



## **REQUEST FOR PROPOSALS**

**In Accordance with FL 287.055 Consultants Competitive Negotiations Act  
(CCNA)**

### **COVER SHEET**

TAMPA BAY REGIONAL PLANNING COUNCIL  
SEAN SULLIVAN, EXECUTIVE DIRECTOR  
4000 GATEWAY CENTER BLVD., SUITE 100  
PINELLAS PARK, FL 33782

**TITLE: Resilient Ready: Tampa Bay**

**PROPOSAL DUE DATE: 4:00 PM EST, Friday, November 19, 2021**

**CONTRACT AMOUNT: \$180,000**

**PART I – PROJECT BACKGROUND AND GENERAL INFORMATION FOR  
Consultants**

**1. GENERAL INFORMATION**

The Tampa Bay Regional Planning Council (“TBRPC”) is soliciting a Request for Proposals (RFP) from qualified firms to provide Planning/Design/Engineering Services. **It is anticipated that a time and materials contract will be awarded to the selected Consultant in the estimated amount of \$180,000.**

The mission of the TBRPC is to serve our citizens and member governments by providing a forum to foster communication, coordination, and collaboration in identifying and addressing issues and needs regionally. TBRPC was established as Florida’s first regional planning council in 1962 when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. They believed growth and community issues extend beyond county and municipal boundaries, a concept that still defines the Council’s purpose today. TBRPC is one of ten regional planning councils in Florida.

The region’s six counties, Citrus, Hernando, Hillsborough, Manatee, Pasco and Pinellas are required by law to exercise regional cooperation through membership on the TBRPC. Other municipal members are Bradenton, Clearwater, Dade City, Dunedin, Gulfport, Largo, Madeira Beach, New Port Richey, Oldsmar, Palmetto, Pinellas Park, Plant City, Safety Harbor, Seminole, South Pasadena, St. Pete Beach, St. Petersburg, Tampa, Tarpon Springs, Temple Terrace and Treasure Island. These governments are represented on the Council by elected officials appointed by their local boards. They comprise two thirds of the Council’s membership. The Governor appoints additional members, making up the remaining third of the Council. There are also four ex-officio members representing the Southwest Florida Water Management District, the Florida Department of Transportation and Environmental Protection, and Enterprise Florida.

TBRPC’s specific duties include maintaining Future of the Region: A Strategic Regional Policy Plan for the Tampa Bay Region, environmental management, water quality and emergency preparedness planning, protection and restoration of the Tampa Bay estuary, economic analysis, coastal zone management, housing and infrastructure analysis, hurricane evacuation and recovery planning, development of regional impact review, local government comprehensive plan review, cross acceptance, dispute resolution, and review of transportation plans.

**2. PURPOSE OF RFP**

The TBRPC coordinates the Tampa Bay Regional Resiliency Coalition which currently has 31 members and supports regional collaboration and engagement on climate resiliency. The selected consultant will assist the TBRPC in the development and implementation of a regional technical assistance program entitled Resilient Ready: Tampa Bay. The Resilient Ready project is funded by a grant from the Florida Resilient Coastlines Program 2021-2022

for regional resilience entities. The objective of Resilient Ready is to support innovative planning and infrastructure investments with resilient design concepts that can be integrated into development and redevelopment opportunities (see the Southeast Florida Regional Resilience Compact’s “Resilient Redesign” as a comparable program, <https://vimeo.com/138213364>). Coordinated efforts in resilience will help improve the integrity of local infrastructure and the safety of communities by reducing risk and the potential for economic losses and disruptions due to flood impacts.

The selected Consultant will work with local practitioners, stakeholders, private-sector experts to propose resilient design strategies which could serve as models of resilience for communities throughout the Tampa Bay region. The emphasis being on the integration of design solutions into future development and redevelopment projects, and in advance of a major climate disruption. Three characteristic West-Central Florida landscapes will be chosen through a selection process facilitated by TBRPC to serve as model sites with the intent to develop transferable design solutions for similar sites across the region. Each study area will explore a topic within resilient adaptation, representing coastal flooding adaptation, inland flooding, or floodable landscapes.

A preliminary Scope of Services of the Resilient Ready Project is attached in Part VI hereof. Consultants should have an established reputation and documented successful experience in providing Planning/Design/Engineering services. The Consultant selected is expected to have appropriately experienced staff and resources to provide comprehensive and reliable services regarding the Resilient Ready Project and will be required to demonstrate this via the submittal documents and/or associated interviews, if deemed necessary.

This RFP is offered to Consultants who will provide support services to the TBRPC in the coordination and engagement of the project-specific Sub-Committees, develop and conduct the design charrettes in three communities, prepare educational materials summarizing the process, and participate in the final symposium/event showcase. The Consultant is not responsible for meeting logistics (e.g., location selection, AV support).

The Resilient Ready Project is anticipated to begin in the last quarter of FY 2022 (December 2021) with an anticipated performance period of 7 months, completion in June 2022. It is anticipated that a time and materials contract will be awarded to the selected Consultant in the estimated amount of \$180,000.

### **3. GENERAL PREPARATION AND SUBMITTAL REQUIREMENTS**

Consultants are expected to read and understand this RFP and associated documents in their entirety. Consultants should be able to perform the tasks outlined in the preliminary Scope of Services fully and in the timeline required. An inquiry period is provided for Consultants to request clarifications. Failure to do so will not relieve a successful Consultant of its obligations to furnish the services necessary to carry out all the requirements and provisions set forth in the contract.

