

24-D-00004 Facility Condition Assessment - Tampa Convention Center

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

The City of Tampa seeks Professional Engineering services to develop and implement a Facility Condition Assessment and Inspection Program for the Tampa Convention Center facilities that is located at 333 South Franklin Street, Tampa, FL as well as the attached Garage and Chiller Plant. This Program shall consist of conducting a comprehensive and detailed building inventory, inspection and condition assessment and developing a capital renewal analysis and reporting process that will assist the Center in the strategic management and capital investment planning decisions pertaining to all of its building assets. The Program shall address a range of asset management issues affecting the remaining functional service life of the facilities, including capital investment planning for the scheduled replacement of antiquated facilities and preventative maintenance required to keep facilities functional throughout the duration of the Program.

Estimated Fee: \$300,000.

Additional material may be found at demandstar.com and at: www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfq

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

A pre-submission conference will be conducted at 3 PM Wednesday March 27, 2024, in Room 301 of the Convention Center at 333 South Franklin Street, Tampa, FL 33602. Attendance is not required.

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

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

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

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

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

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., April 18, 2024**. 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, FLORIDA**

TRANSMITTAL DATE: _____

RFQ NO. & TITLE: 24-D-00004; Facility Condition Assessment - Tampa Convention Center

TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)

c/o Contract Administration Department via ContractAdministration@tampagov.net

306 East Jackson Street, 4th Floor North, Tampa, Florida 33602

SUBMITTER ("Firm") NAME: _____

FEDERAL TAX ID#: _____

FIRM TYPE:

Individual/Sole Proprietor

Joint Venture (JV)*

Partnership (PN)*

Corporation

Limited Liability Company

Other: _____

FIRM CONTACT NAME: _____

EMAIL: _____

PHONE: _____

CERTIFICATIONS:

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

License/registration/certification no(s): _____

Per §287.133, Fla. Stat., individuals or entities (including those meeting the §287.133, Fla. Stat. definition of "affiliate") placed on the convicted vendor list ("List") following a conviction for public entity crimes may not submit a bid, proposal, or reply ("Response") on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the repair or construction of a public building or public work, may not submit a Response for leases of real property to a public entity, and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in §287.017, Fla. Stat. for CATEGORY TWO for a period of 36 months from the date of placement on the List. Neither Firm nor its affiliates have been placed on the List: Yes No

Pursuant to Tampa Code Section 2-284; Bidder's Criminal History Screening Practices ("Ban-The-Box"), the Firm hereby; declines incentive points and attaches no documentation applies for incentive points and attaches all the required documentation.

Check one; The Firm or its subcontractors participate in an apprenticeship program that is registered with the Florida Department of Education or the United States Department of Labor; or Firm commits that at the time it executes a construction contract that it or its subcontractors will be participating in such an **apprenticeship program** or an on-the-job training program; or Firm has submitted documentation that confirms, to the satisfaction of the City of Tampa, that there are no registered apprenticeship or on-the-job training programs for any work to be performed on the construction project.

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 agrees that if the City of Tampa determines Firm has participated in any collusive, deceptive, or fraudulent practices with regard to this submittal, in addition to any other remedy it may exercise, the City will have the right to debar Firm and deem invalid any contract let under such circumstances: Yes No

Data or material Firm asserts to be exempted from public disclosure under Chapter 119, Fla. Stat., is submitted in a separate, single electronic searchable PDF file labeled with the above RFQ number and the phrase "Confidential Material", which identifies the data/material to be protected, states the reasons the data/material is exempt from public disclosure, and the specific Florida statute allowing such exemption (if "No" or otherwise, then Firm waives any possible or claimed exemption upon submission, effective at opening): Yes No

FAILURE TO COMPLETE THE ABOVE MAY RESULT IN FIRM'S SUBMITTAL BEING DECLARED NON-RESPONSIVE

Authorized Signature : _____

Printed Name: _____

Title: Sole Prop Pres Sr VP Gen Ptnt LLC Auth.Mbr/Mgr

Other _____ (attach proof of authority)

* With submittal or within 10 days thereafter, Firm must provide a signed copy of the complete agreement between all JV/PN members indicating respective roles, responsibilities, and levels of participation.

SCOPE OF WORK

Facility Condition Assessment

City of Tampa- Tampa Convention Center

David Ingram - Executive Director

Jim Olachea - Operations Manager

Facilities Operations



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I. OBJECTIVE

The objective of this project is to develop and implement a Facility Condition Assessment and Inspection Program for the Tampa Convention Center facilities that is located at 333 South Franklin Street, Tampa, FL as well as the attached Garage and Chiller Plant. This Program shall consist of conducting a comprehensive and detailed building inventory, inspection and condition assessment and developing a capital renewal analysis and reporting process that will assist the Center in the strategic management and capital investment planning decisions pertaining to all of its building assets. The Program shall address a range of asset management issues affecting the remaining functional service life of the facilities, including capital investment planning for the scheduled replacement of antiquated facilities and preventative maintenance required to keep facilities functional throughout the duration of the Program.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm with Florida State Contractors license in the following discipline(s):

- **Architecture**

The Consultant shall also have in-house capabilities or Sub-Consultants pre-qualified with Expertise in:

- **Electrical Engineering**
- **HVAC Engineering**
- **Plumbing Engineering**
- **Structural Engineering**
- **Fire Protection Engineering**
- **Estimating / Cost Analysis**
- **Roofing Inspection**
- **Elevators/Escalators**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

The consultant shall demonstrate that they have experience in the preparation of Facility Condition Assessment Studies that are similar in size and scope to that described in this document. A description of at least three (3) similar projects completed by their firm shall accompany their technical proposal for evaluation by the Consultant Selection Committee.

III. PROJECT BUDGET

A. PROJECT COSTS

The Consultant shall determine the construction cost estimate (CCE) and current working estimate (CWE) for each recommended facility improvement. Project cost items shall include, but not be limited to: construction costs, Consultant design and construction administration fees, Roof Monitor fees, Construction Management Firm (CMF) fees (if recommended), testing costs, affirmative action, Project management fees, contingencies, permits, allowances, and escalation factors for the anticipated construction year of the recommended facility improvement.

