

24-D-00033 Fire Station 24 Project Representative

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-rfqqs.

The City of Tampa seeks an Architectural-Engineering Professional to assist Tampa Fire Rescue as its "Department Representative", from "project start to closeout", with the management and cost estimation of a new one-two story 11,000 SF (approximate) "Fire Station No. 24" and campus upon an existing 3.05-acre site (approximately) owned by the City of Tampa at 4902 East Whiteway Drive, Tampa 33617. The site consists of two parcels and a public right of way and all design, development, construction, and improvements for this project are to be performed under a separate agreement for Design-Build Services. All construction and improvements for this project by others shall also be prioritized through a collaborative programming and design process culminating in a GMP Proposal for the outlined site, building(s), structure, and amenities. Additional information regarding specific design, construction, and improvements for Fire Station No. 24 and campus are illustrated in the Design Criteria Package for Design-Build Services.

Total Project Estimate \$250,000.

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

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 3 PM August 06, 2024, 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 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.

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); Fire Station Construction Project Experience (30 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form 330 (5 pts); "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 BEFORE 2 P.M., August 29, 2024.** 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-D-00033 Fire Station 24 Project Representative

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
☐ 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.

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 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.



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 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

Failure to Complete, Sign and Submit				
this form with your Bid or Proposal				
Shall render the Bid Non-Responsive.				
(Do Not Modify This Form)				

Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

Signed: _____ Name/Title: _____ Date: _____

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.

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.

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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

For Reference Only



**RFQ 24-C-00019
DESIGN-BUILD SERVICES
AND RELATED, ASSOCIATED, AND SUBSEQUENT WORK FOR
TFR - FIRE STATION NO. 24**

DESIGN CRITERIA PACKAGE

BY:
JEFFREY WILSON, AIA NCARB SEGD



CITY OF TAMPA
April 15, 2024

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-C-00019)

TFR - Fire Station No. 24 Design-Build

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The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT or “City”) for a Request for Qualifications (RFQ 24-C-00019) for “Design-Build (DB) Services” and Related, Associated, and Subsequent Work for a new one-two story “Fire Station 24” and campus for Tampa Fire Rescue (TFR) to be located at 4902 East Whiteway Drive, Tampa, Florida 33617. The site also consists of two parcels and a public right of way (Refer to Attachments).

The “Design-Build Team” (DBT) shall provide the following services and deliverables including, but not limited to the following:

GENERAL ITEMS

- Comprehensive Project Scheduling and Project Management.
- Comprehensive Master Planning, Project Programming and Spatial Analysis.
- Comprehensive Public Outreach Campaign, Compilation, and Analysis.
- Additional Elements and Amenities as Outlined from Public Input.
- Compliance with the Standards to satisfy LEED Silver Certification (No Certification is Required).

PROJECT ITEMS

- Comprehensive Architecture and Interior Design Services.
- Comprehensive Landscape Architecture.
- Comprehensive Services for the Relocation of Existing Furnishings, Fixtures, and Equipment (FFE).
- Comprehensive Services for New Existing Furnishings, Fixtures, and Equipment (FFE).
- Comprehensive Specialty Design Services for a TFR Fire Station.
- Comprehensive Engineering Services including, but not limited to Civil, Structural, Threshold Inspection, Mechanical, Electrical, Lighting, Plumbing, Acoustic, Fire Protection, Stormwater, and Security
- Comprehensive Studies and Analysis of Neighborhood Traffic and Means of Transportation.
- Comprehensive Design Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations.
- Coordination with CoT’s Departments including, but not limited to, Equal Business Opportunity (EBO), Logistics and Asset Management (LAM), Mobility, Risk Management, Solid Waste, Stormwater, Sustainability and Resiliency, Technology and Innovation (T&I), Water, and Wastewater.
- Computer Graphics including 3D Modeling and Renderings for Presentations.
- Environmental Graphic Design Services including Wayfinding as well as Exterior and Interior Identification, Informational, and Directional Signage.
- Comprehensive Design Services for a Project and/or Building Commemorative Plaque(s).
- Coordinating the Installation(s) of Public Art and Providing of Required Utilities and Support of Structure(s).
- Survey Services including, but not limited to, Boundary, Topographic, Bathymetry, Trees, Utilities, Layout, As Built, and Final Layout.
- Comprehensive Construction, Fabrication, and Construction Administration Services.
- Comprehensive Geotechnical Services and Utility Location.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-C-00019)

TFR - Fire Station No. 24 Design-Build

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- Comprehensive Demolition, Land Clearing, and Grading.
- Comprehensive Irrigation Design and Implementation Services.
- Comprehensive Green Infrastructure for Stormwater Management.
- Comprehensive Job Site Control and Erosion Control Systems.
- Comprehensive Environmental Evaluation, Analysis, and Hazard Remediation Services.
- Comprehensive Environmental Evaluation, Analysis, and Remediation for Lead and Asbestos
- Comprehensive Cost Estimation Services at 30% CD, 60% CD, 90% CD, and 100% CD.
- Scheduling of a Preliminary Project Review (PPR) with the Construction Service Department (CSD) at 60% CD.
- Single Guaranteed Maximum Price (GMP) Proposal to include, but not limited to, T&I, FF&E (DBT and CoT Provided), Solar Technology, Firm and CoT Contingencies, Public Art (1% of Total Budget to a Maximum of \$200K) and all industry standard soft costs.
- As Built and Final Documents in Latest AutoCAD Release.
- Complete Closeout Documents Technical Specifications, Shop Drawings, and Exhibits in Word and PDF Formats.

