

Agmt

**A RESOLUTION APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES IN THE AMOUNT OF \$145,547 BETWEEN THE CITY OF TAMPA AND HOWARD AND ASSOCIATES ARCHITECTS, P.A., IN CONNECTION WITH CONTRACT 15-D-00053; MCKAY BAY SOLID WASTE TRANSFER STATION DESIGN; AUTHORIZING THE MAYOR OF THE CITY OF TAMPA TO EXECUTE SAME; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, via the competitive selection process in accordance with Florida Statutes Section 287.055, Consultants' Competitive Negotiation Act and consistent with Federal procurement policies, as applicable, the City of Tampa (City) selected Howard and Associates Architects, P.A., as (Firm) to provide professional services in connection with Contract 15-D-00053; McKay Bay Solid Waste Transfer Station Design, (Project) as detailed in the Agreement for Consultant Services (Agreement); and

**WHEREAS**, the City desires to enter into an agreement with the Firm to provide certain professional services; and

**WHEREAS**, it is in the best interest of the City of Tampa to enter into this Agreement.

**NOW, THEREFORE,**

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

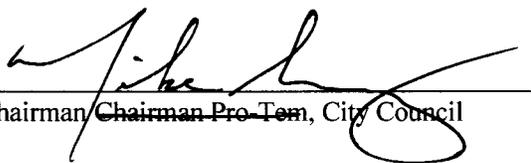
**Section 1.** That the Agreement between the City of Tampa and Howard and Associates Architects, P.A., in connection with Contract 15-D-00053; McKay Bay Solid Waste Transfer Station Design as detailed in said Agreement, a copy of which is attached hereto and made part hereof, is authorized and approved in its entirety or in substantially similar form.

**Section 2.** That the Mayor of the City of Tampa is authorized and empowered to execute, and the City Clerk to attest and affix the official seal of the City of Tampa to, said Agreement on behalf of the City of Tampa.

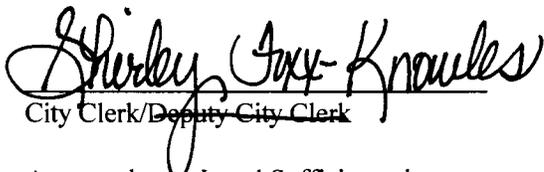
**Section 3.** This will provide \$145,547 for the provision of Professional Architectural and Engineering services for use by the Solid Waste Department from the Solid Waste Capital Construction Fund.

**Section 4.** That other proper officers of the City of Tampa are authorized to do all things necessary and proper in order to carry out and make effective 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 APR 21 2016.

  
Chairman ~~Chairman Pro-Tem~~, City Council

ATTEST:

  
City Clerk/Deputy City Clerk

Approved as to Legal Sufficiency by  
Rachel S. Peterkin, Assistant City Attorney

B2016-46

## **AGREEMENT FOR CONSULTANT SERVICES**

**THIS AGREEMENT**, made and entered into at Tampa, Florida, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the CITY OF TAMPA, a municipal corporation of the State of Florida, hereinafter referred to as "City", and the following entity authorized to do business in the State of Florida: Howard and Associates Architects, P.A., a Florida, corporation, hereinafter referred to as "Firm", with an FIEN of 59-3099636.

### **WITNESSETH:**

**WHEREAS**, the City, desires to engage the Firm to perform certain professional services pertinent to such work which shall be referred to as 15-D-00053; McKay Bay Solid Waste Transfer Station Design "Project" in accordance with this Agreement; and

**WHEREAS**, the Firm desires to provide such 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 Firm to the City will be that of an independent consultant for the Project; and the Firm shall provide the services required under this Agreement in accordance with acceptable practices and ethical standards.

B. The scope of services to be provided 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.

### **III. PERIOD OF SERVICE**

A. The Firm shall begin work promptly after receipt of a fully executed copy of the Agreement and a Notice to Proceed. The Agreement shall remain in force until the completion of all construction and related post construction activities as described in Exhibit A for the Project.

B. The Firm's services called for under this Agreement shall be completed provided that, if the Firm's services are delayed for reasons beyond the Firm'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 Firm's services under this Agreement shall become and remain the property of the City upon receipt of payment by the Firm 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 Firm 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 Firm, 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 Firm shall be at the City's sole risk, and the Firm shall have no responsibility or liability therefor.

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

**V. COMPENSATION**

The City shall compensate the Firm for the services performed with this Agreement an lump sum (by task) of \$145,547 as indicated in **Exhibit B**.

