

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

**REQUEST FOR QUALIFICATIONS
2026-002**

ARCHITECTURAL & ENGINEERING SERVICES

December 29, 2025

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

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

Nicole Carter, Buyer
(813) 247-8053, NCarter@TeamHCSO.com

INSTRUCTION TO SUPPLIERS

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

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

NOTICE TO SUPPLIERS

**WHEN SUBMITTING A SEALED SUBMISSION, THE EXTERIOR OF THE PACKAGE
MUST BE CLEARLY MARKED AS SUCH.
UTILIZE THE INCLUDED PACKAGING LABEL AT THE END OF THIS DOCUMENT.**

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PROPOSED SCHEDULE OF EVENTS	DATE
RFQ ADVERTISED / POSTED TO HCSO AND EUNA OPENBIDS (DEMANDSTAR)	FEB 2, 2026
DEADLINE TO SUBMIT QUESTIONS	FEB 20, 2026
DEADLINE TO SUBMIT	MAR 10, 2026 3:00 PM EST
AWARD NOTIFICATION TARGET DATE	APR 2, 2026

LETTER OF INTENT

RFQ 2026-002 ARCHITECTURAL & ENGINEERING SERVICES

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

COMPANY NAME

COMPANY ADDRESS

PRIMARY CONTACT NAME/TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE OF COMPANY OFFICER

DATE

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

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

NOTE: This form should be completed and returned prior to the deadline to the buyer listed on page two (2) of this document, at fax number 813-242-1826, or purchasing@hcsotampa.fl.us with the subject line "2026-002 LETTER OF INTENT."

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

SOLICITATION OVERVIEW

SUBJECT: Request for Qualifications 2026-002

RFQ TITLE: Architectural & Engineering Services

OPENING DATE & TIME: March 10, 2026 at 3:00 PM EST

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

NOTE: This is not a Bid. There will be no public Bid Opening. Qualification Package submissions received by the date and time stated herein will be reviewed and the list of acceptable Suppliers (Firms) will be posted to our Public Website; <https://TeamHCSO.com/> and EUNA OpenBids; www.DemandStar.com.

RFQ Overview: This request is for the provision of a continuing contract with Architectural and Engineering Firm(s) to be utilized on future architectural, engineering, design-build, CMAR, construction, investigations, inspections and commissioning efforts at various Hillsborough County Sheriff's Office ("HCSO") buildings, sites, and correctional facilities. Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida, shall select multiple qualified Suppliers to be pre-qualified to provide professional services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many Firms as are interested, to evaluate those responses, and to select the most qualified Firms. Pursuant to §287.055(2)(g) selected qualified Firm(s) may handle HCSO projects not to exceed seven and a half (7.5) million dollars, or the current listed Florida Statute limitation. There is no Work guaranteed to any Firm as a result of being selected. The HCSO reserves the right to contract for design or design-build services to the extent required for future projects.

HCSO reserves the right to publicly solicit additional Qualification Submittals with regards to this RFQ at any time prior to the end of the Agreement Period.

PART A - GENERAL TERMS AND CONDITIONS

1. **QUALIFICATION SUBMISSION:** The HCSO highly recommends that Qualification Packages be submitted electronically on Euna OpenBids, however, we will accept submissions by hand-delivery, United States Postal Service (USPS), or commercial shipment.
 - a. Electronic qualification packages may be submitted through a secure mailbox at Euna OpenBids (www.demandstar.com) until the date and time as indicated in this document. It is the sole responsibility of the Firm to ensure their submission reaches Euna OpenBids before the closing date and time.
 - b. Physical submissions must be delivered in a SEALED envelope addressed to:
Hillsborough County Sheriff's Office, Sheriff's Operations Center, Financial Services Division – Purchasing Section, 2008 East Eighth Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the outermost envelope or packaging material must be marked as an RFQ DOCUMENT (including the RFQ number, Date, and Time of Opening) – See provided Packaging Label on Page 36.
2. **SUBMITTAL DELIVERY:** The responsibility for delivering the Submittal to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Firm. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence or any other method of delivery. The Firm shall be responsible for reading very carefully and understanding completely the requirements within this document. Qualification Packages will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> and www.DemandStar.com for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record, and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. **TIME FOR CONSIDERATION:** Firm warrants, by virtue of submitting, that the contents quoted in their response will be good for an evaluation period of 90 calendar days from the date of RFQ opening unless otherwise stated. Firms will not be allowed to withdraw or modify their RFQ after the opening time and date.
5. **PRICES:** The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the qualified Firms upon request.