B. PROFESSIONAL COST ESTIMATOR

The Consultant or Sub-Consultant developing the cost estimates must Proficient in Estimating/ Cost Analysis Professional Discipline and demonstrate that they have experience in the preparation of cost estimates for Facility Condition Assessments that are similar in size and scope to that described in this document. A description of at least three (3) similar projects completed by their firm shall accompany the technical proposal for evaluation by the Consultant Selection Committee.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, and building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

C. CONSULTANT'S FEES

The construction cost estimate for this project **shall not** be used as a basis for the Consultant's fees. The Consultant's fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK FACILITY CONDITION ASSESSMENT SCHEDULE

The following schedule identifies the estimated phases for this project and the estimated durations. Please fill out your estimated time frame for each portion.

Note: **Our Goal is to have this assessment completed by 2023 year end.**

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Kick-off Meeting	5
2. Facility Condition Assessment Phase	—
• Project Team Plan/Code Unit Review & Comment	3
3. Reporting Phase - 50% Completion	—
• Project Team Plan/Code Unit Review & Comment	3
4. Reporting Phase - 90% Completion	—
• Project Team & DPMC Plan/Code Unit Review & Comment	3
5. Final Reporting Phase - 100% Completion	—
• Project Team Plan/Code Unit Review & Approval	5
6. Close-Out Phase	—
TOTAL	—

The Consultant shall submit a preliminary set of deliverables for review at 50% of completion and comment prior to preparing and submitting all completed deliverables. This will reduce the number of revisions and corrections necessary throughout the project.

For scheduling purposes, a short period has been allotted for the review of each submission by the Project Team, after which a meeting will be convened to discuss all comments with the Consultant. However, any delays caused by the Project Team's review process shall not be sufficient reason for additional compensation to the Consultant.

It is specifically noted herein that the document review process by the Project Team or its representatives is intended to be a review of the documents in a general manner. Submission reviews and comments by the Project Team or its representatives shall not be construed as a comprehensive review or detailed checking of the Consultant's work. It remains the Consultant's professional responsibility to prepare the documents in accordance with proper engineering criteria

and sound professional engineering judgment. The Consultant is completely responsible for all documents they and their Sub-Consultants prepare and it remains the Consultant's responsibility to ensure the integrity of the analysis and their work.

B. CONSULTANT'S PROPOSED FACILITY CONDITION ASSESSMENT SCHEDULE

The Consultant shall submit a Facility Condition Assessment schedule with their technical proposal . The bar chart schedule developed by the Consultant shall reflect their recommended project phases, phase activities and respective activity durations.

The schedule shall include all tasks. Tasks exceeding 30 calendar days in duration must be divided into subtasks so that no task exceeds 30 calendar days in duration. The schedule shall also identify all dependencies and milestone events. This schedule will be considered as a baseline (target) schedule for this project.

A written narrative shall also be included with the technical proposal explaining the Facility Condition Assessment schedule that is submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

C. CONSULTANT FACILITY ASSESSMENT SCHEDULE

The Consultant shall update the schedule that was submitted and approved in their technical proposal using the date of the Notice to Proceed as a starting point. This schedule shall be submitted in both paper format and in an electronic format compatible with Microsoft Project at the Kick-off Meeting.

This schedule will be binding for the Consultant's activities and will include the start and completion dates for each activity. The Consultant and Project Team members shall use this schedule to manage this project, reduce delays and overcome difficulties to ensure that all activities are performed in an efficient, coordinated and expeditious manner in accordance with the approved schedule.

It is expected that progress on this project will adhere to the Consultant's approved project schedule. Monthly progress reports shall be provided and shall include schedule updates. If delays are encountered for any reason, the Consultant will be required to develop a recovery plan and schedule to compensate for the delay.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

See Exhibit 'A' for floor plans and information of the TCC facilities

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team

members. **1. TCC Representative:**

Name: Jim Olachea, Project Manager
Address: Tampa Convention Center
333 South Franklin Street
Tampa, Florida 33602
Phone No: (813)274-7783
E-Mail No: jim.olachea@thetampacc.co

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2. Project Assistant

Name: Rich Zabroski- Chief Engineer
Address: Tampa Convention Center
333 South Franklin Street
Tampa, Florida 33602
Phone No: (813) 274-8432
E-Mail No: Rich.Zabroski@thetampacc.com

VI. PROJECT DEFINITION

A. BACKGROUND

The Tampa Convention Center (TCC) Facility Capital Improvement Plan is comprised of a variety of projects designed to improve our building infrastructure and physical plant as well as continuously improve the overall health, safety and welfare of our workers and the general public who utilize or visit our facilities that are owned and operated by the TCC.

This project will accomplish that goal by providing a Facility Condition Assessment that will identify the existing conditions of each area and a Facility Capital Improvement Plan that will describe in great detail the costs and improvements required to bring TCC to current life safety, health, code compliance, environmental and energy standards over the next 5, 10, and 15 year intervals.

Items to address for the 15 year interval shall include, but not be limited to, roofing systems, curtain walls, carpeting, floor tile, painting, lighting, windows, elevators, escalators, fire protection and detection systems, security systems and utilities such as electrical and emergency power systems, HVAC, sanitary, distribution systems, as applicable. Cost estimates shall be included for the infrastructure improvements that will be required to make the connections to those systems.

B. FUNCTIONAL DESCRIPTION OF THE SITE

The Tampa Convention Center is an approximately 32 year old facility 200,000 sq.ft. of Exhibit Space and 36,000 sq. ft. of Ballroom with 52 Breakout rooms.

VII. CONSULTANT RESPONSIBILITIES

A. GENERAL INFORMATION

This section of the Scope of Work is intended as a guide for the Consultant to understand the overall basic requirements of the project and is not intended to identify each specific component of the facility condition assessment. It will be the Consultant's responsibility to provide all of the required detail necessary to complete a comprehensive assessment study that will provide a context that will allow decisions to be made when resource improvements are required based on the Client Agency needs or other factors.

The consultant must be familiar with and knowledgeable of all aspects of the anticipated services and have a thorough understanding of the project requirements, including all applicable codes and regulations.

The Consultant shall ensure that all of the requirements identified in this section of the scope of work are addressed and included in the final Facility Condition Assessment Study where appropriate.

