

RFQ 26-D-00019 Water Production Master Plan

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 Water Department desires to obtain professional engineering services to prepare a Master Plan for the Water Production Facility. The project will involve undertaking an evaluation of the technical areas enumerated below with the goal of developing a Water Production Master Plan for a planning horizon of twenty years (2026 – 2046):

1. Provide an assessment of the physical condition of current City-owned assets (mechanical, electrical, structural and architectural) at David L. Tippin Water Treatment Facility, Sludge Processing Facility, Aquifer Recharge and Recovery wells, Tampa Bypass Canal, Blue Sink, and Sulphur Springs.
2. Conduct a benchmarking evaluation in order to compare the performance of the plant and its unit processes to other similar plants and industry standards.
3. Identify internal plant vulnerabilities (mechanical, electrical, cybersecurity, structural, processes, operating procedures) that could compromise the plant's ability to reliably produce potable water, including hydraulic bottleneck(s) and single point(s) of failure.
4. Identify improvements needed to maintain compliance with current and probable future federal, state, and local regulatory requirements.
5. Evaluate and identify operational strategies to optimize processes (treatment and solids processing), conserve energy, provide for redundancies, and eliminate bottleneck(s) and single point(s) of failure, where present.

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6. Conduct a life cycle cost analysis of alternative process improvements.
7. Develop a Capital Improvement Program that includes a prioritized list of projects, their probable construction costs, potential sources of funding, and schedule of implementation using risk-based prioritization. Project sequencing shall ensure uninterrupted continuous plant operations.
8. Provide an opinion regarding the method (or methods) of project delivery that will best serve the Water Department for the recommended improvements.
9. Produce a Master Plan document that will describe the rationale and technical basis for the recommended program of improvements. The Master Plan document shall include narrative, tables, drawings, opinions of probable construction cost, implementation schedule, an opinion regarding program delivery method(s), and any other finding and recommendation deemed pertinent by the selected consultant.

Currently, the anticipated budget is \$1 – \$3 million.

Reference Drawings and any additional material may be found at: 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 February 23, 2026 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/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

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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); Qualifications, (30 pts); Workload and Availability, (5 pts); Past Performance/Low

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amount of City Work, (5 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., March 12, 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: 26-D-00019 Water Production Master Plan

Information Package



Prepared by

City of Tampa Water Department

January 2026

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1. Purpose:

The information provided in this document enables qualified firms to respond to the City's Request for Qualifications (RFQ). This document is not a specification or prescriptive checklist and is not intended to replace the professional judgment of a competent, licensed professional engineer. Coordination with the City of Tampa Water Department and other stakeholders identified during the work will be essential to the successful completion of this project.

2. Background:

2.1 Overview of the Water System

The City of Tampa Water Department provides essential water services to more than 147,500 service connections, supporting approximately 739,000 residents and businesses across the City of Tampa and portions of unincorporated Hillsborough County and Temple Terrace. The Department operates within a 220-square-mile service area, delivering safe, reliable drinking water through a highly integrated and strategically managed system.

2.2 Water Supply Sources

The City's primary source of raw water is the Hillsborough River Reservoir. The City's Water Use Permit (WUP) - 20002062.006, issued from the Southwest Florida Water Management District (SWFWMD), authorizes the City to withdraw up to 82 million gallons per day (MGD) of annual average daily flow and 120 MGD of maximum daily withdrawal from the Reservoir.

The City's WUP also includes supplemental augmentation sources as listed below:

- Aquifer Storage and Recovery (ASR) System: Allows storage of treated water during the wet season and recovery of up to 10.0 MGD during the dry season, when surface water withdrawals are constrained.
- Sulphur Springs: Allows supply of 5 MGD annual average and 20 MGD max day to augment the reservoir.

Under a separate Tampa Bay Water (TBW) WUP - 20006675.006, issued from SWFWMD, the City is allowed to augment its raw water supply from the Tampa Bypass Canal (TBC). This permit authorizes 20 MGD annual average and 40 MGD peak month to supplement the City's Reservoir in support of the City's WUP. The TBC withdrawal point is at the Harney Pump Station. All raw water from these sources is treated at the City's treatment plant (David L. Tippin Water Treatment Facility) before being distributed to customers.

