

RFQ 26-D-00002 Ballast Point Public Pier Replacement Design

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. Notice of Intent to Award Shall be posted, if at all, on the City's Website accessible by utilizing the website link: www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs.

The City of Tampa Parks and Recreation Department desires to obtain Design Services for a new public pier that extends from the shoreline into Upper Tampa Bay. The Ballast Point Pier located at 5300 Interbay Boulevard Tampa, FL 33611 was destroyed by Hurricane Helene in October 2024 and had to be closed to the public.

Background: The pier is located at a publicly accessible waterfront parcel with pedestrian access from the shore. The site is subject to tidal fluctuations, wave action, salt spray, and potential hurricane surge, which makes durability and corrosion resistance critical considerations. Water depths, soil conditions, and environmental factors will be confirmed during the geotechnical and permitting phases, ensuring the design is compatible with existing bathymetry and environmental protections. The pier is approximately 940 feet long by 12 feet wide with a pier head 28 feet by 42 feet. The destroyed gazebo will also be duplicated, and it is 14 feet x 25 feet. Dimensions shall be verified by a field survey. The pier is also used as a loading point for the Jose Gaspar vessel during the Gasparilla parade events.

The scope shall include, but not be limited to the following: Preliminary design services that will include: Evaluation and selection of equipment and manufacturers; Preliminary layout and site requirements; Preliminary requirements for geotechnical, structural and electrical system improvements; Comprehensive design services of selected improvements; Site planning; Regulatory permitting; Preconstruction and Construction phase Services.

The estimated fee of \$1,400,000 - \$1,700,000.

Reference Drawings and any additional material may be found at:

https://apps.tampagov.net/Directory_Lister/Files/rfq_downloads

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 September 21, 2026 in the City Council Chambers, third floor Old City Hall, 315 E. Kennedy Blvd. Tampa, FL 33602. Attendance is not required.

CITY OF TAMPA, FLORIDA – RFQ

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

An individual or entity (“Firm”) responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution (“Exempt Plans”) and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal,

NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City’s best interest. The City of Tampa will not request documentation of or consider a bidder’s (proposer’s) social, political, or ideological interests when determining if the bidder (proposer) is a responsible vendor and will not give preference to a proposer based on the proposer’s social, political, or ideological interests.

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

In order to apply for 5 “Ban-The-Box” bonus points, a firm must provide the documentation required pursuant to the “Ban-The-Box” ordinance listed at [City of Tampa Municode](#),

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, (65 pts); Workload and Availability, (5 pts); Past Performance/Low amount of City Work, (5

CITY OF TAMPA, FLORIDA – RFQ

pts); Standard Form SF330, (5 pts); “Ban-The-Box”, (5pts); Planned SLBE Solicitation & Utilization, Form DMI 10, 20, & 50, (15 pts).

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., October 8, 2026.**

As a courtesy, the City will endeavor to provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm’s responsibility to confirm its submission (PDF file) has been received.

RFQ TRANSMITTAL MEMORANDUM FOR A SUBMITTAL TO THE CITY OF TAMPA

TRANSMITTAL DATE: October 8, 2026

RFQ NO. & TITLE: 26-D-00002 Ballast Point Public Pier Replacement Design

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: ☐Corporation ☐Limited Liability Company ☐Individual/Sole Proprietor
☐Joint Venture (JV) ☐Partnership (PN) ☐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 number(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:

(attach proof of authority)

Proposed Scope of Work and Design Narrative

New Ballast Point Public Pier

Section 1: Project Notes and Scope of Work

1.1 Project Intent

The purpose of this project is to assess the existing condition and design a **new public pier** that extends from the shoreline into Upper Tampa Bay. The pier will serve as a civic and recreational amenity, offering space for walking, fishing, sightseeing, and community gatherings. It will be designed to withstand harsh marine conditions, comply with all regulatory requirements, Florida Building Code and ADA accessibility requirements, shareholders, outreach and provide a safe, attractive, and low-maintenance structure for decades of use.

