

RESOLUTION NO. 2025 - 1097

**A RESOLUTION APPROVING AN AGREEMENT FOR DESIGN-BUILD INITIAL SERVICES IN THE AMOUNT OF \$1,514,877 BETWEEN THE CITY OF TAMPA AND BANDES CONSTRUCTION COMPANY, INC. IN CONNECTION WITH CONTRACT 25-C-00005 DECENTRALIZED FLEET MAINTENANCE FACILITY SOLID WASTE DESIGN-BUILD; AUTHORIZING THE MAYOR OF THE CITY OF TAMPA TO EXECUTE SAME; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, via the competitive selection process in accordance with Florida Statutes Section 287.055, Consultants' Competitive Negotiation Act ("CCNA"), as applicable, the City of Tampa ("City") selected Bandes Construction Company, Inc. ("Firm") to provide professional services in connection with Contract 25-C-00005 Decentralized Fleet Maintenance Facility Solid Waste Design-Build as detailed in the Agreement for Design-Build Initial Services ("Agreement"); and

**WHEREAS**, the City desires to enter into this Agreement with the Firm for the provision of comprehensive design and preconstruction services for a new Fleet Maintenance Building to support the relocation of Solid Waste operations from Spruce Street to 34th Street, with the scope of services including, but not limited to, programming, planning, architectural design, interior design, furnishings, fixtures, and equipment (FF&E), and all associated engineering disciplines, including civil, structural, mechanical, electrical, lighting, acoustical, plumbing, fire protection, solid waste, stormwater, wastewater, potable water, communications, data, security, and signage systems, as well as landscaping and irrigation design, together with energy efficiency measures, electric vehicle (EV) charging infrastructure, and full compliance with all applicable codes, regulations, standards, and accreditation requirements; and

**WHEREAS**, it is in the best interest of the City to enter into this Agreement.

**NOW, THEREFORE,  
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
TAMPA, FLORIDA THAT:**

**Section 1.** The Agreement between the City of Tampa and Bandes Construction Company, Inc., in connection with Contract 25-C-00005 Decentralized Fleet Maintenance Facility Solid Waste Design-Build, a copy of which is attached hereto and made a part hereof, is authorized and approved in its entirety or in substantially similar form.

**Section 2.** The Mayor of the City of Tampa is authorized and empowered to execute, and the City Clerk of the City of Tampa ("City Clerk") to attest and affix the official seal of the City of Tampa to, said Agreement on behalf of the City.

**Section 3.** This Resolution approves an agreement for Design-Build Initial Services between the City and Bandes Construction Company, Inc. for design and preconstruction costs for a new fleet maintenance building for the Department of Solid Waste & Environmental Program Management and provides \$1,514,877 from the Solid Waste McKay Bay Campus Fleet Maintenance Building Project within the Solid Waste Line of Credit - Series 2024 Capital Projects Fund.

JUF25-19552

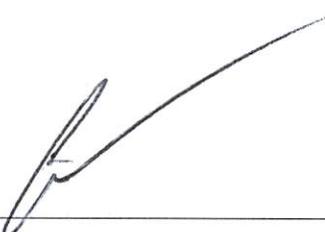
**Section 4.** The City Clerk shall file a fully executed copy of the Agreement in the official records of the City of Tampa as maintained by the Office of the City Clerk.

**Section 5.** Other proper officers of the City of Tampa are authorized to do all things necessary and proper in order to carry out and make effective the provisions of this Resolution, which shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Tampa, Florida, on DEC 18 2025.

ATTEST:

  
Shirley Fox-Kraulus  
CITY CLERK/DEPUTY CITY CLERK

  
\_\_\_\_\_  
CHAIRMAN\CHAIRMAN PRO-TEM CITY COUNCIL

PREPARED AND APPROVED AS TO LEGAL  
SUFFICIENCY BY:

Justin R. Vaske e/s  
Justin R. Vaske, Senior Assistant City Attorney



## AGREEMENT FOR DESIGN-BUILD INITIAL SERVICES

THIS AGREEMENT, made and entered into at Tampa, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Tampa, a municipal corporation of the State of Florida, hereinafter referred to as "CITY", and the following entity authorized to do business in the State of Florida: Bandes Construction Company, Inc., hereinafter referred to as "FIRM", with an FEIN of 59-2817684.

### WITNESSETH:

**WHEREAS**, the CITY desires to engage the FIRM to perform certain services pertinent to such work which shall be referred to as Contract 25-C-00005 Decentralized Fleet Maintenance Facility Solid Waste Design-Build ("Project") in accordance with this Agreement and limited to the elements of the Design Criteria Package ("DESIGN CRITERIA PACKAGE") attached hereto as **Exhibit A**; and

**WHEREAS**, the FIRM desires to provide such services in accordance with this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises, representations and considerations to be kept, performed and paid, the parties hereto agree for themselves, their successors and assigns, as follows:

#### I. GENERAL SCOPE OF THIS AGREEMENT

A. The relationship of the FIRM to the CITY shall be that of an independent professional Design-Builder for the Project; and the FIRM shall provide the Initial Design-Build services required under this Agreement in accordance with acceptable architectural/engineering/construction practices and ethical standards.

B. Any additional services to be provided by the FIRM shall be set out in detail by subsequent Agreement and shall be limited to the elements of the DESIGN CRITERIA PACKAGE.

C. The Guaranteed Maximum Price proposal to be prepared and provided by the FIRM in accordance with this Agreement shall be used as a basis for negotiating the future Agreement for Construction Services. A Design-Build Fee not to exceed seven percent (7%) of the Cost of Construction shall be used in the calculation of the Total Project Cost.

D. The scope of services to be provided is indicated in **Exhibit B**.

#### II. DATA AND SERVICES TO BE PROVIDED BY THE CITY

The CITY shall provide:

A. Available plans and specifications of existing construction.

B. Ground topography.

#### III. PERIOD OF SERVICE

A. The FIRM shall begin work promptly after receipt of a fully executed copy of the Agreement. All work shall be completed within 80 days after issuance of the Notice to Proceed.

B. The FIRM's services called for under this Agreement shall be completed provided that, if the FIRM's services are delayed for reasons beyond the FIRM's control, the time of performance shall be adjusted appropriately.

**IV. GENERAL CONSIDERATIONS**

A. All original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement shall become and remain the property of the CITY upon receipt of payment by the FIRM from the CITY for services rendered in connection with the preparation of said sketches, tracings, etc. Where such documents are required to be filed with governmental agencies, the FIRM will furnish copies to the CITY upon request.

B. The CITY acknowledges that the materials cited in Paragraph IV. A. above, which are provided by the FIRM, are not intended for use in connection with any project or purpose other than the Project and purpose for which such materials were prepared without prior written consent and adaptation by the FIRM shall be at the CITY's sole risk, and the FIRM shall have no responsibility or liability therefor.

C. Any use by the CITY of such materials in connection with a project or purpose other than that for which such materials were prepared without prior written consent and adaptation by the FIRM shall be at the CITY's sole risk, and the FIRM shall have no responsibility or liability therefore.

**V. COMPENSATION**

The CITY shall compensate the FIRM for the Initial Design-Build services performed under this Agreement in the amount of \$1,514,877 in accordance with **Exhibit C**.

**VI. PAYMENT**

Payment shall be made in accordance with Part VII of Chapter 218, Florida Statutes, entitled Local Government Prompt Payment Act, after receipt of the FIRM's invoice (application for payment), which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to constitute a "proper invoice" as defined by Fla. Stat. §218.72, and to allow a proper pre- and post-audit of expenditures, should the CITY require one to be performed, in such form and containing such further detail, backup, and other information as the CITY may from time to time require. Invoices shall be about submitted no more than once a month, shall be itemized, detailed, and accompanied by valid receipts and sent to the CITY Project Manager care of the address noted on a particular approved work order or such other address as may from time to time be communicated to FIRM in writing by the CITY Project Manager. Invoices shall be signed by an authorized employee of FIRM who has the best actual knowledge of information contained in such invoice. FIRM shall submit proper invoices for approval to the CITY Project Manager (or as otherwise designated in the applicable work order or from time to time by the Director of the CITY's Contract Administration Department). Any dispute pertaining to pay requests must be presented to the CITY pursuant to Executive Order 2003-1, as amended, or its successor order. Subcontracted Work, if any, shall be invoiced at its actual cost without markup.

Where subcontracting exists with, FIRM shall with each invoice, submit a report on Form DMI-30 DMI Sub-Contractors/ Consultants/Suppliers) Payments of all subcontracting entity contract amounts and payments

together with completed reports or forms as the CITY may from time to time require pursuant to Chapter 26.5, City of Tampa Code.

**VII. RECORDS**

Records for Personnel Expenses shall be kept on a generally recognized accounting basis and shall be available to the CITY or its authorized representative at mutually convenient times.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection, or copying purposes at any time during normal business hours at a location within Hillsborough County, Florida as often as the CITY, HUD (if applicable), representatives of the Comptroller General of the United States or other federal agency may reasonably require. FIRM will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement. The CITY's right of inspection and audit shall obtain likewise with reference to any audits made by any other agency, whether local, state or federal. FIRM shall retain all records and supporting documentation applicable to this Agreement for five (5) years from the date of submission of the annual performance report to HUD, if applicable. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later.

**VIII. PERSONNEL**

The FIRM represents that it has or will secure, at its own expense, all personnel required in performing the services under this Agreement. All personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Agreement. The FIRM further certifies that all of its employees assigned to serve the CITY have such knowledge and experience as required to perform the duties assigned to them. Any employee of the FIRM who, in the opinion of the CITY, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with the certain professional engineering services under this Agreement.

**IX. SUSPENSION, CANCELLATION OR ABANDONMENT**

Suspension, cancellation or abandonment of this Agreement shall be necessitated if any of the following occur: disclosure of CITY confidential information, procedures or activities; failure of the FIRM to aggressively, adequately, timely and appropriately perform the services required by this Agreement to the satisfaction of the CITY, or other similar cause.

In the event the Project is suspended, cancelled or abandoned at the CITY's sole discretion, the FIRM shall be given fifteen (15) days prior written notice of such action and shall be compensated for the professional services provided and reimbursable expenses incurred up to the date of suspension, cancellation or abandonment in an amount mutually agreed to by the CITY and FIRM and supported by back-up documentation.

Upon suspension, cancellation or abandonment of the Project by the CITY, the FIRM shall immediately cease work, deliver all original sketches, tracings, drawings, computations, details, design

calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement, and shall be compensated for its services rendered up to the time of such suspension, cancellation or abandonment on a quantum meruit basis; and the CITY shall have no further financial obligation to the FIRM.

**X. TERMINATION**

**A. Termination for Cause.**

In the event that the FIRM shall for any reason or through any cause not have completed performance within the time fixed for performance under this Agreement; or any representation or warranty made under Article XII of this Agreement shall prove to be untrue in any material respect; or the FIRM shall otherwise be in default under this Agreement; or the FIRM has subcontracted, assigned, delegated, transferred its rights, obligations or interests under this Agreement without the CITY's consent or approval; or the FIRM has filed bankruptcy, become insolvent or made an assignment for the benefit of creditors, or a receiver, or similar officer has been appointed to take charge of all or part of FIRM assets; or the FIRM disclosed CITY confidential information, procedures or activities; or the FIRM fails to adequately, timely and appropriately perform the services required by this Agreement or other similar cause.

Then the CITY may provide five (5) days written notice that the conduct of the FIRM is such that the interests of the CITY are likely to be impaired or prejudiced, stating the facts upon which the opinion is based. Then the CITY may upon fifteen (15) days written notice, and at the end of the (15) days terminate this Agreement for cause (herein "Termination Date"). Upon that termination for cause, the FIRM shall be entitled to compensation for services properly and satisfactorily performed through the date of such termination for cause. However, no allowance shall be included for termination expenses. In the event of such termination for cause, the FIRM shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the Termination Date; however, FIRM shall not be compensated for any anticipatory profits that have not been earned as of the date of the Termination Date. All work accomplished by FIRM prior to the Termination Date shall be documented. In the event the project is terminated for cause pursuant to this Article, the FIRM shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement. The aforementioned original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans shall be without restriction on future use by the CITY. Notwithstanding the above or any section herein to the contrary, FIRM shall not be relieved of liability to the CITY for damages sustained by the CITY by virtue of any breach of the Contract by FIRM.

**B. Termination for Convenience.**

The CITY may reduce the scope of work or terminate work under this Agreement or amendment to this Agreement without cause; in the event of such scope reduction or termination other than for cause, the CITY shall compensate the FIRM for services properly performed through the date of such reduction in scope or termination, which date shall be fixed in written notice from the CITY and which date shall be not sooner than fifteen (15) days after notice. Notwithstanding such termination or reduction in scope, the CITY shall be entitled to receive from the FIRM upon request any and all information related to the Project and the CITY shall preserve and protect all such information and assure ready access thereto by the FIRM in connection with resolution of the amount due to the FIRM. The CITY, at its own discretion, shall be entitled to direct the FIRM to terminate any or all the FIRM's

subcontracts or subconsulting agreements. In the event the project is terminated for convenience pursuant to this Article, the FIRM shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the FIRM's services under this Agreement. The aforementioned original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans shall be without restriction on future use by the CITY.

**XI. INSURANCE**

The FIRM, at its own cost and expense, shall affect and maintain at all times during the life of this Agreement insurance, in accordance with that indicated in **Exhibit D**.

**XII. INTERESTS OF MEMBERS OF THE CITY**

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercise any functions or responsibilities in connection with the carrying out of the Project to which this Agreement pertains shall have any personal interest, direct or indirect, in this Agreement.

**XIII. INTEREST OF THE FIRM**

The FIRM covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in any project to which this Agreement pertains or any other interest which would conflict in any manner or degree with its performance of any contracted service hereunder. The FIRM further covenants that in the performance of this Agreement no person having such interest shall be employed.

The FIRM warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the FIRM to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or FIRM, other than a bona fide employee working solely for the FIRM any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

The FIRM shall disclose any clients that may either conflict with or affect its independent judgment when performing any work for the City of Tampa covered by this Agreement. Failure of the FIRM to disclose the above professional conflict of interest may result in termination of this Agreement and may require the return of all payments, if any, made to the FIRM from the CITY. If, in its sole discretion, the City of Tampa determines that a professional conflict of interest is deemed to exist, the FIRM shall be in default of this Agreement.

**XIV. COMPLIANCE WITH LAWS**

A. The FIRM shall comply with the applicable requirements of State laws and all Ordinances of the City of Tampa as amended from time to time.

B. If the Project involves E.P.A. Grant eligible work, the CITY and the FIRM agree that the provisions of 40 CFR, Part 35, Appendix C-1, shall become a part of this Agreement and that such provisions shall supersede any conflicting provisions of this Agreement for work performed.

C. If the Project involves work under other Federal or State Grantors or Approving Agencies, the CITY and the FIRM shall review and approve the applicable required provisions or any other supplemental

provisions as may be included in the Agreement.

D. The FIRM shall assist the CITY in complying with all applicable terms and conditions of the government grants under Title XIII, Subchapter C, Part I of the Omnibus Budget Reconciliation Act of 1993 (26 U.S.C. 1391, et seq.) and under Title I of the Housing and Community Development Act of 1974 (PL 93-383), 24 CFR Part 570 *et seq.*

E. The FIRM agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standard insofar as those acts apply to the performance of this Agreement.

F. Truth-In-Negotiation Certification: The FIRM certifies that the wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of the execution of the Agreement of which this Certificate is a part. The original price and any additions thereto shall be adjusted to exclude any significant sums by which the CITY determines the Agreement amount was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs and that such original Agreement adjustments shall be made within one (1) year following the end of the Agreement.

#### **XV. ASSIGNABILITY**

The FIRM shall not assign or transfer any interest in this Agreement without consent from the CITY; provided, however, that the claim for money due or to become due the FIRM from the CITY under this Agreement may be assigned to a bank or other financial institution or to a Trustee in Bankruptcy. Notice of any such assignment shall be furnished promptly to the CITY.

#### **XVI. EQUAL EMPLOYMENT**

During the performance of this Agreement or any related Work Order, the FIRM shall:

A. Not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, handicap, or national origin. The FIRM shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, handicap, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The FIRM shall post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. In all solicitations or advertisements for employees placed by or on behalf of the FIRM, it must state that all qualified applicants will receive considerations for employment without regard to race, color, religion, age, sex, handicap, or national origin.

C. Workforce Development Program is not applicable.

D. Apprenticeship Program is not applicable.

#### **XVII. EQUAL BUSINESS OPPORTUNITY PROGRAM**

- A. See **Exhibit E** for Tampa's Equal Business Opportunity Program Procedures.
- B. The FIRM shall demonstrate good faith effort toward the utilization of City of Tampa Certified Women/Minority Business subcontractors, subfirms, or suppliers.
- C. The CITY shall make available a list of Certified Women/Minority Enterprises.
- D. The FIRM shall report to the CITY its subcontractors/subfirms/suppliers solicited or utilized as required by **Exhibit E**.
- E. At the time of the submission of invoices, the FIRM shall submit to the CITY a report (Exhibit E) of all subcontractors, subfirms or suppliers utilized with their final contract amounts and any other reports or forms as may be required by the CITY.

**XVIII. CODE OF ETHICS**

In connection with this Agreement, the FIRM hereby covenants and agrees that it shall comply with all applicable government laws, statutes, rules and regulations including, without limitation, the City of Tampa's Code of Ethics. Pursuant to Section 2-522 of the City of Tampa Code, the FIRM acknowledges that if it fails to comply with the City of Tampa's Code of Ethics, such a failure shall render this Agreement voidable by the CITY and subject the FIRM to debarment from any future CITY contracts or agreements.

**XIX. NEGATION OF AGENT OR EMPLOYEE STATUS**

FIRM shall perform this Agreement as an independent FIRM and nothing contained herein shall in any way be construed to constitute FIRM or the assistants of FIRM to be representative, agent, subagent, or employee of CITY or any political subdivision of the State of Florida. FIRM certifies FIRM's understanding that CITY is not required to withhold any federal income tax, social security tax, state and local tax, to secure worker's compensation insurance or employer's liability insurance of any kind or to take any other action with respect to the insurance or taxes of FIRM and assistants of FIRM.

In no event and under no circumstances shall any provision of this Agreement make CITY or any political subdivision of the State of Florida liable to any person or entity that contracts with or that provides goods or services to FIRM in connection with the Services the FIRM has agreed to perform hereunder or otherwise, or for any debts or claims of any nature accruing to any person or entity against FIRM; and there is no contractual relationship, either express or implied, between CITY or any political subdivision of the State of Florida any person or any political subdivision of the State of Florida any person or entity supplying any work, labor, services, goods or materials to FIRM as a result of the provisions of the Services provided by FIRM hereunder or otherwise.

**XX. SEVERABILITY**

If any item or provision to this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

**XXI. CHOICE OF LAW**

The laws of the State of Florida (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its interpretation, construction, performance and enforcement.

**XXII. DESIGNATION OF FORUM**

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement may bring the legal action or proceeding in the United States District Court for the Middle District of Florida, Tampa Division or in any court of the State of Florida sitting in Tampa.

**XXIII. AUTHORIZATION**

Each party represents to the other that such has authority under all applicable laws to enter into an agreement containing each covenants and provisions as are contained herein, that all of the procedural requirements imposed by law upon each part for the approval and authorization of this Agreement have been properly completed, and that the persons who have executed the Agreement on behalf of each party are authorized and empowered to execute said Agreement.

**XXIV. ENTIRE AGREEMENT**

This Agreement sets forth the entire agreement between the parties and there are no promises or understandings other than those stated herein. Exhibits to this Agreement shall be deemed to be incorporated by reference as though set forth in full herein. In the event of a conflict or inconsistency between this Agreement and the provisions in the incorporated Exhibits, and unless otherwise specified herein, then this Agreement will prevail.

