

RESOLUTION NO. 2011-353

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF TAMPA AND DUNCAN SEAWALL DOCK AND BOAT LIFT, LLC., FOR ENGINEERING SERVICES IN CONNECTION WITH CONTRACT 11-C-00015; DESIGN/BUILD AGREEMENT FOR WESTSHORE WATERWAYS IMPROVEMENT PHASE 1, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; PROVIDING FOR THE FUNDING THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with the Consultants' Competitive Negotiations Act, the City has made selection and desires to enter into an Agreement with Duncan Seawall Dock and Boat Lift, LLC., for professional Engineering Services in connection with Westshore Waterways Improvement Phase 1 which requires City Council approval.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAMPA, FLORIDA THAT:

Section 1. The Agreement between the City of Tampa and Duncan Seawall Dock and Boat Lift, LLC., for professional Engineering services in connection with 11-C-00015; Westshore Waterways Improvement Phase 1, a copy of which is attached hereto and made part hereof, is authorized and approved in its entirety or in substantially similar form.

Section 2. The Mayor is authorized to execute and the City Clerk to attest and to affix the official seal to the Agreement for and on behalf of the City of Tampa.

Section 3. Payment of the costs of the services rendered in connection with the Agreement, in the amount of \$41,255, shall be made from funds provided in the budget of the City of Tampa for the Fiscal Year ending September 30, 2011, in Account No. ST50172GD-06305.

Section 4. The proper officers of the City of Tampa are hereby authorized to do all things necessary in order to carry out the provisions of this Resolution, which shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF

TAMPA, FLORIDA, ON MAY 19 2011.

ATTEST:


CITY CLERK/DEPUTY CITY CLERK
COUNCIL


CHAIRMAN/CHAIRMAN PRO TEM, CITY

APPROVED AS TO LEGAL SUFFICIENCY BY:
Justin R. Vaske, Assistant City Attorney

Y2011-17

AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES
Phase 1

THIS AGREEMENT, made and entered into at Tampa, Florida, this _____ day of _____, 2011, by and between the CITY OF TAMPA, a municipal corporation of the State of Florida, hereinafter referred to as "CITY", the address of which is 315 East Kennedy Boulevard, Tampa, Florida 33602, and **Duncan Seawall Dock and Boat Lift, LLC**, existing under the laws of the State of FLORIDA, hereinafter referred to as "CONSTRUCTION MANAGER", the address of which is **2253 Industrial Blvd, Sarasota, FL 34234**.

WITNESSETH:

WHEREAS, the CITY desires to engage the CONSTRUCTION MANAGER to perform certain pre-construction management services pertinent to such work which shall be referred to as **Contract 11-C-00015 Westshore Waterways Improvement Phase 1 "Project"** for City of Tampa Dredging project in accordance with this Agreement; and

WHEREAS, the CONSTRUCTION MANAGER desires to provide such pre-construction management services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, representations and considerations to be kept, performed and paid, the parties hereto agree for themselves, their successors and assigns, as follows:

I. GENERAL SCOPE OF THIS AGREEMENT

A. The relationship of the CONSTRUCTION MANAGER to the CITY shall be that of an independent consultant providing pre-construction management services for the PROJECT; and the CONSTRUCTION MANAGER will provide the professional and technical services required under this Agreement in accordance with acceptable construction administration and management practices and ethical standards.

B. Any additional services to be provided by CONSTRUCTION MANAGER after completion of the Phase I, Pre-construction Services, shall be set out in detail by subsequent Agreement.

C. A Guaranteed Maximum Price proposal shall be prepared and provided by the CONSTRUCTION MANAGER in accordance with this Agreement which shall be used as a basis for negotiating the future Agreement for Construction Services and will be prepared within 30-days from the date of execution of this agreement.

D. The scope of services to be provided relative to permitting and associated pre-construction activities is indicated in **Exhibit A**.

II. DATA AND SERVICES TO BE PROVIDED BY THE CITY

The CITY shall provide:

A. Available plans and specifications of existing construction and progress documents as developed by the **engineer** for the PROJECT, including but not limited to, Design Development documents sufficient for the preparation of a Guaranteed Maximum Price (GMP) proposal.

III. PERIOD OF SERVICE

A. The CONSTRUCTION MANAGER shall begin work promptly after receipt of a fully executed copy of the Agreement. Submission of a GMP proposal for the construction of the PROJECT shall be made within 30 (thirty) days of the receipt of the Design Development documents. This Agreement shall be in effect until final acceptance by City Council of the construction of the PROJECT.

B. The CONSTRUCTION MANAGER's services called for under this Agreement shall be completed provided that, if the CONSTRUCTION MANAGER's services are delayed for reasons beyond the CONSTRUCTION MANAGER's control, the time of performance shall be adjusted appropriately.

IV. GENERAL CONSIDERATIONS

A. All original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the CONSTRUCTION MANAGER'S services under this Agreement shall become and remain the property of the CITY upon receipt of payment by the CONSTRUCTION MANAGER from the CITY for services rendered in connection with the preparation of said sketches, tracings, etc. Where such documents are required to be filed with governmental agencies, the CONSTRUCTION MANAGER will furnish copies to the CITY upon request.