1.2 Site Context

The pier will be located at a publicly accessible waterfront parcel with pedestrian access from the shore. The site is subject to tidal fluctuations, wave action, salt spray, and potential hurricane surge, which makes durability and corrosion resistance critical considerations. Water depths, soil conditions, and environmental factors will be confirmed during the geotechnical and permitting phases, ensuring the design is compatible with existing bathymetry and environmental protections. The pier is approximately 940 feet long by 12 feet wide with a pier head 28 feet by 42 feet. An existing gazebo will also be duplicated and it is 14 feet x 25 feet. Dimensions shall be verified by a field survey. The pier is also used as a loading point for the Jose Gaspar vessel during the Gasparilla parade events.

1.3 Scope of Work

The scope of work includes:

- Preliminary design services that will include:
 - Structural assessment of existing pier and feasibility analysis for repairing existing pier structure.
 - Evaluation and selection of equipment and manufacturers
 - Preliminary layout and site requirements
 - Preliminary requirements for geotechnical, structural and electrical system improvements
- Comprehensive design services of selected improvements
- Site planning

- Regulatory permitting (including pre-application requirements)
 - Preconstruction services:
 - Responding to Requests for Information (RFIs)
 - Development of Bid Specifications
 - Provisions of the construction estimate
 - Construction Management and Oversight
 - Public Outreach
-
- **Foundation and Substructure Construction:** Installation of reinforced concrete piles and caps to support the pier.
 - **Superstructure Framing:** Treated timber joists and bracing to create the load-carrying system.
 - **Decking System:** Composite planking providing a slip-resistant, UV-stable pedestrian surface.
 - **Handrail and Guardrail System:** Treated timber posts with composite balustrade infill, top and intermediate rails for safety and aesthetics.
 - **Utilities and Accessories:** Integration of marine-rated lighting, life safety equipment, and provisions for future services.
 - **Environmental Protections:** Compliance with FDEP, USACE, and local guidelines for over-water work, including turbidity curtains and seagrass protection.
 - **Commissioning and Turnover:** Load testing, final inspections, punch list, and turnover to the owner with a maintenance plan.

1.4 Project Goals

- **Durability:** Use of marine-grade concrete, stainless steel fasteners, and composite decking to minimize long-term maintenance.
- **Safety:** Code-compliant guardrails, slip-resistant decking, life safety stations, and lighting.
- **Aesthetics:** Traditional pier appearance with wood and composite finishes, blending with the coastal environment.
- **Accessibility:** Barrier-free design in accordance with ADA and Florida Accessibility Code, ensuring access for all users.

- **Sustainability:** Use of long-lasting, low-maintenance materials to reduce environmental footprint over the pier's life cycle.

Section 2: Design Breakdown by Pier Component

2.1 Substructure – Foundations and Piles

- **Type:** Reinforced concrete piles driven to refusal in underlying strata, designed to resist axial, lateral, and uplift loads.
 - **Size:** Precast square piles, with length determined by soil profile and scour depth.
 - **Spacing:** Bents located at approximately **13'-0" on center** along the pier alignment.
 - **Bent Caps:** Precast or cast-in-place reinforced-concrete caps sized to provide full bearing for framing.
 - **Concrete Mix:** Minimum **5,000 psi**, marine exposure class, with supplementary cementitious materials to resist chloride ingress.
 - **Reinforcement:** Epoxy-coated or stainless reinforcing, minimum cover of 3" in splash zones.
 - **Durability Features:** Chamfered corners, non-shrink grout at joints.
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2.2 Superstructure – Framing

- **Primary Members:** Southern Pine timber joists, spanning between pile caps.
- **Spacing:** Joists installed to support composite decking loads.
- **Connections:** 316 stainless steel joist hangers, through-bolts, and angles.
- **Anchorage:** Cast-in stainless anchor inserts in concrete caps or marine-grade epoxy set adhesive anchors.
- **Bracing:** Solid blocking between joists and stainless steel flat straps to create lateral stability and mitigate racking.
- **Treatment:** UC4C preservative treatment suitable for saltwater splash exposure; all field cuts treated with preservative.