2.3 Minimum Flows to Lower Hillsborough River

In addition to the limitation of withdrawal from the reservoir set by SWFWMD, the City is obligated to comply with the revised minimum flows and level (MFL) rule (40D-8, Florida Administrative Code) for the Lower Hillsborough River, which was adopted in 2007. The rule requires the City to maintain "minimum flows" of 20 cubic feet per second (cfs) freshwater equivalent at the base of the dam from July 1 through March 31 and 24 cfs from April 1 through June 30. The minimum flows are based on extending a salinity range of less than 5 parts per thousand (ppt) from the dam towards Sulphur Springs.

2.4 David L. Tippin Water Treatment Facility (DLTWTF)

Location: 7125 N. 30th Street

The David L. Tippin Water Treatment Facility (DLTWTF) is equipped with four parallel treatment trains:

- Two conventional coagulation, flocculation, and sedimentation trains (40 MGD design capacity each)
- Two Actiflo® high-rate clarification units (20 MGD design capacity each)

Ferric sulfate, supported by a polymer, and sulfuric acid, is used for coagulation. Ozone serves as the primary disinfectant. Treatment residuals are processed at the Sludge Processing Facility, where water is removed from sludge and solid is hauled off-site.

The plant, originally constructed between 1924 and 1926 with a 12.5 MGD average capacity, has undergone continual updates to meet increasing demand and evolving regulatory requirements. Many original components, including eight filters and raw water pump station, remain in service.

Significant milestones in the plant's expansion include:

- 1940s–1960s: Addition of filters, clearwells (2.0 MG, 5 MG, and 7.5 MG), high-service pumps, and sedimentation basins.
- 1970–1990: Construction of a new intake structure, chemical and sludge thickening facilities, electric pump conversions, and installation of emergency power systems.
- Water Quality 2000 Initiative: Implementation of ozone disinfection, installation of an Actiflo® unit, polymer dosing and surge tank systems, and modernization of electrical and laboratory infrastructure.

Recently completed and ongoing improvements include:

- New high-service pump station and eight vertical turbine pumps
- Conversion from chlorine gas system to on-site sodium hypochlorite generation system
- Under-construction upgrades:
 - Aqua ammonia system (replacing ammonia gas)
 - Six new dual-bay filters
 - Second surge tank
- Additional projects underway:
 - New raw water pump station
 - Site-wide electrical improvements
 - Ozone system upgrades
 - SCADA system upgrades
 - Installation of a Suspended Ion Exchange (SIX®) system
 - Second Pilot Study of the SIX Process with focus on PFAS removal

2.5 Sludge Processing Facility

Location: 7801 N. 30th Street

The sludge processing facility is located off site from DLTWTF. It is located north of Rogers Golf Course and adjacent to the Hillsborough River Dam South Embankment, see Figure 1. This facility comprises a storage tank, six belt filter presses, a cake conveyor system, a polymer batching tank, polymer feed pumps, a residual holding tank, residual feed pumps, and associated electrical and controls.

Originally constructed in 1985, the building was designed to house six belt filter presses, feed pumps, polymer pumps, and chemical storage equipment. In 2002, two 3-ton bridge cranes were added. In 2015,

a pilot study by Hazen and Sawyer evaluated dewatering technologies, followed by 2018 secondary evaluation and the 2020 90% design package of a centrifuge system. Since then, the City has deferred implementation of that design pending further assessment of the production facilities.