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, Landscape, Building, and Regulatory Permitting.
- Compliance with CoT's Apprentice Programs.
- Compliance with CoT's Architectural Review, Historic Preservation, Over-Lay District, and Certificate of Appropriateness Regulations.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.
- All Costs Related to Permitting, Regulatory Agencies, and Fire Station Accreditation.

TAMPA FIRE RESCUE ITEMS

- Comprehensive Specialty Design Services for a TFR Fire Station and Related Facilities.
- Performance Forward Fire Station Design.
- Transitional Zones for Decontamination.
- Green, Resilient, and Flexible Fire Station Design.
- Design Emphasis on Firefighter Wellness.
- Design for the Inclusion of All Genders.
- Use of Natural Lighting in Fire Station Design.
- Minimize Acoustics between Dormitory Rooms and Adjacent Spaces.
- On-Site Training Facilities and Amenities.
- Understanding of Community Impact.
- Providing of a Traffic Signal and/or Traffic Devices.
- Project Coordination and Communication with TFR and Logistics and Asset Management Departments.
- Project Coordination and Communication with TFR's Project Manager and/or Consultant.

SECTION 1: DESIGN CRITERIA IN GENERAL

1.01 PURPOSE

This document provides the criteria for the design, development, and construction of a new one-two story “Fire Station No. 24” and campus upon an existing 3.05-acre site (approximately) owned by the CoT at 4902 East Whiteway Drive, Tampa, Florida 33617. The site also consists of two parcels and a public right of way (Refer to Attachments).

All construction and improvements for this project shall be prioritized through a collaborative programming and design process culminating in a GMP Proposal for the outlined site, building(s), structures, and amenities. Additional information regarding specific design, construction, and improvements are illustrated in the exhibits and/or attachments.

A. PUBLIC OUTREACH CAMPAIGN, COMPILATION, AND ANALYSIS

All Respondents to this Request for Qualifications (RFQ) shall upon their selection be required to gather input from the public through a series of face to face and virtual public engagements including, but not limited to, town halls, meetings, workshops, and presentations to identify the needs and requirement of the residents, neighborhood, and community regarding a new Fire Station No. 24 and campus.

Public Outreach shall include, but not limited to, the collection of all data, information, materials, surveys, feedback, research, planning, compilation, and analysis, for the design and construction of new buildings, structures, site amenities, and parking as initially outlined herein including the development of the property to accommodate visitors, employees, CoT and TFR owned vehicles, and delivery parking.

All Respondents to this RFQ shall also be required to also provide evidence of prior success, including methods and strategies, in engaging the public, press, social media, and other potential community partners, to communicate the progress, objectives, and goals of this project. All Respondents shall also lead, alongside TFR and stakeholders of the CoT, a campaign to give the community a voice to shape a new Fire Station No. 24 and campus and inform the public in a consistent, timely, clear, and positive manner of its development, progress, schedule, and target dates.

B. MASTER PLAN, PROGRAMMING, AND SPATIAL ANALYSIS

All Respondents to this RFQ shall upon their selection be required to prepare a comprehensive Master Plan, Project Program, and Spatial Analysis with Cost Estimate, based on the Public Outreach, Compilation, and Analysis for the review and approval of TFR and stakeholders of the CoT that sets forth, establishes, and confirms the goals and objectives for this project. The Master Plan, Program, and Spatial Analysis with Cost Estimate shall include, but not limited to, the collection of all data and materials, research, planning, spatial analysis, and wayfinding for the design and construction of new buildings, structures, and site amenities as outlined herein as well as the development of the property to accommodate visitors, employees, CoT and TFR owned vehicles, and delivery parking.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-C-00019)

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C. SITE AND GENERAL CAMPUS

Site development for a new Fire Station No. 24 and campus shall include, but not limited to, all items listed in this Design Criteria and shall be made part of the comprehensive Master Plan, Project Program, and Spatial Analysis with Cost Estimates. Refer to Section 2 for additional information.

1.02 SITE

The site for this project is an undeveloped 3.05-acre (approximate) parcel of land owned by the CoT located at 4902 East Whiteway Drive, Tampa, Florida 33617 consisting of two parcels and a public right of way (Refer to Attachments). Please note that the site is generally rectangular in shape, abuts existing residential lots on the east and west, Greco Park to the north, East Whiteway Drive to the south, and is bisected by a fifty (50) foot unimproved public right of way.

Additionally, access to the site is proposed by TFR from East Whiteway Drive to the south and as well as Greco Park to the immediate north, however no driveways along either boundary currently exist.

The site for this project is in the City of Tampa, Florida within the section/township/range of 16/28/19 and with folio number 139687-0000.

1.03 INTENT

The intent herein is to list the minimum design criteria necessary for achieving this effort under a single Design-Build | 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 scope of work and GMP Proposal.

1.05 PROJECT TEAM REQUIREMENTS

The 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 and TFR.

