

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

**REQUEST FOR QUALIFICATIONS (RFQ) 2025-021
PROFESSIONAL ARCHITECTURAL AND
ENGINEERING SERVICES FOR THE RENOVATION
OF THE NEW HCSO SHERIFF'S OPERATION
CENTER**

September 7, 2025

HILLSBOROUGH COUNTY SHERIFF'S OFFICE



CHAD CHRONISTER, SHERIFF

Hillsborough County Sheriff's Office
Sheriff's Operations Center
Financial Services Division - Purchasing Section
2008 East 8th Avenue
Tampa, FL 33605

Robert Flamand, Contract Administrator
(813) 247-8045, Rflamand@TeamHCSO.com

INSTRUCTION TO PROPOSERS

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and PROPOSAL RESPONSE (PART D), which together with all attachments, constitute the entire "Proposal Package." **Said Proposal Package must be the basis upon which all Proposals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The Proposer must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and PROPOSAL RESPONSE (PART D). Any questions concerning this Request for Qualifications (RFQ) should be directed to the Buyer whose name appears above.

During award procedures, the RFQ, its attachments, its amendments, and proposal package will become incorporated into an agreement that becomes the "Contract Document". This agreement will require the signatures of the Hillsborough County Sheriff's Office and the Contractor to become binding. A draft copy of the proposed agreement and its terms and conditions are attached to this RFQ for review. The final executed agreement may have differing terms due to negotiations. **READ THE ENTIRE RFQ PACKAGE CAREFULLY BEFORE SIGNING**

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PROPOSED SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	September 7, 2025
DEADLINE TO SUBMIT LETTER OF INTENT	September 22, 2025
DEADLINE TO SUBMIT QUESTIONS	October 2, 2025
DEADLINE TO SUBMIT	October 24, 2025
Presentation Target Date	November 12, 2025
Award Notification Target Date	December 1, 2025

LETTER OF INTENT

RFQ 2025-021 A&E DESIGN FOR OF THE NEW HCSO SHERIFF'S OPERATION CENTER

The undersigned acknowledges the General Terms and Conditions of the Request for Qualifications (RFQ) and intends to respond to the Hillsborough County Sheriff's Office (HCSO). We understand that any amendments, clarifications, and addenda to the RFQ will be promptly communicated to the individual authorized below to receive this information.

COMPANY NAME

COMPANY ADDRESS

PRIMARY CONTACT NAME/TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE OF COMPANY OFFICER

DATE

When responding to this Letter of Intent, in good faith, it will allow the Buyer to coordinate RFQ related correspondence in an effective manner to all participants, when applicable, in addition to the HCSO's official means of communication – HCSO's website; <https://TeamHCSO.com/> and on Demandstar.com.

If you do not wish to participate, please instead return Appendix II - *Statement of No Participation*. This information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Supplier List.

****NOTE: THIS FORM SHOULD BE COMPLETED AND SUBMITTED ELECTRONICALLY VIA EMAIL TO THE BUYER LISTED ON PAGE TWO (2), USING THE SUBJECT LINE "Company Name_2025-021 Letter of Intent".**

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 East 8th Avenue
Tampa, Florida 33605

SUBJECT: Request for Qualifications 2025-021

RFQ TITLE: Architectural and Engineering Services for the renovation of the new HCSO Sheriff's Operation Center

OPENING DATE & TIME: October 24, 2025 at 3:00 PM

PLACE: Hillsborough County Sheriff's Office
Sheriff's Operations Center
Financial Services Division - Purchasing Section
2008 East 8th Avenue
Tampa, FL 33605

RFQ Overview: Hillsborough County Sheriff's Office (HCSO) is issuing Request for Qualifications (RFQ) 2025-021 seeking proposals from qualified consulting firms (the "Proposer") to provide professional architectural and engineering services for the design and planning for renovation of the new HCSO Sheriff's Operation Center

PART A - GENERAL TERMS AND CONDITIONS

1. **PROPOSALS:** Must be submitted electronically to the Hillsborough County Sheriff's Office, Financial Services Division – Purchasing Section, via the designated electronic submission platform or email address provided in the solicitation. To ensure proper identification and processing, the electronic submission must clearly reference the PROPOSAL PACKAGE (including the Proposal number, date, and time of opening) in the subject line or within the uploaded file name.

If our specifications, when included, are not returned with your RFQ, and no specific reference is made to them in your PROPOSAL RESPONSE (PART D), it will be assumed that all specifications will be met.

2. **PROPOSAL DELIVERY:** The responsibility for ensuring the Proposal is electronically submitted and received by the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The HCSO will in no way be responsible for delays caused by internet issues, server errors, or any other electronic transmission problems. The Proposer shall be responsible for reading very carefully and understanding completely the requirements within this document. Proposals will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> and Demandstar.com for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. **TIME FOR CONSIDERATION:** Proposer warrants, by virtue of submitting, the contents quoted in their response will be good for an evaluation period of 60 calendar days from the date of RFQ opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their RFQ after the opening time and date.
5. **PRICES:** The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Qualified Proposers upon request.

The Proposer's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which applies to all transactions resulting from this RFQ, and that all applicable taxes and fees shall be deemed to have been included in any subsequent project proposal(s) as part of the cost, when applicable.

6. **PROPOSAL ERRORS:** Proposals having erasures or corrections must be initialed in ink by the Proposer.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** The Proposer must furnish all information requested in the Proposal. If specified, each Proposer must submit descriptive literature and/or complete narratives covering the services offered. Proposals that do not

comply with these requirements will be subject to rejection.

