



OFFICE OF THE SHERIFF

Chad Chronister, Sheriff
Donna Luszczynski, Chief Deputy
Hillsborough County, Florida

June 21, 2018

SUBJECT: Amendment No. 2 to RPS 8-18 Miscellaneous Professional Architectural and Engineering Services

MESSAGE: Please note and acknowledge the following changes or additions to be included in the referenced section(s) of RPS 8-18:

1. General Terms and Conditions, (Part A)(9) – Replace in its entirety, as follows:
 9. Laws, Statutes and Ordinances: The terms and conditions of the RPS and the resulting Agreement shall be construed in accordance with the laws, statutes and ordinances of the State of Florida and Hillsborough County. Where State Statutes and regulations are referenced, they shall be interpreted to apply to this RPS 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.
2. Special Provisions, (Part B)(9) – Replace in its entirety, as follows:
 9. EVALUATION OF SUBMITTALS

Initially, all Submittals will be reviewed to determine if the Firm is both responsive in terms of the completeness of the Submittal Package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Submittals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Submittals determined to have met the minimum requirements will then be evaluated based on the following criteria. The HCSO shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the HCSO to be applicable to its particular requirements. When securing professional services, the HCSO will endeavor to meet the procurement goals under §287.055.

These criteria relate directly to information required in the Submittal Response (Part C) 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. Submittal Response (Part C) offers details of the criteria below.

| | <u>Points</u> |
|--|------------------|
| a. Ability of the Firm and its Professional Personnel. | 30 |
| b. Firm's Experience with Projects of similar size and type for public facilities. | 30 |
| c. Project Team Location. | 15 |
| d. Firm's Historical Ability to Meet Schedule and Budget Requirements. | 10 |
| e. Firm's Recent, Current, and Projected Workload. | 10 |
| f. Firm's Other Considerations. | 5 |
| g. Firm's Volume of Work. | 5 |
| h. Firm's Minority Business Certification Status | <u>5</u> |
| | Total <u>110</u> |

Submittals will be reviewed by each Evaluator. Failure to submit all required items in the manner specified may result in the Firm's submittal being disqualified. Firm's selections to a shortlist will be substantiated by supportive comments by each Evaluator. After comparison of selections and group discussion, a final shortlist will be determined.

The HCSO may select in order of preference no fewer than three (3) firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the HCSO shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads; and the volume of work previously awarded to each firm by the HCSO, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The HCSO may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

An Evaluation Committee will consist of a minimum of three (3) members. Each committee member will independently read all eligible Submittals. Any clarifications requested by a committee member will be presented to the Firm through the Senior Procurement Analyst. When all evaluations are complete, the Senior Procurement Analyst will review the results providing an initial selection matrix indicating the group's collective shortlist of Firms.

3. Page 16 will be replaced in its entirety, see attached.
4. Pages 22a and 22b will be added, see attached, and numbered as such to avoid the renumbering of subsequent, existing pages.
5. Page 25 will be replaced in its entirety, see attached.

Please note that this document hereby becomes a part of RPS No. 8-18 and without this document, the Proposal is considered incomplete.

Sincerely,

A handwritten signature in blue ink that reads "Paula Jaimy".Handwritten initials "CP" in blue ink, positioned to the left of the typed name.

Christina R. Porter, CPA
Chief Financial Officer

CRP/drj

Enclosures

ACKNOWLEDGEMENT OF AMENDMENT

PLEASE PRINT – Company Name: _____

ACKNOWLEDGEMENT OF AMENDMENT

Firms must provide signed Amendment #1 and Amendment #2 in a sealed response. Based on Amendment #2’s inclusion of the firm’s Minority Business Certification status as a criteria for scoring, please select from the following:

- 1. The Firm has previously submitted a sealed response to RPS 8-18 as of the original submission deadline, as applicable and:
 - a. Special Provisions, (Part B)(9)(h) Firm’s Minority Business Certification status applies and page 22b is attached with the certification(s) and any signed Amendments not included in original submission. HCSO will consider your submission complete.
 - b. Special Provisions, (Part B)(9)(h) Firm’s Minority Business Certification does NOT apply. We have provided any signed Amendments not included in original submission. HCSO will consider your response complete.
- 2. The Firm has not yet submitted a sealed response to RPS 8-18 and will include any applicable materials and documentation required by RPS 8-18 by the amended submission deadline.