B. The CITY acknowledges that the materials cited in Paragraph IV. A. above, which are provided by the CONSTRUCTION MANAGER, are not intended for use in connection with any project or purpose other than the PROJECT and purpose for which such materials were prepared without prior written consent and adaptation by the CONSTRUCTION MANAGER, and any unauthorized use shall be at the CITY'S sole risk, and the CONSTRUCTION MANAGER shall have no responsibility or liability therefore.

C. Any use by the CITY of such materials in connection with a project or purpose other than that for which such materials were prepared without prior written consent and adaptation by the CONSTRUCTION MANAGER shall be at the CITY's sole risk, and the CONSTRUCTION MANAGER shall have no responsibility or liability therefore.

V. COMPENSATION

The CITY shall compensate the CONSTRUCTION MANAGER for Phase I Pre-construction services performed under this Agreement in the amount not to exceed **\$41,255.00**.

VI. PAYMENT

Payments shall be made upon presentation of the CONSTRUCTION MANAGER's approved invoice.

VII. RECORDS

Records for Personnel Expenses shall be kept on a generally recognized accounting basis and shall be available to the CITY or its authorized representative at mutually convenient times.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection, or copying purposes at any time during normal business hours at a location within Hillsborough County, Florida as often as the CITY, HUD, representatives of the Comptroller General of the United States or other federal agency may reasonably require. CONSTRUCTION MANAGER will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement. The CITY's right of inspection and audit shall obtain likewise with reference to any audits made by any other agency, whether local, state or federal. CONSTRUCTION MANAGER shall retain all records and supporting documentation applicable to this Agreement for five (5) years from the date of submission of the annual performance report to HUD. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later.

VIII. PERSONNEL

The CONSTRUCTION MANAGER represents that it has or will secure, at its own expense, all personnel required in performing the services under this Agreement. All personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Agreement. The CONSTRUCTION MANAGER further certifies that all of its employees assigned to serve the CITY have such knowledge and experience as required to perform the duties assigned to them. Any employee of the CONSTRUCTION MANAGER who, in the opinion of the CITY, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with the certain professional engineering/architectural services under this Agreement.

IX. SUSPENSION, CANCELLATION OR ABANDONMENT

Suspension, cancellation or abandonment of this Agreement shall be necessitated if any of the following occur: disclosure of CITY confidential information, procedures or activities; failure of the CONSTRUCTION MANAGER to aggressively, adequately, timely and appropriately perform the services required by this Agreement to the satisfaction of the CITY, or other similar cause.

In the event the PROJECT is suspended, cancelled or abandoned, the CONSTRUCTION MANAGER shall be given fifteen (15) days prior written notice of such action and shall be compensated for the professional services provided and reimbursable expenses incurred up to the date of suspension, cancellation or abandonment in an amount mutually agreed to by the CITY and CONSTRUCTION MANAGER and supported by back-up documentation.

Upon suspension, cancellation or abandonment of the PROJECT by the CITY, the CONSTRUCTION MANAGER shall immediately cease work and shall be compensated for its services rendered up to the time of such suspension, cancellation or abandonment on a quantum meruit basis; and the CITY shall have no further financial obligation to the CONSTRUCTION MANAGER.

X. TERMINATION

A. Termination For Cause.

In the event that the CONSTRUCTION MANAGER shall for any reason or through any cause not have completed performance within the time fixed for performance under this Agreement; or any representation or warranty made under Article XII of this Agreement shall prove to be untrue in any material respect; or the CONSTRUCTION MANAGER shall otherwise be in default under this Agreement; or the CONSTRUCTION MANAGER has subcontracted, assigned, delegated, transferred its rights, obligations or interests under this Agreement without the CITY's consent or approval; or the CONSTRUCTION MANAGER has filed bankruptcy, become insolvent or made an assignment for the benefit of creditors, or a receiver, or similar officer has been appointed to take charge of all or part of CONSTRUCTION MANAGER assets; or the CONSTRUCTION MANAGER disclosed CITY confidential information, procedures or activities; or the CONSTRUCTION MANAGER fails to aggressively, adequately, timely and appropriately perform the services required by this Agreement to the satisfaction of the CITY, or other similar cause.

Then the CITY may provide five (5) days written notice that the conduct of the CONSTRUCTION MANAGER is such that the interests of the CITY are likely to be impaired or prejudiced, stating the facts upon which the opinion is based. Then the CITY may upon fifteen (15) days written notice, and at the end of the (15) days terminate this Agreement for cause (herein "Termination Date"). Upon that termination for cause, the CONSTRUCTION MANAGER shall be entitled to compensation for services properly and satisfactorily performed through the date of such termination for cause. However, no allowance shall be included for termination expenses. In the event of such termination for cause, the CONSTRUCTION MANAGER shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the Termination Date; however, CONSTRUCTION MANAGER shall not be compensated for any anticipatory profits that have not been earned as of the date of the Termination Date. All work accomplished by CONSTRUCTION MANAGER prior to the Termination Date shall be documented. In the event the project is terminated for cause pursuant to this Article, the CONSTRUCTION

MANAGER shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the CONSTRUCTION MANAGER's services under this Agreement. The aforementioned original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans shall be without restriction on future use by the CITY. Notwithstanding the above or any section herein to the contrary, CONSTRUCTION MANAGER shall not be relieved of liability to the CITY for damages sustained by the CITY by virtue of any breach of the Contract by CONSTRUCTION MANAGER.