B. PRE-STUDY CONFERENCE MEETING

Prior to the start of the Facility Condition Assessment Study, the Consultant shall meet with the members of the Project Team at the Kick-off Meeting to coordinate the following items:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives at each facility who may be contacted during the project duration.

2. Site Access:

Develop procedures to access each project site and provide the names and phone numbers of approved escorts when needed. All facility site visits shall be coordinated and pre-approved by the Project Team members prior to the visit throughout the course of this project. Obtain copies of special security and policy procedures that must be followed during all survey work conducted at the facilities.

3. Existing Documentation:

Obtain and review all project background materials (design documents, reports, studies, equipment manuals, etc.) that are related to this project. Project background material, including a recent Electrical Assessment of the main Switchgear, Some updated drawings of our New addition (18 meeting rooms) and our updated Chiller plant. Additional Drawings are available at our City Contract Administration Department

Consultants are advised that these materials are for REVIEW only. Consultants are not permitted, nor will have access to, or will be allowed to use the copy machines for any reproduction of reference materials made available by the TCC.

Any drawings provided by the TCC are for informational purposes only and must be field verified by the Consultant prior to use.

4. Scope of Work:

Review the Facility Condition Assessment Study requirements contained in this document with the Project Team members to ensure that all parties agree with the scope of the work.

5. Project Schedule:

Review and update the project Facility Condition Assessment Study schedule with the Project Team members to ensure that it conforms to the schedule that was submitted and approved in the technical proposal using the date of the Notice to Proceed as a starting point.

C. DATA GATHERING & INTERVIEWS

The Consultant shall meet with the Project Team Members and representatives of TCC to schedule the site visits and approve the procedures necessary to assess the sites, building utilities, mechanical equipment, exterior & interior finishes, and interview building management.

Surveys, measurements, photographs and other data collection methods shall be performed in such a way to minimize disruption to the building occupants and operation of the facility. A structured process shall be developed that will document the condition of each facility component assessed.

During the course of inspection, should an immediate life-threatening or health and safety situation be identified, the inspector shall notify the TCC Project Manager immediately, and if not possible, then not more than one hour after discovery.

D. GENERAL BUILDING CONSTRUCTION INFORMATION

The TCC Facility identified in shall be inspected and all components shall be rated for physical condition, life expectancy, and renovation or replacement requirements, and expansion needs. Based on these findings, the Consultant shall recommend the improvements for each building and a table shall be prepared that will itemize them by priority based on life safety, health, code compliance, environmental and energy issues.

All recommended improvements shall have associated costs. The costs shall be all inclusive and shall include, but not be limited to: construction costs, Consultant design and construction administration fees, Roof Monitor fees, Construction Management Firm (CMF) fees (if recommended), testing costs, affirmative action, management fees, contingencies, permits, allowances, and escalation factors for the anticipated construction year of the recommended facility improvement.

The evaluation of each building shall include, but not be limited to the following:

1. Location:

Identify the building location including the official mailing address used by the US Postal Service, the Lot and Block number(s) and the lot size as well as the location of the structure on a site location map for reference.

2. Building Photographs & Floor Plans:

Provide colored photographs that reveal each exterior side of the building, the condition of the roof as well as any and all other items being evaluated that are relevant and can help substantiate the assessment. Include reduced scale drawings of each floor of the building. The reduced scale drawings of the buildings may be similar to the fire plan exit drawings located on each floor of the buildings. The drawings shall have an appropriate scale to be presented in an 8 1/2 x 11 booklet (11 x 17 folded out). The building perimeter footprint and interior room sizes shall be dimensioned.

3. Building Description:

Provide a description of the building including: use group, construction classification type, and current building occupancy vs. design capacity, leased/owned, architectural characteristics, number of stories, gross area in square feet and for each floor, date of construction, and estimated useful life.

4. Building Exterior General Construction:

Provide a description and condition of the building exterior elements including: type of construction, type of building materials, number of service and pedestrian entrances, location and capacity of loading docks, rooftop mechanical rooms, etc.

Identify all building repairs that are not required by the UCC but are necessary to achieve the objective of no "major maintenance" for the next twenty years including, but not limited to: structural systems, foundations, water infiltration problems, exterior walls and finishes, masonry, pointing, caulking, roofing system and life expectancy, roof square footage, gutters, leaders, scuppers, interior roof drains, ADA handicap accessibility, etc. Structural review shall be basic to detect major failures of building structure & envelope.

5. Building Interior General Construction:

Provide a description and condition of the building interior elements including, but not limited to, carpeting, floor tile, paint, storage space and handicapped accessibility. Evaluate each building as to the Use Group, construction classification, and their conformance to current codes, life safety and health standards. Survey the building attic spaces, crawl spaces, and other similar areas to determine the 'R' values of the insulation and the square footage to be replaced with energy efficient material. Based on this information, provide a list of recommended upgrades and their associated costs.

E. EXISTING CONDITIONS & RECOMMENDATIONS

A thorough review of available record documents, including building inventory files, databases, construction documents, studies, past inspection reports, and building maintenance equipment records, etc. shall be completed for the purpose of compiling existing building information into a standard building assessment management program database.

Provide a description and condition of the existing building utilities and operational systems including the age, capacities, nameplate data, etc. Recommend upgrades for each utility and operational system described below and prepare a table that will list them by priority based on life safety, health, code compliance, environmental and energy issues. All recommended upgrades shall have associated costs. The costs shall be all inclusive and shall include construction costs, A/E fees, All fees, contingencies, allowances, permit fees, and escalation factors. The utilities and related systems shall include, but not be limited to the following:

1. Lighting:

Identify each type of lighting fixture for each building to determine if they should be upgraded to energy efficient units. Provide a unit price for each type of new fixture recommended.

2. Fire Protection Systems:

Survey each building to identify the age, condition, and manufacturer of the fire protection systems and related components serving that building including, but not limited to, sprinklers, fire alarm detection systems, emergency lighting, strobe and horn annunciation units, fire alarm tie-in to local department, exit signage, fire rated construction materials, fire extinguishers, fire escapes and second means of egress. Based on the age and condition of the systems, make recommendations for upgrades include related costs.

3. Plumbing Systems:

Survey the building shower heads, lavatories, bathrooms, laboratories and other areas utilizing domestic water and determine the number and type of units that shall be converted to flow restrictors and sensor operated flushometers.