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

6. **ERRORS:** Submittals having erasures or corrections must be initialed in ink by the Firm.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** The Firm must furnish all information requested in the qualification package. If specified, each Firm must submit descriptive literature and/or complete narratives covering the services offered. Qualification Packages that do not comply with these requirements will be subject to rejection.
8. **SUBMITTAL COSTS:** Submission of a Qualification Package is solely at the cost of the Firm and the HCSO in no way is liable or obligates itself for any cost incurred by the Firm in preparing the Qualification Package.
9. **NO PARTICIPATION:** If you do not wish to submit a response to the RFQ, please return the STATEMENT OF NO PARTICIPATION herein as APPENDIX II. The “No Participation” information is helpful to the process and assures the HCSO that you wish to remain on the available HCSO Supplier (Firm) List.
10. **COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA):** The Firm certifies that all material/items contained in their response meet all OSHA requirements.
11. **LAWS, STATUTES, AND ORDINANCES:** The terms and conditions of the RFQ and the resulting Agreement shall be construed in accordance with the laws and statutes of the state of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this RFQ and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, *Florida Statutes*, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

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

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

12. **FAMILIARITY WITH LAW:** The Firm is required to be familiar with all Federal, State, and local laws, ordinances, rules, codes, and regulations that in any manner affect the Work. Ignorance on the part of the Firm will in no way relieve it from responsibility.
13. **ACCEPTANCE AND REJECTION:** The HCSO reserves the right to reject any or all submissions, for cause, to waive irregularities, if any, and to accept the Qualification Package (or Packages) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any package

options or resulting contract(s) or agreements, when deemed in the best interest of the HCSO.

14. **APPROPRIATION OF FUNDS:** The HCSO, as an entity of local government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any Agreement entered into as a result of this RFQ for each and every fiscal year following the fiscal year in which this Agreement is executed and entered into, and for which the Agreement shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Agreement, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Agreement.
15. **PROTESTS:** Any Firm who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Qualification Package(s) must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.
 - a. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Firm or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).
 - b. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Firm in writing. This decision, and the basis upon which it was made, will be communicated to the Firm within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) requesting a management review of the decision. The final decision of an appeal will be made by the Sheriff.
16. **INDEMNIFICATION:** The Awarded Firm(s) will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole, or in part, by the act or omission of the Awarded Firm(s), any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole, or in part, by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Firm, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the

previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Firm or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

17. **CONTRACT DOCUMENT:** Firms selected for award will be required to enter into a written Agreement with the HCSO. During award procedures, the RFQ, its attachments, its amendments, and the Qualification Package submitted by the Firm will become incorporated into the Agreement that, when fully executed, becomes the Contract Document.

This Agreement will require the signature of the Firm's authorized representative and the signature of either the Sheriff, the Undersheriff, the Chief Deputy, or the Chief Financial Officer (CFO) to become binding. A draft copy of the proposed Agreement is attached to this RFQ for review (Exhibit A). The final Contract Document may have differing terms due to corrections and/or negotiations.

To request a modification or exception to the Agreement terms, conditions, or specifications, a Firm must submit the requested modifications or exceptions to the Agreement with their Qualification Package, along with their exceptions, if any, to the RFQ. Exceptions must:

- Clearly identify the affected article and section, and
- Clearly note what language is requested to be modified.

Unclear modification or exception requests will be automatically denied. Only those modifications or exceptions that have been accepted by the HCSO will be included in the Agreement provided to the Firm for signature.

Much of the language in the Agreement reflects the State of Florida and HCSO legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Florida law or HCSO policy may result in the Qualification Package being disqualified from further review and evaluation.

All Qualification Packages become the property of the HCSO and will not be returned to the Firm. The HCSO reserves the right to clarify any contractual relationship in writing with the Awarded Firm, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFQ or the Qualification Package. In all other matters not affected by the written clarification, if any, the RFQ and all amendments thereto shall govern. The Firm is cautioned that their Qualification Package shall be subject to acceptance without further clarification.

When a Firm receives an award resulting from this solicitation, they will have up to 30 days to sign and return the agreement. If the signed Agreement is not returned within 30 days, the award may be revoked at HCSO's sole discretion.