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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 DBT 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 and TFR to minimize disturbance of programmed activities and public use of the adjacent park.

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 the CoT and TFR. The recommended schedule and content shall be submitted prior to 30% CDs and pricing.

1.07 EXHIBITS

The exhibit(s) attached and described under this RFQ have been compiled by TFR and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire. Refer to Attachments.

1.08 ZONING OF THE SITE

The DBT shall confirm the zoning of new Fire Station No. 24 with TFR. Refer to Attached Exhibits for additional information regarding Zoning.

1.09 FLOOD ZONE

The DBT shall confirm with TFR that the entire site for new Fire Station No. 24 lies within Flood Zone X. Refer to Attached Exhibits for additional information regarding Flood Zone.

1.10 SURVEY AND VERIFICATION OF SITE CONDITIONS

Design-Build Services shall include boundary and physical surveys including, but not limit to, topography, trees, right of way, utilities, buildings, pavement, and all existing facilities necessary for cost estimating, design, and construction of the proposed improvements. Design-Build Services shall also include surveying for layout and As-Built Plans, and the verification of all existing conditions necessary for the successful completion of the project including but not limited to:

A. BOUNDARY, TOPOGRAPHIC, WETLAND, TREE, AND UTILITY SURVEY

Provide a composite boundary, topographic, tree, wetland, and utility survey for a new Fire Station No. 24 and campus. The survey shall include, but will not be limited to, the following:

- Locations of all above ground improvements
- Topography with sufficient ground elevations to prepare a Digital Terrain Model (DTM), with 1' contours.
- Visible evidence of above and underground utilities
- Wetlands

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- Storm and pipe sizes, types, and inverts, septic system with drain field.
- Finish floors of all buildings
- Existing easements (if any)
- Trees 5" DBH (tree trunk diameter at 4.5 feet above grade) and greater. Groups of trees in proximity (i.e., those within 5' of each other) shall also be designated as a grouping of trees, with the predominant species, estimated number and average caliper indicated.
- Provide North American Datum 1983, Adjustment 2011 (NAD83/2011)
- Provide North American Vertical Datum 1988 (NAVD88)
- Deliverable to include PDF of field notes and zip file of survey drawing.

B. RIGHT OF WAY SURVEY

Provide a Right of Way Survey for a new Fire Station No. 24 and campus to include, but not be limited to water, wastewater, sanitary sewer, mobility, electrical, technology, communication, data, and all other utility connections.

1.11 LAND CLEARING, SITE WORK, DEMOLITION, REMOVAL, GRADING, LANDSCAPING, AND IRRIGATION

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

1.12 LAYDOWN AREA

The DBT shall confirm with TFR and Parks & Recreation (P&R), prior to the start of the project, if a portion of Greco Park, adjacent to the site, can be used as a laydown area for construction during the course of the project.

1.13 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, required site improvements, and TFR and Fire Station Accreditation. All Respondents to this RFQ shall also have a complete and thorough understanding of the submittal requirements and processes of the CoT and TFR as well as required approvals for design, fabrication, and construction.

1.14 COMPLIANCE WITH CITY OF TAMPA ORDINANCES

All Respondents to this RFQ shall comply with all municipal ordinances, including but not limited to those regarding 1) Apprenticeship Training - Construction (Construction \$1,000,000 >), 2) Equal Business Opportunity (EBO) Program, and 3) Providing of required Utilities as outlined in the CoT Ordinances and Forms of Agreements.

All Respondents to this RFQ shall be aware of the CoT's desire to foster ongoing or developing programs such as apprenticeship, mentoring, and on-the-job training. Emphasis towards fostering a strong and talented local workforce, promoting an increase in school attendance and graduation rates, defining pathways through higher education, technical certification programs

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and career readiness are a CoT objective. Additionally, the championing of local business, removing barriers to access, and promoting diversity, and inclusion, in addition to that mentioned, are important criteria in the selection process(es).

1.15 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.

1.16 COMPLIANCE WITH THE STANDARDS OF TAMPA FIRE RESCUE AND FIRE STATIONS

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 federal, state, and local agencies, commissions, professional associations, accreditation boards, related to and/or with oversight of TFR's operations; including but not limited to, exterior walls, interior walls, points of entry, doors, windows, openings, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation, security, and fire protection.

1.17 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) of both CoT and TFR.

1.18 CONSTRUCTION AND ENERGY SAVINGS

All new construction for this project shall be designed and built to satisfy the standards for LEED (Leadership in Energy and Environmental Design) Silver Certification (LEED Certification is not Required). The satisfying of LEED Silver Certification shall require the DBT to adhere as closely as possible to the prerequisites and credits of the United States Green Building Council (USGBC) that address carbon, energy, water, waste, transportation, materials, health, and indoor environmental quality, and upon verification and review, achieves between 50-59 points.

All new construction shall make the best use of all applicable and sustainable materials and methodologies to reduce operating costs, including but not limited to energy efficient windows, lighting, HVAC equipment, insulation, plumbing, and appliances (savings technologies). Additionally, all new construction for this project shall make the best use smart building controls for HVAC and lighting as well as energy producing technologies, including but not limited to solar panels.

1.19 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 TFR.

