

25-D-00027 FACILITIES MANAGEMENT MASTER PLANNING SERVICES

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-rfq.

The City of Tampa seeks Professional Engineering or Architectural SERVICES AND RELATED, ASSOCIATED, AND SUBSEQUENT WORK FOR FACILITIES MANAGEMENT MASTER PLANNING SERVICES as described in the attached Scope of Services document. Estimated budget; \$300,000 - \$450,000.

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

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 1:30 PM May 29, 2025 in the Second Floor Conference Room CCH in the Municipal Office Building 2575 E. Hanna Ave. Tampa, FL 33610. Attendance is not required.

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

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

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

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

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

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 10MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L. Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (35 pts); Facility Management 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 DMI 10, 20, & 50, (20 pts).

The PDF file must be E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., June 12, 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-00027
FACILITIES MANAGEMENT MASTER PLANNING SERVICES
AND RELATED, ASSOCIATED, AND SUBSEQUENT WORK

GENERAL SCOPE OF WORK

BY:
JEFFREY WILSON, AIA NCARB SEGD

CITY OF TAMPA
APRIL 1, 2025

GENERAL SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00027)
FACILITIES MANAGEMENT MASTER PLANNING SERVICES
AND RELATED, ASSOCIATED, AND SUBSEQUENT WORK

April 1, 2025

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The following General Scope of Work was prepared by the City of Tampa, Florida (CoT or “City”) and its Logistics and Asset Management Department (LAM) for a Request for Qualifications (RFQ 25-D-000XX) for “Facilities Management Master Planning Services and Related, Associated, and Subsequent Work” to document the current state of its infrastructure and provide all necessary recommendations to improve asset use, workflow, productivity, staffing, and capital expenditures.

In summary, this project aims to create a Facilities Management Master Plan (FMMP) to serve as a strategic roadmap and step by step guideline to improve the LAM | Facility Management Division’s operations both today and into the future. The program will also address the remaining functional lifespan of existing facilities, including planning for the replacement of outdated structures, and preventative maintenance requirements to ensure facility functionality over the course of the next three (3) decades.

The project’s scope of work shall also include an assessment and inspection of current conditions and inspection of certain specific facilities throughout the municipality as well as an inventory and assessment of existing assets. The project’s scope of work shall include recommendations for emergency preparedness of an existing facility to operate as a response hub during times of emergency with emphasis on natural disasters including, but not limited to, storms and hurricanes.

Finally, the FMMP will report all findings, outline discussions, provide recommendations, and document conclusion reached regarding the specific needs and resources needed to maintain operations over the course of three (3) decades including the required capital investment needed to optimize efficiency and improve multiple city-managed and maintained building, structures, and sites. The FMMP shall also include all narratives, tables, charts, reports, recommendations, addressing best methods of delivery, probable costs, and critical path schedules.

The selected consultant shall provide the following services and deliverables including, but not limited to, that noted below.

GENERAL ITEMS

- Comprehensive Project Master Planning, Management, and Project Scheduling.
- Comprehensive Detailed Line-Item Cost Estimates.
- Comprehensive Inventory of LAM Assets and Inventory.
- Comprehensive Capital Investment Planning Strategies.
- Computer Graphics including 3D Modeling and Illustrations for Presentations, as Required.
- Attendance at all CoT and LAM and Project Stakeholder Meetings to complete the Scope of Work.
- Attendance at all Required Progress and Final Presentations.

PROJECT ITEMS

- All Master Planning, Capital Investment, and Financial Services to execute the Scope of Work.
- Professional Cost Estimation and Scheduling Services.

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- Coordination with CoT's Departments as necessary including, but not limited to, Equal Business Opportunity (EBO), Mobility, Risk Management, Solid Waste, Stormwater, Sustainability and Resiliency, Technology and Innovation (T&I), Water, and Wastewater.
- Survey Services as may be required to complete the Scope of Work.
- Verification of Zoning and Flood Zones.
- Final Report and Documents in the Latest Software as Required by the CoT and LAM.

RECOMMENDATIONS AND COMPLIANCE ITEMS

- Compliance with all CoT and Regulatory Requirements as indicated in the CoT's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting.
- Compliance with CoT's Architectural Review, Historic Preservation, Over-Lay District, and Certificate of Appropriateness Regulations as may be Required.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.
- All Costs Related to Permitting and Regulatory Agencies

SECTION 1: OBJECTIVES AND GOALS

1.01 STRATEGIC ROADMAP DEVELOPMENT

It is LAM's objective to engage a Consultant or Consulting Team (Consultant) to develop a strategic roadmap for LAM | Facility Management Division (FM). This includes creating a comprehensive Facilities Management Master Plan (FMMP) that will serve as a guiding framework for LAM's operations. Additionally, LAM seeks assistance aligning facility management strategies with their long-term organizational objectives to ensure efficiency, sustainability, and strategic growth.