18. **PUBLIC ENTITY CRIMES:** Pursuant to §287.132-133, *Fla. Stats.*, the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, *Fla. Stat.*, for Category Two (\$35,000) with any person or affiliate on the convicted supplier list for a period of 36

list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), *Fla. Stat.* If you submit a proposal in response to this RFQ, you are certifying that §287.132-133, *Fla. Stats.*, does not restrict your submission.

19. **PUBLIC RECORDS:** Any material submitted in response to this RFQ will become a public document pursuant to §119.07, *Fla. Stat.* This includes material that the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, *Fla. Stat.* The Firm agrees to comply with §119.0701, *Fla. Stat.*, regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

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

If the Firm has questions regarding the application of Chapter 119, Florida Statutes, to the Firm's duty to provide public records relating to this Agreement, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, (813) 247-0960 or at Rec_Request@HCSO.Tampa.FL.US.

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

By: _____


William V. Spinelli, CPA
Chief Financial Officer

SIGNATURE OF ACKNOWLEDGMENT

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

Supplier (Firm) Name

Supplier (Firm) Officer Name (Printed)

Title

Supplier (Firm) Officer Signature

Date

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

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PART B - SPECIAL PROVISIONS

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

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

3. **THE SUPPLIER PACKET:** The completed APPENDIX I must be returned with your RFQ Response along with copies of Hillsborough County Business Tax Receipt, other local government, state, or county business license(s). Suppliers (Firms) can obtain information about the license at: <http://www.hillstax.org/occweb/default.asp>. Current Certificates of Insurance for Liability and Workers' Compensation may be requested prior to award. ACH is the approved method of payment, and Appendix II requires a secondary method of verification in the form of a voided check, voided deposit slip, or a Letter from the applicable Financial Institution. Failure to provide the requested documentation will cause the submission to be deemed unresponsive.
4. **ARCHITECT-ENGINEER QUALIFICATIONS:** The completed Attachment A must be returned with your RFQ Response and is required to be updated on an annual basis of the Agreement Period. A blank Attachment A will be provided by HCSO to Awarded Suppliers prior to the end of each year of the Agreement Period. HCSO reserves the right to publicly solicit additional Qualification Submittals with regard to this RFQ at any time prior to the end of the Agreement Period.
5. **CERTIFICATE OF INSURANCE:** No Work shall commence in connection with this Contract until the Awarded Supplier and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Firm's own expense, shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff; and shall be maintained throughout the life of this Contract. All insurance policies shall be with insurers qualified and doing business in the State of Florida. The HCSO must be notified within sixty calendar days of cancellation, non-renewal, or change in the insurance coverage.

a. Workers' Compensation Insurance: Workers' Compensation Insurance must meet statutory minimum requirements for all employees connected with the Work of this project, and in case any Work is sublet, the Awarded Firm shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Awarded Firm. Such insurance shall comply fully with the Florida Workers' Compensation Law. In case any hazardous Work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Awarded Firm shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

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

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

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

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

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

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

Commercial/Comprehensive General Liability:

Bodily Injury	\$300,000 per person per occurrence
Property Damage	\$300,000 per occurrence
Automobile Liability	\$300,000 combined single limit bodily injury and property damage

Garage Liability	\$1,000,000 combined single limit each occurrence
Garage Keepers Liability	\$100,000 collision and comprehensive per vehicle

6. **E-VERIFY REQUIREMENT:** Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Firm(s), and any and all subcontractors, if permitted by agreement, to register with and use the E-Verify system to verify the Work authorization status of all newly hired employees. If the Awarded Firm(s) enters into a contract with a subcontractor, the subcontractor must provide the Awarded Firm(s) with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Firm(s) shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Firm(s) have knowingly violated §448.09(1), *Fla. Stat.*, the contract will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Firm(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Firm(s) and order the Awarded Firm(s) to immediately terminate the contract with the subcontractor. Termination of any and all contracts and/or sub-contracts as provided above does not constitute a breach of contract and may not be considered as such. If the Sheriff terminates a contract with an Awarded Firm(s) as provided above, the Awarded Firm(s) may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Firm(s) are liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

7. **PREPARATION AND SUBMITTAL PACKAGE:** Proposals shall be signed in ink by an authorized principal of the Proposer. Signatures are required as acknowledgment of the General Terms and Conditions (PART A) and as affirmation of the Qualification Response (PART D). All required signature acknowledgments, including attachments such as amendments, must be returned with the Proposal Package.