Provide a signed (scanned and emailed is acceptable) cover letter that indicates the proposing entity's authorized representative. Proposal forms must be signed in the legal name of the company or firm and by an officer or partner having authority to bind the company or firm by his or her signature. If the proposal is a team approach, please provide a commitment letter from any sub-consultants. Selected firms will be required to provide proof of insurance and other usual and customary documentation upon contract execution.

Parties intending to submit a Proposal should register their contact information with Mrs. Wren Krahl, via email at [wren@tbrpc.org](mailto:wren@tbrpc.org). You will be contacted with any updates. All questions to Mrs. Wren Krahl must be received via email by **4:00 PM EST, Monday, November 15, 2021**. TBRPC reserves the right to reject any and all proposals at its sole discretion.

Proposals should be submitted in PDF format via electronic mail by **4:00 PM EST, Friday, November 19, 2021**, to Mrs. Wren Krahl ([wren@tbrpc.org](mailto:wren@tbrpc.org)), Deputy Executive Director, 4000 Gateway Centre Blvd., Suite 100, Pinellas Park, FL 33782.

Late Proposals will not be considered. No Proposals can be withdrawn after the submission deadline without the written permission of TBRPC. Any inquiries, discrepancies or inconsistencies in the instructions or proposal requirements should be submitted via email to [wren@tbrpc.org](mailto:wren@tbrpc.org).

Written inquiries for additional information or clarifications will be accepted in writing at the above email address until **Monday, November 15, 2021**. TBRPC will respond via addendum regarding any discrepancy, omission or inconsistency and provide answers to inquiries. All such responses or changes will be in the form of a written addendum which, if issued, will be published at least three (3) days prior to the submittal due date. The addendum will be posted on TBRPC's website at <https://www.tbrpc.org/rfp/>. Failure of any firm to receive any such addendum or interpretation shall not relieve said Consultants from any obligation contained therein.

#### **4. SIGNATURES**

The Proposal Signature page (see Part V Submittal Forms) must be signed by an individual with authority to sign on behalf of the firm. If signature is by an agent, other than an officer of the corporation or firm or a member of a partnership, a notarized power-of-attorney must accompany the Proposal.

#### **5. COMPLIANCE WITH LAWS, PERMITS**

The successful Consultant shall comply with all local, State, and Federal statutes, regulations, directives and orders as applicable to the services provided and offered to TBRPC.

#### **6. CONVICTED VENDOR, DISCRIMINATORY VENDOR LISTS, SCRUTINIZED**

## **COMPANIES LIST, AND E-VERIFY REQUIREMENT**

Pursuant to Subsections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on 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 the threshold amount provided in Section 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Subsection 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on 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.

Pursuant to Section 287.135, Florida Statutes, a company that has been placed on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List; or the Scrutinized Companies that Boycott Israel List or a company that engages in a boycott of Israel, is ineligible and may not submit a bid, proposal, or enter into or renew a contract with an agency for goods or services of \$1 million or more. At the time of submission of a proposal for a contract or contract renewal for goods or services of \$1 million or more, the company must certify that it is not on either such List and further that it does not have business operations in Cuba or Syria as required by Section 287.135(5), Florida Statutes.

Pursuant to Section 287.135, Florida Statutes, Consultant acknowledges that TBRPC has the option to terminate any contract for goods or services of \$1 million or more if the awarded company is found to have submitted a false certification as provided under Section 287.235 (5), been placed on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria

Pursuant to Section 287.135, Florida Statutes, Consultant acknowledges that TBRPC has the option to terminate any contract for goods or services of any amount if the awarded company is found to have or been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

E-Verify: In accordance with Section 448.095 Florida Statutes, the

Awardee/Contractor/Consultant agrees to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of the award/contract for the services specified in the award/contract. The Awardee/Contractor/Consultant must also include a requirement in subcontracts that the subcontractor must register with and utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the award/contract term. If the Awardee/Contractor/Consultant enters into a contract with a subcontractor, the subcontractor must provide the Awardee/Contractor/Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awardee/Contractor/Consultant shall maintain a copy of such affidavit for the duration of the award/contract. If TBRPC has a good faith belief that the Awardee/Contractor/Consultant has knowingly violated Section 448.09(1), Florida Statutes, TBRPC shall terminate the Contract with the Awardee/Contractor/Consultant, and the Contractor may not be awarded a contract with TBRPC for at least 1 year after the date on which the award/contract was terminated. The Awardee/Contractor/Consultant is liable for any additional costs incurred by TBRPC as a result of the termination of the award/contract. If TBRPC has a good faith belief that a subcontractor knowingly violated the law, but the Awardee/Contractor/Consultant has otherwise complied with the law, TBRPC shall promptly notify the Awardee/Contractor/Consultant and order the Awardee/Contractor/Consultant to immediately terminate the award/contract with the subcontractor.

**7. NOTIFICATION OF AWARD/RIGHT TO PROTEST**

TBRPC will award a contract to the highest-ranking Consultant deemed most qualified to provide the services requested by this RFP. The awarded Consultant must be registered to do business in the State of Florida. Information regarding registration can be found at the Florida Department of State, Division of Corporations website at <http://dos.myflorida.com/sunbiz>. Notification of TBRPC's decision regarding this solicitation will be posted on TBRPC's website.

