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

24-D-00040 New Fire Fleet Maintenance Building Assessment

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

The City of Tampa seeks Professional Engineering or Architectural Services to complete Facilities Assessment and related services for the Fire Fleet Maintenance and Supply Building and associated facilities and described in the attached Scope of Services document.

Reference Drawings and any additional material may be found at: www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs

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

A pre-submission conference will be conducted at 3 PM October 7, 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/ADARequest.

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) Qualifications, (30 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form SF330 (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., October 17, 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-00040 New Fire Fleet Maintenance Building Assessment

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

SUBMITTER ("Firm") NAME: _____

FEDERAL TAX ID#: _____

FIRM TYPE: ☐ Individual/Sole Proprietor ☐ Joint Venture (JV)* ☐ Partnership (PN)* ☐ Corporation
☐ Limited Liability Company ☐ Other: _____

FIRM CONTACT NAME: EMAIL: PHONE:

CERTIFICATIONS:

Firm is licensed, permitted, and certified as required to do business in Florida: [_]Yes [_] No
License/registration/certification no(s): _____

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

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 employeereceives any such benefit or interest as a result of such award (See Sec.2-514(d), Tampa Code): **[_]** Yes [_] No

Firm is not in arrears and is not in default upon any obligation to the City of Tampa: **[_]**Yes [_]No

Firm does not use coercion for labor or services as defined in Section 787.06, F.S.

Firm agrees that if the City of Tampa determines Firm has participated in any collusive, deceptive, or fraudulentpractices with regard to this submittal, in addition to any other remedy it may exercise, the City will have the right to debar Firm and deem invalid any contract let under such circumstances: **[_]** Yes [_] No

Data or material Firm asserts to be exempted from public disclosure under Chapter 119, Fla. Stat., is submittedin a separate, single electronic searchable PDF file labeled with the above RFQ number and the phrase "Confidential Material", which identifies the data/material to be protected, states the reasons the date/material isexempt from public disclosure, and the specific Florida statute allowing such exemption (if "No" or otherwise, then Firm waives any possible or claimed exemption upon submission, effective at opening): [_] Yes [_] No

FAILURE TO COMPLETE THE ABOVE MAY RESULT IN FIRM'S SUBMITTAL BEING DECLARED NON-RESPONSIVE

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

Points Pursuant to Designated Industry Category:_____ ***FORM MBD-71*** **(Refer to MBD Form 70 and Form 50-GFE Outreach)**		
	Evaluation Criteria	**Point Values**
A.	Underutilized WMBE Firms participating as the Prime Contractor (City of Tampa Certified Only)	20
B.	City of Tampa Certified SLBE firms participating as the Prime Contractor, which include City of Tampa Certified WMBE/SLBE sub-(contractor, consultant) participation	5 - 15
C.	Non-City of Tampa Certified WMBE/SLBE Prime Contractor with meaningful sub-(contractor, consultant) participation by City Certified Underutilized WMBE and/or SLBE firms	1 - 15
D.	* External agency WMBE/SLBE/DBE certifications recognized by City of Tampa for designated RFP, RFQ, RFI solicitations	0 – 7
NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)		

Points are determined as follows (Requires Form 50-GFE):

A. A maximum of twenty (20) rating points may be awarded when the Proposer is a City of Tampa Certified WMBE firm deemed underutilized within the Industry category established by the RFQ.

B. A maximum of fifteen (15) rating points may be awarded when the Proposer is a City of Tampa certified SLBE with meaningful participation by City certified WMBE/SLBE sub-contractors/consultants.

C. One to Fifteen (1-15) rating points may be awarded when the Proposer is not a City of Tampa certified WMBE/SLBE prime contractor but utilizes either Underutilized WMBE and/or SLBE certified firm(s) as sub-contractors/consultants and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed MBD Form 10-20.

D. A maximum of seven (7) "discretionary" rating points may be awarded when the Proposer provides WMBE/SLBE participation from an external agency recognized by the City. Discretionary points may be awarded for ancillary participation (see definition). The point values for ancillary participation may be subordinate to weighted values outlined in categories A, B and C above.

NOTE: ***WMBE participation is narrowly tailored (per policy) to target underutilization of affected groups in specific trade/industry categories. Any WMBE/SLBE achievement that was not designated on MBD Form 70 is considered ancillary. Ancillary participation may be counted with overall participation and credited to your rating points when underutilization criteria are met.

