

24-C-00025 FY24 Citywide Sidewalk Improvements Design-Build

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 Design-Build services for FY24 Citywide Sidewalk Improvements. Refer to the attached Design Criteria Package.

Total Project Budget \$2 million.

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 2 PM October 7, 2024, in the City Council Chambers, third floor Old City Hall, 315 E. Kennedy Blvd. Tampa, FL 33602. Attendance is not required.

In accordance with the Americans with Disabilities Act ("ADA") and Section 286.26, Florida Statutes, persons with disabilities needing a reasonable accommodation to participate in this public hearing or meeting should contact the City of Tampa's ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted via phone at 813-274-3964, email at TampaADA@tampagov.net, or by submitting an ADA - Accommodations Request form available online at tampagov.net/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. Bid openings and tabulations for subcontracts must be made available to the City. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal, NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest. The City of Tampa will not request documentation of or consider a bidder's (proposer's) social, political, or ideological interests when determining if the bidder (proposer) is a responsible vendor and will not give preference to a proposer based on the proposer's social, political, or ideological interests.

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

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

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 10MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L. Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (35 pts); Design-Build Experience (30 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts)(Submit any confidential financial info in a separate PDF.); "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., October 24, 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.

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FY 24 CITYWIDE SIDEWALK IMPROVEMENTS DB
DESIGN CRITERIA PACKAGE

DESIGN CRITERIA PACKAGE (DCP)

FOR

FY 24 CITYWIDE SIDEWALK IMPROVEMENTS

DESIGN-BUILD

CONTRACT 24-C-00025

PREPARED BY:

Jorge Uy, PE
Mobility Department City of Tampa, Florida
July 2024

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1. BACKGROUND

The Design Criteria Package (DCP) was prepared by the City of Tampa Mobility Department (City) for a Request for Qualifications for a Progressive Design-Build service. As part of its Capital Improvement Program (CIP), the City intends to construct new sidewalks to improve mobility connections. Through this RFQ, the City desires to secure the services of one Design-Build firm (Firm). The project will focus on new sidewalk design and construction.

The project owner issues a Request for Qualifications (RFQ) to solicit qualifications from Design-Build teams. This RFQ is a formal document outlining the project requirements, goals, and criteria for selecting qualified teams for the initial phase of the Progressive Design-Build process.

The total estimated budget is set at \$2 Million for design and construction.

1.1 EXISTING CONDITIONS

The City has conducted an analysis of all sidewalk gaps, prioritizing them according to the Tampa MOVES criteria. Table 1 below summarizes the top-priority sidewalk gaps throughout the City.

Table 1: Sidewalk Priority Chart

Street	Streetside	From	To	Priority Score (Higher Number = Higher Priority)	Miles
E Waters Ave	South side	Rowlett Park Dr	E Riverhills Dr	40	0.15
E Riverhills Dr/E Yukon St	South side	N 22nd St	N 28th St	30-40	0.4
E Bird St	South side	N Klondyke St	N Ogontz Ave	26-38	0.55
E 109th Ave	North side	N Nebraska Ave	N 15th St	30-38	0.5
W Stanley Ave	North and south side	N Highland Ave	N Florida Ave	32-36	0.25
W Kirby St	North and south side	N Highland Ave	N Florida Ave	30-36	0.2
N 42nd St	East side	E Louisiana Ave	E Ellicott St	34	0.1
W Hollywood St	North and south side	N Highland Ave	N Florida Ave	34	0.25
E Hanlon St	North and south side	N Florida Ave	N Branch Ave	32-34	0.25
E Clinton Ave	North and south side	N Dixon Ave	N Central Ave	28-34	0.2
N 43rd St	East and west side	James Elementary School	E Frierson Ave	26-34	0.2
				Subtotal	3.05

2. INTRODUCTION

The DCP outlines the minimum requirements for the planning, design, and construction to complete sidewalk improvements performed under a design-build contract for the City.