**8. FAILURE TO FILE A PROTEST**

Failure to file a protest within the time prescribed in section 120.57(3), Florida statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida statutes. This includes, but is not limited to, any objection to or protest of this Request for Proposal, Notice of Award, the form and content of the Proposals and/or the actions of TBRPC.

**9. ACCEPTANCE AND RIGHT OF REJECTION**

Consultant understands that Proposals are to remain open for an acceptance period of 30 (thirty) days after the submittal due date for evaluation purposes. TBRPC reserves the right to reject all Proposals.

10. **ADDITIONAL INFORMATION REQUIREMENTS**

Prior to a recommendation for award, TBRPC will require the highest ranked Consultants to demonstrate qualifications to furnish the specified services. Consultants must be prepared to submit written information requested by TBRPC within three (3) business days of a request. TBRPC may review Consultant's prior experience, references and previous contracts for similar services.

11. **TENTATIVE SCHEDULE**

Below is the tentative schedule for this solicitation and award process. TBRPC reserves the right to modify this schedule if needed due to operational commitments.

Advertise Request for Proposal	<u>11/1/2021</u>
Inquiries Due	<u>11/15/2021</u>
Addendum Advertised	<u>11/16/2021</u>
<b>Submittals Due to TBRPC</b>	<b><u>11/19/2021</u></b>
Scoring of Submittals and Initial Ranking	<u>11/22/2021 - 11/23/2021</u>
Short List	<u>11/24/2021</u>
<b>Oral Presentations</b>	<b><u>12/1/2021 - 12/8/2021</u></b>
Notice of Award Posting	<u>12/10/2021</u>
Council Meeting	12/13/2021
Negotiation of Contract	<u>12/14/2021 - 12/17/2021</u>

## **PART II – ADDITIONAL CONDITIONS**

### **1. ADDENDA**

The TBRPC reserves the right to revise or amend this RFP. Such revisions and amendments, if any, shall be announced by Addenda to this RFP. Copies of such Addenda shall be posted via link on the TBRPC webpage. Proposal due date shall be at least three (3) working days after the last Addenda.

### **2. MINOR IRREGULARITIES**

The TBRPC reserves the right to either (1) waive any minor irregularities or clerical errors which are not material or which do not prejudice other Consultants; or (2) to reject any and all Proposals submitted as non-responsive. Conditional Proposals or those which take exception to any provision of the RFP may be considered non-responsive and may be rejected.

### **3. PUBLIC RECORDS**

Each Consultant, by submitting a Proposal, acknowledges the TBRPC's legal obligation in accordance with Chapter 119 of the Florida Statutes, to respond to all public records requests in a timely manner and expressly waives any right to contest, impede, prevent or delay such disclosure, or to initiate any proceeding that may have the effect of impeding, preventing or delaying such disclosure, unless the Consultant establishes its right to a public records exception. It is the responsibility of the Consultant alone to establish its right to any such exception. Under no circumstances will TBRPC be responsible or liable to a Consultant or any other party as a result of disclosing any such information or materials.

Each Consultant may clearly mark each page of the Proposal that contains trade secrets or other confidential commercial or financial information which the Consultant believes should not be disclosed outside of the agency. Disclosure of requested information will be determined in accordance with Florida laws, rules and regulations. Consultants are informed that TBRPC is subject to the Florida Public Records and Sunshine Laws.

Each Consultant, by submitting a proposal acknowledges and agrees that if awarded a contract as a result of this Proposal the following conditions will be made a part of the contract.

- a. Consultant must keep and maintain all public records required by the TBRPC in order to perform services under this Contract.
- b. Upon request from the TBRPC's custodian of public records, Consultant shall provide the TBRPC with a copy of the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provide in Chapter 119, Florida Statutes, or as otherwise provided by law.

- c. Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the TBRPC.
- d. Upon completion of the contract, Consultant shall transfer, at no cost, to the TBRPC all public records in the possession of the Consultant, or keep and maintain public records required by the TBRPC to perform the service under this contract. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TBRPC, upon request and in a format that is compatible with the information technology systems of the TBRPC.

4. **OWNER'S RIGHTS:**

The TBRPC reserves the right, in its sole and absolute discretion, to:

- a. Amend, suspend, or terminate this Request;
- b. Revise and modify, at any time prior to the Response due date, factors it will consider in evaluating Responses and to otherwise revise its evaluation methodology;
- c. Extend dates, time periods or deadlines in this Request;
- d. Reject any and all Responses in whole or in part which are non-conforming, non-responsive, or conditional Responses;
- e. Waive minor deficiencies, informalities, irregularities or defects;
- f. Suspend and/or terminate this procurement process at any time;
- g. Reissue the same Request or a different Request for this Project;
- h. Hold meetings and conduct discussions and issue correspondence with one or more of the Consultants to seek an improved understanding and evaluation of the Responses to this Request;
- i. Use assistance of outside advisors (e.g., technical, financial, procurement and legal advisors) in the evaluation process;
- j. Accept Responses that in its judgment will be in the best interest of the TBRPC;
- k. Suspend, discontinue and/or terminate negotiations at any time prior to the actual authorized execution of a contract by all parties;

1. The TBRPC expressly reserves the right to exercise all rights available to it under this Section and other provisions of applicable Florida law pertaining to this Request without incurring any liability for costs, expenses or damages of any nature whatsoever suffered or incurred by any Consultant, team member or any other person.

