

Questions & Answers
#5

22. Design-Build Clarification: Is this solicitation intended to be a true design-build contract for architectural and engineering firms or is a construction partner required where we would need to include a builder as part of our response?

Answer: See Q&A #1-2 Answer No. 1.

23. Certificate of Insurance: For the purposes of the RFQ response, should the Certificate of Insurance include the Hillsborough County Sheriff's Office listed as an additional insured, or would that only be required upon contract award?

Answer: The Appendix I may include current applicable Certificates of Insurance. Upon Award, Chad Chronister, Sheriff, shall be an additionally named insured.

24. Signature Requirements: The RFQ notes a requirement for original/ink signatures, but also allows for electronic submission via DemandStar. Could you kindly clarify if electronic signatures are acceptable for submission through DemandStar, or if a separate hardcopy with original signatures is also required?

Answer: A scan of the original signature may be included or; HCSO will accept electronically signed documents and thusly be considered original documents and will be legally binding and enforceable to the fullest extent permitted by applicable law, including the Florida Electronic Signature Act (Chapter 668.001-668.006, Florida Statutes).

Electronic signatures will be deemed valid if they are verifiable. Verification methods may include, but are not limited to:

- Digital Certificates: Signatures accompanied by a digital certificate issued by a trusted certification authority.
- Unique Identifiers: Signatures linked to a unique identifier, such as an email address or IP address, that can be reasonably associated with the signatory.

25. Supplier Packet (Page 11, Item #3): Regarding Appendix II, is it required to be submitted with our RFQ response, or can it be provided at the time of award? Additionally, if submission is required now, are alternative documents acceptable for verification purposes (e.g., in lieu of a bank letter or voided check), as our financial institution does not provide letters and our firm is not comfortable submitting a voided check?

Answer: The Supplier Packet must be returned with your RFQ Response along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s).

ACH is our accepted form of payment for purchases resulting from this RFQ. A supplier without necessary secondary verification of such will be unable to accept such payment.

26. Payment and Performance Bonds (Page 23, Item #3): This item appears to pertain to contractors. Could you please clarify if this is needed since this section would not pertain to our firm?

Answer: Bonds are not required for this Request for Qualifications, as the award is the Pre-Qualification to bid on Project-Specific solicitations resulting from this RFP. A future Project may be Design only, or Design-Build, etc.

27. Page 2 of the “Supplier Request Form” notates to supply banking information. It is Dewberry’s policy to not report any information that is considered sensitive and confidential via regular email and/or verbally over the phone, which includes our bank accounts and associated routing numbers. Our policy dictates that this information be remitted via encrypted/secure methods in coordination with our Accounts Receivable Manager. Is this information required for the purposes of the RFP?

Answer: A Secure Mail document request may be obtained by requesting one from the Buyer for the secure transfer of large files, or sensitive information. See also Q&A #5, Question No. 25.

28. Can the HCSO please confirm what narratives/documentation need to be submitted? Page 22 of the RFP has the following sections:

- Ability of the Firm and its Professional Personnel.
- Firm’s experience with projects for Public Facilities and Correctional Facilities.
- Project Team Location.
- Firm’s historical ability to meet schedule and budget requirements.
- Firm’s other considerations / references

But then, Attachment A requests a full SF330 Part I and Part II. Does the HCSO intend for submitting firms to include information for both sections (Items on page 22 of the RFP and items on Attachment A)? Should items a-e from page 22 of the RFP be included in the Section H of the SF330 Form?

Answer: See Q&A #1-2, Answer No. 3 and No. 4.

29. Does HCSO intend for submitting firms to include a copy of the “Submittal Response Cover Page” (for example pages 17- 22) as the first page of each section of our submittal? Should those pages be included in the submittal response, and if so, where?

Answer: Yes, it was intended to have the Submittal Response Section Cover Page begin each section of a Firm’s narrative response.

30. Does all of Part D - Submittal response need to be submitted in the response? Or just page 22 with the Firm Name?

Answer: The Submittal Package is to be returned in its entirety; consisting of GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and SUBMITTAL RESPONSE (PART D), which together with all attachments, constitute the entire "Submittal Package."

31. What is the contract term for this particular contract? 1 year, 3 year, etc.? And what are the contract limits? What is the maximum limit for the contract term or per task?

Answer: 1) See PART B, *SPECIAL PROVISIONS*, paragraph 15. 2) See *DATE, TIME, AND DEADLINES*, paragraph *RFQ OVERVIEW*. 3) The RFQ allows pre-qualification for all Projects within the solicitations Agreement Period (referenced above).

32. Attachment A, Section F – Example Projects, notes that we should include 3 projects. Most SF330 submittals have at least 5 projects. Can the HCSO please confirm how many project examples they would like us to provide.

Answer: HCSO requires a minimum of 3 Example Projects.

33. Will the County entertain any changes to the indemnification provision?

Answer: Yes, but no changes are guaranteed.

34. Will the County require bonds to be posted for any work under the contract? Can the bond paragraphs be removed?

Answer: Projects awarded under this Request for Qualifications may require bonding e.g. design build projects over \$200k.

35. Will the County provide a sample contract before proposals are due?

Answer: Yes, see attached.

- END #5 -

ATTACHMENTS:

Q&A 1-2

Q&A 3

Q&A 4

Q&A 5

SAMPLE PROJECT CONTRACT

Questions & Answers

#1 - 2

- 1. We saw that the scope of work included A/E services, but a lot of the scope speaks to general contracting work. We are an A/E firm. Are you wanting us to pull a contractor onto our team?**

Answer: The Hillsborough County Sheriff's Office (HCSO) intends to document qualifications for A&E Firms with and without onboard Contractors as well as Contractors with onboard A&E

- 2. Could you please provide clarification on what garage liability and garage keepers liability is for?**

Answer: Garage Liability and Garage Keepers Liability are two types of insurance coverage which the HCSO may require for a specific Request for Proposal (RFP).

Note: Request for Qualifications 2022-014 does not have specific Work defined which would require this to be included in a Response. The APPENDIX I – *Supplier Application Packet* does require General Liability Insurance and Workers Compensation insurance to be provided.

- 3. Some of the evaluation criteria beginning on page 24, ties back into information included in Attachment A. For example:**
- **Project team location is included in Sections A-C and H of the Standard Form 330 provided in Attachment A**
 - **Resumes for key personnel are also typically evaluated in the Standard Form 330 in Section E**
 - **Past performance project pages are evaluated in Section F.**
 - **An organizational chart is also included in the Standard Form 330 provided in Section D.**

How would you like us to show the evaluation criteria beginning on page 24 of the Submittal Response?

Answer: Page 24 begins the Narratives and Documentation criteria of the Response which will be reviewed by HCSO Personnel. It is intended to give Reviewers a narrative about the Firm responding to the RFQ. References may be made to additional pages included within Attachment A, and those referenced pages will be included with Part D for review.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

4. The RFQ document details on page 22 the five sections (a-e) required, and then goes on to detail exactly what you are looking for in each section.

(continued...)

Section title pages provided.

- a. Ability of the Firm and its Professional Personnel.
- b. Firm's experience with projects for Public Facilities and Correctional Facilities.
- c. Project Team Location.
- d. Firm's historical ability to meet schedule and budget requirements.
- e. Firm's other considerations / references

Then Attachment A Architect-Engineer Qualifications details similar, but more detailed information (Sections A thru I) required under Part 1 – Contract Specific Qualifications.

Since this is not a specific project this doesn't seem to apply yet.

And Part II asks for more firm specific information for each firm that will be part of our team (we have one location/ no branch offices).

Do you want us to include everything mentioned above in this submittal, or would some of this information be required once a specific project is being solicited?

Answer: In order to have a responsive submission, everything requested should be returned.

NOTE: Section Title pages are to determine the layout of narratives provided by the Firm for review by current and prospective HCSO Project Managers. These may reference additional pages provided to supplement Attachment A. Attachment A will be utilized to reference applicable qualifications of Firms for project-specific Request for Proposals (RFPs) each of which may have different requirements.

-END-

Questions & Answers

#3

- 5. Page 23 requires a payment and performance bond. For A/E firms that are submitting without a contractor the work performed under this procurement is one of Professional Services only, with no construction. Performance Bonds are designed to provide a financial guarantee for default or failure to complete the work within the agreed contract price and terms on a construction project performed by a General Contractor or Construction Manager (not an Architect, Engineer, or Planner's professional services). The work under this procurement for A/E firms (which is all the RFQ states) will NOT include construction of the facility and will NOT involve contractors, but only professional services for a study of options. Professional service firms maintain Professional Liability Insurance that is intended to insure Owners/Clients against professional negligence (Certificates of Insurance are available upon request). We would either ask for the County to modify the RFQ to request professional liability insurance certificates from the A/E firms submitting (not a performance bond).**

Answer: See Amendment #1 for revisions.

- 6. Is a continuing contract currently in place with the Sheriff's Department and if so, what are the names of the firms currently under contract?**

Answer: RFP 8-18 – Miscellaneous Professional Architectural and Engineering Services expired on August 20, 2022. See the attached tabulation sheet listing all respondents to RFP 8-18. The highlighted firms are the approved firms.

- 7. Who was the last civil engineer(s) to work for the Sheriff's Office or on the Sheriff's various facility sites?**

Answer: HCSO contracted with architectural firms from the approved RFP 8-18 tabulation sheet. The architectural firms contracted with civil engineers, as needed.

- 8. Who was the last MEP engineer(s) to work for the Sheriff's Office or on the Sheriff's various facility sites?**

Answer: HCSO contracted with architectural firms from the approved RFP 8-18 tabulation sheet. The architectural firms contracted with MEP engineers, as needed.

9. Who was the last structural engineer(s) to work for the Sheriff's Office or on the Sheriff's various facility sites?

Answer: HCSO contracted with architectural firms from the approved RFP 8-18 tabulation sheet. The architectural firms contracted with structural engineers, as needed.

10. Please confirm the potential projects awarded under this contract will be for construction values of \$4M or less?

Answer: The RFQ is for projects with a total project value of \$4M or less.

- END -



Purchasing Section
Wady Almanzar
Senior Procurement Analyst
(813)247-8263

RPS TABULATION - Page 1 of 2

QUOTE NUMBER: RPS 8-18 Architectural & Engineering Services Opened: 6/27/18 Awarded: 8/21/18 Expires: 8/20/20 Renewal 1: Exp: 8/20/21 Renewal 2: Exp: 8/20/22 (SHADED AREA INDICATES AWARD)	JVB Architect LLC 1719 North Howard Avenue Suite 201 Tampa, FL 33607 Joseph V. Belluccia 813-258-3233 joe@jvbarchitect.com	Netta Architects LLC One Park Place 621 NW 53rd Street Suite 350 Boca Raton, FL 33487 Nicholas J. Netta 973-379-0006 nnetta@nettaarchitects.com	Mason Blau & Associates Inc 4625 East Bay Drive Suite 228 Clearwater, FL 33764 Michael R. Mason 727-530-0570 x 225 mmason@masonblau.com	Wilder Architecture Inc 1315 E 7th Avenue Suite 106 Tampa, FL 33605 John Thompson 813-242-6677 jt@wilderarchitecture.com	Fleischman and Garcia Architects and Planners 324 S Hyde Park Ave, Suite 300 Tampa, FL 33606 Sol J. Fleischman 813-251-4400 Cheryl@FGAFLA.com
DESCRIPTION OF ITEMS:					
One Original/Three Copies	Y	Y	Y	Y	Y
One Electronic Copy	Y	Y	Y	Y	Y
Signatures					
Part A	Y	Y	Y	Y	Y
Part C	Y	Y	Y	N	Y
Amendment 1	Y	Y	Y	Y	Y
Amendment 2	Y	Y	Y	Y	Y
Completed Vendor Application	Y	Y	Y	Y	Y
Notes / Exceptions:		Part C, Section f. Firm's Other Considerations, not provided		Part C not signed. Part C, section B, Attachment A, Project Experience Reference Form, incomplete (did not supply responses to #14-#18).	Attachment A format not used.

Questions & Answers

#4

11. I am just confirming is this correct and still open and qualifications are due by November 22, 2023 ?

Answer: Yes, as outlined in RFQ-2022-014-Architectural-and-Engineering-Services-Reopen-23-24.pdf responses to the above-referenced solicitation will be accepted between November 1, 2023, and November 22, 2023, for consideration under the same terms and conditions for the remaining (4) four possible agreement periods beginning January 17, 2024.

12. Are the architectural firms who were awarded the contract in 2022 (Wilder, McCants, JVB, Long, and Ranon Architects) all still currently under contract?

Answer: The firms which were pre-qualified in 2022 are still eligible to receive Work through as many term lengths as Attachment A is annually returned for.

13. If so, that makes 5 firms already under this contract with a possible (4) additional firms - How many total firms is the HCSO looking to have under contract?

Answer: It is the HCSO's intention to solicit responses from as many Firms as are interested.

14. If we are looking to pursue, do we follow the older 2022-14 RFP requirements and all the same addendum changes from last year?

Answer: Yes, requirements for submission remain the same and any Amendment document(s) become part of RFQ 2022-014 and without those document(s), the RFQ is considered incomplete

15. On Pg. 19 there are a list of different government agencies – are we to expect that this contract would allow for possible work under \$4 million for any of these agencies?

Answer: At their discretion, members of Hillsborough County and Tampa Bay Area Purchasing Cooperative may use the RFQ as required.

16. Pg. 20 it mentions firms “Multiple Firms will be selected to provide design or design-build construction efforts to the HCSO on an as-needed basis for future projects.” Are you looking for an A/E Firm to also bring in a construction/design build partner for this RFP as part of our qualifications?

Answer: See Q&A dated 11.14.22, question number 1.

17. On Page 20 under item “B” Work Element 2 (Design build Effort Required) – To answer this question correctly, should a firm be partnered with a design-build entity for this type of contract?

Answer: See Q&A dated 11.14.22, question number 1.

18. Are addendum 1 and 2 required as part of this RFP and need to be noted in our submittal???

Answer: Yes, signed acknowledgment of any addenda or amendment is required.

19. Do any of the package labels (Pg. 31) or attachments that have the 2022 deadline on them need to be corrected in our submittal and corrected to November 22, 2023?

Answer: No, it is not required to change the dates on the original documents, however you may choose to denote the posting notice dates as well.

Sealed Submittal Packages for Request for Qualifications No. 2022-014 Architectural and Engineering Services will be received by Chad Chronister, Sheriff, at 2008 East 8th Avenue, Tampa, Florida, 33605. Letters of Intent must be received by November 15, 2023 and Submittal Packages will be received until November 22, 2023.

Documents and specifications are available by visiting the Purchasing page on the Hillsborough County Sheriff's Office (HCSO) web site at TeamHCSO.com or by calling (813) 247-8034 to request a copy.

The HCSO reserves the right to reject any or all Submissions, for cause, to waive irregularities, if any, and to accept the Submissions 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) when deemed to be in the best interest of the HCSO.

