

25-D-00002 DESIGN ASSISTANCE SERVICES AND DEVELOPMENT CONSULTATION FOR CRA COMMERCIAL PRE-DEVELOPMENT GRANTS

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

The City of Tampa seeks Professional Engineering or Architectural Services for Design assistance services and development consultation for CRA Commercial Pre-Development Grants and associated services as described in the attached Scope of Services document. The City may select up to five firms with an overall budget of about \$10 million.

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

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

A pre-submission conference will be conducted at 3 PM Monday, February 17, 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. 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.tampagov.net/document/climate-action-and-equity-plan-122846>.

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

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 10MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L, Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (35 pts) Qualifications, (30 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form SF330 (5 pts); "Ban-The-Box"(5pts); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., March 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-D-00002
DESIGN ASSISTANCE SERVICES AND DEVELOPMENT CONSULTATION
FOR CRA COMMERCIAL PRE-DEVELOPMENT GRANTS

GENERAL SCOPE OF SERVICES

BY:
JEFFREY WILSON, AIA NCARB SEGD

CITY OF TAMPA
JANUARY 13, 2025

**GENERAL SCOPE OF SERVICES FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00002)
DESIGN ASSISTANCE AND DEVELOPMENT CONSULTATION SERVICES FOR
CRA COMMERCIAL PRE-DEVELOPMENT GRANTS**

January 13, 2025

Page 1 of 18

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT or “City”) and its Community Redevelopment Agency (CRA) for a Request for Qualifications (RFQ 25-D-00002) for Design Services and Related, Associated, and Subsequent Work to assist eligible property Owners with Design Assistance and Development Consultation Services for Commercial Improvement Projects (CIP) through Pre-Development Grants.

SECTION 1: INTRODUCTION

1.01 PROJECTS:

All property improvement projects to be approved by the CRA within Tampa’s Community Redevelopment Areas (TCRA), shall range from small to medium-scale commercial and mixed-use brought to the CRA’s attention by eligible property Owners. The project sites shall be in urban settings with a mix of residential and civic uses adjacent accessed by roads and sidewalks that need to comply with all CoT Standards and the FDOT (Florida Department of Transportation) Greenbook.

The CRA’s objective of providing design support to eligible property Owners is to reduce the barriers to upfront project cost by assisting them with the professional fees related to scope development and project feasibility. Additionally, the CRA’s goal of providing design support to eligible property Owners is to help retain businesses as well as to incentivize new activity and property activation in high-development areas.

1.02 SELECTION OF MULTIPLE DESIGN TEAMS:

It is the goal of the CoT and CRA to select up to five (5) Design Teams (DT) to be engaged over the course of three (3) years to assist with a total number of fifty (50) projects (approximate) beginning in the Summer 2025. The CRA’s total budget for Grant services during this period is \$10M with projects issued as Task Orders.

Additionally, a Design Team may also be selected for more than one project (multiple Task Orders) during the three (3) year Grant period if deemed by the CoT and CRA.

1.03 LEVEL 1 SERVICES:

The majority of these Task Orders will be limited to “Level 1 Services” which are anticipated to include, but may not be limited to, the following consulting, pre-construction, design, and engineering services to assist in planning, programming, and aesthetics for development improvements as follows:

- One-on-One in Person Consultation with the Property Owners, Business Owner(s), and the Community Redevelopment Agency (CRA) including, but not limited to, the Evaluation of Needs,

**GENERAL SCOPE OF SERVICES FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00002)
DESIGN ASSISTANCE AND DEVELOPMENT CONSULTATION SERVICES FOR
CRA COMMERCIAL PRE-DEVELOPMENT GRANTS**

January 13, 2025

Page 2 of 18

Budget, Possible Property Uses, Constraints, Easements, Environmental Hazards, Lead and Asbestos Analysis, and any Potential Risks.

- Preliminary Budget including Cost/SF.
- Master Planning, Site Layout, and Infrastructure, including but not limited to, site, buildings, vehicle access, parking, sidewalks, delivery areas, utilities, lighting (exterior and interior), landscaping, wetlands, retention, detention, dumpsters, and signage, as well as, HVAC, mechanical, electrical, and plumbing.
- Project Programming, Spatial Analysis, and Building Conceptual Design and Layout.
- Preliminary Coordination with City of Tampa's Departments including, but not limited to, Mobility, Solid Waste, Stormwater, Water, and Wastewater.
- Confirmation of Zoning and Building Type.
- Preliminary Consultation with the City of Tampa's Architectural Review Commission and Historic Preservation if the project is located within a local or national historic district, designated as a historic landmark, in an Over-Lay District, requires a Certificate of Appropriateness, or is within or part of a structure that is more than fifty (50) years old.
- Pre-Application Consultation for Permitting with the CoT's Construction Services Department (CSD).
- Computer Graphics including Renderings and Narrative(s) to illustrate proposed changes, colors, and signage.