Survey the piping systems throughout the building to determine if they should be insulated or have the insulation 'R' values increased for potential energy savings. Provide a unit price per linear foot of each new pipe insulation size recommended. The actual lengths of pipe insulation to be replaced are not required for each building.

5. Heating Ventilation and Air Conditioning Systems:

Describe the type, age and manufacturer of the heating/cooling systems and controls used for each building, the fuel source and type, equipment location, air handler intake locations, age, capacities and nameplate data. Identify the condition of the associated ventilation system components such as exhaust fans, preheat coils, dampers, ductwork, registers, etc. Check air flow at spot locations to verify against building management history reports and information on past system performance.

Identify the types of temperature control systems used in each building to determine if they should be upgraded to systems that will provide potential energy savings. Provide a unit price for each type of new temperature control system recommended.

6. Electrical Systems:

Identify the name of the electric service provider as well as the existing conditions and capacity of the primary and secondary electric service to the facility. **An assessment has already been completed of all our Main Switchgear equipment** and only other panels and MCC should be listed. List all the electric service equipment and age and coordinate this information with the building survey data. Identify the existing capacity of the service equipment, transformers, switchgear, main disconnect, service feeders, circuit breakers, distribution panels, and evaluate the capacity for expansion considering present peak loads and future demand requirements. Review the existing electric system for code compliance and identify upgrades with related costs.

The TCC Project Manager will make arrangements to provide staff to access all electrical panels, closets, rooms, and any other area that is required for the Electric Service Survey.

Describe the existing electric distribution system and provide a schematic drawing showing the high voltage, low voltage, and service cable distribution at the site, electric manholes, utility company poles, campus pole lighting, transformer locations and service tunnels. Identify underground duct bank primary and secondary systems with available spares, substations with KVA ratings, and cable and transformer schedules.

Survey each building to identify the age, condition and manufacturer of the emergency back-up power equipment and related components serving that building. Based on the age and condition of the emergency power systems, make recommendations for upgrades and include related costs. For those facilities that do not have an emergency back-up power system or an emergency back-up power system that cannot handle the load of the entire facility, make recommendations for the replacement or installation of new emergency back-up power equipment and the related costs.

8. Water Distribution Systems:

Describe the existing fire and domestic water service and distribution system. Identify line sizes, flows and pressures and evaluate the system for current and future demand and usage. Current and future usage requirements should take into account the operational needs and equipment that is used at each facility (i.e. brine making equipment, street sweepers, etc.). Provide a schematic drawing identifying the line location, size and material type. Locate all wells, pumps, flow meters, valves, storage tanks, water towers, manholes, and fire hydrants on the drawing. Identify the capacity of the existing equipment and based on future water demand requirements, identify the capacity for expansion. Identify the age of the existing water system components, their anticipated life expectancy and future replacement costs.

9. Storm Drainage Systems:

Describe the existing storm drainage system and provide a schematic drawing identifying the line locations, size, age, material types, manholes and catch basin locations. Identify the existing system and components for their useful life including costs for replacement. Identify the capacity of the existing system and based on future demands, identify the capacity for future expansion.

Identify any water infiltration into the system and costs to remediate. Identify any storm drains that are connected to the sanitary lines so they may be disconnected in the future.

11. Security Systems:

Describe the existing security systems including guard and control stations, interior and exterior door locks, interior and exterior lighting including locations and illumination levels, electronic access systems, physical surveillance, security cameras and monitoring stations, intrusion detection systems, physical barriers, turnstiles, communication systems including intercoms, telephones and computers. Identify the existing system for their useful life and their capacity for future expansion.

13. Energy Management Systems:

Identify and evaluate each building Energy Management System (EMS) and related components including, but not limited to: all supporting hardware, computers, printers, consoles, controlled devices, and programmed software. Make recommendations for new EMS systems if none are provided or do not meet current technology standards.

14. Vertical Transportation Systems:

Identify and evaluate all vertical transportation systems such as elevators, escalators, material lifts, wheelchair lifts, stairway chair lifts, and dock levelers for their useful life, their capacity for future expansion, and costs for replacements or upgrades. Assessment of existing equipment and review of current contract requested.

15. Utility System Schematic Drawings:

Provide a schematic drawing for each building utility system identifying the tie-in location at the main supply line, the utility line run to the building including any lateral lines if appropriate, the entrance point at the building, and all line sizes.

F. FACILITY CONDITION ASSESSMENT STUDY

The Facility Assessment Study shall be a compilation of all the information requested in this Scope of Work and identified in Section XI of this document entitled "Contract Deliverables". It is suggested that the document be divided into the following sections:

- Executive Summary
- Purpose, Limitations and Process
- Existing Conditions & Recommendations
 - General Construction
 - Lighting
 - Fire Protections Systems
 - Plumbing Systems
 - Heating, Ventilation and Air Conditioning
 - Systems Electrical Systems
 - Fire Alarm and Security Systems
 - Water Distribution Systems
 - Vertical Transportation Systems

Facility Capital Improvement Plan

- Recommendations
- Construction and Project Budget Estimates
- Construction Bar Charts

Exhibits & Addendums

- Site Location Maps
- Photographs
- Floor Plans
- Utility System Schematic Drawings

The document shall contain a narrative of the surveys, inspections, and investigations conducted for each item listed. Recommendations to replace, repair and/or upgrade each building component shall be described and prioritized based on life safety, health, code compliance, environmental and energy issues. All recommendations shall include estimates of costs. All floor plan drawings, surveys, utility schematics and colored photographs related to the buildings and their components shall be included for reference. All survey data, interviews, field notes, cost savings calculations, review comments, etc. shall be included in the Facility Condition Assessment Study as an addendum.

The Consultant shall make an oral presentation of the Facility Condition Assessment Study to the Project Team members at the 50% completion and an Executive Presentation at the 100% completion of the study. All Facility Condition Assessment Study evaluations and recommendations and the Facility Capital Improvement Plan shall be discussed in detail at each oral presentation.