8. PROPOSAL COSTS: Submission of a Proposal Package is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer in preparing the Proposal Package.
9. NO PARTICIPATION: If you do not wish to submit a response to the RFQ, please return the STATEMENT OF NO PARTICIPATION herein as APPENDIX II. The "No Participation" information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Supplier List.
10. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The Proposer certifies that all material/items contained in their response meets all OSHA requirements.
11. LAWS, STATUTES, AND ORDINANCES: The terms and conditions of the RFQ and the resulting Agreement shall be construed in accordance with the laws and statutes of the state of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this RFQ and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, *Florida Statutes*, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

The Proposer's attention is directed to the fact that all applicable Federal, State, and local laws, ordinances, codes, rules, and regulations shall apply to the agreement throughout, and they will be deemed to be included in the agreement the same as though herein written. Florida law will govern all questions concerning implementation and execution of this agreement and shall also be controlling in any cause of action brought pursuant to this agreement.

The Awarded Proposer(s) agrees that it shall observe and obey all the laws, ordinances, regulations, and rules of the Federal, State, County and City which may be applicable to its services.

12. FAMILIARITY WITH LAW: The Proposer is required to be familiar with all Federal, State, and local laws, ordinances, rules, codes, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve him from responsibility.
13. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Proposals, for cause, to waive irregularities, if any, and to accept the Proposal Package (or Packages) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any Proposal options or resulting contract(s) or agreements, when deemed to be in the best interest of the HCSO.
14. APPROPRIATION OF FUNDS: The HCSO, as an entity of local government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any agreement entered into as a result of this RFQ for each and every fiscal

year following the fiscal year in which this Agreement is executed and entered into, and for which the Agreement shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Agreement, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Agreement.

15. PROTESTS: Any Proposer who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Proposal Package(s) must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.
 - a. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Proposer or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).
 - b. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Proposer in writing. This decision, and the basis upon which it was made, will be communicated to the Proposer within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) requesting a management review of the decision. Final decision of an appeal will be made by the Sheriff.
16. INDEMNIFICATION: The Awarded Proposer(s) will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole, or in part, by the act or omission of the Awarded Supplier(s), any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole, or in part, by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Proposer, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Proposer or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

RFQ 2025-021 A&E DESIGN FOR OF THE NEW HCSO SHERIFF'S OPERATION CENTER

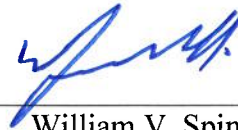
17. **PUBLIC ENTITY CRIMES:** Pursuant to §287.132-133, *Fla. Stats.*, the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, *Fla. Stat.*, for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), *Fla. Stat.* If you submit a proposal in response to this RFQ, you are certifying that §287.132-.133, *Fla. Stats.*, does not restrict your submission.
18. **PUBLIC RECORDS:** Any material submitted in response to this RFQ will become a public document pursuant to §119.07, *Fla. Stat.* This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, *Fla. Stat.* The Proposer agrees to comply with §119.0701, *Fla. Stat.*, regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

The HCSO requires that, at the conclusion of the selection process, the contents of all Proposal packages be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a Proposal must be clearly stated in the Proposal itself. Proprietary information submitted in response to the RFQ will be handled in accordance with applicable *Florida Statutes*.

If the Proposer has questions regarding the application of Chapter 119, Florida Statutes, to the Proposer's duty to provide public records relating to this Agreement, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, (813) 247-8210 or at HCSORecords@HCSO.Tampa.FL.US.

Chad Chronister,
Sheriff of Hillsborough County,
A Constitutional Officer of the State of Florida

By: _____



William V. Spinelli, CPA
Chief Financial Officer

SIGNATURE OF ACKNOWLEDGMENT

The General Terms and Conditions outlined above are acknowledged. Our Proposal Package is attached.

Proposer Name

Proposer Officer Name (Printed)

Title

Proposer Officer Signature

Date

Note: This page must be returned with your Proposal response. Each Proposer's response, and any clarifications to that response, as well as all amendments or addenda to this document shall be signed by an officer of the Proposer or a designated agent empowered to bind the Proposer in contract.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PART B - SPECIAL PROVISIONS

1. CONTINGENT FEES PROHIBITED: §287.055(6)(a) The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or Proposer, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.
2. COMMUNICATION BETWEEN PARTIES: All questions regarding this RFQ are to be directed, in writing, to the Buyer as listed on page 2, *Instructions to Proposers*. No communication is allowed, either directly or indirectly, with any other HCSO employee regarding this RFQ prior to the notice of award.

In the interest of public access, all documents relating to this RFQ will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing> and Demandstar.com. This will include Question & Answer (Q&A), amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

3. THE SUPPLIER PACKET: The completed APPENDIX I must be returned with your RFQ Response along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s). Proposers can obtain information about the license at: <http://www.hillstax.org/occweb/default.asp>. Current Certificates of Insurance for Liability and Workers Compensation must also be included. ACH is the approved method of payment, and Appendix II requires a secondary method of verification in the form of a voided check, voided deposit slip, or Letter from applicable Financial Institution. Failure to provide requested documentation will cause submission to be deemed unresponsive.
4. CERTIFICATE OF INSURANCE: No Work shall commence in connection with this Contract until the Awarded Proposer and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Proposer's own expense, shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff; and shall be maintained throughout the life of this Contract. All insurance policies shall be with insurers qualified and doing business in the state of Florida. The HCSO must be notified within sixty calendar days of cancellation, non-renewal, or change in the insurance coverage.
 - a. Worker's Compensation Insurance: Worker's Compensation Insurance must meet statutory minimum requirements for all employees connected with the Work of this project and in case any Work is sublet, the Awarded Proposer shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Awarded Proposer. Such insurance shall comply

fully with the Florida Worker's Compensation Law. In case any hazardous Work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Awarded Proposer shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

Employer's Liability:	\$100,000 Limit each Accident
	\$500,000 Limit each Aggregate
	\$100,000 Limit Disease each employee

- b. Contractors Public Liability and Property Damage Insurance (if applicable to the work being performed): Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance which shall protect the Contractor from claims for damage and personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor shall be the minimum limits as follows:

Comprehensive General	\$300,000 bodily injury and property damage combined single limit.
Automobile	\$300,000 bodily injury and property damage combined single limit.

