



CITY OF TAMPA, FLORIDA - RFQ
c/o Contract Administration Department
306 E. Jackson Street # 280A4N
Tampa, FL 33602

16-D-00031; Solid Waste Management – Master Plan

Public Announcement In Compliance With Requirements Of Chapter 287.055, Laws Of Florida, Consultants Competitive Negotiation Act, As Amended, The City Of Tampa's Equal Business Opportunity Program, City of Tampa Code Chapter 2, Article V, Division 3, Section 2-282, and Applicable Federal Law. Submitters will be Notified of Intent To Award by E-mail.

RFQ - 16-D-00010 - The City of Tampa Department of Solid Waste and Environmental Program Management desires to obtain Professional Engineering services to prepare a Master Plan for the Solid Waste Department. The project will involve undertaking an evaluation of the technical areas enumerated below with the goal of developing a Master Plan for the Solid Waste Department for a planning horizon of fifteen years (2016 – 2031):

1. Provide an assessment of the physical condition of current assets (mechanical, electrical, structural and architectural).
2. Provide a baseline analysis of current operational, administrative, and fiscal circumstances as it relates to the integrated waste system (i.e. generation, collection, transfer, processing, conversion and disposal).
3. Conduct a benchmarking evaluation in order to compare the performance of the City's integrated Solid Waste system and its unit processes to other similar Solid Waste Systems and industry standards.
4. Identify internal vulnerabilities of the existing solid waste system (administrative, operations, collections, etc.) and the McKay Bay Waste-to-Energy Facility (mechanical, electrical, structural, process) that could compromise service delivery and the ability reliably produce electricity, including bottleneck(s) and single point(s) of failure.
5. Review and draft revisions to the department's ordinances to align current business requirements and provide suggested edicts that will meet the needs for future growth and development.
6. Identify improvements needed to maintain compliance with current and probable future federal, state, local regulatory and environmental requirements.
7. Calculate the cost of service per solid waste rate that identifies an itemized list of contributing sub-services and associated material, labor, and overhead costs.
8. Evaluate and identify operational strategies to optimize processes and conserve resources, provide for redundancies, and eliminate bottlenecks, excess and single points of failure, where present. Weigh current process & resource potential, and project future capacity needs.
9. Conduct a life cycle cost analysis of alternative process improvements for the solid waste system and the impact on revenue as it relates to total cost of facility ownership.
10. Perform a feasibility study that addresses technical, economic, legal, operational, and scheduling aspects of developing alternative community disposal centers within City limits.
11. Develop a program of improvements to include a prioritized list of projects, their probable construction cost, and schedule of implementation using risk based prioritization?
12. Conduct a waste composition analysis of the City's current waste stream. Present baseline data as it compares to waste composition studies of Cities of similar size and demographics. Measure the effectiveness of the current waste reduction program and provide recommendation for cost-effective waste reduction programs.
13. Provide an opinion regarding the method (or methods) of project delivery that will best serve the Solid Waste Department for the recommended improvements.
14. Produce a Master Plan document that will describe the rationale and technical basis for the recommended program of improvements. The Master Plan document shall include narrative, tables, drawings, opinions of probable construction cost, implementation schedule, an opinion regarding program delivery method(s), and any other finding and recommendation deemed pertinent by the selected consultant.

Background:

The City's Department of Solid Waste and Environmental Program Management (the "Department") consists of the McKay Bay Scale House, the Transfer Station, Waste-to-Energy Facility collectively, called (the "Complex") and the department's administration and operation system and facilities located at 4010 West Spruce Street, Tampa. The department operates and annual budget of approximately \$125 million and provides for the collection, transportation, and disposal of residential and commercial waste, generated within City limits (85 square mile service area), to over 91,000 residential and commercial customers. The Department provides 100 percent of residential garbage, yard waste, and recycling collection service to Tampa residents, and provides 65 percent of commercial garbage and recycling collection services to Tampa business

owners. The department issues collection contracts to private hauling companies for the remaining 35 percent of the commercial collection. All waste collected within the City limits (excluding recyclables) are disposed of at either the McKay Bay Waste-to-Energy Facility, designated landfills, waste disposal facilities, or yard waste processing facilities. The McKay Bay Waste-to-Energy Facility is owned by the City of Tampa, and operated, under contract, by Wheelabrator McKay Bay, Inc., a division of Waste Management & Waste Services, Inc., respectively. Both the McKay Bay Transfer Station and Scale House are owned and operated by the City of Tampa. Annually, the McKay Bay Waste-to-Energy Facility provides disposal services for approximately 360,000 tons of residential & commercial garbage and yard waste; Tampa's Waste Management Material Recovery facility processes approximately 16,000 tons of recycling each year.

The Department has been responsible for the collection and disposal of the City's solid waste since 1927. Disposal was primarily by means of landfilling until 1967, when the Tampa Incinerator was completed. The Tampa incinerator was closed in 1979, due to environmental constraints, and the McKay Bay Waste-to-Energy Facility began operations in 1985. The facility received a complete retrofit as required by EPA to meet environmental air compliance standards in 1998. The Waste-to-Energy Facility provides disposal for approximately 82.8% of the City's solid waste with 8.8% being recycled and 8.4% being landfilled. The Department does not own or operate a landfill. The City is permitted to use the County's Southeast Landfill for ash and non-processible waste disposal, and excess processible waste. Estimated fee is \$150,000.

A pre-submittal conference will be held at 3:00PM, Tuesday August 30, 2016, in the 3rd Floor City Council Chambers, Old City Hall 315 E. Kennedy Blvd., Tampa, Florida 33602. Attendance is not mandatory. A link to additional material may be provided at demandstar.com and at: <http://www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs>. Unless otherwise posted, no further data or site visits will be available before the deadline established for the submission of Letters-Of-Interest. Questions may be directed to Jim Greiner, P.E., Contract Administration, City of Tampa, (813) 274-8598, or E-Mail Jim.Greiner@tampagov.net.

Firms must provide evidence of any required licenses or registrations with its submission or within thirty days thereof in order to be considered.

Firms desiring to provide these services to the City must submit A Single Electronic File in Searchable PDF format, Smaller than 3MB, that includes a Letter of Interest referring to RFQ 16-D-00031, 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, (40); Successful Comparable Master Plan Project Experience (35); Workload and availability (5); Past performance/Low amount of City work (5); Standard Form 330, Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (10 pts). The PDF file must be addressed to: Brad L. Baird, P. E., Chairman, Consultants' Competitive Negotiation Committee, City of Tampa – c/o CAD - 4th Floor North, 306 E. Jackson Street, Tampa, Florida 33602.

The PDF must be E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., Thursday, September 22, 2016. Submissions received on the day of the deadline may not be acknowledged by return-e-mail before the deadline.



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

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

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

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

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

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

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

Failure to Complete, Sign and Submit
this form with your Bid or Proposal
Shall render the Bid Non-Responsive
(Do Not Modify This Form)

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

Signed: _____ Name/Title: _____ Date: _____

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



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.
(Do Not Modify This Form)

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

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

Signed: _____ Name/Title: _____ Date: _____

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



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

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

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

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

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

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

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

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