

RFQ 26-D-00044 Assessment of Fire Station #6, #9, and #10 for Renovation

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 seeks Professional Engineering or Architectural services for Related, Associated, and Subsequent Work for the assessment of Fire stations #6, #9, #10. This assessment will be used as an Exhibit within a Design Criteria solicitation and subsequently as an Exhibit within design/build, or design/bid/build solicitation(s) for the execution of the work for each station. The "Assessment Team" (AT) shall provide the following services and deliverables including but not limited to the work described in the attached Scope of Work document.

Reference Files are posted at https://apps.tampagov.net/Directory_Lister/Files/rfq_downloads. Files at that location for the referenced projects come from uncontrolled sources and do not conform to WCAG 2.1 at level AA. Individuals with disabilities seeking assistance with the individual project plans or specifications should e-mail ContractAdministration@tampagov.net.

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 8AM 9/17/2026 at Station #6 311 S 22 St., Tampa, FL 33605 followed by site visits to Station # 10: 3108 N 34th St, Tampa, FL 33605 and, Station #9: 2569 W Chestnut St, Tampa, FL 33607.

Make-up pre-submission conference 8 AM, 9/18/2026 at Station #6: 311 S 22nd St, Tampa, FL 33605, followed by site visits to Station # 10: 3108 N 34th St, Tampa, FL 33605 and, Station #9: 2569 W Chestnut St, Tampa, FL 33607.

CITY OF TAMPA, FLORIDA – RFQ

One representative per firm may attend one of the scheduled meetings and site visits. Photos, measuring, and other information gathering will be allowed. Any questions must be submitted to ContractAdministration@tampagov.net. 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.

CITY OF TAMPA, FLORIDA – RFQ

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 (20 pts); Urban Fire Station Assessment, expansion and relocation Experience (25 pts); Urban Fire Station Cost Estimating, Scheduling and Risk Management Experience (20 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 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: August 25, 2026

RFQ NO. & TITLE: 26-D-00044 Assessment of Fire Stations #6, #9, and #10 for Renovation

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)



RFQ 26-C-00044

**RELATED, ASSOCIATED, AND SUBSEQUENT WORK FOR THE ASSESSMENT OF:
FIRE STATION #6 FOR RENOVATION AND EXPANSION,
FIRE STATION #9 FOR RENOVATION AND
FIRE STATION #10 FOR RENOVATION**

PROPOSED SCOPE OF WORK

BY:

Mario L. Bowleg, AIA, PMP, LEED AP

CITY OF TAMPA

Date: 8/10/2026

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 26-C-00044) ASSESSMENT OF FIRE STATION #6 FOR RENOVATION, FIRE STATION #9 FOR RENOVATION AND FIRE STATION #10 FOR RENOVATION

Date: 8/10/2026

The following Proposed Scope of Work was prepared by the City of Tampa, Florida (“City”) for a Request for Qualifications (RFQ 26-C-00044) for Related, Associated, and Subsequent Work for the assessment of Fire stations #6, #9, #10. This assessment will be used as an Exhibit within a Design Criteria solicitation and subsequently as an Exhibit within design/build, or design/bid/build solicitation(s) for the execution of the work for each station. The “Assessment Team” (AT) shall provide the following services and deliverables including, but not limited to the following:

GENERAL ITEMS

1. Comprehensive collection of requirements and scope development meetings with all key stakeholders and end users.
2. Comprehensive Master Planning, Project Programming and Spatial Analysis.
3. Comprehensive Cost Estimation Services at each scheduled assessment deliverable submittal.
4. Comprehensive Itemized Report with each programmed item listed on a separate sheet and line items listed in an Excel spreadsheet for ease of prioritization.
5. Projected Schedule of work from Pre-design to close out for the project execution
6. Comprehensive Site Analysis of favorable options/locations.
7. The resultant assessment will deliver a decision tree tool to illustrate renovation vs new construction with specific time and costs considerations.
8. **Fire Stations shall be evaluated and reported in three separate sections within each deliverable.**