**XXV. INDEMNIFICATION**

To the fullest extent permitted by law, FIRM shall indemnify and hold harmless CITY from liabilities, damages, losses and costs, including reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the FIRM and persons employed or utilized by FIRM in its performance hereunder.

The FIRM shall not be required to defend, indemnify or hold harmless the CITY for any acts, omissions, or negligence of the CITY, the CITY's employees, agents, or separate contractors.

**XXVI. ESTOPPEL/WAIVER**

No waiver of any provisions of this Agreement shall be effective unless it is in writing, signed by the party against whom it is asserted and any such waiver shall only be applicable to the specific instance in which it relates and shall not be deemed to be a continuing waiver.

The failure of the CITY to enforce any term or condition of this Agreement shall not constitute a waiver or estoppel of any subsequent violation of this Agreement.

**XXVII. AUDIT REQUIREMENTS.**

In the event, that during the period of this Agreement, the FIRM expends more than \$1,000,000 in federal funds in an operating year from this and other federal grants, the FIRM shall, at its own cost and expense, cause to be carried out an independent audit. The audit shall be completed and a copy furnished to the CITY, within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine (9) months after the end of the audit period, unless a longer period is agreed to in advance by the CITY. For purposes of this Agreement, an operating and/or audit year is the equivalent to the FIRM's fiscal year. The determination of when Grant Funds are expended is based on when the activity related to the expenditure occurs.

The audit shall be conducted in compliance with the Office of Management and Budget: Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as applicable, which are made a part of this Agreement by reference thereto. In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not expended in accordance with the conditions of this Agreement, the FIRM shall be held liable for reimbursement to the CITY of all funds not expended in accordance with these applicable regulations and Agreement provisions within thirty (30) calendar days after the CITY has notified the FIRM of such non-compliance. Said reimbursement shall not preclude the CITY from taking any other action as provided herein.

If expenditure does not exceed \$1,000,000 during an operating year, the FIRM shall provide the CITY with its annual financial statement within ninety (90) days of the end of its operating year. Said financial statement shall be prepared by an actively licensed certified public accountant.

**State Single Audit:** Each nonstate entity shall comply with all applicable requirements of section 215.97, F.S., and Audit Requirements. A State single audit is required if an nonstate entity expends \$1,000,000 or more of State financial assistance in any fiscal year of such nonstate entity in accordance with the requirements of the Florida Single Audit Act.

#### **XXVIII. DEFAULT**

A default shall consist of any use of Grant Funds for a purpose other than as authorized by this Agreement, noncompliance with any provision in all Articles herein, any material breach of this Agreement, failure to comply with the audit requirements as provided herein, or failure to expend Grant Funds in a timely or proper manner. A cancellation for default pursuant to this Article shall not impair or limit the CITY's remedy for the FIRM's breach of warranty to the extent of work performed, not for errors or omissions in the professional engineering services prior to cancellation.

#### **XXIX. BUDGET APPROPRIATIONS**

The CITY is subject to Section 166.241, Florida Statutes, and is not authorized to contract for expenditures in any fiscal year except in pursuance of budgeted appropriates. With respect to this Agreement, the CITY has budgeted and appropriated sufficient monies to fund the CITY's obligations under this Agreement. The obligations of the CITY hereunder shall not constitute a general indebtedness of the CITY within the meaning of the Florida Constitution.

#### **XXX. SCRUTINIZED COMPANIES**

Section 287.135, Florida Statutes, prohibits agencies or local governmental entities from contracting for goods or services of any amount with companies that are on the Scrutinized Companies that Boycott Israel List or are engaged in a boycott of Israel, and of \$1 million or more with companies that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with

Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. Specifically, Section 287.135(2), Florida Statutes, states: "A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of: (a) Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or (b) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company: 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or 2. Is engaged in business operations in Cuba or Syria; or 3. On the Iran Terrorism Sectors List, created pursuant to s. 215.473."

Upon submitting its bid or proposal, a bidder/proposer: (i) certifies the company is not in violation of Section 287.135, Florida Statutes, and shall not be in violation at the time the company enters into or renews any resulting contract; and (ii) agrees any such resulting contract shall be deemed to contain a provision that allows the CITY, at its option, to terminate such contract for cause if the company is found to have submitted a false certification, been placed on one or any of the foregoing Lists, been engaged in a boycott of Israel, or been engaged in business operations in Cuba or Syria.

### **XXXI. PROHIBITION AGAINST ECONOMIC INCENTIVES TO FOREIGN COUNTRIES OF CONCERN**

Pursuant to Section 288.0071, F.S, as a condition of this Agreement, the FIRM is required to provide an executed affidavit signed under penalty of perjury verifying that it is not a foreign entity or a foreign country of concern such as the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro or the Syrian Arab Republic with whom the City is prohibited from contracting with under Florida law.

### **XXXII. PUBLIC RECORDS**

A. Exempt Plans. FIRM pursuant to this Agreement (and as part of the solicitation process that resulted in award of this Agreement) may hold, come into possession of, and/or generate certain building plans, blueprints, schematic drawings, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the CITY or an agency (singularly or collectively "Exempt Plans"), which pursuant to Section 119.071(3), Florida Statutes, are exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida State Constitution. FIRM certifies it has read and is familiar the exemptions and obligations of Section 119.071(3), Florida Statutes; further that FIRM is and shall remain in compliance with same, including without limitation maintaining the exempt status of such Exempt Plans, for so long as any Exempt Plans are held by or otherwise in its possession. This section shall survive the expiration of earlier termination of this Agreement.

B. Data Collection. Pursuant to Section 119.071(5)(a)2a, Florida Statutes, social security numbers shall only be collected from FIRM by the CITY should such number be needed for identification, verification, and/or tax reporting purposes. To the extent FIRM collects an individual's social security number in the course of acting on behalf of the CITY pursuant to the terms and conditions this Agreement, FIRM shall follow the requirements of Florida's Public Records Law.

C. Access. The City of Tampa is a public agency subject to Chapter 119, Florida Statutes. In accordance with Florida Statutes, 119.0701, FIRM agrees to comply with Florida's Public Records Law, including the following:

1. FIRM shall keep and maintain public records required by the CITY to perform the services under this Agreement;

2. Upon request by the CITY, provide the CITY with copies of the requested records, having redacted records in total or in part that are exempt from disclosure by law or allow the records to be inspected or copied within a reasonable time (with provision of a copy of such records to the CITY) on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

3. Ensure that records, in part or in total, that are exempt or that are confidential and exempt from disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion (or earlier termination) of the Agreement if FIRM does not transfer the records to the CITY;

4. Upon completion (or earlier termination) of the Agreement, FIRM shall within 30 days after such event either transfer to the CITY, at no cost, all public records in possession of the FIRM or keep and maintain the public records in compliance with Chapter 119, Florida Statutes. If FIRM transfers all public records to the CITY upon completion (or earlier termination) of the Agreement, FIRM shall destroy any duplicate records that are exempt or confidential and exempt from public records disclosure requirements. If FIRM keeps and maintains public records upon completion (or earlier termination) of the Agreement, FIRM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the agency.

The failure of FIRM to comply with Chapter 119, Florida Statutes, and/or the provisions set forth in this Article shall be grounds for immediate unilateral termination of the Agreement by the CITY; the CITY shall also have the option to withhold compensation due FIRM until records are received as provided herein.

**IF FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO FIRM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-274-8598, [JIM.GREINER@TAMPAGOV.NET](mailto:JIM.GREINER@TAMPAGOV.NET), AND CONTRACT ADMINISTRATION DEPARTMENT, TAMPA MUNICIPAL OFFICE BUILDING, 4TH FLOOR, 306 E. JACKSON ST. TAMPA, FLORIDA 33602.**

**XXXIII. E-VERIFY**

Pursuant to §448.095, Florida Statutes, FIRM certifies that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the US employment eligibility of all of FIRM's employees hired by the FIRM during the term of this Agreement and/or while performing work or providing services for the City of Tampa. FIRM shall require that all subcontractors performing work or providing services on behalf of FIRM for the City of Tampa also comply with the requirements of §448.095, Fla. Stat and utilize the E-Verify system to verify US employment eligibility of all employees hired by subcontractor. The FIRM shall require for the subcontractor to provide to FIRM an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. FIRM shall maintain a copy of such affidavit for the duration of the Agreement.

**XXXIV. LABOR**

Pursuant to Florida Statutes Section 786.06 (13) effective July 1, 2024, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a

representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in this section. For purposes of this subsection, the term "governmental entity" has the same meaning as in s. 287.138(1).

**XXXV. CERTIFICATES, CERTIFICATIONS, ATTESTATIONS AND OTHER PROVISIONS**

The certificates, certifications, attestations pursuant to the Consolidated State Law Affidavit, and other provisions, if any, are contained in the attached hereto as **Exhibit F**, if applicable, and are, by this reference, fully incorporated herein.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the CITY has caused these presents to be executed in its name by its Mayor, and attested and its official Seal to be hereunto affixed by its City Clerk, and the FIRM has hereunto set its hand and Seal in TRIPPLICATE, the day and year first written above.

**FIRM:**

Bandes Construction Company, Inc.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title:  Pres  Exec/Sr Vice Pres  CEO  Gen Partner  
 Mgr (Mgr-Mgd LLC)  Member (Member-Mgd LLC)

Other (*must attach proof of authority*): \_\_\_\_\_

License no: \_\_\_\_\_

*Use entity Ch 471/481/489 license no;  
individual's only if applicable.*

[SEAL]

**ATTEST:**

**CITY:**

City of Tampa, Florida

By: \_\_\_\_\_

City Clerk/Deputy City Clerk

[SEAL]

By: \_\_\_\_\_

Jane Castor, Mayor

APPROVED AS TO FORM:

Justin R. Vaske, Senior Assistant City Attorney

## CONSOLIDATED STATE LAW AFFIDAVIT

### **AFFIDAVIT OF COMPLIANCE WITH CONVICTED VENDOR LIST (PUBLIC ENTITY CRIME) PURSUANT TO SECTION 287.133, FLORIDA STATUTES, PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES PURSUANT TO SECTION 287.135, FLORIDA STATUTES, PROHIBITION AGAINST HUMAN TRAFFICKING PURSUANT TO SECTION 787.06, FLORIDA STATUTES, COMPLIANCE WITH E-VERIFY PURSUANT TO SECTION 448.095, FLORIDA STATUTES, PROHIBITION AGAINST ECONOMIC INCENTIVES TO FOREIGN COUNTRIES OF CONCERN PURSUANT TO SECTION 288.0071, FLORIDA STATUTES, AND COMPLIANCE WITH FOREIGN COUNTRIES OF CONCERN PURSUANT TO SECTION 287.138, FLORIDA STATUTES.**

The undersigned Affiant, on behalf of the Entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

#### **1. Public Entity Crimes**

- a. Affiant understands that a "person" or "affiliate" who has been placed on the "convicted vendor list" following a "conviction" for a "public entity crime" (as those terms are defined in Section 287.133, Florida Statutes) for a period of 36 months following the date of being placed on the convicted vendor list, is ineligible to contract with or submit a bid, proposal or reply to contract with the City of Tampa. Entities placed on either the "discriminatory vendor list" or "antitrust vendor list" are ineligible to transact business with the City of Tampa.
- b. Affiant understands and attests that neither Affiant, nor any person or affiliate of the Entity, nor the Entity have been placed on any of the above referenced vendor lists that would render the Entity ineligible to contract with or submit a bid, proposal or reply to contract with the City of Tampa.

#### **2. Scrutinized Companies**

- a. Affiant understands that pursuant to Section 287.135(2)(a), Florida Statutes, the Entity would be ineligible to contract with or submit a bid, proposal or reply to contract with the City of Tampa if the Entity is on the "Scrutinized Companies that Boycott Israel List" (created pursuant to Section 215.4725, Florida Statutes) or is engaged in a boycott of Israel. If the value of the contract is one million dollars or more if, at the time of bidding on, submitting a proposal or reply for, or entering into or renewing a contract, the Entity:
  1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or
  2. Is engaged in business operations in Cuba or Syria.
- b. Affiant attests that neither Affiant nor the Entity are on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor are we engaged in a boycott of Israel, and understand that any resulting contract may be terminated for a falsification of this Affidavit.

**3. E-Verify**

- a. Affiant understands and attests that pursuant to Section 448.095(5), Florida Statutes, the Entity must comply with Florida's E-Verify law to enter into a contract with the City of Tampa.
- b. The undersigned Entity is registered with and uses the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees.
- c. No public employer has terminated a contract with the Entity pursuant to Section 448.095(5), Florida Statutes, within the year immediately preceding the date of contracting or submitting a bid, proposal or replay to contract with the City of Tampa.
- d. Entity is currently in compliance and will remain in compliance, for the duration of any contract with the City of Tampa, with all requirements of Section 448.095(5), Florida Statutes.
- e. Affiant understands and attests that, if there is a good faith belief that the Entity has knowingly violated Section 448.09(1), Florida Statutes, there is an obligation on the part of the City of Tampa to terminate a contract pursuant to Section 448.095(5), Florida Statutes.
- f. Affiant understands and attests that, if there is a good faith belief that one of Entity's subcontractor(s) has knowingly violated the Section 448.09(1), Florida Statutes, but the Entity has otherwise complied with its obligations thereunder, then the Entity will be required to immediately terminate the contract with the subcontractor in order to continue providing services to the City of Tampa.

**4. Anti-Human Trafficking**

Affiant hereby understands and attests that the undersigned Entity does not use coercion of labor or services as those terms are defined in section 787.06(13), Florida Statutes.

**5. Compliance with Prohibition Against Economic Incentives to Foreign Countries of Concern.**

Affiant, on behalf of the Entity attest to the following:

That pursuant to Section 288.0071, F.S, as a condition of this Agreement, the Entity attests to the following: that it is not a foreign entity or a foreign country of concern such as the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro or the Syrian Arab Republic with whom the City is prohibited from contracting with under Florida law.

**6. Compliance with Foreign Countries of Concern**

Affiant, on behalf of the Entity attest to the following:

- a. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes.)

- b. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes.)
- c. Entity is not organized under the laws of, and does not have a principal place of business in a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes.)

The undersigned is authorized to execute this Affidavit on behalf of Entity.

The undersigned further sayeth naught.

Date: 10/30/25 (Affiant) Signed: Jillian Bandes

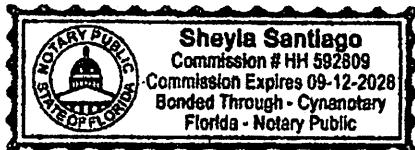
Entity: Bandes Construction Company Name: Jillian Bandes

Title: Owner/President

STATE OF Florida  
COUNTY OF Pinellas

SWORN to (or affirmed) and subscribed before me, by means of  physical presence or  online notarization, this 30th day of October, 2025, by Jillian Bandes,  
as Owner/President, who is personally known to me or who has produced  
Personally Known as identification.

[AFFIX NOTARY SEAL/STAMP]



Sheyla Santiago

Signature of Notary  
Name: Sheyla Santiago  
(Print or Type Name)  
Notary Public: State of Florida  
My Commission Expires 09-12-2028

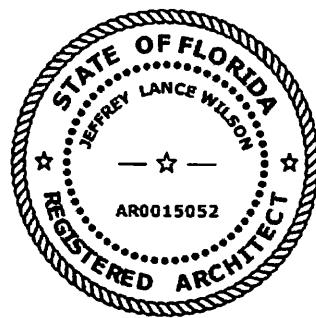
Exhibit A



**RFQ 25-C-00005  
DESIGN-BUILD SERVICES  
AND RELATED, ASSOCIATED, AND SUBSEQUENT WORK FOR  
DECENTRALIZED FLEET MAINTENANCE FACILITY SOLID WASTE  
DESIGN-BUILD**

**DESIGN CRITERIA PACKAGE**

BY:  
JEFFREY WILSON, AIA NCARB SEGD



**CITY OF TAMPA  
November 12, 2024**

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

### **Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

November 12, 2024

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

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT) for a Request for Qualifications (RFQ 25-C-00005) for Design-Build Services for a 54,000 SF (Approximately) New Multi-Bay Fleet Maintenance Building and site. The New Multi-Bay Fleet Maintenance Building and site shall be designed and constructed to the limits of its foundation, concrete walkways, and patio, based on an existing approved conceptual design and layout (Refer to Exhibits).

The New Multi-Bay Fleet Maintenance Building and site, to be located at 108 South 34th Street, Tampa, Florida 33605, is part of a new "Solid Waste Complex" (21-C-00045; aka Relocation of Solid Waste Facilities from Spruce Street to 34th Street) which has already been submitted for permit and includes a new Operations Building, Parking Garage, Stack Houses, Fuel Island, Container Maintenance Building, Truck Wash, Freestanding Restroom Building, as well as surface parking, roadways, landscaping, and site amenities located adjacent (Refer to Exhibit A).

The City of Tampa (CoT) Department of Solid Waste provides environmentally safe, time responsive, and cost-effective collection, disposal, and recycling services for nearly ninety thousand (90,000) residential and commercial customers within the municipality. In support of the DSW, the New Multi-Bay Fleet Maintenance Building and site, which is part of a city-wide Fleet Maintenance Decentralization Project, is required at the new Solid Waste Complex to maintain, repair, and service a fleet of vehicles and equipment.

The scope of the project for the project and the selected Design-Build Team (DBT) shall include, but not be limited to, the following (Refer to Exhibits):

#### **GENERAL ITEMS**

- Comprehensive Project Scheduling and Project Management.
- Comprehensive Review of Master Planning, Project Programming and Spatial Analysis.
- Coordination with Public Outreach and Campaigns.
- Compliance with the Standards to satisfy LEED Silver Certification (No Certification is Required).
- Coordination with the Department of Solid Waste, Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance).

#### **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 Furnishings (Exterior and Interior), Fixtures, and Equipment (FFE).
- Comprehensive Specialty Design Services for a New Multi-Bay Fleet Maintenance Building.
- Comprehensive Engineering Services including, but not limited to Civil, Structural, Threshold Inspection, Mechanical, Electrical, Lighting, Plumbing, Acoustic, Fire Protection, Stormwater, and Security.
- Comprehensive Review of Studies and Analysis of Traffic and Means of Transportation within the Solid Waste Complex and McKay Bay Peninsula.

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

### **Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

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- Comprehensive Design Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations as Required.
- Coordination with CoT's Departments including, but not limited to, Equal Business Opportunity (EBO), Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance), Mobility, Risk Management, Solid Waste (DSW), Stormwater, Sustainability and Resiliency, Technology and Innovation (T&I), Water, and Wastewater.
- Computer Graphics including 3D Modeling and Renderings for Presentations, if required by the DSW and/or the COT.
- 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, Trees, Utilities (including Plumbing), Layout, As Built, and Final Layout.
- Comprehensive Construction, Fabrication, and Construction Administration Services.
- Comprehensive Geotechnical Services and Utility Location.
- Comprehensive Demolition, Land Clearing, and Grading.
- Comprehensive Irrigation Design and Implementation Services as Required.
- Comprehensive Green Infrastructure for Stormwater Management as Required.
- Comprehensive Job Site Control and Erosion Control Systems
- Comprehensive Environmental Evaluation, Analysis, Hazard, and Subsurface Debris 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, Technology and Innovation (T&I), Furnishing, Fixtures, and Equipment (FF&E; DBT and CoT Provided), Solar Technology, Contingencies (Firm, Owner, and CoT), Public Art (1% of Total Budget to a Maximum of \$200K) and all industry standard hard and 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 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 Accreditations.

