

**MISCELLANEOUS PROFESSIONAL SCOPE of SERVICES  
CLERK OF THE WORKS CONSTRUCTION SERVICES  
FOR**

.....  
....., 2026

**1.0 GENERAL**

1.1 Hillsborough HCSO Sheriff Office (HCSO) is seeking Miscellaneous Professional Services for **supplemental construction site inspection oversight “Clerk of The Works” services for the construction of .....** located at.....

**The Architect of record, ..... will provide Basic Construction Administration Basic Services for the above.....project.**

**2.0 SCOPE OF SERVICES**

~~2.1~~ The PROFESSIONAL shall provide Resident Engineer/Construction Services (i.e. “Clerk of The Works” services)

2.2 The PROFESSIONAL’S services for this project shall include but not be limited to the following Clerk of The Works Services:

1. The PROFESSIONAL shall visit the site on a regular basis, and appropriate to the stage of construction to observe and document the progress and quality of the construction work.
2. The Scope of Services is to be based on total of 750 hours of service.
3. On the basis of the observations, the PROFESSIONAL shall keep the HCSO informed by means of written status reports of the progress; quality of the Contractor’s work completed and shall guard the HCSO against defects and deficiencies in the work of the Contractor. The written report shall be promptly submitted (within 24 hours) after a site visit and shall include, but not be limited to the following items:
  - a. Describe and identify trades on site and construction activities occurring, review against contractor schedule and identify any potential schedule delays.
  - b. Inspect construction work and compare it with permitted contract documents and approved shop drawings and identify and describe any deviations.
4. The PROFESSIONAL shall attend site meetings and conferences as requested by HCSO’s Project Manager and make site visits on a regular basis during times of construction. This is to include, but is not limited to, meetings with the User Agencies, Contractor, Subcontractors, and HCSO’s Project Manager.
5. The PROFESSIONAL shall not have control or charge of and shall not be responsible for the construction means, methods, techniques, sequences or procedures; nor for the safety precautions and programs in connection with the Contractors work; nor for the acts or omissions of the Contractor, Design Professionals, Contractor, subcontractors, or any other persons responsible for designing or performing any of the construction work; nor for failure of any of them to carry out said work in accordance with the Contract Documents. All questions, communications, and concerns shall be through the HCSO’s PROJECT MANAGER.
6. The PROFESSIONAL shall directly respond to and provide other services related to the construction of the project such as construction schedule monitoring as requested by the HCSO’s PROJECT MANAGER.

**3.0 SCHEDULE**

3.1 The PROFESSIONAL shall provide these services during construction on an average of **15** hours per week dependent on construction activities occurring, for a maximum of **750** contracted hours, with an expected completion date of ....., 2027.

**4.0 PROPOSALS**

The Professional shall provide a proposal in accordance with the current HCSO’s contract for Miscellaneous Architecture Services based on an hourly fee basis. All travel and reimbursable expenses are to be included within fee proposal.

**END OF SCOPE**

**ACCEPTED BY:**

Professional: \_\_\_\_\_  
(Firm) (Signature) (Name-Printed) (Date)