PROJECT ITEMS

1. Comprehensive Assessment Services including but not limited to architectural, structural, civil, mechanical, electrical, plumbing, fire suppression, low voltage systems.
2. Comprehensive Specialty Assessment Services for Fire Station #6 renovation and expansion, Fire Station #9 renovation and Fire Station #10 renovation Comprehensive Studies and Analysis of Neighborhood Traffic and Means of Transportation.
3. Comprehensive Assessment Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations.
4. Coordination with City Departments including, but not limited to, Tampa Fire Rescue (TFR), Logistics & Asset Management (LAM), Mobility, Solid Waste, Stormwater, Sustainability and Resiliency, Technology and Innovation (T&I), Water, and Wastewater.
5. Computer Graphics including 3D Modeling and Renderings for Presentations if needed.
6. Survey Services including, but not limited to, Boundary, Topographic, Bathymetry, Trees, Utilities, and Layout.
7. Comprehensive Environmental Evaluation, Analysis, and Hazard Remediation Services.
8. Comprehensive Site Environmental Evaluation, and analysis.
9. Preliminary Geotechnical Services.

10. Permitting requirements evaluation

COMPLIANCE ITEMS

1. Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting.
2. Compliance with the City's Architectural Review, Historic Preservation, Over-Lay District, and Certificate of Appropriateness Regulations.
3. Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.
4. Estimated Costs Related to all Permitting, Regulatory Agencies, and Fire Station Accreditation

TAMPA FIRE RESCUE ITEMS

1. Comprehensive Specialty Assessment Services for Fire Station #6 renovation and expansion, Fire Station #9 renovation and Fire Station #10 renovation.
2. Performance Assessment Services for Fire Station #6 renovation and expansion, Fire Station #9 renovation and Fire Station #10 renovation.
3. Transitional/circulation Zones for Decontamination as applicable.
4. Green, Resilient, and Flexible Fire Station #6 renovation and expansion, Fire Station #9 renovation and Fire Station #10 renovation facilities assessment.
5. Assessment emphasis on Employee Wellness.
6. Assessment for Inclusiveness.
7. Use of natural lighting in the Fire Station facilities assessment. To be discussed with end users.
8. Acoustical attenuation between adjacent spaces evaluation.
9. On-Site fitness Facilities and Amenities evaluation.
10. Public Outreach evaluation to determine the Community Impacts.
11. Project coordination and communication with Tampa Fire Rescue, Logistics and Asset Management, and associated departments.
12. Stakeholders' evaluation including all necessary project coordination and communication with TFR's Project Manager, assigned designee, and/or Consultant.

SECTION 1: GENERAL ASSESSMENT CRITERIA

1.01 PURPOSE

This document provides the criteria for assessment for renovation and/or expansion associated with Fire Stations #6, #19 and #10.

A. PHASING, PROGRAMMING, AND SPATIAL ANALYSES

All Respondents to this RFQ shall upon their selection be required to prepare a comprehensive

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 26-C-00044) ASSESSMENT OF FIRE STATION #6 FOR RENOVATION, FIRE STATION #9 FOR RENOVATION AND FIRE STATION #10 FOR RENOVATION

Date: 8/10/2026

Phasing Plan for the future improvement work for each site, Project Program, and Spatial Analysis with Cost Estimate, based on the assessment findings including Public Outreach, Compilation, and Analysis for the review and approval from Tampa Fire Rescue, with input from Logistics & Asset Management/Fleet Division, Contract Administration and other stakeholders of the City that sets forth, establishes, and confirms the goals and objectives for this project. The Phasing Plan, Site Plan, Program, and Spatial Analysis with Cost Estimate shall include, but not limited to, the collection of all data and materials, research, planning, spatial analysis, and wayfinding for the assessment and construction of new buildings, renovation of existing buildings, expansion of buildings structures, and site amenities as outlined herein as well as the development of the property to accommodate visitors, vendors, employees, City and TFR owned vehicles, and parking.

B. SITES AND GENERAL CAMPUSES

Site development for Fire Stations #6, #19 and #10 shall include, but not limited to, all items listed in this Assessment Criteria and shall be made part of the comprehensive Site Plan, Project Program, and Spatial Analysis with Cost Estimates. Refer to Section 2 for additional information.

1.02 SITE

Site locations are as follows: Fire Station #6: 311 S 22nd St, Tampa, FL 33605
Fire Station #9: 2569 W Chestnut St, Tampa, FL 33607
Fire Station #10: 3108 N 34th St, Tampa, FL 33605

1.03 INTENT

The intent herein is to list the minimum assessment criteria necessary for achieving this effort under a single Assessment Contract.

1.04 BASIS OF ASSESSMENT

This Proposed Scope of Work presents user information, and in specific cases product data, as a basis of assessment – it is not a specification, prescriptive checklist, nor substitute for site visitation(s) prior to submission.