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

### **Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

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### **DEPARTMENT OF SOLID WASTE AND LOGISTICS AND ASSET MANAGEMENT ITEMS**

- Comprehensive Design Services for a New Multi-Bay Fleet Maintenance Building
- Performance Forward Multi-Bay Fleet Maintenance Building
- Green, Resilient, and Multi-Bay Fleet Maintenance Building Design.
- Design Emphasis on Wellness.
- Design for the Inclusion of All Genders.
- Use of Natural Lighting in Multi-Bay Fleet Maintenance Building Design.
- Coordination with the Department of Solid Waste, Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance).
- Project Coordination and Communication with DSW Project Manager and/or Consultant as well as the Design-Build Team for the Solid Waste Complex.

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

#### **1.01 PURPOSE**

This document provides the criteria for the design and construction of a New Multi-Bay Fleet Maintenance Building and site for the DSW at the McKay Solid Waste Campus to include the following:

##### **A. REVIEW OF MASTER PLAN, PROGRAMMING, SPATIAL ANALYSIS, AND SITE.**

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to review the comprehensive Master Plan, Project Program, and Spatial Analysis previously prepared for the DSW and stakeholders of the City of Tampa (CoT) that set forth, established, and confirms the goals and objectives for this New Multi-Bay Fleet Maintenance Building and site as part of a new Solid Waste Complex, including but not limited to, the site, spaces, adjacencies, square footage(s), and amenities.

##### **B. REVIEW SOLID WASTE FLEET MAINTENANCE BUILDING CONCEPT DESIGN AND LAYOUT.**

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to continue the design of the New Multi-Bay Fleet Maintenance Building for the Department of Solid Waste (DSW) based on an existing approved conceptual design and layout for the building and site to be provided by DSW.

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to coordinate their scope of work, including but not limited to all tasks, activities, schedule, and permit and regulatory submissions related to the design development, documentation, and construction of the New Multi-Bay Fleet Maintenance Building and site, with the Design-Build Team for the new Solid Waste Complex.

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

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**1.02 SITE**

The New Multi-Bay Fleet Maintenance Building and site for the DSW shall be part of a new Solid Waste Complex at the McKay Bay Peninsula. The address of the New Multi-Bay Fleet Maintenance Building is 108 South 34th Street, Tampa, Florida 33605.

**1.03 INTENT**

The intent herein is to list the minimum design criteria necessary for achieving this effort under a single Design-Build | Single Guaranteed Maximum Price (GMP).

**1.04 BASIS OF DESIGN**

This Design Criteria Package presents user information, including but not limited to, department information and in specific cases product data, as a basis of design – it is not a specification, prescriptive checklist, final program, nor substitute for the work indicated herein or site visit(s) prior to submission.

Special consideration shall be given by the Design-Build Teams to the following:

- A. Scope of Work is within the Solid Waste Complex and McKay Bay Peninsula, an active area with existing and new CoT facilities, a municipal park, and four (4) construction projects located adjacent with similar timelines and schedules.
- B. Proximity to Existing Building, Site Amenities, and Vehicular Traffic.
- C. Proximity to New Building and Site Amenities in Construction.
- D. Proximity to Staging Areas, Equipment Storage Areas, and Construction Trailers.
- E. Proximity to Wetlands and Protected Areas.
- F. New and Existing to Remain Cable, Fiber, and Optics for Communication throughout the Solid Waste Campus and McKay Bay Peninsula.
- G. New and Existing to Remain Utilities throughout the Solid Waste Campus and McKay Bay Peninsula.
- H. Existing, Temporary, and New Workflow Patterns throughout the Solid Waste Complex as well as the McKay Bay Peninsula.

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, Engineers, Landscape Architects, Graphic Specialists, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work needed and the budget required.

**1.05 DESIGN-BUILD TEAM REQUIREMENT**

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 DSW.

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

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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, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex to minimize disturbance of on-going and planned activities.

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, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex. The recommended schedule and content shall be submitted prior to 30% CDs and pricing.

**1.07 EXHIBITS**

The exhibit(s) attached, including site information and parking tabulations, described under this RFQ have been compiled by the end-user and the CoT and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.

**1.08 ZONING OF THE SITE**

The DBT shall confirm the zoning of the New Multi-Bay Fleet Maintenance Building with the CoT, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex.

**1.09 FLOOD ZONE**

The DBT shall confirm the Flood Zone of the New Multi-Bay Fleet Maintenance Building with the CoT, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex.

**1.10 SURVEY AND VERIFICATIONS 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 Multi-Bay Fleet Maintenance Building. The survey shall include, but will not be limited to, the following:

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)****Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

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- Locations of all above ground improvements
- Topography with sufficient ground elevations to prepare a Digital Terrain Model (DTM), with 1 foot (1') contours.
- Visible evidence of above and underground utilities
- Wetlands
- 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 Multi-Bay Fleet Maintenance Building and site to include, but not be limited to water, wastewater, sanitary sewer, mobility, electrical, technology, communication, data, and all other utility connections.

**1.11 SUBSURFACE DEBRIS**

All land clearing, site work, demolition, removal, and regulatory agency approvals made necessary to relocate and/or create mounds for subsurface debris (including ash if found), in compliance with governing and regulatory standards to achieve the final design for this project, shall be included by all respondents to this RFQ.

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

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

**1.13 STAGING AND LAYDOWN AREA**

The DBT shall confirm with the DSW and the Design Build Team for the Solid Waste Complex, prior to the start of the project, which portion of the adjacent site, can be used as a staging and laydown area(s) for construction during this project.

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

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

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**1.15 COMPLIANCE WITH CITY OF TAMPA ORDINANCES**

All respondents to this RFQ shall be required to comply with all municipal ordinances, including but not limited to those regarding 1) Equal Business Opportunity (EBO) Programs, and 2) Public Art (including but not limited to coordinating installation(s) and providing of required utilities) as outlined in the City of Tampa Ordinances and Forms of Agreements.

All respondents to this RFQ shall be aware of the City of Tampa desire to foster ongoing or developing consultant 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 and career readiness are a City of Tampa 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).

**1.16 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 (in effect) including Accessibility.

**1.17 COMPLIANCE WITH THE STANDARDS OF THE DEPARTMENT OF SOLID WASTE, LOGISTICS AND ASSET MANAGEMENT, AND FLEET MAINTENANCE**

All respondents to this RFQ shall have a complete and thorough understanding of the regulations regarding the construction of facilities for the DSW, Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance), including but not limited to, exterior walls, interior walls, points of entry, doors, windows, openings, hardware, equipment, appliances, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation, security, and fire protection.

All respondents to this RFQ shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) with the City of Tampa's Department of Solid Waste (DSW) and the facilities that comprise the Solid Waste Complex (i.e., Operations Building, Parking Garage, Stack Houses, Fuel Island, Container Maintenance Building, Truck Wash, Freestanding Restroom Building, as well as surface parking, roadways, landscaping, and site amenities) and adjacent facilities (i.e., Waste to Energy, Original Transfer Station, and the New Transfer Station as well as surface parking, roadways, landscaping, and site amenities).

**1.18 PROGRAMMING AND SPATIAL ANALYSIS**

All respondents to this RFQ shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) between facilities and administrative /operational centers on this, and adjacent related sites to eventually confirm the program for this project upon their selection. The scope of work shall also include, but not limited to, the review of data and materials collected, research, planning, spatial analysis, wayfinding, as well as confirmation and establishment of the DSW, LAM (including Facilities and Fleet Maintenance) goals and objectives.

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

November 12, 2024

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**1.19 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 for this project shall also 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, and appliances. 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.

**1.20 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.

**1.21 ENVIRONMENTAL CRITERIA**

All respondents to this RFQ shall be advised that the work site is an active setting and with new and existing CoT facilities. The Design-Build Team shall be required to maintain vehicular and pedestrian access routes and detours as necessary and in accordance with City of Tampa and FDOT (Florida Department of Transportation) Greenbook Standards. Additionally, control of dust and debris shall also be required by the Design-Build Team throughout the duration of the project.

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

**1.22 ENVIRONMENTAL EVALUATION AND REMEDIATION**

Environmental evaluation, analysis, and specialty services for testing, reporting, reviews, discussion, approvals, and remediation, if required, shall be included by all respondents to this RFQ.

**1.23 SPRUCE STREET FACILITY SITE VISIT**

The DBT shall be invited to visit the current Fleet Maintenance Facility at Spruce Street and Hanna Avenue to gather additional information. A site visit during DBT selection is not mandatory.

**SECTION 2: BASIS OF DESIGN**

**2.01 RFQ RESPONSE**

2.01a The Design-Build Team shall demonstrate experience and the ability to develop a single GMP to include this and all attachments and associated exhibits (Refer to Exhibits). Design and Construction scopes shall include all, but not be limited to, preliminary pricing at 30%, 60%, 90%,

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

### **Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

November 12, 2024

Page 9 of 36

and 100% design documents, Equal Business Opportunity (EBO), Federal Emergency Management Agency (FEMA), and Utility submission at 60%, and any other qualifications addressing a single GMP total scope.

- 2.01b The Design-Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to the DSW and Solid Waste Complex scheduling criteria as a recommendation for a single GMP efficiencies, potential delays, and general phase work, in a least disruptive sequence to the DSW and Solid Waste Complex continual operations and construction; that shall remain open and active, during design and construction most efficiently.
- 2.01c The Design-Build Team shall demonstrate previous success in the delivery of a new Multi-Bay Fleet Maintenance Building and sited that meet multiple objectives and goals included in this RFQ.
- 2.02 Total Estimated Project Budget for: Design, Preconstruction, and Construction including all Hard and Soft Costs: \$14,000,000 to \$18,000,000 (Maximum Not to Exceed (NTE)).**

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.

The total estimated budget for design, preconstruction, and construction shall include all hard and soft costs as well as the costs associated with regulatory agencies and permitting, Technology & Innovation (T&I; Communications, Data, and Security), Furnishing, Fixtures, and Equipment (FF&E), HVAC, Utilities, Solar, Fire Protection, Signage, Equipment, Appliances, Specialty Items, Public Artwork (maximum of 1% of the total budget not to exceed \$200,000), Moving Services (Existing FFE and Equipment), and Contingencies (Firm, Owner, and CoT).

- 2.03 Project Initial Design and Pre-Construction Services Duration: Six (6) to Nine (9) Months**

- 2.04 Project Construction Duration: Eighteen (18) Months (Maximum)**

#### **2.05 SITE**

- 2.06a The New Multi-Bay Fleet Maintenance Building and site for the DSW shall be part of a new Solid Waste Complex at the McKay Bay Peninsula.

Additionally, the Design-Build Team for the Solid Waste Complex shall also provide all required utility lines for the New Multi-Bay Fleet Maintenance Building up to the building's perimeter (within five (5) feet) with final connections being the responsibility of the DBT for this project.

#### **2.06 DESIGN CRITERIA | SITE IMPROVEMENTS**

- 2.06a In order to facilitate the design and construction of the New Multi-Bay Fleet Maintenance Building, the Design-Build Team for the Solid Waste Complex shall provide the DBT for this project with a building area topped with a minimum of (2) feet of new clean soil (verify) to the limits of the new building's foundation, concrete walkways, and patio.

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

November 12, 2024

Page 10 of 36

The Design-Build Team for the Solid Waste Complex shall also provide all required utility lines for the New Multi-Bay Fleet Maintenance Building within five (5) feet of the new building's foundation with final connections being the responsibility of the DBT for this project.

All site lighting, landscaping, irrigation systems, as well as all areas required for retention and detention for this project (beyond the building's foundation) shall be the responsibility of the Design-Build Team for the Solid Waste Complex.

The boundary limits and scope of work of the new Fleet Maintenance Building shall be reviewed during the project initial Kick-Off Meeting prior to preparation of the selected DBT's Initial Agreement for Pre-construction and Design.

**2.07 DESIGN CRITERIA | SURFACE PARKING EXTERIOR WORK AREAS:**

2.09a Surface Parking (Refer to Exhibits; beyond the building's foundation) for this project shall be the responsibility of the Design-Build Team for the Solid Waste Complex and shall include the following asphaltic and concrete paving:

- Parking for Garage Trucks, Pickup Trucks, Delivery Vehicles, Cars, SUVs, and Vans.
- Parking for Employees, City Personnel, Visitors, and Deliveries.
- Handicap Parking, Striping, and Signage as Required by Code
- Exterior Area adjacent to the Building for Service and Repair (Compressed Natural Gas [CNG] Compliant).
- Staging Area(s) for Vehicles and Equipment waiting to be Serviced and/or Repaired.
- Staging Area(s) for Serviced and/or Repaired Vehicles and Equipment.
- Fenced Area adjacent to the Building for Storage

**2.08 DESIGN CRITERIA | NEW MULTI-BAY FLEET MAINTENANCE FACILITY BUILDING**

2.08a Design and Construction Documents, including comprehensive Architecture and Engineering Plans and Specifications for a New Multi-Bay Fleet Maintenance Building and site, shall include, but not be limited to the following, based on an approved concept design and building layout:

- Size: 54,000 SF (Approximate) One (1) Story Building with and Outside Covered Truck Repair Area (Refer to Exhibits)
- Construction: CMU (to a minimum of 10' AFF) and Pre-Engineered Metal Building
- Entries: Covered
- Administration Space HVAC: Full
- High Velocity Circulating Fans: Service Bays
- Gas Heaters: Service Bays
- Exterior and Interior Lighting
- CNG Compliant Exterior and Interior Work Environments

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

November 12, 2024

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- 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
- Exterior and Interior Building Lighting
- Backup Generator(s)

2.08b Spatial requirements for New Multi-Bay Fleet Maintenance Building shall also include, but not be limited to, the following (Refer to the Exhibits):

- Inside Truck Service Line (11 Spaces)
- Inside Heavy Equipment Service Line (4 Spaces)
- Sedan Service Line (4 Spaces)
- Outside Covered Service Line (8 Spaces)
- Traditional Vehicle Lifts (Number To be Determined)
- Truck/Heavy Equipment Repair Lifts (Number To be Determined)
- Portable Hydraulic Lifts and accompanying Storage Area (Number To be Determined)
- Overhead Cranes (Number and Size to be Determined)
- Electric Roll-up Doors at each End of the Services Areas with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door
- Reception Area with Controlled Access and Two (2) Restrooms
- Two (2) Offices
- One (1) Conference Room
- One (1) Training Room
- Breakroom with Kitchen
- Exterior Covered Patio with Overhead Fans (adjacent to the Breakroom)
- Custodial Closet
- Men's Employee Restroom with Lockers
- Women's Employee Restroom with Lockers
- Storage Room
- Electrical | IT Room
- Circulation Corridors
- Inventory Room
- Supervisor Office
- Tool Room
- Publications Room
- Hose Storage Room
- Part Storage Room
- Part Storage Manager's Office

# DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)

## Decentralized Fleet Maintenance Facility Solid Waste Design-Build

November 12, 2024

Page 12 of 36

- Electrical Room
- Mechanical Room

### SECTION 3: PROJECT PHASES

#### 3.01 DESIGN DEVELOPMENT PHASE

The scope of work during the Design and Development Phase, based on the approved conceptual design (Refer to Exhibits), shall include but not limited to, the following:

1. Additional Surveying and Base Update(s) as Required.
2. Coordination with CoT Divisions and Departments
  - a. Department of Solid Waste
  - b. Logistics and Asset Management (including Facilities and Fleet Maintenance)
  - c. Equal Business Opportunity (EBO)
  - d. Mobility
  - e. Public Art Group
  - f. Risk Management
  - g. Stormwater
  - h. Technology and Innovation (T&I)
  - i. Water
  - j. Wastewater
3. 30% Design Development Review
4. 60% Design Development Review.
  - a. Utility, FEMA, and Regulatory Agency Review(s).
  - b. Equal Business Opportunity (EBO) Review and Goal Setting.
5. Preliminary Plan Review (PPR) and possible identification of the following:
  - 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.
6. Early Start Permit and Regulatory Submissions.
7. 90% Design Development Review.
8. 100% Construction Document-Permit Set Review.
9. Permit and Regulatory Submission(s) through Contract Administration Technicians.
10. Project Task Worksheet (PTW) Submission and EBO Review.
11. GMP Proposal and Cost Estimate.
12. City Council Approval of Initial Agreement and GMP Presentation.

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

November 12, 2024

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**3.02 CONSTRUCTION (BUILD) PHASE**

The scope of work during the Construction (Build) Phase shall include, but not 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.

**SECTION 4: EXISTING CONDITIONS**

- 4.01 The proposed site for the New Multi-Bay Fleet Maintenance Building for the DSW within the new Solid Waste Complex (Refer to Exhibits).
- 4.02 The Design-Build Team shall be required to coordinate the construction, operation, and schedule of the New Multi-Bay Fleet Maintenance Building with the new Solid Waste Complex.
- 4.03 The Design-Build Team shall be required to coordinate the construction, operation, and schedule of the New Multi-Bay Fleet Maintenance Building with the DSW, LAM (including Facilities and Fleet Maintenance), the Design-Build Team for the Solid Waste Complex, as well as all CoT project stakeholders.
- 4.04 The DBT shall note that Solid Waste Complex and McKay Bay Peninsula is an active site and area and as such shall require special consideration for security, traffic flow, environmental conditions, and adherence to the schedule shall be required throughout the scope of work and project.
- 4.05 DSW facilities and operations on the McKay Bay Peninsula shall remain open and fully operational during this project.
- 4.06 Parks & Recreation (P&R), Tampa Police Department (TPD), and Tampa Fire Rescue (TFR) facilities and operations, also on the McKay Bay Peninsula, shall remain open and fully operational during this project.

**SECTION 5: APPROVED EXHIBITS FROM CONCEPTUAL DESIGN PHASE**

- 5.01 Exhibit A: G1.05 – Solid Waste Complex Oversite Site Plan (Freestanding Restroom Building to be located south of New Multi-Bay Fleet Maintenance Building is not shown).
- 5.02 Exhibit B: A.02.01 - Master Floor Plan for the New Multi-Bay Fleet Maintenance Building.
- 5.03 Exhibit C: A.02.02 - Administration Area Dimension Plan.

**DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)**

**Decentralized Fleet Maintenance Facility Solid Waste Design-Build**

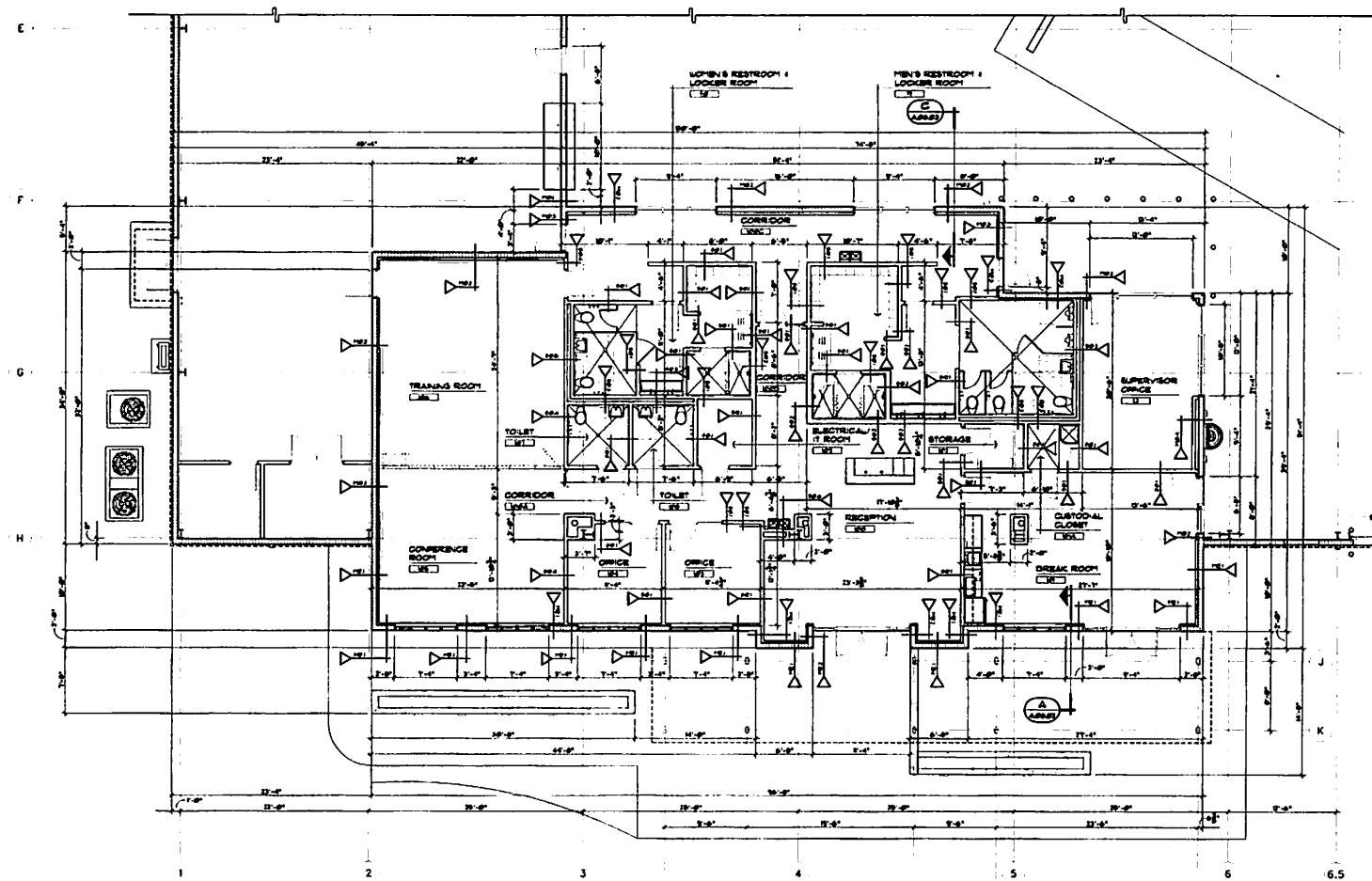
**November 12, 2024**

**Page 14 of 36**

- 5.04      Exhibit D: A.02.03 - Administration Area Information Plan.
- 5.05      Exhibit E: A.02.04 - Maintenance Garage Dimension and Information Plan
- 5.06      Exhibit F: A.02.05 - Maintenance Garage Dimension and Information Plan
- 5.07      Exhibit G: A.07.01 - Large Scale Plans
- 5.08      Exhibit H: CNG Improvement Study, Phoenix Engineering, Inc., Dated, August 18, 2017 (Reference)
- 5.09      CoT and DSW reserves the right to add exhibits by addendum if deemed necessary. All exhibits provided are for illustrative purposes only.







## GENERAL NOTES

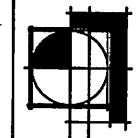
1. **SOB SHEET ARRAYS FOR BALL AND PARTITION TYPES - TYPICAL**



• Baker Barrios

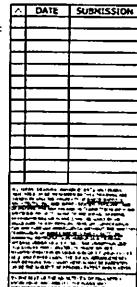
**TAMPA**  
408 ASHLBY DRIVE, SUITE 800  
TAMPA, FLORIDA 33602  
813-649-1900  
**INFO@BAGERSBARRIOS.COM**  
**BAGERSBARRIOS.COM**

KEYNOTES



HOWARD AND  
ASSOCIATES,  
ARCHITECTS, P.A.

NOT FOR  
CONSTRUCTION



**CITY OF TAMPA  
SOLID WASTE  
DEPARTMENT**

21-C-00045  
FLEET  
MAINTENANCE  
BUILDING

S. 34TH STREET  
TAMPA, FLORIDA 33601

210334.00

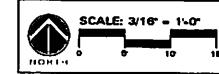
**ADMIN.**

## **DIMENSION PLAN**

03.03

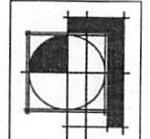
## **ADMINISTRATION DIMENSION PLAN**

www.1000000000.com



**ADMIN.  
DIMENSION  
PLAN**

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TAMPA, FLORIDA 33602  
813.949.1900  
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TAMPA, FLORIDA 33602  
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407.248.5542

HARRY J. ROMANO  
FL. LIC. NO. A80000454

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CONSTRUCTION

C	DATE	SUBMISSION
C		
C		
C		
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CITY OF TAMPA  
SOLID WASTE  
DEPARTMENT

21-C-00045  
FLEET  
MAINTENANCE  
BUILDING

S. 34TH STREET  
TAMPA, FLORIDA 33601  
210334.00

ADMIN. INFORMATION PLAN		A.02.03
SCALE: 3/16" = 1'-0"	0 5 10 15	HORI

## GENERAL NOTES

1. SEE SHEETS A4014, A4015 AND A4016 FOR INTERIOR ELEVATOR AND STAIRCASE SECTIONS.
2. METAL DOOR CASING FOUND ON SHEET A4014. DRAW A DOOR CASING SECTION AND CENTERED ON THIS SHEET.
3. ALL DOORS ARE SHOWN AS OPEN. DOOR ACCESSORIES SCHEDULED LOCATED ON SHEET A4014. ALL TRIM IDENTIFIED AND MARKED WITH A CIRCLE SYMBOL ON THIS SHEET.

## KEYNOTES

1	

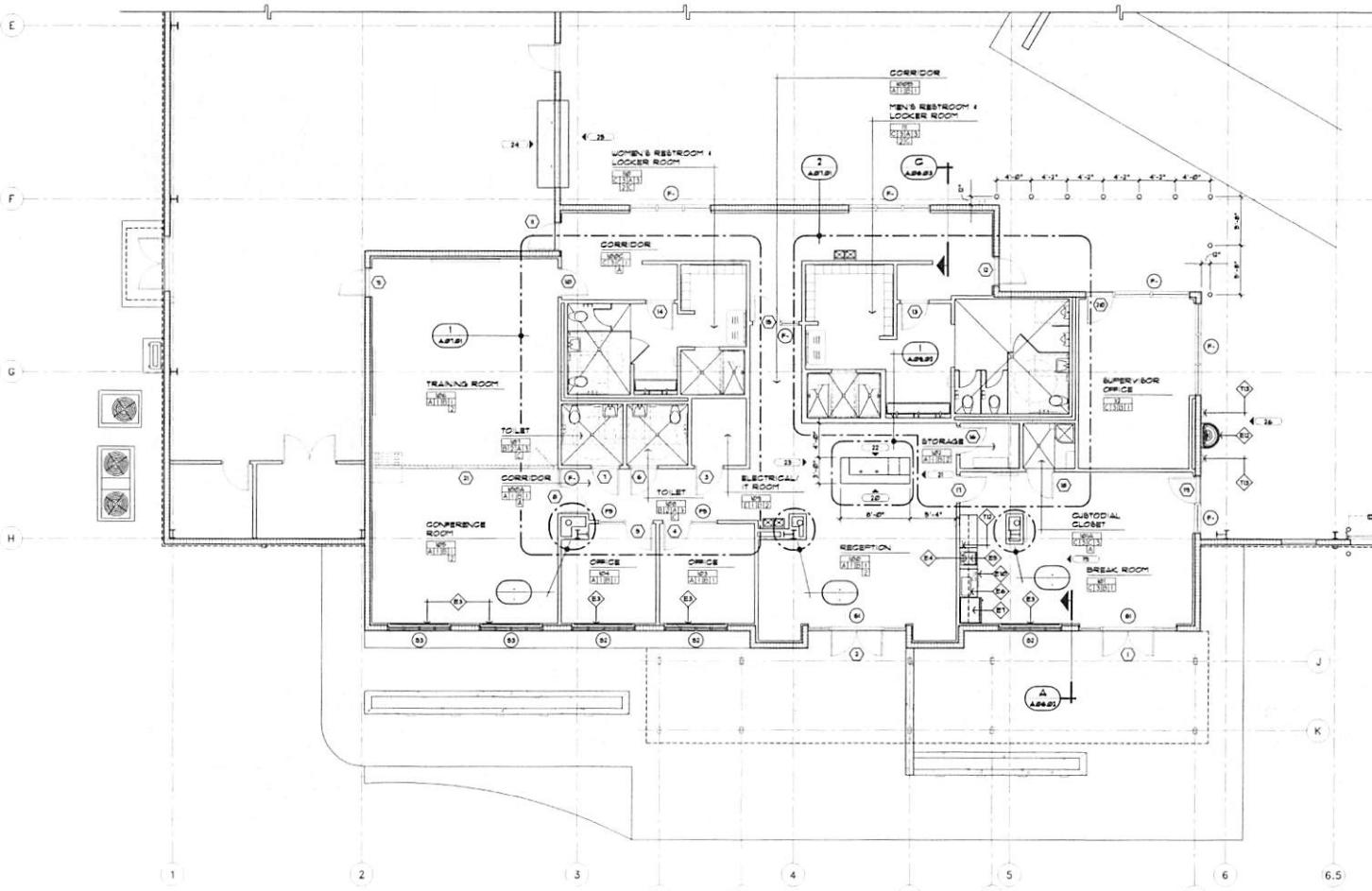
## ROOM FINISH SCHEDULE GUIDE

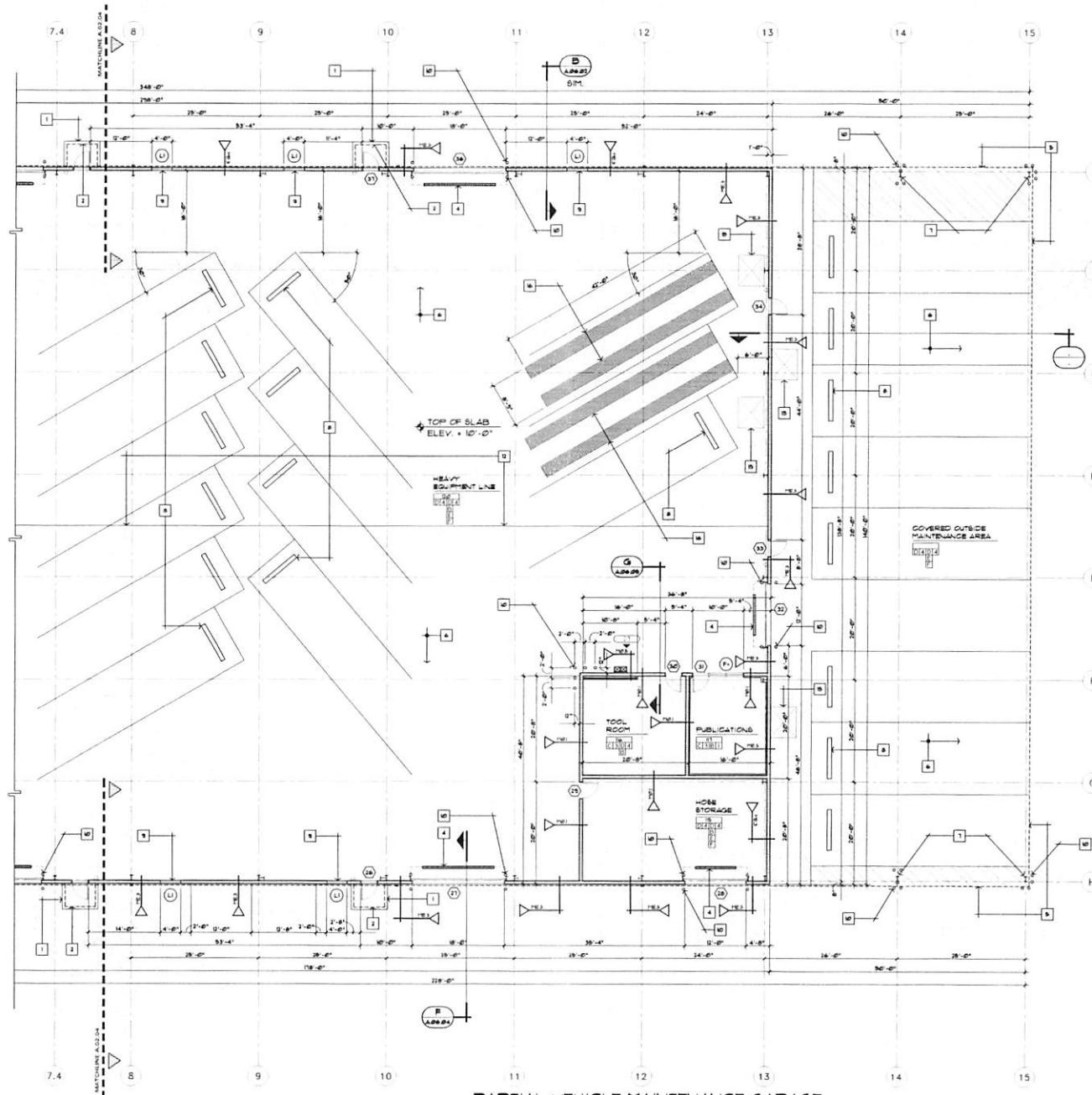
FLOORS
A LUXURY VINYL PLANK FLOORING
B CERAMIC TILE
C RESINOUS FLOORING
D POLISHED CONCRETE
E VINYL COMPOSITION TILE, ANTI-STATIC
BASES
1 VINYL BASE
2 CERAMIC TILE
3 6" HIGH RESINOUS BASE
4 NO BASE
WALLS
A CERAMIC WALL TILE
B GYPSUM BOARD - PANELS PAINTED
C GYPSUM BOARD - HIGH PERFORMANCE COATING
D CONCRETE BLOCK - PAINTED
CEILING
1 1/2" X 24" IMPROVED ACOUSTICAL LAY-IN PANELS
2 GYPSUM BOARD PANELS - PAINTED
3 GYPSUM BOARD PANELS - HIGH PERFORMANCE COATING
4 EXPOSED STRUCTURE ABOVE - PAINTED

## ROOM FINISH LEGEND

ROOM NAME	
OFFICE	
BUILDING NUMBER	
ROOM NUMBER	
WALL FINISH	
FLOOR FINISH	
CEILING FINISH	
WALL FINISH	

ADMINISTRATION  
INFORMATION PLAN  
SCALE: 3/16" = 1'-0"





PARTIAL VEHICLE MAINTENANCE GARAGE  
DIMENSION and INFORMATION PLAN  
SCALE 1/8" = 1'-0"

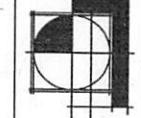
## GENERAL NOTES

1. SEE SHEET 0401 FOR GALL & PARTITION TYPES - TYPICAL.
2. SEE DOOR SCHEDULE PAGE OR SHEET 0401 FOR DOOR IDENTIFICATION NUMBER AND IDENTIFIED ON THIS SHEET.
3. REFER TO SHEET 0401 FOR APPROXIMATE SCHEDULES LOCATED ON SHEET 0401 FOR ALL ITEMS IDENTIFIED AND MARKED WITH A NUMBER ON THIS SHEET.

## KEYNOTES

1. 8'-0" x 1'-0" x 4" THICK REINFORCED CONCRETE STOOP - SEE STRUCTURAL DRAWINGS
2. 8'-0" x 1'-0" x 4" THICK REINFORCED CONCRETE GROOVE - TYPICAL
3. 8'-0" x 10'-0" x 4" THICK REINFORCED CONCRETE GROOVE - TYPICAL
4. GALVANIZED STEEL GRADE TRENCH DRAIN, REFER TO STRUCTURAL AND PLUMBING DRAWINGS
5. EDGE OF CONCRETE ALABAR
6. ALAB ALLOP - 1" PER FOOT
7. EXPOSED PLATED RIGID STEEL FRAME
8. 8'-11" x 4" HIGH YELLOW CONCRETE BLOCK FOR CONCRETE WALLS - TYPICAL
9. IMPACT RESISTANT, SHOT BLOWN AND MANUFACTURED, 1/2" THICK, LOCATED IN FRONT OF A 4'x8' DEEP HORIZONTAL PLACE IN FRONT AND BEHIND A 3'x8' DEEP VERTICAL PLACE - TYP.
10. 10'-0" x 1'-0" x 4" THICK REINFORCED STEEL PIPE BOLLARD - SEE DETAILS 0401 AND 0402 - TYPICAL
11. 10'-0" x 1'-0" x 4" THICK CONCRETE PITS
12. HIGH POINT OF FLOOR ALAB
13. STAINLESS STEEL TOP SERVICE COUNTER WITH PAPER WRINGER
14. PREPARED CONCRETE UNIT INSTALLED ON TOP OF A 4" HIGH PREMIUM CONCRETE PLATE - SEE DETAILS 0401
15. LINE STATION LOCATED ON THE
16. SET OF TWO 23" MWV x 42" HEAVY DUTY PLASTIC LIFTS ABLE TO 17' DEEP WITH 1000 LB. CAPACITY - SEE DETAILS 0401
17. AMI METRA HDPE - 11-42

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TAMPA, FLORIDA 33602  
813.549.1900

PLATE NO. 0401  
DATE: 4/10/2014  
DRAWN BY: [Signature]

NOT FOR  
CONSTRUCTION

DATE: 4/10/2014  
SUBMISSION

PLATE NO. 0401  
DATE: 4/10/2014  
DRAWN BY: [Signature]



CITY OF TAMPA  
SOLID WASTE  
DEPARTMENT

21-C-00045  
FLEET  
MAINTENANCE  
BUILDING  
S. 14TH STREET  
TAMPA, FLORIDA 33601  
210334.00

MAINTENANCE  
GARAGE  
DIMENSION &  
INFO. PLAN

0401-00045

A.02.05

## ROOM FINISH SCHEDULE GUIDE

FLOORS:

- A LUXURY VINYL PLANK FLOORING
- B CERAMIC TILE
- C REINFORCED CONCRETE
- D POLISHED CONCRETE
- E PORCH & FLOOR PAINT

BASES:

1. VINYL BASE
2. CERAMIC TILE
3. 6" HIGH REINFORCED BASE
4. NO BASE

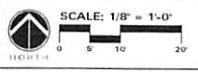
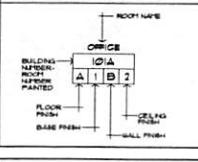
WALLS:

- A CERAMIC WALL TILE
- B GYRUM BOARD PANELS - PAINTED
- C GYRUM BOARD PANELS - HIGH PERFORMANCE COATING
- D CONCRETE BLOCK - PAINTED
- E EXPOSED PRECAST STEEL - PAINTED
- F PREPARED, GALVANIZED STEEL, HOLLOWED EXTERIOR WALL PANELS

CEILING:

1. 1/2" REINFORCED ACOUSTICAL LAY-IN PANELS
2. GYRUM BOARD PANELS - PAINTED
3. GYRUM BOARD PANELS - HIGH PERFORMANCE COATING
4. EXPOSED PRECAST STEEL STRUCTURE ABOVE - PAINTED