- c. Professional Liability Insurance: Professional Liability Insurance shall meet the following minimum amounts:

\$500,000 per occurrence; and
\$1,000,000 aggregate.

- d. Comprehensive Insurance Coverage (if applicable to the work being performed): Comprehensive General Liability and Automobile Liability Insurance which shall protect the Contractor from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor. The minimum amounts of such insurance shall be as follows:

Commercial/Comprehensive General Liability:

Bodily Injury	\$300,000 per person per occurrence
Property Damage	\$300,000 per occurrence
Automobile Liability	\$300,000 combined single limit bodily injury and property damage
Garage Liability	\$1,000,000 combined single limit each occurrence
Garage Keepers Liability	\$100,000 collision and comprehensive per vehicle

5. E-VERIFY REQUIREMENT: Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Supplier(s), and any and all subcontractors, if permitted by agreement, to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. If the Awarded Supplier(s) enters into a contract with a subcontractor, the subcontractor must provide the Awarded Supplier(s) with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Supplier(s) shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Supplier(s) has knowingly violated §448.09(1), *Fla. Stat.*, the contract will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier(s) and order the Awarded Supplier(s) to immediately terminate the contract with the subcontractor. Termination of any and all contracts and/or subcontracts as provided above, does not constitute a breach of contract, and may not be considered as such. If the Sheriff terminates a contract with an Awarded Supplier(s) as provided above, the Awarded Supplier(s) may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Supplier(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.
6. PREPARATION AND PROPOSAL PACKAGE: Proposals shall be signed electronically by an authorized principal of the Proposer. Signatures are required as acknowledgment of the General Terms and Conditions (Part A) and as affirmation of the Proposal Response (Part D). All required signature acknowledgments, including attachments such as amendments, must be included with the Proposal Package.

Proposals will only be accepted electronically and must be submitted through the secure mailbox at DemandStar/Open Bids (<https://www.demandstar.com/app/agencies/florida/hillsborough-county-sheriff-s-office/procurement-opportunities/2edd7caf-d5b9-4fbd-97d1-e8820498d3ef>) until the date and time indicated in this document. The RFQ Opening will be conducted publicly through the DemandStar platform immediately following the submission deadline. It is the sole responsibility of the Proposer to ensure that the electronic submission is successfully uploaded to DemandStar prior to the closing deadline. Late electronic submissions or amendments will not be considered. Proposers are encouraged to verify receipt confirmation through the DemandStar platform. Each electronic submission must include one (1) complete proposal file. If any portion of the electronic proposal contains proprietary information, it must be clearly marked within the file. In such cases, a redacted version of the proposal, with proprietary content removed or obscured, must also be uploaded as a separate file in addition to the original.

The HCSO reserves the right to postpone the deadline for receipt and opening of proposals or any other associated deadlines. In such cases, the HCSO will make a reasonable effort to provide at least five (5) calendar days' notice of any postponement to all prospective Proposers.

It is understood and agreed upon by the Proposer in submitting a Proposal Package that the HCSO has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number of responses received; competitive technical information; and HCSO's evaluation concerns about competing submissions. Information released after award is subject to the disclosure requirements of Chapter 119, *Fla. Stat.* Proposers are prohibited from

discussing or disclosing the content of any Proposal Package with competing Proposers during the evaluation or negotiation process.

7. EVALUATION OF PROPOSALS: Initially all Proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the Proposal package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be initially evaluated based on the following weighted criteria. These criteria relate directly to information required in the PROPOSAL RESPONSE (PART D) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. The PROPOSAL RESPONSE (PART D) offers details of the criteria below.

	<u>Points</u>
A. Experience with Similar Projects	20
B. Qualifications of Firm and Key Staff	25
C. References on Recent Projects	5
D. Project Approach, and Phasing	50
Total	<u>100</u>

An evaluation committee, consisting of six (6) representatives from the Hillsborough County Sheriff's Office (HCSO) will independently review and score each proposal. Any clarifications needed will be requested through the Assigned Buyer.

8. ORAL PRESENTATION: Following the initial evaluation, the three (3) highest-ranked Proposers may be invited to participate in an Oral Presentation. During this phase, Proposers will present their approach, qualifications, and relevant project experience to the evaluation committee. The committee may ask questions to further assess the Proposer's capabilities.

After the Oral Presentations, the committee will reconvene to discuss and reach a final consensus rating, incorporating both the written proposal and the presentation. The Assigned Buyer will then tabulate the final results and provide a scoring matrix ranking each Proposer accordingly.

The final evaluation results will be presented to the committee members, who may proceed with a recommendation based on the scoring outcome.