The maximum number of points available for WMBE and/or SLBE participation will not exceed a total of twenty (20) points.

Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines

Under CCNA solicitations, proposers must submit to preconstruction Good Faith Efforts (GFE) requirements covering the inclusion of City of Tampa certified WMBE & SLBE firms. Such inclusion shall be clearly addressed and documented utilizing Forms MBD 10, 20 & 50. Proof of certification shall include copies of current certification certificates. This applies to ALL Phase 1 preconstruction design services.

Points awarded during the shortlist selection process will be more heavily weighted predominantly on the design side (this does not preclude identification of phase 2 projections of construction participation which follow in the future, i.e., GMPs). In order to ensure the maximum points, a proposer must **clearly identify and quantify** its planned participation without ambiguity. Simply marking "To Be Determined" (TBD) will not satisfy this requirement and may receive significantly lower ratings. Finally, additional favorable consideration will be granted to the firm(s) that beyond all others, provide(s) the highest *relevant* and most binding participation.

The evaluation includes but is not limited to the following criteria:

- Diversity of WMBE/SLBE subcontractors listed to be utilized (MBD Form 20)
- Percentage of proposal/scope committed to WMBE/SLBE subcontracting
- The collective factors in determining the total points awarded will be based on the overall weight of evidence in the proposal that specified the participation.

In all cases, the Proposer and/or subcontractor(s) must be WMBE and/or SLBE certified prior to the opening date and time of the RFP to be eligible to earn WMBE/SLBE rating points. The evaluation process of WMBE and SLBE participation will be evaluated by the City of Tampa's 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 GFECP 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 Federal ID	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N

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

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub–contracting opportunities on this contract.

Signed:_____ Name/Title:_____ Date:_____

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive
Forms must be included with Bid / Proposal

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.

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive

Page 3 of 4 – DMI Solicited/Utilized Schedules
City of Tampa – Schedule of All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers)
(FORM MBD-20)

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

Check applicable box(es). Detailed Instructions for completing this form are on page 4 of 4.

[ ] See attached list of additional Firms Utilized and all supplemental information (List must comply to this form)
Note: Form MBD-20 must list ALL subcontractors To-Be-Utilized including Non-minority/small businesses

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

[ ] No Firms are listed to be utilized because:_____

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

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

S = SLBE W=WMBE O =Neither Federal ID	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	$ Amount of Quote. Letter of Intent (LOI) if available	Percent of Scope or Contract %

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

Total ALL Subcontract / Supplier Utilization $_____
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this Contract.

Signed:_____ Name/Title:_____ Date:_____

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive
Forms must be included with Bid / Proposal

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.

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

RFQ 24-D-00040

RELATED, ASSOCIATED, AND SUBSEQUENT WORK FOR THE NEW FIRE SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING), AND ASSOCIATED FACILITIES ASSESSMENT

PROPOSED SCOPE OF WORK

BY:
THOMAS A. HESTER, SR., AIA

CITY OF TAMPA
September 5, 2024

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT

September 5, 2024

The following Proposed Scope of Work was prepared by the City of Tampa, Florida ("City") for a Request for Qualifications (RFQ 24-D-00040) for Related, Associated, and Subsequent Work for a new TFR Fire Support Service Complex Building and associated facilities assessment for the City of Tampa's, Tampa Fire Rescue (including Fleet Maintenance, Storage, and Supply building). The "Assessment Team" (AT) shall provide the following services and deliverables including, but not limited to the following:

GENERAL ITEMS

- Comprehensive Interviewing and meeting with all pertinent staff and all stakeholders.
- Comprehensive Master Planning, Project Programming and Spatial Analysis.
- Comprehensive Cost Estimation Services at scheduled assessment team submittals.
- Comprehensive Itemized Report with each programmed item listed on a separate sheet and line items listed in an Excel spreadsheet for ease of prioritization.
- Comprehensive Site Analysis of favorable options/locations.