Note 1: The number of meetings shall be determined based on project complexities and approved scope of work but shall not be less than two (2) meetings that are one (1) hour in duration.

Note 2: The selected Design Teams shall also provide up to two (2) rounds of revisions to the Preliminary Project Scope and Conceptual Site Layout if requested by the CRA and/or applicant.

1.04 LEVEL 2 SERVICES:

A limited number of Task Orders, approximately fifteen (15) in number (out of the total of fifty (50) projects) may have their scope of service expanded if deemed appropriate by the CoT and CRA. "Level 2 Services" are anticipated to include, but may not be limited to, the following pre-development and documentation tasks and activities as follows:

- One-on-One in Person Coordination with the Property Owners, Business Owner(s), and the Community Redevelopment Agency (CRA) to finalize the project and design.
- Comprehensive Architecture and Engineering Design Services including Schematic Design, Design Development, Construction Documentation, and Permit Documents (Signed and Sealed).
- Comprehensive Engineering Services shall include, but not limited to, Civil, Structural, Threshold Inspection, Mechanical, Electrical, Lighting, Acoustic, Plumbing, Fire Protection, Stormwater, Technology and Innovation, and Security.
- Cost Estimation Services at 30% CD, 60% CD, 90% CD, and 100% CD including Square Foot (SF) Cost(s).

**GENERAL SCOPE OF SERVICES FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00002)
DESIGN ASSISTANCE AND DEVELOPMENT CONSULTATION SERVICES FOR
CRA COMMERCIAL PRE-DEVELOPMENT GRANTS**

January 13, 2025

Page 3 of 18

- Design Services for Energy Efficiency.
- Geotechnical Services and Utility Location.
- Green Infrastructure for Stormwater Management.
- Job Site Control and Erosion Control Systems.
- Interior Design Services for Existing and New Furnishings, Fixtures, and Equipment (FFE).
- Comprehensive Landscape Architecture and Irrigation Design Services.
- Exterior and Interior Identification, Informational, and Directional Signage.
- Boundary, Typographic, Wetland, Right of Way, Utilities, Tree, and Right of Way Surveys including Final Layout and As-Builts.
- In-Person Preliminary Plan Review (PPR) with the City of Tampa's (CoT) Construction Services Department (CSD) at 60% CD. The CoT's PPR fee will be paid by the CRA directly to CSD and the task order maximum will be reduced by this fee amount.
- As Built and Final Documents in Latest AutoCAD Release.
- Complete Closeout Documents Technical Specifications, Shop Drawings, and Exhibits in Word and PDF Formats.

Note 1: The number of meetings during Level 2 shall be determined based on project complexities and approved scope of work but shall not be less than three (3) meetings that are one (1) hour in duration.

Note 2: The DT shall provide up to two (2) rounds of revisions to the Construction Documents during Level 2 if requested by the CRA.

1.05 TASK ORDERS:

A Task Order scopes will be prepared by the selected DT in the following manner using the outline as noted below.

- A.** Specific Scope of Level 1 Work. Refer to 1.03.
- B.** Specific Scope of Level 2 Work, if Applicable. Refer to 1.04.
- C.** Description of Services to be Provided.
- D.** Project Schedule and Target Dates.
- E.** Not to Exceed Compensation for Professional Services:
Using the DT's Hourly Rates as (mutually agreed upon with the CoT and CRA) to a maximum of \$150,000 per project. If a project is approved for Level 2, the total compensation for both Level 1 and Level 2 services combined will not exceed \$150,000.

**GENERAL SCOPE OF SERVICES FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00002)
DESIGN ASSISTANCE AND DEVELOPMENT CONSULTATION SERVICES FOR
CRA COMMERCIAL PRE-DEVELOPMENT GRANTS**

January 13, 2025

Page 4 of 18

All Task Order proposals shall provide a fee for professional services based on the scope of work to be performed.

The eligible property Owner(s) will have the option to engage the services of the DT to perform additional services, under a separate agreement, after the completion of either Level 1 or Level 2, as deemed by the CoT and CRA, at the Owner's cost. Any agreement for additional services will not include the CoT or CRA but be solely negotiated and contracted between the DT and Owner.

F. Construction Costs:

Acknowledgement that all construction costs (and possible financing) shall be the responsibility of the eligible property Owner(s).

