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Tampa, FL 33607
P: 813-289-5488 / F: 813-513-2615
www.choosewestshore.com

REQUEST FOR PROPOSAL
Westshore Alliance / City of Tampa
Kinetic Ring Art Installation

A. Introduction

The Westshore Alliance (“Alliance”) is a 501(c)(6) not-for-profit organization committed to supporting businesses in the Westshore District of Tampa, Florida. Established in 1983, the Alliance represents nearly 400 businesses in the Tampa Bay region. Our mission is to continue the Westshore District’s transformation into a premier mixed-use district and cultivate a thriving community for residents and businesses.

The Westshore Alliance serves as the master developer of the Westshore District through a Development of Regional Impact agreement with the City of Tampa (“City”) and operates the Westshore Special Services District through a separate agreement with the City. The Westshore Alliance also operates the Westshore District Foundation, a 501(c)(3) organization created to improve the Westshore District through public art and community programming.

The Westshore Alliance, City of Tampa’s Parks and Recreation Department, and City of Tampa’s Neighborhood and Community Affairs Department are working together to relocate the Kinetic Ring Sculpture (“Sculpture”) to a selected location in Cypress Point Park. The Westshore Alliance is seeking a structural engineering firm to generate signed & sealed engineering shop drawings for the fabrication of a foundation for the sculpture. The Alliance will provide supporting documentation for the Sculpture citing loads, materials and anchoring specifications from the sculpture’s previous installation.

B. Scope of Work

The Westshore Alliance is seeking written proposals from firms (“Firm”) with design and construction capabilities to provide a full-service structural design and engineering support to ensure that the Sculpture meets safety and performance requirements. The Firm will provide a preliminary structural concept for review, including a foundation system and footer, conduct a site analysis, and perform initial structural evaluation.

C. Bid Window

This request for proposals shall be open from June 11, 2025 to July 11, 2025 at 5pm. This period may be extended at the discretion of the Westshore Alliance.

D. Terms and Conditions

The Westshore Alliance serves as the contractor for the Westshore Special Services District through an agreement with the City of Tampa. As such, the terms and conditions here reflect the City’s terms and conditions for bid responses, except where noted.

An individual or entity (“Firm”) responding to this RFP must provide notice of any relevant licenses, certificates, or registrations with its submission to be considered. The Westshore Alliance shall own all ideas, documents, plans, and materials developed as a result of this solicitation and the Firm is informed same shall be subject to reuse. The Westshore Alliance can return the respondents’ materials if asked for following the completion of the

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awarded respondent's work, provided that the awarded respondent has completed work in a satisfactory manner, and the non-awarded bids are not necessary for the work of the Alliance.

Responding Firms confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City of Tampa, Hillsborough County, or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession.

Applicants are asked to have no contact with Westshore Alliance Officers, Executive Committee members, Board of Directors members, or employees regarding this solicitation, other than as specifically stated in this solicitation. The Westshore Alliance may cancel, withdraw, or modify this RFP 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 Westshore Alliance's best interest.

Firms desiring to provide these services to the Westshore Alliance must submit a single electronic file in a searchable PDF format, smaller than 5MB, a Letter of Interest addressed to Michael Maurino, Executive Director, together with any supplemental material listed in the Submission Requirements and allowing evaluation for further consideration based upon the following criteria/point system:

Successful Comparable Project Experience, (30 pts); Experience within the Westshore District on Public or Private Property (30 pts); Workload and Availability (10 pts); Proposed Schedule of Project Delivery (10 pts); City of Tampa/Hillsborough County Small, Women, Minority, and Veteran Owned Small Business certification (10 pts); Experience with City of Tampa, Hillsborough County, FDOT District 7, and Westshore Alliance membership (5 pts); Project Budget (5 pts).

This project is to support the development of the Westshore District. As such, membership in the Westshore Alliance is not a prerequisite for the Firm's selection.

The PDF file must be E-Mailed to maurino@choosewestshore.com before 5 P.M., July 11, 2025. As a courtesy, the Westshore Alliance will endeavor to provide an email acknowledgement within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is the Firm's responsibility to confirm its submission (PDF file) has been received.

E. Incurred Expenses

The Alliance is not responsible for any expenses which respondents may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews, or presentations of proposals.

