

25-C-00031 Citywide ADA Improvements Design-Build

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

The City of Tampa seeks Professional Design-Build services for design and construction of Citywide ADA Improvements as described in the attached Design Criteria Package.

Estimated Budget for Initial Design and Pre-Construction Services: \$200,000.

Estimated Budget for Construction: \$2,000,000

Additional material may be found at:

<https://www.tampa.gov/contract-administration/programs/architectural-engineering-construction-and-related-rfqs>.

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

A pre-submission conference will be conducted at 2 PM October 20, 2025, in the City Council Chambers, third floor Old City Hall, 315 E. Kennedy Blvd. Tampa, FL 33602. Attendance is not required.

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

An individual or entity ("Firm") responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. Bid openings and tabulations for subcontracts must be made available to the City. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal, NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest. The City of Tampa will not request documentation of or consider a bidder's (proposer's) social, political, or ideological interests when determining if the bidder (proposer) is a

responsible vendor and will not give preference to a proposer based on the proposer's social, political, or ideological interests.

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

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

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, smaller than 10MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L. Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (40 pts); Design-Build Experience (30 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts)(Submit any confidential financial info in a separate PDF.); "Ban-The-Box"(5pts); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10, 20, &50 (15 pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., November 6, 2025.** As a courtesy, the City will endeavor to provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.



**RFQ 25-C-00031 DESIGN-BUILD SERVICES
AND RELATED, ASSOCIATED, AND SUBSEQUENT WORK
FOR
CITYWIDE ADA IMPROVEMENTS**

DESIGN CRITERIA PACKAGE

PREPARED BY:

Danielle Riffenburg, PLA
City of Tampa Parks & Recreation Department



Danielle
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by Danielle
Riffenburg
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DESIGN CRITERIA PACKAGE

SECTION 1: GENERAL INFORMATION

1.01 PURPOSE

The City of Tampa, Florida ("City") has prepared this Design Criteria Package ("DCP") associated with Contract 25-C-00031, Citywide ADA Improvements, for Design-Build services with The City of Tampa's Parks and Recreation Department ("P&R").

1.02 SITE

Site locations and preliminary project improvements have been identified by City of Tampa Parks and Recreation Department staff in Exhibit A.

1.03 INTENT

The intent is to list the minimum design criteria necessary to meet ADA compliance at 19 park locations, under a Single Design-Build | Single GMP contract.

1.04 SCOPE OF SERVICES

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

- Comprehensive Project Administration, Project Management, and Scheduling.
- Comprehensive Landscape Architectural Services focusing on ADA compliance improvements for multiple project locations.
- Comprehensive Utility Location Services, when applicable.
- Field measurements and site analysis of existing conditions for design, including spot elevations when applicable.
- Cost Estimating Services during Design Development, and Development of Guaranteed Maximum Price (GMP) for construction.
- Comprehensive Permitting, Demolition, Grading, Procurement, and Construction Administration Services.
- As-Built and Final Design Documents in PDF and AutoCAD (latest release), when applicable.
- Complete Closeout Documents, Shop Drawings, and Exhibits in PDF format.
- Compliance with all City of Tampa and Regulatory Requirements as indicated in the City of Tampa's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Building, and Landscaping.
- Compliance with Americans with Disabilities Act (ADA), Public Right-of-Way Accessibility Guidelines (PROWAG), and Florida Building Code.

1.05 BUDGET

1.05a Estimated Budget for Initial Design and Pre-Construction Services: \$200,000

1.05b Estimated Budget for Construction: \$2,000,000

1.54c Total Estimated Budget: \$2,200,000

1.06 CONTRACT SCHEDULE

City desires the project to start as early as possible. The proposed design and construction schedule is as follows: 6 months for Design services, 3 months for Completion of GMP and Council approval, and 12 months for Construction of project improvements.

Total estimated length of contract is 21 months.

1.07 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 City of Tampa. Firms responding to the RFQ shall consider a best value approach in developing project sequencing, scheduling, and installation methods that will expedite the completion of the construction. The FIRM shall maintain sufficient resources through all phases of the project needed to meet project schedules and deadlines.

