

25-C-00005 Decentralized Fleet Maintenance Facility Solid Waste 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 a 54,000 SF (Approximately) New Multi-Bay Fleet Maintenance Building and site. The New Multi-Bay Fleet Maintenance Building and site shall be designed and constructed to the limits of its foundation, concrete walkways, and patio, based on an existing approved conceptual design and layout. Refer to the attached Design Criteria Package.

Total Project Budget \$14million to \$18million.

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 December 2, 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., December 19, 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. 25-C-00005 Decentralized Fleet Maintenance Facility Solid Waste 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.



**RFQ 25-C-00005
DESIGN-BUILD SERVICES
AND RELATED, ASSOCIATED, AND SUBSEQUENT WORK FOR
DECENTRALIZED FLEET MAINTENANCE FACILITY SOLID WASTE
DESIGN-BUILD**

DESIGN CRITERIA PACKAGE

BY:

JEFFREY WILSON, AIA NCARB SEGD



CITY OF TAMPA
November 12, 2024

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)

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DESIGN CRITERIA PACKAGE:

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT) for a Request for Qualifications (RFQ 25-C-00005) for Design-Build Services for a 54,000 SF (Approximately) New Multi-Bay Fleet Maintenance Building and site. The New Multi-Bay Fleet Maintenance Building and site shall be designed and constructed to the limits of its foundation, concrete walkways, and patio, based on an existing approved conceptual design and layout (Refer to Exhibits).

The New Multi-Bay Fleet Maintenance Building and site, to be located at 108 South 34th Street, Tampa, Florida 33605, is part of a new "Solid Waste Complex" (21-C-00045; aka Relocation of Solid Waste Facilities from Spruce Street to 34th Street) which has already been submitted for permit and includes a new Operations Building, Parking Garage, Stack Houses, Fuel Island, Container Maintenance Building, Truck Wash, Freestanding Restroom Building, as well as surface parking, roadways, landscaping, and site amenities located adjacent (Refer to Exhibit A).

The City of Tampa (CoT) Department of Solid Waste provides environmentally safe, time responsive, and cost-effective collection, disposal, and recycling services for nearly ninety thousand (90,000) residential and commercial customers within the municipality. In support of the DSW, the New Multi-Bay Fleet Maintenance Building and site, which is part of a city-wide Fleet Maintenance Decentralization Project, is required at the new Solid Waste Complex to maintain, repair, and service a fleet of vehicles and equipment.

The scope of the project for the project and the selected Design-Build Team (DBT) shall include, but not be limited to, the following (Refer to Exhibits):

GENERAL ITEMS

- Comprehensive Project Scheduling and Project Management.
- Comprehensive Review of Master Planning, Project Programming and Spatial Analysis.
- Coordination with Public Outreach and Campaigns.
- Compliance with the Standards to satisfy LEED Silver Certification (No Certification is Required).
- Coordination with the Department of Solid Waste, Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance).

PROJECT ITEMS

- Comprehensive Architecture and Interior Design Services.
- Comprehensive Landscape Architecture.
- Comprehensive Services for the Relocation of Existing Furnishings, Fixtures, and Equipment (FFE).
- Comprehensive Services for New Furnishings (Exterior and Interior), Fixtures, and Equipment (FFE).
- Comprehensive Specialty Design Services for a New Multi-Bay Fleet Maintenance Building.
- Comprehensive Engineering Services including, but not limited to Civil, Structural, Threshold Inspection, Mechanical, Electrical, Lighting, Plumbing, Acoustic, Fire Protection, Stormwater, and Security.
- Comprehensive Review of Studies and Analysis of Traffic and Means of Transportation within the Solid Waste Complex and McKay Bay Peninsula.

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- Comprehensive Design Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations as Required.
- Coordination with CoT's Departments including, but not limited to, Equal Business Opportunity (EBO), Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance), Mobility, Risk Management, Solid Waste (DSW), Stormwater, Sustainability and Resiliency, Technology and Innovation (T&I), Water, and Wastewater.
- Computer Graphics including 3D Modeling and Renderings for Presentations, if required by the DSW and/or the CoT.
- Environmental Graphic Design Services including Wayfinding as well as Exterior and Interior Identification, Informational, and Directional Signage.
- Comprehensive Design Services for a Project and/or Building Commemorative Plaque(s).
- Coordinating the Installation(s) of Public Art and Providing of Required Utilities and Support of Structure(s).
- Survey Services including, but not limited to, Boundary, Topographic, Trees, Utilities (including Pumping), Layout, As Built, and Final Layout.
- Comprehensive Construction, Fabrication, and Construction Administration Services.
- Comprehensive Geotechnical Services and Utility Location.
- Comprehensive Demolition, Land Clearing, and Grading.
- Comprehensive Irrigation Design and Implementation Services as Required.
- Comprehensive Green Infrastructure for Stormwater Management as Required.
- Comprehensive Job Site Control and Erosion Control Systems
- Comprehensive Environmental Evaluation, Analysis, Hazard, and Subsurface Debris Remediation Services.
- Comprehensive Environmental Evaluation, Analysis, and Remediation for Lead and Asbestos
- Comprehensive Cost Estimation Services at 30% CD, 60% CD, 90% CD, and 100% CD.
- Scheduling of a Preliminary Project Review (PPR) with the Construction Service Department (CSD) at 60% CD.
- Single Guaranteed Maximum Price (GMP) Proposal to include, but not limited to, Technology and Innovation (T&I), Furnishing, Fixtures, and Equipment (FF&E; DBT and CoT Provided), Solar Technology, Contingencies (Firm, Owner, and CoT), Public Art (1% of Total Budget to a Maximum of \$200K) and all industry standard hard and soft costs.
- As Built and Final Documents in Latest AutoCAD Release.
- Complete Closeout Documents Technical Specifications, Shop Drawings, and Exhibits in Word and PDF Formats.

COMPLIANCE ITEMS

- Compliance with all CoT and Regulatory Requirements as indicated in the CoT's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Landscape, Building, and Regulatory Permitting.
- Compliance with CoT's Architectural Review, Historic Preservation, Over-Lay District, and Certificate of Appropriateness Regulations.
- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility.
- All Costs Related to Permitting, Regulatory Agencies, and Accreditations.

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DEPARTMENT OF SOLID WASTE AND LOGISTICS AND ASSET MANAGEMENT ITEMS

- Comprehensive Design Services for a New Multi-Bay Fleet Maintenance Building
- Performance Forward Multi-Bay Fleet Maintenance Building
- Green, Resilient, and Multi-Bay Fleet Maintenance Building Design.
- Design Emphasis on Wellness.
- Design for the Inclusion of All Genders.
- Use of Natural Lighting in Multi-Bay Fleet Maintenance Building Design.
- Coordination with the Department of Solid Waste, Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance).
- Project Coordination and Communication with DSW Project Manager and/or Consultant as well as the Design-Build Team for the Solid Waste Complex.

SECTION 1: DESIGN CRITERIA IN GENERAL

1.01 PURPOSE

This document provides the criteria for the design and construction of a New Multi-Bay Fleet Maintenance Building and site for the DSW at the McKay Solid Waste Campus to include the following:

A. REVIEW OF MASTER PLAN, PROGRAMMING, SPATIAL ANALYSIS, AND SITE.

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to review the comprehensive Master Plan, Project Program, and Spatial Analysis previously prepared for the DSW and stakeholders of the City of Tampa (CoT) that set forth, established, and confirms the goals and objectives for this New Multi-Bay Fleet Maintenance Building and site as part of a new Solid Waste Complex, including but not limited to, the site, spaces, adjacencies, square footage(s), and amenities.

B. REVIEW SOLID WASTE FLEET MAINTENANCE BUILDING CONCEPT DESIGN AND LAYOUT.

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to continue the design of the New Multi-Bay Fleet Maintenance Building for the Department of Solid Waste (DSW) based on an existing approved conceptual design and layout for the building and site to be provided by DSW.

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to coordinate their scope of work, including but not limited to all tasks, activities, schedule, and permit and regulatory submissions related to the design development, documentation, and construction of the New Multi-Bay Fleet Maintenance Building and site, with the Design-Build Team for the new Solid Waste Complex.

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1.02 SITE

The New Multi-Bay Fleet Maintenance Building and site for the DSW shall be part of a new Solid Waste Complex at the McKay Bay Peninsula. The address of the New Multi-Bay Fleet Maintenance Building is 108 South 34th Street, Tampa, Florida 33605.

1.03 INTENT

The intent herein is to list the minimum design criteria necessary for achieving this effort under a single Design-Build | Single Guaranteed Maximum Price (GMP).