- END -



Purchasing Section
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RPS TABULATION - Page 2 of 2

<p>QUOTE NUMBER: RPS 8-18 Architectural & Engineering Services Opened: 6/27/18 Awarded: 8/21/18 Expires: 8/20/20 Renewal 1: Exp: 8/20/21 Renewal 2: Exp: 8/20/22</p> <p>(SHADED AREA INDICATES AWARD)</p>	<p>Dewberry Architects Inc 800 N Magnolia Ave Suite1000 Orlando, FL 32803</p> <p>James L. Beight 407-843-5120 jbeight@dewberry.com</p>	<p>Carruthers and Associates 3300 Henderson Blvd Suite 100 Tampa, FL 33609</p> <p>L. David Carruthers 813-875-5252 davidc@carruthersarchitects.com</p>	<p>GLE Associates Inc 5405 Cypress Center Drive Suite 110 Tampa, FL 33609</p> <p>Bob Kelly 813-241-8350 rkelly@gleassociates.com</p>	<p>Long & Associates Architects/Engineers Inc 4525 S Manhattan Ave Tampa, FL 33611</p> <p>Alexander Long 813-839-0506 Lex@longandassociates.com</p>	<p>Jerel McCants Architecture 1726 East 7th Avenue Suite 11 Tampa, FL 33605</p> <p>Jerel McCants 813-812-9120 jerel@mccants.com</p>
DESCRIPTION OF ITEMS:					
One Original/Three Copies	Y	Y	Y	Y	Y
One Electronic Copy	Y	Y	Y	Y	Y
Signatures					
Part A	Y	Y	Y	Y	Y
Part C	Y	Y	Y	Y	Y
Amendment 1	Y	Y	Y	Y	Y
Amendment 2	Y	Y	Y	Y	Y
Completed Vendor Application	Y	Y	Y	Y	Y
Notes / Exceptions:			Attachment B, in Section 9 Tab		Did not use Attachment A format



ATTACHMENT A-1

**DETAILED SCOPE OF SERVICES FOR
ARCHITECTURAL / ENGINEERING SERVICES**

Hillsborough County Sheriff's Office

Project Name

October 4, 2024

ATTACHMENT A-1
DETAILED SCOPE OF SERVICES FOR
ARCHITECTURAL / ENGINEERING SERVICES
Project Name

A. PROJECT DESCRIPTION

PROJECT BACKGROUND: The project scope generally consists of the following:

PROJECT SCOPE DEFINITION

General: The work covered by this Statement of Architect/Engineer Services consists of furnishing all professional services, plant, labor, equipment, appliances and material, and performing all necessary travel and services to compile engineering data, to furnish plans, specifications, detail drawings, and cost estimates for the project described herein. The services to be performed and project documents to be provided to Hillsborough County Sheriff's Office (HCSO) shall be in accordance with the following detailed Statement of Architectural Engineering Services.

1. PROFESSIONAL will provide architectural and engineering services

ITEMS NOT INCLUDED

The following items are not included in the above labor fee proposal: *list of excluded work*.

B. SCOPE OF SERVICES

Provide all the civil, structural, architectural, mechanical, plumbing, fire protection, and electrical and fire alarm design necessary to prepare analysis, calculations and construction documents for constructing the Works. Construction documents shall be adequate for use by HCSO to advertise and administer a construction contract. The Work shall include, but not be limited to, the following phases:

Task 1 – 30% Design – Schematic Design

- 1.1 Project Kick-Off Meeting** – The PROFESSIONAL shall attend one project kick-off meeting with the HCSO to establish the project and design goals and methods and will provide written minutes of the meeting and distribute to all attendees.
- 1.2 Site Visit / Record Drawing Investigation** – A site visit will be conducted to gain a thorough understanding of the actual site conditions and become more familiar with the site. Record drawing investigation will consist of gathering all the existing data pertaining to the project components.
- 1.3 Cost Estimate Coordination / Review** – A project construction cost estimate will be prepared which accompanies this submittal. The estimate will validate the current project HCSO's budget and will include contingencies as appropriate for the level of design accomplished.

- 1.4 Quality Control Check** - The PROFESSIONAL shall conduct an in-house quality control review of all elements of the submittal (i.e., plans, specifications, cost estimate and any other related data) in advance of the submittal to the HCSO.
- 1.5 30% Plans and Submittal** - Plan drawings will be created to convey the 30% architectural design elements developed to this point in the project. The anticipated drawings to be submitted will likely be refined as the design progresses and certain project elements become necessary to convey on drawings for purposes of review and discussion commensurate with this level of design.
- 1.6 Review Meeting** – The PROFESSIONAL shall attend and participate in **one (1)** review meeting with the HCSO to facilitate design decisions and to review the submittal made as part of this phase with the HCSO’s PM and other HCSO Project Team members. The PROFESSIONAL will be ready to fully discuss each element of the submittal to make the necessary decisions to advance and progress with the next phase of the project.
- 1.7 Project Management** - General project management will consist of the development of a detailed Project Management Plan and strict maintenance and monitoring of the plan for the duration of the contract. Project schedule, scope and budget adherence will be of primary concern as part of this task.

Task 2 – 60% Design - Design Development

- 2.1 Incorporation of 30% Design Comments** – As a result of the design review meeting for the previous phase, the PROFESSIONAL will incorporate all agreed upon architectural comments into the plans to be submitted as part of this phase of the project.
- 2.2 Technical Specifications** – The PROFESSIONAL will provide architectural technical specifications consisting of a listing and product material cut sheets, etc. as appropriate for certain elements of the project. Levels of completion will vary commensurate with the level of design for this phase.
- 2.3 Cost Estimate Coordination / Review** – Continuation and refinement of Task 1.3. See the description above.
- 2.4 Quality Control Check** – See Task 1.4 description above.
- 2.5 60% Plans and Submittal** – Plan drawings will be created to convey the 60% architectural design elements developed to this point in the project. PROFESSIONAL shall prepare at least two different sample boards showcasing the material and colors available to assist the HCSO with the selection of colors and materials for the project.
- 2.6 Review Meetings** – See Task 1.6 description above.
- 2.7 Project Management** - Continuation of Task 1.7. See the description above.

Task 3 – 90% Design - Construction Documents and Permit

- 3.1 Incorporation of 60% Design Comments** – As a result of the design review meeting for the previous phase, the PROFESSIONAL will incorporate all agreed upon architectural comments into the plans to be submitted as part of this phase of the project.

- 3.2 Technical Specifications** – The PROFESSIONAL will provide architectural technical specifications consisting of a listing and product material cut sheets, etc. as appropriate for certain elements of the project. Levels of completion will vary commensurate with the level of design for this phase.
- 3.3 Cost Estimate Coordination / Review** – Continuation and refinement of Task 1.3. See the description above.
- 3.4 Quality Control Check** – See Task 1.4 description above.
- 3.5 90% Plans and Submittal** – Plan drawings will be created to convey the 90% architectural design elements developed to this point in the project.
- 3.6 Review Meetings** – See Task 1.6 description above.
- 3.7 Project Management** - Continuation of Task 1.7. See the description above.

Task 4 – Bidding Documents

- 4.1 Incorporation of 90% Design Comments** – As a result of the design review meeting for the previous phase, the PROFESSIONAL will incorporate all agreed upon architectural comments into the plans to be submitted as part of this phase of the project.
- 4.2 Technical Specifications** – The PROFESSIONAL will provide architectural and engineering technical specifications for all elements of the project. Levels of completion will vary commensurate with the level of design for this phase. The PROFESSIONAL will review, edit, coordinate, and include in the Project Manual the HCSO's Division 00 (Advertisement, Invitation to Bid, Bid Proposal Forms, etc.), and Division 01 General Requirements (Summary of Work, Alternates, Schedule, etc.).
- 4.3 Cost Estimate Coordination / Review** – Continuation and refinement of Task 1.3. See the description above.
- 4.4 Quality Control Check** – See Task 1.4 description above.
- 4.5 Bid Set Plans** – Plan drawings will be created to include a complete level of architectural and engineering design for Bidding Documents.
- 4.6 Project Management** - Continuation of Task 1.7. See the description above.

Task 5 – Permitting

- 5.1 Coordination with Permitting Agencies** – Permit(s) will be required by local jurisdictions for this project. Payment for permitting fees shall be included as part of this proposal. PROFESSIONAL will submit signed and sealed drawings to the Permitting Agency(s) for review to facilitate the Contractor's obtaining the permit for construction.

Task 6 – Bid and Award

- 6.1 Pre-Bid Meeting and Site Visit** – The PROFESSIONAL shall attend and participate in the pre-bid meeting at the HCSO’s project site, or office.
- 6.2 Bidder Communications / Questions** – The PROFESSIONAL will respond to architectural and engineering questions from Contractors regarding questions concerning the bid documents. Information which is not specifically included in the bidding documents will be provided to HCSO for distribution to bidders. Questions which require clarification or additional information will be transmitted to all bidders formally via the addendum process.
- 6.3 Preparation of Addenda** – The PROFESSIONAL shall issue all required architectural and engineering addenda to revise plans, specifications and other contract documents prepared by the PROFESSIONAL to (1) provide clarifications, (2) correct discrepancies or (3) correct errors and/or omissions. The PROFESSIONAL shall issue response in a timely manner, and not exceeding five calendar days.
- 6.4 Bid Tabulation and Recommendation of Award** – The PROFESSIONAL will assist with the development of a tabulation of all bids received and provide evaluation, check for correctness, qualifications of low bidder, DBE participation goals, etc., and make recommendations of award. The PROFESSIONAL cannot guarantee that bids will not vary from the Architect - Engineer’s estimate.
- 6.5 Project Management** - Continuation of Task 1.7. See the description above.

Task 7 – Construction Administration

- 7.1 Preparation of Conformed Documents** - The PROFESSIONAL will incorporate all architectural addendum information into the plans and project manual and prepare a comprehensive conformed set of documents which will ultimately be used as the “for construction” set of construction documents.
- 7.2 Pre-Construction Conference and Minutes Preparation** – The PROFESSIONAL shall attend and conduct a preconstruction conference at the HCSO’s offices, record the minutes of the conference and distribute to the HCSO’s authorized representative, conference attendees and other interested parties.
- 7.3 Site Visit and Observation Notes Preparation** – The PROFESSIONAL shall attend weekly site visits. The PROFESSIONAL shall prepare written reports, as necessary, to the HCSO’s authorized representative to advise of any deviation from the contract documents or the contractor’s construction schedule observed by or brought to the attention of the PROFESSIONAL. The PROFESSIONAL shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the contractor, subcontractors, any of their agents or subcontractor’s employees, or any other person performing any of the work or for the failure of such persons to carry out the work in accordance with the contract documents. To avoid misunderstandings or questions, the PROFESSIONAL understands and agrees that the HCSO shall have the responsibility for the general administration of the construction contract. Accordingly, the PROFESSIONAL shall not have the authority or responsibility to issue direct instructions to the contractor, to reject work done by the contractor, or to require

special inspections and/or tests. The PROFESSIONAL, however, shall provide continuing counsel to the HCSO's authorized representative throughout the construction of the Project.

- 7.4 Shop Drawing Submittal Review and Approval** – The PROFESSIONAL shall review and approve or take other appropriate action upon architectural shop drawings, samples and other submissions furnished by the contractor and submitted to PROFESSIONAL. The PROFESSIONAL shall maintain a log of all contractor submittals which shall include the submittal date, the action taken, and the date returned.
- 7.5 Final Completion Walk-Through Inspection** – The PROFESSIONAL shall perform, together with the HCSO's authorized representative, a final inspection to determine if the project has been completed in accordance with the contract documents and if the contractor has fulfilled all its obligations so that the PROFESSIONAL may recommend approval if applicable, in writing, of final payment to the contractor.
- 7.6 Pay Application Review and Approval** – The PROFESSIONAL will review and comment on architectural components of monthly pay applications. Confirmation and verification of quantities installed will not be the responsibility of the PROFESSIONAL.
- 7.7 Preparation of CCD's and CO's** – The PROFESSIONAL shall prepare routine architectural construction change directives and change orders as required, act as interpreter of the terms and conditions of the contract documents and judge on the performance by the parties thereto and make decisions on claims of the HCSO and Contractor relating to the execution and progress of the work and other matters and questions related thereto. The PROFESSIONAL shall provide architectural design clarification and recommendations in resolving field problems relating to construction. Evaluate contractor change and cost proposals and substitutions and recommend to the HCSO to either approve or disapprove the contractor's proposal or substitution.
- 7.8 Respond to Contractor RFI's** – Prompt responses will be provided by the PROFESSIONAL to all architectural technical related requests for information (RFI's).
- 7.9 Punch List Preparation Assistance** – The PROFESSIONAL shall compile and prepare a comprehensive punch lists which incorporates agreed deficiencies encountered during the initial walk-through.
- 7.10 Record Drawings** – The PROFESSIONAL shall provide one set of architectural drawings and CADD files of "record drawings", which shall become the property of the Hillsborough County Sheriff's Office (HCSO), corrected to show significant changes made in the work during the construction of the project. Such corrections shall be based upon "as-built" prints, drawings, field sketches and other data furnished to the PROFESSIONAL by the HCSO.
- 7.11 Project Management** - Continuation of Task 1.7. See the description above.

C. ESTIMATED PROJECT SCHEDULE

The design schedule will commence from the Notice to Proceed (NTP) date.

1. At all specified deliverables, the HCSO will require up to 15 calendar days to review each submittal.

2. PROFESSIONAL shall pursue permitting activities with regulatory agencies concurrent with all design phases as appropriate to meet milestones for the project.

Task	*Date
NTP	
	60
30% Submittal	
	30
60% Submittal	
	60
90% Submittal/Permit	
	25
Bidding Documents	
Bid Advertisement	As Required by HCSO Process
Pre-Bid Meeting	As Required by HCSO Process
Award	As Required by HCSO Process
NTP for Construction	As Required by HCSO Process
Substantial Completion	
	180

*These dates reflect a priori the HCSO's Schedule and will need to be adjusted as the design coordination of all required tasks takes place. The HCSO's Project Manager will coordinate reviews with internal Clients and other stakeholders.

D. DELIVERABLES

1. Digital copies of all drawings, specifications, cost estimate, permits, and other pertinent documents shall be digitally submitted. Specifications shall be prepared using MS Word. Cost Estimate shall be prepared using MS Excel. Drawings shall utilize standard fonts available from Autodesk on all AutoCAD drawings and REVIT.
2. Bidding Services shall be in accordance with HCSO's purchasing process.

Drawings:

- Plans shall be complete to enable a contractor to construct the project as requested.
- Color Rendering shall be provided when requested by the Project Manager
- All drawings and text, regardless of scale, must be legible. See HCSO's "*Computer Aided Drafting (CAD) Guidelines*".

- All drawings, specifications and cost estimates, other than for the final submission, shall be stamped "PRELIMINARY" with the percentage complete (i.e. 30%, 60%, 90%, etc.) or Permit Set, Bidding Set, or Conformed Set as necessary to depict the stage and intent of the submittal's set of documents. See description above 7.1
- All drawings shall be completed using the standard Cover Sheet and Title block provided by HCSO.
- All drawings shall be furnished 100% and prepared using Autodesk's AutoCAD or REVIT.
- All drawings shall be Signed and Sealed as applicable by a Professional Engineering (P.E.), or a Registered Architect (R.A.) Licensed / Registered in the State of Florida.

Specifications:

- Specifications should be prepared in sufficient detail and clarity to allow a construction contractor to readily determine the types of materials to be used and the way they are to be installed. The specifications shall be composed in clear, understandable language.
- Specifications shall be prepared using the "Construction Specification Institute" (C.S.I.) format. Some specifications may be placed on the plans.
- Specifications shall be prepared using current, accurate, guide specs. They shall be up to date with their references to codes and product approval information.

Cost Estimates:

- Cost estimates shall accurately reflect current market prices for items included.
- Cost estimates shall minimize the use of "lump sum" items. They shall be based on unit prices and estimated quantities to the greatest extent practical.

Permits:

- Copies of all Permits shall be made available to HCSO's Project Manager as soon as they are obtained from the Authority Having Jurisdiction.

E. BUDGET

1. The PROFESSIONAL shall design within the Construction Budget indicated below:

1.1. CONSTRUCTION BUDGET:

a. Building Construction **\$6,300,000**

The above Building's Construction Budget neither includes FFE, Communication, Audiovisual, Access Controls, Cabling, nor Security.

F. PROJECT FEE

See ATTACHMENT B – Method of Compensation, and ATTACHMENT C Professional Fee Proposal - Lump Sum fee proposal for providing the required services.