1.20 ENVIRONMENTAL CRITERIA

The project site is in an urban | suburban setting with a mix of residential and civic uses accessed by roads and sidewalks. Vehicular and pedestrian access routes, or detours, shall be provided and

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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.

1.20 ESSENTIAL FACILITY

All Respondents to this RFQ shall be advised that Fire Station No. 24 shall be designed and engineered to comply with the governing standards of an Essential Facility with Coastal Conditions (Risk Category 4 and Hurricane Category 5; To be verified by DBT).

1.21 SITE VISIT

All Respondents to this RFQ are invited to visit the project site prior to responding to this RFQ. A site visit is not mandatory.

SECTION 2: BASIS OF DESIGN

2.01 RFQ RESPONSE

- 2.01a The DBT shall be advised that the footprint for Fire Station No. 24 was initially based on TFR's existing Fire Station No. 23 (10,600 SF approximate) and campus located at 20770 Trout Creek Drive, Tampa, Florida 33647. However, TFR remains open to ideas, recommendations, and suggestions to improve upon this current design.

Construction Documents and additional information regarding Fire Station 23 and previously completed projects shall be made available to the selected DBT.

- 2.01b The DBT 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% Construction Documents, Equal Business Opportunity (EBO) Program, Utility, T&I, ADA, and PPR submissions at 60%, and any other qualifications addressing GMP total scope.
- 2.01c The DBT 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.
- 2.01d The DBT shall demonstrate previous successful experience designing and constructing comparable projects including, but not limited to, insert, and similar facilities.
- 2.01e The DBT shall demonstrate previous work in neighborhood context and with materials appropriate to the community and neighborhood.

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2.02 Total Project Budget for Design, Preconstruction, and Construction: \$17,908,420

The total budget to execute this project in its entirety is \$17,908,420 and includes the estimated cost of design and preconstruction (\$1,949,420) as well as construction (\$15,959,000).

The cost for new TFR fire trucks and/or vehicles (\$1,100,000) is part of the overall CoT budget for this project but is not part of the scope of work.

2.03 Estimated Budget for Initial Design and Pre-Construction Services Phase: \$ 1,949,420.

2.04 Estimated Budget for Construction Phase: \$ 15,959,000

The total estimated budget for construction shall include in addition to all hard and soft costs the costs associated with Traffic Signals, T&I, FF&E, Solar, Public Artwork (maximum of 1% of the total budget not to exceed \$200,000), Signage, and Owner (CoT) and Contractor Contingencies.

The final 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, if deemed by the CoT, becoming a subsequent and separate RFQ and project.

2.05 Project Initial Design and Pre-Construction Services Duration: 12 months

2.06 Project Construction Duration: 18-24 months

2.07 DESIGN CRITERIA | GENERAL

- 2.07a The approved final design shall be complete in all respects as deemed by TFR and shall include all elements necessary to complete the project in its entirety.
- 2.07b The approved final design shall meet the needs of the users and the larger community as determined in collaboration with TFR. The DBT shall also incorporate principles of Crime Prevention Through Environmental Design (CPTED) as applicable.
- 2.07c The DBT shall develop and promote a high functioning, collaborative relationship within itself and TFR to achieve design excellence within the established budget and approved schedule. The DBT shall demonstrate exemplary service to TFR and the stakeholders of the CoT, including but not limited to, project management, design, development, construction, fabrication, and construction administration services.
- 2.07d 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 TFR.
- 2.07e The DBT shall consider in its final design the routine maintenance by TFR and any additional maintenance to be provided by the CoT's Facilities Department (LAM).
- 2.07f The DBT shall include professional cost estimating in its services and scope as work as necessary to inform the design process, facilitate programming, prioritize decisions, and develop the GMP Proposal.

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- 2.07g The DBT shall provide products, materials, and finishes that are durable, commercial grade, and appropriate for TFR facilities with heavy use. Specific furnishings and finishes, or a basis of design product, shall be included in the documents or GMP documents.
- 2.07h The DBT shall provide the TFR and the CoT Stakeholders with three (3) complete Interior Finish Boards displaying all approved exterior and interior materials, hardware, cabinetry, and casework including, but not limited to, all colors, finishes, and textures.
- 2.07i 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 CoT'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.
- 2.07j 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.

2.08 DESIGN CRITERIA | SITE

- 2.08a General Site Improvements shall include, as part of the complete set of Design and Construction Documents, comprehensive Architecture, Landscape Architecture, Interior Design, Graphic Design, and Engineering Plans and Specifications including but not limited to, the following:
 - Paved Asphaltic | Concrete Roadways and Driveways.
 - Concrete Aprons.
(All Roadways, Drives and Aprons shall be designed prevent Vehicle Drag Entering | Exiting)
 - Secured Surface Parking Spaces: 20 Minimum (verify).
 - Visitor Parking: 4 Spaces (verify).
 - Surface Handicap Spaces: 2 (verify).
 - EV Charging Stations: 2 (TBD).
 - ATV | Golf Cart Parking.
 - Gasoline and Diesel Fuel Station.
 - Pedestrian and Employee Walkways.
 - Outdoor Covered Patio (Adjacent to Kitchen).
 - Landscaping and Irrigation System.
 - Retention Pond(s).
 - Detention Area(s).
 - Site, Area, and Perimeter Lighting.
 - Site Identification (Signage).
 - Complete Security and Surveillance System(s).
 - Privacy Wall and Fencing with Electronic Gates.
 - Solar Panels and Related Services and Technology Equipment.