PROJECT ITEMS

- Comprehensive Architecture Assessment Services.
  Comprehensive Specialty Assessment Services for a Support Service Complex (including Fleet Maintenance, Storage, and Supply building)
- Comprehensive Studies and Analysis of Neighborhood Traffic and Means of Transportation.
- Comprehensive Assessment Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations.
- Coordination with City Departments including, but not limited to, TFR, Logistics & Asset Management (LAM), Mobility, Solid Waste, Stormwater, Sustainability and Resiliency, Technology and Innovation (T&I), Water, and Wastewater.
- Computer Graphics including 3D Modeling and Renderings for Presentations if needed.
- Survey Services including, but not limited to, Boundary, Topographic, Bathymetry, Trees, Utilities, and Layout.
- Comprehensive Environmental Evaluation, Analysis, and Hazard Remediation Services.
- Comprehensive Site Environmental Evaluation, and analysis.
- Comprehensive Geotechnical Services.

COMPLIANCE ITEMS

- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting.
- Compliance with the City'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.

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
September 5, 2024

TAMPA FIRE RESCUE ITEMS

- Comprehensive Specialty Assessment Services for a TFR Support Services Complex (including fleet maintenance, storage, and supply building) and Related Facilities.
- Performance for a TFR Support Service Complex (including fleet maintenance, storage, and supply building) and associated facilities assessment.
- Transitional Zones for Decontamination.
- Green, Resilient, and Flexible TFR Support Service Complex (including fleet maintenance, storage, and supply building) and associated facilities assessment.
- Assessment emphasis on Employee Wellness.
- Assessment for the Inclusion of all genders.
- Use of natural lighting in the TFR Support Service Complex (including fleet maintenance, storage, and supply building) and associated facilities assessment.
- Minimize acoustics between adjacent spaces.
- On-Site Training Facilities and Amenities.
- Understanding of Community Impact.
- Project coordination and communication with Tampa Fire Rescue, Logistics and Asset Management, and associated departments.
- Project coordination and communication with TFR's Project Manager, assigned designee, and/or Consultant.
- ADA requirements.

SECTION 1: ASSESSMENT CRITERIA IN GENERAL

1.01 PURPOSE

This document provides the criteria for the assessment and development of a new Fire Support Service Complex (including Fleet Maintenance, Storage, Supply facility) and campus upon on several potential sites.

A. 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 from Tampa Fire Rescue, with input from Logistics & Asset Management/Fleet Division, and stakeholders of the City 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 assessment and construction of new buildings, structures, and site amenities as outlined herein as well as the development of the property to accommodate visitors, vendors, employees, City and TFR owned vehicles, and delivery parking.

B. SITE AND GENERAL CAMPUS

Site development for a new Fire Support Services Complex (including fleet maintenance, storage, supply facility) and campus shall include, but not limited to, all items listed in this Assessment 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.

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
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1.02 SITE

The site for this project has not been determined, but investigations of possible sites will be a part of the assessment scope of work.

1.03 INTENT

The intent herein is to list the minimum assessment criteria necessary for achieving this effort under a single Assessment Contract.

1.04 BASIS OF ASSESSMENT

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

The Proposed Scope of Work 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.

1.05 PROJECT TEAM REQUIREMENTS

The Assessment Team (AT) to be utilized for this project shall have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives.

1.06 EXHIBITS

The exhibit(s) attached and described under this RFQ have been compiled by the current Fire Fleet Maintenance Shop and LAM and are included herein for use as a basis of assessment only and not intended to indicate acceptance or intent to hire. Refer to Attachments.

1.07 ZONING OF THE SITE

The assessment team (AT) shall confirm the zoning of new TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility) with the City. Refer to Attached Exhibits for additional information regarding zoning.

FLOOD ZONE

1.08

The assessment team shall confirm with the appropriate City departments that the entire site for new TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility) lies within Flood Zone X. Refer to Attached Exhibits for additional information regarding Flood Zone.

1.09 SURVEY AND VERIFICATION OF SITE CONDITIONS

Assessment-Build Services shall include boundary and physical surveys including, but not limited to, topography, trees, right of way, utilities, buildings, pavement, and all existing facilities necessary for cost estimating, assessment, and construction of the proposed improvements. Assessment-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.

1.10 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 locals 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.

1.11 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 the City of Tampa and other internal stakeholders.

1.12 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 assessment and construction of the project for the Fire Support Services Complex (including fleet maintenance, storage, supply facility).

All Respondents to this RFQ shall be advised that the TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility) shall be assessed 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).

1.13 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.

