



**CITY OF TAMPA, FLORIDA - RFQ**  
c/o Contract Administration Department  
306 East Jackson Street #280A4N  
Tampa, Florida 33602

## 22-C-00028; East Tampa Recreational Complex 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](http://www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfq).

The City of Tampa seeks professional Design-Build Services for the new East Tampa Recreational Complex to be located at the new eight (8) acre (approximate) East Tampa Community Park (consisting of Fair Oaks Park and Herbert D. Carrington Sr. Community Lake) in Jackson Heights (Refer 1.02). The East Tampa Recreational Complex shall consist of built structures, site amenities and parking as outlined in the Design Criteria for the City of Tampa's Parks & Recreation Department (P&R)

Estimate: \$40 - \$60 million.

Additional material may be found at demandstar.com and at: [www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfq](http://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](mailto:jim.greiner@tampagov.net).

An individual or entity ("Firm") responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. Pursuant to Section 2-282, City of Tampa Code, during the solicitation period, including any protest or appeal, NO CONTACT with City officers or employees is permitted from any proposer, other than as specifically stated in this solicitation. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest.

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 5MB, 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, (30 pts); Urban Recreational Complex Design-Build Experience (25 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.); Workforce Development Plan (10); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts).

The PDF file must be **E-Mailed to [ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net) BEFORE 2 P.M., June 2, 2022**. 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 22-C-00028 DESIGN-BUILD SERVICES  
FOR  
EAST TAMPA RECREATIONAL COMPLEX**

**DESIGN CRITERIA PACKAGE**

PREPARED BY:

CHRISTOPHER THOMPSON, RLA  
PARKS AND RECREATION DEPARTMENT

JEFFREY L. WILSON, AIA NCARB  
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA  
APRIL 25, 2022

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 1 of 15

#### **DESIGN CRITERIA PACKAGE:**

The following Design Criteria Package was prepared by the City of Tampa, Florida (CoT) for a Request for Qualifications (RFQ-22-C-00028) for Design-Build Services for the new East Tampa Recreational Complex to be located at the new eight (8) acre (approximate) East Tampa Community Park (consisting of Fair Oaks Park and Herbert D. Carrington Sr. Community Lake) in Jackson Heights (Refer 1.02). The East Tampa Recreational Complex shall consist of built structures, site amenities and parking as outlined herein for the City of Tampa's Parks & Recreation Department (P&R).

The Initial Scope of Work shall also include a comprehensive Public Outreach Campaign, Compilation and Analysis as well as comprehensive Master Plan, Program, and Spatial Analysis with Cost Estimate, as outline herein, for the review and approval of the Parks & Recreation Department (P&R) and stakeholders of the City of Tampa (CoT) including, but not be limited to, the following:

- Comprehensive Public Outreach Campaign, Compilation, and Analysis.
- Comprehensive Master Plan, Project Programming, and Spatial Analysis.
- LEED Silver Certification.
  
- Comprehensive Architecture and Interior Design Services.
- Comprehensive Furnishing, Fixtures and Equipment (FFE) Services.
- Comprehensive Engineering Services including, but not limited to, Civil, Structural, Mechanical, Electrical, Lighting, Plumbing, Fire Protection, Stormwater, and Security Design.
- Comprehensive Design Services for Energy Efficiency and Production including Solar Technology and EV Charging Stations.
- Comprehensive Specialty Design Services for Parks & Recreation Campus Facilities.
- Environmental Graphic Design Services including Wayfinding, Identification, and Signage.
- Computer Graphics including 3D Modeling and Renderings.
- Comprehensive Landscape Architectural Services, including but not limited to, Green Infrastructure for Stormwater Management.
- Coordinating with City of Tampa's Technology and Innovation Department.
- Coordinating the Installation(s) of Public Art and Providing of Required Utilities and Support of Structure.
- Comprehensive Environmental Evaluation, Geotechnical Services, and Utility Location.
- Survey, Environmental Analysis, Land Clearing, Remediation Services, and Grading.
- Comprehensive Demolition, Construction, Fabrication, and Construction Administration Services
- Comprehensive Cost Estimation Services.
  