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The City of Tampa’s design-build contracts are comprised of two sub-contracts: Design Services contract and a Guaranteed Maximum Price (GMP) contract. The rates and wages to accomplish the Design Services and GMP contract shall not exceed \$2 million, which includes planning, design, and construction. The Design Services contract will require Mayor and Council approval and will include a not-to-exceed cost component. Upon approval of the Design Services contract, the City will issue individual Task Orders assigned to the Firm. Task Orders will be negotiated utilizing the rates, wages, and framework agreed to in the Design Services contract. Each Task Order assigned will produce GMP that will require Mayor and Council approval. The GMP contract will generally contain the construction, outreach, and site-specific tasks as determined.

Each Firm shall be required to have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives.

This is a city-wide project with the potential project locations and boundaries of the project areas noted in Table 1. The City reserves the right to modify project areas based on unforeseen circumstances when issuing Task Orders.

This DCP is not a specification or prescriptive checklist and is not intended to replace the professional judgment by a competent licensed professional engineer after coordination with the end-user and stakeholders of the City of Tampa.

Professional engineering and preconstruction tasks are to be performed in accordance with the latest City of Tampa design standards and technical specification and other relevant agencies with jurisdiction’s latest standards.

3. GENERAL ENGINEERING AND PRECONSTRUCTION SERVICES

The Firm shall be responsible for every phase of work and every task and activity, including but not limited to, project management, design, engineering, construction, and construction administration required to execute the scope of work complete in its entirety to achieve the project objectives.

3.1 DESIGN STANDARDS AND CRITERIA

The transportation design standards and criteria will adhere to the most recent versions of the following manuals:

- City of Tampa Transportation Technical Manual
- FDOT Design Manual
- Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook)
- AASHTO’s A Policy on Geometric Design of Highways and Streets – Greenbook

In cases where there are conflicts between these standards, the City of Tampa’s Transportation Technical Manual will take precedence or as directed by the City’s Project Manager.

3.2 PROJECT SCHEDULE

The City desires the project to start as early as possible and be completed within a 12-month period from the issuance of Notice to Proceed. Firms responding to the RFQ shall consider a best value approach in

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developing project sequencing, scheduling, and installation methods that will expedite the completion of the construction. The Firm shall maintain sufficient resources through all phases of the project needed to meet project schedules and deadlines.

3.3 DESIGN SERVICES

When applicable, project development services shall be performed for each task order that includes, but not limited to the following:

3.3.1 Task 1 - Project Administration and Management

Project administration and management will include project documentation and controls, consulting with the City, preparation and submittal of invoices, and the development and submission of monthly status reports. The Firm shall develop a work plan that shows project schedule, deadlines, resources, and tasks budget broken down by discipline.

3.3.1.1 Project Management

The Firm will set-up an accounting system and a filing system for the project and will prepare monthly progress reports in support of invoices to describe the work completed during the previous reporting period, the anticipated work for the following period, workforce development tracking, change order status, current budget and schedule status, and project issues requiring discussion or resolution.

3.3.1.2 Project Oversight

The Firm will provide oversight of the project team to provide consistency and quality across the collective project team to meet the project objectives as outlined in this document. This will include maintaining the schedule and oversight of the sub-consultants' deliverables. In addition, the Firm will oversee and maintain project documents and logs; and facilitate quality assurance and quality control (QA/QC) plans. This task will develop and monitor the management and communication plans of the project as well as establish and maintain the project risk matrix, spending log, milestone log and other project control logs. This task also includes the internal coordination meetings among the Firm's team members.

3.3.1.3 Project Meetings

The Firm will attend technical coordination or milestone meetings with key team members, stakeholders, and City staff to review preliminary data, clarify data received, respond to questions that arise during design, verify direction, and obtain City input prior to the development of the final deliverables. The Firm will prepare and distribute meeting minutes for these meetings.

The Firm will attend monthly meetings with the Contract Administration Department (CAD) and other City representatives to review the overall project progress, schedule, budget, resolve issues, and to discuss the upcoming tasks. Questions and updates by the City and the Firm will be addressed at these progress meetings. These meetings will be attended by the Firm Manager and Engineering Design Project Manager. The Firm will prepare and distribute meeting minutes for these management meetings.