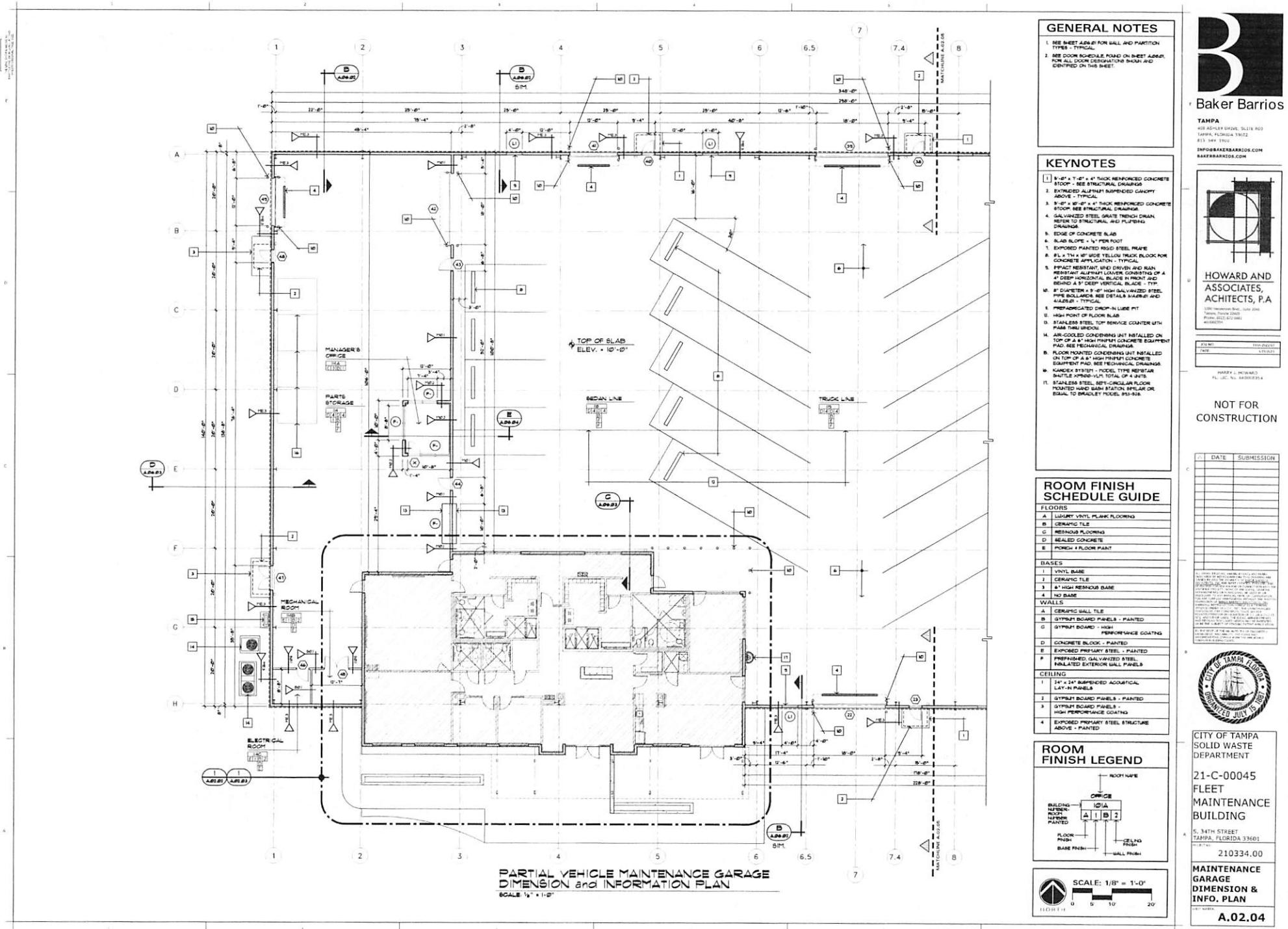
## ROOM FINISH LEGEND



SCALE: 1/8" = 1'-0"

0 5 10 20

FEET FEET





# Fleet Building CNG Improvement Study for



*City of*  
**Tampa**  
Florida



PREPARED BY:



10012 N. Dale Mabry Hwy  
Suite 102  
Tampa, FL 33618



## TABLE OF CONTENTS

1.0 FORWARD	2
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3.0 FACILITY OBSERVATIONS	7
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## 1.0 FORWARD

The City of Tampa Fleet Management is part of the City's Logistics and Asset Management Department. The Fleet Management Division provides vehicle and equipment repair services, fueling, and fleet acquisition and disposal services for the City's 3,200 vehicles and pieces of equipment. The Division processes over 15,000 repair orders per year with a staff of 54 positions operating at two facilities. Their existing Truck and Sedan Fleet Maintenance building is located at the Department of Solid Waste facility at 1508 N Clark Avenue.

Included in the City's fleet are the Department of Solid Waste & Environmental Program Management collection vehicles which provide environmentally safe, time responsive and cost effective collection and recycling disposal services to over 90,000 residential and commercial customers.

In 2013, the City of Tampa introduced Compressed Natural Gas (CNG) collection vehicles into the Solid Waste fleet. These vehicles operate using onboard cylinders containing compressed natural gas at pressures upward of 3,600 psi. This alternative fuel source results in reduced exhaust pollutants and 10-20% less greenhouse gas emissions compared to traditional fuels. However, due to the flammability of natural gas and it's lighter than air properties; proper facility design measures must be implemented within maintenance facilities that service CNG equipped vehicles.

The City of Tampa contracted Phoenix Engineering Group, Inc. (Phoenix) to conduct a preliminary study to investigate the requirements for renovating the existing City of Tampa Fleet Maintenance facility to safely accommodate the additional servicing of CNG vehicles inside the building. Our services included a field observation survey of the existing maintenance building, adjacent outdoor service bays and associated utility infrastructure (i.e. electrical systems, heating and ventilation systems). Phoenix also conducted a code review to identify applicable state and national code requirements.



## 2.0 BACKGROUND

### 2.1 Existing Facility Layout and Operations

#### 2.1.1 The Fleet Maintenance Facility is comprised of the following six (6) general areas:

Truck Line: This area is at the northern most end of the facility and services the Solid Waste Management collection vehicles. This includes diesel engine vehicles, as well as the CNG engine vehicles at the focus of this study. Within this area are ancillary small parts storage, tool storage/shop and a breakroom.

Sedan Line: This area is immediately adjacent to and unsegregated from the Truck Line. Standard gasoline engine sedans, SUVs and light trucks are serviced here; such as Utilities Department pickup trucks and Police Department vehicles.

Parts Storage Building: This is the central receiving, storage and requisitioning area for the fleet maintenance parts. It located between the Sedan Line and the Heavy Equipment Line. Parts Storage is separated from the Truck/Sedan Lines by a floor to roof partition believed to be 2-hour fire-rated based on available as-built drawings.

Heavy Equipment Line: This area is immediately adjacent and south of the Parts Storage Area and services large gasoline and diesel powered vehicles such as dump trucks, tractors and other large service trucks. It also contains a designated a tire maintenance area. It too was separated from Parts Storage by a floor to roof partition believed to be 2-hour fire-rated based on available as-built drawings.

Lube Shop: The Lube Shop consists of two (2) service bays with service pits enclosed in a separate building adjacent to the Heavy Equipment Line on the east side. It is used solely for minor maintenance operations such as chassis lubrication, brake repair and oil changes for large fleet vehicles.

Outdoor Canopy Area: This is an open-air area adjacent to the exterior wall of the Truck Line on the north side of the building. This area is currently designated as the longer-term maintenance area where CNG vehicles might have to remain for extended periods. Any vehicles requiring welding repairs are also serviced here.

Administration Offices Area: This is the portion of the facility that houses the Fleet Maintenance operations and administration staff. These offices are located adjacent to the Sedan Line and Parts Storage areas on the east side of the building.



## 2.2 Limitations and Data Sources

This report has been prepared under contract with the City of Tampa. Investigations were limited to visual inspections and interviews with facilities personnel. Phoenix makes no warranty expressed or implied to the use of this report by a third party. The content of this report is not intended for use by any person or entity other than the City of Tampa.

Research, site, and facility data was collected through the following:

- Visual on-site observations conducted by Phoenix on June 7, 2017.
- Interviews with City of Tampa Fleet Management personnel.
- Reviews of available facility as-built drawings.
- Research of applicable current codes and standards.

The field observations and subsequent recommendations are focused on the areas of the Fleet Maintenance building that service CNG vehicles. Based on our site visit and interviews with City of Tampa Fleet Management personnel these areas were identified as the Truck Line, Sedan Line, Lube Shop and Outdoor Canopy area. The Heavy Equipment Line, Parts Building, Office areas and Body Shop were excluded.

## 2.3 Code References

Unless otherwise indicated, building code editions listed are those recognized by the Authority Having Jurisdiction for the City of Tampa. National Fire Protection Association (NFPA) Codes are the applicable edition referenced in the Florida Building Codes.

The following codes or guidelines have been referenced for this evaluation:

- Florida Building Code-Building, 5th Edition (2014)
- Florida Building Code-Mechanical, 5th Edition (2014)
- Florida Fire Prevention Code, 5th Edition (2014)
- NFPA 13 Standard for the Installation of Sprinkler Systems (2010)
- NFPA 30A Code for Motor Fuel Dispensing Facilities and Repair Garages (2012)
- NFPA 52 Vehicular Natural Gas Fuel Systems Code (2010)
- NFPA 70 National Electric Code (2011)

Note: The City of Tampa is self-insured and we are unaware of any additional insurance related requirements beyond the established codes and standards list above.



## 2.4 CNG Vehicle Repair Garage Requirements

The Florida Fire Prevention Code and NFPA 30A Code for Motor Fuel Dispensing Facilities and Repair Garages are the two prominent codes that define the requirements for Repair Garages. In NFPA 30A, Repair Garages are separated into two categories: Major Repair Garage and Minor Repair Garage. Refer to the NFPA 30A excerpt below:

### 3.3.12 Repair Garages.

**3.3.12.1 Major Repair Garage.** A building or portions of a building where major repairs, such as engine overhauls, painting, body and fender work, and repairs that require draining of the motor vehicle fuel tank are performed on motor vehicles, including associated floor space used for offices, parking, or showrooms.

**3.3.12.2 Minor Repair Garage.** A building or portions of a building used for lubrication, inspection, and minor automotive maintenance work, such as engine tune-ups, replacement of parts, fluid changes (e.g., oil, antifreeze, transmission fluid, brake fluid, air conditioning refrigerants, etc.), brake system repairs, tire rotation, and similar routine maintenance work, including associated floor space used for offices, parking, or showrooms.

Based on the facility layout and operations discussed in Section 2.1, the Truck Line and the Sedan Line areas would be classified as a Major Repair Garage. The Lube Shop would be classified as a Minor Repair Garage.

In accordance with the Florida Fire Prevention Code and NFPA 30A, Minor Repair Garages servicing CNG vehicles do not require any additional upgrades beyond the code minimum requirements for standard fuel Minor Repair Garages.

Major Repair Garages being converted to service CNG vehicles require the following modifications beyond the code minimum requirements for standard fuel Repair Garages listed. These are presented below by category:

- Architectural
  - Separated Occupancies: 2-hour fire rated interior walls, full height floor to roof between separated occupancies.
  - Nonseparated Occupancies: No fire separation required.
- Electrical: Class I, Division 2 electrical devices within 18 inches of the roof.

Exception: Standard devices are allowed to remain if continuous mechanical ventilation is provided at an airflow rate of 4 air changes per hour (4 ACH) within this zone.



- Ventilation – Normal Operation: Continuous mechanical ventilation provided at an airflow rate of 4 ACH with intakes at 18 inches above the floor and exhaust within 18 inches of the roof or at the high point(s) of the roof.
- Ventilation – Emergency Purge: Mechanical ventilation provided at an airflow rate of 5 ACH with intakes at 18 inches above the floor and exhaust at the high point(s) of the roof.
- Heating Systems: No open flame heaters or heating equipment with exposed surfaces having a temperature in excess of 750 °F.
- Gas Detection: Not required for odorized fuels like CNG.

## 2.5 Assumptions and Clarifications

Regarding our discussions with City of Tampa personnel and our site observations, the following assumptions and clarifications apply:

- The existing Fleet Maintenance facility complies with the applicable building codes and standards for the servicing of diesel and gasoline powered vehicles.
- Observations contained herein are limited to specific concerns for CNG vehicle maintenance repair garages and are not to be interpreted as a comprehensive facility survey for code compliance.
- Opinion of Probable Construction Cost information was developed using published historical data and budgetary materials cost data from various vendors. Accuracy is no greater than ±25% of the anticipated cost.



### **3.0 FACILITY OBSERVATIONS**

During our site visit to the Fleet Maintenance Facility, the following observations were made with regards to the Repair Garage operations and the servicing of CNG equipped vehicles. The observations have been grouped in the same categories from Section 2.4 CNG Vehicle Repair Garage Requirements for cross reference purposes:

- 3.1 Architectural – Separated/Nonseparated Occupancies: The majority of Truck and Sedan Line perimeter walls are exterior walls with the exception of a section of east wall that is adjacent to the Administration Offices and the south wall that separates the Sedan Line from Parts Storage. These walls are constructed from concrete masonry units (CMU) and extend to the roof level. The walls are believed to be 2-hour fire-rated based on available as-built drawings from Robbins & Associates Architects, Inc. dated 10/10/1978. Also, inside the Sedan Line along the east side there has been subsequent construction of administrative office space adjacent to the original offices. These walls appear to be CMU construction but do not extend to the roof level. There are exposed HVAC ducts and electrical devices above the ceilings in this area.
- 3.2 Electrical: There were a substantial amount of electrical devices and lighting fixtures throughout the Truck and Sedan Lines, as well as, the presence of distribution panelboards within the garage areas; all of which were non-classified, standard construction. The Lube Shop pits contained NEC classified devices, although their specific rating was not determined. The lighting fixtures and associated electrical junction boxes at the roof level were not NEC Class I, Division 2 devices; nor were the exhaust fan motors or disconnect switches.
- 3.3 Ventilation – Normal Operation: The current normal continuous ventilation of the Truck and Sedan Lines is accomplished by a total of 7 wall mounted propeller exhaust fans installed throughout the perimeter exterior walls near the underside of the roof. The three (3) overhead service bay doors are left open to serve as air intakes for the exhaust fans. The overall estimated exhaust airflow is approximately 88,000 cfm or over 6.5 ACH. However, the exhaust fan intakes are not within 18 inches of the roof and the fan motors are exposed to the airstream but are not Class I, Division 2 rated.
- 3.4 Ventilation – Emergency Purge: There did not appear to be any controls in place to indicate an emergency ventilation purge system is currently installed or utilized. However, the current normal continuous ventilation is believed to exceed the recommended emergency ventilation purge airflow rate of 5 ACH or roughly 66,000 cfm. Again, these exhaust fan intakes are not within 18 inches of the roof and the fan motors are exposed to the airstream but are not Class I, Division 2 rated.



- 3.5 Heating Systems: Both service lines are heated by a total of 6 gas-fired unit heaters hung from the roof structure throughout the space. The heaters are fed with natural gas and are equipped with dual direct drive propeller fans exposed on the exterior of the cabinet. These unit heaters are not appropriate for use in hazardous atmospheres containing flammable vapors, such as in the event of an accidental leak of natural gas in the service garage. Even though the unit heaters are below the 18 inch ceiling zone, the non-classified exposed fan motors pose an additional risk.
- 3.6 Gas Detection: No gas detection sensors or alarms were observed. Gas detection equipment is only required in major repair garages servicing vehicles with non-odorized fuels, such as hydrogen or liquefied natural gas (LNG).
- 3.7 Fire Sprinklers: The fire sprinkler system currently installed is believed to be designed for an occupancy classification of Ordinary Hazard (Group 2) which is consistent with current building code requirements. This assessment is based on our field observations and information reviewed from available fire sprinkler as-built drawings. Fire Sprinklers appear to comply with NFPA 13 requirements for Ordinary Hazard Group 2; which was substantiated by an As-Built drawing from Firepak, Inc. dated 10/10/1978 provided to Phoenix.
- 3.8 Outdoor Canopy Areas – Welding Activities: It was discussed during our field observation visit that occasional repairs to the CNG vehicles require cutting torches and/or welding repairs. These activities were said to be isolated to the Outdoor Canopy Area located at the north side of the facility. It is imperative that all fuel be removed from the vehicles under the canopy prior to the use of open flame cutting torches or any welding equipment.



#### 4.0 RECOMMENDATIONS

Below is a summary of required recommendations for modifying the current major repair garage to support CNG equipped vehicles in compliance with the applicable codes and standards. The associated opinion of probable cost estimate for each item is also provided. While these recommendations are listed on an individual basis, they would have to be implemented in their entirety in order to meet all of the code requirements; with the exception of optional items where noted.

4.1 Architectural – Separated/Nonseparated Occupancies: The initial concern regarding the office area within the Sedan Line was due to the lack of a full height fire rated separation wall. However, research of the Florida Building Code, Chapter 3, Chapter 4 - Section 406.8 and Chapter 5 - Section 508 indicates that the overall building and office area meet the criteria for nonseparated occupancies. Therefore the office area, as currently constructed, appears to be in compliance. There were also no utilities above this area within the 18 inch zone at the roof that would be a concern for CNG operations.

Option: Even though the facility meets the criteria for nonseparated occupancies, it may be advantageous to separate the Truck Line from the Sedan Line. Since CNG vehicles are only serviced in the Truck Line and not in the Sedan Line, having a floor to roof level smoke partition isolating the two spaces would limit the ventilation scope and associated cost of the required facility modifications to the Truck Line only. The impact on operations logistics and the cost benefits would need to be further evaluated to determine the viability of this option.

Estimated Cost: \$ 60,000.00

4.2 Electrical: Due to the substantial amount of non-classified electrical devices and lighting fixtures at the roof level, as well as the presence of the distribution panelboards within the garage areas, we do not believe it is feasible to comply with the required Class I, Division 2 upgrades at the roof level zone. We believe the best viable option for electrical compliance would be to comply with the exception noted in NFPA 30A:8.2.1\* of providing continuous mechanical ventilation of 4 ACH throughout the garage.

Estimated Cost: No direct electrical cost. Refer to Ventilation sections below.

4.3 Ventilation – Normal Operation: Due to CNG being lighter than air and the current exhaust fans not being properly positioned nor electrically equipped for CNG service; the garage exhaust ventilation needs be modified so that it properly captures and safely vents any accidental release of natural gas within the garage. Both the Truck and Sedan Lines have a sloped roof structure with a high point ridge down the center. We recommend the installation of two roof mounted exhaust fans on either side of the ridges in both sections of garage. Ductwork would be added down the full length of the garage with inlets along the bottom and both sides to effectively capture vapors at the roof level. These four fans would operate continuously at an airflow rate equivalent to 5 ACH in order to avoid extensive electrical upgrades to the lighting and other non-classified devices at the roof level. Operating at 5 ACH would also satisfy the Emergency Purge requirement in the event of an accidental natural gas



release. The current method of leaving the three (3) overhead service bay doors open to serve as air intakes for the exhaust fans can continue.

Estimated Cost: \$ 80,000.00

Option: As an alternative to leaving the overhead doors open for exhaust air makeup, fan powered makeup air units can be installed on the roof with vertical ductwork extending downwards into the personnel occupied zone. These units would provide the outdoor makeup air directly into the occupied zones and can be specified with both heating and cooling coils for environmental control in the garage. Refer to the Heating Systems section for related discussion.

4.4 Ventilation – Emergency Purge: In the absence of a gas detection system (non-mandatory for CNG repair garages), an emergency ventilation purge system due to a gas release would be accomplished manually by garage personnel. However, operating the normal ventilation system at the higher emergency purge airflow rate would satisfy both ventilation requirements and alleviate the need for additional operational procedures and/or gas detection systems.

Estimated Cost: N/A

4.5 Heating Systems: We recommend replacing the current non-compliant gas-fired unit heaters with CNG facility approved infrared heaters (less than 750°F surface). These heaters are very effective and cost effective to operate in large open areas such as repair garages.

Estimated Cost: \$ 25,000.00

Option: Refer to Ventilation – Normal Operation section. The fan powered makeup air system can be equipped with cooling and heating options; which would eliminate the need to hang heating only equipment from the building structure. The estimated cost would replace the infrared heater estimated cost.

Estimated Cost: \$115,000.00 (heating only)

4.6 Gas Detection: Gas detection equipment is not required in major repair garages servicing CNG equipped vehicles; only in non-odorized fuel applications.