9. SUBCONTRACTING: The Awarded Proposer(s) may not sublet or subcontract any of the contractual obligations concerning this RFQ matter except as provided for in the written contract between the HCSO and Awarded Proposer(s). This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Awarded Proposer(s) to retain ultimate liability for all contractual obligations.
10. CONFLICT OF INTEREST: The Proposer agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*,

regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor, or in which such officer or employee or the officer's or employee's spouse or child, or any combination thereof, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

11. AWARD: Award shall be made to the most qualified Proposer(s) demonstrating the ability to meet the requirements outlined in this RFQ, based on experience, qualifications, and other evaluation criteria.
 - a. Award will be dependent upon the determination that the Proposal Package(s) are responsive, Proposers are responsible, review of criteria stated in the Proposal Package and any other provided information deemed relevant and beneficial. Proposal Packages and Proposers determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the RFQ Responses, will be published at the time of Award.
 - i. To be responsive, Proposals must be received by the advertised date and time, be in accordance with objective mandatory submission requirements such as the correct number of copies and authorized signatures, proof of insurability, bonding, certification, or other requirements listed in PART B *Special Provisions*.
 - ii. Responsible Proposers have appropriate financial, organization and operational capacity and controls, appropriate legal authority to do business in Hillsborough County, Florida, a satisfactory record of integrity and an acceptable performance record on past contracts.
 - b. Notification of Award will be sent to the Proposer(s) receiving the Award. RFQ results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>.
12. REQUESTING ADDITIONAL SERVICES: Any request for additional services beyond the originally agreed-upon scope must be submitted in writing and approved before any work is performed. This includes, but is not limited to, modifications to the scope of services requested by HCSO, additional work due to unforeseen circumstances, or requirements imposed by regulatory agencies.

Requests for additional services must be submitted by the Firm to the Project Manager, including a detailed description of the requested services, the reason for the request, and a written cost estimate or confirmation that there will be no change to the agreed-upon compensation. The Project Manager will review and submit the request for approval by the CFO.

Any approved adjustments to compensation will be reflected in an amended Purchase Order issued by HCSO. A copy of the amended Purchase Order will be provided to the Firm.

Failure to obtain prior written approval for additional services will result in HCSO's refusal to authorize payment for such services.

Requests for cost estimates for potential additional services are not considered approvals to proceed. Similarly, HCSO's request for quotes regarding work not included in the original scope does not constitute an authorization to perform such work.

13. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Proposal Responses, for cause, to waive irregularities, if any, and to accept the Proposal Response (or Responses) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any RFQ options or resulting contract(s), agreements, when deemed to be in the best interest of the HCSO.
14. AGREEMENT PERIOD: The resulting Award from this RFQ shall remain in effect until the completion of construction and all associated services, unless otherwise terminated by HCSO in accordance with the agreement terms. During this period, the selected Proposer(s) shall remain responsible for all architectural and engineering services required for the successful completion of the project.
15. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this RFQ or resulting Agreement when deemed to be in the best interest of the HCSO. Any modifications to the terms and conditions of the resulting contract shall be executed through a formal written amendment, mutually agreed upon by both parties. All contract modifications must be reviewed and approved by HCSO prior to execution. Modifications shall not be effective unless signed by authorized representatives of both HCSO and the Awarded Proposer.

Changes to the scope of work or services shall be handled as described in Part B, Paragraph 14, and are not subject to this modification process.

16. CANCELATION: When deemed to be in the best interest of the HCSO, any agreement(s) resulting from this RFQ may be canceled by the following means:
 - a. 10 calendar days' written notice with cause, or
 - b. 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Agreement without cause, all items and/or materials provided through the date of receipt of written notice of cancelation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

17. ASSIGNMENT: The Awarded Proposer(s) will not assign, transfer, convey, or otherwise dispose of this agreement or any part thereof, or of its right title or interest therein or its power to execute this agreement or any amendment or modification hereto, to any other person, company, or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy or reorganization shall be considered an assignment.

18. DEFAULT: The Agreement may be canceled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Proposer(s) upon non-performance or violation of Agreement terms. An award may be made to the next best responsive Proposal Package and responsible Proposer based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Proposer(s) to deliver items within the time stipulated in this RFQ, unless extended in writing by the Financial Services Division, shall constitute an Agreement default. Awarded Proposer(s) who default on agreements may be removed from the HCSO Supplier List and determined ineligible for future contracts, agreements, at the discretion of the CFO.
19. EMERGENCY: If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Agreement and procure the item(s) from the most available source.
20. SUPPLIER DIVERSITY: Sheriff's Office shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the Project, including but not limited to, those relating to the Americans with Disabilities Act (ADA). To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD certified vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE) and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors and overall providing greater opportunities to disadvantaged businesses.
21. INVOICING AND PAYMENTS: The Contractor will invoice the HCSO for Work as completed. At a minimum, an invoice shall include the Work site address, description of Work completed, or list of goods received, and the Purchase Order number. Applications for payment will be required for partial payments or progress payments and are acceptable in lieu of an invoice if numbered. All applications for partial payment shall be accompanied by a schedule of values and indicate the percentage of Work completed as of the application date.

All progress payments shall be subject to review and approval by the Project Manager prior to payment. Final invoice approval shall be subject to the final project inspection and acceptance by the Project Manager.

It is a requirement of the HCSO to have the Architect and Project Manager review and approve all applications for payment and invoices prior to the HCSO remitting payment.

Applications for payment should be accompanied by Waivers of Lien from the Design Consultant, all subcontractors, and all suppliers of equipment and materials. Payments may not be considered without these documents.

Invoices shall be e-mailed to AccountsPayable@HCSO.tampa.fl.us.

Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at (813) 247-8276 or AccountsPayable@HCSO.tampa.fl.us.