2.3 Decking – Walking Surface

- **Material:** Composite planks, nominal **1"×6" (5/4×6), or 2"×6"** (dependent on joist spacing) UV-stable and marine rated.
 - **Color/Finish:** Owner selected.
 - **Fastening:** Two 316 stainless screws per joist bearing or hidden fastener system; perimeter rows reinforced with stainless clips for uplift resistance.
 - **Gaps:** Installed with 1/8"–3/16" spacing for thermal expansion and water drainage.
 - **Performance Features:** Slip-resistant texture, rot-proof, termite resistant, low maintenance.
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2.4 Handrail and Guardrail System

- **Posts:** Pressure-treated Southern Pine, **4"×6"**, installed at **48" o.c.**, anchored with stainless post hardware and through-bolts.
- **Rails:**
 - **Top Rail:** **2"×6"** flatwise, continuous along pier edges.
 - **Mid / Intermediate Rail:** **2"×6"** centered between top rail and deck surface.
- **Balustrade System:** Composite **2"×6" planks** oriented horizontally providing a traditional balustrade look while ensuring ≤4" clear openings.
- **Connections:** All rail-to-post and infill connections with 316 stainless screws and bolts; blocking provided at posts to distribute crowd loads.
- **Accessibility:** Handrail sections included at stairs or ramps with graspable profiles meeting ADA standards.

2.5 Gazebo Structure – Covered Pavilion at Pier Terminus

A covered gazebo pavilion will be designed at the widened terminus of the pier, providing shade, shelter, and a visual focal point at the end of the structure. The intent of the gazebo will be to provide a similar and or matching configuration to the existing layout.

2.5.1 Foundation and Anchorage

- **Integration with Pier:** The gazebo is supported by the widened concrete frame system of the pier. Concrete pile caps beneath the widened platform shall be designed to provide bearing for the timber superstructure.

2.5.5 Rafters and Roof Framing

- **Option A - Rafters:** 2"×8" treated rafters, designed at 24" o.c., spanning from ridge beam to perimeter beams.
- **Option B – Treated wood shingles** for tradition aesthetics (requires additional maintenance)
- **Fasteners:** Stainless hurricane ties at every rafter-to-beam connection.
- **Purlins (Optional):** Intermediate 2"×4" purlins may be added for roof sheathing support.

2.5.6 Roof Sheathing and Finish

- **Sheathing:** ¾" marine-grade plywood, screwed to rafters with stainless fasteners.
- **Roof Covering:**
 - Option A: Standing-seam aluminum panels, powder-coated, hurricane-rated for ≥145 mph wind loads.
 - Option B: Treated wood shingles for traditional aesthetic (requires additional maintenance).
- **Overhangs:** Roof eaves extend 12" beyond perimeter beams, with fascia and soffit treatments.
- **Roof Diaphragm:** Plywood sheathing acts as a horizontal diaphragm to distribute lateral forces.

2.5.8 Finishes and Accessories

- **Wood Finish:** Exposed timber sealed with UV-resistant penetrating sealer.

- **Hardware:** All connectors, bolts, screws, and straps to be 316 stainless steel.
 - **Lighting:** Marine-rated LED fixtures integrated into ridge beam or soffit; conduit concealed within beam system.
 - **Optional Seating:** Timber benches or railing extensions integrated into gazebo interior, fastened with stainless bolts to deck framing.
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2.6 Accessories and Utilities

- **Lighting:** Low-level marine-rated LED fixtures integrated into handrail or deck edge, concealed wiring in conduit.
 - **Safety Features:** Signage for fishing zones and safe use, slip-resistant treatments.
 - **Rescue Equipment:** Ladders or access points for water rescue at designated areas.
 - **Conduits:** Provisions for future power or water service incorporated into joist bays.
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2.7 Environmental and Construction Measures