Option: Installation of gas detection system is not required by code for odorized gases like CNG. However, the installation of a gas detection system would provide an added measure of safety to the garage operations, would automatically alert maintenance personnel in the event of an accidental CNG release and could automatically activate an emergency ventilation purge while simultaneously disabling the garage heating system.

Estimated Cost: T.B.D.

4.7 Fire Sprinklers: The fire sprinkler system currently installed is believed to be designed for an occupancy classification of Ordinary Hazard (Group 2) which is consistent with current building code requirements. This assessment is based on our field observations and information reviewed from available fire sprinkler as-built drawings. Fire Sprinklers appear



to comply with NFPA 13 requirements for Ordinary Hazard Group 2; which was substantiated by an As-Built drawing from Firepak, Inc. dated 10/10/1978 provided to Phoenix.

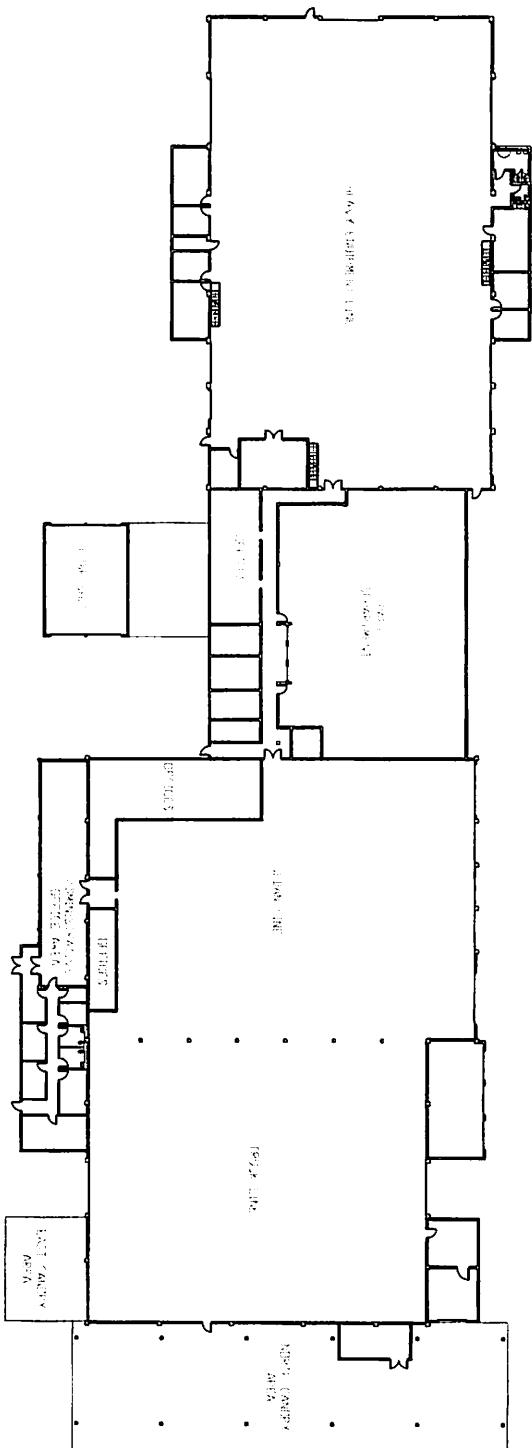
Estimated Cost: N/A

4.8 Outdoor Canopy Areas: As stated in the Observations section, it is imperative that the CNG cylinders are removed from the vehicles and all residual fuel is purged from the system prior to the use of open flame cutting torches or any welding equipment. If any combustible materials are stored under the canopy area, other than on a temporary basis when in use, then fire sprinklers should be installed to comply with the requirements of NFPA 13:8.15.7.

Estimated Cost (fire sprinklers if required): \$ 36,000.00

## OVERALL FACILITY PLAN

A  
OVERALL  
22" x 1" = 22-0



SCALE: 1" = 20'-0"

## **FACILITY PLAN**

A-1

OWNER REVIEW  
NOT FOR CONSTRUCTION

## **FLEET BUILDING CNG IMPROVEMENT STUDY**

CITY OF TAMPA  
1508 N. CLARK AVE. TAMPA, FL 33607

**REVISION HISTORY:**

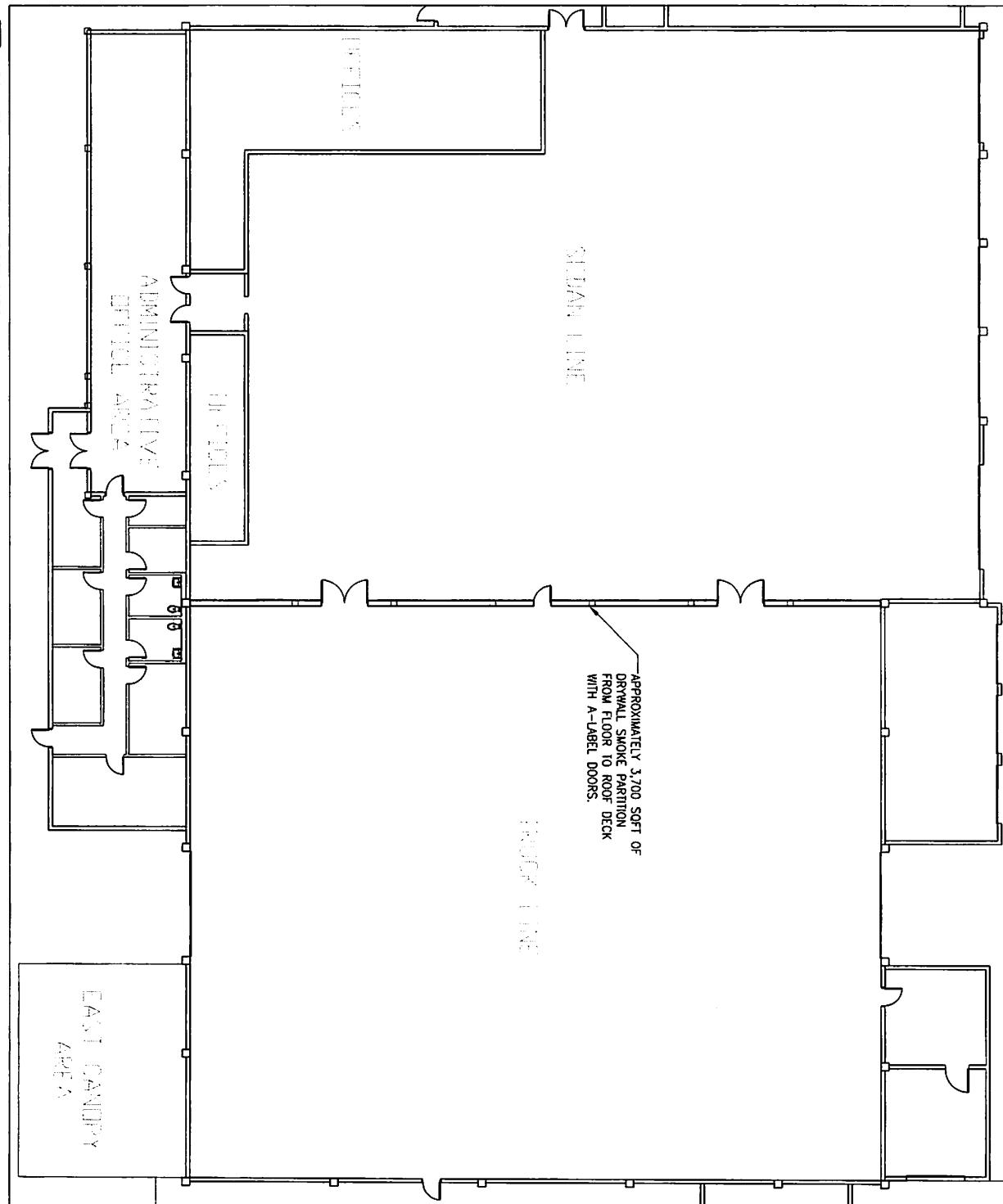
~~CONFIDENTIAL~~

**PHOENIX**  
-ENGINEERING GROUP

## THE ENGINEERING GROUP

Marketed = Executed = Planning = Fire Protection  
Process = Construction Administration

10012 N. Dale Mabry 1813.963.0360  
St. Petersburg



OPTION - TRUCK AND SEDAN LINE SEPARATION	SCALE: 1/8" = 1'-0"	REVISION HISTORY:	PHOENIX
100-17	100-17	CONFIDENTIAL	Engineering Group
OPTION - TRUCK/SEDAN SEPARATION	100-17	ALL REPORTS, PLANS, SPECIFICATIONS, DRAWINGS, COMPUTER FILES, FOLIO SHEETS, NOTES AND OTHER DOCUMENTS AND ALL REPORTS, PLANS, SPECIFICATIONS, DRAWINGS, COMPUTER FILES, FOLIO SHEETS, NOTES AND OTHER DOCUMENTS AND ALL INFORMATION PREPARED OR PROVIDED BY THE ENGINEER, CONSULTANT, CONTRACTOR, OR SUBCONTRACTOR, OR PROVIDED BY THE OWNER, WHETHER DURING THE COURSE OF THE PROJECT OR THEREAFTER, PURSUANT TO THE AGREEMENTS OF THIS CONTRACT, REMAIN THE PROPERTY OF THE OWNER. PURSUANT THERETO, ALL INFORMATION CONTAINED HEREIN IS UNPUBLISHED, UNREGISTERED, UNCOPYRIGHTED, UNTRADED, UNLICENSED, UNPATENTED, AND UNREGISTERED.	10012 N. Dale Mabry Hwy St. Petersburg, FL 33709 Tampa, FL 33618 www.phoenixeng.us Engineering License No. 24556
A-2	100-17		



## 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/propoer 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/propoer'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 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

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**



**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

### Total ALL Subcontract / Supplier Utilization \$

Total SLBE Utilization \$ \_\_\_\_\_

Total WMBE Utilization \$ \_\_\_\_\_

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

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

Signed: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Page 4 of 4 DMI – Solicited/**Utilized**

### Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form **(Form MBD-20)**

**This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) projected to be utilized must be included on this form.** Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

**Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.

- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Subcontracting/consulting (of any kind) will be performed on this contract.** Checking box indicates your business will not use subcontractors when no Subcontract Goal or Participation Plan Requirement was set by the City, but will self-perform all work. When subcontractors are utilized during the performance of the contract, the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. Note: certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors, including completion and submitting Form-10 and Form-20.
- **No Firms listed To-Be-Utilized.** Check box; provide brief explanation why no firms were retained when a goal or participation plan requirement was set on the contract. Note: mandatory compliance with Good Faith Effort outreach (GFECP) requirements applies (MBD Form-50) and supporting documentation must accompany the bid.
- **See attached documents.** Check box, if after completing the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the scope/value/percent utilization of subcontractors. Reproduce copies of MBD-20 and attach. All data not submitted on duplicate forms must be in the same format and content as specified in these instructions.

The following instructions are for information of Any and All subcontractors To Be Utilized.

- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- “S” = **SLBE**, “W” = **WMBE**. Enter “S” for firms Certified by the City as Small Local Business Enterprises and/or “W” for firms Certified by the City as Women/Minority Business Enterprise; “O” = **Non-certified others**.
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials (NIGP code if Known)** Indicate the trade, service, or material provided by the subcontractor. Abbreviated list of NIGP is available at <http://www.tampagov.net/mbd> “Information Resources”.
- **Amount of Quote, Letters of Intent** (required for both SLBEs and WMBEs).
- **Percent of Work/Contract.** Indicate the percent of the total contract price the subcontract(s) represent. For CCNA only (i.e. Consultant A/E Services) you must indicate subcontracts as percent of total scope/contract.
- **Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may be optional in CCNA depending on solicitation format).
- **Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Total WMBE Utilization.** Provide total dollar amount for all projected WMBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid/proposal amount.
- **Percent WMBE Utilization.** Total amount allocated to WMBEs divided by the total bid/proposal amount.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity at (813) 274-5522.



## Guaranteed Maximum Price (GMP) Exhibit

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

- The City of Tampa's Equal Business Opportunity Program requires setting a construction subcontract goal on each GMP under the CM /or D-Build delivery system.
- Prior to the time construction subcontract goals are set, the Construction Manager (CM) or the Design-Builder (D-B) provides information on subcontract packages planned for the construction phase(s) and their sequencing.

**(Ref: use Detailed GMP Estimate and MBD Form-80 PTW)**

- The CM (or D-B) participates in a meeting wherein Contract Administration (CAD) initiates for EBO to establish narrowly tailored project goals for SLBE and/or W/MBE subcontractor participation on the project.

**(Ref: use MBD Form-70)**

- For each subcontracting package to be bid, the CM (or D-B) confirms with the EBO Office, the City's minimum contact list of available SLBE and/or W/MBE firms to be solicited. Note: strategic, extensive outreach is the CM/DB's responsibility (i.e. GFECP)

**(Ref: use Minimum Contact List provided w/final Project EBO Determination Goal)**

- The CM (or D-B) documents the notification of **all** potential subcontractors, including the SLBE or W/MBE firms identified above, i.e. minimum contact list of certified firms.

**(Ref: use DMI 10-20 for construction phase Solicitation/Utilization outcomes)**

- The CM (or D-B) receives, opens, and tabulates subcontract bid results. The City, including representatives of the managing department and the EBO Office, may be present for the bid openings or to review the bids submitted.

**(Ref: use MBD Form-50 GFECP outreach w/documentation)**

- The CM (or D-B) provides to the City, a tabulation of all bids received and its determination of the lowest responsive/responsible bidder. If bids received exceed contracted Guaranteed Maximum Price, CM (or D-B) advises City as to how they will proceed. If re-bidding is selected, notification at least equal to the original solicitation will occur. **(Ref: Reaffirm EBO Outreach)**

- As all subcontracts are executed, final copies are provided to the City. Where participation is achieved via sub-subcontractors and/or suppliers, the CM (or D-B) provides the City and EBO with copy of executed agreement or purchase order as documentation. **(Ref: use MBD Form-40 LOIs execute "Letters-of-Intent")**

- During construction, monitoring activities may including but may not be limited to, subcontractor payment reports to be submitted with pay requests, prior approval by the EBO Office and the managing departments, of any replacement of SLBE or W/MBE subcontractors, and a report of final amounts paid to all subcontractors.

**(Ref: use #1-DMI 30 Form w/Pay Applications; #2-Prime & Subs must log into Diversity Mgt. Compliance System to report payment activity)**

Page 1 of 1

## Procurement Guidelines To Implement Minority & Small Business Participation

### Underutilized WMBE Primes by Industry Category

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

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**



1368 SPALDING RD., STE. C, DUNEDIN, FL 34698-5039 | P: (727) 733-5558 | F: (727) 738-8225 | LICENSE: # CG-C018550

## 25-C-00005 Decentralized Fleet Maintenance Facility Solid Waste Design-Build

### Exhibit B Scope of Services

Monday, November 3, 2025

This scope of services shall include, but not be limited to, the development of final design documents, obtaining regulatory permits, development of Guaranteed Maximum Price (GMP) proposal, Construction Administration from our architect, Long & Associates, and all preconstruction work associated with advancing this project.

The Design Criteria originally requested a 54,000 SF single-story building with 11 spaces for inside truck service lines, 4 spaces for inside heavy equipment service lines, and 4 spaces for sedan service lines. After discussions with the project team regarding the budget, we are reducing the building area to 35,000 SF with an undetermined number of service lines. The exact number will be determined during preconstruction meetings with the project team. The team will consider a 54,000 SF pad as previously designed, and reflect all of the environmental permitting obtained so far. The team will also consider incorporating exterior service bays on the 54,000 SF pad. In order to meet the budget, we anticipate building a 54,000 SF slab, with a 35,000 SF building being an enclosed space, and incorporating exterior service bays on the remaining 19,000 SF portion of the slab. We anticipate mat foundations and piles in accordance with the geotechnical report as well as landfill gas mitigation design to vent the under-slab area.

Other Design Criteria include but are not limited to:

- Construction: Concrete Masonry Unit (minimum of 10' AFF) and Pre-Engineered Metal Building
- Environmental evaluation, analysis and remediation
- Entries: Covered
- Administration Space Heating, Ventilation, and Air Conditioning: Full
- High Velocity Circulating Fans: Service Bays
- Gas Heaters: Service Bays
- Exterior and Interior Lighting
- Compressed Natural Gas Compliant Exterior and Interior Work Environments
- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)



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- Exterior and Interior Signage
- Exterior and Interior Building Lighting
- Backup Generator(s)

Spatial requirements for the New Multi-Bay Fleet Maintenance Building shall also include, but are not limited to, the following:

- Traditional Vehicle Lifts (Number To be Determined)
- Truck/Heavy Equipment Repair Lifts (Number To be Determined)
- Portable Hydraulic Lifts and accompanying Storage Area (Number To be Determined)
- Overhead Cranes (Number and Size to be Determined)
- Electric Roll-up Doors at each End of the Services Areas with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door
- Reception Area with Controlled Access and Two (2) Restrooms
- Two (2) Offices
- One (1) Conference Room
- One (1) Training Room
- Breakroom with Kitchen
- Exterior Covered Patio with Overhead Fans (adjacent to the Breakroom)
- Custodial Closet
- Men's Employee Restroom with Lockers
- Women's Employee Restroom with Lockers
- Storage Room
- Electrical | IT Room
- Circulation Corridors
- Inventory Room
- Supervisor Office
- Tool Room
- Publications Room
- Hose Storage Room
- Part Storage Room
- Part Storage Manager's Office
- Electrical Room
- Mechanical Room

#### **General Items**

- Comprehensive Project Scheduling and Project Management.
- Comprehensive Review of Master Planning, Project Programming and Spatial Analysis.
- Coordination with Public Outreach and Campaigns.



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- Compliance with the Standards to satisfy LEED Silver Certification (No Certification is Required).
- Coordination with the Department of Solid Waste, Logistics and Asset Management= (LAM; including Facilities and Fleet Maintenance).
- Project documentation will conform to City standards and design guidelines.

### **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 Furnishings (Exterior and Interior), Fixtures, and Equipment (FFE).
- Comprehensive Specialty Design Services for a New Multi-Bay Fleet Maintenance Building.
- Comprehensive Engineering Services including, but not limited to Civil, Structural, Threshold
- Inspection, Mechanical, Electrical, Lighting, Plumbing, Acoustic, Fire Protection, Stormwater, and Security.
- Comprehensive Review of Studies and Analysis of Traffic and Means of Transportation within the Solid Waste Complex and McKay Bay Peninsula.
- Comprehensive Design Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations as Required.
- Coordination with CoT's Departments including, but not limited to, Equal Business Opportunity (EBO), Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance), Mobility, Risk Management, Solid Waste (DSW), Stormwater, Sustainability and Resiliency, Technology and Innovation (T&I), Water, and Wastewater.
- Computer Graphics including 3D Modeling and Renderings for Presentations, if required by the DSW and/or the COT.
- 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 include, but not limited to, Boundary, Topographic, Trees, Utilities (including Plumbing), Layout, As Built, and Final Layout.
- Comprehensive Construction, Fabrication, and Construction Administration Services.
- Comprehensive Geotechnical Services and Utility Location.
- Comprehensive Demolition, Land Clearing, and Grading.
- Comprehensive Irrigation Design and Implementation Services as Required.
- Comprehensive Green Infrastructure for Stormwater Management as Required.
- Comprehensive Job Site Control and Erosion Control Systems



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- Comprehensive Environmental Evaluation, Analysis, Hazard, and Subsurface Debris 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, Technology and Innovation (T&I), Furnishing, Fixtures, and Equipment (FF&E; DBT and CoT Provided), Solar
- Technology, Contingencies (Firm, Owner, and CoT), Public Art (1% of Total Budget to a maximum of \$200K) and all industry standard hard and 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.