1.08 SURVEY AND VERIFICATION OF SITE CONDITIONS

The FIRM shall provide field measurements and spot elevations, when applicable, to verify existing site conditions for ADA compliant design. Professional surveying services may not be required for all project locations or improvement types.

1.09 LAND CLEARING, SITE WORK, DEMOLITION, REMOVAL, GRADING, AND LANDSCAPING

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

Vehicular and pedestrian access routes in the right-of-way and on park land, or detours, shall be provided and maintained throughout the construction phase as necessary and in accordance with City of Tampa Standards and the FDOT (Florida Department of Transportation) Greenbook as applicable.

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

1.10 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

All respondents to this RFQ shall have a complete and thorough understanding of the laws and regulations regarding public and life safety as well as demonstrated experience, including but not limited to, governing building/city codes, plan/code review process, regulatory agency reviews, and required site improvements.

Comply with playground and equipment safety standards ASTM F1487-17 and U.S. Consumer Product Safety Commission “Handbook for Public Playground Safety” (latest edition).

1.11 COMPLIANCE WITH CITY OF TAMPA ORDINANCES

All respondents to this RFQ shall comply with all municipal ordinances, including but not limited to those regarding 1)Equal Business Opportunity (EBO) Program, and 2) Providing of required Utilities as outlined in the City of Tampa Ordinances and Forms of Agreements.

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

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

1.13 COMMUNICATION AND SHARING OF INFORMATION

All respondents to this RFQ shall be obliged to communicate and share information and materials regarding this project in a transparent, efficient, and professional manner.

1.14 SITE VISIT

All Respondents to this RFQ are encouraged to make non-mandatory site visits to any sites listed in this package during posted open hours for each park or facility.

SECTION 2: RFQ RESPONSE

- 2.01** See public announcement for overall requirements.
- 2.02** The FIRM shall demonstrate previous successful experience designing, permitting, and constructing comparable projects including, but not limited to, public parks, accessible parking, ADA complaint connections, playgrounds and safety surface standards.
- 2.03** The FIRM shall demonstrate experience and the ability to coordinate this project proposal in response to P&R budget, scheduling criteria, coordinate long lead-times, maximize downtime efficiencies, minimize potential delays, and phase work under a GMP Proposal.
- 2.04** The FIRM shall demonstrate experience and the ability to develop a GMP for the projects found in all attachments and associated exhibits.

SECTION 3: DESIGN CRITERIA

3.01 BASIS OF DESIGN

- 3.01a** This DCP presents information and product data as a basis of design – it is not a specification, prescriptive checklist, nor substitute for site visitation(s) prior to submission. The DCP describes minimum criteria and is not intended to replace the professional judgement of competent licensed, Professionals including, but not limited to: Landscape Architects, Architects, Engineers, Graphic Specialists, General Contractors, Subcontractors, and Fabricators. Alternate materials, products, and systems may be proposed that conform with the minimum criteria and design intent.
- 3.01b** The FIRM shall develop and promote a high functioning, collaborative relationship within itself, P&R, Community Redevelopment Agency (CRA), and Contract Administration Department (CAD), to achieve design excellence within the established budget and approved schedule.
- 3.01c** The approved final design shall be complete in all respects as deemed by P&R, Mobility Department and the Community Redevelopment Agency (CRA) and shall include all elements necessary to complete the project in its entirety.
- 3.01d** The FIRM shall submit a recommended design development schedule and package content for each stage of review (e.g., 60%/90%/100% Construction Documents). The schedule shall accommodate reviews by P&R.
- 3.01e** Design-Build services shall include preliminary cost estimating at 90% design development to assist in project selection and budgeting prior to development of the GMP Proposal.
- 3.01f** Design-Build services shall include, but not be limited to, environmental compliance, tree

protection, utility coordination, Right-Of-Way permits, traffic control permits, and regulatory permitting as necessary to design, permit, and construct project scope in its entirety as deemed by P&R.