G. Project Duration | Level 1:

Acknowledgement that Level 1 Services shall be completed within sixty (60) calendar days from the date of the first Consultation Meeting between the eligible property Owner(s), Business Owner(s), DT, and CRA, unless otherwise approved in writing by the CRA.

H. Project Duration | Level 2:

Acknowledgement that Level 2 Services, if approved, shall be completed within one hundred and eighty (180) calendar days from the date of the first Level 2 Consultation Meeting with the eligible property Owner(s), Business Owner(s), DT, CRA, and CoT, unless otherwise approved in writing by the CRA.

I. General Conditions and Understandings.

J. Excluded Services.

SECTION 2: GENERAL INFORMATION

2.01 DESIGN TEAM REQUIREMENTS

The Design Teams (DT) to be selected and utilized for these approved projects shall have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives. The DT shall be responsible for every phase of work and every task and activity including, but not limited to, project management, design, engineering, construction documentation, and permitting, required to execute the scope of work.

2.02 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 and CRA.

The DT shall also submit a recommended design development schedule and package content for each stage of review (e.g., 30%/60%/90%/100% Construction Documents (CD) during Level 2. The

**GENERAL SCOPE OF SERVICES FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00002)
DESIGN ASSISTANCE AND DEVELOPMENT CONSULTATION SERVICES FOR
CRA COMMERCIAL PRE-DEVELOPMENT GRANTS**

January 13, 2025

Page 5 of 18

schedule shall accommodate reviews by the property Owner, Business Owners, CoT and CRA. The recommended schedule and content shall be submitted prior to 30% CDs and pricing.

2.03 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

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

- A. All CoT and Regulatory Requirements as indicated in the CoT's Permitting Checklist.
- B. All Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting.
- C. American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.
- D. All Costs Related to Permitting and Regulatory Agencies

2.04 CITY OF TAMPA | PROVIDED MATERIALS

- 2.05a The CoT and CRA will provide the selected DT a copy of all exhibits and reference materials, if available, for a project, excluding as-builts and surveys, that may exist.
- 2.05b All items and/or materials required to design and execute the final and approved design for this project, and not indicated herein as provided by the CoT and CRA, shall be provided without additional cost by the DT.

2.05 CITY OF TAMPA | OWNERSHIP

- 2.06a The CoT and CRA shall retain the ownership of all work products and intellectual property including, but not limited to, any designs and documents of any kind or nature produced as a result of being engaged and/or paid by CoT and CRA. The CoT and CRA reserve the right to re-use any and all work product(s) without additional compensation to the DT.

2.06 SUBMITTALS

- 2.07a Unless otherwise expressly stated herein: (i) drawings, sketches, plans, surveys, etc. submitted to the CRA shall either be produced in a computer generated format using AutoCAD or compatible software that can be saved as a (.DWG) file together with a hard copy and a (.PDF) copy and (ii) narrative materials whether in draft, interim, final, or other form (e.g. memorandums, minutes, agendas, etc.) submitted to the CRA shall be produced in a computer generated format using

**GENERAL SCOPE OF SERVICES FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00002)
DESIGN ASSISTANCE AND DEVELOPMENT CONSULTATION SERVICES FOR
CRA COMMERCIAL PRE-DEVELOPMENT GRANTS**

January 13, 2025

Page 6 of 18

Word or compatible software that can be saved as a (.DOC/.DOCX) file together with a (.PDF) copy.

Notwithstanding anything stated herein to the contrary, all submittals to the CRA regardless of type or format (e.g. DWG, .PDF, .DOC, etc.) shall: (a) be compatible with CRA and CoT systems without loss of data, quality of appearance, or accuracy; (b) be enabled to ensure the CRA has the ability to easily retrieve, use, and modify them; and (c) meet the minimum criteria or requirements stated herein together with all other applicable CRA and CoT standards from time to time provided to the DT. Submittals not in compliance with the foregoing shall be resubmitted at no additional cost to the CRA until compliant. Electronic files submitted to the CRA shall be error free, not corrupted, and without viruses, malware, or other code that may cause harm to CRA or CoT systems.

SECTION 3: BASIS OF SELECTION AND DESIGN

3.01 RFQ RESPONSE

- 3.01a The DT shall demonstrate experience and the ability to develop construction, permit, and bid sets. Design and construction scopes shall include, but not be limited to, preliminary pricing at 30%, 60%, 90%, and 100% Construction Documents.
- 3.01b The DT shall demonstrate experience and the ability to coordinate this project proposal in response to scheduling criteria, coordinate long lead-times, maximize downtime efficiencies, minimize potential delays, and generally phase work.
- 3.01c The DT shall demonstrate previous successful experience designing comparable projects.
- 3.01d The DT shall demonstrate previous work in neighborhood context and with materials appropriate to the community and neighborhood.
- 3.01e All respondents shall be required to provide the DT's current rate schedule.