Payment shall be made in accordance with Chapter 218, Part VII, Florida Statutes, which states the Contractor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

Payments may be withheld because of any of the following conditions:

- a. Defective Work not corrected.
- b. Failure of the Contractor to make payments for materials, labor, equipment, or services.
- c. Continued failure to perform the Work in accordance with the terms and conditions set forth in this Agreement.
- d. Legal or other claims by third parties relating to the Work performed under the Contract Documents.

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22. GOVERNMENTAL PURCHASING COUNCILS: All responses received shall be considered as Proposal packages to all members of the Hillsborough County and Tampa Bay Area Purchasing Cooperative, as listed below. Said members may, at their discretion, utilize this RFQ as required.

Children's Board of Hillsborough County	Hillsborough County Board of County Commissioners
City of Belleair Beach	Hillsborough County Clerk of Courts
City of Clearwater	Hillsborough County School Board
City of Dunedin	Kenneth City
City of Gulfport	Manatee County Board of County Commissioners
City of Indian Rocks Beach	Pasco County Schools
City of Largo	Pinellas County Clerk of the Court
City of Oldsmar	Pinellas County Government
City of Pinellas Park	Pinellas County School Board
City of Plant City	Pinellas County Sheriff
City of Safety Harbor	Pinellas Suncoast Transit Authority
City of St. Pete Beach	Property Appraiser
City of St. Petersburg	St. Petersburg College
City of Tampa	State Attorney's Office
City of Tampa Housing Authority	Supervisor of Elections
City of Tarpon Springs	Tampa Bay Water
City of Temple Terrace	Tampa Palms Community Development District
City of Treasure Island	Tampa Port Authority
Clerk of the Circuit Court	Tampa Sports Authority
Expressway Authority	Tax Collector
Hernando County	Town of Indian Shores
Hillsborough Area Regional Transit Authority	
Hillsborough Community College	
Hillsborough County Aviation Authority	

PART C - SCOPE OF SERVICES

1. **IN GENERAL:** In accordance with Section 287.055, Florida Statutes, known as the Consultants' Competitive Negotiation Act (CCNA), the Hillsborough County Sheriff's Office (HCSO) is issuing RFQ 2025-021 seeking proposals from qualified Proposers to provide professional architectural and engineering services for the renovation of all five floors of an existing HCSO facility.

This renovation project will reconfigure and modernize the facility, including wellness, meeting, administrative, office, and executive spaces. The selected firm will be responsible for providing both architectural and engineering design services. Architectural firms submitting proposals must engage appropriate engineering firms, and vice versa, to ensure comprehensive service coverage.

Proposers responding to this RFQ must comply with all requirements outlined in this RFQ, including any attached documents, referenced materials, and HCSO-issued addenda (collectively referred to as the "RFQ"). All proposals must be signed by an individual with legal authority to bind the Proposer and must adhere to the submission format and deadline specified in the RFQ.

2. **PURPOSE AND GOAL:** The purpose of this solicitation is to select a professional A&E firm for the renovation and reconfiguration of all five floors of an existing HCSO facility, located within the HCSO campus. The renovations will include:
 1. Staff wellness and break areas
 2. Workout and locker facilities including bathrooms.
 3. Meeting and training rooms
 4. General office space across multiple floors (Floors 2 through 4)
 5. Executive office suites and leadership areas on the fifth floor
 6. Lobby and Security Controls room.

The selected firm will develop a comprehensive design solution that maximizes operational efficiency, supports staff wellness, and aligns with HCSO's mission. Design services must include full architectural, mechanical, electrical, plumbing, IT, audio visual, access control, cameras and security system integration, with close attention to current code compliance, workplace functionality, and industry best practices.

The design process will follow the industry-standard phased approach:

Planning and Programming

Conceptual Design – 15%

Schematic Design (SD) – 30%

Design Development (DD) – 60%

Construction Documents (CD) – 90%

In addition to full design services, the selected firm will provide:

1. Permitting support.
2. Bidding and award support.
3. Construction administration.
4. Threshold inspections services as may be required under F.S. 553.71 to be included in the construction administration proposal.
5. Commissioning of Systems
6. Budget Development

3. COMPREHENSIVE CAMPUS AND FACILITY PLANNING AND DESIGN: The architectural and engineering design must address all aspects necessary to support a functional, professional, and code-compliant renovation of all five floors of the designated HCSO facility. The design scope includes wellness areas, meeting rooms, administrative and executive office suites, and general staff office environments.

The selected Proposer will be responsible for delivering a fully coordinated design that integrates architectural, structural, mechanical, electrical, plumbing, IT, and security elements. All designs must meet current Florida Building Code (FBC) requirements and reflect industry best practices for safety, accessibility, performance, and future adaptability.

Key Design Components Include:

a. Site Evaluation and Planning:

- i. Consists of the evaluation, planning, and design of physical and security components needed to support the mission, strategic plan, and security of the SOC.

b. Code Compliance & Accessibility:

- i. All renovated spaces must comply with FBC, including ADA Accessibility Standards (Chapter 11).
- ii. Accessible restrooms and locker rooms must be provided in accordance with code.
- iii. Fire/life safety design elements must comply with NFPA 101, including egress planning, fire-rated corridors where required, exit signage, and emergency lighting.

c. Executive and Administrative Areas (Fifth Floor):

- i. Layouts must promote privacy, security, and efficiency for senior leadership functions.
- ii. Conference rooms should be designed with integrated audiovisual infrastructure, secure data cabling, and sound attenuation features.