#### **Department of Solid Waste and Logistics and Asset Management Items**

- Comprehensive Design Services for a New Multi-Bay Fleet Maintenance Building
- Performance Forward Multi-Bay Fleet Maintenance Building
- Green, Resilient, and Multi-Bay Fleet Maintenance Building Design.
- Design Emphasis on Wellness.
- Design for the Inclusion of All Genders.
- Use of Natural Lighting in Multi-Bay Fleet Maintenance Building Design.
- Coordination with the Department of Solid Waste, Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance).
- Project Coordination and Communication with DSW Project Manager and/or Consultant as well as the Design-Build Team for the Solid Waste Complex.

#### **Design Criteria in General**

Firm has reviewed the comprehensive Master Plan, Project Program, and Spatial Analysis previously prepared for the DSW and stakeholders of the City of Tampa that set forth, established, and confirms the goals and objectives for this New Multi-Bay Fleet Maintenance Building and site as part of a new Solid Waste Complex, including but not limited to, the site, spaces, adjacencies, square footage(s), and amenities. The firm understands the Design Criteria Package presents user information, including but not limited to department information and in specific cases product data, as a basis of design. The package is not a specification, prescriptive checklist, final program, nor substitute for the work indicated herein or site visit(s) prior to submission.

Special considerations are as follows:



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- A. Scope of Work is within the Solid Waste Complex and McKay Bay Peninsula, an active area with existing and new CoT facilities, a municipal park, and four (4) construction projects located adjacent with similar timelines and schedules.
- B. Proximity to Existing Building, Site Amenities, and Vehicular Traffic.
- C. Proximity to New Building and Site Amenities in Construction.
- D. Proximity to Staging Areas, Equipment Storage Areas, and Construction Trailers.
- E. Proximity to Wetlands and Protected Areas.
- F. New and Existing to Remain Cable, Fiber, and Optics for Communication throughout the Solid Waste Campus and McKay Bay Peninsula
- G. New and Existing to Remain Utilities throughout the Solid Waste Campus and McKay Bay Peninsula.
- H. Existing, Temporary, and New Workflow Patterns throughout the Solid Waste Complex as well as the McKay Bay Peninsula.

- It is noted that 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, Engineers, Landscape Architects, Graphic Specialists, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work needed and the budget required.
- The Firm has the 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. Firm will 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 DSW
- 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, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex to minimize disturbance of on-going and planned activities.
- 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, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-



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Build Team for the new Solid Waste Complex. The recommended schedule and content shall be submitted prior to 30% CDs and pricing.

- Firm will confirm zoning, flood zone, existing survey information, ROW information, subsurface investigations, clearing, site work, staging and laydown, compliance with governing codes, safety, City of Tampa ordinances, ADA and Florida Building Code, as well as the standards of the Department of Solid Waste, Logistics and Asset Management and Fleet Maintenance. Firm will understand programming and spatial analysis, including review of data and materials collected, research, planning, spatial analysis, wayfinding, as well as confirmation and establishment of the DSW, LAM (including Facilities and Fleet Maintenance) goals and objectives.
- Firm will satisfy the standards of LEED Silver Certification and will 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 for this project shall also make the best use of all applicable and sustainable materials and methodologies to reduce operating costs. 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.
- Firm will maintain vehicular and pedestrian access routes and detours as necessary and in accordance with the City of Tampa and FDOT (Florida Department of Transportation) Greenbook Standards. Additionally, control of dust and debris should also be required by the Design-Build Team throughout the duration of the project. Additionally, dust, debris, and sediment pollution shall be controlled throughout the construction phase. Environmental evaluation, analysis, and specialty services for testing, reporting, reviews, discussion, approvals, and remediation will be included as needed after review of the existing material and information provided by the masterplan contractor and City of Tampa for the site as a whole.

#### **Budget Items and Project Duration**

The total construction cost including preconstruction, design, and active construction services is \$18,000,000. A final program to adhere to this budget will be developed during the preconstruction phase. The possibility of additional or future work, if deemed by the COT, becoming a subsequent and separate RFQ and project. The total estimated budget for design, preconstruction, and construction shall include all hard and soft costs as well as the costs associated with regulatory agencies and permitting, Technology & Innovation (T&I; Communications, Data, and Security), Furnishing, Fixtures, and Equipment (FF&E), HVAC, Utilities, Solar, Fire Protection, Signage, Equipment, Appliances, Specialty Items, Public Artwork (maximum of 1% of the total budget not to exceed \$200,000), Moving Services (Existing FFE and Equipment), and Contingencies (Firm, Owner, and CoT).



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The Project Initial Design and Pre-Construction Services Duration will last Six (6) to eight (8) Months. The Project Construction Duration is projected to last ten (10) Months (Maximum) and will be confirmed during the design phase.

### **Survey Requirements**

Firm will provide a composite boundary, topographic, tree, wetland, and utility survey for a New Multi-Bay Fleet Maintenance Building. The survey shall include, but will not be limited to, the following:

- Locations of all above ground improvements within the boundaries of the project area
- Locations of the building in relation to the rest of the site
- Locations of utilities
- 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.

Survey information on campus-wide water, wastewater, sanitary sewer, mobility, electrical, technology, communication, data, and all other utility connections are by the masterplan contractor.

To accomplish the above goals, we have established the following steps.

#### **Step 1 – Concept Planning, 30% Design Documents, 30% Estimate & Preconstruction Services**

As part of Step 1, we need to re-check the vehicle inventory established by the original architect who had designed this building, understand the most critical needs of the user group, have in-depth conversations about future expansion, and establish the correct building size that can meet the budget. We have conducted internal reviews of the available information and will provide additional analysis of vehicle needs and building capacity. The basic parameters of the layout have already been established, but we plan to provide additional assessments for the Department Solid Waste and Logistics and Asset Management in order to provide the right-sized building and best overall value for the City.

#### **Concept Planning and 30% Construction Documents**

Concept planning will be conducted by utilizing the above methodology. We are confident that a building can be designed that meets the budget and allows the Department to achieve functional value. We anticipate 3-4 meetings with all stakeholders along with multiple review of the concept documents. A few of the documents from the original masterplan architect will be utilized to achieve these concepts.

When we move into the 30% construction document phase, we will complete conceptual mechanical, electrical, and plumbing documents. These building systems will be established using a combination of



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information from past projects as well as an understanding of new technology that can be incorporated into this facility.

- A cover page: identify the project, submittal phase, date, current board members, design firm and construction management firm.

- Provide a complete index or list of drawings, with drawings arranged in the set accordingly.

- Plans are to be oriented with NORTH at the top of the sheet unless otherwise approved.

Engineering plans are to duplicate the sheet layout of the architectural plans.

- Provide a key plan, north arrow, and graphic scale on each sheet.

- Plans are to be drawn in the largest scale feasible, while showing the surrounding context as required for clarity.

- All drawings are to be prepared as 24" x 36". Minimum text height is 1/8" when printed full size (1/16" at half-size). All drawings are to be dimensioned with strings, not grids.

- Provide architectural documents that establish the conceptual design, illustrating the scale and relationship of the Project components. Include the following:

- Site Plan

- Show the limits of our project within the larger site plan provided by the Masterplan contractor

- Graphically differentiate between new and existing construction

- Show existing and new parking areas with space count for each

- Overall floor Plan(s) with room names

- Floor Plan(s) at 1/8" scale with the following information:

- Room names – must exactly match those listed in the Program

- Room numbers indicated

- Programmed Minimum / Actual square footage for each space

- Door and window locations

- Graphically differentiate wall materials and new vs. existing walls if any

#### Deliverables:

- 30% schematic review set for civil, architectural, structural, mechanical, electrical and plumbing trades
- Schematic Plan review meeting agenda
- Schematic Plan review Notes of meeting minutes associated with this scope of work

As a matter of compliance with the Environmental report provided by owner, we understand a similar landfill gas mitigation design will be required to vent the under-slab area to atmosphere. We include a design for such passive venting as may be required and determined by the environmental report and will look to the owners DCT for review compliance.

Scheduling, phasing, and construction logistics will be established both with the usergroup as well as with the masterplan contractor.



## **Step 2 – 60%, 90% and 100% Construction Documents, Permitting, and GMP Development**

### **60% Construction Documents**

- Firm shall prepare and submit a 60% design submittal consisting of drawings and specifications. The drawings shall include preliminary plan and section views for the Civil, Architectural, Structural, and Mechanical disciplines and preliminary plan views for the Electrical, Heating, Ventilation, and Air Conditioning (HVAC) disciplines. Preliminary details of key components shall be included. The Firm shall meet with the City which shall include Construction Services Center via a Preliminary Permit review (PPR to review comments which shall be incorporated into the 90% Design submittal. Three-dimensional (3D) views shall be used during the review meeting to assist with the review process.

All the items listed in Schematic Documents under the 30% document will be applicable and in addition, the following criteria will be satisfied:

- i. Preliminary Roof Plan(s)
- ii. Preliminary Exterior Elevations
- iii. Composite Building/Wall Sections defining wall, roof, and walkway canopy construction and showing coordinated basic M/E/P systems

#### *Mechanical*

Preliminary Plan(s) at 1/8" scale

Room names and numbers

Proposed HVAC layout (all buildings) showing single-line ductwork

Provide a brief HVAC system description on each sheet, itemized building-by-building or system-by-system

Provide HVAC Equipment Schedules giving the equipment numbers and locations (leave data fields blank)

Provide a key plan on each sheet

Preliminary Equipment Room Plan(s) and Sections at 1/4" scale, with dimensioned clearances

#### *Fire Protection*

Preliminary fire protection layout, dimensions, and connections

#### *Site Plan*

Proposed location of tap, backflow preventer, and fire riser

Proposed routing of main lines



## **Plumbing**

Preliminary Plan(s) at 1/8" scale

Room names and numbers

Preliminary water and sewer routing

Preliminary fixture layout (all buildings), including hose bibbs

Provide a brief plumbing system description, itemized building-by-building or system- by system

Preliminary plumbing fixture schedule, (see HCPS Plumbing Standard)

## ***Electrical***

Preliminary Plan(s) at 1/8" scale

Room names and numbers

Preliminary power routing (transformer and panel locations)

Preliminary light fixture layout (all buildings)

## **60% Estimate and Other Items**

The Firm shall provide a 60% estimate. The estimate shall illustrate any differences between the Master Plan conceptual pricing exercise and the 60% estimate and provide written explanations of major changes. Unit takeoffs and time considerations will be illustrated clearly, and feedback will be obtained from the relevant parties. At the 60% mark, the project schedule will also be updated. Firm will meet with the City to review comments on the estimate. The 60% GMP estimate shall be used for determining small and minority business subcontracting opportunities. Scope and schedule to include meetings with the City for GMP proposal goal setting.

Firm shall use the 60% plans and the GMP estimate to identify subcontracting opportunities including minority and small business subcontracting opportunities and develop scopes of work and cost estimates for these opportunities. Firm shall, with assistance from the City, prepare a project task worksheet (PTW) based on the GMP estimate and shall attend a meeting with the Equal Business Opportunity (EBO) office to establish subcontracting opportunities, including minority and small business subcontracting goals for the project. Firm shall be responsible for complying with the requirements of the City's EBO program. Firm shall keep the notes of review meetings and prepare and distribute a written summary of the meeting notes and all decisions rendered after the meeting.

### ***Deliverables:***

- 60% complete construction documents in the architectural, structural, mechanical electrical and plumbing trades, along with project specifications
- 60% Estimate, delivered in the same format as Phase 1 master plan conceptual design
- Work Summary, including a description of the trades' progress since the master plan conceptual document phase



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*PTW Worksheet, prepared in Microsoft Excel*

- 60% Design review meeting agenda
- 60% Design review meeting minutes
- EBO Goal Setting review meeting agenda
- EBO Goal Setting review meeting minutes
- Construction Services Preliminary Permit Review and meeting notes

## **90% Construction Documents**

Firm shall prepare and submit a 90% Design submittal consisting of drawings and specifications. The drawings shall include plan, section, and details for all disciplines. The 90% drawings and specifications shall be submitted to the City for review. Firm shall meet with the City to review comments. Three-dimensional (3D) views shall be used during the review meeting to assist with the review process. The Firm shall provide permitting documents with the 90% Design submittal. Technical specifications shall be prepared for items not already included in City standard specifications. All the items listed in Schematic Documents under Step 1 will be applicable and in addition, the following criteria will be satisfied:

*Final Roof Plan(s)*

Final Exterior Elevations

Composite Building/Wall Sections defining wall, roof, and walkway canopy construction and showing coordinated basic M/E/P systems

*Mechanical*

Complete Plan(s) at 1/8" scale

Room names and numbers

Finalized HVAC layout (all buildings) showing single-line ductwork

HVAC system alternates

HVAC Equipment Schedules giving the equipment numbers and locations with data fields

Re-check key plan

Equipment Room Plan(s) and Sections at 1/4" scale, with dimensioned clearances

Fire Protection

Site Plan with final calculations

Plumbing

Final Plan(s) at 1/8" scale

Final water and sewer routing

Fixture layout (all buildings), including hose bibbs

*Plumbing fixture schedule*

Electrical



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Plan(s) at 1/8" scale

Complete power routing (transformer and panel locations)

*Light fixture layout (all buildings)*

Firm shall prepare final procurement packages and the equipment submittal packages for long lead items.

Firm shall review the final submittal packages and make necessary revisions in preparation for City review and approval.

The Firm shall provide a draft GMP proposal based on 90% design submittal. Solicitation of trades will be included for 90% pricing. All backup documentation with regards to pricing or takeoffs will be provided to the City. The GMP proposal shall include a project narrative, scope of work outline, schedule of values, list description of allowances and contingencies, list of documents, qualifications, assumptions, and clarifications, and construction schedule. A work summary will be included that outlines the major construction activities and milestones, including the duration of each. This shall be used to develop a sequence of construction, coordinate construction limitations, and identify early procurement requirements.

A review meeting will be held to review the City's comments on the GMP proposal. Firm shall keep the notes of review meetings and prepare and distribute a written summary of the meeting notes and all decisions rendered after the meeting. After the GMP proposal review meeting, the Firm shall submit a final GMP Proposal for the City's acceptance that incorporates decisions and revisions made from the meeting.

*Deliverables:*

- 90% complete construction documents in the architectural, structural, mechanical electrical and plumbing trades
- Permit applications to all necessary jurisdictions, along with periodic updates to the progress of those documents
- Draft GMP proposal
- 90% Design review meeting agenda
- 90% design review meeting minutes
- GMP proposal review meeting agenda
- GMP proposal review meeting minutes Final GMP Proposal

*100% Design Phase*

- Firm will adjust the plans based on the City's 90% review comments and feedback obtained from the permitting jurisdictions. Changes will be discussed with the City of Tampa and other stakeholders.
- Firm will submit 100% (Final) Plans and specifications

*Deliverables:*

- Final GMP Proposal



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- Final plans and specifications issued for construction

#### *Permitting*

Firm shall prepare and submit permit applications to the responsible regulatory agencies for review after the 90% submittal milestone. A permit set of documents shall be created to support permitting. This task includes responding to all Requests for Additional Information (RAIs) and providing required revisions for each of the permits. It is anticipated that the following permits will be required:

1. A wastewater application to the Wastewater Department to be applied for by CAD.
2. A water application to the Water Department to be applied for by CAD.
3. Health Department permit (or potential exemption) for water service connections.
4. City of Tampa Building / Site Permit Application. This permit application will be made to City of Tampa Construction Service Division (COT CSD) and all required information shall be submitted by the Contract Administration Department.
5. City of Tampa Fire Line Permit

The following items are being covered by the masterplan contractor and are not anticipated for this project.

1. Possible permit modification to the Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP) since the existing storm pond is being modified.
2. EPC (Environmental Protection Commission) permit for the pump station and force main. FDEP delegates this authority to the EPC.

- Firm shall respond to all technical comments and incorporate any comments into the 100% Design Documents.
- Certificate of Elevation, calculations, revised drawings, and all required information shall be provided for final permitting approval of construction permits.
- Firm shall keep the notes of review meetings and prepare and distribute a written summary of the meeting notes and all decisions rendered after each meeting with the Authority Having Jurisdiction (AHJ).

#### **Step 3 – Construction Administration**

Construction Administration Services are provided for an expected project duration of 16 months from Notice to Proceed until Substantial Completion. This includes 2 onsite meetings per month, as well as periodic site visits by the disciplines under construction in the field as may be needed for construction support, including RFI's, PR's and related construction documentation including pay application reviews once a month. Construction Administration also includes the review of necessary shop



drawings as specified and by each discipline, not to exceed two reviews per specification section as well as the review of specialty delegated engineering designs and calculations for the Pre Engineered Metal Building and specialty delegated steel connections as may be required.

The following chart is provided to illustrate the anticipated schedule for the preconstruction portions of this project.

Task	Days	Days from Notice to Proceed
<b>Schematic Design Plans</b>	21	21
Review Time QAQC	8	29
Shematic Review Meeting OR	14	43
<b>60% Plans &amp; Specs</b>	45	88
Review Time QAQC	7	95
60% Plan Review Meetings OR	14	109
60% GMP Estimate Prep	21	130
60% GMP Estimate Review Meeting	14	144
PTW	7	151
EBO Goal Setting Meeting	7	158
<b>90% Plans &amp; Specifications</b>	30	139
Review Time QAQC	7	146
90% Plan Review Meetings OR	14	160
<b>Draft GMP Proposal</b>	31	191
GMP Proposal Review Meeting	14	205
Final GMP Proposal	7	212
<b>Permitting Process</b>		
Submit Civil Site SWFWMD		109
Civil Site SWFWMD Review	121	230
Submit Plans for Permits (Building and other permits)	8	160
Permits Reviews (building and other permits)	60	220
<b>100% (Final) Plans &amp; Specifications</b>	14	244

Add to Above Schedule: Step 3, Construction CA – 480 Days (16 months)



## Exhibit C: Compensation

Step 1 – Concept Planning, Preconstruction & 30% Design Documents	170,567
Step 2 – 60%-90%-100% Construction Documents, Permitting, and GMP Development	890,270
Step 3 – Construction Administration	279,040
Design Contingency Allowance	75,000
Owner's Allowance	100,000
<b>Total: Steps 1, 2 and 3, plus Allowances</b>	<b>1,514,877</b>

<b>Step 1 – Concept Planning, 30% Design Documents, 30% Estimate &amp; Preconstruction Services</b>	
Concept Plan, including Facilities Programming and Space Planning	25,000
Schematic Documents, including Electrical, Mechanical, Structural, Fire Protection, IT plans. Includes Equipment Plan & Equipment List established by prior design team.	105,567
Concept Site Plan / Concept Civil Plan	15,000
Preconstruction Management - Document Review, Scheduling Coordination, Construction Schedule Development, Coordination with Permitting Agencies & Masterplan Contractor	25,000
<b>Subtotal – Step 1</b>	<b>170,567</b>
<b>Step 2 – 60%, 90% and 100% Construction Documents, Permitting, and GMP Development</b>	
60% Documents - Design Development	263,918
90% Construction Documents	211,135
100% Bid Documents / Permit Review Phase	158,354
Architectural Services for Bidding / Negotiation Phase	52,783
Civil Engineering, Landscape Architecture and Geotechnical Engineering	
60% and 90% Estimate / Review, EBO Coordination, Project Scheduling, Permitting Coordination, Contracting, Billing, Site Access, Long Lead-Time Purchasing	52,960
Civil Engineering, Landscape Engineering, Geotechnical Engineering	151,120
<b>Subtotal – Step 2</b>	<b>890,270</b>
<b>Step 3 – Construction Administration</b>	
Architectural CA	263,918
Landscape, Civil Engineering, and Geotechnical Construction Administration	15,122
<b>Subtotal – Step 3</b>	<b>279,040</b>
<b>Subtotal – Steps 1, 2 and 3 Combined</b>	<b>1,339,877</b>



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Owner Allowance	100,000
Design Contingency Allowance	75,000
<b>Grand Total</b>	<b>1,514,877</b>

#### Description of Allowances

- Allowances have included to be used for permitting fees, unforeseen preconstruction items, or any required additional design services related to the scope of services. No work shall be performed, nor payment shall be made prior to written authorization by the City based on a scope and fee mutually agreed upon by the City and the Firm.
- Design Allowance – Allowance for additional design efforts not currently part of this scope. This allowance includes design for minimum code compliant landscaping and irrigation. Scope will be determined after preliminary plan review meeting with City Building Department.
- Allowance for permitting fees – For all other required regulatory permit fees, Firm will notify the City's Project Manager of the amount and payee needed for each permit fee required, fifteen (15) business days in advance of permit fee being due and Firm shall pay for the permit fees out of the designated Permit Fees Allowance.

