



## CITY OF TAMPA, FLORIDA

Contract Administration Department  
306 E. Jackson Street # 280A4N  
Tampa, FL 33602

### **RFQ 18-D-00400 Work Order Agreements For Professional Services As Needed**

All existing Agreements expire in April of 2018. Interested firms, including firms with existing agreements, must respond to this RFQ and submit current qualifications via a new PDF file as stated herein to be considered.

PUBLIC ANNOUNCEMENT IN COMPLIANCE WITH REQUIREMENTS OF SECTION 287.055, FLORIDA STATUTES (CONSULTANTS' COMPETITIVE NEGOTIATION ACT) AND THE CITY OF TAMPA'S STANDARD SELECTION PROCEDURES

The City of Tampa desires to obtain professional services within the scope of professional **engineering, architectural, or registered surveying and mapping services**, related to certain projects authorized in the City's Budget as amended from time to time by the City Council, said services to be provided **as needed**, under **work order agreements expiring in April of 2020**, in the following areas: architecture; landscape architecture; mechanical; electrical; plumbing; structural; threshold inspections; interior design; space planning; industrial engineering; emergency management; systems engineering; noise abatement; vibration engineering; materials testing; geotechnical testing; antenna and propagation; civil engineering; traffic studies; street lighting; signals; roadways; bridges; transportation; right-of-way acquisition; project development & environmental/ public involvement; public facility comprehensive planning concurrence; parking; environmental; site assessments; recycling; solid and hazardous waste; disaster debris; waste-to-energy; rate studies, stationary tanks; hydrocarbon management; energy; water; waste water; sewer; utility location/ vacuum excavation; storm drainage; DRI; facility plan review or subdivision review; planning; design; construction administration, engineering or inspection; scheduling; drafting/CAD services; preparation of plans and specifications for new construction, alterations, maintenance, or repair projects at various buildings to be designated; general land and topographic surveys; mapping; aerial photogrammetry; layouts for transportation, water, sanitary, storm sewer or other construction projects; or such other services as may be performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

Firms must possess the required license(s) to practice in Florida and provide evidence thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed under agreements with firms selected per this RFQ and same shall be subject to reuse in accordance with §287.055(10), Fla. Stat. Firms are informed, per §287.133(3)(a), Fla. Stat., that firms (including associated persons or entities meeting the §287.133 definition of "affiliate") placed on the convicted vendor list ("List") following a conviction for public entity crimes may not submit a bid, proposal, or reply ("Response") on a contract to provide any goods or services to a public entity; may not submit a Response on a contract with a public entity for the construction or repair of a public building or public work; may not submit Responses for leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of \$35,000, for a period of 36 months from the date of being placed on the List. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest. Submissions are "public records" and shall be subject to disclosure consistent with Chapter 119, Fla. Stat; unless applicable exemptions provided by law are invoked in writing with a specific reference to the claimed statutory authority, identifying the data or materials to be protected, and stating the reasons such exclusion from public disclosure is necessary.

Interested firms must electronically submit via email (Subject: RFQ 18-D-00400) a single **searchable PDF File, less than 3MB in size** (name format: 18-D-00400-[Your Firm's Abbr Name].pdf), containing one set of the following for evaluation: A **Letter of Interest** that refers to **RFQ18-D-00400** and lists your firm's **strongest IN-HOUSE areas of specialization** and experience together with your firm's FDPBR- or FDACS-issued license number(s) or other proof of your firm's eligibility for selection under §287.055, Fla. Stat. (40); Indication, if applicable, of your firm's WMBE or SLBE certification with the City of Tampa (10); Resume of qualifications and experience (Standard Form 330, or the same information in similar form) (5); and **Supplemental materials** to show: performance on, or low amount of, previous City projects (10), staffing (15), and experience (20), addressed to:

Brad L. Baird, P.E., Chairman, Consultants Competitive Negotiation Committee at

[\*\*ContractAdministration@tampagov.net\*\*](mailto:ContractAdministration@tampagov.net)

**Before Thursday, November 16, 2017 at 2 PM (local time).**

*E-mail acknowledgements will usually be sent a day or two after receipt of submission. Submissions received on the deadline day may not be acknowledged before deadline. Submissions received after the deadline will be filed for future consideration.*

Questions may be directed to [ContractAdministration@tampagov.net](mailto:ContractAdministration@tampagov.net)

**Outline of Standard Form 330 Information Required:**

**ARCHITECT-ENGINEER QUALIFICATIONS**

1. SOLICITATION NUMBER 18-D-00400

2a. FIRM (OR BRANCH OFFICE) **CORPORATE NAME**

2b. STREET, 2c. CITY, 2d. STATE 2e. ZIP CODE

3. YEAR ESTABLISHED

4. Federal ID NUMBER

**4a. Firm's Florida Professional Reg./Cert. of Auth. Number**

4b. Florida Corporate Filing Document Number

Please attach a copy of 4a and 4b pages to the bottom of the PDF.

5. OWNERSHIP

a. TYPE

b. Fed. State SMALL BUSINESS STATUS

c. City of Tampa W/MBE SLBE Certification

**6a. POINT OF CONTACT NAME AND TITLE**

**6b. TELEPHONE NUMBER**

**6c. E-MAIL ADDRESS**

7. NAME OF FIRM *(If block 2a is a branch office)*

8a. FORMER FIRM NAME(S) *(If any)*

8b. YR. ESTABLISHED

8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

*Table -*

a. Function Code b. Discipline c. No. of Employees

Other Employees

Total Employees

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

*Table -*

a. Profile Code b. Experience c. Revenue Index Number

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS *(Insert revenue index number)*

a. Federal Work

b. Non-Federal Work

c. Total Work

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.

b. DATE c. NAME AND TITLE, AUTHORIZED SIGNATURE

Other experience/staffing/project information included in the PDF may be presented in any format.

PDF Name = 18-D-00400-AbbreviatedFirmName.pdf