SECTION 4: EXHIBITS

- 4.01a The exhibit(s) attached and described under this RFQ have been compiled by the CoT and CRA and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.
- 4.02b The following exhibits are to be made part of this RFQ and shall include the following:
- 4.01c PRE-DEVELOPMENT GRANT, Tampa Community Redevelopment Agency, dated June 2024.

PRE-DEVELOPMENT GRANT







Overview

The goal of the Pre-Development Grant is to reduce the barriers of upfront development costs posed to owners, as defined in the Commercial Grants Policy Section 3.1, of properties within the Tampa Community Redevelopment Areas (TCRA) by encouraging the use of design guidelines and incentivizing small to medium scale improvement projects (total project cost at or under \$750,000). It is designed to increase property values by encouraging improvements that exceed the requirements of the City Code of Ordinance and spur private investment within the CRA area.

The grant is a two-level, non-matching grant providing 100% funding of eligible services cost for eligible projects up to a maximum of 20% of the overall project budget up to a maximum project cost of \$750,000. The Pre-Development Grant will foster new and retained development activity and property activation by helping property owners determine the scope and feasibility of proposed improvement projects. While Level I is a prerequisite for Level II; Level II is not a requirement of Level I.

Level I

Is a 100% direct pay grant, for technical assistance, consulting, design, and engineering services to assist in planning for aesthetic development improvements.

Level II

Is a 100% direct pay grant for pre-development cost (not covered in Level I) for the preparation of construction and permit ready documents including, but not limited to, site plans, construction plans, etc.

Who Can Apply:

Property or business owners, who hold a commercial lease, within TCRA area boundaries. If a grant exceeds \$25,000, the property owner must execute a Grant Agreement and Restrictive Covenants applicable to the maintenance of the improvements and future use of the property for a period of five (5) years commencing upon the disbursement of the grant. The Restrictive Covenants will be recorded in the Public Records of Hillsborough County:

- No applicant, owner or lessee may have more than one active Pre-Development Grant at any time.
- In order to be eligible for Pre-Development, Level II, the applicant must have been awarded and completed Pre-Development, Level I.
 - Proceeding to Level II is dependent on availability of funding in that fiscal cycle.

How to apply:

Prospective applicants must schedule a pre-application meeting with CRA staff prior to submitting a grant application. Appointments may be requested by calling (813) 274-8325 or by submitting an online request on the TCRA website (<https://www.tampa.gov/cras/community-redevelopment-areas>). **No grant application will be accepted for review until after a pre-application meeting with staff has occurred.**





Applicant/Property Eligibility

1. Project site must be located within the boundaries of a TCRA.
2. Applicant, property owner² and property must be current with all business and property taxes.
3. The site's current and future use must be allowable by the City's current Code of Ordinances.
4. Business owners (tenants) applying on their landlord's behalf must submit an Owner's Affidavit with their completed application (affidavit will be provided at the pre-application meeting).
5. Mixed-use buildings must include a floor area of commercial use equivalent to at least 20% of at least one story.
6. Project must be subject to site plan review.
7. Project must require the development of signed and sealed plans by a licensed professional and the issuance of building permits from the City of Tampa.
8. New construction and/or additions within historic districts or historic landmarks shall be reviewed and approved by the City of Tampa's Architectural Review & Historic Preservation and the applicant shall comply with any requirements or recommendations provided.
9. Structures exceeding 50 years of age require improvements to be reviewed by the City's Architectural Review & Historic Preservation staff first and the applicant must comply with any requirements or recommendations provided.
10. Applicants are eligible for one Pre-Development Grant per location.



Ineligible Applicants/Properties

1. Governmental entities and not-for-profit entities except for those paying property taxes. In the event the property is sold or transferred to a governmental or not-for-profit entity within five years of the disbursement of grant funds, the grant recipient will reimburse the TCRA a prorated portion of the grant award.
2. Multi-Family Developments.
3. Adult Uses as defined by the City of Tampa Code of Ordinance.
4. Bars, lounges, clubs, or restaurants deriving more than 50% of their income from the sale of alcohol.
5. Single-Family Residential projects.

The CRA reserves the right to deny funding to applicants who are delinquent on payments of City fines or fees or if unresolved Code Enforcement issues exist.