**5. DISQUALIFICATION/REJECTION**

Without limiting the foregoing, the TBRPC may disqualify and reject any Consultant (including its sub-consultants, affiliates, partners and parent organizations) that:

- a. Fails to include information in its Response required by this Request;
- b. Engages in conduct prohibited by this Request;
- c. Fails to obtain the TBRPC's consent for any action when required by this Request;
- d. Is involved in pending litigation concerning the TBRPC or its Member Governments;
- e. Submits false or misleading information in its Response;
- f. Has a conflict of interest;
- g. Fails to disclose any information which, if disclosed, would materially adversely affect the TBRPC's evaluation of the Response; or
- h. Otherwise fails to comply with or breaches any material requirement of this Request.

**6. PROPOSAL COSTS AND EXPENSES**

All costs and expenses incurred by a Consultant, or any person working on behalf of a Consultant, in connection with the Request, including the preparation and submission of a Response, providing additional information, attendance at meetings, presentations or interviews, and any other actions taken by a Consultant in response to the Request shall be the sole responsibility of the Consultant. The TBRPC and its agents, officers and directors shall have no responsibility or liability for any costs, damages or expenses incurred by Consultant, team members or any other person as a result of this Request.

**7. NON-COLLUSION**

The Consultant shall declare that the only person(s) or party(s) interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that is made without collusion with any official of TBRPC and that the Proposal is made without any connection or collusion with any person submitting another on the Contract included herein. By submitting a Response to this RFP, Proposer also represents that its Response has

been prepared without collusion or fraud and in fair competition with other Proposers, without any restraint on free competition, and acknowledges that the TBRPC is acting in reliance upon that representation.

8. **NONCONFORMING**

A Proposal may be deemed nonconforming which contains omissions, erasures, alterations, or additions of any kind, or which may be obviously unbalanced, or which in any manner shall fail to conform to the requirements provided for herein.

9. **PREPARATION AND REVIEW**

Proposers are solely responsible for conducting their own independent research and due diligence in the preparation of Proposals and the subsequent delivery of services under the Contract.

## **PART III – PROCESS AND EVALUATION INFORMATION**

### **1. REQUEST FOR PROPOSAL PROCESS**

TBRPC is soliciting Proposals from potentially qualified Consultants. Firms will be selected based on qualifications and project approach in accordance with the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, F.S. Submittals will be scored and ranked according to the Scoring Criteria set forth below. To evaluate the Proposals, both written submittals and, if deemed necessary, oral presentations may be considered by a Selection Committee. TBRPC reserves the right to request additional information and clarification of any information submitted.

### **2. PROPOSAL EVALUATION PROCESS**

Proposals will be evaluated by a TBRPC staff Selection Committee in accordance with the Sunshine Law. The Selection Committee members will score the proposals based on the Scoring Criteria below. Based upon compiled scores, the firms will be ranked, and a short list prepared of the top ranked Consultants. If held, interviews will be noticed and held in accordance with the Sunshine Law and will be used to clarify Proposal elements and/or have discussions. Consultants participating in this phase will be provided interview information. Written submittal and interview presentations may be considered to determine the best overall qualified Consultant to be recommended to the Council for award. A Notice of Intent to Negotiate and Award with the top recommended Consultant will be posted on TBRPC's website. Should TBRPC's representative fail to negotiate, with the firm determined to be the most qualified, a final Scope of Services and compensation arrangement which TBRPC considers to be fair, competitive and reasonable, negotiations with such firm shall be terminated and the authorized TBRPC representative shall then begin negotiations with the second most qualified firm. Such negotiations shall continue as described above until TBRPC has exhausted the order of short-listed firms. Failing an agreement with such firms, TBRPC may select additional firms in order of competency and qualifications as indicated in the Proposal evaluations until an agreement is reached, or TBRPC may modify or cancel the request for services or reissue the RFP. The initial scores of the written submittals to determine ranking will be based upon the categories, points and criteria as noted below.

### **3. WRITTEN SUBMITTAL SCORING CRITERIA:**

Firms are encouraged to assemble complete, collaborative teams to develop and provide a Proposal that addresses all disciplines and all areas of expertise. It is the intent to recommend a list composed solely of Planning/Design/Engineering firms/teams that offer most, if not the entire spectrum of services required by the Scope of Services. For scoring purposes, the Selection Committee will only consider years of experience for staff whose time will be committed to the project.

Evaluation of the Proposals will be based on the following rubric:

Scoring Criteria	Category Percent of Total Evaluation
Proposer's Understanding of the Project Need	20%
Proposer's Approach to Providing the Services, including Procedures/Techniques	20%
Proposer's Probability of Success, Detailed and Logical Work Plan, and Project Management Approach	20%
Qualifications of Key Personnel	20%
Cost Effectiveness/Value for Money	20%
Total	100%

Certified Minority Business Enterprise - Certification documents are to be submitted with the Proposal. Certification must be current at time of submission and issued by a nationally recognized agency such as National Minority Supplier Development Council (NMSDC), Women's Business Enterprise Network Council (WBENC) or their respective state office or affiliate. Certificates are also acceptable if issued by the Florida Office of Supplier Diversity (OSD) or one of TBRPC's member governments.