For physical submissions, proposals must be delivered in a sealed package. The face of the package shall clearly indicate the RFQ name, number, and the time and date of the opening. A submission label is provided within this document for the Firm's convenience. Firms submitting physical qualification packages should ensure receipt by the HCSO Purchasing Section no later than the deadline specified in this document. Firms are encouraged to allow sufficient time for mailing or delivery to ensure timely arrival. Qualification Packages received after the specified deadline, including unsolicited amendments, will not be considered. Each physical submission must include one (1) original copy, clearly marked as "Original." If any portion of the submittal contains proprietary information, it must be clearly marked in the original. In such cases, a redacted version of the proposal, with proprietary content removed or obscured, must also be submitted in addition to the original. If a redacted copy is not submitted, the HCSO will consider this as the Firm's acknowledgment and Agreement that the entire proposal may be released as public record in accordance with applicable public records laws. The HCSO will assume no responsibility or liability for the release of any information contained in the qualification package and will not be held liable for any damages resulting from the disclosure of submitted materials.

For electronic submissions, qualification packages may be submitted through a secure mailbox at Euna OpenBids (www.demandstar.com) until the date and time indicated in this document. It is

the sole responsibility of the Firm to ensure that the electronic submission is successfully uploaded to Euna OpenBids prior to the closing deadline. Late electronic submissions or amendments will not be considered. Firms submitting electronically are encouraged to verify receipt confirmation through the Euna OpenBids platform. Each electronic submission must include one (1) complete qualification package file. If any portion of the electronic submission contains proprietary information, it must be clearly marked within the file. In such cases, a redacted version of the qualification package, with proprietary content removed or obscured, must also be uploaded as a separate file in addition to the original. If a redacted copy is not submitted, the HCSO will consider this as the Firm's acknowledgment and Agreement that the entire proposal may be released as public record in accordance with applicable public records laws. The HCSO will assume no responsibility or liability for the release of any information contained in the qualification package and will not be held liable for any damages resulting from the disclosure of submitted materials.

Mailed or hand-delivered submittals are to be delivered in a sealed package. The face of the package shall indicate the RFQ name, number, and time and date of the opening. A label is provided within this document.

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

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

For Firms to be considered responsive, suppliers must meet these minimum requirements:

- a. Qualification Packages must be received by the advertised date and time, be in accordance with objective mandatory submission requirements such as the correct number of copies and authorized signatures, proof of insurability, bonding, certification, or other requirements listed in PART B *Special Provisions*.
- b. Complete and return Supplier Application Packet, in its entirety, regardless of the supplier's (Firms) current status.
- c. W-9 verifies with the Internal Revenue Service (IRS).
- d. The Firm, Contractor, or listed sub-contractor(s) are not Convicted, Excluded, or Suspended by the Florida Department of Management Services.
- e. The Firm is registered to do business in the State of Florida.

A Firm's failure to meet these minimum requirements will cause their Response to be considered

non-responsive and rejected.

In the determination of the evidence of responsibility and ability to perform the Services, the HCSO reserves the right to evaluate the financial condition, experience record, personnel, facilities, and organization of the Firm. The HCSO shall determine whether the evidence of responsibility and ability to perform is deemed satisfactory. The HCSO reserves the right to reject a Submittal when evidence indicates the inability to perform the Services specified within the RFQ.

9. **ORAL PRESENTATION/TELEPHONE DISCUSSIONS:** HCSO intends to pre-qualify multiple Firms for this RFQ. Oral Presentations by the Firms will not be required for this RFQ. Telephone Discussions may be held with each of the pre-qualified Firms.
10. **SUBCONTRACTING:** The Awarded Firm(s) may not sublet or subcontract any of the contractual obligations concerning this RFQ matter except as provided for in the written contract between the HCSO and the Awarded Firm(s). This provision expressly prohibits subcontracting overall management obligations pertaining to the Work and requires the Awarded Firm(s) to retain ultimate liability for all contractual obligations under the agreement.