Application Requirements

1. Completed/Executed Application Form
2. Proof of Ownership
 - Recorded warranty deed.
 - If tenant: executed commercial lease between the property owner and the business owner as an executed Owner's Affidavit.
 - If Applicant is a corporation, limited partnership, or limited liability company: Sunbiz information evidencing that the entity is active and listing the registered agent and authorized persons for that entity.
3. Consent to Restrictive Covenants
4. Selection of Architectural and/or Engineering Firm from the list provided by CRA staff.
5. Digital photographs of the existing building (exterior/interior) and the proposed project area.
6. Photographs of favorite architectural style
7. Project Budget Amount

For Level II, a detailed estimate of services will be required and the submission will initiate the Level II process.

All TCRA grants, with the exception of Special Projects Grant, may be stacked, up to a maximum of three grants. A single expense will only be reimbursed once.



Scope of Services

Through contracts that the City of Tampa/TCRA has with consulting, engineering and architectural design firms, eligible property owners will receive the following services:

Level I

- 1 The selected consultant will help to explore possible uses permitted on the applicant’s property.
- 2 The selected consultant will provide one-on-one consultations, with the owner, to evaluate the project (discuss needs, desires, and possible overall budget). The assigned Economic Development Specialist must be present at all meetings.
 - a. Number of consultations to be determined based on the complexity of the project but all projects will have a minimum of two, one-hour consultations.
- 3 After the consultation, the consultant will provide:
 - a. Rendering concept of building elevation showing suggested changes, preliminary colors, and possible signage.
 - b. Conceptual Project Site Layout
 - c. Proposed overall Project Scope
 - d. Preliminary Project Budget

Level II

The selected consultant or additional selected Consultants may provide the following as part of the Level II services:

- 1 Schematic Project Designs
- 2 Detailed Design Development (basic services for architectural/structural/mechanical-electrical-plumbing including security and IT)
- 3 Landscaping, civil, site control planning (surveying will be determined by project scope of services)
- 4 Working Construction Drawings (for final revisions)
- 5 Permit Ready Construction Documents (signed and sealed by a registered architect or other applicable professional)



Process

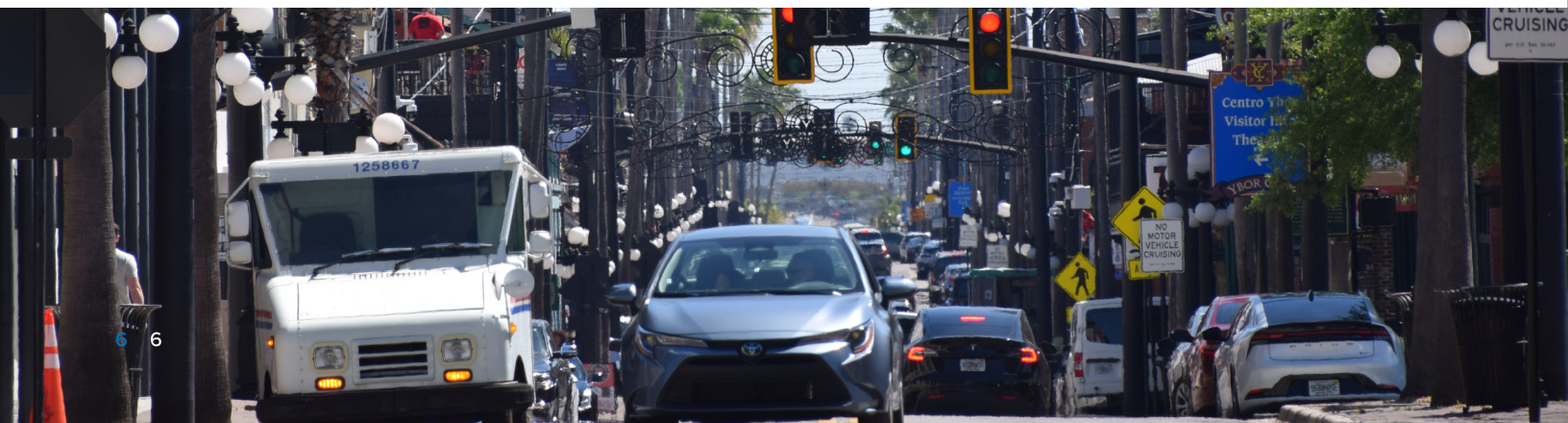
Grants will be awarded on a first-qualified, first-awarded basis while fiscal year funds are available. Applicants may exhaust the maximum allowable grant across each TCRA. Any work, including pulling permits, must begin after the award letter has been received. Failure to follow the process will render your application ineligible for grant funding.

Approved grant requests will require:

1. Execution of a Grant Award Agreement within 10 business days after it has been provided to the Applicant for execution, and prior to obtaining permits and commencing any work to be funded by the grant.
2. Granting of reasonable access to all documents pertaining to the planning, construction and financing of the project as may be reasonably required to assure compliance with the terms of the Grant Award Agreement.
3. Granting the CRA and City ownership and right of use of all work-product and plans produced as a result of the grant award.