END OF ATTACHMENT A-1



HILLSBOROUGH COUNTY SHERIFF'S OFFICE

ATTACHMENT C

PROJECT FEE PROPOSAL

Project Name:

Date:

SCOPE / TASK TITLE		PROJECT MANAGER	SENIOR A/E	A/E	DESIGNER	CADD TECHN	ADMIN	TOTAL
BASIC DESIGN SERVICES								
Task 1 - 30% Design - Schematic Design								
1.1	Project Kick-Off Meeting							0
1.2	Site Visit / Record Drawing Investigation							0
1.3	Cost Estimate Coordination / Review							0
1.4	Quality Control Check							0
1.5	30% Plans and Submittal							0
1.6	Review Meetings							0
1.7	Project Management							0
TASK 1 - SUBTOTAL HOURS		0	0	0	0	0	0	0
RATE		\$45.00	\$45.00	\$35.00	\$30.00	\$24.00	\$17.00	
SUBTOTAL DIRECT LABOR \$		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL BURDENED LABOR @		2.80						\$0
Task 2 - 60% Design -Design Development								
2.1	Incorporation of 30% design comments							0
2.2	Technical Specifications							0
2.3	Cost Estimate Coordination / Review							0
2.4	Quality Control Check							0
2.5	60% Plans and Submittal							0
2.6	Review Meetings							0
2.7	Project Management							0
TASK 2 - SUBTOTAL HOURS		0	0	0	0	0	0	0
RATE		\$45.00	\$45.00	\$35.00	\$30.00	\$24.00	\$17.00	
SUBTOTAL DIRECT LABOR \$		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL BURDENED LABOR @		2.80						\$0
Task 3 - 90% Design Construction Documents and Permit Sets								
3.1	Incorporation of 60% design comments							0
3.2	Technical Specifications							0
3.3	Cost Estimate Coordination / Review							0
3.4	Quality Control Check							0
3.5	90% Plans and Submittal							0
3.6	Review Meetings							0
3.7	Project Management							0
TASK 3 - SUBTOTAL HOURS		0	0	0	0	0	0	0
RATE		\$45.00	\$45.00	\$35.00	\$30.00	\$24.00	\$17.00	
SUBTOTAL DIRECT LABOR \$		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL BURDENED LABOR @		2.80						\$0
Task 4 - Bidding Documents								
4.1	Incorporation of 90% design comments							0
4.2	Technical Specifications							0
4.3	Cost Estimate Coordination / Review							0
4.4	Quality Control Check							0
4.5	Bid Set Plans							0
4.6	Project Management							0
TASK 4 - SUBTOTAL HOURS		0	0	0	0	0	0	0
RATE		\$45.00	\$45.00	\$35.00	\$30.00	\$24.00	\$17.00	
SUBTOTAL DIRECT LABOR \$		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL BURDENED LABOR @		2.80						\$0
Task 5- Permitting								
5.1	Coordination with Permitting Agencies							0
TASK 5 - SUBTOTAL HOURS		0	0	0	0	0	0	0
RATE		\$45.00	\$45.00	\$35.00	\$30.00	\$24.00	\$17.00	
SUBTOTAL DIRECT LABOR \$		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL BURDENED LABOR @		2.80						\$0



NOTES:

To be Updated by the Professional as necessary to match company data.



HILLSBOROUGH COUNTY SHERIFF'S OFFICE

TASK ORDER AGREEMENT FOR PROFESSIONAL SERVICES

Architectural and Engineering Services

This Agreement is entered into pursuant to RFQ 2022-014 for Architectural and Engineering Services, issued by the Hillsborough County Sheriff's Office ("HCSO"). [Insert Contractor's Name] ("PROFESSIONAL") has been selected from the pre-qualified pool established through this RFQ process. This Agreement sets forth the specific scope of services, responsibilities, and obligations of the PROFESSIONAL in accordance with the terms and conditions outlined in RFQ 2022-014. It incorporates by reference the Request for Qualifications document dated October 18, 2022, the PROFESSIONAL's response thereto, and any amendments or modifications made thereafter.

The purpose of this Task Order is to define the scope, deliverables, timelines, and compensation for the specific project or services outlined herein. The PROFESSIONAL is obligated to perform the Work in accordance with the standards, guidelines, and requirements set forth in the MSA, the RFQ, and the governing Task Order provisions.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the **HCSO** and the **PROFESSIONAL** agree as follows:

1.0 DEFINITIONS

The following words and expressions shall, wherever they appear in the AGREEMENT, be construed as follows:

- 1.1 AGREEMENT - The written Agreement between the HCSO and PROFESSIONAL and any modification agreements thereto. Following is a list of Attachments to this AGREEMENT, which are attached hereto and incorporated herein by reference:

ATTACHMENT A	-	PROFESSIONAL' SCOPE OF SERVICES
ATTACHMENT B	-	METHOD OF COMPENSATION
ATTACHMENT C	-	PROFESSIONAL'S FEE PROPOSAL
ATTACHMENT D	-	TRUTH IN NEGOTIATION CERTIFICATE

- ATTACHMENT E - EQUAL OPPORTUNITY CLAUSE
- ATTACHMENT F - CERTIFICATE OF INSURANCE

- 1.2 CONSTRUCTION CONTRACT DOCUMENTS - The Standard Contract Documents (Front End); Specifications to include Technical Specifications and Supplemental Specifications; drawings and/or plans; and any Addenda.
- 1.3 HCSO DESIGNEE - The term shall refer to a HCSO Employee or Firm designated by the CHIEF of GENERAL OPERATIONS to oversee the Project. The CHIEF of GENERAL OPERATIONS may change the designation at any time during the life of this AGREEMENT by issuing written notice to PROFESSIONAL to that effect.
- 1.4 CHIEF of GENERAL OPERATIONS - The Chief of General Operations administering the AGREEMENT, or his designee.

2.0 NAME OF PROJECT AND COOPERATION

- 2.1 HCSO does hereby retain PROFESSIONAL to furnish professional services in connection with, _____, herein defined as PROJECT, said services being more particularly described in ATTACHMENT A, SCOPE OF SERVICES, attached hereto and made a part hereof.
- 2.2 With respect to PROFESSIONAL'S performance under this AGREEMENT, PROFESSIONAL shall promote the best interest of HCSO and assume towards HCSO a professional relationship of trust, confidence and fair dealing. PROFESSIONAL shall cooperate with HCSO DESIGNEE in all respects relative to PROFESSIONAL'S performance hereunder. HCSO DESIGNEE shall have the authority to transmit instructions and receive information with respect to management of the PROJECT including materials, equipment, project elements and systems pertinent to PROFESSIONAL. Provided, however, notwithstanding anything in this AGREEMENT to the contrary, HCSO's DESIGNEE shall not have the authority to modify or change the compensation due to PROFESSIONAL.
- 2.3 HCSO and PROFESSIONAL agree that no work shall be assigned to PROFESSIONAL which conflicts with or is duplicative of any work by PROFESSIONAL or any affiliated business entity, including, but not limited to, partnerships, joint ventures, and subsidiaries of the same parent corporation as PROFESSIONAL.

3.0 REPORTS AND REVIEWS

- 3.1 HCSO may, at any time, require PROFESSIONAL to report in writing and in a format approved by HCSO DESIGNEE on the status and overall progress of the work with a projection showing deliverables will be on time and within budget. In addition, HCSO DESIGNEE may require PROFESSIONAL to provide an overall percentage of completion estimate; if behind in the schedule, a proposed recovery plan; list of problems and anticipated problems; corrective action planned or needed; outlined activities during the coming reporting period; and any other reasonable information covering PROFESSIONAL'S performance hereunder.
- 3.2 HCSO DESIGNEE will monitor PROFESSIONAL'S work product for compliance with PROJECT standards and criteria and may make comments and recommendations to PROFESSIONAL regarding the work. However, any such monitoring or comments and recommendations by HCSO DESIGNEE, or the absence thereof, shall not relieve PROFESSIONAL of any of its obligations under this AGREEMENT. Any comments or recommendations to PROFESSIONAL by HCSO DESIGNEE, if adopted and followed by PROFESSIONAL, in whole or in part, shall be used at the risk and responsibility of PROFESSIONAL; and HCSO shall assume no liability, therefore. PROFESSIONAL retains sole authority and responsibility for the adequacy and accuracy of its professional services, in accordance with generally accepted architectural and engineering practices. PROFESSIONAL'S work shall be in compliance with ATTACHMENT A, SCOPE OF SERVICES and the other terms of this AGREEMENT.

- 3.3 PROFESSIONAL'S performance under this AGREEMENT shall be reviewed by HCSO DESIGNEE. The review will result in a performance rating of PROFESSIONAL which will be used in ranking PROFESSIONAL during the Selection Process for future HCSO work. Demonstrated poor performance under this AGREEMENT may result in PROFESSIONAL'S inability to obtain future work with HCSO.

4.0 SCHEDULING CONFLICTS

- 4.1 Based on the available documents, timetables, construction projections, and duration of this AGREEMENT, PROFESSIONAL represents that PROFESSIONAL has no internal scheduling conflict and that PROFESSIONAL will avoid any internal scheduling conflict in the future which might in any way affect PROFESSIONAL'S timely performance of this AGREEMENT.

5.0 MODIFICATION AGREEMENTS

- 5.1 Before undertaking any additions, deletions, changes or revisions to this AGREEMENT, the parties shall enter into a written Modification Agreement covering such additions, deletions, changes or revisions and the amount of compensation to be paid, therefore. Reference herein to this AGREEMENT shall be considered to include any modification thereto.

6.0 TERM OF AGREEMENT/COMMENCEMENT OF WORK/TIMELINESS OF PERFORMANCE

- 6.1 The term of the AGREEMENT and the obligation for the PROFESSIONAL to render services hereunder shall commence upon approval of the AGREEMENT by the HCSO and upon receipt of a Notice to Proceed from the HCSO DESIGNEE and shall expire on the date final completion of construction of the PROJECT is achieved, unless sooner terminated in accordance with this AGREEMENT.
- 6.2 PROFESSIONAL acknowledges that time is of the essence with respect to its performance under this AGREEMENT. Should PROFESSIONAL be obstructed or delayed in the prosecution or completion of its services as a result of unforeseeable causes beyond the control of PROFESSIONAL, and not due to its own fault or neglect, including but not restricted to acts of God or of public enemy, acts of government or of HCSO, fires, floods, epidemics, quarantine regulations, strikes or lockouts, then PROFESSIONAL shall notify HCSO in writing within ten (10) working days after commencement of such delay, stating the cause or causes thereof, or may be deemed to have waived any right which PROFESSIONAL may have had to request an extension to the schedule.
- 6.3 No interruption, interference, inefficiency, suspension or delay in the commencement or progress of PROFESSIONAL'S services for any cause whatsoever, including those for which HCSO may be responsible as a whole or in part, shall relieve PROFESSIONAL of its duty to perform or give rise to any right to damages or additional compensation from HCSO. PROFESSIONAL'S sole remedy against HCSO in the event of such interruption, interference, inefficiency, suspension or delay in the commencement or progress of such services shall be the right to seek an extension to the schedule. This section shall expressly apply to claims for early completion, as well as claims based on late completion.

7.0 MEETINGS

- 7.1 PROFESSIONAL agrees to attend regularly scheduled and special meetings at the request of HCSO DESIGNEE. In addition to the responsibilities under Section 2.2, herein, HCSO DESIGNEE shall be always entitled, upon reasonable request, to be advised as to the status of work being done by PROFESSIONAL and the details thereof.
- 7.2 Either HCSO DESIGNEE or PROFESSIONAL may request and be granted a meeting with all parties concerned.

8.0 PROFESSIONAL' STAFF AND SUBCONTRACTING

8.1 PROFESSIONAL shall maintain an adequate and competent staff of professional architects and/or engineers licensed within the State of Florida, and upon approval by the CHIEF OF GENERAL OPERATIONS, may use specialists as PROFESSIONAL may consider necessary. PROFESSIONAL, however, shall not subcontract any work under this AGREEMENT without the prior written consent of CHIEF OF GENERAL OPERATIONS. No assignment of this AGREEMENT will be valid without approval of the HCSO. It shall be understood by PROFESSIONAL and the specialists who are parties to said subcontracts that HCSO shall be an intended, substantial beneficiary of the written agreements between PROFESSIONAL and its subconsultants.

8.2 Approval by CHIEF OF GENERAL OPERATIONS of any subcontract of any work shall not relieve PROFESSIONAL of any responsibility for, or liability in connection with fulfillment of its obligations under this AGREEMENT.

8.3 In negotiating this AGREEMENT, PROFESSIONAL provided the following information regarding subconsultants who will perform work on the PROJECT:

- 1) names of subconsultants
- 2) type of work to be performed by the subconsultants.

That information is incorporated by reference into this AGREEMENT. PROFESSIONAL shall not change subcontractors without prior approval of the HCSO DESIGNEE.

8.4 In PROFESSIONAL'S submittal of qualifications and proposals, PROFESSIONAL furnished information regarding the location of offices where work will be performed on the PROJECT and disciplines of work to be performed at each office. That information is incorporated by reference into this AGREEMENT. PROFESSIONAL shall not increase the man-hours of work to be performed at an office, other than the local office, without prior written approval of CHIEF OF GENERAL OPERATIONS.

8.5 DM/DWBE Participation (When Applicable) - PROFESSIONAL has represented to HCSO that they would utilize a DM/DWBE professional subconsultant(s) as a part of his/her team for this project. Pursuant to that representation, Professional shall submit to the HCSO, within thirty (30) days of Contract award, a subconsultant agreement(s) with those DM/DWBE professionals that delineate the scope of services to be provided by the DM/DWBE consultants and a payment schedule. If PROFESSIONAL is unable to successfully negotiate a subconsultant agreement with the DM/DWBE firm(s), then PROFESSIONAL shall notify the HCSO Financial Services Division - Purchasing Section in writing of that status and request written directions on how best to proceed. If the Purchasing Section deems it appropriate, the Section shall advise PROFESSIONAL to solicit another DM/DWBE subcontractor as a replacement. The Purchasing Section shall give the PROFESSIONAL thirty (30) days to identify a replacement and negotiate a subconsultant agreement.

8.6 If after the AGREEMENT award, HCSO modifies the scope of services which impacts directly on the scope of services that the DM/DWBE professional subconsultant was slated to perform, PROFESSIONAL shall notify the DM/DWBE & SBE Section in writing and ask for assistance. When practical, the DM/DWBE & SBE Section shall work with PROFESSIONAL in identifying other areas of work that the DM/DWBE subconsultant may do. If the area of work is such that it does not lie within the expertise of the DM/DWBE subconsultant, PROFESSIONAL shall be obliged to solicit a qualified DM/DWBE subconsultant and negotiate an agreement with that firm. If the change in scope that has been directed by HCSO is such that suitable replacement work cannot be found, PROFESSIONAL shall be relieved of its initial representation of promised DM/DWBE utilization.

9.0 APPLICABLE LAWS AND REGULATIONS

9.1 PROFESSIONAL shall sign and seal all final plans and documents prepared by PROFESSIONAL per

the requirements of all laws, rules and regulations of any governmental entity having authority over the PROJECT and deliver them to HCSO upon request of HCSO DESIGNEE. This does not relieve PROFESSIONAL of its responsibility to make direct submission of documents to other agencies, as requested by the HCSO DESIGNEE. PROFESSIONAL shall comply with all federal, state, and local laws, rules, regulations and ordinances applicable to the performance of this AGREEMENT. Work shall be in compliance with applicable local, state, and federal laws, rules and regulations. PROFESSIONAL shall consider all laws, rules and regulations in effect at the time of the work.