F. Proposals Binding

- G.** All proposals submitted shall be binding for 180 calendar days following the opening.

Governing Law / Venue

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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 request, including, without limitation, its interpretation, construction, performance, and enforcement. The parties hereto submit to the exclusive jurisdiction and venue of the state and federal courts located in Hillsborough County, Florida.

H. Compliance with laws

The Firm shall comply with all applicable laws, ordinances, and codes of the Federal Government, State of Florida, Hillsborough County, and the City of Tampa. It shall be the responsibility of the Firm to be knowledgeable of all federal, state, county and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein which may apply. Failure to comply with all applicable laws, ordinances and codes may lead to termination of the Contract.

As this project is to be funded by the Westshore Special Services District, a special services district with a non-ad valorem property tax assessment, Firms should comply with any requirements of the City of Tampa.

I. Force Majeure

Neither the Alliance nor Firm shall be deemed in default with respect to the performance of, or compliance with the terms, covenants, agreements, conditions, or provisos of the Agreement, if the failure to perform or comply shall be due to any strike, lockout, civil commotion, invasion, rebellion, hostilities, sabotage, acts of God or causes otherwise beyond the control of the Alliance or Firm.

J. Contract Termination

When deemed to be in the best interest of the Alliance, the Alliance may cancel any award resulting from this specification by the following means:

- 10-day written notice with cause; or
- 30-day written notice without cause.

K. Equal Opportunity

The Westshore Alliance hereby notifies all bidders that all eligible businesses, including Small Local Business Enterprises (SLBEs) and Women/Minority Business Enterprises (WMBEs), eligible Veteran Owned Small Businesses and eligible LGBT businesses will be afforded a full opportunity to participate in any award made by the Alliance pursuant to this present proposal matter and will not be subjected to discrimination on the basis of race, color, national origin, religion, sex, age, disability, familial status, marital status, sexual orientation, gender identity or expression. The Alliance, as a contractor of the City of Tampa for the Westshore District, prohibits any person involved in contracting and procurement activities, to discriminate on the basis of race, color, religion, sex, national origin, age, disability, familial status, marital status, sexual orientation, gender identity or expression.

L. Independent Contractor status

The Firm agrees that its status shall be that of an Independent Contractor during its performance of this Contract. The Firm's employees and agents have no employer-employee relationship with the Alliance. The Alliance shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, federal or state unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments; nor will the Alliance furnish any medical or retirement benefits or any paid vacation or sick leave.

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M. Convicted Vendor List (Public Entity Crime)

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 bid and may not be awarded or perform work as a contractor, supplier, Subcontractor, or consultant under this contract.

N. Assignment and sub-contracting

No Firm shall assign the award or any rights or obligations there under without the written consent of the Alliance. In the event of such approved Sub-Contracting, the Firm agrees to provide the Westshore Alliance with written documentation relative to the subcontractor that will be employed in this award.

O. Submission Requirements

- a. Cover Page
 - i. Please include contact name, title, email address, name of your firm, mailing address, and phone number.
- b. Statement of Qualifications and Company Information
 - i. Please indicate that the Firm shall have suitable personnel, equipment, resources, financial stability, schedule availability, and experience to accomplish the project objectives.
 - ii. Please indicate any business certifications and licenses.
- c. Project Experience and Experience within the Westshore District
 - i. Experience with City of Tampa, Hillsborough County, FDOT District 7, and Westshore Alliance
- d. Proposed Schedule of Project Delivery
- e. Proposed Budget
 - i. Please include your proposed form of compensation, and additional services that may require compensation. Budget must be inclusive of all costs, including taxes and fees. Quotes must remain valid for up to 180 days after submission.
- f. References
 - i. Please include three references from the Tampa Bay market who are familiar with the work of your Firm.
- g. Sample Materials
 - i. Please include samples of your work.

P. Proposal Format

- a. Proposals shall be organized in the format listed above.

Q. Submission of Proposals and Closing Time

- a. Proposals must be received by July 11, 2025, by 5:00 PM. Proposals must be in PDF format.
- b. Please submit proposals to:
Michael Maurino, Executive Director
Westshore Alliance
email: maurino@choosewestshore.com