TCRA staff will provide an application, and any other necessary forms, following a successful pre-application meeting. Within ten business days of application submittal, TCRA staff will review applications for completeness and accuracy and coordinate with the applicant regarding any deficiencies or issues with the application; additional information may be requested. Applications are considered submitted once all required documents have been received. Incomplete applications will only be held open for a maximum of 60 days after initial submission. After 60 days, if the application remains incomplete, it will be withdrawn by staff. Thereafter, an Applicant will have to reapply for a grant by submitting an entirely new grant application for the project, including any documents originally submitted by the applicant in connection with its initial application.

The CRA shall be the owner of any plans, documents, permit applications or work product of any kind or nature produced as a result of and paid for from a Level 1 or Level 2 Pre-Development Grant from the CRA (“Pre-Development Work Product”). The Owner/Applicant will have a revocable license from the CRA to use the Pre-Development Work Product in connection with the development of the property subject to the Pre-Development Grant. This license may be revoked if: (a) an owner or applicant fails to develop the property subject to the Pre-Development Grant within a time-frame prescribed by the CRA in any agreement for the Pre-Development Grant; or (2) if the property is developed for a non-commercial purpose or for a “bar”, “tavern”, “lounge” or business involving the sale of alcohol or an “adult use” as those terms are defined in the City’s Land Development Code.





Selection Criteria

TCRA staff will review all completed (Level II only) applications against the review criteria and issue an approval or denial letter.

Scoring Criteria

Criteria	Points
Areas of Improvement	25 total maximum points
Façade, Interior or Site Only	10
2 or more	20
New Construction	25
Location	25 total maximum points
Collector Roadways	5
Arterial Roadways	10
Corner Property	15
Historic Preservation	10 total maximum points
Historically Contributing Structure	10
Potential Aesthetic Enhancement	40 total maximum points
Implementing Design from Level I	10
Cultural or Historical Significance	15
Public Benefit	15
Bonus Points	40 total maximum points
Horizontal Mixed Use	5
Legacy Property Owner	5
Using a WMBE Contractor	15
Vertical Mixed Use	15
	100 points total (before bonus)

Applications must score at least 60 out of 100 points to be approved. Applications that score less than 60 points shall be denied. Written notification of the approval or denial will be provided.



Disbursement of Funds

Both **Levels I and II** provide for the CRA to issue payment directly to the professional firm upon receipt of a finding of project completion. Finding of project completion will be granted once the CRA has received and reviewed the following items:

1. Written notification that the project is complete.
2. Copies of all deliverables as outlined in the scope of work.
3. Itemized invoice for payment from the professional service firm

Grant funds are provided at the discretion of the CRA Board and the findings within the recommendation do not create an entitlement to funding.

th OF JULY
CAFE



WELCOME TO
WEST TAMPA
ESTABLISHED 1892
INCORPORATED 1895 • ANNEXED BY THE CITY OF TAMPA 1925
A PLACE OF
HISTORY • UNITY • DIVERSITY



WEST TAMPA DEPT. STORE



CAZIN
THEATRE

CAZIN
THEATRE

WEST TAMPA DEPT. STORE

TAMPACRA

Request a Commercial
Grants Pre-Application
Meeting



Follow Us



@tampacras



@tampacras



(813) 274-8325



tampa.gov/CRAs

TAMPACRA

The Tampa Community Redevelopment Agency prides itself in working closely with residents, local businesses, community stakeholders, and the private sector to be a leader in redeveloping and sustaining all communities located within our CRA boundaries.

JUNE 2024



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 (GFECF) 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 **GFECF 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 GFECF action steps for all bids/proposals. Furthermore, it is understood that these GFECF requirements are weighted in the compliance evaluation based on the veracity and demonstrable degree of documentation provided with the bid/proposal:

(Check applicable boxes below - Must enclose supporting documents accordingly with Qualifying Remarks)