G. FACILITY CAPITAL IMPROVEMENT PLAN

Based on the information gathered in the Facility Condition Assessment Study, the Consultant shall prepare a Facility Capital Improvement Plan that quantifies the need for capital asset preservation and improvements to the TCC's buildings identified in **Exhibit 'A'**. The document shall include the basic operational and financial justification for implementing the asset preservation and improvements for each project.

Priorities shall be established to implement this program over three (3), and five (5) year intervals. This information and cost data will be used as an instrument by TCC to make decisions on facility planning and yearly capital appropriation requests.

H. MEETINGS & PRESENTATIONS

1. Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used to meet the project objectives. Special considerations shall also be addressed such as: Contractor site access limitations, schedule requirements, security restrictions, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the review meetings.

Record the minutes of each meeting and distribute within **five (5) calendar days** to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Presentations:

The minimum number of presentations required for each phase of this project is identified below for reference:

Facility Condition Assessment Phase

- One (1) oral presentation at phase completion.

Reporting Phase - 50% Completion

- One (1) oral presentation at phase completion.

Reporting Phase - 100% Completion

- One (1) oral presentation at phase completion.

VIII. PERMITS & APPROVALS

A. REGULATORY AGENCY PERMITS & APPROVALS

Identify all State and Federal Regulatory Agency approvals and permits that will govern and affect the work proposed in the Facility Assessment Study. An itemized list of these approvals and permits shall be included and the total amount of the application fees should be included as part of the CWE.

IX. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing.

B. ENERGY INCENTIVE PROGRAM

The Consultant shall review any current Energy savings or Rebate programs applicable from TECO matching their recommendations.

PROJECT NAME: Facility Condition Assessment
PROJECT LOCATION: Tampa, FL Tampa
Convention Center PROJECT NO: TCC 091323
DATE: 10/1/2023

X. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The Client Agency approval signature on this page indicates that they have reviewed the criteria and schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: _____

JAMES OLACHEA, OPERATIONS MANAGER
TCC PROJECT PLANNING & INITIATION

DATE

SOW APPROVED BY: _____

DAVID INGRAM, EXECUTIVE DIRECTOR
TAMPA CONVENTION CENTER

DATE

XI. CONTRACT DELIVERABLES

The following is a listing of Contract Deliverables that are required at the completion of each phase of this project.

FACILITY CONDITION ASSESSMENT

Executive Summary

Purpose, Limitations and Process

Existing Conditions & Recommendations

- General Construction
- Lighting
- Fire Protections Systems
- Plumbing Systems
- Heating, Ventilation and Air Conditioning Systems
- Electrical Systems
- Fire Alarm and Security Systems
- Water Distribution Systems
- Vertical Transportation Systems

Capital Improvement Plan

- Recommendations
- Construction and Project Budget Estimates
- Construction Bar Charts

Exhibits & Addendums

- Site Location Maps
- Photographs
- Floor Plans

Utility System Schematic Drawings

SUBMISSIONS, COPIES AND PRESENTATIONS

Submissions @ 50%, 90% & 100% Completion (10 Copies)
Oral Presentations @ 50 % & 90% Completion (10 Copies)
Oral Executive Presentation @ 100% Completion (10 Copies)
Final Facility Condition Assessment Document Submission (20 Copies)
Copy of Electronic Data

CAPITAL IMPROVEMENT PLAN

Final Capital Improvement Plan Document (10 Copies each Presentation, 20 Copies Final Document)

PROJECT CLOSE-OUT PHASE

11.1 Responsibilities: Plan, Schedule and Execute Close-Out Activities

11.2 Commencement: Initiate Close-Out Form

11.5 Determination of Substantial Completion

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

11.9 Final Payment

11.9.2 A/E Invoice and Close-Out Forms for Final Payment

11.10 Final Performance Evaluation of the A/E

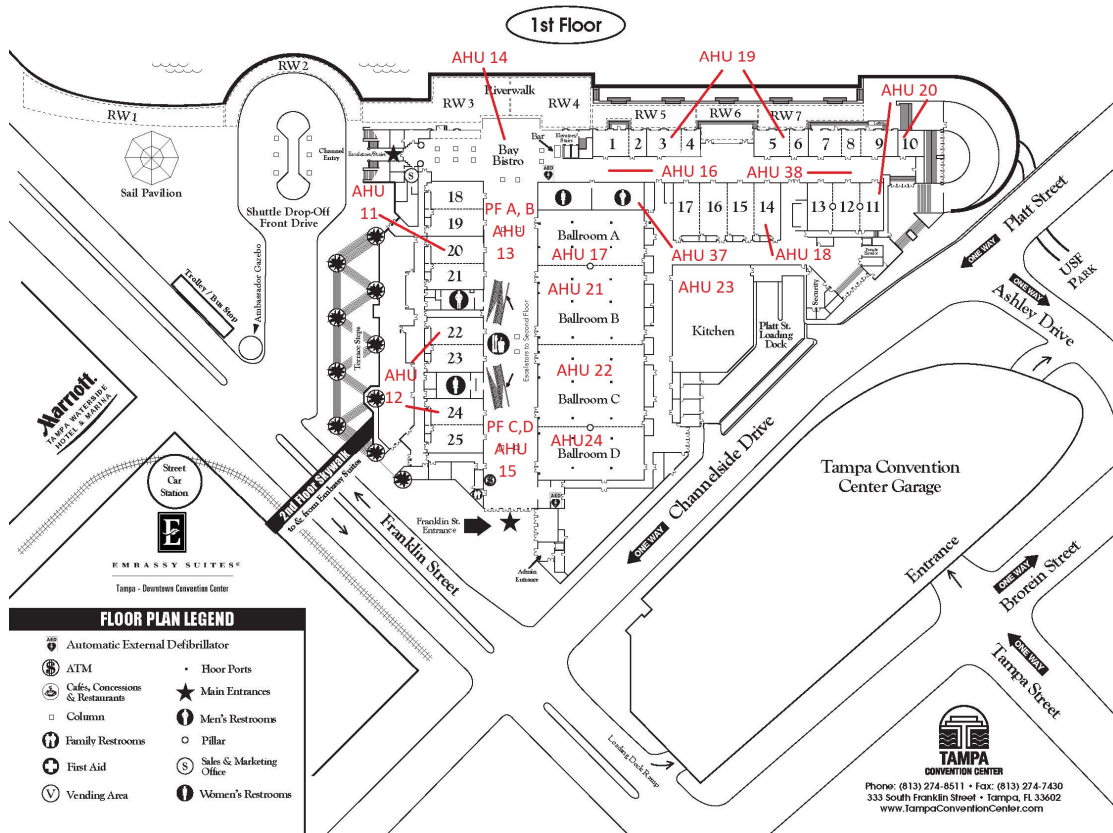
11.12 Submission Forms

A

XII. EXHIBITS

The attached exhibit in this section will include any supporting documentation to assist the Consultant in the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