- Compliance with all City of Tampa and Regulatory Requirements as indicated in the City of Tampa's Permitting Checklist.
- Compliance with all Applicable Governing Codes, Laws, Regulations, and Ordinances including Site, Environmental, Building, and Landscaping.
- Compliance with all Required Site, Building, and Regulatory Permitting.

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 2 of 15

- Compliance with American with Disabilities Act (ADA) and Florida Building Codes | Accessibility
- As-Builts and Final Documents in Latest AutoCAD Release.
- Complete Technical Specifications, Shop Drawings, and Exhibits.
- Single Guaranteed Maximum Price (GMP) Proposal with Cost Estimate to include Early Start (ES), Early Finish (EF), and Phasing of Specific Activities, Tasks, and Construction.

## **SECTION 1: DESIGN CRITERIA IN GENERAL**

### **1.01 PURPOSE**

This document provides the design criteria for the development, design, and construction of the East Tampa Recreational Complex.

#### **A. PUBLIC OUTREACH CAMPAIGN, COMPILATION, AND ANALYSIS**

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to gather input from the public through a series of face to face and virtual public engagements including, but not limited to, town halls, meetings, workshops, and presentations to identify the needs and requirement of the local residents, neighborhood, and community with regard to the East Tampa Recreational Complex.

Public Outreach shall include, but not limited to, the collection of all data, information, materials, surveys, feedback, research, planning, compilation, and analysis, for the design and construction of new buildings, structures, site amenities, and parking as initially outlined herein including the development of the property to accommodate visitors, employees, city-owned vehicles, and delivery parking.

All respondents to this Request for Qualifications (RFQ) shall also be required to also provide evidence of prior success, including methods and strategies, in engaging the public, press, social media, and other potential community partners, to communicate the progress, objectives, and goals of this project. All respondents shall also lead, alongside Parks & Recreation Department (P&R) and stakeholders of the City of Tampa (CoT), a campaign to give the community a voice to shape the East Tampa Recreational Center and inform the public in a consistent, timely, clear and positive manner of its development, progress, schedule, and target dates.

#### **B. MASTER PLAN, PROGRAMMING, AND SPATIAL ANALYSIS**

All respondents to this Request for Qualifications (RFQ) shall upon their selection be required to prepare a comprehensive Master Plan, Project Program, and Spatial Analysis with Cost Estimate, based on the Public Outreach, Compilation, and Analysis for the review and approval of the Parks & Recreation Department (P&R) and stakeholders of the City of Tampa (CoT) that sets forth, establishes, and confirms the goals and objectives for this project. The Master Plan, Program, and Spatial Analysis with Cost Estimate shall include, but not limited

## DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)

### East Tampa Recreational Complex

April 25, 2022

Page 3 of 15

to, the collection of all data and materials, research, planning, spatial analysis, and wayfinding for the design and construction of new buildings, structures, and site amenities as outlined herein as well as the development of the property to accommodate visitors, employees, city-owned vehicles, and delivery parking.

#### C. SITE AND GENERAL CAMPUS

Site and campus development for new East Tampa Recreational Complex at the new East Tampa Community Park (Refer 1.02) shall include, but not limited to, the following to be made part of the comprehensive Master Plan, Project Program, and Spatial Analysis with Cost Estimate. Refer to Section 2 for additional information.