10.0 OWNERSHIP OF DOCUMENTS AND INSPECTION OF WORK

- 10.1 All documents, including but not limited to original tracings, plans, specifications, maps, evaluations, reports, technical data, tests and field books prepared or obtained under this AGREEMENT are the property of HCSO without restriction or limitation on their use and shall be made available, upon request, to HCSO at any time. Upon demand, PROFESSIONAL shall deliver said documents to HCSO upon completion of the work or termination of this AGREEMENT. In the event that HCSO makes use of said documents on a project or projects not covered under this AGREEMENT, without PROFESSIONAL'S express written consent, such use shall be at the sole discretion, liability and risk of HCSO. PROFESSIONAL may retain copies of said documents, at its sole cost for its files and its internal use.
- 10.2 CHIEF OF GENERAL OPERATIONS or HCSO DESIGNEE shall have the right to visit the offices of PROFESSIONAL and its subconsultants for inspection of the work, drawings, specifications, test data, and related materials at any time during normal business hours.
- 10.3 PROFESSIONAL shall keep adequate records and support documentation applicable to the performance of work under this AGREEMENT, including, but not limited to, all payroll records, travel and expense records, invoices from subconsultant services and other costs. Said records and documentation shall be retained by PROFESSIONAL and made available to HCSO for a minimum of six (6) years from the date of completion of the work or termination of this AGREEMENT, whichever is later. HCSO shall have the right to audit, inspect, and copy all such records and documentation, including, but not limited to, all payroll records, travel and expense records, invoices for subcontractor services and other costs, as often as HCSO deems necessary during the term of this AGREEMENT and during the above referenced six (6) year period; provided, however, such activity shall be conducted only during normal business hours. After the expiration of the said six (6) year period, PROFESSIONAL shall notify CHIEF OF GENERAL OPERATIONS in writing of its intent to dispose of records and supporting documentation prior to their disposal. If requested by CHIEF OF GENERAL OPERATIONS, PROFESSIONAL shall retain records and supporting documentation until further notified.
- 10.4 During the period of time expressed by Section 10.3, HCSO shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of PROFESSIONAL as concerns the aforesaid records and documentation.
- 10.5 Adequate records, as specified in Section 10.3, shall include a detailed accounting of all charges that relate to the work. Expenses and other direct costs shall be itemized, and an explanation shall be furnished stating why the charge is applicable to the PROJECT.
- 10.6 PROFESSIONAL agrees to use care in protecting plans and specifications for HCSO Infrastructure from access by unauthorized persons. Release of documents or information other than as required to fulfill the scope of the AGREEMENT is prohibited. HCSO'S Project Manager is empowered to authorize release of documents in accordance with applicable law. Failure to protect these documents could jeopardize the safety of the citizens of Hillsborough HCSO, so they must always be treated with the utmost care.

11.0 SCHEDULE, COMPENSATION, PAYMENT AND FAILURE TO PERFORM

- 11.1 Prior to execution of this AGREEMENT, a fee proposal acceptable to HCSO DESIGNEE shall be included and made a part of this AGREEMENT as ATTACHMENT C, FEE PROPOSAL. If requested by the HCSO DESIGNEE, PROFESSIONAL shall include a bar chart schedule along with the fee proposal.
- 11.2 HCSO and PROFESSIONAL agree that the compensation and the provisions for payment of said compensation for the services rendered by PROFESSIONAL are as set forth in ATTACHMENT B, METHOD OF COMPENSATION AND PAYMENT, affixed hereto and hereby made a part of this AGREEMENT.
- 11.3 Should PROFESSIONAL fail to commence, provide, perform or complete any of the services it is to provide hereunder in a timely and diligent manner, in addition to any other rights or remedies available to HCSO hereunder, CHIEF OF GENERAL OPERATIONS, at his sole discretion and option, may withhold any and all payments due and owing to PROFESSIONAL until such time as PROFESSIONAL resumes performance of its obligations hereunder in such a manner so as to establish to CHIEF OF GENERAL OPERATIONS'S satisfaction that PROFESSIONAL'S performance is or will shortly be back on schedule. In the event PROFESSIONAL believes payments have been withheld unjustly, PROFESSIONAL may appeal the decision to withhold payments to the HCSO. The HCSO will then decide if there is adequate justification for withholding payments.
- 11.4 If, during the term of the AGREEMENT, PROFESSIONAL should refuse or otherwise fail to fulfil any of its obligations under the AGREEMENT, the HCSO reserves the right to:
- a) Obtain the services from another professional; and/or
 - b) Terminate the AGREEMENT; and/or
 - c) Suspend/Debar the PROFESSIONAL from proposing/bidding on HCSO purchasing/contracts for a period of up to 24 months and/or
 - d) Pursue any and all other remedies available to the HCSO.
- 11.5 If at any time HCSO has received notice of a claim, suit, demand, damage, loss or expense for which, if established, HCSO might become liable, and which is chargeable to PROFESSIONAL, or if PROFESSIONAL shall incur any liability to HCSO, or HCSO shall have any claim or demand against PROFESSIONAL, whether reduced to judgment or award or not, of any kind or for any reason, related to or arising out of this AGREEMENT, HCSO shall have the right to retain out of any payment due, or which may become due, under this AGREEMENT, any amounts sufficient to indemnify HCSO against such claim, and/or to compensate HCSO for and fully satisfy such liability, claim or demand, and charge or deduct all costs of defense, or collection with respect thereto, including reasonable attorneys' fees. Should any claim develop after all payments are made, PROFESSIONAL shall refund to HCSO all the monies that HCSO may be compelled to pay in discharging such claims incurred, and in collecting said monies from PROFESSIONAL.

12.0 PROTECTION OF HCSO, QUALITY OF WORK AND FEES

- 12.1 HCSO has retained PROFESSIONAL to provide professional services for specific work as described in ATTACHMENT A, SCOPE OF SERVICES. Since HCSO has entrusted this work to PROFESSIONAL, PROFESSIONAL shall use its professional expertise to always protect the interests of HCSO regarding its performance under this AGREEMENT. The quality of PROFESSIONAL'S work shall be consistent with the requirements stated herein and with prevailing industry standards. PROFESSIONAL shall ensure that its fees charged for this work are fair, reasonable, and consistent with fees charged locally for similar work.

13.0 BUDGET AMOUNTS AND COST ESTIMATES

- 13.1 HCSO has established the following budget amount for construction of the facilities defined herein: **\$7,500,00.00** estimated low bid amount for construction.
- 13.2 PROFESSIONAL shall make every attempt to design within HCSO'S budget for construction. PROFESSIONAL shall monitor costs during design of the PROJECT and advise HCSO DESIGNEE

immediately of any deviations from HCSO'S budget amount. Any time a cost estimate exceeds the budget amount; PROFESSIONAL shall advise HCSO DESIGNEE of the reasons for the overage and all options available to HCSO for bringing the PROJECT back within budget. HCSO DESIGNEE and PROFESSIONAL shall discuss what action is to be taken, and HCSO DESIGNEE shall direct the ultimate option to be followed. Cost estimates prepared by PROFESSIONAL represent PROFESSIONAL'S judgment as a design professional familiar with the construction industry. However, PROFESSIONAL cannot and does not guarantee that bids or negotiated prices will not vary from any cost estimate prepared by PROFESSIONAL or exceed the budget amounts established by HCSO. Notwithstanding anything above to the contrary, if all responsive and responsible bids exceed HCSO'S established budget amounts by ten percent (10%) for reasons other than unforeseen increased material cost as determined by the CHIEF OF GENERAL OPERATIONS, PROFESSIONAL shall revise and modify Construction Contract Documents and assist in rebidding the Project. All such revisions and modifications to the Construction Contract Documents and the rebidding of the work shall be subject to HCSO DESIGNEE'S approval. Provided, however, PROFESSIONAL'S obligation to revise and modify Construction Contract Documents and to assist in the rebidding of the work shall be expressly conditioned upon the HCSO originally letting the PROJECT out to bids within six (6) months from the date of HCSO'S receipt and approval of all Construction Contract Documents to be delivered in accordance with Design Phase services to be performed by PROFESSIONAL hereunder. If PROFESSIONAL believes it is entitled to additional compensation for the redesign and rebidding services described above, PROFESSIONAL may submit a request for additional compensation in accordance with Article 14.0, but without profit to PROFESSIONAL on account of such services.

14.0 MODIFICATION AGREEMENTS

- 14.1 Additional compensation shall be subject to approval by the HCSO in a written Modification Agreement as described in this Section.
- 14.2 Without invalidating the AGREEMENT, HCSO may, at any time or from time to time, order additions, deletions, or revisions to the services to be provided by PROFESSIONAL. Upon agreement as to changes in the services to be performed, HCSO DESIGNEE will prepare a written Modification Agreement to be signed by PROFESSIONAL and, except as provided in 14.4 below, submitted to the HCSO for approval.
- 14.3 Because time is of the essence regarding this AGREEMENT and to achieve the public purpose of this AGREEMENT as initially determined by HCSO, HCSO is hereby authorized by HC SHERIFF to negotiate Modification to this AGREEMENT in accordance with the following criteria:
 - 14.3.1 HCSO'S Chief Financial Officer certifies that any increased costs are within the budgeted funds or are otherwise proper expenditures under the provisions of Sec. 129.07-08, Florida Statutes (1987), as amended.
 - 14.3.2 The amount of any increased cost to be paid by HCSO does not exceed \$120.00 or twenty-five (25) percent in the aggregate of the original amount, whichever is less. When this limit is reached, additional documentation for such expenditures must be submitted to and approved by HCSO.
 - 14.3.3 The Modification Agreement accomplishes one or more of the following public purposes as certified by HCSO:
 - a. The prevention or elimination of a danger or hazard to public health, safety, or welfare.
 - b. The change in work, materials, price, or time or any combination thereof is necessary to complete the PROJECT as intended by HCSO (regardless of whether the specifications must be changed or not).
 - c. To preserve the logical sequencing of the work to eliminate delay and increased costs;

or

- d. A response to unforeseen environmental requirements, bond or grant funding requirements, or other unforeseen occurrences on the PROJECT.

14.3.4 HCSO shall prepare a Modification Agreement which shall include the amount of the change, a description of the change, the reason for the change, including certifications required under Sections 14.3.1 and 14.3.3 above, and the AGREEMENT itself properly executed by PROFESSIONAL and HCSO. HCSO shall file the executed Modification Agreements for inclusion with the original AGREEMENT and shall submit such Modification Agreements to HCSO for ratification. This provision shall govern over any other conflicting provisions in this AGREEMENT.

14.4 To achieve timely execution of changes that meet the criteria, as stated in Section 14.4 above, PROFESSIONAL shall fulfill the following requirements within the specified time limits:

14.4.1 Upon agreement as to scope and compensation for the change in work by PROFESSIONAL and HCSO DESIGNEE, the PROFESSIONAL shall arrange for the original Modification Agreement to this AGREEMENT and required documentation to be executed by a duly authorized representative of the PROFESSIONAL and return to HCSO DESIGNEE within three (3) working days.

14.4.2 PROFESSIONAL shall assist HCSO DESIGNEE in preparing other documentation as required to fully execute the Modification Agreement.

14.4.3 PROFESSIONAL shall be authorized to proceed with changes upon receipt of the Modification Agreement duly executed by HCSO pursuant to Sections 14.3 through 14.4.2.

14.5 PROFESSIONAL will be deemed to have waived any right or claim it might otherwise have had for either additional compensation or an extension to the AGREEMENT time for any additional services rendered by PROFESSIONAL, where such additional services were performed by PROFESSIONAL without a fully approved and executed Modification Agreement in accordance with the provisions of Section 14.

14.6 Modification Agreements shall be priced in accordance with the requirements of ATTACHMENT B, METHOD OF COMPENSATION AND PAYMENT.

15.0 TERMINATION

15.1 If PROFESSIONAL or any principal or partner is adjudged bankrupt or insolvent, if PROFESSIONAL or any principal or partner makes a general assignment for the benefit of its creditors, if a trustee or receiver is appointed for PROFESSIONAL or any principal or partner or for any of its property, if PROFESSIONAL or any principal or partner files a petition to take advantage of any debtor's act or reorganize under the bankruptcy or similar laws, HCSO may, without prejudice to any other right or remedy, and after having given PROFESSIONAL fourteen (14) days written notice, terminate the services of PROFESSIONAL.

15.2 In the event PROFESSIONAL disregards the authority of HCSO or violates the provisions of this AGREEMENT or otherwise fails to comply with any provisions of this AGREEMENT or if the progress or quality of the work is unsatisfactory, CHIEF OF GENERAL OPERATIONS may serve written notice thereof upon PROFESSIONAL, and if PROFESSIONAL fails within a period of ten (10) calendar days thereafter to correct such failure, HCSO may terminate this AGREEMENT upon written notice to PROFESSIONAL. Upon such termination, PROFESSIONAL shall immediately cease its performance of this AGREEMENT and shall deliver to HCSO all completed or partially completed work.

15.3 HCSO reserves the right to terminate this AGREEMENT, in whole or in part, for its convenience. Such termination shall be effective seven (7) calendar days after transmission of written notice of the same to PROFESSIONAL by U.S. Certified Mail, return receipt requested. Upon receipt of such

notice, PROFESSIONAL shall immediately cease work on that portion of the work terminated. In the event of such termination for convenience, PROFESSIONAL shall be entitled to recover that portion of the fee earned and yet unpaid through the date of termination, together with reasonable expenses incurred in complying with the notice of termination. PROFESSIONAL shall not be entitled to any other or further recovery, including but not limited to anticipated fees or profits on work not required to be performed.

- 15.4 Upon termination, the PROFESSIONAL shall deliver to HCSO all completed or partially completed work, including all original papers, records, drawings, models, and other materials set forth and described in this AGREEMENT, within seven (7) calendar days of the termination date established in the notice. In the event PROFESSIONAL fails to deliver the referenced work and materials to HCSO within the specified time, PROFESSIONAL expressly consents to the entry of an order in any court having jurisdiction authorizing HCSO to enter PROFESSIONAL'S premises and take possession and remove such work and materials.
- 15.5 If, after notice of termination of this AGREEMENT as provided for in Section 15.1 or 15.2 above, it is determined for any reason that PROFESSIONAL was not in default, or that its default was excusable, or that HCSO was not otherwise entitled to the remedy against PROFESSIONAL provided for in Section 15.1 or 15.2, then the notice of termination given pursuant to Sections 15.1 or 15.2 shall be deemed to be the notice of termination for convenience provided for in Section 15.3 and PROFESSIONAL'S remedies against HCSO shall be the same as and limited to those afforded PROFESSIONAL under Section 15.3.
- 15.6 Should HCSO find it necessary to terminate this AGREEMENT for the reasons stated in Sections 15.1 or 15.2, the cost of termination and any additional costs incurred in completing or correcting PROFESSIONAL'S work shall be borne by PROFESSIONAL. Should withheld payments be insufficient to cover said costs, PROFESSIONAL shall immediately pay HCSO, upon demand, an amount equal to such additional costs.