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

Provide a composite boundary, topographic, tree, wetland, and utility survey for a new Fire Fleet Maintenance and TFR Supply Building 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
- Storm and pipe sizes, types, and inverts, septic system with drain field.
- 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 Fleet Maintenance and TFR Supply Building and campus to include, but not be limited to water, wastewater, sanitary sewer, mobility, electrical, technology, communication, data, and all other utility connections.

1.14 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 assessment for this project shall be included by the Respondents to this RFQ.

1.15 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, automotive industry; particularly heavy equipment and fire rescue apparatus and equipment, appropriate turning radius', 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 City of Tampa, TFR and the Logistics & Asset Management Department, respectively as well as other required approvals for assessment.

1.16 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.

1.17 USE OF NEW AND EMERGING TECHNOLOGIES

The Assessment Team (AT) 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 assessment of the project for the Fire Support Services Complex (including Fleet Maintenance, Storage and Supply Facility.

1.18 ESSENTIAL FACILITY

All respondents to this RFQ shall be advised that the TFR Fire Support Services Complex (including Fleet Maintenance, Storage and Supply Facility) shall be assessed 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 the Assessment Team (AT).

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
September 5, 2024

SECTION 2: BASIS OF ASSESSMENT

2.01 RFQ RESPONSE

The Assessment Team (AT) shall demonstrate experience and the ability to include this and all attachments and associated exhibits (refer to Exhibits). Assessment scopes shall include, but not be limited to, preliminary pricing at 30%, 60%, and 100%

2.02 Total Estimated Project Budget for Assessment: $200,000.

The final budget to execute this project shall be determined as part of the assessment.

2.03 Project Initial Assessment Duration: To be determined by Assessment Team (AT).

2.04 ASSESSMENT CRITERIA | GENERAL

The approved final assessment shall be complete in all respects as deemed by TFR and shall include all elements necessary to complete the project in its entirety.

The approved final assessment(s) 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.

The assessment team shall develop and promote a high-functioning, collaborative relationship between itself and TFR to achieve assessment excellence within the established budget and approved schedule. The AT shall demonstrate exemplary service to TFR and the city's stakeholders, including, but not limited to, project management, assessment, development, construction, fabrication, and construction administration services.

The assessment team shall have a thorough understanding of ADA and Florida Building Code regulations regarding accessibility, public safety, and all related requirements to assessment, permit, and construct this project accordingly in its entirety as deemed by TFR.

T h e assessment team shall include professional cost estimating in its services and scope as work as necessary to inform the assessment process, facilitate programming, and prioritize decisions.

The assessment team shall provide durable, commercial-grade products and finishes appropriate for TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility) with heavy use. Specific furnishings and finishes, or a basis of assessment product, shall be included in the documents or GMP documents.

The assessment team shall provide transparent pricing that takes advantage of the efficiency of Assessment-Build, by creating efficiencies through the standardization of assessment elements and fast tracking of assessment, construction, and fabrication to maximize the City budget.

2.05 ASSESSMENT CRITERIA | SITE

General Site Improvements shall include, as part of the complete set of Assessment and Construction Documents, comprehensive Architecture, Landscape Architecture, Interior Design, Graphic Assessment, and Engineering Plans and Specifications including but not limited to, the following:

- Paved Asphaltic | Concrete Roadways and Driveways for Heavy Vehicles.
- Concrete Aprons.
  (All Roadways, Drives and Aprons shall be designed prevent Vehicle Drag Entering | Exiting)
- Secured Surface Parking Spaces:
- Visitor Parking:
- Surface Handicap Spaces:
- EV Charging Stations: 2 (TBD).
- ATV | Golf Cart Parking.
- Gasoline and Diesel Fuel Station.
- Pedestrian and Employee Walkways.
- Outdoor Covered Patio
- 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.
- 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 Signal(s) (To be Determined)
- Pump test area.

The preliminary and final assessments are to be based on providing amenities and elements defined by the comprehensive Master Plan, Programming, and Spatial Analysis to meet the needs of TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility)

The assessment should consider the existing site conditions including existing drainage patterns. It is imperative that the final assessment and preparer of construction documents fully understand the Americans with Disabilities Act (ADA) and Florida Building Code (FBC) regulations regarding accessibility and public safety as well as all related requirements to assessment, permit, and construct this facility in its entirety.

The assessment team 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, boundary, topography, utilities, trees, vegetation, and site amenities.