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- Site Amenities including but not limited to Outdoor Seating, Tables, Bicycle Rack and Flagpole(s).
 - Site Services including but not limited to Electrical Outlets and Hose Bibs for Vehicle Servicing
 - Waste Container(s) and Enclosure(s).
 - Fire Hydrant(s)
 - Traffic Light(s)
- 2.08b The preliminary and final designs are to be based on providing amenities and elements defined by the comprehensive Master Plan, Programming, and Spatial Analysis based on the findings of the Public Outreach Campaign, Compilation, and Analysis. The goal is to meet the needs of TFR as well as those of the neighborhood and community.
- 2.08c The design should consider the existing site conditions including existing drainage patterns. It is imperative that the final designer and preparer of construction documents fully understand Americans with Disabilities Act (ADA) and Florida Building Code (FBC) regulations regarding accessibility and public safety as well as all related requirements to design, permit, and construct this facility in its entirety.
- 2.08d DBT services shall include, but not be limited to, providing a survey as well as verifying all existing conditions and existing features, including but not limited to, topography, utilities, trees, vegetation, and site amenities.
- 2.08e DBT services shall include, but not limited to, environmental compliance, tree protection, artwork protection, utility coordination, and regulatory permitting as necessary to design, permit, and construct this project in its entirety as deemed by TFR.
- 2.08f The DBT shall design and provide positive drainage throughout the site with no standing water, saturated soil, etc.
- 2.08g The approved final design shall be complete in all respects as deemed by TFR and shall include all elements necessary to complete the project in its entirety.
- 2.08h The DBT shall provide foundations, slabs, drives, and walkways throughout the project of sufficient design and construction to accommodate heavy to extreme loads and all types and sizes of proposed and anticipated TFR and CoT vehicles.
- 2.08i The DBT shall provide a comprehensive irrigation and site lighting control system compatible with the city-wide system per the CoT's technical specifications, which will be provided during the design phase.
- 2.08j The DBT shall study various site lighting options including, but not limited to, installation and operating costs. The DBT shall provide site lighting per the approved final design and GMP.

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- 2.08k The DBT shall provide an irrigation system for established and new trees and vegetation as well as the maintenance of other plant material per the approved final design and GMP. CoT's technical specifications will be provided during the design phase.
- 2.08l The DBT shall provide trees and other plant material per the approved final design and GMP. The quality of plant material and appurtenant work shall be per the CoT's technical specifications which will be provided during the design phase.
- 2.08m The DBT shall provide an appropriate enclosure for several solid waste carts or another waste management strategy for a TFR Fire Station that meets with the neighborhood's visual context.
- 2.08n The DBT shall refer to the attached Site Investigative Report for Fire Station No. 24, dated November 6, 2023, and the Preliminary Stormwater Plan, dated October 2023 (Revised) for additional information.

2.09 DESIGN CRITERIA | BUILDING AND AMENITIES

- 2.09a As part of the complete set of Design and Construction Documents, comprehensive Architecture, Interior Design, Graphic Design, and Engineering Plans and Specifications for this project shall include, but not be limited to, the following:

- One-Two Story 11,000 SF (approximate) Fire Station with four (4) side-by-side (4) Apparatus Bays.
- Entries: Covered.
- HVAC: Full.
- Exterior and Interior Lighting.
- Fire Protection including Sprinklers and Suppression System.
- Fire Alarms and Smoke Detectors.
- Complete Security and Surveillance System(s).
- Complete Phoenix G2 Notification System throughout, including but not limited to, apparatus bays and bunks.
- Controlled Access.
- Building Identification (Signage).
- Exterior and Interior Signage.
- Site and Area Lighting.
- Backup Generator(s).
- Solar Technology with Battery Storage (TBD).
- Exterior Ladder(s) to Roof and Solar Technology.

2.09b Spatial Requirements

Public Access Areas

- Reception | Lobby.

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- Uni-Sec ADA Restrooms.
- Community Meeting | Training Room.
- Training Room Storage.

Command Areas

- District Chief Office (1).
- District Chief Dormitory Room (1) including Bunk, Locker, and Desk.
- District Chief Restroom | Shower (1).
- Captain Office (Shared).
- Captain Dormitory Rooms (2) including Bunks (Draws Below), Lockers, and Desks.
- Captain Restroom | Shower (2).
- Lieutenant Dormitory Room (1) including Bunk (Draws Below), Locker, and Desk.
- Lieutenant Restroom | Shower (1).
- Command Storage.
- Office | Report Writing Room.
- Watch Room.
- Nite Room.

Crew Quarters

- Crew Dormitory Rooms (8) including Bunks (Drawers Below), Lockers, and Desks.
- Domestic Laundry | Janitor.
- Restroom | Shower Rooms for Men and Women.
- Kitchen with Island and Bar.
- Food Preparation Area with Ice Machine.
- Three (3) Shift Pantries with Rolling Doors.
- Dining Area with Television and Entertainment Center.
- Exterior Covered | Enclosed Patio with Gas Grills and Patio Furnishings.
(Adjacent to Kitchen and Dining)
- Dayroom | Activity Area with Television and Entertainment Center.
- Computer Training Room.
- Nursing Room with Counter, Sink, and Refrigerator.