B. Termination for Convenience.

The CITY may reduce the scope of work or terminate work under this Agreement or amendment to this Agreement without cause; in the event of such scope reduction or termination other than for cause, the CITY shall compensate the CONSTRUCTION MANAGER for services properly performed through the date of such reduction in scope or termination, which date shall be fixed in written notice from the CITY and which date shall be not sooner than fifteen (15) days after notice. Notwithstanding such termination or reduction in scope, the CITY shall be entitled to receive from the CONSTRUCTION MANAGER upon request any and all information related to the PROJECT and the CITY shall preserve and protect all such information and assure ready access thereto by the CONSTRUCTION MANAGER in connection with resolution of the amount due to the Firm. The CITY, at its own discretion, shall be entitled to direct the CONSULTANT to terminate any or all the CONSTRUCTION MANAGER's subcontracts or subconsulting agreements. In the event the project is terminated for convenience pursuant to this Article, the CONSTRUCTION MANAGER shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the CONSTRUCTION MANAGER's services under this Agreement. The aforementioned original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans shall be without restriction on future use by the CITY.

XI. INSURANCE

The CONSTRUCTION MANAGER, at its own cost and expense, shall effect and maintain at all times during the life of this Agreement insurance, in accordance with that indicated in **Exhibit B**.

XII. INTERESTS OF MEMBERS OF THE CITY

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercise any functions or responsibilities in connection with the carrying out of the Project to which this Agreement pertains shall have any personal interest, direct or indirect, in this Agreement.

XIII. INTEREST OF THE CONSTRUCTION MANAGER

The CONSTRUCTION MANAGER covenants that he or she presently has no interest and shall not acquire any interest, direct or indirect, in any project to which this Agreement pertains or any other interest which would conflict in any manner or degree with its performance of any contracted service hereunder. The CONSTRUCTION MANAGER further covenants that in the performance of this Agreement no person having such interest shall be employed.

The CONSTRUCTION MANAGER warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the CONSTRUCTION MANAGER to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the CONSTRUCTION MANAGER any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

XIV. COMPLIANCE WITH LAWS

A. The CONSTRUCTION MANAGER shall comply with the applicable requirements of State laws and all Codes and Ordinances of the City of Tampa as amended from time to time.

B. If the Project involves E.P.A. Grant eligible work, the CITY and the CONSTRUCTION MANAGER agree that the provisions of 40 CFR 31.36 and 40 CFR, Part 35, Appendix C-1, shall become a part of this Agreement and that such provisions shall supersede any conflicting provisions of this Agreement for work performed.

C. If the Project involves work under other Federal or State Grantors or Approving Agencies, the CITY and the CONSTRUCTION MANAGER shall review and approve the applicable required provisions or any other supplemental provisions as may be included in the Agreement.

D. The CONSTRUCTION MANAGER shall assist the City in complying with all applicable terms and conditions of the government grants under Title XIII, Subchapter C, Part I of the Omnibus Budget Reconciliation Act of 1993 (26 U.S.C. 1391, et seq.) and under Title I of the Housing and Community Development Act of 1974 (PL 93-383), 24 CFR Part 570 et seq.

E. The CONSTRUCTION MANAGER agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable Federal, state and local laws and regulations pertaining to labor standard insofar as those acts apply to the performance of this Agreement.

F. Truth-In-Negotiation Certification: The CONSTRUCTION MANAGER certifies that the wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of the execution of the Agreement of which this Certificate is a part. The original price and any additions thereto shall be adjusted to exclude any significant sums by which the CITY determines the Agreement amount was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs and that such original Agreement adjustment shall be made within one (1) year following the end of the Agreement.

XV. ASSIGNABILITY

The CONSTRUCTION MANAGER shall not assign or transfer any interest in this Agreement without consent from the CITY; provided, however, that the claim for money due or to become due the CONSTRUCTION MANAGER from the CITY under this Agreement may be assigned to a bank or other financial institution or to a Trustee in Bankruptcy. Notice of any such assignment shall be furnished promptly to the CITY.

XVI. EQUAL EMPLOYMENT

During the performance of this Agreement or any related Work Order, the CONSTRUCTION MANAGER shall:

A. Not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, handicap, or national origin. The CONSTRUCTION MANAGER shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, handicap, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSTRUCTION MANAGER shall post in conspicuous places, available to employees and applicants for employment; notices to be provided setting forth the provisions of this nondiscrimination clause.

B. In all solicitations or advertisements for employees placed by or on behalf of the CONSTRUCTION MANAGER, it must state that all qualified applicants will receive considerations for employment without regard to race, color, religion, age, sex, handicap, or national origin.