The Assessment Team (AT) services shall include, but not limited to, environmental compliance, tree protection, artwork protection, utility coordination, and regulatory permitting as necessary to assessment, permit, and construct this project in its entirety as deemed by TFR and internal stake holders including LAM.

The Assessment Team (AT) shall assess and provide positive drainage throughout the site with no standing water, saturated soil, etc.

The approved final assessment shall be complete in all respects as deemed by TFR, LAM, internal stakeholders, and shall include all elements necessary to complete the project in its entirety.

The assessment Team (AT) shall provide foundations, slabs, drives, and walkways throughout the project of sufficient assessment and construction to accommodate heavy to extreme loads and all types and sizes of proposed and anticipated TFR and City vehicles.

The AT shall provide trees and other plant material per the approved final assessment and GMP. The quality of plant material and appurtenant work shall be per the City's technical specifications which will be provided during the assessment phase.

The Assessment Team (AT) shall provide an appropriate enclosure for several solid waste carts or another waste management strategy for a TFR Fire Support Services Complex (including Fleet Maintenance, Storage, and Supply Facility) that meets with the neighborhood's visual context.

2.06 ASSESSMENT CRITERIA | BULDING AND AMENITIES

As part of the complete set of Assessment, comprehensive Architectural, Interior Assessment, Graphic Design, and Engineering for this project shall include, but not be limited to, the following:

- TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility): Covered.
- HVAC: Full.
- Exterior and Interior Lighting.
- Fire Protection including Sprinklers and Suppression System.
- Fire Alarms and Smoke Detectors.
- Complete Security and Surveillance System(s).
- Controlled Access.
- Building Identification (Signage).
- Exterior and Interior Signage.
- Site and Area Lighting.
- Backup Generator(s).
- Solar Technology with Battery Storage (TBD).
- Exterior Ladder(s) to Roof and Solar Technology.

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
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2.07 SPATIAL REQUIREMENTS (proposed) Assessment Team (AT) to verify

Fire Repair Center (Shop)	55,000sqft	(Ten double bays)
	(2 bays for travel/ traffic flow/ entrance/exit)	
Fire Supply Warehouse + Office	10,000sqft	(needs to be verified)
Area for Covered Vehicles	24,000sqft	
Pump Test pit (with awning)	1,500sqft	
Other structures:	6,200sqft	
Wash bay (with lift)	2,000sqft	
Aerial Test Pad Area	49,000sqft	(based off a circle with a 250ft diameter)
Fueling Station	TBD	
Special Events unit parking	2,000Sqft	(5 Rescue Cars = 400sqft each)
UTV / Golf Carts	400sqft	(Currently only 2 at supply) (total TBD)
DC (Chief) Shop Vehicles	2,000spft	(5 units, pickups, utility bodies)
Supply Vehicles	2,500sqft	(5 units, box vans, stake body vehicles)
Trailers	1200sqft	(USAR, Boat, K9)
Roll off Containers	1200sqft	(3 Foam roll offs?)
Employee Parking	6,000sqft	(30 spaces)
Loading Docks	TBD	(2)
Forklift All Terrain	200sqft	(1)

Reserve Apparatus

Aerial	3,000sqft	(6 apparatus, includes Reserve Tiller)
Rescue Cars	4,500sqft	(15 units)
Pumpers	6,000sqft	(15 units)
Hvy / Haz Rescue	1,200sqft	(3 units)
Pick ups	1,000sqft	(3 units)
Sedans	1,000sqft	(5 units)
AmbuBus	1,000sqft	(2 units)
Command Unit (projected)	500sqft	(1 unit)
Light Towers / Air Comp	800sqft	(3 units)

Vent Truck	500sqft	(1 unit)

Other structures

Garbage	200sqft	
Metal	400sqft	
Recycling	100sqft	(cardboard)
Used Battery Storage	100sqft	(covered/ventilated)
Hazmat / Med waste	200sqft	(covered / secured)
Used Tires	500sqft	
Pallets	200sqft	
Conex boxes	1,000sqft	(2 containers)

Office Areas:

- Uni-Sec ADA Restrooms.
- Intake / reception workstation
- Shop Foreman Office

Shop Fleet Operations Supervisor Office

- Shop Foreman / Fleet Operations Restroom | Shower
- Conference Room/training room large with monitors, podium teleconferencing ability
- Utility room