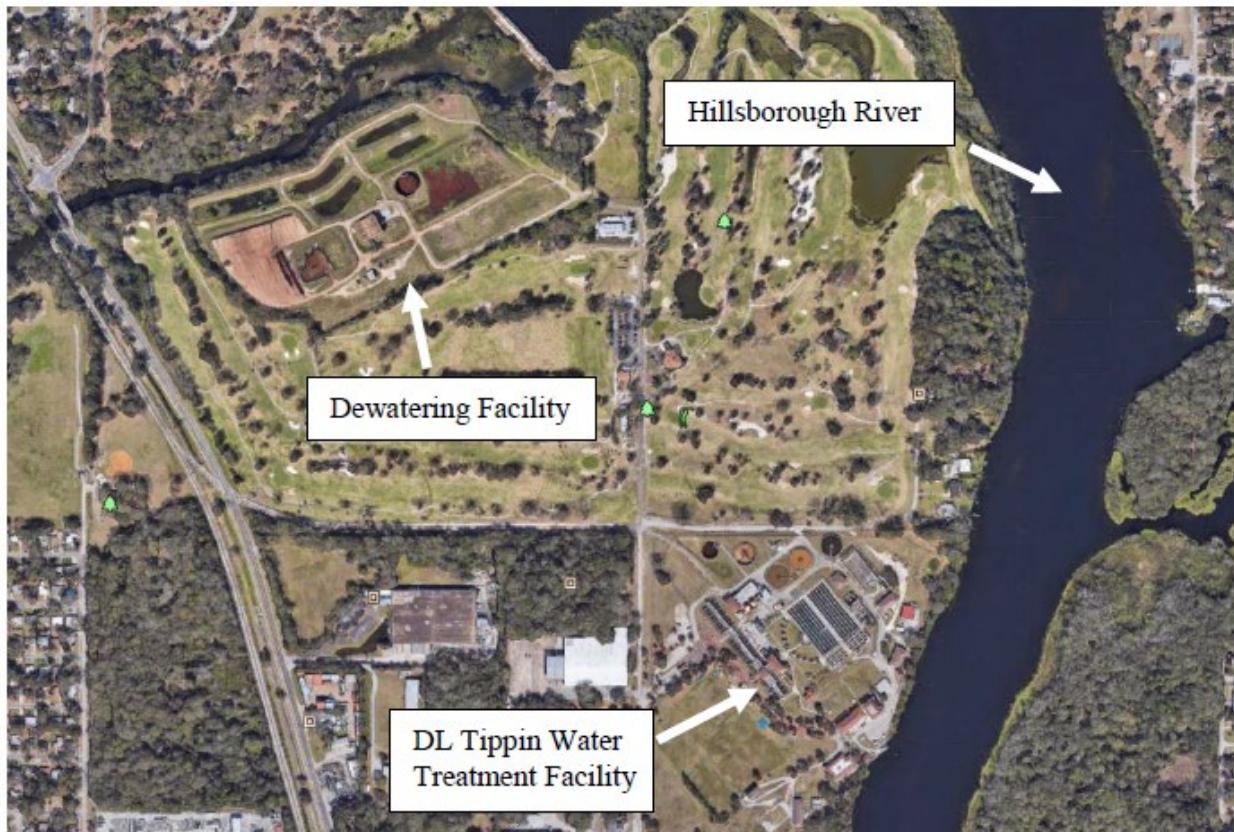


Figure 1

2.6 Sulphur Springs Facility

Location: 713 E. Bird Street

Sulphur Springs lies just downstream of the Hillsborough River Reservoir and contributes fresh water to the Lower Hillsborough River (LHR), which is tidally influenced by Hillsborough Bay.

A 20 MGD pumping station and a 30-inch pipeline were constructed in the 1960 to deliver spring water to the reservoir during dry periods. In 2001, the system was upgraded to allow discharges at the foot of the dam to support LHR minimum flows.

To comply with revised LHR minimum flows requirements and to increase reliability, the Upper Weir and Pump Station Project was completed in 2012, including:

- Conversion of the existing building to an electrical room for the new pumping station
- Installation of two new 350-horsepower variable speed pumps
- Construction of new pipeline segment, meter, and valves
- Installation of a (3) stop log system at the lower spring.
- Modifications of intake pump

- Improvements of discharge flume

2.7 Blue Sink Facility

Location: North Florida Ave & W. 115th Ave

Blue Sink, located approximately 2.8 miles upstream of the Hillsborough River Dam, contributes approximately 2 MGD to LHR minimum flow requirements through an interconnection with the Sulphur Springs pipeline.

The Blue Sink MFL Pumping Station, completed in 2017, includes:

- Duplex pumping system
- Building that house the pumps, equipment and electrical gear
- 16-inch DIP and 18-inch HDPE discharge piping
- Local PLC controls the station and is connected to the City SCADA system

2.8 Tampa Bypass Canal (TBC)

Location: 7403 Harney Road

Constructed by the Army Corps of Engineers (COE) from 1966 to 1982, the TBC diverts Hillsborough River floodwaters to McKay Bay. Structure S-161, located east of Harney Road Bridge within the canal, controls flow between the reservoir and the canal. Two pumping stations are located at Structure S-161, one on each side of the canal.