3.3.2 Task 2 - Preliminary Engineering

The Firm shall conduct necessary survey and mapping of the project area, initiate coordination with utility agency owners (UAOs), determine and apply for required permits, impacts to trees and landscaping, and other concerns relevant to the Task Order.

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3.3.2.1 Survey Services

Survey services shall adhere to the latest Mobility Department Survey and Drafting Standards and shall include but are not limited to:

- a) Topographic Survey and Mapping with a horizontal and vertical control network including survey baselines and all related elevations and inverts of infrastructure within each Task Order.
- b) Survey using conventional survey techniques, aerial photogrammetry and LiDAR, and/or other means to establish base maps and layout for each Task Order.
- c) Subsurface Utility Engineering (SUE) using vacuum excavations, ground penetrating radar, or other means to verify vertical and horizontal locations of existing underground utilities.
- d) Verification of existing monuments and benchmarks.
- e) Verification of elevations and floodplain concerns.
- f) Right of Way survey (as needed) to confirm ROW impacts.

3.3.2.2 Utility Coordination Services

The Firm will coordinate with UAOs to include electric, gas, wastewater, reclaimed water, storm water, telecommunications, etc. The Firm will verify existing utilities and identify potential conflicts with proposed sidewalks.

3.3.2.3 Drainage Modeling Services

Drainage Modeling Services include, but not limited to determining drainage impacts with the proposed sidewalk construction.

3.3.2.4 Geotechnical Services

Geotechnical Engineering Services may include standard penetration test (SPT) borings, ground penetrating radar investigations, or laboratory testing for existing site conditions. Geotechnical services are based on an as-needed basis to design and construct the sidewalk gaps.

3.3.3 Task 3 Final Design

The Firm shall design the recommended improvements from the approved preliminary engineering plan for each proposed sidewalk. The Firm shall provide a refined project design schedule that encompasses time for design meetings with City at each project milestone, design submittal review and applicable permitting review. The Final Design shall include the following:

3.3.3.1 Standard Details

The Firm shall obtain the latest Standard Details of the City of Tampa Mobility Department. The Transportation Technical Manual can be found on:

<https://www.ordinancewatch.com/files/localgovernment/localgovernment23983.pdf>

3.3.3.1 60% Design

60% Plans level shall include horizontal alignment of the sidewalk and green line utility locations. Survey, preliminary layout and profile, utility conflict, geotechnical data, and any other relevant background information will be provided.

An engineer's estimate will be provided at the completion of 60% Design plans.

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3.3.3.2 100% Design

Design Plans comprising all the sheets developed in the 60% complete stage including vertical alignment of the proposed sidewalk (including all details, labels etc.) and preparation of 100% complete Technical Specifications. Documents shall include all necessary review comments and corrections, including those required by the City and other permitting agencies.

3.3.3.3 Final Deliverables

The Firm shall provide final approved for construction plans in 2023 AutoCAD Civil 3D format (.dwg) and 11 x 17 PDFs; the AutoCAD files shall be delivered in a ZIP file (via eTransmit) to include all files necessary (X-refs, fonts, line types, plot styles, etc.). 100% Design Plans and Technical Specifications to be used as the official Construction documents. All final contract documents (Sign and Seal as required) shall be in electronic format (.pdf)

3.3.3.3 QA/QC & Constructability Review

The City expects the Design Build Team to work collaboratively and efficiently to ensure the highest industry standard in design and construction. At a minimum, all documents shall be reviewed by competent designated personnel ensuring quality assurance and quality control (QA/QC) review at each phase during the Final Design prior to submittal to the City.

The Firm shall ensure competent construction personnel conduct review on proposed construction methods. The constructability review shall include, at a minimum, work sequence to minimize impact to local residences, traffic, and water main shutdown planning to always maintain utilities services.

3.3.4 Task 4 Permitting

The Firm shall obtain all plan approvals for utility and engineering permits required by the City with jurisdiction over the project area. When applicable, the firm shall be the permittee on those applications. The Firm shall be responsible for evaluating the need for pre-permit applications, permittee role, and exemptions needs for each task order.