- 3.01g The FIRM will manage monthly meetings with CAD and P&R representatives to review the overall project progress, schedule, budget, resolve issues, and to discuss the upcoming tasks. The DB Team will prepare and distribute meeting minutes for these management meetings.
- 3.01h The FIRM will set-up an accounting system and a filing system for the project and will prepare monthly progress reports in support of invoices to describe the work completed during the previous reporting period, the anticipated work for the following period, workforce development tracking, change order status, current budget and schedule status, and project issues requiring discussion or resolution.
- 3.01i Contract administration and billing will be specific to the park location and funding source. Funding sources will be provided by P&R for each project location in coordination with CAD.
- 3.01j The FIRM shall include and retain construction administration services through completion of the construction phase to provide markup drawings and resolve conflicts with existing conditions in the field during construction.
- 3.01k The final design shall consider the existing site conditions, the surrounding context, and determine most efficient solution to meet ADA compliance. The final design should consider existing drainage patterns and provide positive drainage in work areas with no standing water, saturated soil, etc.
- 3.01l The FIRM shall make all attempts to minimize the schedule and utilize materials and equipment that are easily procured and maintained by reliable suppliers with exceptional warranty services.
- 3.10m The FIRM shall provide a design that considers inclusive play, sensory play, and ground level accessible play features as applicable, in addition to CPSC (Consumer Product Safety Commission) and ASTM standards.
- 3.10n The FIRM shall provide a comprehensive design for all project locations listed in Exhibit A. Some locations may be excluded from the GMP Construction Proposal; however, these improvements must be considered in the design phase so they can be implemented under a separate contract if necessary.
- 3.10o The FIRM shall coordinate with P&R and utilize utility locator services to identify and protect existing underground utilities and systems on parkland, as needed.

SECTION 4: EXHIBITS

- 4.01** The following exhibits are to be made part of this RFQ and shall include EXHIBIT A, below. Additional project locations, not listed below, may be requested at the discretion of P&R for inclusion in the final GMP.

EXHIBIT A – Project Sites

- | | |
|--|--|
| 1) Alfred 'Al' Barnes Jr Park
2902 N 32nd St
Tampa, FL 33605 | 11) Interbay Pool
4321 W Estrella St
Tampa, FL 33629 |
| 2) Clarence Fort Freedom Trail
3803 E. Osborne Avenue
Tampa, FL 33610 | 12) Jackson Heights Cemetery
3600 Block of Lake Ave
Tampa, FL 33610 |
| 3) Cuscaden Park
600 N Ashley Dr
Tampa, FL 33602 | 13) Jackson Heights Park & NFL YET Center
3310 E Lake Ave
Tampa, FL 33610 |
| 4) Cyrus Greene Park
2101 E Dr Martin Luther King Jr Blvd
Tampa, FL 33610 | 14) Lykes Gaslight Park
410 N Franklin St
Tampa, FL 33602 |
| 5) Dr. Martin Luther King Jr. Park
2200 N Oregon Ave.
Tampa, FL 33607 | 15) Oaklawn Cemetery
606 E. Harrison St
Tampa, FL 33602 |
| 6) East Ybor Park
2202 N 26th St
Tampa, FL 33605 | 16) Perry Harvey Sr. Park
1201 N Orange St
Tampa, FL 33602 |
| 7) Gadsden Park
6901 S MacDill Ave
Tampa, FL 33611 | 17) Ragan Park
1200 E Lake Ave
Tampa, FL 33605 |
| 8) Giddens Park
5202 N 12th St
Tampa, FL 33603 | 18) Riverside Garden Park
3001 N Rome Ave
Tampa, FL 33607 |
| 9) Grant Park
3724 N 54th St
Tampa, FL 33619 | 19) Williams Park
4362 E Osborne Ave
Tampa, FL 33610 |
| 10) Highland Pines Park
4505 E 21st Ave
Tampa, FL 33605 | |



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Points Pursuant to Designated Industry Category: _____ DMI-71 FORM (Refer to DMI 50 Form - Good Faith Efforts (GFE) Outreach)		
	Evaluation Criteria	Point Values
A.	SLBE participating as the Prime Contractor (City of Tampa Certified Only) with meaningful subcontractor/subconsultant participation of City Certified SLBE firms.	5-15
*B.	Prime Contractor with meaningful subcontractor/subconsultant of City Certified SLBE firms.	0 - 10
Note: The maximum points available for SLBE participation will not exceed fifteen (15) points. In addition, evaluation points will be awarded for To-Be-Determined (TBD) participation.		