- iii. Offices and open areas should provide flexibility, ergonomic furnishings, and a modern professional aesthetic.

d. Wellness Spaces and Meeting Rooms (First Floor):

- i. Gym and break areas must support comfort, durability, and easy maintenance.
- ii. Locker rooms must include accessible showers, secure storage, and code-compliant plumbing fixtures.
- iii. Meeting rooms should be designed for various configurations with integrated AV and network capabilities.

e. Campus Security and Access Control:

- i. The design must include a comprehensive campus security plan encompassing building-level security, a circulation plan separating public from secure zones, and access control to the overall property.
- ii. Security measures should integrate with IT and infrastructure systems to support perimeter control, surveillance systems, restricted access points, and emergency response planning.
- iii. The design team will coordinate with HCSO staff to align access protocols with operational and safety requirements.

f. IT & Security Infrastructure:

- i. All areas must include secure IT cabling, access controls, and data routing that aligns with HCSO security protocols.
- ii. Conference and meeting rooms must be AV-ready and networked.
- iii. Executive areas should have controlled access for sensitive areas as determined in consultation with HCSO staff.

g. Energy & Efficiency Considerations:

- i. Design solutions should incorporate energy-efficient systems and long-life materials, and must meet the requirements of Florida Statutes § 255.2575 for public buildings.
- ii. HVAC zoning and lighting controls should reflect functional use and occupancy patterns to reduce operational costs.

4. **PROJECT COORDINATION & SUBCONTRACTING:** If an architectural firm submits a proposal, they must engage an engineering firm, and vice versa, to ensure a comprehensive approach to the project. HCSO will contract separately with a professional firm for construction

and project management, which will work in direct collaboration with the successful Proposer throughout the design and construction process. The selected Proposer will be expected to coordinate closely with HCSO staff, project managers, and subcontractors to ensure that all aspects of the project align with HCSO's operational and security requirements.

5. DESIGN EFFICIENCY & COST OPTIMIZATION: HCSO expects the successful Proposer to deliver a design that is both cost-effective and functional. Value engineering is encouraged, particularly where it can reduce long-term operational or maintenance costs without compromising quality. Proposers should evaluate layout options that improve space usage, energy performance, and staff workflow. Alternate delivery methods, such as design-build, may be considered if clearly beneficial.
6. CONNECTIVITY & SYSTEM INTEGRATION: The renovation does include mission-critical communication systems, and must integrate secure and reliable IT infrastructure, including access controls, network cabling, and audiovisual systems, especially in executive conference areas and meeting rooms. All systems should support high-speed connectivity, data security, compatibility with HCSO's enterprise platforms and be in compliance with Criminal Justice Information System (CJIS) regulations.
7. PROJECT CONCEPT AND DESIGN: The selected Proposer will engage with HCSO leadership to develop and refine design concepts for each functional space. Final design deliverables will reflect HCSO's operational needs and preferred design aesthetics. The layout should promote wellness, privacy, collaboration, and professional ambiance. Multiple design schemes may be requested during the conceptual and schematic phases to support decision-making.
8. PUBLIC MEETINGS: HCSO may require the successful Proposer to present the project's design at internal briefings or public meetings. The Proposer should be prepared to discuss the design's functional, aesthetic, and operational aspects with stakeholders and respond to feedback during the planning process.
9. PROJECT MANAGEMENT: The selected firm will be responsible for design project management, including milestone tracking, documentation control, and coordination with the GC. Regular progress reporting to HCSO is expected. The Proposer will also support bidding, permitting, and construction administration services, including periodic site visits and response to RFIs during construction.
10. MANDATORY REQUIREMENTS MATRIX COMPLETION AND SUBMISSION: An RFQ Requirements Matrix is included as Appendix III to this solicitation. The matrix enumerates all mandatory and evaluative requirements set forth in this RFQ, including but not limited to experience, qualifications, project approach, and other criteria outlined in Parts C and D. Each proposer is required to complete the Requirements Matrix in full and return it with their submission. For every listed requirement, proposers must identify the exact section(s) and page number(s) in their proposal where the requirement is addressed. Failure to return a fully completed Requirements Matrix may be grounds for deeming the proposal non-responsive and may result in disqualification from further evaluation. The matrix is intended to ensure that evaluators can efficiently verify compliance with all RFQ requirements and compare proposals efficiently.

11. **PROPOSER QUALIFICATIONS:** HCSO is seeking proposals from highly qualified architectural and engineering firms with demonstrated expertise in the design, documentation, permitting, and construction oversight of commercial interior renovation projects. Relevant experience should include the successful completion of projects involving corporate or executive office environments, fitness and locker room facilities, administrative or meeting spaces, and security-focused government or institutional facilities that include building-level and campus-wide access control systems.

The selected Proposer must be a Florida-licensed architectural firm, supported by licensed engineers in structural, electrical, mechanical, plumbing, civil, and IT disciplines, either in-house or through consulting partnerships. The firm must demonstrate familiarity with applicable regulatory and design standards, including the Florida Building Code (FBC), Americans with Disabilities Act (ADA) accessibility requirements, OSHA workplace safety standards, and appropriate HVAC and MEP system integration for institutional environments. Proposers are encouraged to highlight prior projects that include security infrastructure design, coordination of controlled access systems, and integration of building technology to support operational safety.

Proposers must include an organization chart and identify key personnel who will be directly assigned to the project. At a minimum, this should include the Project Manager, Lead Architect, Lead Landscape Architect, Lead MEP Engineers, Structural Engineer, Civil Engineer, Interior Designer or Space Planner (if applicable), and IT Infrastructure Lead. All designated personnel must remain assigned to the project throughout its duration unless a replacement is submitted to and approved in writing by HCSO. Any proposed replacement must have qualifications and experience equal to or exceeding those of the originally designated personnel.