**VI. PAYMENT**

Payments shall be made upon presentation of the Firm'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. Firm 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. Firm shall retain all records and supporting documentation applicable to this Agreement for five (5) years from the date of submission. The Firm will submit or assist with submission of the annual performance report to HUD, if applicable. 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 Firm 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 for work under this Agreement. The Firm 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 Firm 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 services under this Agreement.

**IX. SUSPENSION, CANCELLATION OR ABANDONMENT**

In the event the Project is suspended, cancelled or abandoned, the Firm 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 Firm and supported by back-up documentation.

Upon suspension, cancellation or abandonment hereof, Firm shall immediately cease work hereunder and shall be compensated for its services rendered up to the time of such cancellation or termination on a quantum meruit basis; and the City shall have no further financial obligation to Firm.

In the event the Project is suspended, cancelled or abandoned, the Firm shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the Firm'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.

## **X. TERMINATION**

### **A. Termination for Cause.**

In the event that the Firm 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 Firm shall otherwise be in default under this Agreement; or the Firm has subcontracted, assigned, delegated, transferred its rights, obligations or interests under this Agreement without the City's consent or approval; or the Firm 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 Firm assets; or the Firm disclosed City confidential information, procedures or activities; or the Firm fails to aggressively, adequately, timely and appropriately perform the services required by this Agreement to the satisfaction of the City, or other similar cause, the City may terminate this Agreement for cause.

Then the City may provide five (5) days written notice that the conduct of the Firm 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 Firm 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 Firm shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the Termination Date; however, Firm 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 Firm prior to the Termination Date shall be documented. In the event the project is terminated for cause pursuant to this Article, the Firm shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the Firm'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, Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Contract by Firm.

### **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 Firm 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 Firm 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 Firm in connection with resolution of the amount due to the

Firm. The City, at its own discretion, shall be entitled to direct the Firm to terminate any or all of the Firm's subcontracts or subconsulting agreements. In the event the project is terminated for convenience pursuant to this Article, the Firm shall deliver all original sketches, tracings, drawings, computations, details, design calculations, specifications and other documents and plans that result from the Firm'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 Firm, 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 C**.

#### **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 FIRM**

The Firm covenants that it 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 Firm further covenants that in the performance of this Agreement no person having such interest shall be employed.

The Firm warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Firm 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 Firm any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

The Firm shall disclose any clients that may either conflict with or affect its independent judgment when performing any work for the City of Tampa covered by this Agreement. Failure of the Firm to disclose the above professional conflict of interest may result in termination of this Agreement pursuant to Article X of this Agreement and may require the return of all payments, if any, made to the Firm from the City. If, in its sole discretion the City of Tampa determines that a professional conflict of interest is deemed to exist, the Firm shall be disqualified from participating in the proposed Project.

#### **XIV. COMPLIANCE WITH LAWS**

A. The Firm 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 Firm agree that the provisions of 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 under said Agreement.

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

D. Truth-In-Negotiation Certification: The Firm 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 adjustments shall be made within one (1) year following the end of the Agreement.

## **XV. ASSIGNABILITY**

The Firm 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 FIRM 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 Firm shall:

A. Not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, handicap, or national origin. The Firm 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 Firm 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 Firm, 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. EQUAL BUSINESS OPPORTUNITY PROGRAM**

A. The Firm shall demonstrate good faith effort toward the utilization of City of Certified Women/Minority Business Enterprise (W/MBE) and Small Local Business Enterprise (SLBE) subconsultants or suppliers.

B. The City shall make available a list of Certified W/MBEs and SLBEs.

C. The Firm shall report to the City its subcontractors/subconsultants/suppliers solicited or utilized **(Exhibit D)**.

D. At the time of the submission of invoices, the Firm shall submit to the City a report **(Exhibit D)** of all subcontractors, subconsultants or suppliers utilized with their final contract amounts and any other reports or forms as may be required by the City.

## **XVIII. CITY CODE OF ETHICS**

In connection with this Agreement, the Firm hereby covenants and agrees that it shall comply with all applicable governmental 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 Firm 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 Firm to debarment from any future City contracts or agreements.

**XIX. NEGATION OF AGENT OR EMPLOYEE STATUS**

Firm shall perform this Agreement as an independent consultant and nothing contained herein shall in any way be construed to constitute Firm or the assistants of Firm to be representative, agent, subagent, or employee of City or any political subdivision of the State of Florida. Firm certifies Firm'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 Firm and assistants of Firm.