Facility Support Areas

- Physical Agility | Weight Room.
(Adjacent to Lockers, Restrooms, and Showers)
- Physical Agility Storage Room.
- Hallway Lockers.
- Dry Storage.

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- Mechanical Room.
- Electrical Room.
- Emergency Generator Enclosure.
- Telecommunications Room.
- Chiller.

Apparatus Bays and Support

- Apparatus Bays (4)
(To be Sloped away from Public Access, Command Areas, Crew Quarters, and Facility Support Areas).
- Air Room.
- Ice Machine.
- Decontamination Room.
(Adjacent to Restrooms and Showers)
- Exterior Equipment.
- Airlock Vestibule.
- Restrooms | Showers.
- EMS Supply.
- Turnout Gear Storage.
- Janitor Room | Storage Room.
- Emergency Eye Wash Stations.
- Diesel Exhaust System.
- Overhead Large Fans.
- Retractable Electrical Cord Reels from Ceilings for each Apparatus.
- Stair Tower | Fire Training Tower (Two Story Option).

- 2.09c The DBT shall develop and promote a high functioning, collaborative relationship within itself, TFR, and the stakeholders of the City of Tampa (CoT) to achieve design excellence within the established budget and approved schedule. The DBT shall be required to demonstrating exemplary service to TFR and the stakeholders of the CoT, including but not limit to, public outreach, master planning, project programming, special analysis, project management, design, development, construction, fabrication, and construction administration services.
- 2.09d The DBT shall provide designs that maximize the area available to meet the needs of the public end users, TFR, and the stakeholders of the City of Tampa so that Fire Station No. 24 can effectively serve the residents, neighborhood, and local community.
- 2.09e The DBT shall develop a Design and Construction Phasing Plan and Schedule that achieves completion of Fire Station No. 24 as soon as it is practical as deemed by TFR and the stakeholders of the City of Tampa.
- 2.09f The DBT shall be advised that it is critical that Fire Station No. 24 be designed to become an integral part of the neighborhood and community.

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- 2.09g The DBT shall be advised that this project is integrated into a residential neighborhood and improvements should be made to respect the community's character. Improved and welcoming streetscapes for the project are envisioned by TFR and CoT's stakeholders as part of this project.
- 2.09h The DBT shall provide comprehensive exterior and interior improvements as determined through a collaborative programming effort with TFR and CoT's stakeholders as represented in the approved final design and GMP.

2.10 PROJECT PHASES:

2.10a PRE-DESIGN AND SCOPE DEVELOPMENT PHASE

- 2.10b The scope of work during the Pre-Design and Scope Development Phase shall include, but not be limited to, the following:
 - 1. Master Plan, Project Programing, and Spatial Review and Analysis
 - 2. Public Input (Programming and Desired Amenities)
 - 3. Stakeholder Input (Programming and Operational Impacts)
 - 4. City of Tampa Public Relations Consultant's Input.
 - 5. Data Collection and Analysis
 - 6. Surveying and Base Preparation for City Owned Parcels
 - 7. Vision Plan
 - 8. Conceptual Design
 - 9. Cost Estimate(s)
 - 10. Public Presentations (Public Input and Comments)
 - 11. City Council Presentation and Approval of Conceptual Design and Cost Estimate(s)
 - 12. Notice to Proceed | Design.

2.10c DESIGN PHASE

- 2.10d The scope of work during the Design and Development Phase shall include, but not be limited to, the following:
 - 1. Additional Surveying and Base Update(s) as Required.
 - 2. Coordination with CoT Divisions and Departments
 - a. Logistics and Asset Management
 - b. Mobility (Transportation)
 - c. Public Art Group
 - d. Solid Waste and Environmental Management
 - e. Technology and Innovation
 - f. Water
 - g. Wastewater
 - 3. 30% Concept Review
 - 4. Sustainability Report and LEED Checklist

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- a. Demonstrating Compliance with the Standards to Satisfy LEED Silver Certification (No Certification is Required)
5. 60% Schematic Design Review.
 - a. ADA Review.
 - b. Equal Business Opportunity (EBO) Review and Goal Setting.
 - c. Logistics and Asset Management Department | Facilities Management Division Review.
 - d. Mobility Department Review.
 - e. Risk Management Review
 - f. Solid Waste and Environmental Program Management Review.
 - g. Stormwater Department Review
 - h. Sustainability and Resiliency Review.
 - i. Technology and Innovation Review.
 - j. Utility, FEMA, and all Regulatory Agency Review(s).
 - k. Wastewater Department Review.
 - l. Water Department Review.
6. Exterior and Interior Material, Finish, and Color Boards
7. Preliminary Plan Review (PPR) and possible identification of the following, including but not limited to:
 - a. Water, Wastewater, Solid Waste and Mobility Review
 - b. Design District Review (DDR).
 - c. Overlay District Review.
 - d. Environmental Protection Commission Review (EPC).
 - e. Federal Emergency Management Administration (FEMA) Review.
 - f. Tampa Bay Port Authority Review.
 - g. Army Corp of Engineers Review.
 - h. Other Regulatory Agency Reviews.
 - i. Right-of-Way Reviews.
8. Early Start Permit and Regulatory Submissions.
9. 90% Design Development Review.
10. 100% Construction Document Review.
11. Permit and Regulatory Submission(s) through Contract Administration Technicians.
12. GMP Proposal (Design-Build Projects) and Cost Estimate.
13. City Council Approval of Initial Agreement and GMP Presentation.