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

- A. Five to Fifteen (5-15) rating points **may** be awarded when the Proposer is a City of Tampa Certified SLBE firm and utilizes SLBE certified firm(s) as sub-contractors/ sub-consultants and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed DMI 10 & 20 Forms.
- B. Zero to Ten (0-10) rating points **may** be awarded when the proposer is not a City of Tampa certified SLBE prime contractor but utilizes SLBE certified firm(s) as sub-contractors/ sub-consultants and is assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed DMI 10 & 20 Forms.

*A maximum of three (3) “discretionary” rating points **may** be awarded when the Proposer provides SLBE participation from an external agency recognized by the City of Tampa. **In addition, evaluation points may be awarded for To-Be-Determined (TBD) participation.**

The maximum number of points available for SLBE participation will not exceed fifteen (15) 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 SLBE firms. Such inclusion shall be clearly addressed and documented utilizing DMI 10, 20, and 50 Forms. 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 weighed predominantly on the design side (this does not preclude identification of phase 2 projections of construction participation that 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 result in significantly lower ratings. Finally, additional favorable consideration will be granted to the firm(s) that, beyond all others, provide the highest *relevant* and most binding participation.

Additional Evaluation Information:

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

- SLBE subcontractors listed to be utilized (DMI Form 20)
- Percentage of proposal/scope committed to 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.
- Subcontractors are utilized for meaningful tasks, which are viewed as related to the core scope of work.

In all cases, the Proposer and/or subcontractor(s) must be SLBE certified prior to the opening date and time of the RFP to be eligible to earn SLBE rating points. The City of Tampa's Office of Equal Business Opportunity will evaluate the SLBE participation evaluation process. The Successful Proposer will be required to execute the DMI 40 Form (Letter of Intent-LOI) with their subcontractors/sub-consultants prior to award.



Instructions for completing The Sub- (Contractor's/Consultants/ Suppliers) Solicited Form
(DMI 10 Form)

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 in this form. The instructions that follow correspond to the headings on the form required to be completed. **Note:** Ability or desire to 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 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 the 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 (DMI 30 Form) must be submitted with every pay application and invoice. **Note:** Certified SLBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
- **No Firms were contacted because.** Provide a brief explanation of why no firms were contacted or solicited.
- **See attached documents.** Check the 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 DMI 10 Form must be in the same format and include all the requested data from the DMI 10 Form.

The following instructions are for the information of all subcontractors solicited.

- **"S" = SLBE.** Enter "S" for firms Certified by the City as Small Local Business Enterprises; **"O" = non-certified others.**
- **Federal ID. FIN.** A number assigned to a business for tax reporting purposes. This information is critical in the proper identification and payment of the contractor/subcontractor.
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes, aka "National Institute of Governmental Purchasing," are listed in the top section of the document.
- **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with a letter the method(s) of soliciting for bids.
- **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



Instructions for completing The Sub- (Contractor's/Consultants/ Suppliers) to be Utilized Form
(DMI 20 Form)

This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) projected to be utilized must be included in this form.

- **Contract No.** This is the number assigned by the City of Tampa for the 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 the 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 the 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 (DMI 30 Form) must be submitted with every pay application and invoice. Note: Certified **SLBE firms** bidding as Primes **are not exempt** from outreach and solicitation of subcontractors, including completion and submission of Form-10 and Form-20.
- **No Firms listed To-Be-Utilized.** Check box: provide a 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 (DMI 50 Form), and supporting documentation must accompany the bid.**
- **See attached documents.** Check the 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 DMI-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 the information of all subcontractors To Be Utilized.

- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in the proper identification of the subcontractor.
- **"S" = SLBE,** enter "S" for firms Certified by the City as Small Local Business Enterprises; **"O" = non-certified others.**
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **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/DMI> "Information Resources".
- **Amount of Quote, Letters of Intent** (required for SLBEs).
- **Percent of Work/Contract.** Indicate the percentage of the total contract price the subcontract(s) represent. For CCNA only (i.e., Consultant A/E Services), you must indicate subcontracts as a percentage of the total scope/contract.
- **Total Subcontract/Supplier Utilization.** – Provide the 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 the 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).
- **Percent SLBE Utilization.** Total amount allocated to SLBEs 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.