16.0 PRESS RELEASES, INVENTIONS, AND TRUTH IN NEGOTIATION

- 16.1 PROFESSIONAL agrees that it shall make no statements, press releases, or public releases concerning this AGREEMENT or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained, furnished, or developed in compliance with this AGREEMENT or any particulars thereof, during the period of this AGREEMENT, without first notifying HCSO and securing its prior consent in writing. PROFESSIONAL agrees that it shall not publish, copyright, or patent any of the data furnished in compliance with this AGREEMENT. It is mutually understood that under Section 10.1 above, such data, inventions, or discoveries are the exclusive property of HCSO.
- 16.2 PROFESSIONAL represents that it has not paid or agreed to pay any person, company, corporation, or firm other than a bona fide employee working solely for PROFESSIONAL any type of fee, including brokerage fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT.
- 16.3 PROFESSIONAL warrants guarantees and certifies that it has not employed or retained any company or person, other than a bona fide employee working solely for PROFESSIONAL, to solicit or secure this AGREEMENT. PROFESSIONAL shall execute a Truth in Negotiation Certificate, ATTACHMENT D.
- 16.4 For the breach or violation of the warranty, guarantee, or certification provided in Section 16.3 of this AGREEMENT, HCSO shall have the right to terminate this AGREEMENT and, at its discretion, deduct from the AGREEMENT price, or otherwise recover the full amount of such fees, commissions, percentages, gifts, or consideration.
- 16.5 Any amounts paid to PROFESSIONAL hereunder shall be adjusted to exclude any significant sums by which HCSO determines that such amounts were increased due to inaccurate, incomplete or

noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the AGREEMENT.

17.0 SINGULAR AND PLURAL WORDS AND PRONOUNS

- 17.1 All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular.

18.0 CIVIL RIGHTS ACT

- 18.1 During the performance of this AGREEMENT, PROFESSIONAL herein assures HCSO that said PROFESSIONAL is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and The Florida Civil Rights Act of 1992, in that said PROFESSIONAL does not on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status, discriminate in any form or manner against the said PROFESSIONAL'S employees or applicants for employment. PROFESSIONAL understands and agrees that this AGREEMENT is conditioned upon the veracity of this Statement of Assurance. Furthermore, PROFESSIONAL herein assures HCSO that said PROFESSIONAL will comply with Title VI of the Civil Rights Act of 1964 when a Federal Grant(s) is/are involved. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination, as herein above delineated, are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.
- 18.2 PROFESSIONAL agrees to abide by the provisions stated in ATTACHMENT E, Equal Opportunity Clause, the same being incorporated herein by this reference
- 18.3 If EPA grant money is used to fund any portion of the design services to be performed hereunder, this AGREEMENT will be subject to regulations contained in 40 CFR Part 33, Appendix A Terms and Conditions, as amended, the same being incorporated herein by this reference.

19.0 INSURANCE

- 19.1 During the life of this AGREEMENT, PROFESSIONAL shall provide, pay for, and maintain, with companies satisfactory to HCSO, the types of insurance described herein. All insurance shall be from companies with A.M. Best ratings of A- or better, Class VII and approved to do business in the State of Florida. Promptly after the written Notice of Award of this AGREEMENT, the insurance coverages and limits required must be evidenced by properly executed Certificates of Insurance on forms which are to be furnished by HCSO. The Certificates must be personally, manually signed by the Authorized Representative of the insurance company/companies shown on the Certificates with proof that he/she is an authorized representative thereof. In addition, certified, true and exact copies of all insurance policies required shall be provided to HCSO if requested.
- 19.1.1 The Certificates and Policies shall contain provisions that thirty (30) days prior written notice shall be given to HCSO DESIGNEE of any cancellation, with an intent not to renew, or reduction in the policies' coverages, except in the application of the Aggregate Limits Provisions and ten (10) days written notice for non-payment of premium. In the event of a reduction in the Aggregate Limit of any policy, PROFESSIONAL shall immediately take steps to have the Aggregate Limit reinstated to the full limit required herein.
- 19.1.2 All insurance coverage of PROFESSIONAL shall be primary to any insurance or self-insurance program carried out by HCSO applicable to this AGREEMENT.
- 19.1.3 The acceptance by HCSO of any Certificate of Insurance or copy of any Policy for this AGREEMENT evidencing the insurance coverages and limits required in the AGREEMENT does not constitute approval or agreement by HCSO that the insurance requirements have been met or that the insurance policies shown on the Certificate of Insurance are in compliance with the AGREEMENT requirements.

- 19.1.4 No work for the HCSO shall commence or occupancy of any of its property take place until the required Certificates of Insurance and copies of the Policies, if requested, are received by HCSO and written Notice to Proceed is issued to PROFESSIONAL by HCSO. HCSO'S Certificate of Insurance form to be used is attached as ATTACHMENT F.
- 19.1.5 The insurance coverage and limits required of PROFESSIONAL under this AGREEMENT are designed to meet the minimum requirements of HCSO. They are not designed as a recommended insurance program for PROFESSIONAL. PROFESSIONAL shall be responsible for the sufficiency of its own insurance program. Should PROFESSIONAL have any questions concerning its exposures to loss under this AGREEMENT or the insurance coverage needed therefore, it should seek professional assistance.
- 19.1.6 All the required insurance coverages must be issued as required by law and must be endorsed, where necessary, to comply with the minimum requirements contained herein. Thirty (30) days' written notice must also be given to:

Hillsborough County Sheriff's Office
Chad Chronister, Sheriff of Hillsborough County
P.O. Box 3371
Tampa, FL 33601

WITH A COPY TO:
Stephen Mitchell, Chief
General Operation Services
P.O. Box 3371
Tampa, FL 33601

as to cancellation and intend not to renew any policy and any change that will reduce the insurance coverages required in this AGREEMENT except for the application of the Aggregate Limits Provisions. Ten (10) days' written notice must be given for non-payment of premium.

- 19.1.7 Renewal Certificates of Insurance on HCSO'S form must be provided to HCSO twenty (20) days prior to expiration of current coverage so that there shall be no interruption in the work due to lack of proof of insurance coverage required of PROFESSIONAL in this AGREEMENT. PROFESSIONAL authorizes HCSO to confirm all information furnished HCSO, as to its compliance with its insurance requirements, with PROFESSIONAL'S insurance agents, brokers and insurance carriers.
- 19.1.8 Should at any time PROFESSIONAL not maintain the insurance coverage required in this AGREEMENT, HCSO may either cancel or suspend this AGREEMENT or, at its sole discretion, shall be authorized to purchase such coverage and charge PROFESSIONAL for such coverages purchased. HCSO shall be under no obligation to purchase such insurance nor shall HCSO be responsible for the coverages purchased or the insurance company or companies used. The decision of HCSO to purchase such insurance coverages shall in no way be construed as a waiver of its rights under this AGREEMENT.
- 19.1.9 **INSURANCE REQUIRED**
Before starting any work for HCSO or occupancy of any of HCSO'S property, PROFESSIONAL shall procure and maintain insurance of the types and to the limits specified in this AGREEMENT. All liability insurance policies, other than the Worker's Compensation and Employers Liability Policy and Professional Liability Policy, obtained by PROFESSIONAL to meet the requirements of this AGREEMENT, shall name HILLSBOROUGH HCSO as an additional insured as to the operations of PROFESSIONAL under this AGREEMENT and shall contain a "Severability of Interests" provision. The insurance coverages must cover all of PROFESSIONAL'S activities under this AGREEMENT whether on HCSO'S property or not.

19.2 COVERAGES

The amounts and types of insurance shall conform to the following minimum requirements with the use of current Insurance Service Office forms and endorsements or their equivalent. Notwithstanding the foregoing, the wording of all policies and endorsements shall be acceptable to the HCSO.

If there is any conflict as to any coverage form to be used or limits to be provided in PROFESSIONAL'S current General Insurance program with HCSO'S insurance requirements, HCSO'S Risk Management shall decide whether they meet with the intent of HCSO'S requirements or not. The decision of HCSO'S Risk Management shall be final in this respect.

19.2.1 Workers Compensation and Employers Liability Insurance shall be maintained by **PROFESSIONAL** during the term of this AGREEMENT for all employees engaged in the work under this AGREEMENT, in accordance with the laws of the State of Florida. The amount of such insurance shall not be less than:

- a. Workers' Compensation - Florida Statutory Requirements
- b. Employers Liability - **\$ 100,000** Limit Each Accident
 \$ 500,000 Limit Disease Aggregate
 \$ 100,000 Limit Disease Each Employee

19.2.2. Commercial General Liability Insurance shall include, but not be limited to: Bodily Injury and Property Damage, Damage, Damage to Rented Premises, Medical expenses, Personal and Advertising Injury, and Products and Completed Operations:

- \$ 300,000** Bodily Injury and Property Damages – Per Person per Occurrence
- \$ 50,000** Damages to Rented Premises – Each Occurrence
- \$ 5,000** Medical Expenses – Any One Person
- \$ 1,000,000** Personal and Advertising Injury – Each Occurrence
- \$ 1,000,000** Products/Completed Operations – Each Occurrence
- \$ 2,000,000** General Aggregate
- \$ 2,000,000** Products/Completed Operations Aggregate

19.2.3 Business Automobile Liability Insurance shall be maintained by PROFESSIONAL as to the ownership, maintenance, and use of all of its owned, non-owned, leased or hired vehicles with limits of not less than:

- a. **\$300,000** Bodily Injury Per Person per Occurrence
- b. **\$300,000** Liability Damage per Occurrence

19.2.4 Professional Liability Insurance shall be maintained by PROFESSIONAL, insuring its legal liability arising out of the performance of the professional services under this AGREEMENT. Such insurance shall have a limit of not less than ~~\$1,000,000.00~~ each claim and aggregate. Any deductible applicable for any claim shall be the sole responsibility of PROFESSIONAL. PROFESSIONAL must continue this coverage for a period of not less than three (3) years after completion of its services to the HCSO. PROFESSIONAL shall promptly submit a Certificate of Insurance providing for an unqualified written notice to HCSO of any cancellation of the aggregate limits provision. In the event of a reduction in the aggregate limit of the policy, PROFESSIONAL shall immediately take steps to have the aggregate limit reinstated. PROFESSIONAL shall promptly submit a certified, true copy of the policy and any endorsement issued or to be issued on the policy if requested by HCSO.

HCSO reserves the option to require a Project Professional Liability insurance policy for this PROJECT. If this option is exercised, HCSO will pay the premium cost and receive

reimbursement of any premium savings accruing to PROFESSIONAL under its regular Professional Liability policy. If PROFESSIONAL causes the policy to extend beyond the Contract completion date resulting in any additional premium cost, it shall be the responsibility of PROFESSIONAL.

20.0 INDEMNIFICATION

- 20.1 PROFESSIONAL shall indemnify and hold harmless HCSO, and its officers, and employees from liabilities, damages, losses, claims and costs, or actions, either at law or in equity, including court costs and attorneys' fees at the trial and all appellate levels, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, reckless, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by PROFESSIONAL, its agents, subconsultants, assigns, heirs, and employees during the performance under this AGREEMENT. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this AGREEMENT.

21.0 MAINTENANCE AND REVIEW OF RECORDS

- 21.1 The PROFESSIONAL its employees, representatives, subconsultants, or any authorized agent of record, as applicable, providing any of the services required to be performed or provided under this AGREEMENT shall maintain adequate records and accounts, including but not limited to property, personnel and financial records, and supporting documentation which shall enable ready identification of PROFESSIONAL'S cost of goods and use of funds for a period of six (6) years from the date of final payment to the PROFESSIONAL, as applicable, under this AGREEMENT or the termination of this AGREEMENT, whichever occurs later. (Such six-year period is hereinafter referred to as the "Audit Period."). HCSO shall have the right, and the PROFESSIONAL in the performance of this AGREEMENT, its employees, representatives, subconsultants, or any authorized agent of record, as applicable, will permit HCSO to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all contracts, invoices, materials, accounts and records relating to all matters covered by this AGREEMENT, including but not limited to personnel and employment records during the Audit Period. All such records, accounts and documentation shall be made available to HCSO for audit, examination or copying purposes at any time during normal business hours and as often as HCSO may deem necessary during the Audit Period. HCSO'S right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. PROFESSIONAL shall ensure that PROFESSIONAL, its employees, representatives, subconsultants, or any authorized agent of record, as applicable, shall recognize HCSO'S right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provide by PROFESSIONAL under this AGREEMENT. If an audit is begun by HCSO or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Section shall survive the expiration or earlier termination of this AGREEMENT.

22.0 COMPLIANCE WITH E-VERIFY REQUIREMENT

- 22.1 PROFESSIONAL affirms that it is in compliance with Florida Statutes Section 448.095 which, in

part, requires all consultants and its subconsultants to register with and use the United States Department of Homeland Security's E-Verify system for all newly hired employees, and requires consultants to obtain affidavits from its subconsultants stating that the subconsultant does not employ, contract with, or subcontract with an unauthorized alien. PROFESSIONAL acknowledges and understands that pursuant to Florida Statutes Section 448.095, the HCSO is required to terminate the AGREEMENT if it has a good faith belief that PROFESSIONAL knowingly violated Florida Statutes Section 448.09(1); whereupon the PROFESSIONAL will not be eligible for award of a public contract for at least one (10 year from the date of such termination.

23.0 PUBLIC ENTITY CRIMES

- 23.1 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, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list. PROFESSIONAL represents for itself and its affiliates that it is not prohibited from entering into this AGREEMENT by Section 287.133, Florida Statutes.

24.0 NOTICES

- 24.1 All NOTICES hereunder shall be deemed to be properly made if sent by certified mail, return receipt requested, to _____ and to HCSO at P.O. Box 3371, Tampa, Florida 33601, Attention: CHIEF of GENERAL OPERATIONS. The address may be changed by either party by similar notice. Notice so mailed shall be effective upon the date shown on the return receipt.

25.0 TRANSMITTALS IN WRITING

- 25.1 All instructions, directives, and information provided to and from PROFESSIONAL and HCSO DESIGNEE shall be fully transmitted in writing when possible.

26.0 MISCELLANEOUS PROVISIONS

- 26.1 PROFESSIONAL shall assure HCSO that it will administer, in good faith, a Drug Free Workplace policy designed to ensure that PROFESSIONAL is free from the illegal use, possession, or distribution of drugs or alcohol.
- 26.2 This AGREEMENT and any change orders hereto constitute the entire agreement between PROFESSIONAL and HCSO relating to the work. There are no previous or contemporary representations or warranties of HCSO or PROFESSIONAL not set forth herein.
- 26.3 No waiver, termination, rescission, discharge, assignment or cancellation, and except as specifically provided in Section 14.3, no modification of this AGREEMENT or of any terms thereof shall be binding on HCSO unless in writing and approved by HCSO.
- 26.4 Waiver by HCSO of a breach of any provision of this AGREEMENT or any terms thereof shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this AGREEMENT.
- 26.5 No modification, waiver, termination, discharge, or cancellation of this AGREEMENT or any

terms thereof shall impair HCSO'S rights with respect to any liabilities, whether or not liquidated, of PROFESSIONAL to HCSO theretofore accrued.

- 26.6 The duties and obligations imposed by this AGREEMENT and the rights and remedies available hereunder, and, in particular, but without limitation, the warranty, guarantees, and obligations imposed upon PROFESSIONAL and the rights and remedies available to HCSO shall be in addition to and not limited to any otherwise imposed or available by law.
- 26.7 PROFESSIONAL shall remain an independent contractor and shall have no power (nor shall its subconsultants, agents, or employees represent that PROFESSIONAL has any power) to oblige HCSO or to assume or to create any obligation upon HCSO whether that obligation be expressed or implied.
- 26.8 PROFESSIONAL and HCSO stipulate that any litigation arising from or in connection with the performance or nonperformance of this AGREEMENT shall be filed in Hillsborough County, State of Florida, and that Florida law shall be controlling.
- 26.9 This AGREEMENT does not empower PROFESSIONAL to undertake any activity reserved to HCSO.
- 26.10 Section headings have been included in this AGREEMENT solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the AGREEMENT.
- 26.11 In the event of any conflict between the provisions of this AGREEMENT and the exhibits, the provisions of the AGREEMENT shall control over the provisions of the exhibits.
- 26.12 In the event any section, sentence, clause, or provision of this AGREEMENT is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the AGREEMENT shall not be affected by such determination and shall remain in full force and effect.
- 26.13 Any term, condition, covenant or obligation which requires performance by either party after termination of this AGREEMENT shall remain enforceable against such party subsequent to such termination.