We do hereby acknowledge the information and/or changes described in the Amendment No. 2 to RPS 8-18.

PLEASE PRINT – Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgement must be included with your Bid Package)

2. PRESENTATION OF SERVICES

Firm Name: _____

The undersigned has carefully examined the Submittal Package and all conditions affecting the professional services required by the HCSO.

The undersigned certifies that any exceptions to the Special Provisions (Part B) are noted in Part C, paragraph 1. All Special Provisions (Part B) not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award may be cause for removal from the shortlist.

We hereby propose to furnish the professional services described herein in accordance with the Submittal Package, except as noted in Part C, paragraph 1.

3. NARRATIVES AND DOCUMENTATION

As mentioned in Special Provisions (Part B), Paragraph 9, the outline below corresponds with the criteria on which HCSO will evaluate your Submittal. It is therefore important to maintain the organization of your Submittal Package as outlined so the evaluators may easily locate the required documents. Include narratives and supporting documentation.

Section title pages provided.

| | <u>Points</u> |
|--|---------------|
| a. Ability of the Firm and its Professional Personnel. | 30 |
| b. Firm’s Experience with Projects of similar size and type for public facilities. | 30 |
| c. Project Team Location. | 15 |
| d. Firm’s Historical Ability to Meet Schedule and Budget Requirements. | 10 |
| e. Firm’s Recent, Current, and Projected Workload. | 10 |
| f. Firm’s Other Considerations. | 5 |
| g. Firm’s Volume of Work. | 5 |
| h. Firm’s Minority Business Certification Status. | <u>5</u> |
| Total | <u>110</u> |

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g. Firm's Volume of Work

- a. A Volume of Work Score will be applied to the evaluation score for each Firm submitting a response to the RPS.
- b. The Volume of Work score shall be determined by the actual dollar amount of payments made to the firm by HCSO during the two (2) previously completed fiscal years. The HCSO will provide these amounts.
- c. The Volume of Work will be converted to a score per the following:

| | <u>Dollar Volume</u> | <u>Points</u> |
|------|-------------------------|---------------|
| i. | \$0 - \$200,000 | 5 |
| ii. | \$200,001 - \$400,000 | 4 |
| iii. | \$400,001 - \$600,000 | 3 |
| iv. | \$600,001 - \$800,000 | 2 |
| v. | \$800,001 - \$1,000,000 | 1 |
| vi. | Over \$1,000,000 | 0 |

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h. Firm's Minority Business Certification Status

- a. Provide current state or county certificates for Minority, Veteran, Women, or small Business Ownership, as applicable.

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SUBMITTAL EVALUATION

Firm Name: _____

Selection based on the following criteria:

| | <u>Points</u> | <u>Score</u> |
|--|---------------|--------------|
| a. Ability of the Firm and its Professional Personnel. | 30 | _____ |
| b. Firm's Experience with Projects of similar size and type for public facilities. | 30 | _____ |
| c. Project Team Location. | 15 | _____ |
| d. Firm's Historical Ability to Meet Schedule and Budget Requirements. | 10 | _____ |
| e. Firm's Recent, Current, and Projected Workload. | 10 | _____ |
| f. Firm's Other Considerations. | 5 | _____ |
| g. Firm's Volume of Work. | 5 | _____ |
| h. Firm's Minority Business Certification Status. | <u>5</u> | _____ |
| Total | <u>110</u> | _____ |

Provide comments on the qualifications or lack of qualifications, which influenced your recommendation.
Complete all sections.

A. What are the strengths of this Submittal? _____

B. What are the weaknesses of this Submittal? _____

Overall: _____

Name of Evaluator: _____ Date _____