XVII. SMALL LOCAL BUSINESS ENTERPRISES

A. See Exhibit C for Small Local Business Enterprise (SLBE) Program Procedures.

B. The CONSULTANT shall demonstrate good faith effort toward the utilization of City of Tampa Certified Small Local Business Enterprise (SLBE) subcontractors, subconsultants or suppliers.

C. The CITY shall make available a list of Certified Small Local Business Enterprises.

D. The CONSULTANT shall report to the CITY its subcontractors/subconsultants/suppliers solicited or utilized as required by Exhibit C.

E. At the time of the submission of invoices, the CONSULTANT shall submit to the CITY a report (Exhibit C) of all subcontractors, subconsultants or suppliers (denoting SLBE's) utilized with their final contract amounts and any other reports or forms as may be required by the CITY.

XVIII. CODE OF ETHICS

In connection with this Agreement, the CONSTRUCTION MANAGER hereby covenants and agrees that it shall comply with all applicable government laws, statutes, rules and regulations including, without limitation, the City of Tampa's Code of Ethics. Pursuant to Section 2-522 of the City of Tampa Code, the CONSTRUCTION MANAGER acknowledges that if it fails to comply with the City of Tampa's Code of Ethics, such a failure shall render this Agreement voidable by the City and subject the CONSTRUCTION MANAGER to debarment from any future City contracts or agreements.

XIX. NEGATION OF AGENT OR EMPLOYEE STATUS

CONSTRUCTION MANAGER shall perform this Agreement as an independent consultant and nothing contained herein shall in any way be construed to constitute CONSTRUCTION MANAGER or the assistants of CONSTRUCTION MANAGER to be representative, agent, subagent, or employee of CITY or any political subdivision of the State of Florida. CONSTRUCTION MANAGER certifies CONSTRUCTION MANAGER'S understanding that CITY is not required to withhold any federal income tax, social security tax, state and local tax, to secure worker's compensation insurance or employer's liability insurance of any kind or to take any other action with respect to the insurance or taxes of CONSTRUCTION MANAGER and assistants of CONSTRUCTION MANAGER.

In no event and under no circumstances shall any provision of this Agreement make CITY or any political subdivision of the State of Florida liable to any person or entity that contracts with or that provides goods or services to CONSTRUCTION MANAGER in connection with the Services the CONSTRUCTION MANAGER has agreed to perform hereunder or otherwise, or for any debts or claims of any nature accruing to any person or entity against CONSTRUCTION MANAGER; and there is no contractual relationship, either express or implied, between CITY or any political subdivision of the State of Florida any person or any political subdivision of the State of Florida any person or entity supplying any work, labor, services, goods or materials to CONSTRUCTION MANAGER as a result of the provisions of the Services provided by Consultant hereunder or otherwise.

XX. SEVERABILITY

If any item or provision to this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

XXI. CHOICE OF LAW

The laws of the State of Florida (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its interpretation, construction, performance and enforcement.

XXII. DESIGNATION OF FORUM

Any part bringing a legal action or proceeding against any other party arising out of or relating to this Agreement may bring the legal action or proceeding in the United States District Court for the Middle District of Florida, Tampa Division or in any court of the State of Florida sitting in Tampa.

XXIII. AUTHORIZATION

Each party represents to the other that such has authority under all applicable laws to enter into an agreement containing each covenants and provisions as are contained herein, that all of the procedural requirements imposed by law upon each part for the approval and authorization of this Agreement have been properly completed, and that the persons who have executed the Agreement on behalf of each party are authorized and empowered to execute said Agreement.

XXIV. ENTIRE AGREEMENT

This Agreement sets forth the entire Agreement between the parties and there are no promises or understandings other than those stated herein. Exhibits to this Agreement shall be deemed to be incorporated by reference as though set forth in full herein. In the event of a conflict or inconsistency between this Agreement and the provisions in the incorporated Exhibits, and unless otherwise specified herein, then this Agreement will prevail.

XXV. INDEMNIFICATION

A. Indemnity. In case any action at law or suit in equity may or shall be brought against the CITY or any of its officers, agents, or employees for or on account of the failure, omission, or neglect of the CONSTRUCTION MANAGER or its subcontractors, employees, or agents, to do or perform any of the covenants, acts, matters, or things undertaken to be done or performed by the CONSTRUCTION MANAGER or its subcontractors, employees, or agents, or from any injuries done to property or persons and caused by the negligence or breach of contract of the CONSTRUCTION MANAGER or its subcontractors, employees, or agents, or in any other manner arising out of the negligent performance of the Work required under the Contract Documents or this Agreement by the CONSTRUCTION MANAGER then, to the extent such suit or action is due to the fault or neglect of the CONSTRUCTION MANAGER or its subcontractors, employees or agents, the CONSTRUCTION MANAGER shall defend the CITY in such action or suit as if said actions or suits have been brought directly against the CONSTRUCTION MANAGER; and the CONSTRUCTION MANAGER shall also indemnify and save harmless the CITY, its officers, agents, and employees from any and all loss, cost or damage whatever arising out of such actions or suits, in like manner and to all intents and purposes as if said actions or suits have been brought directly against the CONSTRUCTION MANAGER, but only to the extent such suit or action is due to the fault or neglect or breach of contract of the CONSTRUCTION MANAGER or its subcontractors, employees or agents. The CONSTRUCTION MANAGER shall not be required to defend, indemnify or hold harmless the CIITY for any acts, omissions, or negligence of the city, the CITY's employees, agents, or separate contractors.