The Proposed Scope of Work is for illustrative purposes and is not intended to replace the professional judgement by competent licensed Professionals including, but not limited to, Architects, Interior Designers, Landscape Architects, Engineers, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work.

1.05 PROJECT TEAM REQUIREMENTS

The Assessment Team (AT) to be utilized for this project shall have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives.

1.06 EXHIBITS

The exhibit(s) attached and described under this RFQ have been compiled by the current Fire Rescue department and LAM and are included herein for use as a basis of assessment only and not intended to indicate acceptance or intent to hire. Refer to Exhibits.

1.07 ZONING OF THE SITE

The assessment team (AT) shall research and confirm the zoning of Fire Station #6, #19 and #10 with AHJ.

1.08 FLOOD ZONE

The assessment team shall determine if the sites for with Fire Station #6, #19 and #10 are in compliance with applicable codes regarding “Essential Facilities”.

1.09 SURVEY AND VERIFICATION OF SITE CONDITIONS

The AT shall include boundary and physical surveys including, but not limited to, topography, trees, right of way, utilities, buildings, pavement, and all existing facilities necessary for cost estimating, assessment, and construction of the proposed improvements. Assessment-Build Services shall also include surveying for layout and As-Built Plans, and the verification of all existing conditions necessary for the successful completion of the project.

1.10 COMPLIANCE WITH THE STANDARDS OF TAMPA FIRE RESCUE AND FIRE STATIONS

All Respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the rules and regulations regarding the construction of department facilities as set forth by governing federal, state, and locals agencies, commissions, professional associations, accreditation boards, related to and/or with oversight of TFR’s operations; including but not limited to exterior walls, interior walls, points of entry, doors, windows, openings, finishes, ceilings, roofs, lighting, electrical, HVAC, specialized ventilation, security, and fire protection.

1.11 UNDERSTANDING OF THE DEPARTMENT ORGANIZATION AND WORKFLOW

All Respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) of the City of Tampa and other stakeholders.

1.12 USE OF NEW AND EMERGING TECHNOLOGIES

Date: 8/10/2026

All new construction and renovations shall consider the use of emerging and new technologies and commercially available products and satisfactory assessment and construction of the project for Fire Stations #6, #19 and #10.

All Respondents to this RFQ shall be advised that Fire Stations #6, #19 and #10 shall be assessed for compliance with the governing standards of an Essential Facility with Coastal Conditions.

1.13 SITE VISIT

All Respondents to this RFQ are invited to visit the project site prior to responding to this RFQ. A site visit is not mandatory.

A. BOUNDARY, TOPOGRAPHIC, WETLAND, TREE, AND UTILITY SURVEY

Provide a composite boundary, topographic, tree, wetland, and utility survey for a Fire Stations #6, #19 and #10. The survey shall include, but will not be limited to, the following:

- i. Locations of all above ground improvements
- ii. Topography with sufficient ground elevations to prepare a Digital Terrain Model (DTM), with 1' contours.
- iii. Visible evidence of above and underground utilities
- iv. Wetlands
- v. Storm and pipe sizes, types, and inverts, septic system with drain field.
- vi. Existing easements (if any)
- vii. Trees 5" DBH (tree trunk diameter at 4.5 feet above grade) and greater. Groups of trees in proximity (i.e., those within 5' of each other) shall also be designated as a grouping of trees, with the predominant species, estimated number and average caliper indicated.
- viii. Provide North American Datum 1983, Adjustment 2011 (NAD83/2011)
- ix. Provide North American Vertical Datum 1988 (NAVD88)
- x. Deliverable to include PDF of field notes and zip file of survey drawing.

B. RIGHT OF WAY SURVEY

Provide a Right of Way Survey for Fire Stations #6, #19 and #10, but not be limited to water, wastewater, sanitary sewer, mobility, electrical, technology, communication, data, and all other utility connections.

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

IRRIGATION

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

1.15 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

All Respondents to this RFQ shall have a complete and thorough understanding of the laws and regulations regarding public and life safety as well as demonstrated experience, including but not limited to, governing building/city codes, plan/code review process, regulatory agency reviews, required site improvements, automotive industry; particularly heavy equipment and fire rescue apparatus and equipment, appropriate turning radius', TFR and Fire Station Accreditation. All Respondents to this RFQ shall also have a complete and thorough understanding of the submittal requirements and processes of the City of Tampa, TFR and the Logistics & Asset Management Department (LAM), respectively as well as other required approvals for assessment.