1.04 BASIS OF DESIGN

This Design Criteria Package presents user information, including but not limited to, department information and in specific cases product data, as a basis of design – it is not a specification, prescriptive checklist, final program, nor substitute for the work indicated herein or site visit(s) prior to submission.

Special consideration shall be given by the Design-Build Teams to the following:

- A. Scope of Work is within the Solid Waste Complex and McKay Bay Peninsula, an active area with existing and new CoT facilities, a municipal park, and four (4) construction projects located adjacent with similar timelines and schedules.
- B. Proximity to Existing Building, Site Amenities, and Vehicular Traffic.
- C. Proximity to New Building and Site Amenities in Construction.
- D. Proximity to Staging Areas, Equipment Storage Areas, and Construction Trailers.
- E. Proximity to Wetlands and Protected Areas.
- F. New and Existing to Remain Cable, Fiber, and Optics for Communication throughout the Solid Waste Campus and McKay Bay Peninsula.
- G. New and Existing to Remain Utilities throughout the Solid Waste Campus and McKay Bay Peninsula.
- H. Existing, Temporary, and New Workflow Patterns throughout the Solid Waste Complex as well as the McKay Bay Peninsula.

The Design Criteria Package is for illustrative purposes and is not intended to replace the professional judgement by competent licensed Professionals, including but not limited to Architects, Engineers, Landscape Architects, Graphic Specialists, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work needed and the budget required.

1.05 DESIGN-BUILD TEAM REQUIREMENT

The DBT to be utilized for this project shall have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives. The DBT shall be responsible for every phase of work and every task and activity including, but not limited to, project management, design, engineering, construction, fabrication, and construction administration, required to execute the scope of work complete in its entirety. The DBT shall also be required to conduct all testing, obtain all approvals, and provide systems training for total occupancy in accordance with the budget and schedule as deemed by the CoT and DSW.

1.06 SCHEDULING AND PROJECT COORDINATION

Scheduling and coordination of the project must organize long lead times, potential delays, and funding in the most efficient and suitable manner acceptable to the CoT.

The DBT shall develop a Design and Construction Phasing Plan and Schedule to complete the project as soon as possible and within the specified Construction Duration. The Phasing Plan and Schedule shall be developed in collaboration with CoT, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex to minimize disturbance of on-going and planned activities.

The DBT shall submit a recommended design development schedule and package content for each stage of review (e.g., 30%/60%/90%/100% Construction Documents (CD). The schedule shall accommodate reviews by the CoT, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex. The recommended schedule and content shall be submitted prior to 30% CDs and pricing.

1.07 EXHIBITS

The exhibit(s) attached, including site information and parking tabulations, described under this RFQ have been compiled by the end-user and the CoT and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.

1.08 ZONING OF THE SITE

The DBT shall confirm the zoning of the New Multi-Bay Fleet Maintenance Building with the CoT, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex.

1.09 FLOOD ZONE

The DBT shall confirm the Flood Zone of the New Multi-Bay Fleet Maintenance Building with the CoT, DSW, LAM (including Facilities and Fleet Maintenance) and the Design-Build Team for the new Solid Waste Complex.

1.10 SURVEY AND VERIFICATIONS OF SITE CONDITIONS

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

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

Provide a composite boundary, topographic, tree, wetland, and utility survey for a New Multi-Bay Fleet Maintenance Building. The survey shall include, but will not be limited to, the following:

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)

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

B. RIGHT OF WAY SURVEY

Provide a Right of Way Survey for a New Multi-Bay Fleet Maintenance Building and site to include, but not be limited to water, wastewater, sanitary sewer, mobility, electrical, technology, communication, data, and all other utility connections.

1.11 SUBSURFACE DEBRIS

All land clearing, site work, demolition, removal, and regulatory agency approvals made necessary to relocate and/or create mounds for subsurface debris (including ash if found), in compliance with governing and regulatory standards to achieve the final design for this project, shall be included by all respondents to this RFQ.

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

All land clearing, site work, demolition, removal, grading, and landscaping made necessary to achieve the final design for this project shall be included by the respondents to this RFQ.

1.13 STAGING AND LAYDOWN AREA

The DBT shall confirm with the DSW and the Design Build Team for the Solid Waste Complex, prior to the start of the project, which portion of the adjacent site, can be used as a staging and laydown area(s) for construction during this project.

1.14 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY

All respondents to this RFQ shall have a complete and thorough understanding of the laws and regulations regarding public and life safety and as well as demonstrated experience, including but not limited to, governing building/city codes, plan/code review process, regulatory agency reviews, and required site improvements. All respondents to this RFQ shall also have a complete and thorough understanding of the submittal requirements and processes of the CoT as well as required approvals for design, fabrication, and construction.

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1.15 COMPLIANCE WITH CITY OF TAMPA ORDINANCES

All respondents to this RFQ shall be required to comply with all municipal ordinances, including but not limited to those regarding 1) Equal Business Opportunity (EBO) Programs, and 2) Public Art (including but not limited to coordinating installation(s) and providing of required utilities) as outlined in the City of Tampa Ordinances and Forms of Agreements.

All respondents to this RFQ shall be aware of the City of Tampa desire to foster ongoing or developing consultant programs such as apprenticeship, mentoring, and on-the-job training. Emphasis towards fostering a strong and talented local workforce, promoting an increase in school attendance and graduation rates, defining pathways through higher education, technical certification programs and career readiness are a City of Tampa objective. Additionally, the championing of local business, removing barriers to access, and promoting diversity, and inclusion, in addition to that mentioned, are important criteria in the selection process(es).

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

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

1.17 COMPLIANCE WITH THE STANDARDS OF THE DEPARTMENT OF SOLID WASTE, LOGISTICS AND ASSET MANAGEMENT, AND FLEET MAINTENANCE

All respondents to this RFQ shall have a complete and thorough understanding of the regulations regarding the construction of facilities for the DSW, Logistics and Asset Management (LAM; including Facilities and Fleet Maintenance), including but not limited to, exterior walls, interior walls, points of entry, doors, windows, openings, hardware, equipment, appliances, finishes, ceilings, roofs, lighting, HVAC, specialized ventilation, security, and fire protection.

All respondents to this RFQ shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) with the City of Tampa's Department of Solid Waste (DSW) and the facilities that comprise the Solid Waste Complex (i.e., Operations Building, Parking Garage, Stack Houses, Fuel Island, Container Maintenance Building, Truck Wash, Freestanding Restroom Building, as well as surface parking, roadways, landscaping, and site amenities) and adjacent facilities (i.e., Waste to Energy, Original Transfer Station, and the New Transfer Station as well as surface parking, roadways, landscaping, and site amenities).

1.18 PROGRAMMING AND SPATIAL ANALYSIS

All respondents to this RFQ shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) between facilities and administrative /operational centers on this, and adjacent related sites to eventually confirm the program for this project upon their selection. The scope of work shall also include, but not limited to, the review of data and materials collected, research, planning, spatial analysis, wayfinding, as well as confirmation and establishment of the DSW, LAM (including Facilities and Fleet Maintenance) goals and objectives.

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1.19 CONSTRUCTION AND ENERGY SAVINGS

All new construction for this project shall be designed and built to satisfy the standards for LEED (Leadership in Energy and Environmental Design) Silver Certification (LEED Certification is not Required). The satisfying of LEED Silver Certification shall require the DBT to adhere as closely as possible to the prerequisites and credits of the United States Green Building Council (USGBC) that address carbon, energy, water, waste, transportation, materials, health, and indoor environmental quality, and upon verification and review, achieves between 50-59 points.

All new construction for this project shall also make the best use of all applicable and sustainable materials and methodologies to reduce operating costs including, but not limited to, energy efficient windows, lighting, HVAC equipment, insulation, and appliances. Additionally, all new construction for this project shall make the best use smart building controls for HVAC and lighting as well as energy producing technologies, including but not limited to solar.

1.20 USE OF NEW AND EMERGING TECHNOLOGIES

All new construction shall consider the possible use of emerging and new technologies and commercially available products if they can be proven to result in the successful and satisfactory design and construction of the project.

1.21 ENVIRONMENTAL CRITERIA

All respondents to this RFQ shall be advised that the work site is an active setting and with new and existing CoT facilities. The Design-Build Team shall be required to maintain vehicular and pedestrian access routes and detours as necessary and in accordance with City of Tampa and FDOT (Florida Department of Transportation) Greenbook Standards. Additionally, control of dust and debris shall also be required by the Design-Build Team throughout the duration of the project.

Additionally, dust, debris, and sediment pollution shall be controlled throughout the construction phase.

1.22 ENVIRONMENTAL EVALUATION AND REMEDIATION

Environmental evaluation, analysis, and specialty services for testing, reporting, reviews, discussion, approvals, and remediation, if required, shall be included by all respondents to this RFQ.