When required, the Firm shall provide the appropriate permit forms to obtain City signatures. All plans, specifications, calculations, and background documentation shall be submitted to the City along with the associated permit forms for signature by the City. A minimum of seven (7) calendar days shall be reflected in the Firm schedule for the review and signature by the City, prior to submittal to regulatory agencies. The Firm shall be responsible to submit permit applications, plans, calculations, and any required documents to the regulatory and utility agencies for review and approval and make revision required to the contract documents to obtain the necessary approvals and permits.

When required, permit forms shall be signed and sealed by the Engineer of Record in charge of the Design and in accordance with Florida Board of Professional Engineers Statutes and Rules.

All costs associated with coordination, development, and submittal of permit application shall be the responsibility of the Firm. The Firm shall include allowance permit fees in the contract for reimbursement through task order invoicing. The Firm shall provide proof of the payment. Reimbursement will be in the amount of payment with no markup.

Permits for each task order may include, but are not necessarily limited to, the following:

- Florida Department of Transportation (FDOT) Right of Way (ROW) Utilization Permits

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- Hillsborough County Public Works ROW Utilization Permits
- CSX Railroad ROW Utilization Permit
- Port of Tampa Bay Work Permit
- City of Tampa ROW utilization Permit

3.3.5 Task 5 Public Outreach

The Firm shall be responsible for developing and implementing proactive, robust, and detailed Community Awareness/Outreach Plan (Plan). The Plan shall include, but is not limited to, the following:

- a) Development of a stakeholder database to identify all impacted property owners and tenants within and adjacent to each Task Order project limit
- b) Develop and provide a mailer to inform residents of the available resources and construction schedule
- c) Provide a manned 24/7 phone number and e-mail, for residents, to address concerns regarding the project and maintain a phone/e-mail response log.
- d) Develop and maintain a Project-specific website that depicts accurate and up-to-date design and construction scheduling.
- e) Collaborate with City and attend all Public Information Meetings to be conducted during the design and construction for each Task Order.
- f) Maintain media relations and provide the City with press releases and other pertinent Project information.
- g) Comply with Americans with Disabilities Act (ADA) requirements for all media and content.

3.4 GUARANTEED MAXIMUM PRICE (GMP)

The Firm shall develop GMP proposal identifying the project locations that can be constructed within the Build to Budget amount of \$2 million (inclusive of Design Services). The Firm shall provide an Opinion of Probable Construction Cost (OPCC) Estimate with the 60% and 100 % design plan submittal.

During the GMP development, the Firm shall perform:

- Quantity takeoffs
- Constructability reviews
- Scope definition, bid packages, and solicitation of vendors/key subcontractors
- Identifying subcontracting opportunities including Economic Business Opportunity (EBO) opportunities
- Update and revisions to the construction schedule and sequence
- Estimate variance report from previous design package.
- Material / Vendor and key subcontractors preliminary estimate pricing
- The Firm's preliminary estimate and GMP pricing will be broken out by sidewalk segments.
- Risk assessments including assumptions, clarifications, and exemptions.

In addition to the above efforts performed at each stage of each design package (60% & Issuance for Construction (IFC)), the following efforts shall be performed;

- Technical risk assessment at 100%
- Contingency and allowance development
- Continuous development and refinement of a construction schedule and meeting with the City staff as needed throughout this process.

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Firm shall prepare Project Task Worksheet (PTW), to determine small and minority business subcontracting opportunities as established by the City's Minority and Small Business Development Office (MBDO). Subcontracting outreach efforts performed in the preconstruction phase will include minority scope identification, Women/Minority Business (WMBE) and Small Local Business (SLBE) planning and solicitations, coordinating with City staff, as well as meeting with the City EBO staff before GMP(s) development to identify potential opportunities for minority involvement.

3.5 PROJECT FEE DEVELOPMENT CRITERIA

When applicable, each Task Order shall be implemented in the following manner:

- a) The Firm shall prepare a Task Order proposal to include specific scope of, schedule, and a not-to-exceed compensation amount estimated using hourly rates, as mutually agreed by the City and the Firm;
- b) Following review and approval of the Task Order proposal, the City will issue a letter of authorization (Task Order notice to proceed) and corresponding Purchase Order (PO);
- c) Amounts to be charged against the Task Order PO shall not, in the aggregate, exceed the total compensation amount as authorized under this agreement. Firm shall notify the City in writing when aggregate Task Order amounts equal 80% of said total compensation amount; and
- d) The Firm is not authorized to proceed with, and will not be compensated for, any work, fee, or expense that is not properly authorized by an approved Task Order or that the aggregate exceeds said total compensation amount.