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 Firm in connection with the Services the Firm has agreed to perform hereunder or otherwise, or for any debts or claims of any nature accruing to any person or entity against Firm; 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 Firm as a result of the provisions of the Services provided by Firm 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 party bringing a legal action or proceeding against any other part 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 party 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**

Indemnity. "To the fullest extent permitted by law, Firm shall indemnify and hold harmless City from liabilities, damages, losses and costs, including reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Firm and persons employed or utilized by Firm in its performance hereunder."

The Firm shall not be required to defend, indemnify or hold harmless the City for any acts, omissions, or negligence of the City, the City's employees, agents, or separate 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, the Firm expends more than \$750,000.00 in federal funds in an operating year from this and other federal grants, the Firm 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 Firm'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: Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 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, the Firm 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 the Firm of such non-compliance. Said reimbursement shall not preclude the City from taking any other action as provided herein.

If expenditure does not exceed \$750,000.00 during an operating year, the Firm 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.

State Single Audit: Each nonstate entity shall comply with all applicable requirements of section 215.97, F.S., and Audit Requirements. A State single audit is required if an nonstate entity expends \$500,000 or more of State financial assistance in any fiscal year of such nonstate entity in accordance with the requirements of the Florida Single Audit Act.

**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.

**XXIX. 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 Firm has hereunto set its hand and Seal in TRIPLICATE, the day and year first written above.

HOWARD AND ASSOCIATES  
ARCHITECTS, P.A.

CITY OF TAMPA

By: \_\_\_\_\_  
Harry J. Howard, President  
Authorized Officer or Individual

By: \_\_\_\_\_  
Bob Buckhorn, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk/Deputy City Clerk (SEAL)

APPROVED AS TO LEGAL SUFFICIENCY

\_\_\_\_\_  
Rachel S. Peterkin, Assistant City Attorney

The execution of this document was authorized by  
Resolution No. 2016-\_\_\_\_

## EXHIBIT A



March 30, 2016

Mr. James E. Jackson, Jr. A.I.A.  
City of Tampa  
Department of Public Works  
306 E. Jackson Street 4N  
Tampa, FL 33602

Re: **RFQ 15-D-00053 McKay Bay Solid Waste Transfer Station  
Design.**

### **SCOPE OF SERVICES**

#### **McKay Bay Solid Waste Transfer Station Reconstruction Design, Permitting and Construction Services - Phase 1 Program and Scope Confirmation**

##### **Background**

In March 2015 the CITY completed a Master Plan Study for recommended improvements to the McKay Bay Solid Waste Transfer Station. The Study outlined the current deficiencies with the site and its facilities and laid out a plan and a budget for their reconstruction. To allow the improvements to be implemented over time, the reconstruction of the site was divided, in general, into the following five (5) phases:

1. New transfer station building and associated site improvements;
2. New employee building;
3. New scale facility and self-haul recycling dropoff area;
4. Incinerator access roads, driver training area and transfer trailer/rolloff storage yard;
5. Compactor and rolloff storage area and a cart maintenance area.

The Master Plan Study included conceptual construction cost estimates for the elements associated with each phase. At this time, the CITY has established a construction budget of

\$12.4 million for Phase 1 and would like Howard + Associates, Architects, P.A. (CONSULTANT) to complete a Program and Scope Verification to provide more a specific identity and costing for major Site, Environmental, and Building component. The goal of this effort is to confirm which elements of Phase 1, if not all, can be constructed within the \$12.4 million budget.

Specifically, the anticipated elements of Phase 1 are as described in the Master Plan and include:

- A new 69,325 square foot transfer station building with knuckleboom cranes operated from a central operator's booth; lighting, ventilation, plumbing, fire protection, gas monitoring and alarm, lightning protection and CCTV systems; and provisions for a future overhead crane and a future shredder;
- Reconstructed transfer station approach and exit roads;
- Transfer station employee parking;
- An above ground diesel fuel storage tank and dispensing system;
- A new generator to power the transfer station and other associated amenities;
- New self-haul tipping stalls, and;
- A new above ground leachate storage system.

The approach will be based on allowing all of the above improvements to be constructed while keeping the existing facility in operation by constructing a new transfer station building over the existing metal building and over both the tipping floor and the entrance apron.