1. **New Recreational Center** to include, but limited to, the following:
  - a. Full Basketball Gymnasium.
  - b. Gymnastics and Dance Center similar to the Renovated New Tampa Recreation Center.
  - c. EV Charing Stations.
2. **New Senior Center** to include, but limited to, the following:
  - a. Programs and Spaces similar to the David Barksdale Center at Mcfarlane Park.
  - b. EV Charging Stations.
3. **New Community Center** to include, but limited to, the following:
  - a. Programs and Space similar to the Existing Fair Oaks Center.
  - b. Programming Space may be Split between Recreation & Senior Centers.
  - c. EV Charging Stations.
4. **Athletic Fields** to include, but limited to, the following:
  - a. 220' Softball Field.
  - b. 80 Yard Youth Football Field.
5. **Play Areas** to include, but limited to, the following:
  - a. Splash Pad.
  - b. Playground (Ages 5-12)
  - c. Tot Lot (Ages 2-5)
6. **Additional Recreational Features** to include, but limited to, the following:
  - a. Walking Trail with Lighting.
  - b. Fitness Course.
  - c. Shuffleboard Courts.

## DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)

### East Tampa Recreational Complex

April 25, 2022

Page 4 of 15

#### 7. New Walkways and Pedestrian Site Circulation

#### 8. New Roadways, Vehicle Circulation, and Parking

### 1.02 SITE

The new East Tampa Recreational Complex, consisting of built structures, site amenities, and parking, is to be located on eight (8) acres (approximately) in the Jackson Heights neighborhood that combines the current Fair Oaks Park with the Herbert D. Carrington Sr. Community Lake into one new City of Tampa (CoT) park site to be referred to as the East Tampa Community Park (Refer Exhibits A and B).

The site includes folios 154825, 156292-0010, 155121, 155120 and 155119. The City of Tampa is currently in the process of vacating the Right-of-Way of East Caracas Street that transects these parcels.

### 1.03 SITE DEVELOPMENT CRITERIA

All respondents shall be advised that the City of Tampa (CoT) is in negotiation(s) with one or more landowners concerning the purchase of additional property adjacent to the current eight (8) acres. All respondents shall note that during the initial Phase of the project, the City of Tampa (CoT) may obtain additional adjacent parcels to expand opportunities and project offerings. The total site area will be confirmed prior to the end of the Vision Planning (Refer 2.08a) in order to provide the selected Design-Build Team with a full site boundary prior to the beginning of Conceptual Design.

### 1.04 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) and Cost Estimate with Early Start (ES), Early Finish (EF), and Phasing of Specific Activities, Tasks, and Construction.

### 1.05 BASIS OF DESIGN

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

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, Landscape Architects, Architects, Engineers, Graphic Specialists, General Contractors, Subcontractors, and Fabricators, in proposing the full scope of work needed and the required budget.

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 5 of 15

#### **1.06 DESIGN-BUILD TEAM REQUIREMENT**

The Design-Build team to be utilized for this project shall be required to have suitable personnel and equipment, resources, financial stability, and experience to accomplish the project objectives. The Design Build team 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 to achieve LEED Silver Certification. The Design-Build team shall also be required to conduct all testing, obtain all approvals, perform building commissioning, and provide systems training for total occupancy in accordance with the budget and schedule as deemed by the City of Tampa (CoT).

#### **1.07 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 Parks and Recreation Department (P&R), Fair Oaks Park, and Herbert D. Carrington Sr. Community Lake operations. Respondents to this Request for Qualifications (RFQ) should propose a scheduling and coordination matrix as well as a workplan to keep the park operational, in whole or in part, as part of the Single Guaranteed Maximum Price (GMP) Package; to be refined during the pre-sign/proposal phase in negotiation with the Parks & Recreation Department and stakeholders of the City of Tampa (CoT).

#### **1.08 EXHIBITS**

The exhibit(s) attached, including site information, described under this Request for Qualifications (RFQ) have been compiled by the City of Tampa's Parks and Recreation Department (P&R) and are included herein for use as a basis of design only and not intended to indicate acceptance or intent to hire.

#### **1.09 ZONING OF THE SITE**

All respondents are to confirm the zoning of the new East Tampa Community Park with the City of Tampa's Parks & Recreation Department.

#### **1.10 FEMA FLOOD ZONE**

All respondents are to confirm FEMA requirements for the new East Tampa Community Park with the City of Tampa's Parks & Recreation Department.