The Awarded Firm(s) shall be solely responsible for the selection, management, direction, and oversight of any and all subcontractors used in the performance of this contract. The Awarded Firm(s) shall ensure that all subcontractors comply fully with the terms and conditions of the contract. Any act, omission, or failure of a subcontractor shall be deemed the act, omission, or failure of the Awarded Firm(s), and shall not relieve the Awarded Firm(s) of any contractual responsibility or liability.

The HCSO will not manage or provide direct instruction, oversight, or communication to subcontractors. It is the sole responsibility of the Awarded Firm(s) to coordinate and manage all subcontractor activities and ensure they are fully informed of all contractual requirements. However, if situationally necessary, the HCSO may communicate directly with subcontractors, but only upon mutual Agreement with the Awarded Firm(s). Such communications shall not alter or diminish the Awarded Firm's responsibilities or liabilities under the contract.

Failure by the Awarded Firm(s) to effectively manage, supervise, or ensure compliance by its subcontractors shall be considered a breach of contract. In such cases, the HCSO reserves the right to pursue any and all remedies available under the awarded contract, including but not limited to corrective action, withholding of payments, or termination of the agreement.

11. **CONFLICT OF INTEREST:** The Firm agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*, regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

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

contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

12. **AWARD:** To be awarded as an Architectural and Engineering Firm on HCSO's pre-qualification Supplier (Firm) list, the Firm must be responsive, responsible and meet or exceed the minimum specifications listed herein. Award may be made to more than one (1) Firm to ensure that the Work is completed in a timely manner.
 - a. Award will be dependent upon the determination that the Qualification Package(s) are responsive, Suppliers are responsible, review of criteria stated in the Qualification Package and any other provided information deemed relevant and beneficial. Qualification Packages and Firms determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the RFQ Responses will be published at the time of Award.
 - i. To be responsive, submittals must be received by the advertised date and time, be in accordance with objective mandatory submission requirements such as the correct number of copies and authorized signatures, proof of insurability, bonding, certification, or other requirements listed in PART B *Special Provisions*.
 - ii. Responsible Firms have appropriate financial, organizational, and operational capacity and controls, appropriate legal authority to do business in Hillsborough County, Florida, a satisfactory record of integrity, and an acceptable performance record on past contracts.
 - b. Notification of Award will be sent to the Firm(s) receiving the Award. RFQ results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing> and www.DemandStar.com.
13. **RFQ OPENING:** The RFQ Opening will *not* be open to the public. Qualification Packages will be received until the time and date listed herein and will be read aloud immediately thereafter at the "Place" indicated. Submissions will be reviewed, and acceptable Firms will be marked for award of pre-qualified on a tabulation sheet that will then be posted to the HCSO website <https://TeamHCSO.com/Purchasing> and www.DemandStar.com.
 - a. Submissions must be preceded by a Letter of Intent received by the HCSO Purchasing Section no later than the date and time shown within this Qualification Package.
 - b. Qualification Packages must be received by the HCSO Purchasing Section no later than the time and date shown within this Qualification Package. Firms mailing their Qualification Packages should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the RFQs. Qualification Packages or unsolicited amendments to submissions received by the HCSO after the acceptance date will not be considered.
 - c. The HCSO reserves the right to postpone the date for receipt and opening of submissions or other deadlines and will make a reasonable effort to give at least five (5) calendar days' notice of any such postponement to each prospective Firm.

d. It is understood and agreed upon by the Firm in submitting a Qualification Package that the HCSO has the right to withhold all information regarding this procurement until after contract award, including but not limited to; the number of responses received; competitive technical information; and the HCSO evaluation concerns about competing. Information released after the award is subject to the disclosure requirements of the Chapter 119, *Fla. Stat.* Firms are enjoined from discussing or disclosing the content of any Qualification Package with competing Firms during the evaluation or negotiation process.

14. **ACCEPTANCE AND REJECTION:** The HCSO reserves the right to reject any or all Qualification Responses, for cause, to waive irregularities, if any, and to accept the Qualification Response (or Responses) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any RFQ options or resulting contract(s), agreements, when deemed to be in the best interest of the HCSO.

15. **AGREEMENT PERIOD:** The resulting Awards from this RFQ may be effective for five (5) years from the date of award. Attachment A, *ARCHITECTURE & ENGINEERING QUALIFICATIONS*, is required to be updated and returned to the Buyer herein on an annual basis from the date of Award. HCSO Reserves the right to solicit additional Qualification Submittals to this RFQ, utilizing a public posting, for consideration of the remainder of the Agreement Period.