In general, the approach to be taken for this services Program and Scope Verification are as follows:

1. Meet with the CITY to confirm specific design criteria for each architectural and engineering discipline involved in the project. Disciplines will include architectural, structural, electrical, HVAC, plumbing, instrumentation, mechanical and civil.
2. Perform architectural and engineering assessments required to confirm and further refine assumptions made in the Master Plan Study.
3. To develop a general sequence of construction that will allow the project to be constructed while keeping the existing facility in operation.
4. Develop Schematic Design Documents based on the above. The drawings will consist of schematic drawings which, in combination with the engineering assessments and sequence of construction, will provide design information to produce the cost estimate described below.
5. Develop an opinion of probable construction cost for the project. Costs will be broken out by item in order to allow for an assessment to determine which elements of the project can be constructed within the established \$12.4 million budget.

The above process is depicted in Figure 1. Specific descriptions of each task are as follows:

## Task 1 – Design Criteria Meeting and Site Visit

Key members of the CONSULTANT's team will attend a Kickoff/Design Criteria meeting and site visit with the CITY to discuss and agree upon specific design elements for the site and the transfer station building for use in the Proposal Scope Verification Assessment. Disciplines will include architectural, structural, electrical, HVAC, plumbing, instrumentation, mechanical and civil. Results of the meeting will be used to select candidate equipment and as a basis for the initial design effort and cost Assessment.

## Task 2 – Architectural and Engineering Assessments

CONSULTANT will perform the following architectural and engineering Assessments in support of advancing the preliminary design:

- 2.1 Transfer Station Sizing: CONSULTANT will confirm the minimum required size of the transfer station tipping floor by performing the following analyses:
  - 2.1.1 Sensitivity Analysis: Develop a spreadsheet based matrix evaluating design parameters and their effect on the transfer station design, operating procedures and load frequency. Parameters to be evaluated include number of loading slots, operating hours, trailer loading time, trailer payload and number of trailer trips per day.
  - 2.1.2 Tipping Floor Surge Analysis: Based on tonnage projections, delivery profiles and operating procedures provided by the CITY, the conceptual tipping floor footprint will be verified and refined based on the CITY's tipping floor storage/surge volume requirements. The resulting transfer station tipping floor size will be compared with the size required for traffic flow and truck maneuverability.
- 2.2 Building Foundation Assessment: CONSULTANT will determine the proposed foundation type for the transfer station building based on existing geotechnical data.
- 2.3 Metal Building Structural Assessments:
  - 2.3.1 Metal building wind and column load calculations. Includes coordinating with a metal building manufacturer to confirm available building structural configurations.
  - 2.3.2 Building foundation calculations.
  - 2.3.3 Tipping floor thickness and reinforcement requirements.
  - 2.3.4 Tunnel ceiling load and span requirements.
- 2.4 Electrical Assessments:
  - 2.4.1 Assessment of existing electrical supply.
  - 2.4.2 Lighting requirements and initial fixture selection.
  - 2.4.3 Preliminary electrical load and circuit sizing calculations.
- 2.5 HVAC Assessments:
  - 2.5.1 Preliminary air exchange requirements;
  - 2.5.2 Initial equipment selection.
- 2.6 Fire Flow and Sprinkler Requirements.

- 2.7 Knuckleboom Crane Assessment: Since the cranes are a major cost component in the project, CONSULTANT will evaluate knuckleboom crane options and provide a preliminary recommendation for knuckleboom cranes to be used at the transfer station. The recommendation will be documented in a memorandum including cut sheets and a description of the cranes.
- 2.8 Preliminary Drainage Assessment: CONSULTANT will conduct a preliminary drainage Assessment of the proposed project relative to existing conditions and historical stormwater permitting, if any. The Assessment will be a planning level analysis to preliminarily define proposed stormwater pond sizes and locations, estimate of offsite contributing drainage areas and respective flows (if any) and identify positive outfall point(s). The Assessment will also include discussion of phasing of the stormwater design with respect to the proposed Sequence of Construction.
- 2.9 Utilities Assessment: CONSULTANT will review the existing on-site utilities and determine appropriate connection points and routing to serve the new building.
- 2.10 Environmental Considerations: CONSULTANT will develop a preliminary plan for addressing gas mitigation and ash on-site relocation.
- 2.11 A sequence of construction will be developed with the goal of allowing the facility to remain in operation during construction of the improvements.  
This task includes determining initial Life Safety measures and evaluating the existing facility to determine means of accomplishing its demolition in phases as the new building is completed. No warranty to the viability of sequencing in this manner is implied since it will depend on the CM's chosen means and methods and conditions of operations at the time of construction.