- (1) Solicited through reasonable and available means the interest of WMBE/SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within enough time to allow the WMBE/SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested WMBE/SLBEs. See DMI report forms for subcontractors solicited. See enclosed supplemental data on solicitation efforts.
 - Qualifying Remarks
- (2) Provided interested WMBE/SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested scope identified by bidder/proposer for the solicitation. See enclosed actual solicitations used.
 - Qualifying Remarks
- (3) Negotiated in good faith with interested WMBE/SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of WMBE/SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with WMBE/SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal.
 - DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/percentages, specifications, qualifications and subs fee schedules. See enclosed documentation.
 - Qualifying Remarks
- (4) Not rejecting WMBE/SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The WMBE/SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals.
 - Not applicable. See attached justification for rejection of a subcontractor's bid or proposal. Qualifying Remarks
- (5) Made scope(s) of work available to WMBE/SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available WMBE/SLBE subcontractors and suppliers, to facilitate meeting the goal. In addition, Sub-Contractors could bid on their own choice of work or trade without restriction to a pre-determined portion. See enclosed comments. Qualifying Remarks
- (6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the sub-tasks of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the sub-tasks of a contract must demonstrate good faith efforts if the goal has not been met. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. Qualifying Remarks w/Documents
- (7) Segmented the portions of the work to be performed by WMBEs/SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate WMBE/SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. Sub-Contractors could bid on their own choice of work or trade without restriction to a pre-determined portion. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. See enclosed comments. Qualifying Remarks
- (8) Made efforts to assist interested WMBEs/SLBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor.
 - See enclosed documentation on initiatives undertaken and methods to accomplish. Qualifying Remarks
- (9) Made efforts to assist interested WMBEs/SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program. See enclosed documentation of initiatives and/or agreements. Qualifying Remarks
- (10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of WMBEs/SLBEs.
 - See enclosed documentation of services engaged. Overview (attached) of tactical actions and resources employed toward recruitment

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



Participation Plan: Guidance for Complying with Good Faith Efforts Outreach
(page 2 of 2)

- (1) All firms on the WMBE/SLBE Goal Setting List must be solicited and documentation provided for email, fax, letters, phone calls, and other methods of outreach/communication with the listed firms. The DMI Solicited and DMI-Utilized forms must be completed for all firms solicited and all firms utilized. Other opportunities for subcontracting should be explored to attain participation. May consult Tampa EBO Office and/or researching the on-line Diversity Management Business System Directory for Tampa certified WMBE/SLBE firms.
- (2) Solicitation of WMBE/SLBEs, via written or electronic notification, should provide specific information on the services needed, where plans can be reviewed and assistance offered in obtaining these, if required. Solicitations should be sent a minimum of a week (i.e. 5 city business days or more) before the bid/proposal date. Actual copies of the bidder's solicitation containing their scope-specific instructions should be provided.
- (3) With any quotes received, a follow-up should be made when needed to confirm detail scope of work. For any WMBE/SLBE low quotes rejected, an explanation shall be provided detailing negotiation efforts.
- (4) If a low bid WMBE/SLBE is rejected or deemed unqualified the contractor must provide an explanation and supporting documentation for this decision.
- (5) Prime shall break down portions of work into economical feasible opportunities for subcontracting. The WMBE/SLBE directory may be useful in identifying additional subcontracting opportunities and certified firms not listed in the "WMBE/SLBE Goal Setting Firms Contact List."
- (6) Contractor shall not preclude WMBE/SLBEs from bidding on any part of work, even if the Contractor may desire to self-perform aspects of the work.
- (7) Contractor shall avoid relying solely on subcontracting those scopes of work where WMBE/SLBE availability is not sufficient to attain pre-determined goals; including RFP/RFQ solicitations, all of which require GFECF compliance to achieve sub-consultant participation.
- (8) In its solicitations, the Bidder should offer assistance to WMBE/SLBEs in obtaining bonding, insurance, et cetera, if required of subcontractors by the City or Prime Contractor.
- (9) In its solicitation, the Bidder should offer assistance in obtaining equipment for a specific job to WMBE/SLBEs, if needed. This includes mobilization where applicable.
- (10) Contractor should use the services offered by such agencies as the Small Business Development Center (SBDC) @ University South Fla.; SBDC @ Hillsborough County Entrepreneur Collaborative Center; Hillsborough NAACP Empowerment Center; Hillsborough County Economic Development Department DM/DWBE/SBE Program and Prospera-Hispanic Business Assoc. to name a few for the recruitment and placement of available WMBEs/SLBEs.



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

**Page 1 of 4 – DMI Solicited/Utilized Schedules
City of Tampa – Schedule of **All Solicited** Sub-(Contractors/Consultants/Suppliers)
(FORM MBD-10)**

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

Check applicable box(es). Detailed Instructions for completing this form are on page 2 of 4.