#### **1.11 SURVEY AND VERIFICATION OF SITE CONDITIONS**

Design-Build services shall include, but not be limited to a property survey, including but not limited to, boundaries, topographic, existing trees as well as the verification of all existing conditions

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 6 of 15

including, but not limited to, site drainage, trails, bathymetry, utilities (within and adjacent to the site), utility coordination, environmental compliance, and regulatory permitting, as well as the ultimate construction of all site amenities necessary to provide the needed upgrades, repairs, and/or replacements of indicated infrastructure.

Bathymetry will be required to the extent necessary to permit and construct on or about the Herbert D. Carrington Sr. Community Lake. Tree, topography, and utility information will be required as needed for permitting.

#### **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 Request for Qualifications (RFQ).

#### **1.13 COMPLIANCE WITH GOVERNING CODES AND LIFE SAFETY**

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

#### **1.14 COMPLIANCE WITH CITY OF TAMPA ORDINANCES**

All respondents to this Request for Qualifications (RFQ) shall be required to comply with all municipal ordinances, including but not limited to those regarding 1) Workforce Development, 2) Apprenticeship Training, 3) Equal Business Opportunity (EBO) Programs, and 4) 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 Request for Qualifications (RFQ) shall be aware of the City of Tampa desire to foster ongoing or developing 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).



## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 7 of 15

#### **1.15 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA BUILDING CODE | ACCESSIBILITY**

All respondents to this Request for Qualifications (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.

#### **1.16 UNDERSTANDING OF THE PARKS AND RECREATION DEPARTMENT ORGANIZATION AND WORKFLOW**

All respondents to this Request for Qualifications (RFQ) shall have a complete and thorough understanding of the organization, workflow, and transfer of information and materials (physical and virtual) with the City of Tampa's Parks and Recreation Department (P&R).

#### **1.17 CONSTRUCTION AND ENERGY SAVINGS**

All new construction for this project, shall be designed and built to achieve and obtain LEED (Leadership in Energy and Environmental Design) Silver Certification. LEED Silver Certification shall require the Design-Build Team to adhere 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.

#### **1.18 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, including but not limited to, those for EV Charging Stations as well as built structures, trails, other required elements for the City of Tampa's Parks and Recreation Department (P&R).

#### **1.19 ENVIRONMENTAL CRITERIA**

The eight (8) acre (approximate) site for the new East Tampa Community Park combines the current Fair Oaks Park with the Herbert D. Carrington Sr. Community Lake into one new City of Tampa (CoT) park site.

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 8 of 15

#### **1.20 ENVIRONMENTAL EVALUATION AND REMEDIATION**

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

#### **1.21 SITE VISITS**

All respondents to this Request for Qualifications (RFQ) are invited to visit Fair Oaks Park and Herbert D. Carrington Sr. Community Lake during their hours of operation.

All respondents to this Request for Qualifications (RFQ) are also invited to visit New Tampa Community Center at the New Tampa Community Park and the David Barksdale Center at Mcfarlane Park during their hours of operation.

## **SECTION 2: BASIS OF DESIGN**

### **2.01 RFQ RESPONSE**

2.01a The Design-Build Team shall demonstrate experience and the ability to develop a Guaranteed Maximum Price (GMP) to include this and all attachments and associated exhibits (Refer to Exhibits A and B). Design and Construction scopes shall include all, but not be limited to, preliminary pricing at 30%, 60%, 90%, and 100% design documents, Equal Business Opportunity (EBO), Federal Emergency Management Agency (FEMA), and Utility submission at 60%, and any other qualifications addressing GMP total scope.

2.01b The Design-Build Team shall demonstrate experience and the ability to coordinate this project proposal in response to Parks and Recreation Department (P&R)'s scheduling criteria as a recommendation for a single Guaranteed Maximum Price (GMP) to coordinate long lead-times, maximize downtime efficiencies, potential delays, and general phase work, in a least disruptive sequence to the Fair Oaks Park and Herbert D. Carrington Sr. Community Lake continual operations; 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 municipal parks that that meet multiple objectives and goals included in this Request for Qualifications (RFQ).