### **Task 3 –Schematic Drawings**

Develop schematic drawings based on the sequence of construction and engineering assessments developed above and in support of the cost assessment effort. A list of anticipated drawings to be developed at this stage is provided at the end of the scope.

### **Task 4 – Cost Assessment**

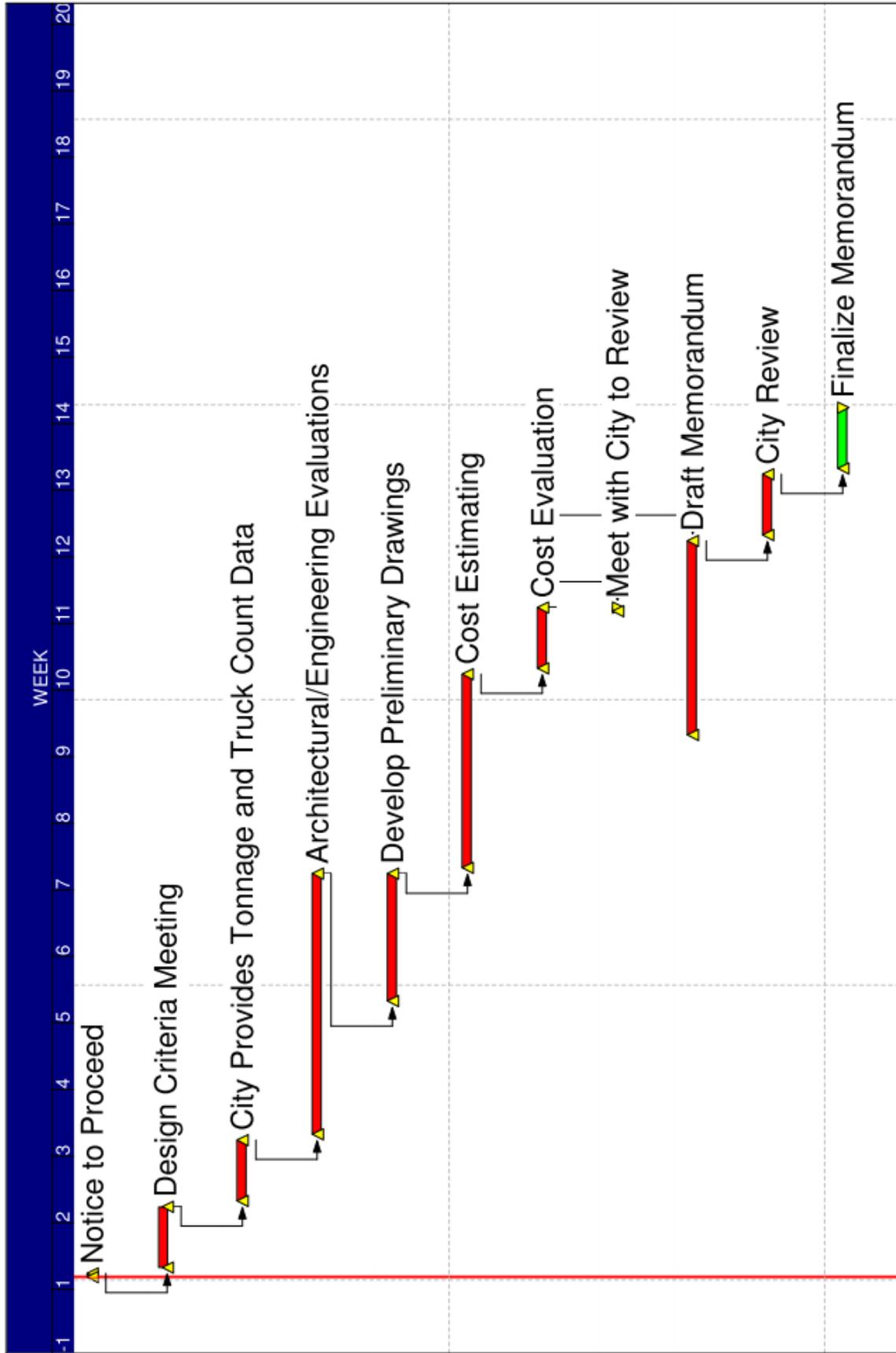
An Architect's Opinion of Probable Construction Cost will be developed based on the proposed project approach and the defined design criteria. The Architect's Opinion of Probable Construction Cost will be based on Industry Standard Practice and the use of available historic cost data. Cost summaries will be provided, broken down by component. Costs will include those for construction inclusive of escalation.