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

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

1.17 USE OF NEW AND EMERGING TECHNOLOGIES

The Assessment Team (AT) shall consider the possible use of emerging and new technologies and commercially available products if they can be proven to result in the successful and satisfactory assessment of the project for Fire Stations #6, #19 and #10.

1.18 ESSENTIAL FACILITY

All respondents to this RFQ shall be advised that Fire Stations #6, #19 and #10 should be assessed and engineered to comply with the governing standards of an Essential Facility with Coastal Conditions.

SECTION 2: BASIS OF ASSESSMENT

2.01 RFQ RESPONSE

The Assessment Team (AT) shall demonstrate experience conducting these types of assessments for essential facilities including fire stations. Assessment scopes shall include all work stated herein. Total Estimated Project Budget for Assessment: \$200,000 TO \$300,000.

The final budget to execute this assessment is subject to negotiation.

2.02 Project Initial Assessment Duration: 150 days. The final duration to execute this assessment is subject to negotiation.

2.03 ASSESSMENT CRITERIA | GENERAL

The approved final assessment shall be complete in all respects as deemed by the City and shall include all elements necessary to complete the project in its entirety.

The approved final assessment(s) shall meet the needs of the users and the larger community as determined in collaboration with TFR. The DBT shall also incorporate principles of Crime Prevention Through Environmental Design (CPTED) as applicable.

The assessment team shall develop and promote a high-functioning, collaborative relationship between itself and TFR to achieve assessment excellence within the established budget and approved schedule. The AT shall demonstrate exemplary service to TFR and the city's stakeholders, including, but not limited to, project management, assessment, development, construction, fabrication, and construction administration services.

The assessment team shall have a thorough understanding of ADA and Florida Building Code regulations regarding accessibility, public safety, and all related requirements to assessment, permit, and construct this project accordingly in its entirety as deemed by the City.

The assessment team shall include professional cost estimating in its services and scope as work as necessary to inform the assessment process, facilitate programming, and prioritize decisions.

The assessment team shall provide durable, commercial-grade products and finishes appropriate for Fire Stations #6, #19 and #10. with heavy use. Specific furnishings and finishes, or a basis of assessment product, shall be included in the documents or GMP documents.

The assessment team shall provide transparent pricing that takes advantage of the efficiency of Assessment-Build, by creating efficiencies through the standardization of assessment elements and fast tracking of assessment, construction, and fabrication to maximize the City budget.

2.04 ASSESSMENT CRITERIA | SITES

General Site Improvements shall be Assessed including, but not limited to, the following:

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1. Paved Asphaltic | Concrete Roadways and Driveways for Heavy Vehicles.
2. Concrete Aprons.(All Roadways, Drives and Aprons shall be designed prevent Vehicle Drag Entering | Exiting)
3. Secured Surface Parking Spaces: (TBD).
4. Visitor and ADA Parking Spaces
5. Surface Handicap Spaces: Per Code
6. EV Charging Stations: (TBD).
7. Site Identification (Signage).
8. Complete Security and Surveillance System(s).
9. Privacy Wall and Fencing with Gates.
10. Energy Efficiency including Solar Panels and Related Services and Technology Equipment Alternates. (TBD).
11. Site Amenities including but not limited to Outdoor Seating, Tables, Bicycle Rack and Flagpole(s).
12. Site Services including but not limited to Electrical Outlets and Hose Bibs for Vehicle Servicing
13. Waste Container(s) and Enclosure(s).
14. Fire Hydrant(s)
15. Traffic Signal(s) Evaluation (To be Determined)
16. Safety access evaluation for maintenance for all mechanical systems.
17. Evaluation of any record documentation provided by the City, including plans, specifications and reports, etc.

The preliminary and final assessments are to be based on providing amenities and elements defined by the comprehensive Phasing Plan, Programming, and Spatial Analysis to meet the needs of Fire Stations #6, #19 and #10 and LAM.

The assessment should consider the existing site conditions including existing drainage patterns. It is imperative that the final assessment and subsequent design team of construction documents fully understand the Americans with Disabilities Act (ADA), Florida Accessibility Code and Florida Building Code (FBC) regulations regarding accessibility and public safety as well as all related requirements to assessment, permit, and construct this facility in its entirety.