**4. TIE SCORES**

In case of a tie, the highest scores in the highest weighted category shall prevail. Category scores will be compared in descending order until the tie is broken.

## **PART IV – PROPOSAL SUBMITTAL REQUIREMENTS & FORMAT**

### **1. INSTRUCTIONS TO FIRMS**

The Consultant's Proposal must be submitted in accordance with these instructions. Failure to follow these instructions could be cause for rejection of the proposal.

#### **PROPOSALS MUST INCLUDE THE FOLLOWING INFORMATION:**

##### **Section 1 – Transmittal Letter (limit 2 pages)**

- a. Name and address of your firm and the contact individual authorized to execute agreements with the TBRPC.
- b. Briefly describe your firm's history, ownership, organizational structure, location of headquarters and other facilities.
- c. Describe the type of services provided by the firm, types of clients and length of time in the industry. Provide contact information for the project manager. Provide an overview of the firm's service capabilities.
- d. Complete Addenda and Proposal Signature pages and include in this section. (They will not be included in page count.)
- e. Complete E-Verify form and include it in this section. (Not included in page count.)

##### **Section 2 – MBE Certification (limit 2 pages)**

- a. Attach evidence of Minority Business Enterprise Certification per Scoring Criteria or state/indicate that Consultant has no Certification.

##### **Section 3 – Disclosures and Conflict of Interest: Provide the following statements/clarifications (limit 2 pages)**

- a. State that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm's operations.
- b. Describe any past, pending, or threatened litigation, or regulatory action involving engineering services for design and/or construction projects provided by the Consultant or indicate if none are known to exist.
- c. State that the Proposal has been prepared independently without consultation or communication with any other Consultant for the purpose of restricting competition.
- d. Disclose any potential conflict of interest which would adversely affect the Consultant's ability to provide fair, loyal, and competitive services to TBRPC. Such disclosures shall include, but not be limited to, the Consultant's contractual obligations, property interests, or clientele relationship; or the property interests, contractual obligations or relationships of the Consultant's principals, officers, directors, employees, or agents which are directly or indirectly related to TBRPC and its operations.
- e. Identify current and previous (past 5 years) contractual relationships with TBRPC and any of our member governments.

**Section 4 - Organizational Chart & Project Team Availability (limit 2 pages)**

- a. Include a chart graphic showing team organization, highlighting account/contract manager, key team member (prime, sub-consultants, sub-contractors, etc.) names (including Project Managers), associated company, primary office location, and identify team member's role, responsibility, or specialty.
- b. In addition, this section should include a description, table, or graphic of the availability of the key Project team members and sub-consultants/specialists.

**Section 5 – Lead Project Manager Experience (limit 5 pages)**

Briefly identify the following information for the person being listed as a project manager:

- a. Project Manager Name
- b. Title/Position
- c. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

**Section 6 – Key Project Team Members Experience (limit 5 pages)**

Identify the following information for the key project team members:

- a. Team Member Name
- b. Title/Position
- c. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

**Section 7 – Additional Firm & Team Member Information and/or Resumes (limited to no more than a total of 20 pages)**

Provide any additional supporting information.

**Section 8 – Project Scope of Services and Schedule (limit 25 pages)**

Provide a detailed explanation and schedule for how the Project Scope of Services will be addressed and accomplished on time and within budget. (See Parts VI and VII)

**PART V – RFP SUBMITTAL FORMS**

**ADDENDA**

The PROPOSER acknowledges that he has received Addenda Number(s):

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Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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PROPOSER shall insert number and name of each addendum received and agrees that all addenda issued are hereby made a part of the RFP, and the PROPOSER further agrees that its PROPOSAL is submitted after consideration of said addenda.

**NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.**

**SIGNATURE PAGE:**

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Firm Name

---

Firm Address

---

Authorized Signature

---

Print Name

---

Phone Number

---

Email Address

**NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.**

**AUTHORIZED SIGNATURES**

Proposer: Complete the applicable Acknowledgement for An Individual Acting in His/Her Own Right, A Partnership, A Corporation, or a Limited Liability Corporation, (LLC) according to your firm type.

**FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SWORN TO and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, acting in an individual capacity. He/she is personally known to me **OR** has produced \_\_\_\_\_ as identification and did (did not) take an oath.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

**FOR PARTNERSHIP**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SWORN TO and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is a partner on behalf of \_\_\_\_\_, a partnership. He/she is personally known to me **OR** has produced \_\_\_\_\_ as identification and did (did not) take an oath.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

**FOR A CORPORATION OR A LIMITED LIABILITY CORPORATION**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SWORN TO and subscribed before me by means of  physical presence or  online notarization,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_, who is \_\_\_\_\_ (Title) of

\_\_\_\_\_  
\_\_\_\_\_ (Corporation Name) a corporation or limited liability corporation under  
the laws of the State of \_\_\_\_\_, on behalf of the said corporation.. He/she is personally known  
to me **OR** has produced \_\_\_\_\_ as identification and did (did not) take an oath.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

**TAMPA BAY REGIONAL PLANNING COUNCIL**  
**CONTRACTOR/CONSULTANT/VENDOR**  
**E-VERIFY AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, appeared \_\_\_\_\_, who first being duly sworn hereby swears or affirms as follows:

1. I make this affidavit on personal knowledge.
2. I am over the age of 18 years and otherwise confident to make this Affidavit.
3. I am the \_\_\_\_\_ of \_\_\_\_\_ (the “Contractor/Consultant/Vendor”).
4. I am authorized by \_\_\_\_\_ to make this Affidavit on behalf of Contractor/Consultant/Vendor.
5. Contractor/Consultant/Vendor acknowledges that Section 448.09, Florida Statutes, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public employment, an alien who is not duly authorized to work in the United States.
6. Contractor/Consultant/Vendor acknowledges that Section 448.095, Florida Statutes, prohibits public employers, contractors, and subcontractors from entering into a contract unless each party to the contract registers and uses E-Verify.
7. Contractor/Consultant/Vendor is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.
8. Contractor/Consultant/Vendor understands it shall remain in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes, during the term of any contract with TBRPC.
9. Contractor/Consultant/Vendor’s subcontractors are in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.
10. Contractor/Consultant/Vendor shall ensure compliance with the requirements of Sections 448.09 and 449.095, Florida Statutes, by any and all of its subcontractors.

11. Neither the Contractor/Consultant/Vendor, nor any subcontractor of Contractor/Consultant/Vendor, has had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the date of this Affidavit.

12. If the Contractor/Consultant/Vendor, or any subcontractor of Contractor/Consultant/Vendor, has a contract terminated by a public employer for any such violation during the term of any contract with TBRPC, it shall provide immediate notice thereof to TBRPC.

\_\_\_\_\_  
Signature of Affiant  
on behalf of Contractor/Vendor

By: \_\_\_\_\_  
As its: \_\_\_\_\_  
Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, on behalf of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public of the State of Florida

My Commission Expires:

## **PART VI –SCOPE OF SERVICES**

TBRPC seeks Consultant support for the Resilient Ready: Tampa Bay Project, including the following:

- Subject matter expertise in planning, urban design, architecture, landscape architecture, engineering, hydrology, floodplain management, and graphic illustration to conduct research, analysis, strategic guidance, meeting facilitation, and advising for the Resilient Ready Project.
- Technical support services to complete project tasks (defined below).
- Support for outreach, meetings, presentations, design charrettes, and other engagement and showcase activities with project stakeholders.

The scope, timeline, and deliverables will be finalized after consultant selection. Proposals should include a draft scope that includes activities, timeframes and deliverables in a manner that can be included, as negotiated, in the subsequent contract.

### **Project Management:**

As detailed in Part VIII - Project Schedule, the project's compressed timeline requires the selected consultant to, at a minimum, attend regularly scheduled project update meetings (virtual and in-person to the extent possible and practical) and coordinate with TBRPC staff and the project team; and provide TBRPC staff with weekly status updates in a call between Project Managers.

### **Project Phases and Tasks:**

The Scope of Services will be completed in the following phases and tasks:

#### **Phase 1. Planning**

- Task 1.1. Facilitate Site/Stakeholder Engagement Process
- Task 1.2. Existing Conditions Analyses
- Task 1.3. Community Prioritization and Feasibility Assessments

#### **Phase 2. Design Charrettes**

- Task 2.1. Design Charrettes (3) for Study Areas

#### **Phase 3. Showcase and Knowledge-Sharing**

- Task 3.1. Final Concept Plans and Recommendations Report
- Task 3.2. Project Showcase Event

[Continued on page 23]

## 1. Planning Phase

### **Task 1.1. Facilitate Site/Stakeholder Engagement Process**

Staff and key stakeholders from each study area will be involved throughout the duration of the Resilient Ready: Tampa Bay project to co-develop and increase buy-in for adaptation strategies. Task 1.1 will entail identifying and regularly engaging potential stakeholders who can help leverage future adaptation opportunities.

The Consultant shall handle the following as part of this Task:

1. The TBRPC will establish a Technical Advisory Committee, tasked with providing technical expertise on resilient adaptation strategies and site design, and blue-green infrastructure projects, and a Stakeholder Committee, composed of municipal staff from the study areas, will provide local knowledge of the study areas and intersect with the general public. The contractor will serve as the lead facilitator of all meetings of the Technical (“TAC”) and Stakeholder Committees to be established by TBRPC.
2. Coordinate with TBRPC staff on the development of agendas, meeting logistics (virtual and in-person to the extent possible and practical), and development of meeting materials.

#### **Deliverables:**

- a. Coordination, facilitation, and presentation during Project Kick-off Meeting (in-person to the extent possible and practical).
- b. Coordination, facilitation, and presentation during pre-charrette Technical Committee and Stakeholder Committee Meetings (approximately 3-4, virtual meetings).

### **Task 1.2. Existing Conditions Analyses**

During the Existing Conditions Analysis phase, background research will be conducted to understand the physical characteristics of each community study area. Task 1.2 will entail the development of a current strengths and weaknesses and future opportunities and threats (SWOT) analysis for each project site, including flood vulnerability assessments of preliminary visualizations.

The Consultant shall handle the following as part of this Task:

1. Determine and scope site analysis priorities, including but not limited to vegetation; soils and geology; wetlands, waterways, floodplains, and drainageways; topography; existing structures and paved areas; existing stormwater infrastructure; and existing utilities, sewer, and water lines (within 25 ft. of property lines). Identify relevant architecture/building code, landscape design, and engineering specifications.
2. Scope current and future hazards and vulnerabilities by assessing climate projections and identifying non-climate stressors.