**2.02 Budget for Initial Design and Pre-Construction Services: \$4.0 Million**

**2.03 Estimated Budget for Construction: \$36-56 Million**

**2.04 Total Estimated Budget for Initial Design, Pre-Construction Services, and Construction: \$40 - \$60 Million**

## DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)

### East Tampa Recreational Complex

April 25, 2022

Page 9 of 15

The budget to execute and complete the programming shall be determined as part of the design and pre-construction efforts with the possibility of programming for the future becoming a subsequent and separate Request for Qualifications (RFQ) and project.

**2.04 Start Date for Construction:** April 2023

**2.05 Project Construction Duration:** Three (3) Years

### **2.06 DESIGN CRITERIA | SITE**

2.06a The new East Tampa Recreational Complex, consisting of built structures, site amenities, and parking, is to be located on eight (8) acres (approximately) in the Jackson Heights neighborhood that combines the current Fair Oaks Park with the Herbert D. Carrington Sr. Community Lake into one new City of Tampa (CoT) park site; East Tampa Community Park (Refer Exhibits A and B).

The site includes folios 154825, 156292-0010, 155121, 155120 and 155119. The City of Tampa is currently in the process of vacating the Right-of-Way of East Caracas Street (between North 34th Street and North 36th Street) that transects these parcels.

2.06b The preliminary and final designs are to be based on providing amenities and elements defined by the comprehensive Master Plan, Programming, and Spatial Analysis based on the findings of the Public Outreach Campaign, Compilation, and Analysis. The goal is to meet the needs of the recreation complex and park users as well as residents, neighborhood, and community.

2.06c The design should consider the existing site conditions including existing drainage patterns, and the needs of the community to provide a stable and useable park and lakefront recreational opportunities. It is imperative that the final designer and preparer of construction documents fully understand Americans with Disabilities Act (ADA) and Florida Building Code (FBC) regulations regarding accessibility, public safety, shoreline protection and strengthening, trails and all related requirements to design, permit, and construct this facility accordingly in its entirety.

2.06d Design-Build services shall include but not be limited to providing a survey and verification of all existing conditions including evaluation of the current drainage across the site, existing features including bathymetry, topography and utilities, development of a plan for all elements necessary to complete a successful trail and lake, environmental compliance, utility coordination, regulatory permitting, development of Guaranteed Maximum Price and ultimate construction of all site amenities necessary to complete this new recreational complex and park.

2.06e The approved final design shall be complete in all respects as deemed by the Parks and Recreation Department (P&R) and shall include all elements necessary to complete the project in its entirety.

## DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)

### East Tampa Recreational Complex

April 25, 2022

Page 10 of 15

#### **2.07 DESIGN CRITERIA | EAST TAMPA RECREATONAL COMPLEX**

- 2.07a The Design-Build Team shall develop and promote a high functioning, collaborative relationship within itself, Parks and Recreation Department (P&R), and the stakeholders of the City of Tampa (CoT) to achieve design excellence within the established budget and approved schedule. The Design-Build Team shall be required to demonstrating exemplary service to the Parks & Recreation and the stakeholders of the City of Tampa, including but not limit to, public outreach, master planning, project programming, special analysis, project management, design, development, construction, fabrication, and construction administration services.
- 2.07b The Design-Build Team shall provide designs that maximize the area available to meet the needs of the public end users, Parks & Recreation Department, and the stakeholders of the City of Tampa so that the new East Tampa Community Park and East Tampa Recreational Complex can effectively serve the residents, neighborhood, and community.
- 2.07c The Design-Build Team shall develop a Design and Construction Phasing Plan and Schedule that achieves completion of the East Tampa Community Park and East Tampa Recreational Complex as soon as it is practical as deemed by Parks & Recreation Department and the stakeholders of the City of Tampa.
- 2.07d The Design-Build Team shall provide transparent pricing that takes advantage of the efficiency of Design-Build, by creating efficiencies through the standardization of design elements and fast tracking of design, construction and fabrication to maximize the City of Tampa's budget. The Design-Build Team shall make all attempts to minimize the schedule and utilize materials and equipment that are easily procured and maintained from reliable suppliers with exceptional warranty services.
- 2.07e The Design-Build Team shall be advised that it is critical that the improvements are designed to become an integral part of the neighborhood and community. Transportation options and initiatives for park patrons should be studied in detail to provide the best multi-modal access solution(s).
- 2.07f The Design-Build Team shall be advised that this park is integrated into the Jackson Heights residential neighborhood and improvements should be made to respect the residential character. Improved and welcoming streetscapes surrounding the park are envisioned by Parks & Recreation Department and the stakeholders of the City of Tampa as part of this project.
- 2.07g The Design-Build Team shall create designs that enhance the safety of the project in both construction and in the operation of the facility. The Design-Build Teams' design and construction process(es) shall be required to reduce re-work and interference with operation, with a goal of no recordable incidents.

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 11 of 15

#### **2.08 PRE-DESIGN AND SCOPE DEVELOPMENT PHASE**

2.08a The scope of work during the Pre-Design and Scope Development Phase shall include, but limited to, following

1. Master Plan, Project Programming, and Spatial Review and Analysis
2. Public Input (Programming and Desired Amenities)
3. Stakeholder Input (Programming and Operational Impacts)
4. City of Tampa Public Relations Consultant's Input.
5. Data Collection and Analysis
6. Surveying and Base Preparation for City Owned Parcels
7. Vision Plan
8. Conceptual Design
9. Cost Estimate(s)
10. Public Presentations (Public Input and Comments)
11. City Council Presentation and Approval of Conceptual Design and Cost Estimate(s)
12. Notice to Proceed | Design

#### **2.09 DESIGN PHASE**

2.09a The scope of work during the Design and Development Phase shall include, but limited to, following

1. Additional Surveying and Base Update(s) as Required
2. 30% Concept Review
3. Design Development
4. 60% Schematic Design Review
  - a. Utility, FEMA, and Regulatory Agency Review(s)
  - b. Equal Business Opportunity (EBO) Review and Goal Setting
5. Early Start Permit and Regulatory Submissions
6. Pre-Planning Review (PPR)
7. Design District Review (DDR As Required)
8. 90% Design Development Review
9. 100% Construction Document Review
10. Permit and Regulatory Submission(s)
11. GMP Proposal and Cost Estimate
12. City Council Approval of Initial Agreement and GMP Presentation

#### **2.10 BUILD PHASE**

2.10a The scope of work during the Build Phase shall include, but limited to, following

1. Notice to Proceed | Construction

## **DESIGN CRITERIA PACKAGE FOR THE REQUEST FOR QUALIFICATIONS (RFQ 22-C-00028)**

### **East Tampa Recreational Complex**

April 25, 2022

Page 12 of 15

2. Construction Starts
3. Art Installation and Coordination
4. Completion of Construction
5. Punchlist
6. Substantial Completion

#### **2.11 DESIGN CRITERIA | OWNER PROVIDED MATERIALS**

- 2.11a The Parks and Recreation Department (P&R) shall provide to the selected Design-Build Team all AutoCAD drawing of the existing site. Please note that the level of accuracy of these drawing(s) is unknown and shall be verified by the selected Design-Build Team in advance of any work.
- 2.11b The Parks and Recreation Department (P&R) shall provide to the selected Design-Build Team existing and available architectural and engineering drawings for the site
- 2.11c The Parks and Recreation Department (P&R) shall provide to the selected Design-Build Team copies of its standard details and outline specifications including, but not limited to, benches, drinking fountains, and trash receptacles.
- 2.11d All items and/or materials required to design and execute the final and approved design for this project, and not indicate herein as provided by the Parks & Recreation Department (P&R) or the City of Tampa (CoT), shall be provided without additional cost by the Design-Build Team.