2.10e **BUILD PHASE**

2.10f The scope of work during the Build Phase shall include, but not be limited to, the following:

1. Notice to Proceed | Construction.
2. Construction Starts
3. Public Art Installation and Coordination
4. Completion of Construction
5. Punchlist
6. Substantial Completion

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- 7. Reviews for Accreditation
- 8. Certificate of Occupancy
- 9. Project Closeout

2.11 DESIGN CRITERIA | OWNER PROVIDED MATERIALS

- 2.11a TFR will provide the selected DBT 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 TFR shall provide the selected DBT a copy of its existing conditions for this project.
- 2.11c TFR shall provide the selected DBT with the Construction Documents for Existing TFR Fire Station No. 23 (Project No. 17-C-00037).
- 2.11d 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 TFR and CoT, shall be provided without additional cost by the DB Team.

SECTION 3: EXHIBITS

- 3.01 The following exhibits are to be made part of this RFQ and shall include the following:
 - 3.01a EXHIBIT A – SITE PLAN | 4902 East Whiteway Drive, Tampa, Florida 33617 (Pre-Development Basin Plan), dated November 6, 2023
 - 3.01b EXHIBIT B – PRELIMINARY LAYOUT OF FIRE STATION NO. 24 AND CAMPUS (Post Development Basin Plan), dated November 6, 2023.
 - 3.01c EXHIBIT C – “SITE INVESTIGATION REPORT for A POTENTIAL FIRE STATION NO. 24”, dated November 6, 2023. Document to be made available to the selected DBT upon selection.
 - 3.01d EXHIBIT D – “City of Tampa Fire Station #24 PRELIMINARY STORMWATER MANAGEMENT PLAN”, dated August 2023 and Revised October 2023. Document to be made available to the selected DBT upon selection.

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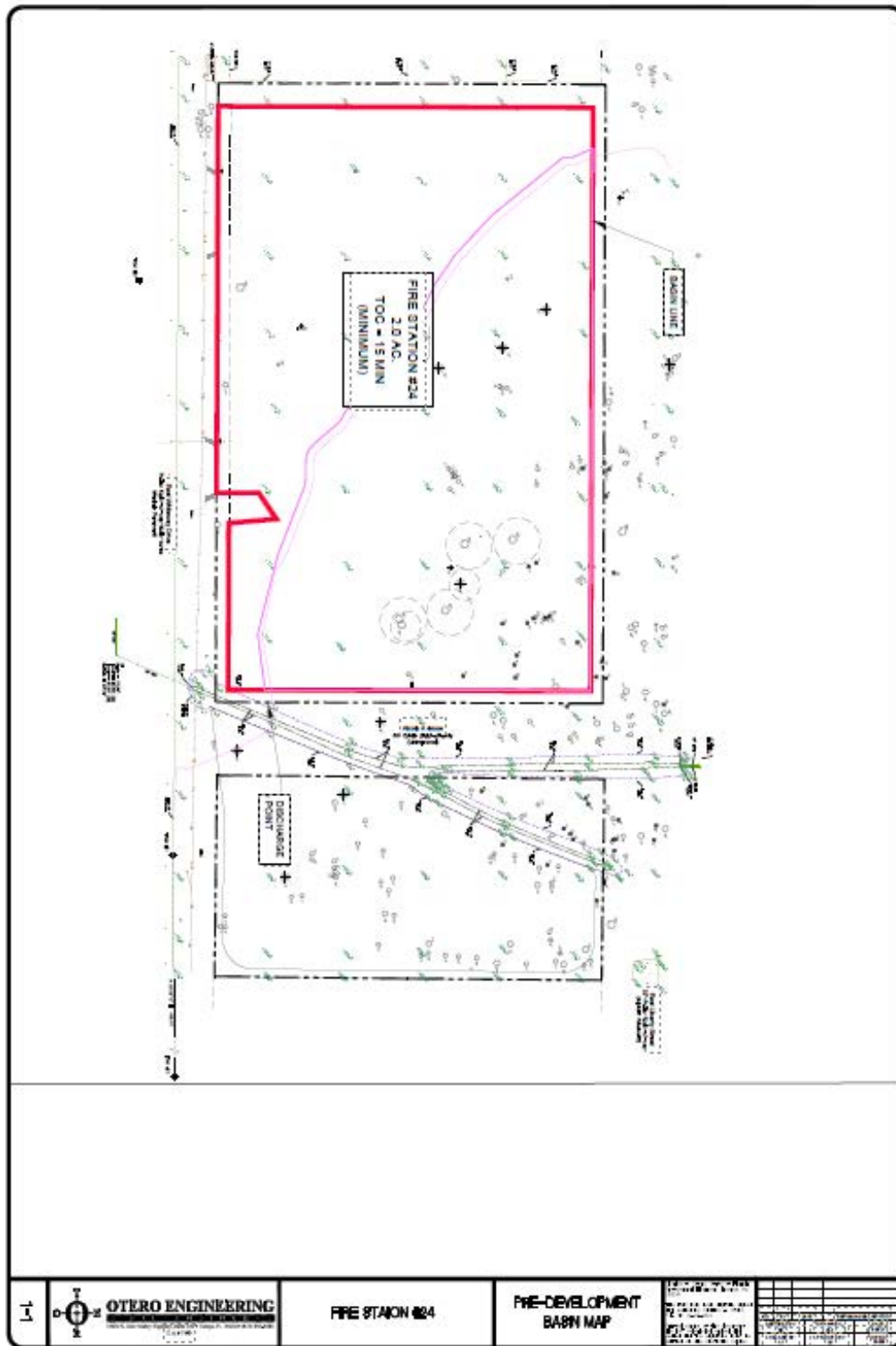