3.6 REVIEWS/APPROVALS

The Firm shall submit certified QA/QC by designated personnel for design level plans, 11-inch x 17-inch paper size, and other required project deliverables at milestone described hereon for city reviews and approval. Submittal shall be submitted electronically in pdf form to the City of Tampa Project Manager.

The Firm schedule shall reflect a period for review and comments by the City of Tampa of no less than 14 calendar days and DB Team meeting with City personnel at each design milestone.

3.7 PROJECT SUCCESS METRICS

The Design-Build team to be utilized for this project shall perform at the highest industry standard to the benefit of the city's stated goal for this project. Below are some key measures of success.

1. Project Budget (on or under)
2. Design
3. Construction
4. Community Engagement
5. Public Outreach
6. Work Force Development
7. Minority Business Goal

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Sidewalk Priority Chart

The sidewalk score is determined by summing the project scores and multiplying this by the total length of the sidewalk in miles. This calculation should be done only for sidewalk locations that the Firm can design and construct within the \$2 million budget. The overall sidewalk score is calculated by summing the project scores, multiplying by the sidewalk length in miles, and then subtracting the total number of working days required for design and construction.

Street	Streetside	From	To	Priority Score	Miles
E Waters Ave	South side	Rowlett Park Dr	E Riverhills Dr	40	0.15
E Riverhills Dr/E Yukon St	South side	N 22nd St	N 28th St	35	0.4
E Bird St	South side	N Klondyke St	N Ogontz Ave	32	0.55
E 109th Ave	North side	N Nebraska Ave	N 15th St	34	0.5
W Stanley Ave	North and south side	N Highland Ave	N Florida Ave	34	0.25
W Kirby St	North and south side	N Highland Ave	N Florida Ave	33	0.2
N 42nd St	East side	E Louisiana Ave	E Ellicott St	34	0.1
W Hollywood St	North and south side	N Highland Ave	N Florida Ave	34	0.25
E Hanlon St	North and south side	N Florida Ave	N Branch Ave	33	0.25
E Clinton Ave	North and south side	N Dixon Ave	N Central Ave	31	0.2
N 43rd St	East and west side	James Elementary School	E Frierson Ave	30	0.2
				Subtotal	3.05



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 Office of Equal Business Opportunity. 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 (GFECF) Guidelines

for Women/Minority Business Enterprise/Small Local Business Enterprise Participation
City of Tampa - Equal Business Opportunity Program
(Form MBD 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:

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

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

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

- (1) Solicited through reasonable and available means the interest of WMBE/SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within enough time to allow the WMBE/SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested WMBE/SLBEs. See DMI report forms for subcontractors solicited. See enclosed supplemental data on solicitation efforts.
 - Qualifying Remarks
- (2) Provided interested WMBE/SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested scope identified by bidder/proposer for the solicitation. See enclosed actual solicitations used.
 - Qualifying Remarks
- (3) Negotiated in good faith with interested WMBE/SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of WMBE/SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with WMBE/SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal.
 - DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/percentages, specifications, qualifications and subs fee schedules. See enclosed documentation.
 - Qualifying Remarks
- (4) Not rejecting WMBE/SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The WMBE/SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals.
 - Not applicable. See attached justification for rejection of a subcontractor's bid or proposal. Qualifying Remarks
- (5) Made scope(s) of work available to WMBE/SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available WMBE/SLBE subcontractors and suppliers, to facilitate meeting the goal. In addition, Sub-Contractors could bid on their own choice of work or trade without restriction to a pre-determined portion. See enclosed comments. Qualifying Remarks
- (6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the sub-tasks of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the sub-tasks of a contract must demonstrate good faith efforts if the goal has not been met. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. Qualifying Remarks w/Documents
- (7) Segmented the portions of the work to be performed by WMBEs/SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate WMBE/SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. Sub-Contractors could bid on their own choice of work or trade without restriction to a pre-determined portion. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. See enclosed comments. Qualifying Remarks
- (8) Made efforts to assist interested WMBEs/SLBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor.
 - See enclosed documentation on initiatives undertaken and methods to accomplish. Qualifying Remarks
- (9) Made efforts to assist interested WMBEs/SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program. See enclosed documentation of initiatives and/or agreements. Qualifying Remarks
- (10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of WMBEs/SLBEs.
 - See enclosed documentation of services engaged. Overview (attached) of tactical actions and resources employed toward recruitment