It will be the responsibility of the Architect to notify the CITY immediately if the designated Project Scope cannot be constructed within the established Project Budget.

A spreadsheet based costs analysis will be developed in order to estimate the total cost of all the proposed project elements and to determine those elements that can be included within the CITY's established construction budget. The cost analysis spreadsheet will be reviewed at a meeting with the CITY in order to define which elements will be included in the design.

## Deliverables:

- Three hardcopies and an electronic copy (Word .doc) of the Design Criteria Memorandum.
- Three hardcopies and an electronic copy (Word doc. and AutoCAD .dwg) of the cost estimate including half-size and full size drawing sets of the schematic drawings
- All reimbursable cost is included and part of the base fee proposal.

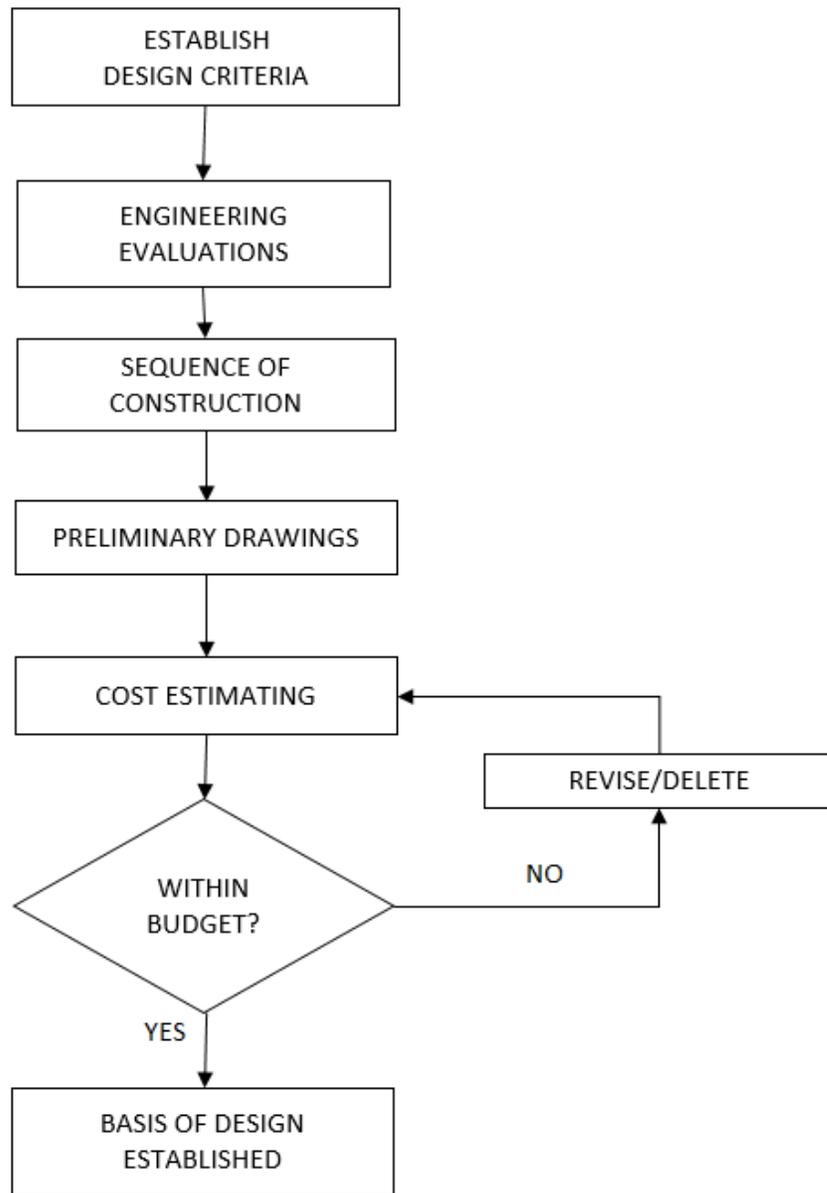


Howard + Associates Architects, PA  
 McKay Bay Transfer Station Reconstruction  
 Program Verification

**FIGURE 1**

McKay Bay Solid Waste Transfer Station Reconstruction  
Phase 1 Program and Scope Verification

**Process Flow Chart**



Respectfully

*Harry J. Howard A.I.A.*

Harry Howard, President



## CITY OF TAMPA INSURANCE REQUIREMENTS

During the life of the award/contract the Awardee/Contractor shall provide, pay for, and maintain insurance with companies authorized to do business in Florida, with an A.M. Best rating of B+ (or better) Class VII (or higher), or otherwise be acceptable to the City if not rated by A.M. Best. All insurance shall be from responsible companies duly authorized to do business in the State of Florida.

