

**Questions & Answers**

**#2**

(Deadline for Questions 02/20/2026 @ 5:00pm EST)

**1. What is the preferred order of the documents?**

**Specifically, could you please clarify how you would like the submission organized?**

**Would you prefer:**

**Attachment A – A-E Qualifications (SF330 format) to appear before Part D – Qualification Response,**

**or**

**Part D – Qualification Response first, with Attachment A placed after it?**

**Answer:** There is no preferred order for the documents, so long as they are submitted in an organized fashion and labeled appropriately.

**2. Can firms submit proposals only for the services they provide, or should they present a complete team?**

**Answer:** Submission should be for services provided by the Firm and the Firm's professional team, if one exists. Firms are not required to submit for every service listed in the RFQ.

**3. Will the proposals be evaluated individually by each service?**

**Answer:** Proposals will be evaluated individually per Firm.

**4. If a firm is awarded or provides a feasibility study, renderings, concepts, master planning, or early schematic design, planning, or programming under this contract, are they precluded from going after the design and construction documents of a larger-scale project over the threshold amount at a future time?**

**Answer:** If the work described in this question is for, or related to, the larger project over the threshold, then yes, they would be precluded. This most likely would happen if the project turned out to be larger than estimated and had to be stopped and competitively procured under F.S 287.055. If the work described above is unrelated to a larger project over the threshold, then no they would not be precluded.

**5. HCSO is a large agency - to understand our audience/selection committee members who will be reviewing and scoring our proposal – how many people will review, and what are their roles with the HCSO office?**

**Answer:** The Selection Committee will consist of a minimum of three (3) reviewers who will be responsible for evaluating each submitted proposal. The committee may include, but is not limited

to, individuals serving in roles such as HCSO Professional Staff, Law Enforcement Personnel, the Director of Construction Services, and the Architectural Services Manager.

**6. Please confirm there will be no interviews, only a possible phone discussion with the shortlisted Firms?**

**Answer:** Oral Presentations by the Firms will not be required for this RFQ. Telephone Discussions may be held with each of the pre-qualified Firms.

**7. How many firms does HCSO anticipate selecting? And who currently have been awarded this contract in the past and holds it now?**

**Answer:** The Hillsborough County Sheriff's Office (HCSO) intends to pre-qualify multiple firms under this RFQ.

For reference, the current contracts awarded under RFQ 2022-014 may be reviewed on the tabulation sheet available on our public website.

**8. Per item #15, the resulting Awards from the RFQ may be effective for five years from the date. Can you confirm this contract is valid for 5 years?**

**Answer:** Yes, the contract will be in effect for one (1) year initial award, with four (4) annual optional renewal terms, totaling five (5) years.

**9. Submit 3 to 5 representative projects/case studies. We would like to show a range of experience; if we show 1-2 projects over the \$7,725,000 estimated construction threshold, will this negatively impact our selection or scoring?**

**Answer:** As stated in the Documents section on page 30, Part D – Submittal Response, 2. Project case studies or detailed descriptions (3–5 recommended).

**10. Is there a total page count limit for the entire proposal?**

**Answer:** No, there is no page limit for the proposal submission in its entirety.

**11. Are firms required to use the SF330 form provided by HCSO, or can firms use their own template?**

**Answer:** Although we prefer that Firms use the provided Architect-Engineer Qualifications form (SF330), Firms may use their own template form if they choose.

**12. When was the solicitation advertised? The RFQ states December 29, 2025, on the first page, while DemandStar lists it as 2/2/2026.**

**Answer:** The solicitation was advertised on 2/2/2026 as per page 3 under Proposed Schedule of Events. The cover page with the date of December 29<sup>th</sup>, 2025 was the day the final draft was finished and submitted for its final approval through the Chain of Command.

**13. Per Paragraph 22, after legal review, we believe this is a broad-form, uninsurable indemnity obligation for professional services providers. This provision violates Florida Code Section 725.08.**

**Answer:** Please refer to Amendment #1.