The assessment team services shall include, but not be limited to, providing a survey as well as verifying all existing conditions and existing features, including but not limited to, boundary, topography, utilities, trees, vegetation, and site amenities.

The Assessment Team (AT) services shall include, but not limited to, environmental compliance,

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tree protection, artwork protection, utility coordination, and regulatory permitting as necessary to assessment, permit, and construct this project in its entirety as deemed by TFR and internal stake holders including LAM.

The Assessment Team (AT) shall assess and provide positive drainage throughout the site with no standing water, saturated soil, etc.

The approved final assessment report shall be complete in all respects as deemed by TFR, LAM, CAD and other internal stakeholders, and shall include all elements necessary to complete the project in its entirety.

The assessment Team (AT) shall provide analysis of foundations, slabs, drives, and walkways throughout the project of sufficient assessment and construction to accommodate heavy to extreme loads and all types and sizes of proposed and anticipated TFR and City vehicles.

The AT shall provide trees and other plant materials according to the approved final assessment. The quality of plant material and appurtenant work shall be per the City's technical specifications which will be provided during the assessment phase.

2.05 ASSESSMENT CRITERIA | BUILDINGS AND AMENITIES

As part of the complete set of Assessment, comprehensive Architectural, Interior Assessment, Graphic Design, and Engineering for this project shall include, but not be limited to, the following:

1. HVAC: Full.
2. Exterior and Interior Lighting.
3. Fire Protection including Sprinklers and Suppression System.
4. Fire Alarms and Smoke Detectors.
5. Complete Security and Surveillance System(s).
6. Controlled Access.
7. Alerting system
8. Building Identification (Signage).
9. Exterior and Interior Signage.
10. Site and Area Lighting.
11. Backup Generator(s). (if applicable)
12. Solar Technology with Battery Storage (TBD).
13. Exterior Ladder(s) to Roof and Solar Technology.
14. Safe access for maintenance of roof top fixture and equipment especially the kitchen

exhaust system.

15. Documents obtained from the City, plans, specifications and reports

2.06 SITE/STATION SPECIFIC REQUIREMENTS

1. Fire Station #6:

- a. Option 1: Requirements for a new facility per current industry standards including but not limited to
 - i. Land acquisition for a new property site in the vicinity
 - ii. Evaluation of the construction of a 5-Bay fire station. The 5 pieces of equipment will be 1 engine, 1 rescue car, 1 HIT truck, 1 foam trailer, 1 decontamination trailer
 - iii. Evaluation of new station requirements for Hazmat and rescue services per current requirements.
- b. Option 2: Station Relocation
 - i. Evaluation to relocate station #10 to station #6's site
 - ii. Evaluation to relocate station 6 to the Supply Garage site located at 3507 E 21st Ave, Tampa, FL 33605
 - iii. Improvements to the supply building to create 5 Bays. The 5 pieces of equipment will be 1 engine, 1 rescue car, 1 HIT truck, 1 foam trailer, 1 decontamination trailer.
 - iv. Improvements to supply building to include Hazmat and rescue services per current standard requirements
 - v. Evaluation of additional space to be utilized by TFR as directed by the Fire Chief.
- c. Option 3: Improvements to current facility to include:
 - i. Evaluation of current A/C unit system for optimal functionality.
 - ii. Addition of new extractors and free-standing dryers for bunker gear
 - iii. Upgrade of low voltage equipment (security, surveillance, access control, station alerting) to meet current standards.
 - iv. Upgrade and enhancement of privacy of sleeping quarters (add doors and full height walls)
 - v. Upgrade to site amenities including the fitness room relocation within the garage expansion. As well as upgrades to the residential laundry room.

2. Fire Station #9:

- a. Evaluation of repurposing and reuse of the adjacent Fleet Maintenance building. Specific use(s) will be determined by the TFR as directed by the Fire Chief

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- b. Station Modernization: Evaluation to include but not limited to:
 - i. Upgrade to bunker gear storage. May be relocated to renovated Fleet Maintenance building
 - ii. Addition of extractors and free-standing dryers for bunker gear. May be relocated to renovated Fleet Maintenance
 - iii. Upgrade low voltage equipment (security, surveillance, access control, station alerting) to match current industry standards.
 - iv. Upgrade and enhance the privacy of sleeping quarters (add doors and full height walls)
 - v. Upgrade to fitness room Maybe relocated to renovated Fleet Maintenance building
 - vi. Required Upgrade to interior and exterior finishes (flooring, walls, ceilings). This may apply to less than 20% of the station.
 - vii. Upgrade residential laundry room