- **Turbidity Control:** Floating curtains during pile driving and concrete work.
 - **Seagrass Protection:** Avoidance of sensitive habitats; staging on upland areas or barges.
 - **Material Handling:** No storage of hazardous materials over water; all cuts sealed on land before installation.
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Section 3: Deliverables

- **Design Drawings:** Permitted design plans, profiles, sections, bent schedules, connection details, deck fastening diagrams, and guardrail details.
 - **Engineering Calculations:** Sealed load analysis and reinforcement schedules.
 - **Specifications:** CSI-formatted document outlining materials, treatments, fasteners, and installation.
 - **Permitting Support:** Exhibits for FDEP, USACE, and City approvals.
 - **Cost Opinion:** Itemized estimate of probable construction costs.
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Section 4: Maintenance Recommendations

- **Annual:** Fastener torque checks, inspection of decking, cleaning of debris.
- **3-Year:** Reseal handrail tops, inspect lighting, refresh signage.
- **5-Year:** Inspect concrete splash zones for cracking/spalls, perform minor repairs.
- **10-Year:** Consider resurfacing of decking in high-traffic zones, repainting or retreating timber railings.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Points Pursuant to Designated Industry Category:

DMI-71 FORM

(Refer to DMI 50 Form - Good Faith Efforts (GFE) Outreach)

A or B	Evaluation Criteria	Point Values
A.	SLBE participating as the Prime Contractor (City of Tampa Certified Only) with meaningful subcontractor/subconsultant participation of City Certified SLBE firms.	5-15
*B.	Prime Contractor with meaningful subcontractor/subconsultant of City Certified SLBE firms.	0 - 10

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

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

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

The maximum number of points available for SLBE participation will not exceed fifteen (15) points.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines

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

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

Additional Evaluation Information:

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

- SLBE subcontractors listed to be utilized (DMI Form 20)
- Percentage of proposal/scope committed to SLBE subcontracting.
- The collective factors in determining the total points awarded will be based on the overall weight of evidence in the proposal that specified the participation.
- Subcontractors are utilized for meaningful tasks, which are viewed as related to the core scope of work.

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



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

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

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

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

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

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

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

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

Page 1 of 2 – DMI Solicited/Utilized** Schedules**
City of Tampa – Schedule of **All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers)**
(DMI 20 Form)

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 with this form)**

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

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

☐ **No Firms are listed to be utilized because:** _____

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

↙ Enter "S" for firms Certified as Small Local Business Enterprises: "O" for Other Non-Certified

S = SLBE O =Neither Federal ID	Company Name Address Phone, Fax, Email	Trade, Services or Materials NIGP Code Listed above	\$ Amount of Quote. Letter of Intent (LOI) if available	Percent of Scope or Contract %

Total ALL Subcontract / Supplier Utilization \$ _____

Total SLBE Utilization \$ _____

Percent SLBE 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 Forms 10, 20, & 50 MAY render the Bid or Proposal Non-Responsive Forms must be included with Bid / Proposal

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

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

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

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

The following instructions are for the information of all subcontractors To Be Utilized.

- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in the proper identification of the subcontractor.
- **"S" = SLBE,** enter "S" for firms Certified by the City as Small Local Business Enterprises; **"O" = non-certified others.**
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Trade, Services, or Materials (NIGP code if known).** Indicate the trade, service, or material provided by the subcontractor. Abbreviated list of NIGP is available at <http://www.tampagov.net/DMI> "Information Resources".
- **Amount of Quote, Letters of Intent** (required for SLBEs).
- **Percent of Work/Contract.** Indicate the percentage of the total contract price the subcontract(s) represent. For CCNA only (i.e., Consultant A/E Services), you must indicate subcontracts as a percentage of the total scope/contract.
- **Total Subcontract/Supplier Utilization.** – Provide the total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may be optional in CCNA depending on solicitation format).

- **Total SLBE Utilization.** Provide the total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid/proposal amount.

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