B. Liens and Judgments. The CONSTRUCTION MANAGER shall and does hereby assume all liability for and agrees to indemnify the CITY or its representatives against any or all loss, costs, damages, and liability for any or by reason of any lien, claims or demands, either for materials purchased or for work performed by laborers, mechanics, and others and from any damages, costs, actions, or causes of action and judgments arising from injuries sustained by mechanics, laborers, and other person by reason of accidents or otherwise, to the extent caused by the negligence or breach of contract of said Firm, or its subcontractors, agents, employees, or workmen.

C. Indemnity from Other Contractors. Upon request by the CONSTRUCTION MANAGER, and to the extent the CITY is able under its agreement with other contractors, the CITY shall cause any other contractor who may have a contract with CITY to perform work in the areas where work will be performed under this Agreement, to agree to indemnify the CONSTRUCTION MANAGER, subcontractors or anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable and hold them harmless from all claims for bodily injury and property damage that may arise from that contractor's operations. Such provisions shall be in a form satisfactory to the CONSTRUCTION MANAGER, but limited to the extent such liability or damage arises from neglect or breach of such separate contractor. If the CONSTRUCTION MANAGER makes a written request for such indemnity from other contractors employed by the CITY, the CONSTRUCTION MANAGER will have a corresponding obligation to the CITY's other contractors.

XXVI. ESTOPPEL/WAIVER

No waiver of any provisions of this Agreement shall be effective unless it is in writing, signed by the party against whom it is asserted and any such waiver shall only be applicable to the specific instance in which it relates and shall not be deemed to be a continuing waiver.

The failure of the CITY to enforce any term or condition of this Agreement shall not constitute a waiver or estoppel of any subsequent violation of this Agreement.

XXVII. AUDIT REQUIREMENTS.

In the event, that during the period of this Agreement, CONSTRUCTION MANAGER expends more than \$500,000.00 in federal funds in an operating year from this and other federal grants, CONSTRUCTION MANAGER shall, at its own cost and expense, cause to be carried out an independent audit. The audit shall be completed and a copy furnished to the CITY, within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine (9) months after the end of the audit period, unless a longer period is agreed to in advance by the CITY. For purposes of this Agreement, an operating and/or audit year is the equivalent to the CONSTRUCTION MANAGER's fiscal year. The determination of when Grant Funds are expended is based on when the activity related to the expenditure occurs.

The audit shall be conducted in compliance with the Office of Management and Budget Circular No. A-133, as amended and 24 CFR Parts 84 and 85, as applicable, which are made a part of this Agreement by reference thereto. In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not expended in accordance with the conditions of this Agreement, CONSTRUCTION MANAGER shall be held liable for reimbursement to the CITY of all funds not expended in accordance with these applicable regulations and Agreement provisions within thirty (30) calendar days after the CITY has notified CONSTRUCTION MANAGER of such non-compliance. Said reimbursement shall not preclude the CITY from taking any other action as provided herein.

If expenditure does not exceed \$500,000.00 during an operating year, CONSTRUCTION MANAGER shall provide the CITY with its annual financial statement within ninety (90) days of the end of its operating year. Said financial statement shall be prepared by an actively licensed certified public accountant.

XXVIII. DEFAULT

In accordance with 24 CFR 85.43, a default shall consist of any use of Grant Funds for a purpose other than as authorized by this Agreement, noncompliance with any provision in all Articles herein, any material breach of the Agreement, failure to comply with the audit requirements as provided herein, or failure to expend Grant Funds in a timely or proper manner.

XXVIV. BUDGET APPROPRIATIONS

The CITY is subject to Section 166.241, Florida Statutes, and is not authorized to contract for expenditures in any fiscal year except in pursuance of budgeted appropriations. With respect to this Agreement, the CITY has budgeted and appropriated sufficient monies to fund the CITY's obligations under this Agreement; however, all funding under this Agreement for subsequent years is subject to the availability of funds. The obligations of the CITY hereunder shall not constitute a general indebtedness of the CITY within the meaning of the Florida Constitution.

IN WITNESS WHEREOF, the CITY has caused these presents to be executed in its name by its Mayor and attested and its official Seal to be hereunto affixed by its City Clerk, and the CONSTRUCTION MANAGER has hereunto set its hand and Seal in TRIPLICATE, the day and year first written above.

