per general safety and security standards.
- b. Recommended Solutions
  - i. Security cameras separate from the emergency call video camera shall be installed.
  - ii. CAT6 POE cabling and POE ethernet switch with NVR capable of 30 days of video storage should be considered.
- c. Opinion of probable cost of recommended solutions – Includes installation and no markups
  - i. Cameras
  - ii. Cabling
  - iii. NVR
  - iv. POE++ ethernet switch
  - v. General conditions
  - vi. Subtotal division 28 = \$32,000
  - vii. Total Division 28 (Fire Alarm + Security) - \$122,000

Total Opinion of Probably Cost Summary Table MEP/FP

Division 21	\$ 2,700.00
Division 22	\$ 6,000.00
Division 23	\$ -
Division 26	\$ 225,000.00
Division 27	\$ 9,000.00
Division 28	\$ 122,000.00
Base Fee Subtotal	\$ 364,700.00

End of Report



March 13, 2025

Mr. Jon Wenberg, Project Architect  
Contract Administration  
306 E. Jackson St., 4<sup>th</sup> Floor North  
Tampa, Florida 33602

**Re: Pam Iorio Parking Garage DCP, Cost Estimate Summary - "Exhibit C"**  
**TLG Project # 24141.01**

Dear Mr. Wenberg,

The following is the approximate minimum and maximum amounts for the Design/Build package for the Pam Iorio Parking Garage Renovations.

The attached cost estimate summaries by VDA elevator specialist Engineering firm MES indicate minimum cost estimates only.

The renovations include updating the seven (7) existing elevators based upon the elevator assessment package produced by VD Associates (VDA) - see attached "Exhibit A".

Additional renovations include updates to Fire Protection, Plumbing, Electrical (Power/Lighting), Communications, Fire Alarm, and Security Surveillance Systems as indicated in the MES Group Project "Building Systems Assessment" - see attached "Exhibit B".

The attached Exhibits indicate the projected scope of work. The estimated cost range for design, construction and Design-Build fee ranges from \$6,000,000 to \$9,000,000

Thank you for your interest in this project.

D. Trent Chamberlain, AIA, NCARB

CC: Craig Fennig, The Lunz Group  
Brit Kirby, The Lunz Group  
Jon Wenberg, City of Tampa  
Fed Revolte, City of Tampa  
Jameson Bachtel, City of Tampa



## EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

<b>Points Pursuant to Designated Industry Category: _____</b> <b>FORM MBD-71</b> <b>(Refer to MBD Form 70 and Form 50-GFE Outreach)</b>		
	<b>Evaluation Criteria</b>	<b>Point Values</b>
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
<b>NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)</b>		

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 Office of Equal Business Opportunity. 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 (GFECP) Guidelines

for Women/Minority Business Enterprise/Small Local Business Enterprise Participation

City of Tampa - Equal Business Opportunity Program

(Form MBD 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:

☐ WMBE/SLBE participation Goal is Not Specified for this Solicitation however participation is aspirational and GFECP is required.

☐ WMBE/SLBE participation Goal is Met or Exceeded (refer to Goal-Set Form MBD-90).

☐ WMBE/SLBE participation Goal is Not Fully Achieved (refer to Goal-Set Form MBD-90).

For each checkbox above Bidders/Proposers shall submit DMI Forms 10 and 20 which accurately report all subcontractors solicited and all subcontractors to-be-utilized. The following list is an overview of the required baseline GFECP action steps for all bids/proposals. Furthermore, it is understood that these GFECP 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 Qualifying 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 enough 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/percentages, specifications, qualifications and subs fee schedules. ☐ 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, to facilitate meeting the goal. ☐ In addition, Sub-Contractors could 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 sub-tasks of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the sub-tasks 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 w/Documents
- (7) Segmented the portions of the work to be performed by WMBEs/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 could 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 WMBEs/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 WMBEs/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 WMBEs/SLBEs.  
☐ See enclosed documentation of services engaged. ☐ Overview (attached) of tactical actions and resources employed toward recruitment

**Note:** Any unsolicited information in support of your Bid/RFP Compliance must accompany your submittal. ☐ Identify Information Submitted



## **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 and all firms utilized. Other opportunities for subcontracting should be explored to attain participation. May consult Tampa EBO 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 city 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 certified firms not listed in the "WMBE/SLBE Goal Setting Firms Contact List."
- (6) Contractor shall not preclude WMBE/SLBEs from bidding on any part of work, even if the Contractor may desire to self-perform aspects of the work.
- (7) Contractor shall avoid relying solely on subcontracting those scopes of work where WMBE/SLBE availability is not sufficient to attain pre-determined goals; including RFP/RFQ solicitations, all of which require GFECF compliance to achieve sub-consultant participation.
- (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. This includes mobilization where applicable.
- (10) Contractor should use the services offered by such agencies as the Small Business Development Center (SBDC) @ University South Fla.; SBDC @ Hillsborough County Entrepreneur Collaborative Center; Hillsborough NAACP Empowerment Center; Hillsborough County Economic Development Department DM/DWBE/SBE Program and Prospera-Hispanic Business Assoc. to name a few for the recruitment and placement of available 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.



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

**[ ] See attached list of additional Firms Utilized and all supplemental information (List must comply to this form)**

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

☐ No Firms are listed to be utilized because:

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

**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**



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





### **Guaranteed Maximum Price (GMP) Exhibit**

#### **Tampa's Equal Business Opportunity (EBO) Program Procedures for GMP Contracts**

- The City of Tampa's Equal Business Opportunity Program 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 Contract Administration (CAD) initiates for EBO to 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 EBO 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 EBO 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 EBO 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 EBO 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)**

# 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	Asian	Asian	Asian
		Native Am.	Native Am.	Native Am.	Native Am.
		Woman	Woman		Woman
			Hispanic		

### Policy

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

### Index

**Black (BBE)** = Black/African-American Business Enterprise

**Hispanic (HBE)** = Hispanic Business Enterprise

**Asian (ABE)** = Asian Business Enterprise

**Native American (NBE)** = Native American Business Enterprise

**Woman (WBE)** = 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**