- i. Climate projections in general should include but are not limited to: sea level rise, increased temperatures, and precipitation predictions.
  - ii. Non-climate stressors may include but are not limited to: land use change, population and demographic change, and economic development patterns
  - iii. Hazards should include current probability, frequency, intensity, and level of impact. Hazards should include future probability and projected impact.
3. Conduct a minimum of one site visit for each study area to examine and record existing conditions and identify potential opportunities for further analysis in Task 1.3.

**Deliverables:**

1. Site briefing packages, summarizing site conditions and hazards. Materials should include visualizations (maps, site images, diagrams, illustrations, etc.) that identify the existing strengths and weaknesses, and future opportunities and threats (SWOT analysis) for each study area.
  - i. These site briefing packages will be used to familiarize stakeholders with site conditions during project meetings and design charrettes.
  - ii. In addition to final design exhibits, the contractor will provide corresponding Geographic Information Systems (GIS) shapefiles, Computer-Aided Design (CAD) files, raster/vector files, and Adobe Illustrator/Photoshop/InDesign files, where applicable.

**Task 1.3. Community Prioritization and Feasibility Assessments**

Task 1.3 will entail the scoping of community factors that will shape the design and implementation of adaptation solutions, including details pertaining to cultural, economic, social, and historic considerations. This task will provide context for external planning efforts and neighborhood visioning, prioritizing the alignment of future investments with existing community priorities and needs.

The Consultant shall handle the following as part of this Task:

1. Develop an understanding of the historical, current, and future uses of the space and relationships to the surrounding area, and relevant planning initiatives and projects within the community and in adjacent communities, by reviewing community plans and neighborhood studies.
2. Identify feasible adaptation actions and group opportunities into categories and classifications of site characteristics as demonstrated by the American Flood Coalition’s Adaptation for All Guidebook (see pg. 15, <https://nlintheusa.com/wp-content/uploads/2021/03/Adaptation-for-All.pdf>).
3. Prepare cost and complexity comparisons for feasible adaptation actions in the format demonstrated by the American Flood Coalition’s Adaptation for All Guidebook (see pg. 16, <https://nlintheusa.com/wp-content/uploads/2021/03/Adaptation-for-All.pdf>).

**Deliverables:**

1. Three memos (one for each study area) which describe the adaptation action identification and selection process, recommendations of feasible adaptation projects to move to the design phase, and categorization and classification of site characteristics and cost and complexity comparisons in the above referenced format. Feasibility assessments should include long term project maintenance considerations.
  - a. Memos will be inserted into the site briefing packages developed in Task 1.2.

## 2. Design Charrettes Phase

### Task 2.1 Design Charrettes (3) for Study Areas

The design charrettes will consist of two to three-day interactive workshops for each of the three study areas, including a site visit/walking tour, stakeholder knowledge-sharing, and an interactive design session with engaging, solutions and implementation-oriented activities. The objective of the design sessions is to identify the physical and planning adaptations necessary to reduce the risk and potential for disruptions, damage and economic losses associated with projected sea level rise, severe storm and storm surge, and high-tide flooding while considering area resources or constraints (including water management infrastructure), social dynamics, preservation of historic and community character, future growth opportunities and challenges, and the prominent integration of nature-based and blue-green infrastructure.

The Consultant shall handle the following as part of this Task:

- 1) Under this Task, the Consultant shall handle activities to conduct an integrated design charrette in each of the three study areas (approx. 30-50 participants per study area). Reference example of an integrated design charrette process: [www.wbdg.org/resources/planning-and-conducting-integrated-design-id-charrettes](http://www.wbdg.org/resources/planning-and-conducting-integrated-design-id-charrettes).
- 2) The Consultant will:
  - a. Work with TBRPC staff to define stakeholder charrettes' goals, objectives, format, and anticipated outcomes.
  - b. Assist TBRPC staff to develop and draft charrette activities and agendas.
  - c. Serve as lead workshop facilitator.
  - d. Facilitate walking tours with charrette participants for each study area.
  - e. Facilitate an interactive conceptual planning and design process with charrette participants, which will conclude with the creation of preliminary concept plans. A concept plan is a drawing, or set of drawings, that shows the existing conditions of the project site and how the proposed adaptation project will change those conditions to manage and mitigate flood impacts and strengthen community resilience. Concept plans should include short-, medium-, and long-term implementation actions and project maintenance guidance.
  - f. Facilitate workshop debriefing with Project Team.
  - g. Solicit Project Team, TAC, and Stakeholder Committee feedback on the preliminary concept plans developed during the charrette process.

### Deliverables:

1. Design charrettes (3), including walking tours (in-person meetings)

2. Design charrette agendas, presentations, materials
3. Summary draft reports for each study area describing the charrettes' goals, objectives, format, stakeholder feedback, preliminary concept plans, and outcomes.

### 3. Showcase and Knowledge-Sharing Phase

#### **Task 3.1: Final Concept Plans and Recommendations Report**

Feedback from the charrettes will be distilled into actionable adaptation strategies and cost-benefit analyses that can support near-term project implementation/funding and become a model for replication in other communities across the region.