27.0 LEGALLY REQUIRED STATEMENT AND PROVISIONS REGARDING ACCESS TO RECORDS FOR SERVICES CONTRACTS

- 27.1 The parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services. The inclusion of this statement and provisions below shall not be construed to imply that PROFESSIONAL has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that PROFESSIONAL is acting on behalf of HCSO as provided under Section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to PROFESSIONAL. As stated below, PROFESSIONAL may contact HCSO'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, PROFESSIONAL is advised to seek independent legal counsel as to its legal obligations. The HCSO cannot provide the PROFESSIONAL advice regarding its legal rights or obligations.

- i. IF PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROFESSIONAL'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE GENERAL SERVICES AND FACILITIES OPERATIONS DIVISION AT 813-247-0080.**

- 27.2 If under this AGREEMENT, PROFESSIONAL is providing services and is acting on behalf of HCSO as provided under Section 119.011(2), Florida Statutes, the Professional will comply with public records law, and agrees to:
 - i. Keep and maintain public records required by HCSO to perform the services.
 - ii. Upon request from HCSO'S custodian of public records, provide HCSO with a copy of the requested

records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.

- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the AGREEMENT if the PROFESSIONAL does not transfer the records to HCSO.
- iv. Upon completion of the AGREEMENT, transfer at no cost to HCSO, all public records in the possession of PROFESSIONAL or keep and maintain public records required by HCSO to perform the service. If PROFESSIONAL transfers all public records to HCSO upon completion of the AGREEMENT, PROFESSIONAL shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROFESSIONAL keeps and maintains public records upon completion of the AGREEMENT, PROFESSIONAL shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to HCSO, upon request from HCSO'S custodian of public records, in a format that is compatible with the information technology systems of HCSO.

- 27.3 Failure of PROFESSIONAL to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, shall be grounds for immediate unilateral termination of this AGREEMENT by HCSO.

28.0 TERMINATION FOR PROFESSIONAL ENGAGING IN BUSINESS OPERATIONS IN CUBA OR SYRIA AND TERMINATION FOR PROFESSIONAL BEING ON THE (I) SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST, (II) SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST, AND/OR (III) SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST

- 28.1 PROFESSIONAL is advised that Section 287.135, Florida Statutes, prohibits agencies and governmental entities from contracting with a company for goods and/or services of One Million Dollars (\$1,000,000) or more if such company (i) is engaged in business operations in Cuba or Syria, (ii) is on the Scrutinized Companies that Boycott Israel List (created pursuant to Florida Statutes, Section 215.4725), (iii) is on the Scrutinized Companies with Activities in Sudan List (created pursuant to Florida Statutes, Section 215.473), or (iv) is on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List (created pursuant to Florida Statutes, Section 215.473).
- 28.2 HCSO reserves the right to terminate the AGREEMENT if HCSO discovers that PROFESSIONAL has submitted a false certification regarding PROFESSIONAL'S business operations in Cuba or Syria and/or PROFESSIONAL'S presence on the Scrutinized Companies that Boycott Israel List the Scrutinized Companies with Activities in Sudan List, and/or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List (hereinafter referred to collectively as the "Scrutinized Companies Lists").
- 28.3 In addition, HCSO reserves the right to terminate the AGREEMENT if, prior to the award of the AGREEMENT or during the AGREEMENT Period, PROFESSIONAL engages in business operations in Cuba or Syria and/or PROFESSIONAL has been placed on one or more of the Scrutinized Companies Lists.

29.0 Fiscal Non-Funding Clause

- 29.1 This AGREEMENT is subject to funding availability. In the event sufficient budget funds to fund this AGREEMENT become reduced or unavailable, the HCSO shall notify PROFESSIONAL of such occurrence, and HCSO may terminate this AGREEMENT, without penalty or expense to HCSO, upon no less than twenty-four hours (24) hours' written notice to PROFESSIONAL. HCSO shall be the final authority as to the availability of funds and how available funds will be allotted. If this AGREEMENT is funded in whole or in part by federal or state dollars which are reduced or become

unavailable, HCSO shall notify PROFESSIONAL of such occurrence and HCSO may terminate this AGREEMENT, without penalty or expense to HCSO, upon no less than twenty-four (24) hours written notice to PROFESSIONAL.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day first mentioned above.

ATTEST:

Hillsborough County Sheriff's Office

WITNESS

CHAD CHRONISTER, SHERIFF

WITNESS

DATE

ATTEST:

Professional: _____

WITNESS

AUTHORIZED SIGNATURE

WITNESS

PRINTED NAME

DATE

TITLE

ATTACHMENT A
SCOPE OF SERVICES

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
ATTACHMENT A
SCOPE OF SERVICES
FOR
PROFESSIONAL ARCHITECTURAL/ ENGINEERING SERVICES

1.0 GENERAL

- 1.1 This ATTACHMENT A describes the intended Scope of Services for the _____ project to establish the standards of performance required of the PROFESSIONAL, and to describe the services, information and items to be furnished by the PROFESSIONAL.
- 1.2 The term "PROJECT MANAGER" as used herein refers to the HCSO DESIGNEE.
- 1.3 The HCSO purchased, and includes the following:
The entire complex is located within Hillsborough County jurisdiction.
- 1.4 The HCSO proposes to replace _____
- 1.5 The PROFESSIONAL'S Scope of Services will generally include the provision of basic design and construction administration services for the Project. Services will pertain to all necessary Architectural, Civil, Landscaping, Structural, Mechanical, Plumbing, Fire Protection, and Electrical services elements of the Project. In addition, any specialty consultants deemed necessary by the PROFESSIONAL such as audio-visual design, interior design for furniture and shelving, geotechnical services, special threshold inspection services to be provided at HCSO's option. Work must conform to all the programmatic requirements of the HCSO, the applicable codes and ordinances of authorities having jurisdiction.
- 1.6 As part of its services, the PROFESSIONAL shall edit, complete, and submit for approval **ATTACHMENT A-1** and **ATTACHMENT C**, and refine them as necessary for HCSO'S acceptance and approval.
- 1.7 The PROFESSIONAL'S Civil scope of services will generally encompass the area of the building pad and all necessary improvements within 10 feet of the building footprint including but not limited to hardscape, landscape/irrigation, utility connections. Electrical Service for site and building design must be included as part of Basic Services.
- 1.8 HCSO has prepared a Preliminary Architectural Building Program for the Project which shall be refined by the PROFESSIONAL and used as the basis for the project program and design.

2.0 PROJECT SUMMARY INFORMATION

- 2.1 The new _____
- 2.2 Zoning: The site is located within Hillsborough HCSO and must meet the Hillsborough County's zoning ordinance and other regulatory requirements.
- 2.3 The Project construction scope generally consists of the following:
 - 1) Site work to include required off-site and on-site improvements.
 - 2) Construction of a new building.
 - 3) All associated site improvement such as parking, landscaping, hardscape, storm

water retention, utility services, fencing, signage, flagpole, etc.

2.4 The following issues are anticipated to be of importance in the design of the project:

- 1) Site development which properly addresses efficient use of the site, the Florida climate, vehicular and pedestrian circulation, the unique characteristics of the site, and the relationship to the surrounding neighborhood.
- 2) Site development and building design must address and incorporate into its design the requirements of the Hillsborough County Zoning and Land Development Code regulations.
- 3) Traffic improvements for safe ingress/egress and to minimize impacts to surrounding development and roadways.
- 4) Aesthetic image in keeping with the desires and incorporating comments from HCSO Administration and Internal Stakeholders.
- 5) Maximizing on-site parking.
- 6) Planning for future expansion for the building and its parking.
- 7) Among other considerations, the building must be designed for efficient use of interior spaces, security, durability, low maintenance, energy efficiency and flexibility.
- 8) Chilled water system for HVAC. Design of the HVAC system must take into consideration environmental and moisture control for public buildings with heavy use.
- 9) Economical and functional use of materials and systems, stressing low maintenance and long life with particular attention to the building shell and HVAC system.
- 10) Certifiable sustainable building and site following the State of Florida's Statutes.
- 11) Effective utilization of interior spaces to promote efficient circulation and staffing.
- 12) Design for the safety and security of staff and public. Incorporate CPTED (Crime Prevention through Environmental Design) strategies and principals and input provided by the HCSO.
- 13) Flexibility of building systems for future program and technology changes.
- 14) Conformance with all applicable regulatory requirements.
- 15) Conformance with the Americans with Disabilities Act (ADA).
- 16) Coordination of building systems design with the HCSO'S Facility standards and requirements, when available.
- 17) Building structure and exterior envelope shall be designed to Code requirements.
- 18) Tree Preservation shall be designed to follow Hillsborough County Ordinances.
- 19) Building and site shall be designed for the HCSO to utilize to carry out essential functions during emergencies; building systems shall include a backup generator.

3.0 PROJECT BUDGET AND SCHEDULE

3.1 HCSO has established a Construction Budget and Estimated Project Schedule (attached hereto as **ATTACHMENT A-1**). PROFESSIONAL acknowledges that this is a reasonable budget and schedule. PROFESSIONAL shall assist HCSO in establishing a reasonable construction schedule for the Projects.

- 3.2 The PROFESSIONAL shall design within the Construction Budget indicated in **ATTACHMENTS A and A-1**. PROFESSIONAL shall monitor costs during all phases of design of the Project and advise PROJECT MANAGER immediately of any deviations from the budget amount. Any time a cost estimate exceeds the budget amount, PROFESSIONAL shall advise the PROJECT MANAGER of the reasons for the overage and provide reasonable options available and acceptable to HCSO, for bringing the Project back within budget. HCSO and PROFESSIONAL shall discuss what action is to be taken and the PROJECT MANAGER shall direct the ultimate option to be followed. If all responsive and responsible bids or proposals exceed the Construction Budget amount by 10%, PROFESSIONAL shall revise and modify the Construction Documents and assist in re-bidding or negotiating proposals at no additional cost to the HCSO. All such revisions and modifications to the Construction Documents and such re-bidding shall be at the HCSO'S option and subject to HCSO'S approval.
- 3.3 PROFESSIONAL shall prepare Construction Documents and update as appropriate to assist HCSO in establishing a reasonable construction schedule.

4.0 INFORMATION PROVIDED BY HCSO

- 4.1 The HCSO will provide the following information pertinent to the Project:
- 1) Legal description and survey of the Project site
 - 3) Project location map for site.
 - 4) General Conditions, Special Conditions, and Draft Division 00 and 01 Sections of Construction Contract(s) for review by PROFESSIONAL.
 - 5) HCSO Building Guidelines; if applicable.
 - 6) Facility standards recommended by HCSO – Information Services Division (ISD).
- 4.2 The HCSO will provide the above information to the PROFESSIONAL for incorporation into the design and construction documents for the Project. The PROFESSIONAL shall review all information provided and shall be responsible for the information incorporated into the design and construction documents. The documentation furnished by the HCSO may not meet all current applicable codes and program requirements, but it is to be used by the PROFESSIONAL for informational purposes in the establishment of the final program and design for the Project. It is PROFESSIONAL'S responsibility to comply with all governing codes, regulations, laws and ordinances.

5.0 PROFESSIONAL' SERVICES - GENERAL

- 5.1 The PROFESSIONAL shall consider efficiency, durability and minimum maintenance requirements in its design. The PROFESSIONAL must consider the needs and standards of the HCSO and its stakeholders.
- 5.2 The PROFESSIONAL owes a duty to the HCSO to meet the HCSO'S and User's desire to achieve the highest quality Project to meet the program requirements within the Construction Budget and Schedule to provide the best value to the HCSO. The PROFESSIONAL shall provide its services in compliance with the program requirements and schedule and budget requirements. Among other considerations, the Project must be designed for efficient use of site and interior spaces, security, durability, low maintenance, energy efficiency and flexibility.

- 5.3 The PROFESSIONAL shall be responsible for the professional quality, technical accuracy and coordination of all designs, drawings, specifications and other services furnished by the PROFESSIONAL under this Agreement. The PROFESSIONAL shall without additional compensation correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services.
- 5.4 SUSTAINABLE BUILDING DESIGN: Pursuant to Florida Statutes, the Project must conform to meet a nationally recognized high performance green building rating system sustainable building standards such as US Green Building Council, LEED rating system, or the Green Building Initiative's Green Globes rating system, or the Florida Green Building Coalition standards or any other nationally recognized high-performance green building rating system sustainable building standards.
- 5.4.1 For this Project, the PROFESSIONAL may utilize the LEED (Leadership in Energy and Environmental Design) Green Building Rating System, as developed by the U.S. Green Building Council to demonstrate the Project as minimum LEED certifiable. If certification is required, the PROFESSIONAL may utilize Green Globes standards to demonstrate compliance to the State of Florida Statutes and to obtain Green Globes certification.
- 5.4.2 Wherever appropriate, the PROFESSIONAL must evaluate and provide for the consideration of energy reducing building technologies, including appropriate green infrastructure site planning, landscaping, and building design. These considerations may include the appropriate use of drought- resistant landscaping, permeable paving, bioswales, building solar orientation, day lighting, appropriate glass to minimize heat and cooling loads, renewable energy sources for heating and cooling effect, energy efficient lighting, equipment, and building materials and colors to minimize cooling loads.
- 5.4.3 The PROFESSIONAL shall incorporate solar photovoltaic panels for supplementary power for the Project. The PROFESSIONAL shall design a roof system to be compatible with such solar panels.
- 5.5 During all phases of the Project, PROFESSIONAL shall communicate with Library Services Department and other User Agencies through HCSO'S PROJECT MANAGER. The PROJECT MANAGER shall be present at all meetings. PROFESSIONAL shall provide copies of all communications with Stake Holders to the PROJECT MANAGER.
- 5.6 PROFESSIONAL shall present to and review with PROJECT MANAGER, Library Services Department and any other appropriate department or agency, the deliverables submitted under this Agreement.
- 5.7 All work by the PROFESSIONAL shall be performed under the direction and supervision of a Registered Architect employed by PROFESSIONAL, licensed in the State of Florida, and all work by the PROFESSIONAL'S Subconsultants shall be performed under the direction and supervision of a Professional Engineer or other appropriate Professional licensed in the State of Florida. The PROFESSIONAL shall be the Architect of Record for the Project and shall be responsible for producing construction documents by its own architectural staff

and by its engineering subconsultants. Production of architectural construction documents and coordination of engineering subconsultants shall specifically not be subcontracted to any other architectural firm.