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



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



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



Page 2 of 4 – DMI Solicited/Utilized

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 - Office of Equal Business Opportunity 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 - Office of Equal Business Opportunity at (813) 274-5522.



Guaranteed Maximum Price (GMP) Exhibit

Tampa's Equal Business Opportunity (EBO) Program Procedures for GMP Contracts

- The City of Tampa's Equal Business Opportunity Program requires setting a construction subcontract goal on each GMP under the CM /or D-Build delivery system.
- Prior to the time construction subcontract goals are set, the Construction Manager (CM) or the Design-Builder (D-B) provides information on subcontract packages planned for the construction phase(s) and their sequencing.
(Ref: use Detailed GMP Estimate and MBD Form-80 PTW)
- The CM (or D-B) participates in a meeting wherein Contract Administration (CAD) initiates for EBO to establish narrowly tailored project goals for SLBE and/or W/MBE subcontractor participation on the project.
(Ref: use MBD Form-70)
- For each subcontracting package to be bid, the CM (or D-B) confirms with the EBO Office, the City's minimum contact list of available SLBE and/or W/MBE firms to be solicited. Note: strategic, extensive outreach is the CM/DB's responsibility (i.e. GFCEP)
(Ref: use Minimum Contact List provided w/final Project EBO Determination Goal)
- The CM (or D-B) documents the notification of **all** potential subcontractors, including the SLBE or W/MBE firms identified above, i.e. minimum contact list of certified firms.
(Ref: use DMI 10-20 for construction phase Solicitation/Utilization outcomes)
- The CM (or D-B) receives, opens, and tabulates subcontract bid results. The City, including representatives of the managing department and the EBO Office, may be present for the bid openings or to review the bids submitted.
(Ref: use MBD Form-50 GFCEP outreach w/documentation)
- The CM (or D-B) provides to the City, a tabulation of all bids received and its determination of the lowest responsive/responsible bidder. If bids received exceed contracted Guaranteed Maximum Price, CM (or D-B) advises City as to how they will proceed. If re-bidding is selected, notification at least equal to the original solicitation will occur. **(Ref: Reaffirm EBO Outreach)**
- As all subcontracts are executed, final copies are provided to the City. Where participation is achieved via sub-subcontractors and/or suppliers, the CM (or D-B) provides the City and EBO with copy of executed agreement or purchase order as documentation. **(Ref: use MBD Form-40 LOIs execute "Letters-of-Intent")**
- During construction, monitoring activities may including but may not be limited to, subcontractor payment reports to be submitted with pay requests, prior approval by the EBO Office and the managing departments, of any replacement of SLBE or W/MBE subcontractors, and a report of final amounts paid to all subcontractors.
(Ref: use #1-DMI 30 Form w/Pay Applications; #2-Prime & Subs must log into Diversity Mgt. Compliance System to report payment activity)

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	Asian	Asian	Asian
		Native Am.	Native Am.	Native Am.	Native Am.
		Woman	Woman		Woman
			Hispanic		

Policy

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

Index

Black (BBE) = Black/African-American Business Enterprise

Hispanic (HBE) = Hispanic Business Enterprise

Asian (ABE) = Asian Business Enterprise

Native American (NBE) = Native American Business Enterprise

Woman (WBE) = Woman Business Enterprise (Caucasian)

Industry Categories

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

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

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

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

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

MBD Form-70

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

TRANSMITTAL DATE: _____

RFQ NO. & TITLE: 24-C-00025 FY24 Citywide Sidewalk Improvements Design-Build

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.

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 Ptnr 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.