Crew Waiting Area:

- Waiting room/holding area.
- Complete Phoenix G2 Notification System throughout, including but not limited to, apparatus bays and bunks.
- Computer workstation
- Restrooms
- Counter with water, Ice machine, vending machines
- Nursing Room with Counter, Sink, and Refrigerator.
- Utility closet

Shop Personnel accommodations:

- Kitchen
- Food Preparation Area with Ice Machine.
- Cabinets/storage
- Dining Area
- Exterior Covered with electrical outlet and gas connection
    - (Adjacent to Kitchen and Dining)
- Waiting room/holding area
- Locker rooms Male/ bathroom/showers
- Female bathrooms/lockers/showers
- Large combination training/Storm/recovery/disaster room

- Exercise room/Physical Agility Storage Room.
- Hallway Lockers.
- Dry Storage.
- Mechanical Room.
- Electrical Room.
- Emergency Generator Enclosure.
- Chiller.
- Telecommunications Room.

Shop:

- Apparatus Bays (20) (10 working double bays 2 non-working traffic flow out bays)
- Air Compressor Room.
- Ice Machine.
- Exterior Equipment Storage Room.
- Airlock Vestibule Between Offices / Waiting Rooms
- Restrooms | Shower (in addition to the ones above that says Shop Personnel)
- Janitor Room | Storage Room.
- Emergency Eye Wash Stations.
- Diesel Exhaust System.
- Overhead Large Fans.
- Retractable Electrical Cord Reels from Ceilings for each Apparatus.
- Parts Room.
- Vehicle fluid hose reels throughout the shop.
- Parts Manager and Specialist Office.
- Central Crane system.
- Master tool / Shop Equipment Room.
- Fabrication / Welding Room.
- Marine / Maintenance and Repair Room.
- Small Equipment, UTV and Hose Repair Room.
- Tire Storage Racks

Fire Supply Facility:

- Uni-Sec ADA Restrooms.
- Intake/reception workstation.
- Inventory Specialists Offices / Workstations
- Supply Assistance Supervisor Office.
- Supply Supervisor Office
- Shop Foreman / Restroom | Shower
- Nursing Room with Counter, Sink, and Refrigerator.
- Conference Room
- Utility room
- Uniform Measurement / Changing Room.
- Climate Controlled Warehouse Rack Storage.
- Loading docks.
- PPE Decontamination Room.
- Medical waste disposal storage area.
- PPE Cleaning Room.

- PPE Drying and Inspection Room
- SCBA Storage Room / Filling Station.

Supply Personnel accommodations:

- Kitchen
- Pantry/storage
- Dining Area
- Exterior Covered area
- Combination room -Computer Training Room/ Disaster Storm Recovery Room
- Male Locker room with bathroom and showers
- Female locker room with bathrooms and showers
- Records Room.
- Hazmat Storage.

The assessment team shall develop and promote a high functioning, collaborative relationship within itself, TFR, LAM, and the stakeholders of the City to achieve assessment excellence within the established budget and approved schedule. The assessment team shall be required to demonstrate exemplary service to TFR, LAM, and the stakeholders of the City, including but not limit to, public outreach, master planning, project programming, special analysis, project management, assessment, development, construction, fabrication, and construction administration services.

The assessment team shall provide assessments that maximize the area available to meet the needs of the public end users, TFR, and the stakeholders of the City so that the TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility) can effectively serve the residents, neighborhood, and local community.

The assessment team shall develop an Assessment and Construction Phasing Plan and Schedule that achieves completion of TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility) as soon as it is practical as deemed by TFR and the stakeholders of the City of Tampa.

The assessment team shall be advised that it is critical that the TFR Fire Support Services Complex (including fleet maintenance, storage, supply facility) be assessed to become an integral part of the neighborhood and community.

The assessment team shall be advised that if 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 City's internal stakeholders as part of this project.

The assessment team shall provide comprehensive exterior and interior improvements as determined through a collaborative programming effort with TFR, LAM, and City 's stakeholders. as represented in the approved final assessment.