1.23 SPRUCE STREET FACILITY SITE VISIT

The DBT shall be invited to visit the current Fleet Maintenance Facility at Spruce Street and Hanna Avenue to gather additional information. A site visit during DBT selection is not mandatory.

SECTION 2: BASIS OF DESIGN

2.01 RFQ RESPONSE

2.01a The Design-Build Team shall demonstrate experience and the ability to develop a single GMP to include this and all attachments and associated exhibits (Refer to Exhibits). Design and Construction scopes shall include all, but not be limited to, preliminary pricing at 30%, 60%, 90%,

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and 100% design documents, Equal Business Opportunity (EBO), Federal Emergency Management Agency (FEMA), and Utility submission at 60%, and any other qualifications addressing a single GMP total scope.

2.01b The Design-Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to the DSW and Solid Waste Complex scheduling criteria as a recommendation for a single GMP efficiencies, potential delays, and general phase work, in a least disruptive sequence to the DSW and Solid Waste Complex continual operations and construction; that shall remain open and active, during design and construction most efficiently.

2.01c The Design-Build Team shall demonstrate previous success in the delivery of a new Multi-Bay Fleet Maintenance Building and sited that meet multiple objectives and goals included in this RFQ.

2.02 Total Estimated Project Budget for: Design, Preconstruction, and Construction including all Hard and Soft Costs: \$14,000,000 to \$18,000,000 (Maximum Not to Exceed (NTE)).

The final budget to execute this project shall be determined as part of the design and pre-construction efforts with the possibility of additional or future work, if deemed by the COT, becoming a subsequent and separate RFQ and project.

The total estimated budget for design, preconstruction, and construction shall include all hard and soft costs as well as the costs associated with regulatory agencies and permitting, Technology & Innovation (T&I; Communications, Data, and Security), Furnishing, Fixtures, and Equipment (FF&E), HVAC, Utilities, Solar, Fire Protection, Signage, Equipment, Appliances, Specialty Items, Public Artwork (maximum of 1% of the total budget not to exceed \$200,000), Moving Services (Existing FFE and Equipment), and Contingencies (Firm, Owner, and CoT).

2.03 Project Initial Design and Pre-Construction Services Duration: Six (6) to Nine (9) Months

2.04 Project Construction Duration: Eighteen (18) Months (Maximum)

2.05 SITE

2.06a The New Multi-Bay Fleet Maintenance Building and site for the DSW shall be part of a new Solid Waste Complex at the McKay Bay Peninsula.

Additionally, the Design-Build Team for the Solid Waste Complex shall also provide all required utility lines for the New Multi-Bay Fleet Maintenance Building up to the building's perimeter (within five (5) feet) with final connections being the responsibility of the DBT for this project.

2.06 DESIGN CRITERIA | SITE IMPROVEMENTS

2.06a In order to facilitate the design and construction of the New Multi-Bay Fleet Maintenance Building, the Design-Build Team for the Solid Waste Complex shall provide the DBT for this project with a building area topped with a minimum of (2) feet of new clean soil (verify) to the limits of the new building's foundation, concrete walkways, and patio.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)

Decentralized Fleet Maintenance Facility Solid Waste Design-Build

November 12, 2024

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The Design-Build Team for the Solid Waste Complex shall also provide all required utility lines for the New Multi-Bay Fleet Maintenance Building within five (5) feet of the new building's foundation with final connections being the responsibility of the DBT for this project.

All site lighting, landscaping, irrigation systems, as well as all areas required for retention and detention for this project (beyond the building's foundation) shall be the responsibility of the Design-Build Team for the Solid Waste Complex.

The boundary limits and scope of work of the new Fleet Maintenance Building shall be reviewed during the project initial Kick-Off Meeting prior to preparation of the selected DBT's Initial Agreement for Pre-construction and Design.

2.07 DESIGN CRITERIA | SURFACE PARKING EXTERIOR WORK AREAS:

2.09a Surface Parking (Refer to Exhibits; beyond the building's foundation) for this project shall be the responsibility of the Design-Build Team for the Solid Waste Complex and shall include the following asphaltic and concrete paving:

- Parking for Garage Trucks, Pickup Trucks, Delivery Vehicles, Cars, SUVs, and Vans.
- Parking for Employees, City Personnel, Visitors, and Deliveries.
- Handicap Parking, Striping, and Signage as Required by Code

- Exterior Area adjacent to the Building for Service and Repair (Compressed Natural Gas [CNG] Compliant).
- Staging Area(s) for Vehicles and Equipment waiting to be Serviced and/or Repaired.
- Staging Area(s) for Serviced and/or Repaired Vehicles and Equipment.
- Fenced Area adjacent to the Building for Storage

2.08 DESIGN CRITERIA | NEW MULTI-BAY FLEET MAINTENANCE FACILITY BUILDING

2.08a Design and Construction Documents, including comprehensive Architecture and Engineering Plans and Specifications for a New Multi-Bay Fleet Maintenance Building and site, shall include, but not be limited to the following, based on an approved concept design and building layout:

- Size: 54,000 SF (Approximate) One (1) Story Building with and Outside Covered Truck Repair Area (Refer to Exhibits)

- Construction: CMU (to a minimum of 10' AFF) and Pre-Engineered Metal Building
- Entries: Covered
- Administration Space HVAC: Full
- High Velocity Circulating Fans: Service Bays
- Gas Heaters: Service Bays
- Exterior and Interior Lighting
- CNG Compliant Exterior and Interior Work Environments

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- Fire Protection including Sprinklers and Suppression System
- Fire Alarms and Smoke Detectors
- Complete Security and Surveillance System(s)
- Controlled Access
- Building Identification (Signage)
- Exterior and Interior Signage
- Exterior and Interior Building Lighting
- Backup Generator(s)

2.08b Spatial requirements for New Multi-Bay Fleet Maintenance Building shall also include, but not be limited to, the following (Refer to the Exhibits):

- Inside Truck Service Line (11 Spaces)
- Inside Heavy Equipment Service Line (4 Spaces)
- Sedan Service Line (4 Spaces)
- Outside Covered Service Line (8 Spaces)

- Traditional Vehicle Lifts (Number To be Determined)
- Truck/Heavy Equipment Repair Lifts (Number To be Determined)
- Portable Hydraulic Lifts and accompanying Storage Area (Number To be Determined)
- Overhead Cranes (Number and Size to be Determined)
- Electric Roll-up Doors at each End of the Services Areas with Work Counters
- Vehicle Waiting Area in front of each Entry Roll-Up Door

- Reception Area with Controlled Access and Two (2) Restrooms
- Two (2) Offices
- One (1) Conference Room
- One (1) Training Room
- Breakroom with Kitchen
- Exterior Covered Patio with Overhead Fans (adjacent to the Breakroom)
- Custodial Closet
- Men's Employee Restroom with Lockers
- Women's Employee Restroom with Lockers
- Storage Room
- Electrical | IT Room
- Circulation Corridors
- Inventory Room

- Supervisor Office
- Tool Room
- Publications Room
- Hose Storage Room
- Part Storage Room
- Part Storage Manager's Office

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)

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- Electrical Room
- Mechanical Room

SECTION 3: PROJECT PHASES

3.01 DESIGN DEVELOPMENT PHASE

The scope of work during the Design and Development Phase, based on the approved conceptual design (Refer to Exhibits), shall include but not limited to, the following:

1. Additional Surveying and Base Update(s) as Required.
2. Coordination with CoT Divisions and Departments
 - a. Department of Solid Waste
 - b. Logistics and Asset Management (including Facilities and Fleet Maintenance)
 - c. Equal Business Opportunity (EBO)
 - d. Mobility
 - e. Public Art Group
 - f. Risk Management
 - g. Stormwater
 - h. Technology and Innovation (T&I)
 - i. Water
 - j. Wastewater
3. 30% Design Development Review
4. 60% Design Development Review.
 - a. Utility, FEMA, and Regulatory Agency Review(s).
 - b. Equal Business Opportunity (EBO) Review and Goal Setting.
5. Preliminary Plan Review (PPR) and possible identification of the following:
 - a. Water, Wastewater, Solid Waste and Mobility Review
 - b. Design District Review (DDR).
 - c. Overlay District Review.
 - d. Environmental Protection Commission Review (EPC).
 - e. Federal Emergency Management Administration (FEMA) Review.
 - f. Tampa Bay Port Authority Review.
 - g. Army Corp of Engineers Review.
 - h. Other Regulatory Agency Reviews.
 - i. Right-of-Way Reviews.
6. Early Start Permit and Regulatory Submissions.
7. 90% Design Development Review.
8. 100% Construction Document-Permit Set Review.
9. Permit and Regulatory Submission(s) through Contract Administration Technicians.
10. Project Task Worksheet (PTW) Submission and EBO Review.
11. GMP Proposal and Cost Estimate.
12. City Council Approval of Initial Agreement and GMP Presentation.

DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)

Decentralized Fleet Maintenance Facility Solid Waste Design-Build

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3.02 CONSTRUCTION (BUILD) PHASE

The scope of work during the Construction (Build) Phase shall include, but not limited to, the following:

1. Notice to Proceed | Construction.
2. Construction Starts.
3. Public Art Installation and Coordination.
4. Completion of Construction.
5. Punchlist.
6. Substantial Completion.

SECTION 4: EXISTING CONDITIONS

- 4.01 The proposed site for the New Multi-Bay Fleet Maintenance Building for the DSW within the new Solid Waste Complex (Refer to Exhibits).
- 4.02 The Design-Build Team shall be required to coordinate the construction, operation, and schedule of the New Multi-Bay Fleet Maintenance Building with the new Solid Waste Complex.
- 4.03 The Design-Build Team shall be required to coordinate the construction, operation, and schedule of the New Multi-Bay Fleet Maintenance Building with the DSW, LAM (including Facilities and Fleet Maintenance), the Design-Build Team for the Solid Waste Complex, as well as all CoT project stakeholders.
- 4.04 The DBT shall note that Solid Waste Complex and McKay Bay Peninsula is an active site and area and as such shall require special consideration for security, traffic flow, environmental conditions, and adherence to the schedule shall be required throughout the scope of work and project.
- 4.05 DSW facilities and operations on the McKay Bay Peninsula shall remain open and fully operational during this project.
- 4.06 Parks & Recreation (P&R), Tampa Police Department (TPD), and Tampa Fire Rescue (TFR) facilities and operations, also on the McKay Bay Peninsula, shall remain open and fully operational during this project.

SECTION 5: APPROVED EXHIBITS FROM CONCEPTUAL DESIGN PHASE

- 5.01 Exhibit A: G1.05 – Solid Waste Complex Oversight Site Plan (Freestanding Restroom Building to be located south of New Multi-Bay Fleet Maintenance Building is not shown).
- 5.02 Exhibit B: A.02.01 - Master Floor Plan for the New Multi-Bay Fleet Maintenance Building.
- 5.03 Exhibit C: A.02.02 - Administration Area Dimension Plan.

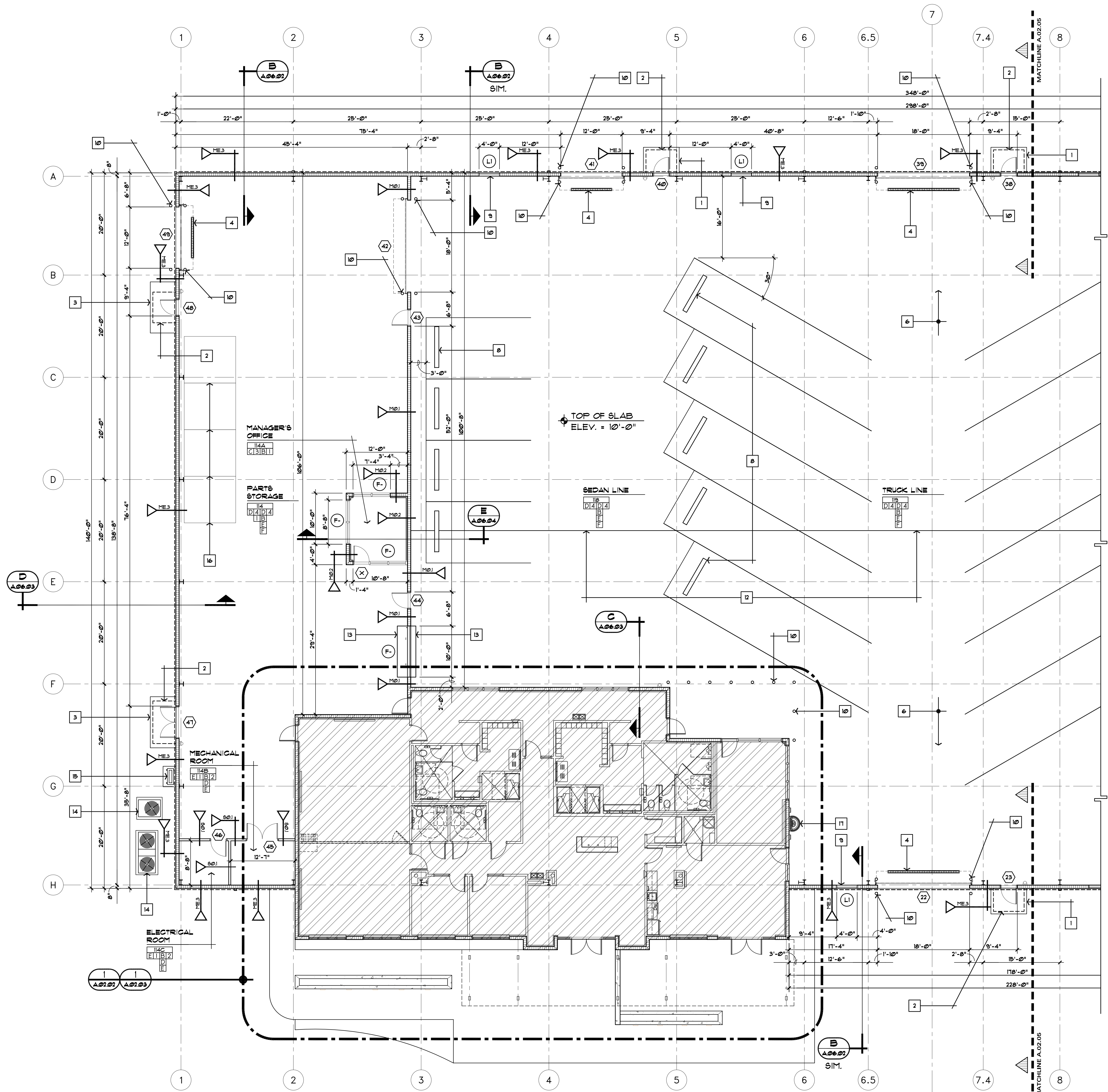
DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 25-C-00005)

Decentralized Fleet Maintenance Facility Solid Waste Design-Build

November 12, 2024

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- 5.04 Exhibit D: A.02.03 - Administration Area Information Plan.
- 5.05 Exhibit E: A.02.04 - Maintenance Garage Dimension and Information Plan
- 5.06 Exhibit F: A.02.05 - Maintenance Garage Dimension and Information Plan
- 5.07 Exhibit G: A.07.01 - Large Scale Plans
- 5.08 Exhibit H: CNG Improvement Study, Phoenix Engineering, Inc., Dated, August 18, 2017 (Reference)
- 5.09 CoT and DSW reserves the right to add exhibits by addendum if deemed necessary. All exhibits provided are for illustrative purposes only.



**PARTIAL VEHICLE MAINTENANCE GARAGE
DIMENSION and INFORMATION PLAN**
SCALE: 1/8" = 1'-0"

GENERAL NOTES

- SEE SHEET A.02.01 FOR WALL AND PARTITION TYPES - TYPICAL.
- SEE DOOR SCHEDULE FOUND ON SHEET A.02.01 FOR ALL DOOR DESIGNATIONS SHOWN AND IDENTIFIED ON THIS SHEET.