All commercial general liability insurance policies (and Excess or Umbrella Liability Insurance policies, if applicable) shall provide that the City is an additional insured as to the operations of the Awardee/Contractor under the award/contract including the additional insured endorsement, the subrogation waiver endorsement, and the Severability of Interest Provision. In lieu of the additional named insured requirement, if the Awardee/Contractor's company has a declared existing policy which precludes it from including additional insureds, the City may permit the Contractor to purchase an Owners and Contractors Protective Liability policy. Such policy shall be written in the name of the City at the same limit as is required for General Liability coverage. The policy shall be evidenced on an insurance binder which must be effective from the date of issue until such time as a policy is in existence and shall be submitted to the City in the manner described below as applicable to certificates of insurance.

The insurance coverages and limits required must be evidenced by a properly executed Acord 25 Certificate of Insurance on form or its equivalent. Each Certificate must be personally manually signed by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. Thirty days' written notice must be given to the City of any cancellation, intent not to renew, or reduction in the policy coverages, except in the application of the aggregate liability limits provisions. Should any aggregate limit of liability coverage be reduced, it shall be immediately increased back to the limit required by the contract. The insurance coverages required herein are to be primary to any insurance carried by the City or any self-insurance program thereof.

The following coverages are required:

A. Commercial General Liability Insurance shall be provided on the most current Insurance Services Office (ISO) form or its equivalent. This coverage must be provided to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, contractual liability, and XCU exposures (if applicable). Completed operations liability coverage shall be maintained for a minimum of one-year following completion of work. The amount of Commercial General Liability insurance shall not be less than the amount specified.

(a) \$1,000,000 per occurrence and a \$2,000,000 general aggregate for projects valued at \$2,000,000 or less. General aggregate limit for projects over that price shall equal or exceed the price of the project. An Excess or Umbrella Liability insurance policy can be provided to meet the required limit. Risk Management may be contacted for additional information regarding projects of this nature.

B. Automobile Liability Insurance shall be maintained in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles. The amount of Automobile Liability Insurance shall not be less than the amount specified.

(a) \$500,000 combined single limit each occurrence bodily injury & property damage- for projects valued at \$100,000 and under

(b) \$1,000,000 combined single limit each occurrence bodily injury & property damage – for projects valued over \$100,000

C. Worker's Compensation and Employer's Liability Insurance shall be provided for all employees engaged in the work under the contract, in accordance with the Florida Statutory Requirements. The amount of the Employer's Liability Insurance shall not be less than:

(a) \$500,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee – for projects valued at \$100,00 and under

(b) \$1,000,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each –for projects valued over \$100,000

D. Excess Liability Insurance or Umbrella Liability Insurance may compensate for a deficiency in general liability, automobile, or worker's compensation insurance coverage limits. If the Excess or Umbrella policy is being provided as proof of coverage, it must name the City of Tampa as an additional insured (**IF APPLICABLE**).

E. Builder's Risk Insurance, specialized policy designed to cover the property loss exposures that are associated with construction projects. The amount of coverage should not be less than the amount of the project. **(IF APPLICABLE)**.

F. Installation Floater- a builder's risk type policy that covers specific type of property during its installation, is coverage required for highly valued equipment or materials such as compressors, generators, or other machinery that are not covered by the builder's risk policy **(IF APPLICABLE)**.

G. Longshoreman's & Harbor Worker's Compensation Act/Jones Act coverage shall be maintained for work being conducted upon navigable water of the United States. The limit required shall be the same limit as the worker's compensation/employer's liability insurance limit **(IF APPLICABLE)**.

H. Professional Liability shall be maintained against claims of negligence, errors, mistakes, or omissions in the performance of the services to be performed and furnished by the Awaradee/Contractor or any of its subcontractors when it acts as a DESIGN PROFESSIONAL. The amount of coverage shall be no less than amount specified **(IF APPLICABLE)**.