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
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2.08 PROJECT PHASES:

PRE-ASSESSMENT AND SCOPE DEVELOPMENT PHASE

The scope of work during the Pre-Assessment and Scope Development Phase shall include, but not be limited to, the following:

1. Master Plan, Project Programing, and Spatial Review and Analysis
2. Stakeholder Input (Programming and Operational Impacts)
3. Data Collection and Analysis
4. Surveying and Base Preparation for City Owned Parcels
5. Vision Plan
6. Conceptual Assessment
7. Cost Estimate(s)
8. User Group Interviews
9. Notice to Proceed | Assessment.

ASSESSMENT PHASE

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

1. Additional Surveying and Base Update(s) as Required.
2. Coordination with City Departments
    a. Tampa Fire Rescue
    b. Logistics and Asset Management (Fleet and Facilities)
    c. Mobility (Transportation)
    d. Solid Waste and Environmental Management
    e. Technology and Innovation
    f. Water
    g. Wastewater
3. 30%/60%/90% Concept Review

SCOPE OF WORK | OWNER PROVIDED MATERIALS

TFR, LAM, and other City of Tampa internal and external stakeholders including LAM will provide the selected assessment team a copy of all exhibits and reference materials for this project, including but not limited to as-builts and surveys that may exist.

TFR, LAM, and other City of Tampa stakeholders including LAM shall provide the selected assessment team a copy of its existing conditions for this project.

All items and/or materials required to assessment and execute the final and approved assessment for this project, and not indicated herein as provided by TFR, LAM, and the City of Tampa stakeholders overall, shall be provided without additional cost by the Assessment Team.

SECTION 3: EXHIBITS (See Below)

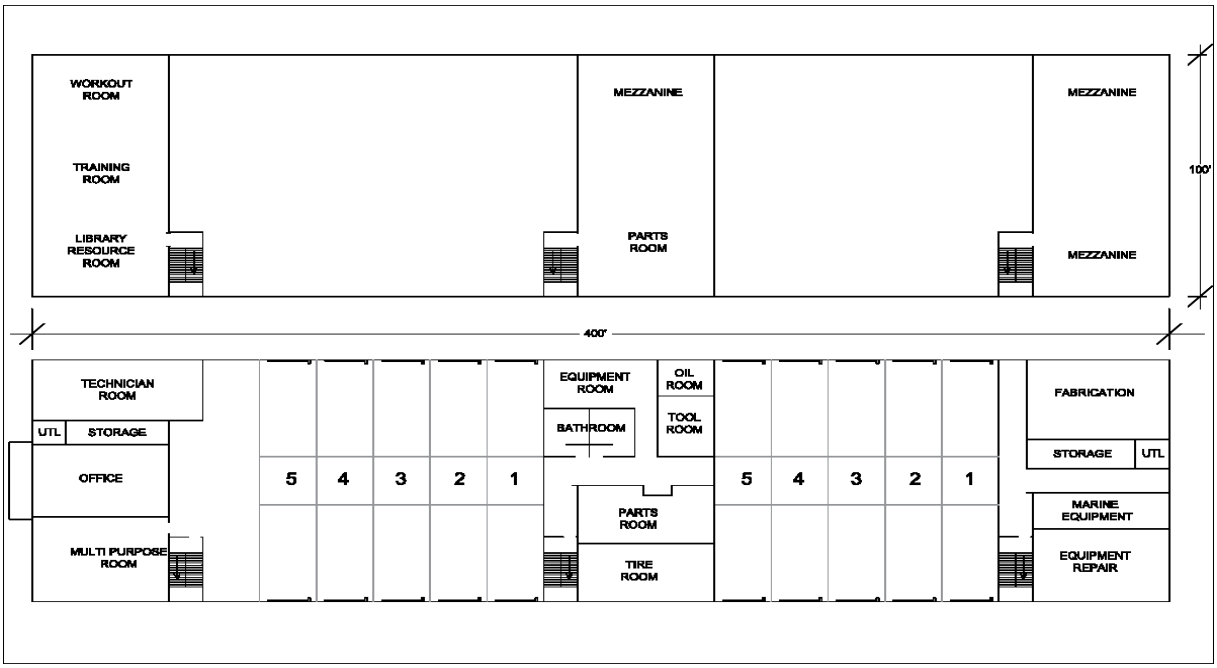

EXHIBIT A | CONCEPTUAL FLOOR PLAN (NOT FINAL LAYOUT)