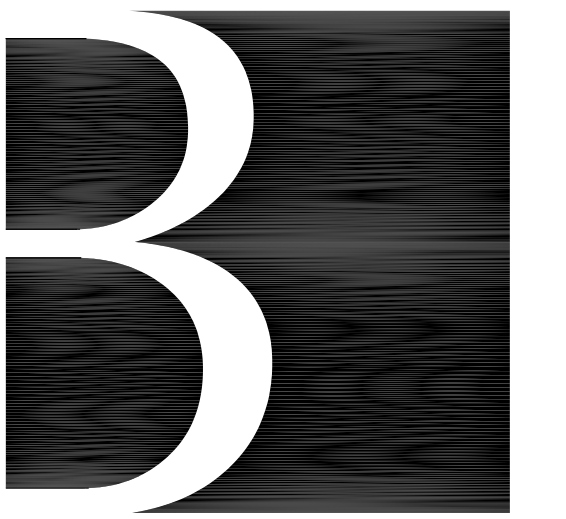
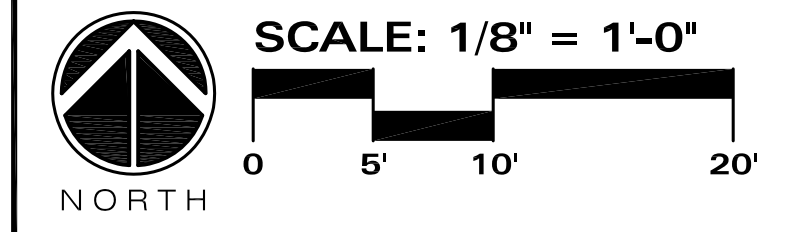
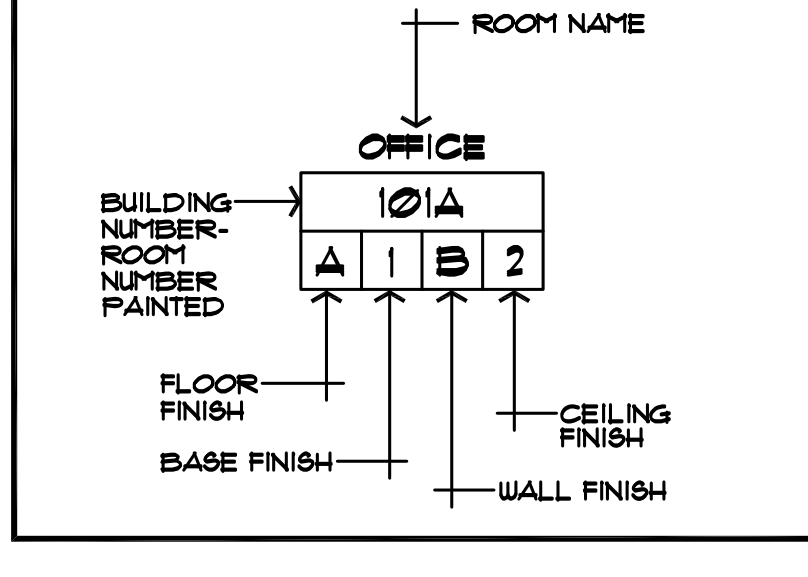
KEYNOTES

- 5'-0" x 1'-0" x 4" THICK REINFORCED CONCRETE STOOB - SEE STRUCTURAL DRAWINGS
- EXTRUDED ALUMINUM SUSPENDED CANOPY ABOVE - TYPICAL
- 5'-0" x 10'-0" x 4" THICK REINFORCED CONCRETE STOOB. SEE STRUCTURAL DRAWINGS.
- GALVANIZED STEEL GRATE TRENCH DRAIN. REFER TO STRUCTURAL AND PLUMBING DRAWINGS.
- EDGE OF CONCRETE SLAB
- SLAB SLOPE = 1/8" PER FOOT
- EXPOSED PAINTED RIGID STEEL FRAME
- 8L x 14 x 10" WIDE YELLOW TRUCK BLOCK FOR CONCRETE APPLICATION - TYPICAL
- IMPACT RESISTANT, WIND DRIVEN AND RAIN RESISTANT ALUMINUM LOUVER CONSISTING OF A 4" DEEP HORIZONTAL BLADE IN FRONT AND BEHIND A 8" DEEP VERTICAL BLADE - TYP.
- 8" DIAMETER x 5'-0" HIGH GALVANIZED STEEL PIPE BOLLARDS. SEE DETAILS 3/A.02.01 AND 4/A.02.01 - TYPICAL
- PREFABRICATED DROP-IN LUBE PIT
- HIGH POINT OF FLOOR SLAB
- STAINLESS STEEL TOP SERVICE COUNTER WITH PASS THRU WINDOW
- AIR-COOLED CONDENSING UNIT INSTALLED ON TOP OF A 6" HIGH MINIMUM CONCRETE EQUIPMENT PAD. SEE MECHANICAL DRAWINGS.
- FLOOR MOUNTED CONDENSING UNIT INSTALLED ON TOP OF A 6" HIGH MINIMUM CONCRETE EQUIPMENT PAD. SEE MECHANICAL DRAWINGS.
- KARDEX SYSTEM - MODEL TYPE REINSTAR SHUTTLE XFB00-VLM. TOTAL OF 4 UNITS.
- STAINLESS STEEL, SEMI-CIRCULAR FLOOR MOUNTED HAND WASH STATION, SIMILAR OR EQUAL TO BRADLEY MODEL 933-528.

ROOM FINISH SCHEDULE GUIDE

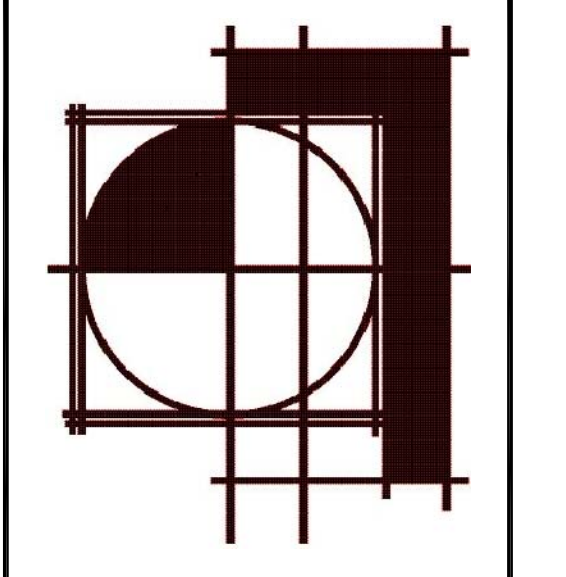
FLOORS	
A	LUXURY VINYL PLANK FLOORING
B	CERAMIC TILE
C	RESINOUS FLOORING
D	SEALED CONCRETE
E	PORCH & FLOOR PAINT
BASES	
1	VINYL BASE
2	CERAMIC TILE
3	6" HIGH RESINOUS BASE
4	NO BASE
WALLS	
A	CERAMIC WALL TILE
B	GYPSUM BOARD PANELS - PAINTED
C	GYPSUM BOARD - HIGH PERFORMANCE COATING
D	CONCRETE BLOCK - PAINTED
E	EXPOSED PRIMARY STEEL - PAINTED
F	PREFINISHED GALVANIZED STEEL, INSULATED EXTERIOR WALL PANELS
CEILING	
1	24" x 24" SUSPENDED ACOUSTICAL LAY-IN PANELS
2	GYPSUM BOARD PANELS - PAINTED
3	GYPSUM BOARD PANELS - HIGH PERFORMANCE COATING
4	EXPOSED PRIMARY STEEL STRUCTURE ABOVE - PAINTED

ROOM FINISH LEGEND



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JOB NO: HAA-2022-03
DATE: 4/21/2023

HARRY J. HOWARD
FL LIC. No. AR0008354

NOT FOR CONSTRUCTION

DATE	SUBMISSION

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CITY OF TAMPA
SOLID WASTE DEPARTMENT

21-C-00045
FLEET
MAINTENANCE
BUILDING

S. 34TH STREET
TAMPA, FLORIDA 33601
PROJECT NO: 210334.00

MAINTENANCE GARAGE DIMENSION & INFO. PLAN

SHEET NUMBER: **A.02.04**

Fleet Building CNG Improvement Study for



PREPARED BY:



10012 N. Dale Mabry Hwy

Suite 102

Tampa, FL 33618



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1.0 FORWARD

The City of Tampa Fleet Management is part of the City's Logistics and Asset Management Department. The Fleet Management Division provides vehicle and equipment repair services, fueling, and fleet acquisition and disposal services for the City's 3,200 vehicles and pieces of equipment. The Division processes over 15,000 repair orders per year with a staff of 54 positions operating at two facilities. Their existing Truck and Sedan Fleet Maintenance building is located at the Department of Solid Waste facility at 1508 N Clark Avenue.

Included in the City's fleet are the Department of Solid Waste & Environmental Program Management collection vehicles which provide environmentally safe, time responsive and cost effective collection and recycling disposal services to over 90,000 residential and commercial customers.

In 2013, the City of Tampa introduced Compressed Natural Gas (CNG) collection vehicles into the Solid Waste fleet. These vehicles operate using onboard cylinders containing compressed natural gas at pressures upward of 3,600 psi. This alternative fuel source results in reduced exhaust pollutants and 10-20% less greenhouse gas emissions compared to traditional fuels. However, due the flammability of natural gas and it's lighter than air properties; proper facility design measures must be implemented within maintenance facilities that service CNG equipped vehicles.

The City of Tampa contracted Phoenix Engineering Group, Inc. (Phoenix) to conduct a preliminary study to investigate the requirements for renovating the existing City of Tampa Fleet Maintenance facility to safely accommodate the additional servicing of CNG vehicles inside the building. Our services included a field observation survey of the existing maintenance building, adjacent outdoor service bays and associated utility infrastructure (i.e. electrical systems, heating and ventilation systems). Phoenix also conducted a code review to identify applicable state and national code requirements.