- The South Pump Station, operated by Tampa Bay Water, augments Hillsborough River flows.
- The North Pump Station, acquired by the City of Tampa from SWMD in 2017, is operated to maintain the LHR Minimum Flows.

The Minimum Flows pump station includes two 75 hp pumps, a 12-inch electromagnetic flowmeter, a pole-mounted power supply and motor controls, and 16-inch HDPE pipe and fittings.

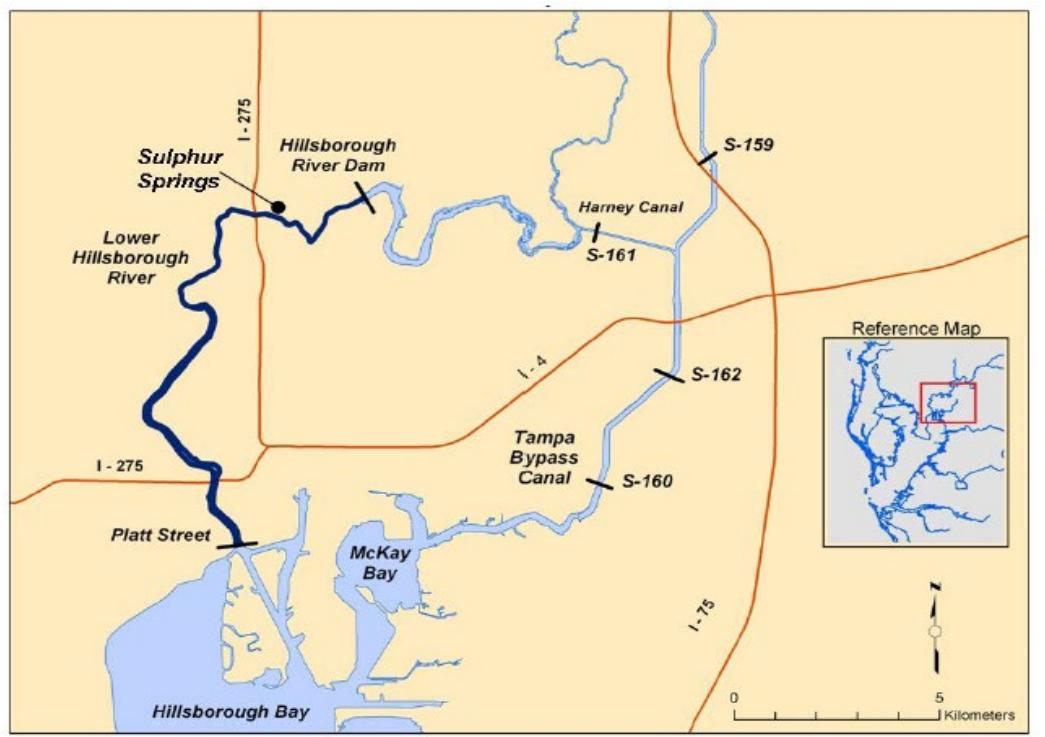


Figure 2

2.9 Aquifer Storage and Recovery (ASR) System

Location: Tampa Rome Avenue Park, bordering West Sligh, North Rome, North Armenia, & West Hanna Avenues.

The Tampa Rome Avenue Park ASR System, in operation since 2000, allows the City to store water during the wet season when river flows are high, and recover the water during dry season when river flows are low and supplies are limited.

The wellfield consists of eight (8) ASR wells, one (1) Aquifer Recharge (AR) well, TAP-E, and fourteen (14) associated monitoring wells (SMW 1-3, SZMW 1-10, RZMW -1), see Figure 3.