1.02 SITE, BUILDING, AND STRUCTURE ASSESSMENT

The selected Consultant shall provide an assessment of specific sites, buildings, and structures (assets).

Information to be gathered by the selected Consultant through data collection and on-site inspection(s) shall include all site information, including but not limited to location, address, acreage, retention, detention, and amenities, as well as building data, including but not limited to building type, occupancy types, purpose, square footage, dimensions, utilities, parking as well as review of built conditions, age, and longevity.

According to LAM, Facilities Management (FM) shall assist the selected Consultant in the gathering of this infrastructure data as required.

GENERAL SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00027)

FACILITIES MANAGEMENT MASTER PLANNING SERVICES

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1.03 INVENTORY ASSESSMENT

The selected Consultant shall provide an assessment of specific inventory. The selected Consultant shall also identify the status of all inventoried items including the possible need for repairs and replacement.

Inventory Information to be gathered shall also include, but not limited to, asset type, purpose, occupancy, age, size, square footage requirement(s), status, and condition.

According to LAM, Facilities Management shall assist the selected Consultant in the gathering of inventory data.

1.04 LIFECYCLE PLANNING

The selected Consultant shall provide all methods and procedures for recording, developing and preparing a comprehensive facility master lifecycle planning strategy to ensure LAM's infrastructure long-term functionality and sustainability. Additionally, LAM seeks assistance in assessing the remaining functional lifespan of their existing facilities, formulating a plan for replacing outdated structures and infrastructure, and outlining a preventative maintenance program to support facility operations over the next three (3) decades.

1.05 CAPITAL INVESTMENT PLANNING

The selected Consultant shall develop a comprehensive capital investment planning strategy for LAM's facility improvements. This includes formulating a long-term investment approach and creating a five (5)-year capital investment outlay, along with operating funds for each fiscal year, to align with LAM's master plan and budget requests.

Additionally, LAM seeks guidance in prioritizing funding for critical infrastructure replacements and upgrades while ensuring that all capital projects align with budget constraints and strategic goals.

SECTION 2: OBJECTIVES AND GOALS | PRIORITIES

2.01 RESOURCE AND STAFFING OPTIMIZATION

The selected Consultant shall evaluate and determine the business needs of Facility Management (FM) as it relates to quantity of assets maintained, services provided by FM, organizational structure, and staffing levels.

The selected Consultant shall be tasked with determining staffing requirements based on facility size, condition, complexity, and operational needs, and utilizing data-driven workforce models for optimal personnel allocation. The selected Consultant shall also provide recommendations for implementing technology solutions to enhance productivity and reduce manual workload.

GENERAL SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-D-00027)

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The selected Consultant shall also provide analysis and recommendations if FM space and resources are adequate for conducting efficient cost-effective operations.

2.02 EMERGENCY PREPAREDNESS

The selected Consultant shall conduct an emergency preparedness evaluation for a specific existing building(s) to determine the facility's vulnerability to hurricanes and extreme weather, along with recommendations to mitigate potential impacts on operations.

Additionally, LAM seeks guidance for the facility to function as an emergency response hub and in developing resilience strategies to maintain critical operations during emergencies.

2.03 RESILIENCE AND ENERGY SAVINGS

All recommendations made by the selected Consultant shall make the best use of all applicable and sustainable materials, methodologies, and emerging technologies, to reduce operating costs, increase resiliency, and limit environmental impact.

SECTION 3: BASIS OF SELECTION AND DESIGN

3.01 RFQ RESPONSE

- 3.01a The Consultant to be selected shall have suitable personnel and equipment, resources, financial stability (including insurance), and experience to accomplish the project objectives within a timely manner. The selected Consultant shall be responsible for every phase of work and every task and activity including project master planning, project management, scheduling, and cost estimation as well as all required information gathering, assessments, analysis, and inspections, to execute the scope of work complete in its entirety.
- 3.01b Scheduling and coordination of the project must organize tasks and activities in the most efficient and suitable manner acceptable to the CoT and LAM.
- 3.01c The Consultant shall demonstrate previous successful experience in master planning on comparable municipal and public projects.
- 3.01d The Consultant's response to this RFQ shall demonstrate the following:
 - 1. Experience in Comprehensive Project Master Planning, Management, Project Scheduling.
 - 2. Experience in Detailed Line-Items Cost Estimates.
 - 3. Experience in Comprehensive Assessment and Inspection of Buildings, Structures, and Sites.
 - 4. Experience in Comprehensive Inventory of Assets.

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5. Experience in Capital Investment Planning Strategies.
6. Conceptual Designs and Recommendations.
7. Computer Graphics including 3D Modeling and Illustrations for Presentations.
8. Attendance at all CoT, LAM, and Project Stakeholder Meetings to complete the Scope of Work.
9. Attendance at all Required Intermediate and Final Presentations.
10. Proven ability to deliver all Services and Deliverables.
11. Proven ability to provide Cost-Effective and Quality Solutions.
12. Strong Stakeholder Communication and Engagement Skills.