2.0 BACKGROUND

2.1 Existing Facility Layout and Operations

2.1.1 The Fleet Maintenance Facility is comprised of the following six (6) general areas:

Truck Line: This area is at the northern most end of the facility and services the Solid Waste Management collection vehicles. This includes diesel engine vehicles, as well as the CNG engine vehicles at the focus of this study. Within this area are ancillary small parts storage, tool storage/shop and a breakroom.

Sedan Line: This area is immediately adjacent to and unsegregated from the Truck Line. Standard gasoline engine sedans, SUVs and light trucks are serviced here; such as Utilities Department pickup trucks and Police Department vehicles.

Parts Storage Building: This is the central receiving, storage and requisitioning area for the fleet maintenance parts. It located between the Sedan Line and the Heavy Equipment Line. Parts Storage is separated from the Truck/Sedan Lines by a floor to roof partition believed to be 2-hour fire-rated based on available as-built drawings.

Heavy Equipment Line: This area is immediately adjacent and south of the Parts Storage Area and services large gasoline and diesel powered vehicles such as dump trucks, tractors and other large service trucks. It also contains a designated a tire maintenance area. It too was separated from Parts Storage by a floor to roof partition believed to be 2-hour fire-rated based on available as-built drawings.

Lube Shop: The Lube Shop consists of two (2) service bays with service pits enclosed in a separate building adjacent to the Heavy Equipment Line on the east side. It is used solely for minor maintenance operations such as chassis lubrication, brake repair and oil changes for large fleet vehicles.

Outdoor Canopy Area: This is an open-air area adjacent to the exterior wall of the Truck Line on the north side of the building. This area is currently designated as the longer-term maintenance area where CNG vehicles might have to remain for extended periods. Any vehicles requiring welding repairs are also serviced here.

Administration Offices Area: This is the portion of the facility that houses the Fleet Maintenance operations and administration staff. These offices are located adjacent to the Sedan Line and Parts Storage areas on the east side of the building.

2.2 Limitations and Data Sources

This report has been prepared under contract with the City of Tampa. Investigations were limited to visual inspections and interviews with facilities personnel. Phoenix makes no warranty expressed or implied to the use of this report by a third party. The content of this report is not intended for use by any person or entity other than the City of Tampa.

Research, site, and facility data was collected through the following:

- Visual on-site observations conducted by Phoenix on June 7, 2017.
- Interviews with City of Tampa Fleet Management personnel.
- Reviews of available facility as-built drawings.
- Research of applicable current codes and standards.

The field observations and subsequent recommendations are focused on the areas of the Fleet Maintenance building that service CNG vehicles. Based on our site visit and interviews with City of Tampa Fleet Management personnel these areas were identified as the Truck Line, Sedan Line, Lube Shop and Outdoor Canopy area. The Heavy Equipment Line, Parts Building, Office areas and Body Shop were excluded.

2.3 Code References

Unless otherwise indicated, building code editions listed are those recognized by the Authority Having Jurisdiction for the City of Tampa. National Fire Protection Association (NFPA) Codes are the applicable edition referenced in the Florida Building Codes.

The following codes or guidelines have been referenced for this evaluation:

- Florida Building Code-Building, 5th Edition (2014)
- Florida Building Code-Mechanical, 5th Edition (2014)
- Florida Fire Prevention Code, 5th Edition (2014)
- NFPA 13 Standard for the Installation of Sprinkler Systems (2010)
- NFPA 30A Code for Motor Fuel Dispensing Facilities and Repair Garages (2012)
- NFPA 52 Vehicular Natural Gas Fuel Systems Code (2010)
- NFPA 70 National Electric Code (2011)

Note: The City of Tampa is self-insured and we are unaware of any additional insurance related requirements beyond the established codes and standards list above.

2.4 CNG Vehicle Repair Garage Requirements

The Florida Fire Prevention Code and NFPA 30A Code for Motor Fuel Dispensing Facilities and Repair Garages are the two prominent codes that define the requirements for Repair Garages. In NFPA 30A, Repair Garages are separated into two categories: Major Repair Garage and Minor Repair Garage. Refer to the NFPA 30A excerpt below:

3.3.12 Repair Garages.

3.3.12.1 Major Repair Garage. A building or portions of a building where major repairs, such as engine overhauls, painting, body and fender work, and repairs that require draining of the motor vehicle fuel tank are performed on motor vehicles, including associated floor space used for offices, parking, or showrooms.

3.3.12.2 Minor Repair Garage. A building or portions of a building used for lubrication, inspection, and minor automotive maintenance work, such as engine tune-ups, replacement of parts, fluid changes (e.g., oil, antifreeze, transmission fluid, brake fluid, air conditioning refrigerants, etc.), brake system repairs, tire rotation, and similar routine maintenance work, including associated floor space used for offices, parking, or showrooms.

Based on the facility layout and operations discussed in Section 2.1, the Truck Line and the Sedan Line areas would be classified as a Major Repair Garage. The Lube Shop would be classified as a Minor Repair Garage.

In accordance with the Florida Fire Prevention Code and NFPA 30A, Minor Repair Garages servicing CNG vehicles do not require any additional upgrades beyond the code minimum requirements for standard fuel Minor Repair Garages.

Major Repair Garages being converted to service CNG vehicles require the following modifications beyond the code minimum requirements for standard fuel Repair Garages listed. These are presented below by category:

- Architectural
 - Separated Occupancies: 2-hour fire rated interior walls, full height floor to roof between separated occupancies.
 - Nonseparated Occupancies: No fire separation required.
- Electrical: Class I, Division 2 electrical devices within 18 inches of the roof.

Exception: Standard devices are allowed to remain if continuous mechanical ventilation is provided at an airflow rate of 4 air changes per hour (4 ACH) within this zone.

- Ventilation – Normal Operation: Continuous mechanical ventilation provided at an airflow rate of 4 ACH with intakes at 18 inches above the floor and exhaust within 18 inches of the roof or at the high point(s) of the roof.
- Ventilation – Emergency Purge: Mechanical ventilation provided at an airflow rate of 5 ACH with intakes at 18 inches above the floor and exhaust at the high point(s) of the roof.
- Heating Systems: No open flame heaters or heating equipment with exposed surfaces having a temperature in excess of 750 °F.
- Gas Detection: Not required for odorized fuels like CNG.

2.5 Assumptions and Clarifications

Regarding our discussions with City of Tampa personnel and our site observations, the following assumptions and clarifications apply:

- The existing Fleet Maintenance facility complies with the applicable building codes and standards for the servicing of diesel and gasoline powered vehicles.
- Observations contained herein are limited to specific concerns for CNG vehicle maintenance repair garages and are not to be interpreted as a comprehensive facility survey for code compliance.
- Opinion of Probable Construction Cost information was developed using published historical data and budgetary materials cost data from various vendors. Accuracy is no greater than $\pm 25\%$ of the anticipated cost.

3.0 FACILITY OBSERVATIONS

During our site visit to the Fleet Maintenance Facility, the following observations were made with regards to the Repair Garage operations and the servicing of CNG equipped vehicles. The observations have been grouped in the same categories from Section 2.4 CNG Vehicle Repair Garage Requirements for cross reference purposes:

- 3.1 Architectural – Separated/Nonseparated Occupancies: The majority of Truck and Sedan Line perimeter walls are exterior walls with the exception of a section of east wall that is adjacent to the Administration Offices and the south wall that separates the Sedan Line from Parts Storage. These walls are constructed from concrete masonry units (CMU) and extend to the roof level. The walls are believed to be 2-hour fire-rated based on available as-built drawings from Robbins & Associates Architects, Inc. dated 10/10/1978. Also, inside the Sedan Line along the east side there has been subsequent construction of administrative office space adjacent to the original offices. These walls appear to be CMU construction but do not extend to the roof level. There are exposed HVAC ducts and electrical devices above the ceilings in this area.
- 3.2 Electrical: There were a substantial amount of electrical devices and lighting fixtures throughout the Truck and Sedan Lines, as well as, the presence of distribution panelboards within the garage areas; all of which were non-classified, standard construction. The Lube Shop pits contained NEC classified devices, although their specific rating was not determined. The lighting fixtures and associated electrical junction boxes at the roof level were not NEC Class I, Division 2 devices; nor were the exhaust fan motors or disconnect switches.
- 3.3 Ventilation – Normal Operation: The current normal continuous ventilation of the Truck and Sedan Lines is accomplished by a total of 7 wall mounted propeller exhaust fans installed throughout the perimeter exterior walls near the underside of the roof. The three (3) overhead service bay doors are left open to serve as air intakes for the exhaust fans. The overall estimated exhaust airflow is approximately 88,000 cfm or over 6.5 ACH. However, the exhaust fan intakes are not within 18 inches of the roof and the fan motors are exposed to the airstream but are not Class I, Division 2 rated.
- 3.4 Ventilation – Emergency Purge: There did not appear to be any controls in place to indicate an emergency ventilation purge system is currently installed or utilized. However, the current normal continuous ventilation is believed to exceed the recommended emergency ventilation purge airflow rate of 5 ACH or roughly 66,000 cfm. Again, these exhaust fan intakes are not within 18 inches of the roof and the fan motors are exposed to the airstream but are not Class I, Division 2 rated.