- 5.7.1 The PROFESSIONAL shall be responsible for reviewing and managing the work of its Subconsultants. The PROFESSIONAL shall diligently coordinate and review all work products such as plans, specifications, estimates, permits, etc., provided by its Subconsultants prior to submitting such documents to the HCSO,
- 5.7.2 PROFESSIONAL shall not change its Subconsultants without PROJECT MANAGER'S written consent. The list of PROFESSIONAL'S key personnel and Subconsultants is included in ATTACHMENT A to this Scope of Services. The PROFESSIONAL commits that its key personnel and subconsultants indicated in ATTACHMENT A will be personally working on the Project during the duration of the Project and shall not be changed without the HCSO's PROJECT MANAGER'S written consent.
- 5.8 Services shall be performed by the PROFESSIONAL to the reasonable satisfaction of the PROJECT MANAGER and the PROJECT MANAGER shall decide all technical questions and difficulties that may arise under or by reason of the Agreement including, but not limited to, questions and difficulties relating to the prosecution and fulfillment of the services hereunder, and the character, quality, amount and value thereof. Matters of dispute shall be referred to the CHIEF of GENERAL OPERATIONS who shall decide all disputes of any nature whatsoever that may arise under this Agreement.
- 5.9 PROFESSIONAL and its Subconsultants shall pro-actively negotiate with regulatory and utility agencies for the Project site, to obtain the best options and to reduce cost to the Project in the HCSO'S best interest.
- 5.10 If requested by HCSO'S PROJECT MANAGER, the PROFESSIONAL shall attend scheduled Public Meetings to inform the public about the Project and to obtain public input.
- 5.11 If, at the HCSO'S option, Public Art is included within the Project, the PROFESSIONAL shall work in accommodating Public Art within the Project. The PROFESSIONAL shall not be responsible for the design and construction of Public Art.
 - 5.11.1 At the HCSO'S option, the PROFESSIONAL shall provide additional consulting services for Public Art to include such services as recommending appropriate artist(s), and coordination with artist(s) in the design and construction of the artwork.
- 5.12 The PROFESSIONAL shall be responsible for coordinating all required architectural, structural, electrical and data/communications requirements with furniture and equipment layouts. The PROFESSIONAL shall provide all furniture and equipment layouts. Infrastructure for support of furniture and equipment shall be included in the construction documents. All fixed furniture and equipment specifications shall be included in the construction documents, including library shelving and systems furniture. The PROFESSIONAL shall also cooperate with HCSO and provide drawings and specifications as required to allow HCSO to separately contract for certain furniture, equipment and goods and services as HCSO may reasonably require. Color boards, material and interior/exterior color selections shall be provided as part of Basic Services at the appropriate time, as determined by the PROJECT MANAGER.

5.13 DELIVERABLES:

- 5.13.1 All deliverable drawings produced by the PROFESSIONAL shall be prepared using computer-aided design (CAD).
- 5.13.2 PROFESSIONAL shall provide copies of documents as required by the Regulatory Agencies for their review and approvals.
- 5.13.3 In addition to hard copies to the Regulatory Agencies, PROFESSIONAL shall provide all deliverables at all phases in electronic format to the HCSO. Electronic format deliverables shall be in the most current versions of software meeting HCSO requirements. The HCSO is currently using the latest version of Microsoft Office, AutoCAD, REVIT, and Adobe Acrobat.

6.0 PROFESSIONAL SERVICES – BASIC SERVICES

6.1 PROFESSIONAL shall provide Basic Architectural/Engineering (A/E) Services which shall include complete Architectural and Engineering Services pertaining to all necessary Architecture, Interior Architecture, Structural Engineering, Mechanical Engineering, Plumbing Engineering, Fire Suppression Engineering, Electrical Engineering (including life safety, security, data/communications infrastructure, A/V design), Civil Engineering, Interior Design for Furniture, Landscape Architect/Arborist and Irrigation services required for complete and proper design and construction administration of the project.

6.2 PROFESSIONAL'S Scope of Services includes the following basic services which are further described in **ATTACHMENT A-1**:

- 1) 30% - Design - Schematic Design
- 2) 60% - Design Development
- 3) 90% Construction Documents, Bidding and Permitting Sets
- 4) Bidding and Award
- 5) Construction Administration and Conformed Set

The Scope of Services for each phase of service is described as follows:

6.3 30% DESIGN - SCHEMATIC DESIGN PHASE SERVICES

- 6.3.1 The PROFESSIONAL shall review the preliminary program furnished by the HCSO regarding the Project scope, taking into consideration the operations, space requirements, adjacencies, equipment, etc. to re-affirm the program to meet the intent and purposes of the Project.
- 6.3.2 The PROFESSIONAL shall investigate the site development issues/constraints such as zoning, utilities, drainage, etc., and shall summarize all findings in a written report or on the drawings.
- 6.3.3 Based on the mutually agreed upon Program, and site development investigations and the project budget, the PROFESSIONAL shall prepare Schematic Design Documents consisting of drawings and other documents illustrating the scale, and relationship of project site and building components.
- 6.3.4 The PROFESSIONAL shall submit a Schematic Design Construction Cost Estimate based on square foot costs. The cost shall be summarized in CSI format.
- 6.3.5 The PROFESSIONAL shall recommend the type and location of tests (such as geotechnical test borings) necessary for the completion of the PROFESSIONAL'S

Construction Documents.

- 6.3.6 The PROFESSIONAL shall provide a report itemizing the potential sustainable site/building elements recommended for inclusion in the Project.
- 6.3.7 The PROFESSIONAL shall present alternative approaches for design and construction. A minimum of two (2) design alternatives shall be presented for Project site and building.

6.3.8 **SCHEMATIC DESIGN PHASE DELIVERABLES:**

The required deliverables for this phase shall include:

- One (1) electronic copy of the Updated Project Program.
- Drawings for two (2) alternate designs. Drawings should, at a minimum, include a site plan; floor plans, building section, and two (2) elevations. Include site development constraints Information per 6.4.2.
- List and schedule of permits.
- Recommended type and location for geotechnical tests.
- Schematic Design Construction Cost Estimate, utilizing current local construction cost model database.
- Sustainable building and site design report.
- One (1) electronic copy of all drawings, both in AutoCAD and Adobe PDF formats.
- Completed Design Deliverables Checklist for this Phase of Services.

6.4 60% DESIGN – DESIGN DEVELOPMENT PHASE SERVICES

- 6.4.1 Based on the approved Schematic Design Documents and any revisions requested by the HCSO in the Program or the Budget, the PROFESSIONAL shall prepare Design Development Services Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project as to architectural, civil, landscape, structural, mechanical, and electrical systems; materials; and other essential elements as may be appropriate.
- 6.4.2 Prior to finalizing the Design Development plans, the PROFESSIONAL shall provide a furniture layout and electrical/Data layout for the HCSO'S review.
- 6.4.3 As part of the Design Development services, the PROFESSIONAL shall update and confirm the Schematic Design Construction Cost Estimate in CSI format. The Cost Estimate shall be itemized as to the main elements of cost.
- 6.4.4 As part of the Design Development services, PROFESSIONAL shall confirm, coordinate/submit site permit applications to the appropriate regulatory agencies such as SWFWMD, DEP (Department of Environmental Protection), DSD (Hillsborough County Development Services Department), Hillsborough County Water Services Department), TECO, PWD (Hillsborough County Transportation), and FDOT. PROFESSIONAL shall also submit water and wastewater service applications and coordinate with TECO for electrical service.
- 6.4.5 The PROFESSIONAL shall report any additional site development constraints or information relevant to the Project.

6.4.6 DESIGN DEVELOPMENT PHASE DELIVERABLES:

The required deliverables for this phase shall include:

- Design Development Documents Phase Submittal consisting of:
- Drawings and specifications sufficiently complete as determined by the PROJECT MANAGER, demonstrating completion of the Phase. The drawings shall consist of, at the minimum; all architectural, civil, landscaping, structural, mechanical, electric, and plumbing drawings. The drawings shall, at a minimum, contain; site plans, foundation plans, floor plans, roof plans, reflected ceiling plans, typical wall sections, details, finish schedules, door schedules, structural plans and details, mechanical plans and details, electric plans and details, and plumbing plans and details.
- Floor plans shall include furniture, fixtures, equipment and IT layouts.
- Cut sheets illustrating specified equipment or components, if requested by HCSO.
- Color/Material Boards for exterior and interior materials.
- Permit Schedule.
- Copies of executed permit applications, as appropriate.
- Updated Construction Cost Estimate
- One (1) electronic copy "USB" of all drawings and one (1) electronic copy of specifications, both in AutoCAD and Adobe PDF formats.
- Completed Design Deliverables Checklist for this Phase of Services.

6.5 90% DESIGN - CONSTRUCTION DOCUMENT, and PERMIT PHASE SERVICES

- 6.5.1 Based on the approved Design Development Documents and any further adjustments in the Scope or quality of the Project, or in the Budget as approved by HCSO, the PROFESSIONAL shall prepare 90% Construction Documents consisting of drawings and specifications, setting forth in detail the requirements for the construction of the Project, providing bidding and Permitting information, and recommending special conditions of the contract. During the preparation of the 90% Construction Documents, at the appropriate time and as determined by the PROJECT MANAGER, the PROFESSIONAL shall submit to the HCSO an Interim Progress Construction Documents Review Submittal.
- 6.5.2 The PROFESSIONAL shall provide a written response to HCSO'S design comments and requests and the comments of reviewing agencies. The response must provide a checklist indicating those items incorporated into the design and those that are not included (with explanations for their exclusion).
- 6.5.3 The PROFESSIONAL shall provide a report itemizing the sustainable building design elements included in the design and potential cost savings in terms of energy, operations/maintenance.
- 6.5.4 The PROFESSIONAL shall make recommendations for and prepare documents for the appropriate phasing of construction, bid alternates, etc., for inclusion within the Contract Documents.
- 6.5.5 The PROFESSIONAL shall provide a Final Detailed Construction Cost Estimate in CSI format and an estimate of construction time. The Final Detailed Construction Cost

Estimate shall identify all trades and possible subcontracts. The Estimate shall provide cost estimates for bid Alternates.

- 6.5.6 The PROFESSIONAL shall provide an updated permit schedule and shall indicate which permits have been applied for and the status thereof.
- 6.5.7 The PROFESSIONAL shall incorporate review comments made on the Design Development Documents and Interim Progress Construction Documents Review Submittal into the 90% Construction Drawings and Specifications.
- 6.5.8 The PROFESSIONAL shall carefully review the site information, geotechnical report and other investigations and incorporate the findings into the design and specifications.
- 6.5.9 The PROFESSIONAL shall provide complete Technical Specifications for the Project. The PROFESSIONAL shall carefully review the HCSO'S General Conditions of Contract and provide Division I (General Requirements) and Supplementary/Special Conditions which may be required for the Project. Technical Specifications shall be in the Construction Specifications Institute (CSI) format. All paragraphs and sections shall be numbered. Performance specifications shall not be used unless previously approved by the HCSO.
- 6.5.10 The PROFESSIONAL shall meet with HCSO staff, and other interested HCSO stakeholders to review the Construction Documents' submission and make the necessary revisions, modifications and perform a quality check of the work.
- 6.5.11 Prior to submitting deliverables to HCSO, the PROFESSIONAL shall review the Construction Documents, incorporate all review comments provided by HCSO and perform a quality check of the work.
- 6.5.12 At the close of this phase of work, documents must be submitted for permitting. PROFESSIONAL shall provide the appropriate permit forms to obtain HCSO signatures on all required permits. The PROFESSIONAL shall submit permit applications, plans and documents to the relevant regulatory/utility agencies for review and approval. These are to include, but not be limited to: Hillsborough HCSO, EPC, Southwest Florida Water Management District, DEP (Department of Environmental Protection), DSD (Hillsborough HCSO Development Services Department), WRSD (Hillsborough HCSO Water Services Department) and TECO. The PROFESSIONAL shall make changes required to the construction documents to obtain the necessary approval and permits at no additional cost to the HCSO.
- 6.5.13 **CONSTRUCTION DOCUMENT and PERMIT SET PHASE DELIVERABLES:**
The required deliverables for this phase shall include:
 - 90% Design Review Drawings and Specifications consisting of:
 - Complete 90% Construction Documents and Signed and Sealed "Permit Set" drawings.
 - Updated Furniture and Equipment layout.
 - Complete 90% Technical Specifications and Signed and Sealed Permit with Divisions 00 (Advertisement, Invitation to Bid, Bid Proposal Forms, etc.), and 01 (General Requirements), and Supplementary or Special Conditions together with summary list of contractor submittals described above. This must also include cutsheets for all mechanical, electrical and special

equipment specified by the PROFESSIONAL.

- Energy Calculations as approved by the building officials.
- Check list responding to HCSO and reviewing agency comments and requests.
- Sustainable Building Design Report.
- Final, Detailed Estimated Construction Cost and estimate of construction time.
- Updated permit schedule and permit status.
- One (1) electronic copy of all drawings and one (1) electronic copy of specifications (drawings to be both in AutoCAD and Adobe Acrobat formats).
- Completed Design Deliverables Checklist for this Phase of Services.

6.6 BIDDING and AWARD PHASE SERVICES

- 6.6.1 The PROFESSIONAL shall obtain all plans approvals, utility and engineering permits required by agencies with jurisdiction over the Project. These to include, but not be limited to: EPC, Southwest Florida Water Management District, DEP (Department of Environmental Protection), DSD (Hillsborough County Development Services Department), FDOT (Florida Department of Transportation), Hillsborough County Water Services Department, Hillsborough County Public Works Department, and TECO. The PROFESSIONAL shall make changes required to the construction documents to obtain the necessary approvals and permits at no additional cost to the HCSO.
- 6.6.2 PROFESSIONAL and its Subconsultants shall pro-actively negotiate with regulatory and utility agencies to obtain the best options and to reduce cost to the Project in the HCSO'S best interest.
- 6.6.3 The PROFESSIONAL shall review the Construction Documents, incorporate all review comments provided by HCSO and reviewing agencies, and perform a quality check of the work.
- 6.6.4 The PROFESSIONAL shall provide a list of all approvals and permits and the expiration dates and required renewal dates of each approval or permit.
- 6.6.5 The PROFESSIONAL shall provide a written response to HCSO'S design comments and requests and the comments of reviewing agencies. The response must provide a checklist indicating those items incorporated into the design and those that are not included (with explanations for their exclusion).
- 6.6.6 The PROFESSIONAL shall provide a sustainable building report for the facility demonstrating intent to conform with minimum Sustainable certification standards. The report shall itemize the sustainable building design elements included in the design and potential cost savings in terms of energy, operations/maintenance.
- 6.6.7 The PROFESSIONAL shall provide a summary list of all contractor submittals required under Technical Specifications in a format approved by the PROJECT MANAGER. This shall include materials submittals, shop drawings, test reports, closeout documents, and warranty/guarantees by Division.
- 6.6.8 The PROFESSIONAL shall meet with HCSO staff, and other interested HCSO departments to review the Construction Documents submittals and make the

necessary revisions, modifications and perform a quality check of the work.

6.6.9 The PROFESSIONAL shall provide a Final Estimated Construction Cost and Construction Schedule.

6.6.10 The PROFESSIONAL shall provide Final Construction Documents consisting of all plans and specifications incorporating all necessary review comments and corrections, including those required by County and permitting agencies.

6.6.11 **FINAL BIDDING DOCUMENTS DELIVERABLES:**

- The PROFESSIONAL shall submit two (2) copies - in ANSI C and 8 ½ x 11 of all Final Review/Permit Phase deliverables. The deliverables shall include:
- Completed and revised drawings.
- Two (2) complete sets of Technical Specifications, one bound, one unbound, with Division 01, and Supplementary and Special Conditions.
- Checklist responding to County and reviewing agency comments and requests.
- Sustainable Building Design Report.
- Final Construction Cost Estimate and Construction Schedule.
- Copies of all Permits.
- Permit list indicating dates obtained with expiration and required renewal date.
- One (1) copy of all deliverables including drawings, specifications, and reports on a USB, both in AutoCAD and Adobe Acrobat formats.
- Completed Design Deliverables Checklist for this Phase of Services

6.7 BIDDING AND AWARD PHASE

6.7.1 The PROFESSIONAL shall provide, at the appropriate time, construction documents of sufficient completion, as determined by the PROJECT MANAGER, and assist the HCSO in obtaining competitive bids within the construction budget from qualified contractors.

6.7.2 The PROFESSIONAL shall attend Pre-Bid Conferences, clarify documents, review substitutions, and prepare addenda.

6.7.3 The PROFESSIONAL shall review the bids, bidder qualifications and make recommendations thereon.

6.7.4 At the HCSO'S option, the construction procurement may be achieved in stages through continuing contracts, bidder qualifications/sealed bids and other competitive processes. The PROFESSIONAL shall provide full cooperation to the HCSO if such processes are utilized.

6.7.5 Should all bids or proposals be more than ten percent (10%) of the Final Construction Cost Estimate, the PROFESSIONAL shall at the HCSO'S option, revise the design and assist in re- bidding at no additional cost to the HCSO.