DUNCAN SEAWALL DOCK AND BOAT LIFT, LLC

CITY OF TAMPA, FLORIDA

By: _____
Steve Liebel, Managing Member

By: _____
Bob Buckhorn, Mayor

ATTEST:

ATTEST:

By: _____
Corporate Secretary (SEAL)

By: _____
Shirley Foxx-Knowles, City Clerk (SEAL)

Approved as to Form and authorized
by Resolution No. 2011-_____:

Justin R. Vaske, Assistant City Attorney

Exhibit A

Permitting Service for City of Tampa Dredging Cost and Labor Estimate for FDEP Maintenance Dredge Exemption, Tampa Port Authority Authorization, HCEPC and State Programmatic General Permit (ACOE)

Task / Work Description	Effort by Labor Category (hours)					Cost by Labor Category						
	Senior Scientist	Associate Scientist	Environmental Tech.	Duncan Seawall Principle	Duncan Seawall Admin	Effort Totals	\$140	\$95	\$65	\$100	\$30	Cost Totals
File Reviews and Data Analysis	12	8	8	6	0	34	\$1,680	\$760	\$520	\$600	\$0	\$3,560
Agency Meetings (Includes Preparation & Follow-up)	24	0	0	12	4	40	\$3,360	\$0	\$0	\$1,200	\$120	\$4,680
Exemption & Permit Application Compilations & Submittals	35	10	8	14	15	82	\$4,900	\$950	\$520	\$1,400	\$450	\$8,220
City of Tampa Coordination	8	1	4	8	2	23	\$1,120	\$95	\$260	\$800	\$60	\$2,335
Responses to Requests for Additional Information	21	8	8	14	8	59	2940	760	520	1400	\$240	\$5,860
Labor Subtotal:	100	27	28	54	29	238	\$14,000	\$2,565	\$1,820	\$5,400	\$870	\$24,655
Other Direct Costs (ODCs):												
All incidental items i.e. - Telephone/Computer Mileage/Copying/Supplies included in Hourly rates						Amount	Units	Unit Charge				
General Services							1	\$0.00				\$0.00
DEP Exemption fee							1	\$15,000.00				\$15,000.00
Tampa Port Authority							1	\$100				\$100.00
ODC Subtotal:							1	\$1,500				\$1,500.00
TOTAL ESTIMATED COST											\$41,255.00	

1. The Guaranteed Maximum Price proposal will be developed at no additional cost.
2. The above figures were developed using a 15% net profit margin for all Duncan Seawall employees and a 10% net profit margin for all outside subcontractors and vendors.
3. A contingency allocation of \$15,000 has been made in General Services which may be used for additional services required to complete pre-construction activities.
4. Cost estimates do not include additional field sampling or analyses but if any is required the General Services monies may be used.
5. Data analyses includes technical and regulatory reviews of all previously collected data and information
6. All resubmittals for FDEP maintenance dredge exemptions shall include requests for SPGP.
7. All application submittals are new. Previous submittals not applicable.
8. Assumes City of Tampa provides final sealed survey drawings for submittal
9. Cost estimates do not include engineering or survey costs as we do not believe these items will be necessary for obtaining exemptions but if any is required the General Services monies may be used.

Exhibit A - continued

Description	Week/Date
File Reviews (Data, Correspondence, Surveys)	1 23-May
Develop Guaranteed Maximum Price proposal.	3 6-Jun
Final Dredge footprint established, Begin FDEP	4 13-Jun
Maintenance Dredge and Tampa Port Authority Applications HCEPC	4 13-Jun
Upon final pre-submittal discussions with all agencies hand deliver submittal of FDEP maintenance dredge exemption application with SPGP approval from ACOE and Tampa Port Authority	5 20-Jun
Maintenance Dredge exemption approval from FDEP including one RAI response	1 15-Aug
Tampa Port Authority public hearing	1 1-Aug
Tampa Port Authority permit issuance	1 15-Aug
*Contract Approval	1 23-May

Exhibit A – continued

Permitting Narrative - City of Tampa Canal Maintenance Dredge Authorizations

Utilizing existing information, specifically bathymetric and topographic data, permit applications and accompanying drawings shall be developed for submittal to:

1. The Florida Department of Environmental Protection (FDEP) for verification of an exemption for maintenance dredge activity with companion approval from the ACOE through the State Programmatic General Permit (SPGP)
2. Tampa Port Authority (TPA) with review by the Hillsborough County EPC

Use of bathymetry surveys developed under an earlier contract is proposed to reduce costs and expedite approval schedules. Avoidance of seagrass beds to eliminate need for mitigation, with use of the avoidance and minimization concept and use of best navigable waters is proposed. Applications shall also include references to pertinent best management practices (BMP's) and monitoring requirements made part of exemption and permit authorizations, with acceptance of these requirements as general and/or standard conditions.

The SPGP as was issued for Bay Way Drive authorizations, shall be used as regulatory precedent for agency approval of nearby canals. Information and strategies used in procurement of the Bay Way Drive authorizations provide the proposed workscope for the City of Tampa's Canal Maintenance Dredge Program. Application submittal material submitted for agency review by others, and later withdrawn, shall be used only if applicable to maintenance dredge exemption criteria.

Exemption criteria will also include identification of an upland disposal site compatible with FDEP's statutory maintenance dredge exemption criteria. As with any permitting initiative, there can be no guarantees regarding application reviews or reviewers, with requests for additional information subject to individual staff interpretations. However, IEC's references to site-specific and other similar permitting precedent, with application of correct interpretation of rules and statutes, shall be used to facilitate issuance of all needed authorizations.