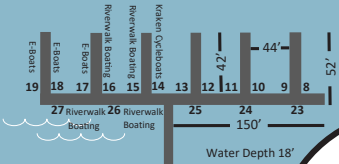
END OF SCOPE OF WORK



1st Floor



* Slips 14-19, 26-27 not available



Tampa Bay
Water Depth 5' - 7.5'



EMBASSY SUITES®
Tampa - Downtown Convention Center

FLOOR PLAN LEGEND

- Automatic External Defibrillator
- ATM
- Cafés, Concessions & Restaurants
- Column
- Family Restrooms
- Floor Ports
- Vending Machine
- Main Entrances
- Men's Restrooms
- Pillar
- Hospitality Suite
- Women's Restrooms
- ADA
- First Aid

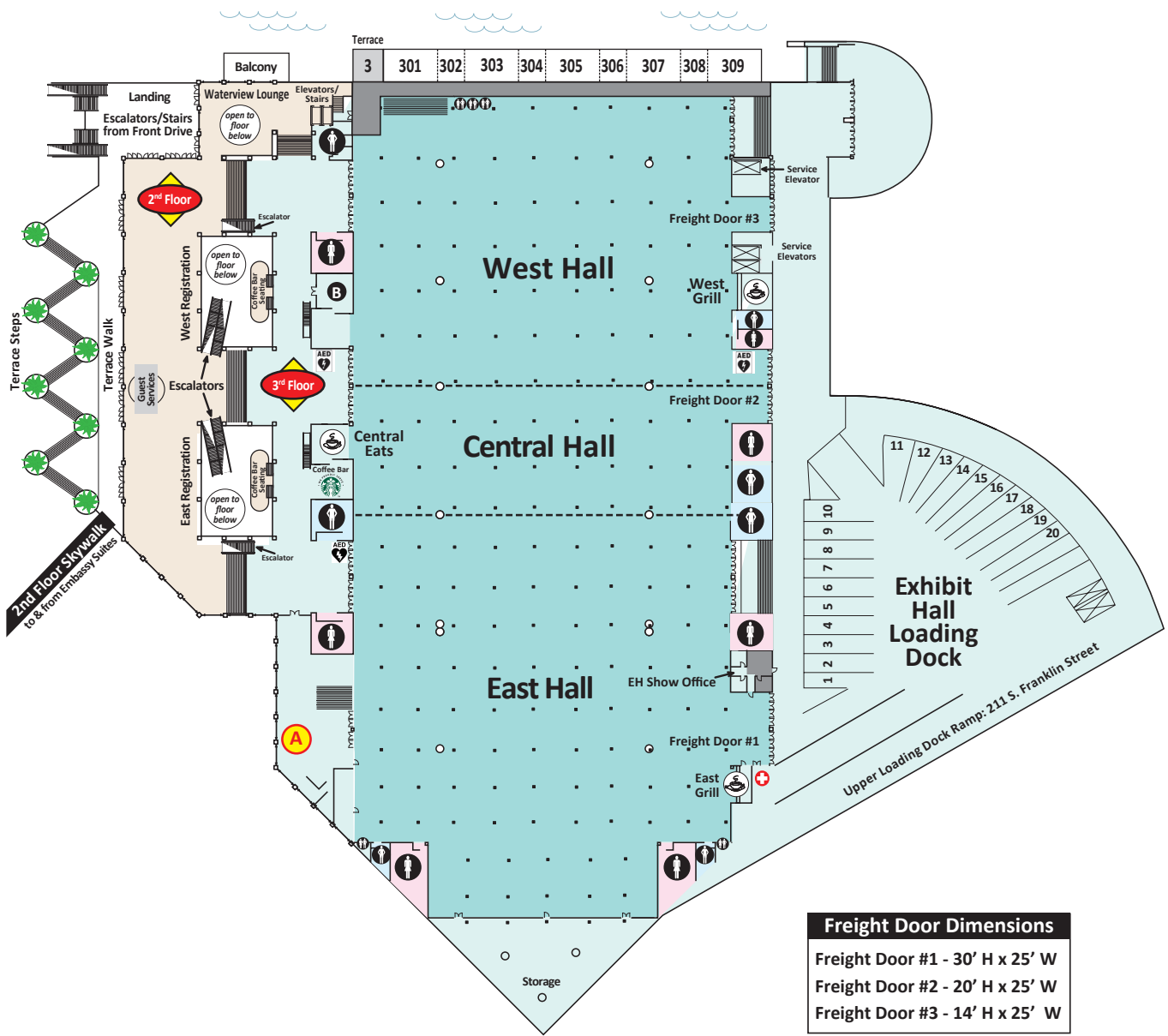


Phone: (813) 274-8511 • Fax: (813) 274-7430
333 South Franklin Street • Tampa, FL 33602
www.TampaConventionCenter.com