6.7.6 **BIDDING/NEGOTIATION PHASE DELIVERABLES:**

The PROFESSIONAL shall submit one (1) paper copy (ANSI - C and 8 ½ x 11) of all deliverables together with digital copies. The deliverables shall consist of the following:

- Copies of all correspondence and meeting minutes attended by PROFESSIONAL.
- Copies of all Addenda.
- PROFESSIONAL'S bid/proposal review and recommendation.
- If required, one (1) bound final reproducible set of revised and completed drawings and specifications.
- One (1) copy of all revised deliverables and Addenda, including drawings, specifications, and reports on USB.

6.8 CONSTRUCTION ADMINISTRATION PHASE SERVICES

- 6.8.1 The PROFESSIONAL and its Subconsultants shall provide administration of the Construction Contract as provided herein during construction duration. Additionally, PROFESSIONAL shall provide construction administration in its role as the PROFESSIONAL, in accordance with the HCSO'S Contract Documents which are contained within the Construction Contract. The PROFESSIONAL shall make itself familiar with the HCSO'S Construction Contract to perform its tasks as necessary. It is anticipated that library site will have a separate Construction Contract and unique schedule.
- 6.8.2 The term "CONTRACTOR" as used herein shall also apply to all construction contractors retained by the HCSO for the Project.
- 6.8.3 The PROFESSIONAL shall assist the CONTRACTOR in obtaining construction permits by providing the correct and necessary architectural/engineering documents, approved plans, permits, etc.
- 6.8.4 The PROFESSIONAL shall be the duly authorized representative of the HCSO during the Construction Phase and shall advise and consult with the HCSO. The PROFESSIONAL shall have authority to act on behalf of the HCSO to the extent provided herein and in the Construction Contract unless otherwise modified in writing.
- 6.8.5 The PROFESSIONAL shall at all times have access to the Construction Work whenever it is in preparation or in progress.
- 6.8.6 The PROFESSIONAL and its Sub-Consultants shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the construction work, and to determine in general if the CONTRACTOR'S work is proceeding in accordance with the Contract Documents. Based on such on-site observations, the PROFESSIONAL shall keep the HCSO informed by means of written status reports of the progress and quality of the CONTRACTOR'S work and shall guard the HCSO against defects and deficiencies in the work of the CONTRACTOR.
- 6.8.7 The PROFESSIONAL shall attend all pre-construction meetings, site meetings and conferences as requested by the PROJECT MANAGER. The PROFESSIONAL, with the coordination of the PROJECT MANAGER, shall attend regular progress meetings at least twice a month. Additional site meetings may be required depending on Project progress, conflicts with Contract Documents, errors and omissions, and construction conflicts. Unless otherwise directed by the PROJECT MANAGER, the PROFESSIONAL shall preside at the meeting and provide for keeping minutes and distribution of the minutes.

- 6.8.8 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 CONTRACTOR'S work; nor for the acts or omissions of the CONTRACTOR, Subcontractors or any other persons performing any of the construction work; nor for failure of any of them to carry out said work in accordance with the Contract Documents.
- 6.8.9 The PROFESSIONAL shall provide responses to all Requests for Information (RFI), from the CONTRACTOR and the HCSO, and issue Architectural Supplementary Instructions (ASI) and Drawings as necessary with regards to the Contract Documents and the Construction. The PROFESSIONAL shall update 100% Construction Documents as necessary to reflect major RFI's and ASI's items.
- 6.8.10 The PROFESSIONAL shall review all Payment Applications submitted by the CONTRACTOR and shall either approve or reject such application. Approval of a Payment Application shall constitute a representation by the PROFESSIONAL to the HCSO that the construction work has progressed to the point indicated; that the quality of said work is in accordance with the Contract Documents and that the CONTRACTOR is entitled to payment in the amount approved. If the Payment Application is rejected, the PROFESSIONAL shall provide reasons for the rejection. The PROFESSIONAL'S action on Payment Applications shall be prompt and in accordance with the Contract Documents.
- 6.8.11 The PROFESSIONAL shall be the initial interpreter of the requirements of the Contract Documents and an impartial judge of the performance thereunder by the CONTRACTOR. Claims, disputes and other matters relating to the execution and progress of the CONTRACTOR'S performance under the Contract Documents shall be referred initially to the PROFESSIONAL for recommendation which shall be rendered in writing within a reasonable time. Interpretations and recommendations of the PROFESSIONAL shall be consistent with the intent of the Contract Documents and reasonably inferable from the Contract Documents and shall be in written or graphic form. Prior to issuing such interpretations and recommendations, PROFESSIONAL shall consult with the PROJECT MANAGER.
- 6.8.12 The PROFESSIONAL shall have the responsibility of making recommendations as appropriate to reject CONTRACTOR'S work, which does not conform to the Contract Documents. Whenever, in the PROFESSIONAL'S reasonable opinion, it is necessary or advisable to ensure the intent of the Contract Documents, the PROFESSIONAL will have authority to require special inspection or testing of the work in accordance with the provisions of the Contract Documents; whether such work will then be fabricated, installed, or completed.
- 6.8.13 The PROFESSIONAL shall review and take no exception or take other appropriate action upon the CONTRACTOR'S submittals such as shop drawings, product data, samples, and test reports for conformance with the design concept of the Project and with the information given in the Contract Documents.
- 6.8.14 Unless otherwise directed by the PROJECT MANAGER, the PROFESSIONAL shall provide Proposal Requests to the CONTRACTOR and shall negotiate, prepare, and approve Change Orders and/or Allowance Authorization Releases (AAR's) for HCSO's approval and execution. Such Change Orders and AARs shall be negotiated

with the CONTRACTOR and prepared in a timely manner.

- 6.8.15 The PROFESSIONAL shall issue Field Orders to the CONTRACTOR, when required, to make minor changes in the work not involving adjustment in the Contract Sum or extension of Contract Time.
- 6.8.16 The PROFESSIONAL shall conduct inspections to determine the dates of Substantial Completion and Final Completion; shall prepare punch lists; shall receive, review and forward to the HCSO written warranties and related close-out documents (including record documents) required by the Contract Documents and assembled by the CONTRACTOR; and shall certify and forward the CONTRACTOR'S final Application for Payment.
- 6.8.17 The PROFESSIONAL shall provide prompt responses on all items requiring its action, such as permit information, plans interpretation, field orders, proposal requests, and change orders.
- 6.8.18 The PROFESSIONAL shall act as the Architect/Engineer of Record for the design of the facility. The Architect/Engineer of Record shall execute the required Regulatory and Utility Agencies' certifications as necessary for library site.
- 6.8.19 The PROFESSIONAL shall submit two (2) USB copies, in AutoCAD, MSOffice, and Adobe Acrobat format, of all construction administration phase deliverables. The deliverables shall include:
 - **Conformed Set** of Documents
 - Copies of all pertinent construction correspondence, including reports of all field meetings, inspections and conferences.
 - Monthly Construction Status Reports/Deficiencies.
 - Monthly Submittal Status Report.
 - Copies of all approved Shop Drawings, Test Reports, Substitutions and Materials Submittals.
 - Monthly Logs of Requests for Information (RFI's) with PROFESSIONAL'S responses.
 - Log of all Change Order/Proposed Change Request items.
 - Log of all requests for changes.
 - Schedule of all tests and inspections.
 - Signed certificates of Substantial and Final Completion.
 - Signed and sealed certifications required by utility/regulatory agencies.
 - Updated construction documents.
 - Completed Design Deliverables Checklist for this Phase of Services

7.0 ADDITIONAL SERVICES AND ALLOWANCE AMOUNTS

- 7.1 **Furniture and Equipment Design Services:** The PROFESSIONAL shall provide all necessary Furniture Design services needed, including developing furnishing and shelving selections and finishes, coordinate furniture power/data requirements with construction documents, provide furniture and shelving specifications and estimates for bidding, assist the HCSO in obtaining competitive bids within the HCSO's established furniture and equipment budgets, review bids and make recommendations thereon, coordinate all loose furniture delivery and installation schedules to meet project schedule, conduct an

acceptance walkthrough to verify condition of received products and order quantities, create a punch list, conduct the final walkthrough to inspect and provide acceptance of furniture and shelving, etc. The PROFESSIONAL shall provide Furniture Design Services for a lump sum amount of \$.

7.2 Threshold Inspection Services: The Project is deemed to be a Threshold Building in accordance with regulatory requirements. At the appropriate time during construction, the PROFESSIONAL shall provide all necessary threshold inspection services to meet regulatory compliance. The PROFESSIONAL shall provide all documentation to the regulatory agency and the HCSO to demonstrate compliance. The PROFESSIONAL shall provide Threshold Inspection Services for a lump sum amount of \$.

7.3 Geotechnical Engineering Services: The PROFESSIONAL shall provide all necessary Geotechnical Engineering services needed, including soil borings, laboratory testing, engineering analysis and recommendations regarding foundations, roads, construction, etc. The PROFESSIONAL shall provide Geotechnical Engineering Services for a lump sum amount of \$.

7.4 Permitting Fee Allowance: A Permitting Fee Allowance is included in the Agreement to reimburse the PROFESSIONAL for permit fees paid to regulatory agencies. The PROFESSIONAL shall pay for the permit fees as required by the regulatory agencies. The HCSO will reimburse the PROFESSIONAL for the cost of permit application fees from this Allowance. The PROFESSIONAL shall submit to the HCSO copies of all of the regulatory agencies' receipts. The reimbursement shall not include any overhead or mark up by the PROFESSIONAL. An Allowance of \$10,000 is included for the provision of these services.

7.5 HCSO'S Additional Services Allowance: It is anticipated that certain additional services may be required by the HCSO. An upset limit in the amount of \$50,000 is provided under the Agreement as an Allowance for the provision of HCSO'S Additional Services. Such Other Additional Services shall be subject to authorization by the CHIEF of GENERAL OPERATIONS.

END OF ATTACHMENT A

ATTACHMENT A -1
DETAILED SCOPE OF SERVICES

ATTACHMENT B
METHOD OF COMPENSATION and PAYMENT

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

ATTACHMENT B

METHOD OF COMPENSATION AND PAYMENT FOR

1.0 COST OF SERVICES

- 1.1 The **PROFESSIONAL** has agreed to perform the services under this Agreement for a total amount of \$ [REDACTED] which includes all Basic Services, Additional Services, personnel costs, subconsultant services, overhead, and profit.
- 1.2 The components of the total amount are as follows:
 - 1.2.1 Basic Services: To include complete Architectural and Engineering Services pertaining to all necessary Architecture, Interior Architecture, Structural Engineering, Mechanical Engineering, Plumbing Engineering, Fire Suppression engineering, Electrical Engineering (including life safety, security, data/communications infrastructure), Audio Visual Engineering, Civil Engineering, Landscape and Irrigation, required for complete and proper design, permitting, bidding, and construction of the project. The services, milestones, and deliverables for each of the Phases are described in Attachment A, Professional' Scope of Services; the compensation is part of Attachment C, Professional's Fee Proposal.
 - 1.2.2 Additional Services:
- 1.3 The services and deliverables for each of the above Phases are described in Attachment A, Scope of Services. PROFESSIONAL shall provide Additional Services under the Additional Services Allowance at the request of the HCSO, upon written letter(s) of authorization by the CHIEF of GENERAL OPERATIONS.
- 1.4 The PROFESSIONAL shall work hours required to meet the schedule. If overtime is required to meet the schedule, HCSO shall not reimburse or compensate the PROFESSIONAL, unless properly approved in writing by the HCSO's PM.

2.0 SUBCONSULTANT COSTS

- 2.1 Compensation for Subconsultant costs shall be included within the lump sum fee for the required scope of services.

3.0 REIMBURSABLE COSTS

- 3.1 All reimbursable expenses, including printing, travel, car rental, lodging, etc., shall be included within the lump sum fee for the required scope of services. Deliverables indicated in Attachment A Scope of Services shall not be subject to reimbursable costs but shall be part of the lump sum cost of services.
- 3.2 Reimbursable expenses for permit fee payments shall be submitted to the HCSO with the PROFESSIONAL'S invoice. The PROFESSIONAL shall submit to the HCSO copies of all regulatory agencies' receipts with invoice. Reimbursement shall not include an overhead or

mark- up by the PROFESSIONAL.

4.0 PAYMENTS

- 4.1 Invoices shall be submitted electronically no more than once monthly to HCSO, Attention: OTC ACCOUNTS PAYABLE to: **accountspayable@hcsotampa.fl.us** The e-mail shall contain a clear reference to the project and the services rendered. A copy of the invoice and supporting material shall be forwarded to HCSO's General Services and Facilities Operations DESIGNEE when submission is sent to ACCOUNTS PAYABLE. If PROFESSIONAL does not follow the requirements listed above, invoices will be considered as having not been submitted.
- 4.2 Invoices must be in a form acceptable to HCSO DESIGNEE and must be in sufficient detail to determine invoice validity. For example, the PROFESSIONAL shall invoice by each specific Phase/Sub Phase and consistent with Section 1.2 above. Invoices for Additional Services must describe work performed and authorization received. Invoices must include the title of the project.
- 4.3 Additional documentation shall be furnished to the FISCAL DIVISION as required.
- 4.4 The invoice shall be submitted only for work which has been reviewed and accepted by HCSO DESIGNEE. If milestone submittals are incomplete, or the work does not meet the HCSO's criteria, or percentage of work complete is less than represented in invoice, HCSO DESIGNEE may, at his/her sole option, reduce the invoice amount by the amount that the work is incomplete or inadequate, or HCSO's DESIGNEE may return invoice to PROFESSIONAL and require that the submittal be brought up to an acceptable level prior to payment.
- 4.5 In any case in which an improper invoice is submitted by PROFESSIONAL, the HCSO DESIGNEE shall, within ten (10) days after the improper invoice is received, notify the PROFESSIONAL that the invoice is improper and indicate what corrective action on the part of the PROFESSIONAL is needed to make the invoice proper.
- 4.6 Neither the 15-day review time nor the time associated with returning an improper invoice shall be included in the 45-day period discussed below.
- 4.7 As established by Florida Statute, Chapter 218.74 (2), payment shall be made within 45 days after the date a proper invoice is presented for payment to the OTC ACCOUNTS PAYABLE. If payment is not made within the time specified by law, interest will be paid to the PROFESSIONAL in accordance with Florida Statutes, 218.74 (4).

END OF ATTACHMENT B

ATTACHMENT C
PROFESSIONAL FEE PROPOSAL

ATTACHMENT D

TRUTH IN NEGOTIATION CERTIFICATE

ATTACHMENT D

TRUTH IN NEGOTIATION CERTIFICATE

In compliance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, _____, hereby certifies that wage rates and other factual unit costs supporting the costs for professional services for Architectural and Engineering Services for _____ are accurate, complete, and current at the time of contracting.

PROFESSIONAL: _____

BY: _____
AUTHORIZED SIGNATURE

TITLE: _____

DATE: _____

ATTACHMENT E
EQUAL OPPORTUNITY CLAUSE

ATTACHMENT E

EQUAL EMPLOYMENT OPPORTUNITY - APPLICABLE STATUTES, ORDERS AND REGULATIONS

HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

- Florida Constitution, Preamble and Article 1, §2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes §112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes §112.043, prohibits age discrimination in employment.
- Florida Statutes §413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes §448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.

- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60- 2 (Revised Order 4).
- Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- Interagency Agreement promulgated on March 23, 1973.
- Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat 713.
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- State and Local Assistance Act of 1972, as amended.
- Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100 -5.605.
- Executive Order 13673, Fair Pay and Safe Workplaces.

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for

employment.

- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however*, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

*****The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract. *****

ATTACHMENT F
CERTIFICATE OF LIABILITY INSURANCE