- No Firms were contacted or solicited for this contract.**
- No Firms were contacted because:** _____
- See attached list of additional Firms solicited and all supplemental information (List must comply to this form)**
Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses

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

S = SLBE W=WMBE O = Neither	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N

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

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

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



Page 2 of 4 – DMI **Solicited/Utilized**

Instructions for completing **The Sub-(Contractors/Consultants/ Suppliers) Solicited Form (Form MBD-10)**

This form must be submitted with all bids or proposals. **All** subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that follow correspond to the headings on the form required to be completed. **Note:** Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Firms were contacted or solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal or Participation Plan Requirement was not set by the City resulting in your business not using subcontractors and will self-perform all work. If during the performance of the contract you employ subcontractors, the City must pre-approve subcontractors. Use of the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. **Note:** Certified **SLBE or WMBE firms** bidding as Primes **are not exempt** from outreach and solicitation of subcontractors.
- **No Firms were contacted because.** Provide brief explanation why no firms were contacted or solicited.
- **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the form. All DMI data not submitted on the MBD Form-10 must be in the same format and have all requested data from MBD Form-10 included.

The following instructions are for information of any and all subcontractors solicited.

- **“S” = SLBE, “W” = WMBE.** Enter “S” for firms Certified by the City as Small Local Business Enterprises and/or “W” for firms Certified by the City as either Women/Minority Business Enterprise; **“O” = Non-certified others.**
- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification and payment of the contractor/subcontractor.
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes aka “National Institute of Governmental Purchasing” are listed at top section of document.
- **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method(s) of soliciting for bid.
- **Quote or Resp. (response) Rec’d (received) Y/N.** Indicate “Y” Yes if you received a quotation or if you received a response to your solicitation. Indicate “N” No if you received no response to your solicitation from the subcontractor. Must keep records: log, ledger, documentation, etc. that can validate/verify.

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



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

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

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

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

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

Note: Form MBD-20 must list ALL subcontractors To-Be-Utilized including Non-minority/small businesses

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

No Firms are listed to be utilized because: _____

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

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

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

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

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

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

Signed: _____ Name/Title: _____ Date: _____

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



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 (GFECF) requirements applies (MBD Form-50) and supporting documentation must accompany the bid.
- **See attached documents.** Check box, if after completing the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the scope/value/percent utilization of subcontractors. Reproduce copies of MBD-20 and attach. All data not submitted on duplicate forms must be in the same format and content as specified in these instructions.

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

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

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

Procurement Guidelines To Implement Minority & Small Business Participation

Underutilized WMBE Primes by Industry Category

FORMAL PROCUREMENT	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Asian	Black	Black	Black
	Hispanic	Native Am.	Hispanic	Asian	Hispanic
	Native Am.	Woman	Asian	Native Am.	Asian
	Woman		Native Am.		Native Am.
			Woman		Woman

Underutilized WMBE Sub-Contractors / Sub-Consultants

SUB WORK	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Black	Black	Black	Black
		Asian	Asian	Asian	Asian
		Native Am.	Native Am.	Native Am.	Native Am.
		Woman	Woman		Woman
			Hispanic		

Policy

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

Index

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

Hispanic (HBE) = Hispanic Business Enterprise

Asian (ABE) = Asian Business Enterprise

Native American (NBE) = Native American Business Enterprise

Woman (WBE) = Woman Business Enterprise (Caucasian)

Industry Categories

Construction is defined as: new construction, renovation, restoration, maintenance of public improvements and underground utilities.

Construction-Related Services are defined as: architecture, professional engineering, landscape architecture, design build, construction management services, or registered surveying and mapping.

Professional Services are defined as: attorney, accountant, medical doctor, veterinarian, miscellaneous consultant, etc.

Non-Professional Services are defined as: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc.

Goods are defined as: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

MBD Form-70

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

TRANSMITTAL DATE: _____
RFQ NO. & TITLE: 25-D-00002 DESIGN ASSISTANCE SERVICES AND DEVELOPMENT CONSULTATION FOR CRA
COMMERCIAL PRE-DEVELOPMENT GRANTS

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

SUBMITTER ("Firm") NAME: _____
FEDERAL TAX ID#: _____
FIRM TYPE: Individual/Sole Proprietor Joint Venture (JV)* Partnership (PN)* Corporation
 Limited Liability Company Other: _____
FIRM CONTACT NAME: _____ EMAIL: _____ PHONE: _____

CERTIFICATIONS:

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

License/registration/certification no(s): _____

Per §287.133, Fla. Stat., individuals or entities (including those meeting the §287.133, Fla. Stat. definition of "affiliate") placed on the convicted vendor list ("List") following a conviction for public entity crimes may not submit a bid, proposal, or reply ("Response") on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the repair or construction of a public building or public work, may not submit a Response for leases of real property to a public entity, and may not 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 does not use coercion for labor or services as defined in Section 787.06, F.S.

Firm agrees that if the City of Tampa determines Firm has participated in any collusive, deceptive, or 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)