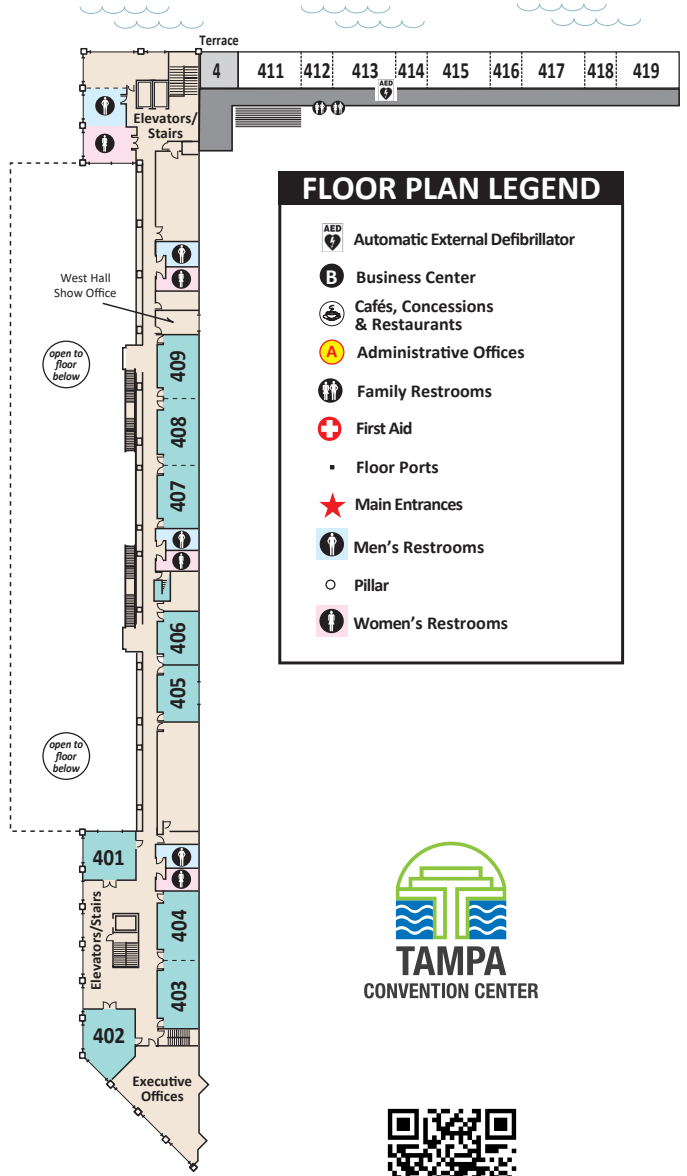
2nd Floor

3rd Floor

4th Floor



Freight Door Dimensions
 Freight Door #1 - 30' H x 25' W
 Freight Door #2 - 20' H x 25' W
 Freight Door #3 - 14' H x 25' W

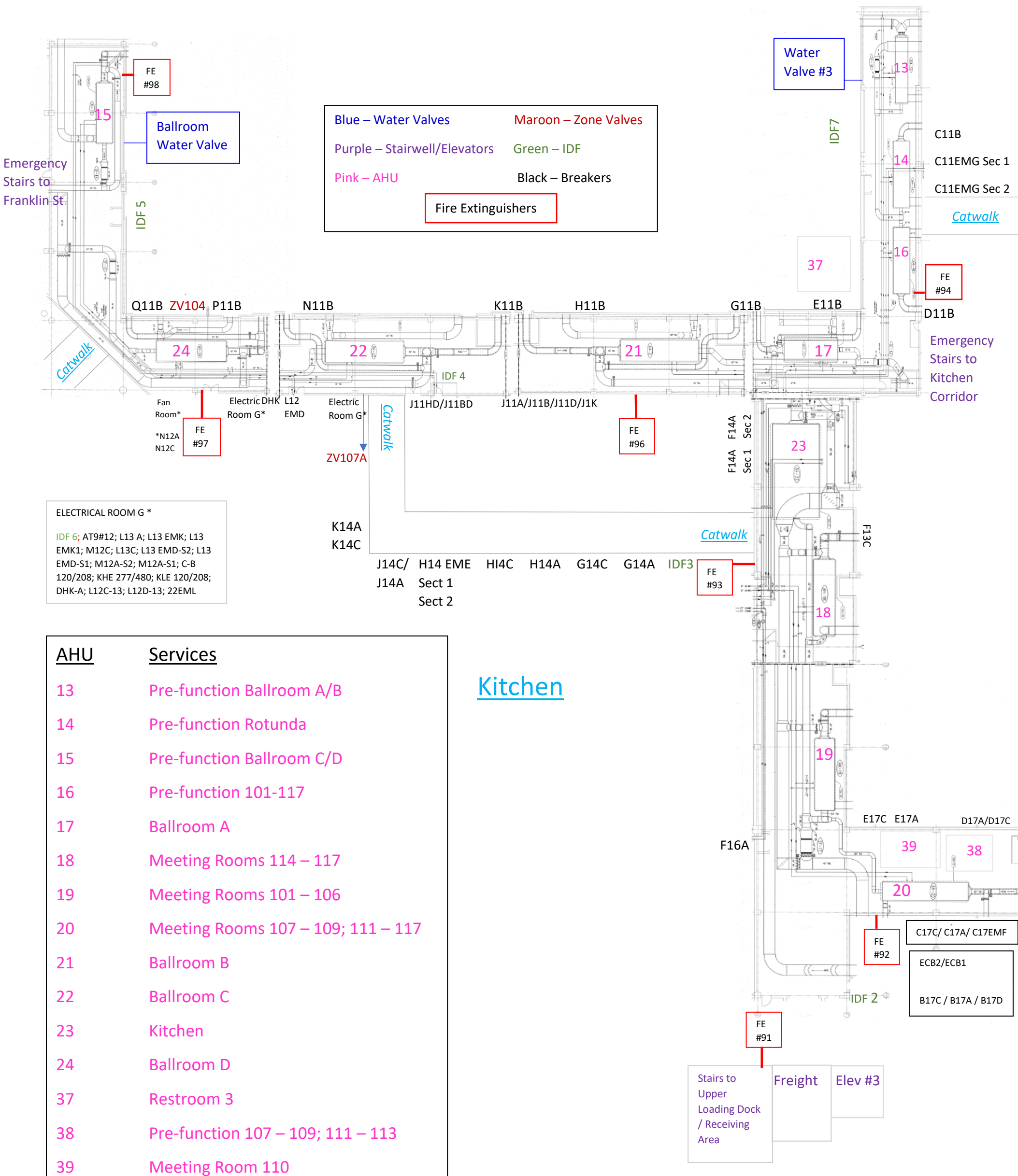


FLOOR PLAN LEGEND

- Automatic External Defibrillator
- Business Center
- Cafés, Concessions & Restaurants
- Administrative Offices
- Family Restrooms
- First Aid
- Floor Ports
- Main Entrances
- Men's Restrooms
- Pillar
- Women's Restrooms