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
September 5, 2024

EXHIBIT B | PUMP TESTING AREA

EXHIBIT C | CONCRETE AERIAL TESTING PAD

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
September 5, 2024

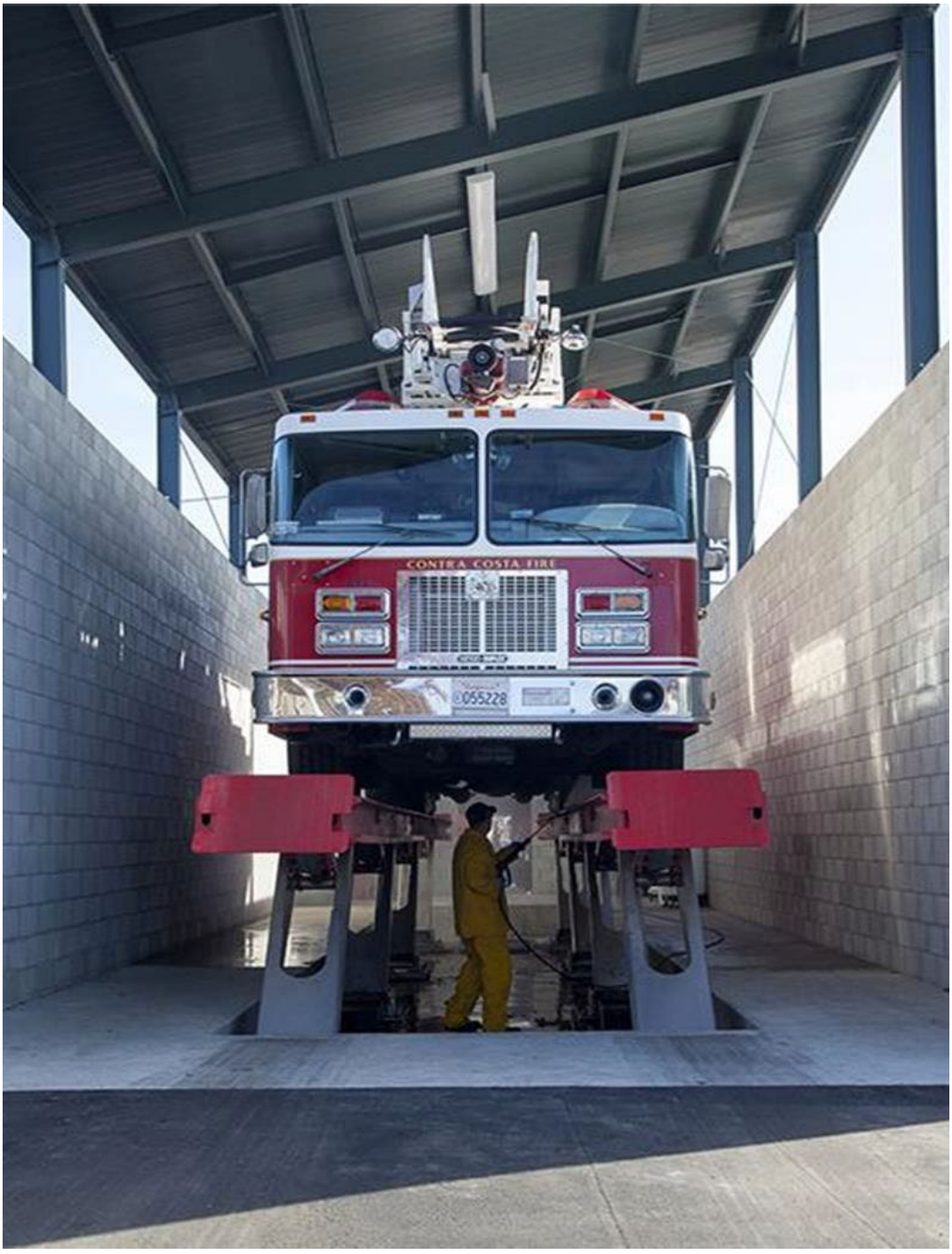

EXHIBIT D | PRESSURE WASHING STATION

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
September 5, 2024

EXHIBIT F | RESERVE APPARATUS & EQUIPMENT STORAGE

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 24-D-00040) TFR - NEW SUPPORT SERVICE COMPLEX BUILDING (INCLUDING FLEET MAINTENANCE, STORAGE, SUPPLY BUILDING) ASSESSMENT
September 5, 2024

EXHIBIT G | DECONTAMINATION ROOM