#### **SECTION 3: EXHIBITS**

- 3.01 The following exhibits are to be made part of this Request for Qualifications (RFQ) and include the following:
  - 3.01a EXHIBIT A – Current Boundary of the East Tampa Community Park. Refer to Page 13 of 15.
  - 3.01b EXHIBIT B – Utility Map. Refer to Page 14 of 15.

# EAST TAMPA RECREATION COMPLEX









## EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

<b>Points Pursuant to Designated Industry Category: _____</b> <b>FORM MBD-71</b> <b>(Refer to MBD Form 70 and Form 50-GFE Outreach)</b>		
	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
<b>NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)</b>		

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

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

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

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



## EBO Guidelines for Evaluation Points on RFP and CCNA Proposals

### **Equal Business Opportunity Evaluation Weighted Points: CCNA Proposal Guidelines**

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

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

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

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

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

## **GMP Exhibit**

### Tampa's Equal Business Opportunity Program Procedures for GMP Contracts

- The City of Tampa's Equal Business Opportunity Program (EBO) 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 the City will 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 MBD 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 MBD 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 MBD 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 MBD 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)**



# Good Faith Effort Compliance Plan Guidelines

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

Contract Name \_\_\_\_\_ Bid Date \_\_\_\_\_

Bidder/Proposer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

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

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

The WMBE/SLBE participation Goal is **Not Achieved**. The following list is an overview of the baseline GFE action steps already performed. Furthermore, it is understood that these GFE requirements are weighted in the compliance evaluation based on the veracity and demonstrable degree of documentation provided with the bid/proposal:

(Check applicable boxes below. Must enclose supporting documents accordingly with remarks)

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

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



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

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



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

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

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

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

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

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

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

Failure to Complete, Sign and Submit  
this form with your Bid or Proposal  
Shall render the Bid Non-Responsive

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

Signed: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

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



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

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

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

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

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

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



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

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

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

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

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

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

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

No Firms are listed to be utilized because: \_\_\_\_\_

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

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

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

Failure to Complete, Sign and Submit  
this form with your Bid or Proposal  
Shall render the Bid Non-Responsive

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

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

Signed: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

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





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

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

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

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

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

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

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

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

# Procurement Guidelines To Implement Minority & Small Business Participation

## Underutilized WMBE Primes by Industry Category

<b>FORMAL PROCUREMENT</b>	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

<b>SUB WORK</b>	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Black	Black	Black	Black
		Asian	Hispanic	Asian	Asian
		Native Am.	Asian	Native Am.	Native Am.
		Woman	Native Am.		Woman
			Woman		

### Policy

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

### Index

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

### Industry Categories

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

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

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

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

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

### MBD Form-70

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

TRANSMITTAL DATE:

RFQ NO. & TITLE: 22-C-00028; East Tampa Recreation Complex Design-Build  
TO: Brad L. Baird, P. E., Chairman Selection & Certification Committee (CCNA)  
c/o Contract Administration Department via [ContractAdministration@tampagov.net](mailto: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

Firm's own initial application for employment has criminal history screening practices similar to those contained in Chapter 12, Article VI, Tampa Code (responses, whether "Yes" or "No", are for informational purposes only and will not be used as a basis for award or denial, or for any protest):  Yes  No

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**

[SEAL]

Authorized Signature ; \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title:  Sole Prop  Pres  Sr VP  Gen Ptnr  LLC Auth.Mbr/Mgr  
 Other \_\_\_\_\_ (attach proof of authority)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The forgoing instrument was sworn (or affirmed) before me before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

either in his/her individual capacity or where Firm is an entity as the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, on behalf of such entity. He/She is \_\_\_\_\_ personally known to me OR  
produced identification. Type of identification produced: \_\_\_\_\_

[NOTARY SEAL]

Printed Name: \_\_\_\_\_ Notary Public, State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ Commission No: \_\_\_\_\_

\* 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.