The Architect of Record services may not be subcontracted. The selected Proposer must demonstrate the ability to manage multidisciplinary design coordination, as well as provide construction-phase services including site observations, submittal and shop drawing reviews, and general coordination with the General Contractor and HCSO representatives.

- a. Proposers must demonstrate that they have sufficient capacity, staffing, and resources to successfully execute the scope of work described in this RFQ in addition to any current contractual obligations, including any ongoing or previously awarded HCSO projects. Each Proposal must include a clear statement of the Proposer's current workload, including:
 - i. A summary of all active design projects, with identification of key staff assigned.
 - ii. Disclosure of any current or pending contracts with HCSO and the staffing resources allocated to those efforts.
 - iii. An explanation of how the Proposer will ensure adequate resources and attention will be dedicated to this project without compromising quality, schedule, or performance on existing commitments.
 - iv. A confirmation that key personnel proposed for this project will be available as represented and not reassigned without prior written approval from HCSO.

PART D - PROPOSAL RESPONSE

The undersigned understands that this Proposal Package **must be signed in ink** and that an **unsigned** Proposal Package will be considered nonresponsive and subject to rejection by HCSO. **The undersigned must be an Officer of the Proposer, or a designated agent empowered to bind the Proposer in Contract.**

The undersigned, by the signature evidenced, represents that the Proposer accepts the terms, conditions, provisions, mandates, and other conditions of the foregoing general terms and conditions (part a), special provisions (part b) and scope of services (part c), said documents being the strict basis upon which the said Proposer makes this Proposal.

► Proposals shall be signed electronically by an authorized principal ◄

All the following information must be hereupon given for this
Proposal package to be considered by the HCSO.

1. **PRESENTATION OF SERVICES:** The undersigned has carefully examined the Proposal Package and all conditions affecting the professional services required by the HCSO.

Proposer Name:

The undersigned certifies that all Special Provisions (Part B) are as requested. The undersigned also understands that any exceptions presented after the award may be cause for removal from the pre-qualified supplier list.

We hereby propose to furnish the professional services described herein in accordance with the Proposal Package.

2. **NARRATIVES AND DOCUMENTATION:** The outline below corresponds with the criteria on which HCSO will review your Proposal. It is therefore important to maintain the organization of your Proposal Package as outlined so reviewers may easily locate the required documents. Include narratives and supporting documentation.

Section title pages provided.

- a. Experience with Similar Projects.
- b. Qualifications of Firm and Key Staff.
- c. References on Recent Projects.
- d. Project Approach and Phasing.

3. **EXPERIENCE WITH SIMILAR PROJECTS (20 Points):** Provide a detailed narrative outlining the Proposer's experience with projects of similar scope and complexity, particularly those

RFQ 2025-021 A&E DESIGN FOR OF THE NEW HCSO SHERIFF'S OPERATION CENTER

involving interior renovations of multi-use facilities, executive office suites, fitness centers, secure administrative environments, and campus security or access control design. The narrative should address:

- a. Scope and scale of relevant projects completed within the past five (5) years.
- b. Experience with secure IT integration, staff wellness facilities, access control systems, and multi-discipline coordination.
- c. Challenges encountered and solutions implemented in past projects.
- d. Adherence to industry standards, including compliance with Florida Building Code (FBC), ADA Accessibility Guidelines, OSHA workplace design standards, and applicable healthcare design best practices (e.g., FGI guidelines for outpatient wellness spaces).
- e. Additionally, please include:
 - i. A portfolio of at least three (3) to five (5) completed multi-story renovation projects. For each project, provide:
 1. Project name and location
 2. Scope of work and size (sq. ft.)
 3. Contract value and year completed
 4. Schedule and budget performance
 5. Key design challenges and solutions
 6. Client name and contact information
- f. Documents to submit:
 - i. Project Experience Matrix – A table summarizing past projects, including:
 1. Project Name
 2. Location
 3. Contract Value
 4. Year Completed
 5. Scope of Work
 6. Client Name & Contact Information
 - ii. Detailed Project Descriptions (Provide 3-5 case studies) including:
 1. Narrative explaining project scope, challenges, and solutions.
 2. Photos or renderings (if available).
 3. Proof of successful project completion (e.g., letters of recommendation, completion certificates).
 - iii. List of comparable interior renovation or employee wellness projects completed in Florida within the last five (5) years.

4. QUALIFICATIONS OF FIRM AND KEY STAFF (25 Points): Identify key personnel assigned to this project and provide resumes detailing their experience, licenses, certifications, and specialized expertise. If applicable, provide an organizational chart delineating personnel assigned to both construction and design services. The narrative should include:
- a. Summary of the firm's experience in architectural and engineering services for administrative spaces, fitness facilities, campus security and access control systems, and government office renovations.
 - b. Key personnel qualifications for both design and construction oversight, including their direct experience with mission-critical facilities.
 - c. Proposer's in-house capabilities vs. work to be subcontracted (if any).
 - d. Identification of all consultants/subcontractors involved in the project.
 - e. An overview of your Firm, including:
 - i. Primary office location(s)
 - ii. The location(s) from which design services will be performed
 - iii. Brief history of the firm, including the year established, business structure, and areas of specialization
 - iv. Relevant certifications or licensure
 - v. Summary of available staffing and resources for this project
 - f. Documents to submit:
 - i. Resumes of Key Personnel – For each lead architect, engineer, project manager, and key technical staff, include:
 - 1. Name and title
 - 2. Years of experience
 - 3. Relevant project experience
 - 4. Certifications/licenses (e.g., Florida Professional Engineer (PE), Registered Architect (RA))
 - ii. Copies of Professional Licenses/Certifications – All required Florida licenses for architectural and engineering personnel.
 - iii. Organizational Chart – Clearly showing reporting structure and roles within the project team.
 - iv. Staffing Plan – Summary of personnel availability and how they will be allocated to this project.

