



**RFQ: 14-C-00005 DESIGN-BUILD SERVICES  
FOR THE  
WATER DEPARTMENT AND WASTEWATER DEPARTMENT  
CO-RELOCATION**

**DESIGN CRITERIA PACKAGE**

PREPARED BY:

KEVIN L. HENIKA, AIA – PROJECT ARCHITECT  
CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA

September 30, 2013

# DESIGN CRITERIA:

The City of Tampa has prepared the enclosed Design Criteria Package for Design-Build Services related to the Water Department and Wastewater Department Co-Relocation. The scope shall include, but not be limited to the following:

- Programming
- Full design services
- Construction of new facility
- Renovation of existing Inspections Building
- Planning and coordination of the relocating of Contract Administration Inspection offices to a location to be determined
- Development of GMP for construction
- Scheduling of related logistics

Total Project Budget \$12.2 million

In addition, the following contain the project overview and description of requirements.

## 1. Purpose

1.1 This document provides the criteria for the design and construction of facilities to relocate the City of Tampa Water and Wastewater Departments. The intent is to list the minimum design criteria per Department necessary for achieving this relocation.

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

1.3 Additionally, consideration and use of emerging technologies and commercially available products should be used if they can be proven to result in a successful and satisfactory design for relocation of the Tampa Water and Wastewater Department operations facility. These technologies as well as overall project development shall take into account an achievement of silver equivalency based on LEED AP BD+C latest edition. Equivalency means an analytical confirmation of LEED criteria points and does not mean LEED certification for project.

## 2. Design Criteria

2.1 The design is based on providing facilities that meet the needs of relocating the Tampa Water and Wastewater Department operations, as identified by the City of Tampa. These needs are based on mission and operation needs. The design should consider existing conditions and the current and future needs of the departments. It is imperative that the final designer and preparer

of construction documents fully understand the operational requirements and design this facility accordingly.

**2.2** Design build services shall include but not be limited to survey and verification of all existing conditions, development of full project programming, complete design efforts to all program requirements, all permitting, and construction of all site amenities and facilities necessary for relocation of the Water and Wastewater Department as well as the relocation of the personnel at the Construction Administration Department.

### 3. Site Development Criteria

(picture below is existing Public Works yard. Solid square is proposed yard, dashed rectangle is existing yard to be used in effort; dashed squares at sw corner of 40<sup>th</sup> and 26<sup>th</sup> are property currently being pursued for purchase by the City of Tampa)



The primary proposed site at 3807 East 26<sup>th</sup> Avenue, on the South side of 26th Avenue is a 5.67 acre area located near 40<sup>th</sup> Street. There is a stand of mature trees at the southeast corner of the site. The Tampa tree ordinance may preclude full development of this area and/or careful tree removal in order to accommodate project. Also included are two properties to the east which are an additional 2.13 acres on 40<sup>th</sup> Street. The parcel on the South West corner of 40<sup>th</sup> Street and East 26<sup>th</sup> Avenue is undeveloped, and the other parcel has a single story masonry vehicle maintenance building located on it. The total area is 7.7 acres.

The north side of East 26<sup>th</sup> Avenue is currently the existing Tampa Public Works Department street operations, Purchasing Department warehouse and Contract Administration Inspections Facilities. The secondary proposed site is the panhandle portion of the existing facility which contains the two story Contract Administration Department Inspections building, the fueling facility and parking.

## City of Tampa Water Department And Wastewater Department Relocation Criteria

The proposed site is currently zoned CI (Commercial Intensive).

Electric, water and sewer utilities are provided to the site.

Redevelopment of these properties, are to be designed for maximum efficiency of both the building and property use. In order to maximize the potential of this site, the existing warehouse should be demolished and new building(s) built and sited to best accommodate the needs of both departments on this tight site.

Adjacent to these proposed properties, there are commercial developments to the south, and a retention basin is to the west.

Parking is currently an issue at this overall location and will need to be evaluated thoroughly with 276 more employees and city vehicles moving to the site. Other minimum site criteria are as follows:

- Re-Surface of approximate existing Asphalt Parking 228,500 s.f.
- Creation of New Pavement of approximately 69,696 s.f.
- New Fencing 1000 lin ft
- Materials yard (to be defined)
- Develop a pedestrian traffic crossing that would be crossing 26<sup>th</sup> Avenue designed to ensure the safety of pedestrians

#### 4. Facilities Development Criteria for 26<sup>th</sup> Avenue Site (picture is existing yard)



Develop full program to confirm potential departmental growth and ultimate square foot requirements.

The Water Department has approximately 145 employees to be relocated.

The Wastewater Department has 131 employees to be relocated.

The existing two story building of approximately 18,000 square feet steel frame office building that house Contract Administration Inspections located at the panhandle portion of the existing site is to be utilized for administrative functions of both departments. Building should be renovated and is anticipated that a potential addition of approximately 6,000 sf would be required to accommodate all administrative functions.

New Support facilities are to be located on the south side of the street (**26<sup>th</sup> Avenue**) along with the materials yard and required parking. Spaces include the following:

- New Training/Locker/Fitness of approximately 7,000 sq ft
- Vehicle Maintenance of approximately 7,400 sq ft
- Pool Equipment Shelter of approximately 7,200 sq ft
- Inventory Warehouse of approximately 11,200 sq ft

## 5. Fuel station

Expansion of the existing Fueling Station, located on the panhandle of the existing site, to include 1-10,000 gallon tank each for diesel and gasoline that will accompany the existing 2-10,000 gallon tanks for each type of fuel presently in service. Fuel facility should remain operational as long as feasible during this project.

## 6. Facilities Development Criteria for Relocating of the Inspections Group of the Contract Administration Department.

The relocation may include renovation of an existing building or construction of a new building. The S.F. required is approximately 18,000 plus parking for approximately 110 vehicles along with other site amenities to be determined.

Spatial requirements are as follows:

### First Floor

Room Name	Sq. Ft.
Meeting Room 1	470
Meeting Room 2	473
Lobby	1227
Women's Restroom	212
Men's Restroom	212
Reception Area	150
Elevator Equipment Room	94
Stairs #1	187
Engineer Inspectors	1191
Field Engineer Room #1	122
Supervisor Office #1	171
Work Area	401
Field Engineer Room #2	162
Break Room	154
Shaft Room	104
Mechanical Room	149
Telephone Electrical Room	74
Supervisor Office #2	153

## City of Tampa Water Department And Wastewater Department Relocation Criteria

Storage Room	165
Division Office	178
Conference Room	380
Curing Room	147
Stairs #2	187
Shaft Room	104
Sample Room	140
Lab Rig Bay	1079
Technician Room	419
Computer Room	165
Testing Room	730
Supervisor Office #3	226
Vault	60
<b>Total Square Footage</b>	<b>9686</b>

### **Second Floor**

<b>Room Name</b>	<b>Sq. Ft.</b>
Below Lobby Area	1052
Women's Restroom	200
Men's Restroom	200
Balcony Area	469
Janitor's Room	52
Survey/Technician's Room	1586
Work Area	384
CAD Room	321
Assistant Supervisor's Office #1	134
Supervisor's Office #1	182
Storage Room	252
Assistant Supervisor's Office #2	158
Telephone Room	57
Equipment Room	956
Storage Room #2	571

## City of Tampa Water Department And Wastewater Department Relocation Criteria

Meeting Room	236
Architects Inspections Office	1305
Files Room	141
Supervisor's Office #2	198
Crew Room	323
<b>Total Square Footage</b>	<b>8777</b>