16. **ADDITION/DELETION:** The HCSO reserves the right to add or delete any items from this RFQ or resulting Agreement(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the RFQ will be considered amendments. Any additions or deletions to the Agreement will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Firm(s) written approval for each item to be added. If approved by the CFO, the item will be added to the Agreement and recorded on the original RFQ tabulation/price sheet.

17. **CANCELLATION:** When deemed to be in the best interest of the HCSO, any agreement(s) resulting from this RFQ may be canceled by the following means:

- a. 10 calendar days' written notice with cause, or
- b. 30 calendar days' written notice without cause.

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

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

19. **DEFAULT:** The Agreement may be canceled or nullified by the HCSO's CFO, in whole or in part, by written notice of default to the Awarded Firm(s) upon non-performance or violation of Agreement terms. An award may be made to the next best responsive Qualification Package and responsible Firm based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Firm(s) to deliver items within the time stipulated in this RFQ, unless extended in writing by the Financial Services Division, shall constitute an Agreement default. Awarded Firm(s) who default on agreements may be removed from the HCSO Supplier (Firm) List and determined ineligible for future contracts, agreements at the discretion of the CFO.
20. **EMERGENCY:** If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Agreement and procure the item(s) from the most available source.
21. **SECURITY:** When applicable, personnel or contractors performing Work at HCSO facilities will be escorted by HCSO personnel at all times. It should be understood that the Work could be interrupted by an emergency, safety, or security issue at any time. No additional charges will be allowed due to this type of service interruption. It should be noted that the time it takes to enter and exit a detention facility will vary on a daily basis, depending on security levels.
 - a. All persons entering any HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
 - b. All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
 - c. HCSO detention facilities require all persons to wear long pants (**shorts will not be allowed**) and a shirt with company logo is preferred.
 - d. HCSO detention facilities require that Orange, Red, or Forest Green clothing are not permitted.
 - e. Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.
 - f. All persons entering a secured facility must have a background check performed before entering the facility.
22. **INVOICING AND PAYMENTS:** The Contractor will invoice the HCSO for Work as completed. At a minimum, an invoice shall include the Work site address, description of Work completed, or list of goods received, and the Purchase Order number. Applications for payment will be required for partial payments or progress payments and are acceptable in lieu of an invoice if numbered. All applications for partial payment shall be accompanied by a schedule of values and indicate the percentage of Work completed as of the application date.

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

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

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

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

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

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

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

23. **SUPPLIER DIVERSITY:** The Sheriff's Office shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the Project, including but not limited to, those relating to the Americans with Disabilities Act (ADA). To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD certified suppliers to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE), Veteran-Owned Small Business (VOSB/SDVOSB), and Small Business Enterprise (SBE) suppliers in the area while also expanding the overall participation rate for DM/DWBE and SBE suppliers and overall providing greater opportunities to disadvantaged businesses.

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

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

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PART C - SCOPE OF SERVICES

1. **IN GENERAL:** This is a Request for Qualifications (RFQ) from qualified Architectural & Engineering suppliers for the provision of Architectural and Engineering services throughout the Hillsborough County Sheriff's Office (HCSO) buildings, sites, and detention facilities. Multiple consultants will be selected to provide Architectural & Engineering services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many Suppliers as are interested, to review those responses and to select the qualified consultants. There is no Work guaranteed to any Supplier because of being selected. The HCSO reserves the right to contract for included services to the extent required for future projects pursuant to §287.055 Florida Statute incorporated herein as ATTACHMENT B.
2. **SCOPE OF SERVICES, SCOPE OF WORK:** The Scope of Services may include, but is not limited to, the provision of professional Architectural and Engineering services in support of various new construction, renovation, alteration and repairs, expansion, infrastructure, and capital improvement projects located throughout the Hillsborough County Sheriff's Office (HCSO) buildings, sites, and Detention Facilities. Services may be requested on an as-needed basis and may include full or partial design responsibilities, depending on the needs of the project. Architectural and Engineering services typically include programming conceptual designs & planning, schematic design, design development, construction documentation, and construction phase support, and may also encompass related services such as value engineering, permitting, utility coordination, constructability reviews, and construction administration. These services are expected to be performed by or under the supervision of licensed professionals in accordance with Florida Statute §287.055 (Consultants' Competitive Negotiation Act).