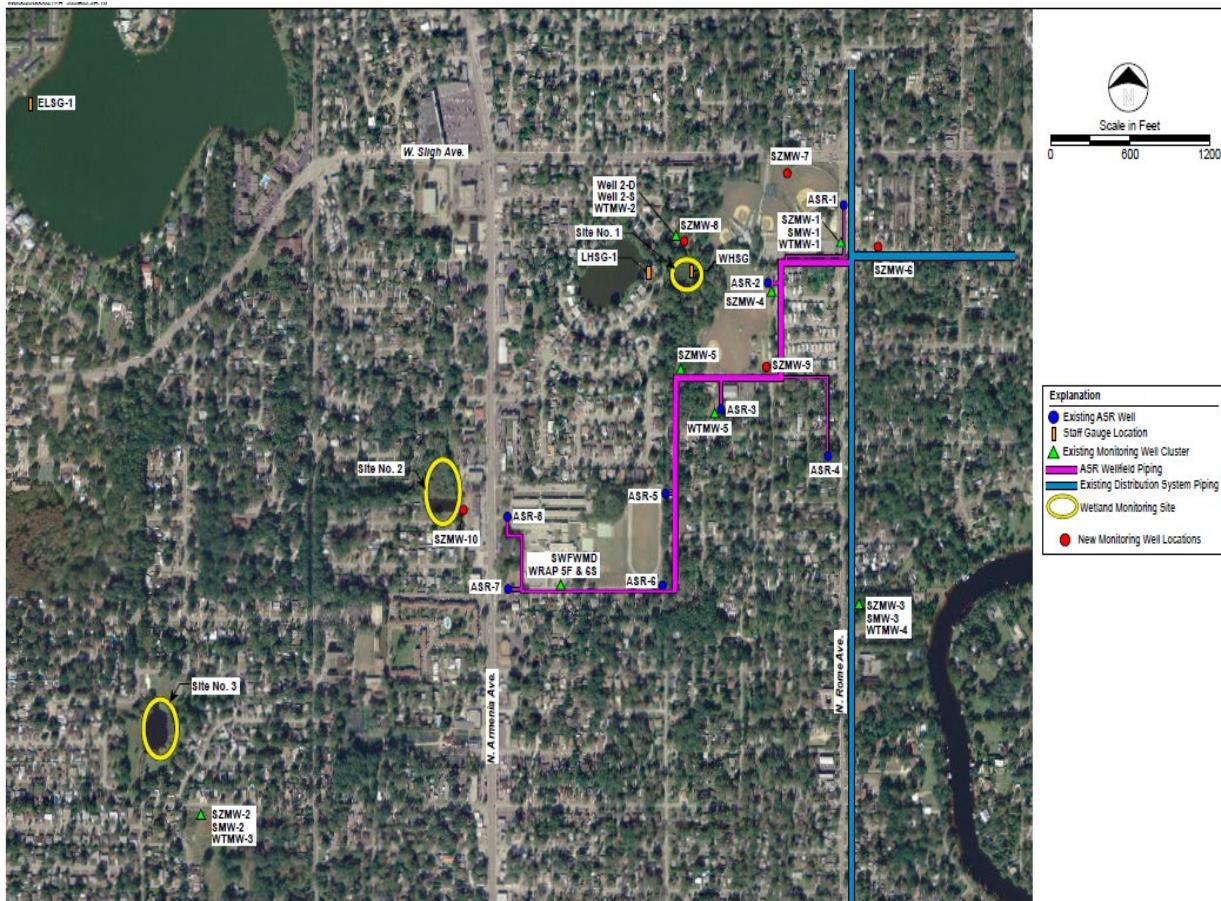


Figure 3

3.0 Water Production Planning

The selected firm will develop a comprehensive Water Production Master Plan covering a 20-year planning horizon. The plan shall include a prioritized Capital Improvement Program (CIP) with cost estimate and provide recommendations that:

- Enhance treatment efficiency and reliability
- Improve treated water quality
- Reduce operational and maintenance costs
- Support long-term capacity and resiliency goals identified in the City's Water Resources Master Plan study recommendations.

3.1 Condition Assessment

The selected firm will perform a detailed conditional assessment of infrastructure at the following sites:

- David L. Tippin Water Treatment Facility (DLTWTF)
- Sludge Processing Facility
- Tampa Rome Avenue Park ASR
- Sulphur Springs
- Blue Sink
- Tampa Bypass Canal (Structure S-161) - MFL Pump Station

3.2 Integration and Evaluation

The selected firm will review completed and ongoing work/studies, assess pilot data, and conduct process and regulatory evaluations to develop comprehensive improvement recommendations and implementation strategies.