(a) \$1,000,000 per incident and general aggregate. Note all claims made policies must provide the date of retroactive coverage.

The City may waive any or all of the above referenced insurance requirements based on the specific nature of goods or services to be provided under the award/contract.

ADDITIONAL INSURED - The City must be included as an additional insured by on the general and (Excess or Umbrella liability policies) if applicable. Alternatively, the Contractor may purchase a separate owners protective liability policy in the name of the City in the specified amount as indicated in the insurance requirements.

CLAIMS MADE POLICIES - If any liability insurance is issued on a claims made form, Contractor agrees to maintain uninterrupted coverage for a minimum of one year following completion and acceptance of the work either through purchase of an extended reporting provision, or through purchase of successive renewals with a retroactive

date not later than the beginning of performance of work for the City. The retroactive date must be provided for all claims made policies.

CANCELLATION/NON-RENEWAL - Thirty (30) days written notice must be given to the City of any cancellation, intent to non-renew or material reduction in coverages (except aggregate liability limits). However, ten (10) days notice may be given for non-payment of premium. Notice shall be sent to the City of Tampa Department of Public Works, 306 E. Jackson Street, Tampa, FL 33602.

NUMBER OF POLICES - General and other liability insurance may be arranged under single policies for the full amounts required or by a combination of underlying policies with the balance provided by an excess or umbrella liability insurance policy.

WAIVER OF SUBROGATION - Contractor waives all rights against City, its agents, officers, directors and employees for recovery of damages to the extent such damage is covered under the automobile or excess liability policies.

SUBCONTRACTORS - It is the Contractor's responsibility to require all subcontractors to maintain adequate insurance coverage.

PRIMARY POLICIES - The Contractor's insurance is primary to the City's insurance or any self insurance program thereof.

RATING - All insurers shall be authorized to do business in Florida, and shall have an A.M. Best rating of B+ (or better), Class VII (or higher), or otherwise be acceptable to the City if not rated by A.M. Best.

DEDUCTIBLES - The Contractor is responsible for all deductibles. In the event of loss which would have been covered but for the presence of a deductible, the City may withhold from payment to Contractor an amount equal to the deductible to cover such loss should full recovery not be obtained under the insurance policy.

INSURANCE ADJUSTMENTS - These insurance requirements may be increased, reduced, or waived at the City's sole option with an appropriate adjustment to the Contract price.

Document updated on 12/22/2009 by RLD (Risk Management)

# EXHIBIT D



## City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited (FORM MBD-10)

Contract No.: 15-D-00053      Contract Name: McKay Bay Solid Waste Transfer Station Design  
 Contractor Name: Howard + Associates, Architects, P.A. Address: 3300 Henderson Blvd., 206B, Tampa, Florida 33609  
 Federal ID: 59 – 36099636      Phone: (813) 872-8881      Fax: N/A      Email: harry.howard@haa-architects.com  
 No Firms were contacted/solicited for this contract.  
 No Firms were contacted because: \_\_\_\_\_  
 See attached documents with supplemental information.

### This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-7

S = SLBE W=WMBE	Company Name Address Phone & Fax	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 or Services  NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Resp. Rec'd Y/N
Federal ID					
59-1782900	King Engineering Associates Inc. 4921 Memorial Highway, Suite 300 Tampa. Fl. 33634 P: (813) 880-8881 Fax: (813) 880- 8882	CM	925	P	Y
N/A					
32-0100027	CH2M Hill 3011 S. W. Williston Road, Gainesville. Fl. 32608-3929 P: (352) 335-2959 Fax: (352) 271-4825	CM	925	p	Y
N/A					
59-3614371	Masters Consulting Engineers, Inc. 5523 W. Cypress St., Tampa, Fl. 33607 P: (813) 287- 3600 Fax: (813) 287-3622	HM	925	P	Y
W					
20-4452969	Volt Air Consulting Engineers, Inc. 220 West 7 <sup>th</sup> Avenue, Suite 210, Tampa, Fl. 33602 P: (813) 867-4899 Fax: (813) 867-4866	BM	925	P	Y
W					
N/A	Professional Services Industries 5801 Benjamin Center Drive, Suite 112, Tampa, Fl. 33634 P: (813) 886-1075 Fax: (813) 888-6514	CM	925	P	Y
370962090					

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: Harry J. Howard A.J.A. Name/Title: Harry J. Howard / President      Date: April 1, 2016, 2  
 MBD 10 rev. 10.0112