5. **REFERENCES** (5 points): Provide at least three (3) references from recently completed projects of similar scope. References should be from projects involving executive or government office renovations, secure-use interior renovations, fitness facilities, or projects incorporating campus security and access control systems. HCSO may conduct reference checks relevant to the proposal with any or all of the references cited in the Proposal to verify any and all information and rely on or consider any relevant information from such cited references in the evaluation of the Proposal.

Each reference should be able to verify the Proposer's ability to meet project goals, budgets, and schedules. References may include past clients, architects, city officials, or developers familiar with your performance on similar projects.

a. Documents to Submit:

i. Reference Contact List – For each project reference, include:

1. Client Name
2. Project Name & Location
3. Scope of Work
4. Completion Date
5. Contact Person (Name, Title, Phone, Email)

ii. Client Testimonials/Recommendation Letters – If available, include formal letters of recommendation from previous clients.

iii. Performance Metrics – Provide data on on-time project completion rates, adherence to budget, and client satisfaction scores from previous work.

6. **PROJECT APPROACH** (50 Points): Provide a detailed and project specific methodology outlining how the Proposer will successfully complete the project, ensuring efficiency, cost control, and adherence to schedule. The narrative should describe:

- a. Design approach, beginning with a thorough existing building investigation (Step 1) to assess conditions and constraints. The proposer should describe how their team — including the Architect, Structural Engineer, MEP Engineers, and Civil Engineer — will evaluate existing building systems and how this evaluation will inform strategies to support a comprehensive renovation.

The narrative should also address space planning, privacy, mechanical/electrical coordination, network infrastructure, and integration of campus security and access control systems.

Include a preliminary outline of your intended methodology for executing this renovation, including proposed construction methods, material selection, and the firm's strategy for addressing the challenges unique to multi-story renovation projects such as logistics, site constraints, and coordination with existing systems.

- b. How project risks will be identified and mitigated.

- c. Scheduling methodology, including major milestones and deadlines and phases. Describe the scheduling programs and tools to be used to maintain project timelines. Explain how sub-consultant input will be incorporated, how schedules will be monitored and updated, and the procedures that will be implemented to recover from schedule delays. Also describe how long-lead items will be identified early and procured to meet HCSO's project schedule.
- d. Cost control measures to ensure adherence to budget. Describe your firm's cost estimating capabilities and internal processes for budget validation. Include information on how cost forecasts are developed and adjusted as the design evolves.
- e. Proposer's approach to working with HCSO and other stakeholders.
- f. Documents to Submit:
 - i. Project Work Plan – Include a proposed timeline with major milestones.
 - ii. Risk Management Plan – Identify potential risks and how they will be mitigated.
 - iii. Quality Control Plan – Outline procedures for design review, inspections, and final acceptance.
 - iv. Technology & Innovation Summary – If applicable, describe any innovative solutions the Proposer will use to enhance efficiency or security in the design process.

Additionally, Proposers must answer the following questions as part of their response:

1. What are the challenges you see in our project?
2. Does your firm have time to give us the service we need? Show the proposed personnel availability.
3. If we were to work with your firm, how would you approach and manage the planning, phasing and design of the project?
4. If this project were to be phased out due to fiscal year funding availability, or logistical necessity, how would you phase the design and construction of this project?
5. How long do you estimate the design process will take for our project? Provide schedules with significant milestones.
6. What would you anticipate the length of the construction process to be for a project of this scale and scope?

7. What can we do to help keep our project on target related to our budget?
What technical options do you suggest that might expedite and potentially offer cost benefits?
8. Provide an overall graphical depiction of the proposed building interior.

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SIGNATURE OF AFFIRMATION AND DECLARATION

At this present time, we understand all requirements and warrant that as a serious Proposer we will comply with all the stipulations included in the Proposal Package. **The undersigned must be an Officer of the Company, or a designated agent empowered to bind the Company in Contract.**

The below named Proposer affirms and declares:

- a. That this Proposal Package is made without any understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- b. That the Proposer is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- c. That no officer, employee, or person whose salary is payable in whole, or in part, from HCSO, is, shall be, or become interested, directly, or indirectly, surety or otherwise in this Proposal Response; in the performance of the Contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Proposal shall remain open for 60 days following the opening of Proposal per General Terms and Conditions (PART A) paragraph 4 *Time for Consideration*.

Respectfully submitted by,

Company Name

Company Officer Name (printed)

Date

Company Officer Signature

Title

RFQ CHECKLIST

Company Name: _____

Include this checklist as a cover page with your Proposal Package:

- ☐ Have submitted Letter of Intent by proposed deadline.
- ☐ For electronic submissions: One (1) complete electronic file submitted through DemandStar. If proprietary information is included in the proposal, it must be clearly marked within the file. A separate redacted version of the proposal, with proprietary content removed or obscured, must also be uploaded as a separate file in addition to the original.
- ☐ SIGNATURES required PARTS A and D, APPENDIX I.
- ☐ Any Addenda or Amendments (Signatures required).
- ☐ APPENDIX I – Completed Supplier Packet to include completed Supplier Application, W9, Direct Deposit/Automated Clearing House (ACH) with secondary account verification and Business Tax Receipt or other government issued business license(s).
- ☐ APPENDIX II – Statement of No Participation, if applicable.
- ☐ APPENDIX III – Requirements Matrix

****Proposers are responsible for providing all required information, documents, and signatures.****

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