Exhibit B



CERTIFICATE OF LIABILITY INSURANCE

OP ID: MP

DATE (M/W/D/YYYY)

03/09/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wallace Welch & Willingham Inc 300 First Avenue South, 5th Fl P.O. Box 33020 St. Petersburg, FL 33733 Alycia McGlone	727-622-7777 727-621-2902	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: DUNSE-1
INSURED Duncan Seawall Dock & Boat Lift, LLC 2253 Industrial Blvd. Sarasota, FL 34234	INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance Company INSURER B: St. Paul Fire & Marine Ins Co. INSURER C: Phoenix Ins Co INSURER D: Great American Ins. Co. of NY INSURER E: INSURER F:	NAIC # 13058

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
NO		INSR		(M/D/Y)	(M/D/Y)	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROTECT <input type="checkbox"/> LOG		MRP0200072	11/01/10	11/01/11	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BA336M9024 BA336M8024 BA336M8024	11/01/10 11/10/10 11/10/10	11/01/11 11/01/11 11/10/11	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 25,000		OX06800329	11/01/10	11/01/11	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Lease/Rented Equip	Y/N N/A	MRP0200072	11/01/10	11/01/11	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ 250,000 Ded 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks & schedule, if more space is required)
 Contactors: Steve Liebel (A1348); Mark Parsons (CGC1617864); Steve Klabe (EC13001900) Certificate holder is additional insured.

CERTIFICATE HOLDER City of Tampa 315 East Kennedy Blvd. Tampa, FL 33602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

Exhibit B - continued

ACORD CERTIFICATE OF LIABILITY INSURANCE		CERTIFICATE NO. / DATE AC11-13800189-038477 3/9/2011 12:18:58PM
PRODUCER Highpoint Risk Services LLC 14160 Dallas Parkway #500 Dallas, TX 75254 (800) 632-5096 (972) 715-0959 Fax: (972) 404-4450	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURERS AFFORDING COVERAGE		
INSURED: AMS I/O/E: DUNCAN SEAWALL DOCK & BOAT LIFT, LLC 2253 INDUSTRIAL BLVD. SARASOTA, FL 34234 (941) 351-1553 Fax: (941) 351-3378	INSURER A: Companion Property and Casualty Insurance C	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

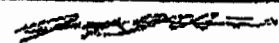
COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR SENT. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER. <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any One Fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ex accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC77779991701	04/01/2010	04/01/2011	<input checked="" type="checkbox"/> WORKSTATS <input type="checkbox"/> OTH E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
	OTHER				LIMITS \$ LIMITS \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

1. This certificate remains in effect, provided the client's account is in good standing with AMS. Coverage is not provided for any employee for which the client is not reporting wages to AMS. Applies to 100% of the employees of AMS leased to DUNCAN SEAWALL DOCK & BOAT LIFT, LLC, effective 04/01/2010. 2. INSURED IS AFFORDED USL&H COVERAGE. CODE 6006F.
 PLEASE SEE ATTACHED EMPLOYEE ROSTER.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTERS	CANCELLATION
CITY OF TAMPA - BUILDING DEPARTMENT 315 E. KENNEDY BLVD TAMPA, FL 33602		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

City of Tampa's Small Local Business Enterprise (SLBE) Program Procedures for Construction Management and Design-Build Projects

- Prior to the time goals are set, the Construction Manager (CM) or the Design-Builder (D-B) provides information on subcontract packages planned (via the Project Task Worksheet) and their sequencing.
- The CM (or D-B) participates in a meeting to establish aspirational goals for SLBE subcontractor participation for the project.
- For each subcontracting package to be bid, the CM (or D-B) confirms with the MBD Office, the list of available SLBE firms to be solicited.
- The CM (or D-B) documents notification of all potential subcontractors, including the SLBE firms identified above
- 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.
- The CM (or D-B) provides to the City, a tabulation of all bids received and their 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.
- 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 with copy of executed agreement or purchase order as documentation.
- 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 subcontractors, and a report of final amounts paid to all subcontractors.

**Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Solicited Form
(DMI-Solicited)**

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 directly follow are for the form heading information pertaining to the project and prime:

Contract No. - Number assigned by the City of Tampa for the bid or proposal

Contract Name - Name of the contract assigned by the City of Tampa for the bid or proposal.

Contractor Name - Name of your business.

Address - Physical address of your business.

Federal ID - Number assigned to your business for tax reporting purposes.

Phone - Telephone number to contact business.

Fax - Fax number for business.

Email - Business email address for electronic correspondence.

No Subcontracting Opportunities existed for this Contract. - Checking this box indicates that a pre-determined Subcontract Goal was not set by the City and that your business will not use subcontractors but will self-perform all work. If during the administration of the contract you use subcontractors, the "DMI-Payments" form must be submitted with your invoices. Note: Certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.

No Firms were contracted because - Provide brief explanation why no subcontractors were used.

See attached documents - Check this box if you have provided any additional documents relating to the form.

Note: If you use an electronic version of the form, BE SURE TO INCLUDE EVERY DATA FIELD.

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

SLBE - Enter "S" for firms Certified by the City of Tampa as Small Local Business Enterprises.