End of Scope Services

## EXHIBIT D

### CITY OF TAMPA INSURANCE REQUIREMENTS

Prior to commencing any work or services or taking occupancy under that certain written agreement or award (for purposes of this document, Agreement) between the City of Tampa, Florida (City) and Firm/Awardee/Contractor/Consultant/Lessee/non-City party, etc. (for purposes of this document, Firm) to which this document is attached and incorporated as an Exhibit or otherwise, and continuing during the term of said Agreement (or longer if the Agreement and/or this document so requires), Firm shall provide, pay for, and maintain insurance against claims for injuries to persons (including death) or damages to property which may arise from or in connection with the performance of the Agreement (including without limitation occupancy and/or use of certain property/premises) by Firm, its agents, representatives, employees, suppliers, subtenants, or subcontractors (which term includes sub-consultants, as applicable) of any tier subject to the terms and conditions of this document. Firm's maintenance of insurance coverage as required herein is a material element of the Agreement and the failure to maintain or renew coverage or provide evidence of same (defined to include without limitation Firm's affirmative duty to provide from time to time upon City's request certificates of insurance, complete and certified copies of Firm's insurance policies, forms, and endorsements, information on the amount of claims payments or reserves chargeable to the aggregate amount of coverage(s) whether during the term of the Agreement or after as may be requested by the City in response to an issue or potential claim arising out of or related to the Agreement to which Firm's insurance obligations hereunder may apply or possibly help mitigate) may be treated as a material breach of the Agreement. Should at any time Firm not maintain the insurance coverages required, City at its sole option (but without any obligation or waiver of its rights) may (i) terminate the Agreement or (ii) purchase such coverages as City deems necessary to protect itself (charging Firm for same) and at City's option suspending Firm's performance until such coverage is in place. If Firm does not reimburse City for such costs within 10 days after demand, in addition to any other rights, City shall also have the right to offset such costs from amounts due Firm under any agreement with the City. All provisions intended to survive or to be performed subsequent to the expiration or termination of the Agreement shall survive, including without limitation Firm's obligation to maintain or renew coverage, provide evidence of coverage and certified copies of policies, etc. upon City's request and/or in response to a potential claim, litigation, etc.

The City reserves the right from time to time to modify or waive any or all of these insurance requirements (or to reject policies) based on the specific nature of goods/services to be provided, nature of the risk, prior experience, insurer, coverage, financial condition, failure to operate legally, or other special circumstances. If Firm maintains broader coverage and/or higher limits than the minimums shown herein, the City requires and shall be entitled to such broader coverage and/or higher limits maintained by Firm. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City. No representation is made that the minimum insurance requirements are sufficient to cover Firm's interests, liabilities, or obligations. Required insurance shall not limit Firm's liability.

Firm acknowledges and agrees Firm and not the City is the party in the best position to determine applicability (e.g. "IF APPLICABLE"), confirm, and/or verify its insurance coverage. Acceptance by the City, or by any of its employees, representatives, agents, etc. of certificates or other documentation of insurance or policies pursuant to the terms of this document and the Agreement evidencing insurance coverages and limits does not constitute approval or agreement that the insurance requirements have been met or that coverages or policies are in compliance. Furthermore, receipt, acceptance, and/or approval of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its employees, representatives, agents, etc., which indicate less coverage than required does not constitute a waiver of Firm's obligation to fulfill these insurance requirements.

#### MINIMUM SCOPE AND LIMIT OF INSURANCE <sup>1</sup>

A. Commercial General Liability (CGL) Insurance on the most current Insurance Services Office (ISO) Form CG 00 01 or its equivalent on an "occurrence" basis (Modified Occurrence or Claims Made forms are not acceptable without prior written consent of the City). Coverage must be provided to cover liability contemplated by the Agreement including without limitation premises and operations, independent contractors, contractual liability, products and completed operations, property damage, bodily, personal and advertising injury, contractual liability, explosion, collapse, underground coverages, personal injury liability, death, employees-as-insureds. Products and completed operations liability coverage maintained for at least 3 years after completion of work. Limits shall not be less than \$1M per occurrence and \$2M general aggregate for Agreements valued at \$2M or less; if valued over \$2M, a general aggregate limit that equals or exceeds the Agreement's value. If a general aggregate limit applies; it shall apply separately to the project/location (ISO CG 2S 03 or 2S 04 or equivalent). (ALWAYS APPLICABLE)

B. Automobile Liability (AL) Insurance in accordance with Florida law, as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles. AL insurance shall not be less than: (a) \$500,000 combined single limit each occurrence bodily injury and property damage for Agreements valued at \$100,000 or less or (b) \$1M combined single limit each occurrence bodily injury and property damage for Agreements valued over \$100,000. If transportation of hazardous material involved, the MCS-90 endorsement (or equivalent). (ALWAYS APPLICABLE)

C. Worker's Compensation (WC) & Employer's Liability Insurance for all employees engaged under the Agreement, Worker's Compensation as required by Florida law. Employer's Liability with minimum limits of (a) \$500,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee for Agreements valued at \$100,000 and under or (b) \$1M bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each for all other Agreements. (ALWAYS APPLICABLE)

D. Excess (Umbrella) Liability Insurance for Agreements valued at \$2M or more, at least \$4M per occurrence in excess of underlying limits and no more restrictive than underlying coverage for all work performed by Firm. May also compensate for a deficiency in CGL, AL, or WC. (ALWAYS APPLICABLE)

E. Builder's Risk Insurance for property loss exposure associated with construction/renovation/additions to buildings or structures, including materials or fixtures to be incorporated. Must be "All Risk" form with limits of no less than the project's completed value, have no coinsurance penalties, eliminate the "occupancy clause", cover Firm (together with its contractors, subcontractors of every tier, and suppliers), and name City as a Loss Payee. (IF APPLICABLE)

F. Installation Floater coverage for property (usually highly valued equipment or materials such as compressors, generators, etc.) during its installation. Coverage must be "All Risk" including installation and transit for no less than 100% of the installed replacement cost value. (IF APPLICABLE)

G. Architects & Engineers Liability/ Professional Liability (E&O)/ Contractors Professional Liability (CPL)/ Medical Malpractice Insurance where Agreement involves Florida-regulated professional services (e.g. architect, engineer, design-builder, CM, accountant, appraiser, investment banker, medical professional) at any tier, whether employed or independent, vicarious design liability exposure (e.g. construction means & methods, design supervision), value engineering, constructability assessments/reviews, BIM process, and/or performance specifications. Limits of at least \$1M per occurrence and \$2M aggregate; deletion of design/ build liability exclusions, as applicable, and maintained for at least 3 years after completion of work/services and City's acceptance of same. (IF APPLICABLE)

H. Railroad Protective Liability (CRPL) Insurance for construction within 50ft of operated railroad track(s) or where affects any railroad bridge, trestle, tunnel, track(s) roadbed, or over/under pass. Subject to involved rail road's approval prior to commencement of work. (IF APPLICABLE).

I. Pollution and/or Asbestos Legal Liability Insurance where Agreement involves asbestos and/or environmental hazards/contamination risks (defined broadly, e.g. lead, mold, bacteria, fuel storage, underground work, cleanup (owned or non-owned sites), pollutant generation/transportation, marine/natural resource damage, contamination claim, restitution, business interruption, mold, fungus, lead-based paint, 3rd party claims/removal, etc.), with limits of at least \$1M per occurrence and \$2M aggregate, maintained for at least 3 years after Agreement completion. (IF APPLICABLE)

J. Cyber Liability Insurance where Agreement involves portals allowing access to obtain, use, or store data; managed dedicated servers; cloud hosting services; software/hardware; programming; and/or other IT services

<sup>1</sup> "M" indicates million(s), for example \$1M is \$1,000,000

and products are involved. Limits of not less than \$2M per occurrence and \$2M aggregate. Coverage sufficiently broad to respond to duties and obligations undertaken by Firm, and shall include, but not be limited to, claims involving infringement of intellectual property/copyright, trademark, trade dress, invasion of privacy violations, damage to or destruction of electronic information, information theft, release of confidential and/or private information, alteration of electronic information, extortion, virus transmission, and network security. Coverage, as applicable and with sufficient limits to respond, for breach response costs, regulatory fines and penalties, credit monitoring expenses. (IF APPLICABLE)

K. Drone/UAV Liability Insurance where Agreements involves unmanned aerial vehicles/drones. Coverage to include products and completed operations, property damage, bodily injury with limits no less than \$1M per occurrence, and \$2M aggregate; may be provided by CGL endorsement subject to City's prior written approval. (IF APPLICABLE)

L. Longshore & Harbor Workers' Compensation Act/Jones Act for work being conducted near, above, or on "navigable waters" for not less than the above Employer's Liability Insurance limit. (IF APPLICABLE)

M. Garagekeeper/Hangerkeeper/Marina Operator Legal Liability Insurance and/or Hull/P&I Insurance where parking lot, valet, dealership, garage services, towing, etc. and/or operation of a hangar, marina, or air

plane/ship repairer, providing safe berth, air/watercraft storage/docking (on land/ in water), fueling, tours, charters, ferries, dredges, tugs, mooring, towing, boat/aircraft equipment/repair/alteration/maintenance, etc.; coverage against liability for damage to vehicles air/watercraft, their machinery in Firm's care, custody, or control both private & commercial. Limits at least equal to greater of \$1M, value of max number of vehicles that may be in Firm's custody, or of most costly object in Firm's custody. (IF APPLICABLE)

N. Property Insurance and Interruption of Business CIOB Insurance where premises, building, structure, or improved real property is leased, licensed, or otherwise occupied by Firm. Property Insurance against all risks of loss to any occupant/tenant improvements at full replacement cost with no coinsurance penalty, including fire, water, leak damage, and flood, as applicable, vandalism and malicious mischief endorsements. IOB by which minimum monthly rent will be paid to City for up to 1 year if premises are destroyed, rendered inaccessible or untenable, including disruption of utilities, water, or telecommunications. (IF APPLICABLE)

O. Liquor Liability/Host Liquor Liability where Firm directly or indirectly provides alcoholic beverages, limits of at least \$1M per occurrence and \$1M aggregate. (IF APPLICABLE)

P. Educators Legal Liability Insurance where day care, after school program, recreational activities, etc. limits per G above. (IF APPLICABLE)

## ADDITIONAL REQUIREMENTS

ACCEPTABILITY OF INSURERS- Insurance is to be placed with insurers admitted in the State of Florida and who have a current A.M. Best rating of no less than A-:VII or, if not rated by A.M. Best, as otherwise approved by the City in advance and in writing.

ADDITIONAL INSURED - City, its elected officials, departments, officers, officials, employees, and volunteers together with, as applicable, any associated lender of the City shall be covered as additional insureds on all liability coverage (e.g. CGL, AL, and Excess (Umbrella) Liability) as to liability arising out of work or operations performed by or on behalf of Firm including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of Firm. Coverage can be provided in the form of an endorsement to Firm's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 10 20, CG 20 26, CG 20 33, or CG 20 38 and CG 20 37 if later revisions used).

CANCELLATION/NON-RENEWAL – Each insurance policy shall provide that at least 30 days written notice must be given to City of any cancellation, intent to non-renew, or material reduction in coverage (except aggregate liability limits) and at least 10 days' notice for non-payment of premium. Firm shall also have an independent duty to notify City in like manner, within 5 business days of Firm's receipt from its insurer of any notices of same. If any policy's aggregate limit is reduced, Firm shall directly take steps to have it reinstated. Notice and proof of renewal/continued coverage/certifications, etc. shall be sent to the City's notice (or Award contact) address as stated in the Agreement with a copy to the following:

Contract Administration Department, 306 E Jackson St, Tampa, FL 33602  Purchasing Department, 306 E Jackson Street, Tampa, FL 33602

Other:

CERTIFICATE OF INSURANCE (COI) – to be provided to City by insurance carrier prior to Firm beginning any work/services or taking occupancy and, if the insurance expires prior to completion of the work or services or Agreement term (as may be extended), a renewal COI at least 30 days before expiration to the above address(es). COIs shall specifically identify the Agreement and its subject (project, lease, etc.), shall be sufficiently comprehensive to insure City (named as additional insured) and Firm and to certify that coverage extends to subcontractors' acts or omissions, and as to permit the City to determine the required coverages are in place without the responsibility of examining individual policies. **Certificate Holder must be The City of Tampa, Florida.**

CLAIMS MADE – If any liability insurance is issued on a claims made form, Firm agrees to maintain such coverage uninterrupted for at least 3 years following completion and acceptance of the work either through purchase of an extended reporting provision or purchase of successive renewals. The Retroactive Date must be shown and be a date not later than the earlier of the Agreement date or the date performance/occupancy began thereunder.

DEDUCTIBLES/ SELF-INSURED RETENTIONS (SIR) – must be disclosed to City and, if over \$500,000, approved by the City in advance and in writing, including at City's option being guaranteed, reduced, or eliminated (additionally if a SIR provides a financial guarantee guaranteeing payment of losses and related investigations, claim administration, and defense expenses). Firm shall be fully responsible for any deductible or SIR (without limiting the foregoing a policy with a SIR shall provide or be endorsed to provide that the SIR may be satisfied by either the City or named insured). In the event of loss which would have been covered but for a deductible or SIR, City may withhold from any payment due Firm, under any agreement with the City, an amount equal to same to cover such loss should full recovery not be obtained under the policy.

PERFORMANCE - All insurance policies shall be fully performable in Hillsborough County, Florida (the County), and construed in accordance with Florida law. Further, all insurance policies must expressly state that the insurance company will accept service of process in the County and that the exclusive venue for any action concerning any matter under those policies shall be in the appropriate state court of the County.

PRIMARY POLICIES - Firm's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as to the City, its elected officials, departments, officers, employees, and volunteers. Any insurance or self-insurance maintained by the City, its elected officials, departments, officers, employees, and volunteers shall be excess of the Firm's insurance and shall not contribute with it.

SUBCONTRACTORS/INDEPENDENT ASSOCIATES/CONSULTANTS/SUBTENANTS/SUBLICENSEE - Firm shall require and verify that all such entities maintain insurance meeting all requirements stated herein with the City as an additional insured by endorsement (ISO FORM CG 20 38, or broader) or otherwise include such entities within Firm's insurance policies. Upon City's request, Firm shall furnish complete and certified copies of copies of such entities' insurance policies, forms, and endorsements.

SUBCONTRACTOR DEFAULT INSURANCE CONTROLLED INSURANCE PROGRAM, WRAP-UP. Use requires express prior written consent of City Risk Manager.

UNAVAILABILITY-To the fullest extent permitted by law, if Firm is out of business or otherwise unavailable at the time a claim is presented to City, Firm hereby assigns to the City all of its right, title and interest (but not any liabilities or obligations) under any applicable policies of insurance.

WAIVER OF SUBROGATION – With regard to any policy of insurance that would pay third party losses, Firm hereby grants City a waiver of any right to subrogation which any insurer of Firm may acquire against the City by virtue of the payment of any loss under such insurance. Firm agrees to obtain any endorsement that may be necessary to affect such waiver, but this provision shall apply to such policies regardless.

WAIVER/RELEASE AGREEMENT – Where Firm has a defined group of persons who might be exposed to harm (e.g. participants in an athletic event/program, volunteers) any waiver or release agreement used by Firm whereby such persons (and their parent/guardian as applicable) discharge Firm from claims and liabilities, shall include the City, its elected officials, departments, officers, officials, employees, and volunteers to the same extent as Firm.



Contract No.: 25-C-00005 Contract Name: Decentralized Fleet Facility Solid Waste

Company Name: Long & Associates Architects/Engineers, Inc. Address: 4525 S. Manhattan Ave. Tampa, FL

Federal ID: 59-1535380 Phone: 813-839-0506 Fax: 813-839-4616 Email: krystina@longandassociates.com

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 with this form)**

**Note: Form DMI-20 must list ALL subcontractors To-Be-Utilized.**

**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: "O" for Other Non-Certified

S = SLBE O = Neither	Company Name Address Phone, Fax, Email	Trade, Services or Materials NIGP Code Listed above	\$ Amount of Quote. Letter of Intent (LOI) if available	Percent of Scope or Contract %
20-3666833	Campo Engineering, Inc. 1725 East 5th Avenue, Tampa, FL 33605	925	Lauren@campoengineering.com Phone: 813 215 7372 Fax: 813 902 8782	10%
20-0552998	Anderson Lesniak Limited, INC. 4921 S West Shore Blvd, Tampa, FL 33611	912-77 906	alyson@andersonlesniak.net Phone: (813) 831-9595	10%
26-3947444	Arehna Engineering, Inc. 5012 W. Lemon Street, Tampa, FL 33609	925	khill@arehna.com Office: 813-944-3464	10%

**Total ALL Subcontract / Supplier Utilization \$ 151,120.00**

**Total SLBE Utilization \$ 151,120.00**

**Percent SLBE Utilization of Total Bid/Proposal Amt. 11.43 %**

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

Signed: Alexander Long Name/Title: Alexander Long, President Date: 10/30/2025

**Failure to Complete, Sign and Submit Forms 10, 20, & 50 MAY render the Bid or Proposal Non-Responsive Forms  
must be included with Bid / Proposal**

**Failure to Complete, Sign and Submit Forms 10, 20, & 50 MAY render the Bid or Proposal Non-Responsive**



Page 1 of 2 – DMI **Solicited**/Utilized Schedules  
City of Tampa – Schedule of **All Solicited** Sub-(Contractors/Consultants/Suppliers)  
(DMI 10 Form)

Contract No.: 25-C-00005 Contract Name: Decentralized Fleet Facility Solid Waste

Company Name: Long & Associates Architects/Engineers, Inc Address: 4525 S. Manhattan Ave. Tampa, FL

Federal ID: 59-1535380 Phone: 813-839-0506 Fax: 813-839-4616 Email: krystina@longandassociates.com

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: \_\_\_\_\_

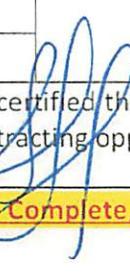
See attached list of additional Firms solicited and all supplemental information (List must comply with this form)

**Note: Form DMI-10 must list ALL subcontractors solicited**

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

S = SLBE O = Neither	Company Name Address Phone, Fax, Email	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N
20-3666833 S	Campo Engineering, Inc 1725 East 5th Avenue. Tampa, FL 33605	925	Lauren@campengineering.com Phone: 813.215.7372 Fax: 813.902.8782	Y
20-0552998 S	Anderson Lesniak Limited, INC. 4921 S West Shore Blvd, Tampa, FL 33611	912-77 906	alyson@anderslesniak.net Phone: (813) 831-9595	Y
26-3947444 S	Arehna Engineering, Inc. 5012 W. Lemon Street   Tampa, FL 33609	925	khill@arehna.com Office: 813-944-3464	Y

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: Alexander Long, President Date: 10/30/2025

**Failure to Complete, Sign and Submit Forms 10, 20, & 50 MAY render the Bid or Proposal Non-Responsive**

**Forms must be included with Bid / Proposal!**