3. Station 10: Expansion on existing property if possible:

- a. Add garage for a Rescue truck
- b. Add living accommodations for Rescue Truck personnel
- c. Add extractors and free-standing dryers for bunker gear, may be located within garage expansion
- d. Upgrade low voltage equipment (security, surveillance, access control, station alerting) to match current standards.
- e. Upgrade and enhance privacy of sleeping quarters (add doors and full height walls)
- f. Upgrade fitness room, may be located above/within the garage expansion
- g. Upgrade residential laundry room

The assessment team shall develop and promote a high functioning, collaborative relationship within itself, TFR, LAM, and the stakeholders of the City to achieve assessment excellence within the established budget and approved schedule. The assessment team shall be required to demonstrate exemplary service to TFR, LAM, and the stakeholders of the City, including but not limited to, public outreach, Site planning, phasing, project programming, special analysis, project management, assessment, development, construction, fabrication, and construction administration services.

The assessment team shall provide documents that maximize the area available to meet the needs of the public end users, TFR, and the stakeholders of the City so that Fire Stations #6, #19 and #10 can effectively serve the residents, neighborhood, and local community.

The assessment team shall develop a design and Construction Phasing Plan and Schedule that achieves completion of Fire Stations #6, #19 and #10 as soon as it is practical as deemed by TFR and the stakeholders of the City of Tampa.

The assessment team shall be advised that it is critical that the Fire Stations #6, #19 and #10 be assessed to become an integral part of the neighborhood and community.

The assessment team shall be advised that if this project is integrated into a residential neighborhood and improvements should be made to respect the community's character. Improved and welcoming streetscapes for the project are envisioned by TFR and City's internal stakeholders as part of this project.

The assessment team shall provide comprehensive exterior and interior improvements as determined through a collaborative programming effort with TFR, LAM, and City's stakeholders. as represented in the approved final assessment.

2.07 PROJECTED ASSESSMENT PHASES: DELIVERABLES/ MILESTONES

A) PRE-ASSESSMENT AND SCOPE DEVELOPMENT PHASE

The scope of work during the Pre-Assessment and Scope Development Phase shall include, but not be limited to, the following:

1. Master Plan, Phasing Plan Project Programing, and Spatial Review and Analysis
2. Stakeholder Input (Programming and Operational Impacts)
3. Data Collection and Analysis
4. Surveying and Base Preparation for City Owned Parcels
5. Vision Plan
6. Conceptual Assessment
7. Cost Estimate(s)
8. User Group Interviews
9. Draft Report Submittal and Review

B) ASSESSMENT PHASE

The scope of work during the Assessment Phase shall include, but not be limited to, the following:

1. Additional Surveying and Base Update(s) as Required.
2. Coordination Activities with City Departments

PROPOSED SCOPE OF WORK FOR THE REQUEST FOR QUALIFICATIONS (RFQ 26-C-00044) ASSESSMENT OF FIRE STATION #6 FOR RENOVATION, FIRE STATION #9 FOR RENOVATION AND FIRE STATION #10 FOR RENOVATION

Date: 8/10/2026

- a. Tampa Fire Rescue
- b. Logistics and Asset Management (Fleet and Facilities)
- c. Mobility (Transportation)
- d. Solid Waste and Environmental Management
- e. Technology and Innovation
- f. Water
- g. Wastewater
3. Final Cost Estimates
4. Final Report and Review

C) SCOPE OF WORK | OWNER PROVIDED MATERIALS

TFR, LAM, and other City of Tampa internal stakeholders including CAD, LAM and TFR departments will provide the selected assessment team a copy of all any available reference materials listed herein or record documentation for informational purpose during course of this project, including but not limited to as-builts and surveys.

All items and/or materials required to assess and execute the final and approved assessment deliverables for this project, and not indicated herein as provided by TFR, LAM, and the City of Tampa and stakeholders overall, shall be provided without additional cost by the Assessment Team.

2.08 ATTACHMENTS

Attachment A: Excerpts Priority Buildings Executive Summary FCA Priority Report 4.2026 v1

Attachment B: Existing Files for Fire stations 6

Attachment C: Existing Files for Fire stations 9

Attachment D: Existing Files for Fire stations 10



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.