Federal ID - A number assigned to a business for tax reporting purposes. **This information is critical** in proper identification of the subcontractor.

Company Name, Address, Phone & Fax - Provide company information for verification of payments.

Type of Ownership - Ethnicity and Gender of the owner of the subcontracting business.

Trade, Services, or Materials - Indicate the trade, service, or material provided by the subcontractor. Under the trade, list NIGP codes (listed at top section of document).

Contract Method L=letter, F=fax, E=Email, P=Phone - Indicate with letter the method 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.

To be considered complete, the form must be completed, and then signed by a company authorized representative certifying that the information is true and accurate. This document must be completed in order to comply with the City of Tampa's Equal Business Opportunity Program.

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.

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

This form must be submitted with all bids or proposals if subcontracting will be performed. All subcontractors, regardless of classification, projected to be utilized must be included on this form.

The instructions that directly follow are for the form heading information pertaining to the project and prime:

Contract No - Number assigned by the City of Tampa for the bid or proposal

Contract Name - Name of the contract assigned by the City of Tampa for the bid or proposal.

Contractor Name - Name of your business.

Address - Physical address of your business.

Federal ID - Number assigned to your business for tax reporting purposes.

Phone - Telephone number to contact business.

Fax - Fax number for business.

Email - Business email address for electronic correspondence.

See attached documents - Check this box if you have provided any additional documentation.

Note: If you use an electronic version of the form, BE SURE TO INCLUDE EVERY DATA FIELD.

The following instructions are for information regarding any and all subcontractors to be utilized:

Federal ID - Number assigned to a business for tax reporting purposes. **This information is critical** in proper identification of the subcontractor.

SLBE - Enter "S" for firms Certified by the City as Small Local Business Enterprises.

Company Name, Address, Phone & Fax - Company information for verification of payments.

Type of Ownership - 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. Below the trade, list NIGP codes (available at <http://www.tampagov.net/mbd>).

Amount of Quote, Letters of Intent - Dollar amount to be subcontracted (Required for SLBE's.)

Percent of Contract - Indicate the percent of the total contract price the subcontract(s) represent.

Total Subcontract/Supplier Utilization - Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract.

Total SLBE Utilization - Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract.

Percent SLBE Utilization - Total amount allocated to SLBEs divided by the total bid amount.

To be considered complete, the form must be completed, and then signed by a company authorized representative certifying that the information is true and accurate. This document must be completed in order to comply with the City of Tampa's Equal Business Opportunity Program.

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.

**Instructions for Completing The DMI Sub-(Contractors/Consultants/ Suppliers) Payment Form
(DMI-Payments)**

This form must be submitted with all invoicing or payment requests for any contract with subcontracting. The following will detail what data is **required** for this form:

The instructions that directly follow pertain to the project and prime:

Contract No. - Number assigned by the City of Tampa for the bid or proposal

W.O.# - Work Order Number, if one has been designated

Contract Name - Name of the contract assigned by the City of Tampa for the bid or proposal

Contractor Name - Name of your business

Address - Physical address of your business

Federal ID - Number assigned to your business for tax reporting purposes

Phone - Telephone number to contact business

Fax - Fax number for your business

Email - Your business email address for electronic correspondence

Pay Period - Start and Finish dates for pay period. (e.g. 05/01/07 – 05/31/07)

Payment Request/Invoice Number - Sequential number for payment requests. (e.g. "3" for pay request three)

City Department. The City of Tampa department to which the contract pertains

Total Amount Requested for pay period - Dollar amount you are expecting to receive for the pay period.

Total Contract Amount (including change orders) - Total contract amount. This includes any approved change orders that may have increased or decreased the original contract amount.

Signed/Name/Title/Date - This is your certification that the information provided on the form is accurate.

See attached documents - Check this box (located at the bottom of the form) if you have provided any additional documentation relating to the payment data.

Partial Payment - Check this box (located at the top right of the form) if the request is for a partial payment.

Final Payment - Check (located at the top right of the form) only if the request is for the final payment.

The following instructions are for information about any and all subcontractors used for the contract:

(Type) of Ownership - SLBE status, Ethnicity, and Gender of the owner of the subcontracting business

Trade/Work Activity - The trade, service, or material provided by the subcontractor

SubContractor/SubConsultant/Supplier - Category that applies to the firm on this contract

Federal ID - Number assigned to a business for tax reporting purposes - **This item of information is critical** for the proper identification of the subcontractor in the DMI system.

Company Name, Address, Phone & Fax - Company information for verification of payments

Total Subcontract Amount - Total amount of subcontract including change orders

Amount Paid To Date - All dollar amounts paid to date for the subcontractor

Amount Pending, Previously Reported - Any amount previously reported that payments are pending

Amount To Be Paid for this Period - Dollar amount of dollars requested for the pay period

Sub Pay Period Ending Date - Ending date for pay period which subcontractor invoiced performed work

To be considered complete, the form must be completed, and then signed by a company authorized representative certifying that the information is true and accurate. This document must be completed in order to comply with the City of Tampa's Equal Business Opportunity Program.

Note: If you use an electronic version of the form, BE SURE TO INCLUDE EVERY DATA FIELD.

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.