The Consultant shall complete deliverables to facilitate the development of a final project report, including all of the activities listed below:

- i. Use the feedback provided during the design charrettes to revise and finalize the concept plans and actionable adaptation strategy recommendations for each study area.
- ii. Costs, benefits, and implementation considerations, including short-, medium-, and long-term implementation actions and project maintenance guidance, should be outlined for each adaptation solution.
  1. Report should include considerations of how investments in these systems could advance other resilience objectives, such as reduced community recovery time or reduced disruptions of public services for vulnerable populations.
  2. The final report should prioritize visual communication and include mixed-method visualizations for each concept plan.

#### **Deliverables:**

1. Final Concept Plans and Recommendations Report, to include:
  - a. Overview of Resilient Ready project goals, lessons learned, and processes; including the stakeholder engagement and design charrette process/outcomes;
  - b. Highly illustrative case studies summarizing the final concept plans and recommendations, including cost benefit analysis, time-structured implementation strategies, and sustainable maintenance guidance.
    - i. Reference example deliverable format, length, and style:  
[https://www.epa.gov/sites/default/files/2016-08/documents/gi\\_climate\\_charrettes\\_final\\_508\\_2.pdf](https://www.epa.gov/sites/default/files/2016-08/documents/gi_climate_charrettes_final_508_2.pdf)
  - c. In addition to final design exhibits, the Consultant will provide corresponding Geographic Information Systems (GIS) shapefiles, Computer-Aided Design (CAD) files, raster/vector files, and Adobe Illustrator/Photoshop/InDesign files, where applicable.

### **Task 3.2. Project Showcase Event**

A Project Showcase Event will be held in June 2021 in Tampa, Florida to review each community's challenges and discuss the redesign concept plans and overall process, and convene public-private stakeholders to discuss regional priorities and goals (approx. 100-125 attendees and recorded/live streamed).

The Consultant shall participate in the showcase event in the following ways to satisfy Task 3.2:

1. Team presentation of the Task 3.1 document and overall Resilient Ready process, summarizing the proposed design concepts, key points, and lessons learned for each study area.
2. At least three Consultants (one for each panel) will participate in panel discussions related to specific adaptation strategies. Each panel will be composed of local stakeholders who were directly involved in the design charrette for the study area, as well as national and international private/public sector participants with expertise in that topic.
  - i. The three panel discussions will reflect the three study area project categories (ex. coastal flooding, inland/riverine flooding, and floodable landscapes).

#### **Deliverables:**

1. Participation in Project Showcase Event
  - a. One team presentation
  - b. No fewer than three Consultants (one Consultant per panel) to participate in panel discussions.

## PART VII – PROJECT SCHEDULE

The Project must be completed before July 2022, including final project closeout. Therefore, the below schedule shows the significant milestones of the Project and includes team meetings for reviewing interim work products. Specific deliverable due dates will be determined after selection of Consultants, in the development of the detailed work plan and schedule.

### NOVEMBER 2021

- RFP posted
- RFP response period
- TBRPC conducts site selection process to identify project study areas

### DECEMBER 2021

- Interview process and selection of Consultants
- Develop work plans and execute contracts with Consultants
- TBRPC confirms commitments from project study area communities, including coordination assistance for Phase 1 site visits and Phase 2 charrette walking tours and meeting locations.
- TBRPC develops Sub-Committee - Technical and Stakeholder participant lists

### JANUARY 2022

- Phase 1. Planning
  - Task 1.1 Facilitate Site/Community Engagement Process (**ongoing**)
  - Task 1.2 Existing Conditions Analyses (**initiate task**)
  - Task 1.3 Community Prioritization and Feasibility Assessments (**initiate task**)
- Project Kick-off Meeting with Core Team
- Sub-Committee Meetings – Technical and Stakeholder
  - Resilient Ready orientation and discussions to inform Tasks 1.2 and 1.3

### FEBRUARY 2022

- Phase 1. Planning continued
  - Task 1.1 Facilitate Site/Community Engagement Process (**ongoing**)
  - Task 1.2 Existing Conditions Analyses (**deliverables due**)
  - Task 1.3 Community Prioritization and Feasibility Assessments (**deliverables due**)
- Core Team Meetings
- Sub-Committee Meetings – Technical and Stakeholder
  - Pre-charrette discussions, presentations of Tasks 1.2 and 1.3

### MARCH 2022

- Phase 2. Design Charrettes
  - Task 2.2 Design Charrettes (3) for Study Area (**conduct task**)
    - Sub-committees invited as participants
- Core Team Meetings - charrette debriefs

### APRIL 2022

- Phase 3. Showcase and Knowledge-Sharing

- Task 3.1 Final Concept Plans and Recommendations Report (**initiate task**)
- Core Team Meetings
- Sub-Committee Meetings – Technical and Stakeholder
  - Post-charrette discussions to assist in the development of Task 3.1

#### **MAY 2022**

- Phase 3. Showcase and Knowledge-Sharing
  - Task 3.1 Final Concept Plans and Recommendations Report (**deliverable due**)
- Core Team Meetings
- Sub-Committee Meetings – Technical and Stakeholder
  - Presentation of Task 3.1

#### **JUNE 2022**

- Phase 3. Showcase and Knowledge-Sharing continued
  - Task 3.2 - Project Showcase (**conduct task**)
- Final Core Team Meetings
- Project Close-out