EXHIBIT A | SITE PLAN - 4902 East Whiteway Drive, Tampa, Florida 33617

(Pre-Development Basin Map)

November 6, 2023

NTS

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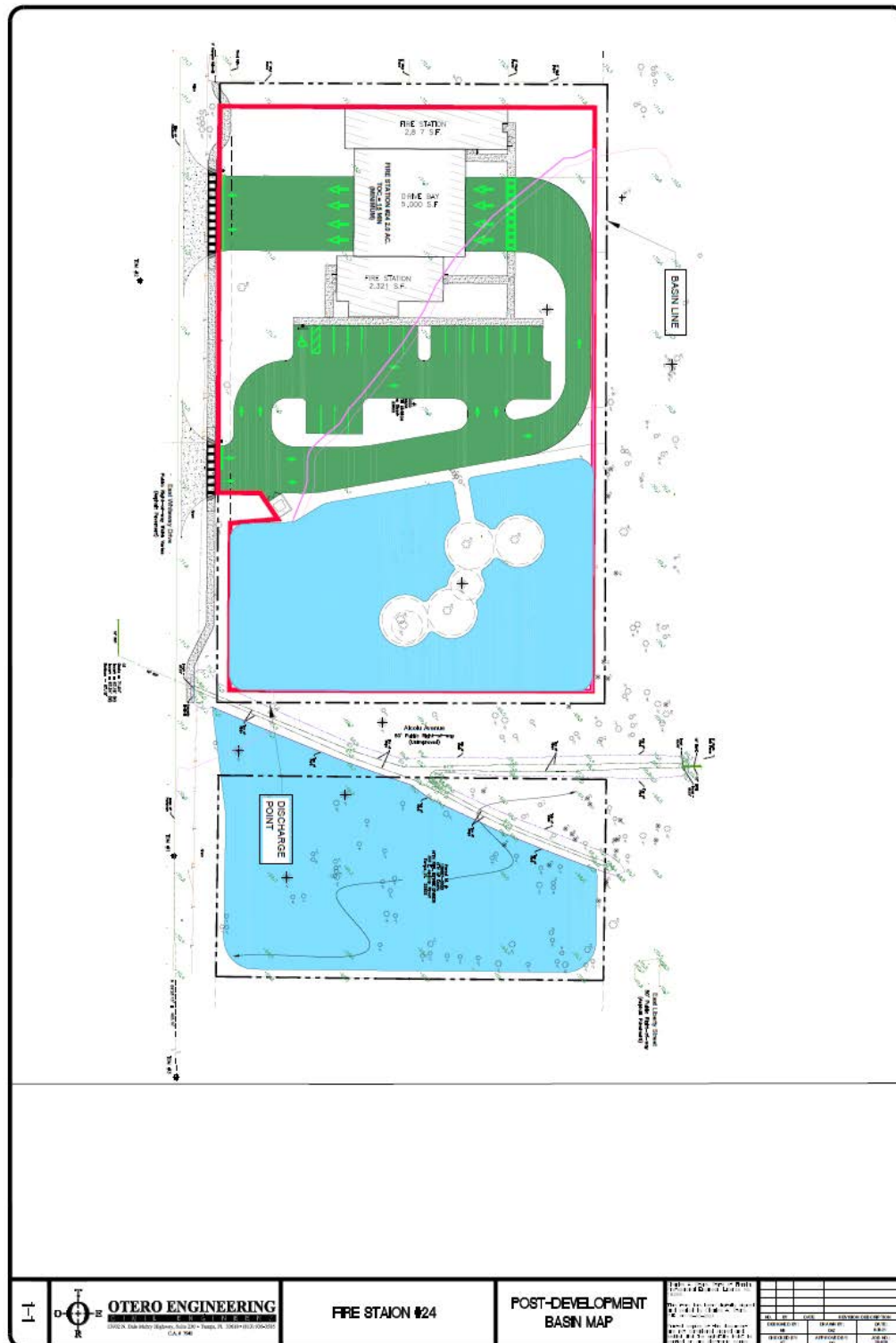


EXHIBIT B | PRELIMINARY SITE LAYOUT OF NEW FIRE STATION NO. 24 AND CAMPUS

(Post-Development Basin Map)

November 6, 2023

NTS