



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

RFQ 13-D-00052; Lowry Park Zoo Water Resources Master Plan

PUBLIC ANNOUNCEMENT IN COMPLIANCE WITH REQUIREMENTS OF CHAPTER 287.055, LAWS OF FLORIDA, CONSULTANTS COMPETITIVE NEGOTIATION ACT, AS AMENDED AND THE CITY OF TAMPA'S EQUAL BUSINESS OPPORTUNITY PROGRAM

RFQ- 13-D-00052 - The City of Tampa desires to obtain Professional Engineering services associated with the development of Tampa's **Lowry Park Zoo Water Resources Master Plan**.

Background:

Tampa's Lowry Park Zoo (ZOO) has identified as one of its core values to be a leader in conservation. In addition to the Zoo's work in conservation of endangered animal species around the world, the Zoo is focused on a holistic and progressive approach to water conservation. A main area of focus is the 55 million gallons per year of combined storm water and animal waste water that the Zoo treats, and ultimately discharges to Hamilton Creek, a tributary to the Hillsborough River that discharges to Tampa Bay. The City is managing the project.

Project Objective:

The objective of the project is to develop a comprehensive PLAN that will identify feasible capital improvement projects (CIP's) that will maximize the efficiency of ZOO operations in the handling of domestic and animal wastewater and stormwater runoff, maximize the potential for water reuse and minimize the pollutant loading to Hamilton Creek. The PLAN shall include preliminary cost estimates for the CIP's and a life-cycle analysis.

The following tasks have been identified for the development of the PLAN:

Task 1: Infrastructure Inventory Update and PLAN outline:

a) Review, update and map the locations of existing stormwater, water, domestic wastewater and animal wastewater infrastructure and associated facilities. Review and update an existing drawing (see Attachment I, Zoo Utility Location Map) which depicts most existing utilities. All survey measurements shall be conducted by a licensed surveyor and shall be in feet and refer to the Florida State Plane Coordinate System, Transverse Mercator, West Zone, NAD83/90 adjustment, and vertical datum should be in NAVD 88 datum. This task will likely require SUE locates. This task shall include a condition analysis and projected remaining useful life of existing utilities and will include televised pipe inspections.

b) Review ZOO operations protocol and create a flow diagram of stormwater, water, domestic wastewater and animal wastewater conveyance and treatment streams. Identify and document the existing water usage and water needs (both quantity and quality) for exhibits and attractions.

c) Develop an outline for the Master Plan.

Task 2: Master Plan Development

a) Attain feasibility to construct a pipe system that will allow for the separation of the combined animal wastewater and stormwater collection/conveyance/treatment system. This task will likely require geotechnical engineering and the services of an arborist.

b) In conjunction with task 2a, evaluate the capacities of existing stormwater collection, conveyance, attenuation and treatment systems. Identify and attain feasibility for CIP's to accommodate future growth and for irrigation and wash-down reuse.

c) In conjunction with task 2a, evaluate the feasibility of on-site animal wastewater treatment for irrigation and wash-down reuse.

d) In conjunction with task 2a, evaluate the feasibility of CIP's to construct an animal wastewater collection system for conveyance to the City's wastewater system. This task will entail an available capacity analysis of the City's system and could include the combination of domestic and animal wastewater streams. If feasibility cannot be attained for a gravity conveyance system, pumping station sizing and feasibility shall be developed. This task shall include evaluation and selection of metering systems.

e) Evaluate the suitability of all available properties within the Lowry Park Zoo and specified adjacent properties that could be used to accommodate tasks 2a - 2d above.

f) Develop water loss/waste reduction and prevention action items for future implementation by the ZOO.

Measurable Benefit

The project will provide a comprehensive water resources master plan with preliminary costs that will be used to identify a priority list of water quality improvement projects and water conservation measures recommended for implementation.

Deliverables

Task 1:

- a) Infrastructure inventory and condition analysis documents and products
- b) Operations flow diagram and water usage and water needs documents and products for exhibits and attractions
- c) Master Plan Document Outline
- d) Quarterly Reports

Task 2:

- a) Draft Master Plan
- b) Final Master Plan
- c) Quarterly Reports

Total fees for Tasks 1 and 2 are estimated at about \$150,000.

Subsequent Tasks may include but not be limited to production of a Basis of Design Report, construction documents for facilities, services during construction, and related activities.

A Pre-Submission Conference for this project will be conducted at 3:00 PM Monday March 17, 2014, at 315 E Kennedy Blvd in the 3rd Floor City Council Chambers. Attendance is not mandatory.

Any additional material will be posted at www.demandstar.com. Duplicate courtesy files will be posted at: http://www.tampagov.net/dept_contract_administration/architectural_engineering_construction_and_related_rfqs/index.asp.

No further data 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 DPW, 4th Floor North, 306 E. Jackson Street, Tampa, Florida 33602; Telephone (813) 274-8598, fax (813) 274-8080, or e-mail Jim.Greiner@tampagov.net.

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 13-D-00052**, Statement of Qualifications, Standard form 330 or 254,5, and any supplemental material allowing evaluation for further consideration based upon the following criteria/point system: Experience and Expertise on Projects of Similar Scope and Complexity (35); Project Approach (40); Workload and availability (5); Past performance/Low amount of City work (5); Standard Form #330 (or #254)(5); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (10 pts). These items must

be addressed to:

Mike Herr, Chairman, Consultants' Competitive Negotiation Committee, City of Tampa – c/o CAD - 4th Floor North, 306 E. Jackson Street, Tampa, Florida 33602, but

E-Mailed to
ContractAdministration@tampagov.net
BEFORE 2 P.M.,
Thursday, April 10, 2014.

Be sure to save your e-mail receipt which should follow within a day of your submission. If needed, call Jim Greiner at 813-274-8598. Submissions made on the deadline day may not be acknowledged before the deadline.



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 when Goal has been established.

- **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.
- **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/solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal 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 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 contacted because.** Provide brief explanation why no firms were contacted/solicited.
- **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you are providing any additional 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 Women/Minority Business Enterprise.
- **Federal ID.FIN.** 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.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials** Indicate the trade, service, or material provided by the subcontractor. NIGP codes are listed at top section of document.
- **Contact 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.

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



Page 4 of 4DMI – 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 projected to be utilized must be included on this form.

- **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.
- **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 (of any kind) will be performed on this contract.** Checking box indicates your business will not use subcontractors when no Subcontract Goal has been 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 must be submitted with your invoices. Note: Certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
- **See attached documents.** Check if you have provided any additional documentation relating to the utilization of subcontractors.
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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.
- **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. NIGP codes are available at <http://www.tampagov.net/mbd>.
- **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.
- **Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may not apply to CCNA proposals.)
- **Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may not apply to CCNA proposals.)
- **Total WMBE Utilization.** Provide total dollar amount for all projected WMBE subcontractors/Suppliers used for this contract. (Dollar amounts may not apply to CCNA proposals.)
- **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid amount. (Dollar amounts may not apply to CCNA proposals.)
- **Percent WMBE Utilization.** Total amount allocated to WMBEs divided by the total bid/proposal amount. (Dollar amounts may not apply to CCNA proposals.)

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