Mechanical Level Equipment Locations



ELECTRICAL ROOM G *
 IDF 6; AT9#12; L13 A; L13 EMK; L13 EMK1; M12C; L13C; L13 EMD-S2; L13 EMD-S1; M12A-S2; M12A-S1; C-B 120/208; KHE 277/480; KLE 120/208; DHK-A; L12C-13; L12D-13; 22EML

AHU	Services
13	Pre-function Ballroom A/B
14	Pre-function Rotunda
15	Pre-function Ballroom C/D
16	Pre-function 101-117
17	Ballroom A
18	Meeting Rooms 114 – 117
19	Meeting Rooms 101 – 106
20	Meeting Rooms 107 – 109; 111 – 117
21	Ballroom B
22	Ballroom C
23	Kitchen
24	Ballroom D
37	Restroom 3
38	Pre-function 107 – 109; 111 – 113
39	Meeting Room 110

Kitchen



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Points Pursuant to Designated Industry Category: _____		
FORM MBD-71		
(Refer to MBD Form 70 and Form 50-GFE Outreach)		
	Evaluation Criteria	Point Values
A.	Underutilized WMBE Firms participating as the Prime Contractor (City of Tampa Certified Only)	20
B.	City of Tampa Certified SLBE firms participating as the Prime Contractor, which include City of Tampa Certified WMBE/SLBE sub-(contractor, consultant) participation	5 - 15
C.	Non-City of Tampa Certified WMBE/SLBE Prime Contractor with meaningful sub-(contractor, consultant) participation by City Certified Underutilized WMBE and/or SLBE firms	1 - 15
D.	* External agency WMBE/SLBE/DBE certifications recognized by City of Tampa for designated RFP, RFQ, RFI solicitations	0 – 7
NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)		

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

- A. A maximum of twenty (20) rating points may be awarded when the Proposer is a City of Tampa Certified WMBE firm deemed underutilized within the Industry category established by the RFQ.
- B. A maximum of fifteen (15) rating points may be awarded when the Proposer is a City of Tampa certified SLBE with meaningful participation by City certified WMBE/SLBE sub-contractors/consultants.
- C. One to Fifteen (1-15) rating points may be awarded when the Proposer is not a City of Tampa certified WMBE/SLBE prime contractor but utilizes either Underutilized WMBE and/or SLBE certified firm(s) as sub-contractors/consultants and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed MBD Form 10-20.
- D. A maximum of seven (7) “discretionary” rating points may be awarded when the Proposer provides WMBE/SLBE participation from an external agency recognized by the City. Discretionary points may be awarded for ancillary participation (see definition). The point values for ancillary participation may be subordinate to weighted values outlined in categories A, B and C above.

NOTE: *WMBE participation is narrowly tailored (per policy) to target underutilization of affected groups in specific trade/industry categories. Any WMBE/SLBE achievement that was not designated on MBD Form 70 is considered ancillary. Ancillary participation may be counted with overall participation and credited to your rating points when underutilization criteria are met.

The maximum number of points available for WMBE and/or SLBE participation will not exceed a total of twenty (20) points.



EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines

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

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

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

- Diversity of WMBE/SLBE subcontractors listed to be utilized (MBD Form 20)
- Percentage of proposal/scope committed to WMBE/SLBE subcontracting
- The collective factors in determining the total points awarded will be based on the overall weight of evidence in the proposal that specified the participation.

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



Good Faith Effort Compliance Plan Guidelines

for Women/Minority Business Enterprise/Small Local Business Enterprise Participation
City of Tampa - Equal Business Opportunity Program
(MBD Form 50 – detailed instructions on page 2 of 2)

Contract Name _____ Bid Date _____

Bidder/Proposer _____

Signature _____ Date _____

Name _____ Title _____

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

The WMBE/SLBE participation **Goal is Met or Exceeded**. See DMI Forms 10 and 20 which accurately report all subcontractors solicited and all subcontractors to-be-utilized.

The WMBE/SLBE participation Goal is **Not Achieved**. The following list is an overview of the baseline GFE action steps already performed. Furthermore, it is understood that these GFE 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 remarks)

- (1) Solicited through reasonable and available means the interest of WMBE/SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within sufficient time to allow the WMBE/SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested WMBE/SLBEs. See DMI report forms for subcontractors solicited. See enclosed supplemental data on solicitation efforts. Qualifying Remarks:
- (2) Provided interested WMBE/SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested-scope identified by bidder/proposer for the solicitation. See enclosed actual solicitations used. Qualifying Remarks:
- (3) Negotiated in good faith with interested WMBE/SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of WMBE/SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with WMBE/SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal. DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/specifications and qualifications. See enclosed documentation. Qualifying Remarks:
- (4) Not rejecting WMBE/SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The WMBE/SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals. Not applicable. See attached justification for rejection of a subcontractor's bid or proposal. Qualifying Remarks:
- (5) Made scope(s) of work available to WMBE/SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available WMBE/SLBE subcontractors and suppliers, so as to facilitate meeting the goal. Sub-Contractors were allowed to 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 work of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the work 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:
- (7) Segmented portions of the work to be performed by WMBE/SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate WMBE/SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. Sub-Contractors were allowed to 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 WMBE/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 WMBE/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 WMBE/SLBEs. See enclosed documentation. The following services were used:

Note: Provide any unsolicited information that will support the Bid/RFP Compliance Evaluation. Named Documents Are:



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

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



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

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

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

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

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

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

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

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

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

Signed: _____ Name/Title: _____ Date: _____

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



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

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

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

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

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

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



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

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

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

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

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

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

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

No Firms are listed to be utilized because: _____

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

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

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

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

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

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

Signed: _____ Name/Title: _____ Date: _____

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



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

Instructions for completing **The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form (Form MBD-20)**

This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) projected to be utilized must be included on this form. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

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

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

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

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

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

Procurement Guidelines To Implement Minority & Small Business Participation

Underutilized WMBE Primes by Industry Category

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

Underutilized WMBE Sub-Contractors / Sub-Consultants

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

Policy

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

Index

- Black = Black/African-American Business Enterprise
- Hispanic = Hispanic Business Enterprise
- Asian = Asian Business Enterprise
- Native Am. = Native American Business Enterprise
- Woman = Woman Business Enterprise (Caucasian)

Industry Categories

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

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

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

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

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

MBD Form-70