Good Faith Effort Compliance Plan (GFECP) Guidelines

for Small Local Business Enterprise Participation
City of Tampa - Equal Business Opportunity Program
(DMI 50 Form – See detailed instructions on page 3 of 3)

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 Small Local Business Enterprises (SLBE) on the referenced contract:

- ☐ SLBE participation **Goal is Not Specified for this Solicitation** however participation is aspirational and **GFECP is required**.
- ☐ SLBE participation **Goal is Met or Exceeded** (refer to Goal-Set DMI-90 Form).
- ☐ SLBE participation Goal is **Not Fully Achieved** (refer to Goal-Set DMI-90 Form).

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 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 SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested SLBEs. ☐ **See DMI report forms for subcontractors solicited.** ☐ **See enclosed supplemental data on solicitation efforts.**
 - ☐ **Qualifying Remarks**
- (2) Provided interested SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested scope identified by bidder/proposer for the solicitation. ☐ **See enclosed actual solicitations used.**
 - ☐ **Qualifying Remarks**
- (3) Negotiated in good faith with interested SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of 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 SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal.
 - ☐ **DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations** ☐ **This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/percentages, specifications, qualifications and subs fee schedules.**
 - ☐ **See enclosed documentation.**
 - ☐ **Qualifying Remarks**
- (4) Not rejecting SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The 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 SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available 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

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

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 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 SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. ☐ **Sub-Contractors could bid on their own choice of work or trade without restriction to a pre- determined portion.**☐ **Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.** ☐ **See enclosed comments.**☐ **Qualifying Remarks**
- (8) Made efforts to assist interested 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 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 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 3 of 3)

- (1) All firms on the 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 research the online Data Management Business System Directory for Tampa certified SLBE firms.
- (2) Solicitation of 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 SLBE low quotes rejected, an explanation shall be provided detailing negotiation efforts.
- (4) If a low bid 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 SLBE directory may be useful in identifying additional subcontracting opportunities and certified firms not listed in the "SLBE Goal Setting Firms Contact List."
- (6) Contractor shall not preclude 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 SLBE availability is not sufficient to attain pre-determined goals; including RFP/RFQ solicitations, all of which require GFECF compliance to achieve sub-consultant participation.
- (8) In its solicitations, the Bidder should offer assistance to 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 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 SLBEs.

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

TRANSMITTAL DATE: _____

RFQ NO. & TITLE: 25-C-00031 Citywide ADA Improvements - Design-Build

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

c/o Contract Administration Department via ContractAdministration@tampagov.net

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

SUBMITTER ("Firm") NAME: _____

FEDERAL TAX ID#: _____

FIRM TYPE:

☐ Individual/Sole Proprietor
☐ Limited Liability Company

☐ Joint Venture (JV)*
☐ Other: _____

☐ Partnership (PN)*

☐ Corporation

FIRM CONTACT NAME: _____

EMAIL: _____

PHONE: _____

CERTIFICATIONS:

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

License/registration/certification no(s): _____

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

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

Firm shall comply with all applicable governmental rules & regulations, including the City's Ethics Code (Sec. 2- 522, Tampa Code). The City's Charter & Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any award or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such award or obligation. If Firm is successful, it shall ensure no City employee receives any such benefit or interest as a result of such award (See Sec.2-514(d), Tampa Code): ☐ Yes ☐ No

Firm is not in arrears and is not in default upon any obligation to the City of Tampa: ☐ Yes ☐ No

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

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

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

Authorized Signature : _____

Printed Name: _____

Title: ☐ Sole Prop ☐ Pres ☐ Sr VP ☐ Gen Ptnr ☐ LLC Auth.Mbr/Mgr
☐ Other _____ (attach proof of authority)

* With submittal or within 10 days thereafter, Firm must provide a signed copy of the complete agreement between all JV/PN members indicating respective roles, responsibilities, and levels of participation.