3.01e The Consultant's response to this RFQ shall include the following information:

1. Detailed Approach and Project Planning Methodology.
2. Proposed Planning, Project Schedule, Line-Item Cost Estimations, and Phasing.
3. Background and Relevant Experience of Key Staff to be Assigned to this Project.
4. Minority, Disadvantaged and Small Business Participation.
5. Current Hourly Rate Schedule.
6. Certificates of Insurance.

3.01f Review and selection of a Consultant and Consulting Team shall be in accordance with Florida's Consultants' Competitive Negotiation Act (CCNA).

SECTION 4: BUDGET

4.01 ESTIMATED BUDGET FOR PROFESSIONAL SERVICES: \$300,000 - \$450,000

- 4.01a The budget for professional services shall include all data collection, on-site inspections, analysis, assessment, planning, illustrations, and documentation to create a Facilities Management Master Plan as outlined herein.
- 4.01b The budget for professional services shall including all meetings and reimbursables expenses, including but not limited to, printing, presentation instruments, and travel.

SECTION 5: PROVIDED MATERIALS

5.01 CITY OF TAMPA | LOGISTICS AND ASSET MANAGEMENT DEPARTMENT

- 5.01a The CoT and LAM Department will provide the selected Consultant a copy of all exhibits and reference materials, as request and if available, for the project, including as-builts and surveys, that may exist.

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- 5.01b All items and/or materials required to illustrate and execute the FMMP, and not indicated herein as provided by the CoT and LAM, shall be provided without additional cost by the selected Consultant.

SECTION 6: OWNERSHIP

6.01 CITY OF TAMPA | OWNERSHIP AND REUSE

- 6.01a The CoT and LAM 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 LAM. The CoT and LAM reserve the right to re-use the work product of any Task Order without additional compensation to the selected Consultant.
- 6.01b The selected Consultant shall not share, in whole or in part, any information provided or obtained from this project with any other municipal or private entity without written permission of the CoT or LAM.

SECTION 7: EXHIBITS

- 3.01a Not Applicable.

Procurement Guidelines To Implement Women, 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.

DMI-70 Form



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Points Pursuant to Designated Industry Category: _____ DMI-71 FORM (Refer to DMI 70 Form and DMI 50 Form -GFE Outreach)		
	Evaluation Criteria	Point
A.	Underutilized WMBE Firms participating as the Prime Contractor (City of Tampa Certified Only)	16-20
B.	City of Tampa Certified WMBE and/or SLBE Prime Contractor with meaningful sub-(contractor, consultant) participation by City Certified Underutilized WMBE and/or SLBE firms	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 the City of Tampa for designated RFP, RFQ, and RFI solicitations	0 – 7
NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20). In addition, evaluation points will be awarded for To-Be-Determined (TBD) participation.		

Points are determined as follows (Requires DMI 50 Form -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/RFP/RFI.
- B. A maximum of fifteen (15) rating points **may** be awarded when the Proposer is a City of Tampa-certified WMBE and/or SLBE with meaningful participation by City-certified WMBE and/or 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 DMI 10-20 Form.
- 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). **In addition, evaluation points will be awarded for To-Be-Determined (TBD) participation.** 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 the underutilization of affected groups in specific trade/industry categories. Any WMBE & SLBE achievement that was not designated on the DMI 70 Form 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 and 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 weighted 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 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.

Additional Evaluation Information:

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

- Diversity of WMBE & SLBE subcontractors listed to be utilized (DMI 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.
- Subcontractors utilized for meaningful tasks. The meaningful task is viewed as being related to the core scope of work.

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 the DMI 40 Form (Letter of Intent-LOI) with their subcontractors/sub-consultants prior to award.



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

Instructions for completing The Sub-(Contractors/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 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 (DMI 30 Form) 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 DMI 10 Form must be in the same format and have all requested data from DMI 10 Form 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.



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

Instructions for completing The Sub-(Contractors/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 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 (DMI 30 Form) 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 (GFCP) requirements applies (DMI 50 Form) 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 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 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/DMI> “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.



Good Faith Effort Compliance Plan (GFECF) Guidelines

for Women/Minority Business Enterprise & 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 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 DMI 90 Form).
- ☐ WMBE & SLBE participation Goal is **Not Fully Achieved** (refer to Goal-Set DMI 90 Form).

For each checkbox above Bidders/Proposers shall submit DMI 10 and 20 Forms 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 3 of 3)

- (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 GFECPC 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.

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

TRANSMITTAL DATE: _____

RFQ NO. & TITLE: 25-D-00027 FACILITIES MANAGEMENT MASTER PLANNING SERVICES

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 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)