- 3.5 Heating Systems: Both service lines are heated by a total of 6 gas-fired unit heaters hung from the roof structure throughout the space. The heaters are fed with natural gas and are equipped with dual direct drive propeller fans exposed on the exterior of the cabinet. These unit heaters are not appropriate for use in hazardous atmospheres containing flammable vapors, such as in the event of an accidental leak of natural gas in the service garage. Even though the unit heaters are below the 18 inch ceiling zone, the non-classified exposed fan motors pose an additional risk.
- 3.6 Gas Detection: No gas detection sensors or alarms were observed. Gas detection equipment is only required in major repair garages servicing vehicles with non-odorized fuels, such as hydrogen or liquefied natural gas (LNG).
- 3.7 Fire Sprinklers: The fire sprinkler system currently installed is believed to be designed for an occupancy classification of Ordinary Hazard (Group 2) which is consistent with current building code requirements. This assessment is based on our field observations and information reviewed from available fire sprinkler as-built drawings. Fire Sprinklers appear to comply with NFPA 13 requirements for Ordinary Hazard Group 2; which was substantiated by an As-Built drawing from Firepak, Inc. dated 10/10/1978 provided to Phoenix.
- 3.8 Outdoor Canopy Areas – Welding Activities: It was discussed during our field observation visit that occasional repairs to the CNG vehicles require cutting torches and/or welding repairs. These activities were said to be isolated to the Outdoor Canopy Area located at the north side of the facility. It is imperative that all fuel be removed from the vehicles under the canopy prior to the use of open flame cutting torches or any welding equipment.

4.0 RECOMMENDATIONS

Below is a summary of required recommendations for modifying the current major repair garage to support CNG equipped vehicles in compliance with the applicable codes and standards. The associated opinion of probable cost estimate for each item is also provided. While these recommendations are listed on an individual basis, they would have to be implemented in their entirety in order to meet all of the code requirements; with the exception of optional items where noted.

- 4.1 Architectural – Separated/Nonseparated Occupancies: The initial concern regarding the office area within the Sedan Line was due to the lack of a full height fire rated separation wall. However, research of the Florida Building Code, Chapter 3, Chapter 4 - Section 406.8 and Chapter 5 - Section 508 indicates that the overall building and office area meet the criteria for nonseparated occupancies. Therefore the office area, as currently constructed, appears to be in compliance. There were also no utilities above this area within the 18 inch zone at the roof that would be a concern for CNG operations.

Option: Even though the facility meets the criteria for nonseparated occupancies, it may be advantageous to separate the Truck Line from the Sedan Line. Since CNG vehicles are only serviced in the Truck Line and not in the Sedan Line, having a floor to roof level smoke partition isolating the two spaces would limit the ventilation scope and associated cost of the required facility modifications to the Truck Line only. The impact on operations logistics and the cost benefits would need to be further evaluated to determine the viability of this option.

Estimated Cost: \$ 60,000.00

- 4.2 Electrical: Due to the substantial amount of non-classified electrical devices and lighting fixtures at the roof level, as well as the presence of the distribution panelboards within the garage areas, we do not believe it is feasible to comply with the required Class I, Division 2 upgrades at the roof level zone. We believe the best viable option for electrical compliance would be to comply with the exception noted in NFPA 30A:8.2.1* of providing continuous mechanical ventilation of 4 ACH throughout the garage.

Estimated Cost: No direct electrical cost. Refer to Ventilation sections below.

- 4.3 Ventilation – Normal Operation: Due to CNG being lighter than air and the current exhaust fans not being properly positioned nor electrically equipped for CNG service; the garage exhaust ventilation needs be modified so that it properly captures and safely vents any accidental release of natural gas within the garage. Both the Truck and Sedan Lines have a sloped roof structure with a high point ridge down the center. We recommend the installation of two roof mounted exhaust fans on either side of the ridges in both sections of garage. Ductwork would be added down the full length of the garage with inlets along the bottom and both sides to effectively capture vapors at the roof level. These four fans would operate continuously at an airflow rate equivalent to 5 ACH in order to avoid extensive electrical upgrades to the lighting and other non-classified devices at the roof level. Operating at 5 ACH would also satisfy the Emergency Purge requirement in the event of an accidental natural gas

release. The current method of leaving the three (3) overhead service bay doors open to serve as air intakes for the exhaust fans can continue.

Estimated Cost: \$ 80,000.00

Option: As an alternative to leaving the overhead doors open for exhaust air makeup, fan powered makeup air units can be installed on the roof with vertical ductwork extending downwards into the personnel occupied zone. These units would provide the outdoor makeup air directly into the occupied zones and can be specified with both heating and cooling coils for environmental control in the garage. Refer to the Heating Systems section for related discussion.

- 4.4 Ventilation – Emergency Purge: In the absence of a gas detection system (non-mandatory for CNG repair garages), an emergency ventilation purge system due to a gas release would be accomplished manually by garage personnel. However, operating the normal ventilation system at the higher emergency purge airflow rate would satisfy both ventilation requirements and alleviate the need for additional operational procedures and/or gas detection systems.

Estimated Cost: N/A

- 4.5 Heating Systems: We recommend replacing the current non-compliant gas-fired unit heaters with CNG facility approved infrared heaters (less than 750°F surface). These heaters are very effective and cost effective to operate in large open areas such as repair garages.

Estimated Cost: \$ 25,000.00

Option: Refer to Ventilation – Normal Operation section. The fan powered makeup air system can be equipped with cooling and heating options; which would eliminate the need to hang heating only equipment from the building structure. The estimated cost would replace the infrared heater estimated cost.

Estimated Cost: \$115,000.00 (heating only)

- 4.6 Gas Detection: Gas detection equipment is not required in major repair garages servicing CNG equipped vehicles; only in non-odorized fuel applications.

Option: Installation of gas detection system is not required by code for odorized gases like CNG. However, the installation of a gas detection system would provide an added measure of safety to the garage operations, would automatically alert maintenance personnel in the event of an accidental CNG release and could automatically activate an emergency ventilation purge while simultaneously disabling the garage heating system.

Estimated Cost: T.B.D.

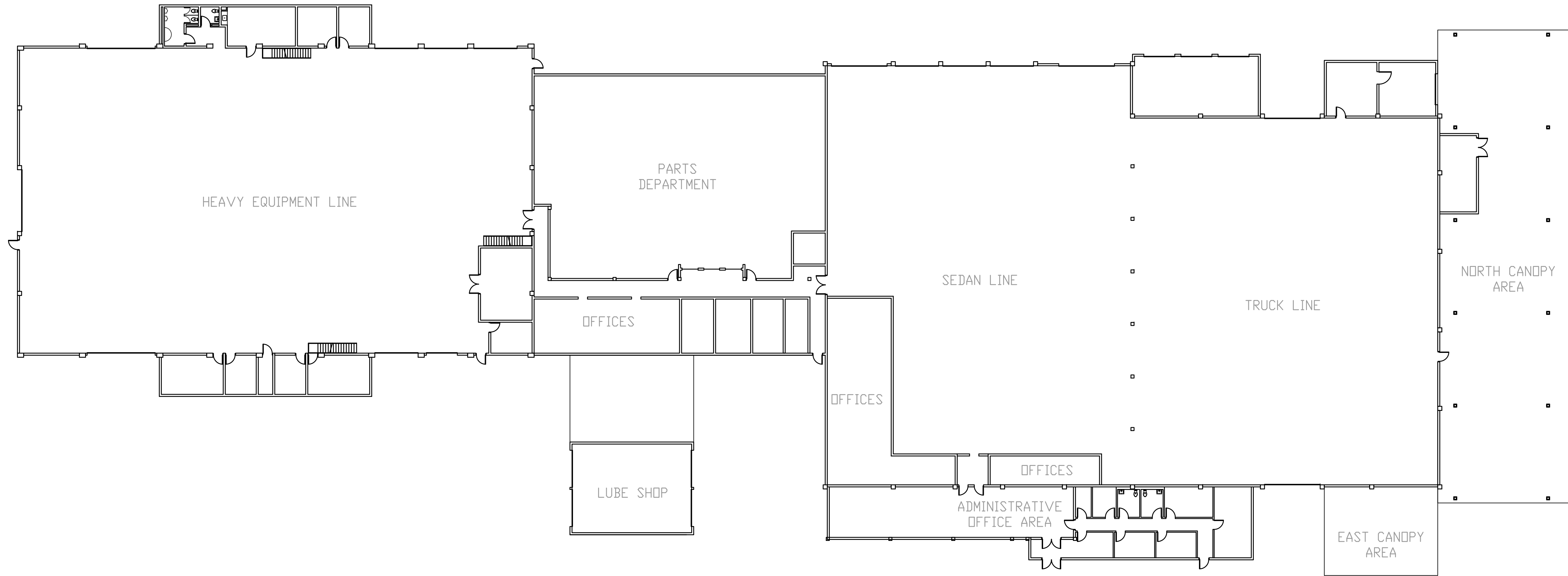
- 4.7 Fire Sprinklers: The fire sprinkler system currently installed is believed to be designed for an occupancy classification of Ordinary Hazard (Group 2) which is consistent with current building code requirements. This assessment is based on our field observations and information reviewed from available fire sprinkler as-built drawings. Fire Sprinklers appear