3.3 Master Plan Implementation and Monitoring

The resulting master plan will establish a foundation for monitoring and ensuring that the City's water infrastructure remains resilient, sustainable, and in regulatory compliance throughout the 20-year planning horizon. The plan shall serve as a roadmap for the Water Department to manage implementation progress and guide decision-making for future updates. As new information, technologies, and regulatory requirements emerge, the master plan will be revisited and updated on a five-year cycle to incorporate necessary modifications and maintain alignment with long-term utility goals.



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.



Page 1 of 2 – DMI Solicited/Utilized Schedules
City of Tampa – Schedule of All Solicited Sub-(Contractors/Consultants/Suppliers)
(DMI 10 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 2 of 4.

No Firms were contacted or solicited for this contract.

No Firms were contacted because: _____

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

Note: Form DMI-10 must list ALL subcontractors solicited

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

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

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

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

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

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

Good Faith Effort Compliance Plan (GFECP) Guidelines

for Small Local Business Enterprise Participation

City of Tampa - Equal Business Opportunity Program

(DMI 50 Form – See detailed instructions on page 3 of 3)

Contract Name _____ Bid Date _____

Bidder/Proposer _____

Signature _____ Date _____

Name _____ Title _____

The Compliance Plan with attachments is a true account of Good Faith Efforts (GFE) made to achieve the participation goals as specified for Small Local Business Enterprises (SLBE) on the referenced contract:

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

For each checkbox above Bidders/Proposers shall submit DMI Forms 10 and 20 which accurately report all subcontractors solicited and all subcontractors to-be-utilized. The following list is an overview of the required baseline GFECP action steps for all bids/proposals. Furthermore, it is understood that these GFECP requirements are weighted in the compliance evaluation based on the veracity and demonstrable degree of documentation provided with the bid/proposal:

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

- (1) Solicited through reasonable and available means the interest of SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within enough time to allow the SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested SLBEs. **See DMI report forms for subcontractors solicited.** **See enclosed supplemental data on solicitation efforts.**
 - Qualifying Remarks**
- (2) Provided interested SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested scope identified by bidder/propoer for the solicitation. **See enclosed actual solicitations used.**
 - Qualifying Remarks**
- (3) Negotiated in good faith with interested SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/propoer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal.
 - DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations** **This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/percentages, specifications, qualifications and subs fee schedules.**
 - See enclosed documentation.**
 - Qualifying Remarks**
- (4) Not rejecting SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals.
 - Not applicable.** **See attached justification for rejection of a subcontractor's bid or proposal.** **Qualifying Remarks**
- (5) Made scope(s) of work available to SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available SLBE subcontractors and suppliers, to facilitate meeting the goal. **In addition, Sub-Contractors could bid on their own choice of work or trade without restriction to a pre-determined portion.** **See enclosed comments.**
 - Qualifying Remarks**
- (6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the sub-tasks of a contract with its

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

own forces/organization. A Bidder/Proposer who desires to self-perform the sub-tasks of a contract must demonstrate good faith efforts if the goal has not been met. **Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.** Qualifying Remarks w/Documents

(7) Segmented the portions of the work to be performed by SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. **Sub-Contractors could bid on their own choice of work or trade without restriction to a pre-determined portion.** **Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime.** See enclosed comments. Qualifying Remarks

(8) Made efforts to assist interested SLBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor. See enclosed documentation on initiatives undertaken and methods to accomplish. Qualifying Remarks

(9) Made efforts to assist interested SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program. See enclosed documentation of initiatives and/or agreements. Qualifying Remarks

(10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of SLBEs. See enclosed documentation of services engaged. Overview (attached) of tactical actions and resources employed toward recruitment

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



Participation Plan: Guidance for Complying with Good Faith Efforts Outreach (page 3 of 3)

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

RFQ TRANSMITTAL MEMORANDUM FOR A SUBMITTAL TO THE CITY OF TAMPA

TRANSMITTAL DATE: _____

RFQ NO. & TITLE: 26-D-00019 Water Production Master Plan

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 date/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)