to comply with NFPA 13 requirements for Ordinary Hazard Group 2; which was substantiated by an As-Built drawing from Firepak, Inc. dated 10/10/1978 provided to Phoenix.

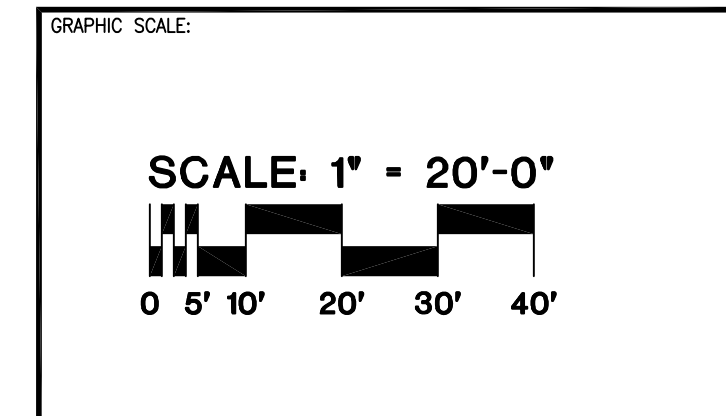
Estimated Cost: N/A

- 4.8 Outdoor Canopy Areas: As stated in the Observations section, it is imperative that the CNG cylinders are removed from the vehicles and all residual fuel is purged from the system prior to the use of open flame cutting torches or any welding equipment. If any combustible materials are stored under the canopy area, other than on a temporary basis when in use, then fire sprinklers should be installed to comply with the requirements of NFPA 13:8.15.7.

Estimated Cost (fire sprinklers if required): \$ 36,000.00



A OVERALL FACILITY PLAN
SCALE: 1" = 20'-0"



KEY PLAN:

NORTH

REVISION HISTORY:
-
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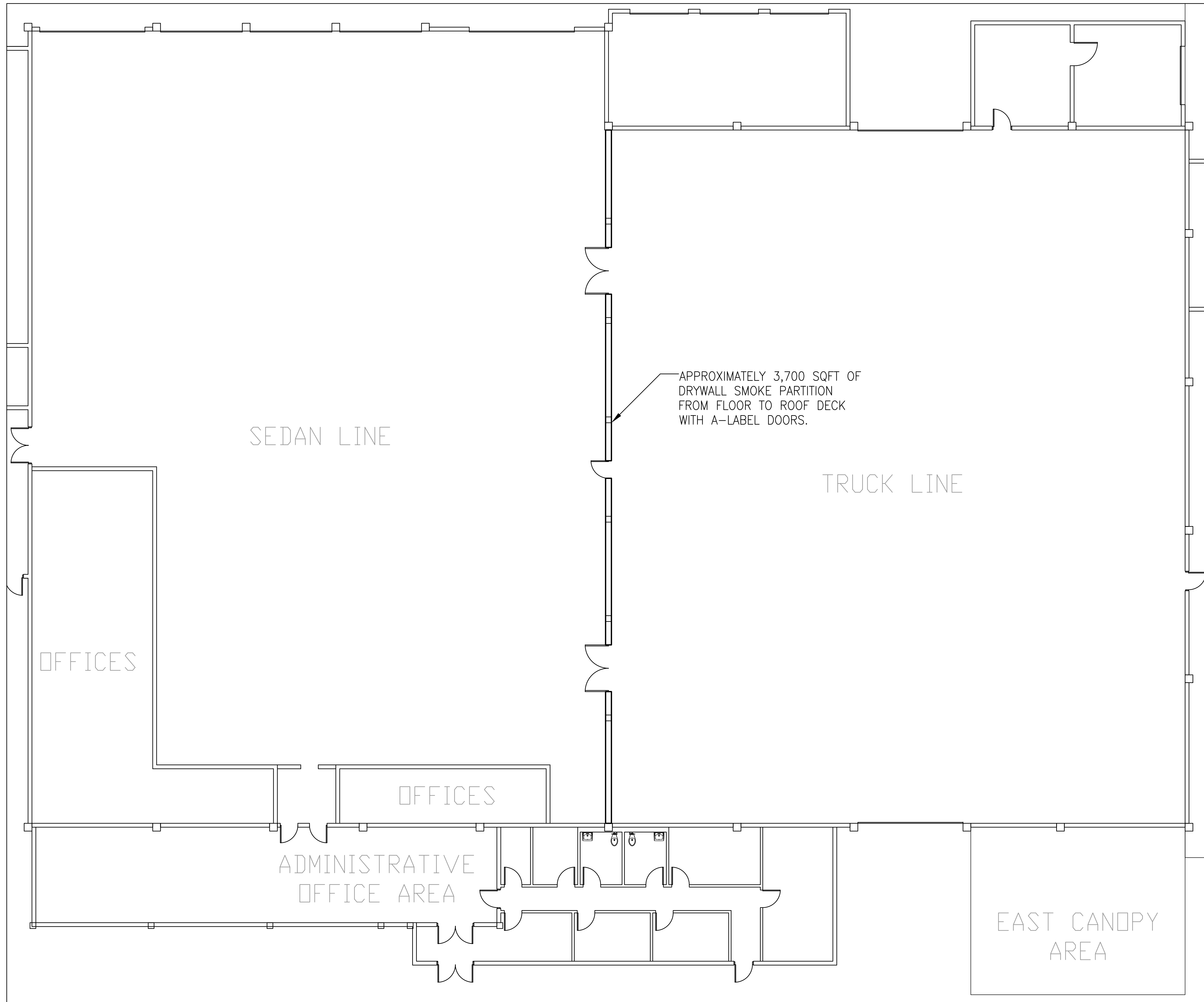
**FLEET BUILDING CNG
IMPROVEMENT STUDY**
CITY OF TAMPA
1508 N CLARK AVE, TAMPA, FL 33607

**OWNER REVIEW
NOT FOR CONSTRUCTION**

DRAWING TITLE:
**FACILITY
PLAN**

DATE: 8-11-17	PROJECT #: 17-015
DRAWN BY: AJ	CHECKED BY: JCM
DRAWING NUMBER: A-1	

PHOENIX
ENGINEERING GROUP
Mechanical • Electrical • Plumbing • Fire Protection
Process • Construction Administration
10012 N. Dale Mabry
Suite 102
Tampa, FL 33618
1.813.963.0888
f.866.335.0109
www.phoenixeng.us
Engineering License No. 26858



A OPTION - TRUCK AND SEDAN LINE SEPARATION
SCALE: 1/8"=1'-0"



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 Mechanical • Electrical • Plumbing • Fire Protection
 Process • Construction Administration
 10012 N. Dale Mabry
 Suite 102
 Tampa, FL 33618
 P 813.963.0888
 F 886.335.0109
 www.phoenixeng.us
 Engineering License No. 28958

REVISION HISTORY:
-

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FLEET BUILDING CNG IMPROVEMENT STUDY
 CITY OF TAMPA
 1508 N CLARK AVE, TAMPA, FL 33607

GRAPHIC SCALE:
SCALE: 1/8" = 1'-0"
 0 2' 8' 20'

**OWNER REVIEW
 NOT FOR CONSTRUCTION**

KEY PLAN:

DRAWING TITLE:
OPTION TRUCK/SEDAN SEPARATION

DATE: 8-18-17	PROJECT #: 17-015
DRAWN BY: -	CHECKED BY: -
DRAWING NUMBER: A-2	



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 (GFCEP) 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 **GFCEP 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 GFCEP action steps for all bids/proposals. Furthermore, it is understood that these GFCEP 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. GFECF)
(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 GFECF 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.

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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