Additional services that may be requested including feasibility studies, programming, space planning, site evaluations, existing facility assessments, and master planning efforts. In addition, Specialized Forensic Architectural & Engineering support services, cost estimating, code compliance evaluations, ADA assessments, and coordination with regulatory authorities may also be included within the scope. As required for specific projects, supplemental services such as surveying and geotechnical testing may be necessary to support the design effort.

The actual Scope of Services will be defined and negotiated through individual purchase orders issued on a per-project basis. Architectural and Engineering services may pertain to any or all relevant disciplines, including but not limited to: architectural, civil, structural, mechanical (HVAC), plumbing, electrical, fire protection, and landscape architecture. Project delivery methods may include traditional design-bid-build, as well as design-build services in accordance with the provisions set forth in §287.055, Florida Statute. Firms may also be asked to provide design-phase consultation in support of construction manager at risk (CMAR) project delivery, including preconstruction input, cost analysis, scheduling, and design coordination.

Firms must be prepared to perform Work within secured and occupied Correctional Facility environments and adhere to operational and security protocols as required by the HCSO. All services shall be performed in compliance with applicable building codes, statutes, ordinances, and programming requirements established by the HCSO and authorities having jurisdiction.

3. CONTRACT STRUCTURE AND WORK ELEMENTS: Each firm selected under this solicitation will be required to enter into a Master Services Agreement (MSA) with the Hillsborough County Sheriff's Office (HCSO). The MSA will serve as the governing contract for the provision of professional services and will incorporate this RFQ and the Firm's response. The MSA will not contain pricing or authorize any Work on its own. All Work will be authorized exclusively through individually executed Task Order Contracts issued under the MSA.

No Firm shall begin any Work until a Task Order Contract is fully executed between the Firm and HCSO. Task Order Contracts will define the scope, deliverables, schedule, and compensation for each specific assignment. Only the HCSO Director of Construction Services is authorized to initiate requests for services under this contract. No other division or department within HCSO is permitted to request Work independently. Firms may communicate with HCSO's Contracts Section for purposes of MSA administration and task order drafting or execution; however, no contract documents shall be submitted for signature without prior written approval from the Facilities Management Division.

The scope of Work under each Task Order may include, but is not limited to, one or more of the following Work elements:

- a. Architectural and Engineering Design Services: Comprehensive design services including schematic design, design development, and construction document preparation for vertical and horizontal construction projects. These services encompass coordination of all relevant disciplines such as architectural, structural, civil, mechanical (HVAC), electrical, plumbing, and fire protection. Design services also typically include associated Work such as permitting coordination, utility coordination, value engineering, cost estimating, and construction administration. These components may also be issued as standalone tasks when not tied to full design scope.
- b. Design-Build Services (as defined in §287.055, Florida Statutes): When requested by HCSO, Firms may participate in the design-build delivery process through qualifications-based selection followed by a two-phase procurement or negotiation model. The design-build services will involve full integration of design and construction responsibilities in accordance with statutory requirements. Firms may be tasked with preparing bridging documents or design criteria packages in support of design-build procurement.
- c. Construction Administration Services: Includes support throughout the construction phase of a project to ensure conformance with the approved construction documents. Tasks may include reviewing submittals and shop drawings, responding to Requests for Information (RFIs), attending construction meetings, performing site observations, reviewing contractor pay applications, and preparing field reports.
- d. Cost Estimating Schedules and Budget Development: Preparation of construction cost estimates at all project stages, including conceptual, schematic, design development, and construction documents. Firms may also be tasked with preparing budget reconciliations, cost model validations, and providing cost comparison analysis between design alternatives. These services may be embedded within a larger design task or requested independently for feasibility and funding evaluations.

- e. Value Engineering and Constructability Review: Systematic review of project designs to identify opportunities for improving value, efficiency, or constructability without compromising functional or performance requirements. These reviews may include interdisciplinary coordination checks and design optimization recommendations. Services may be included within the design process or provided as third-party independent reviews on behalf of HCSO.
- f. CMAR Design-Phase Support Services: Support to the HCSO and CMAR (Construction Manager at Risk) during the preconstruction phase. This may include attending coordination meetings, reconciling cost estimates, validating construction phasing, assisting in risk identification, and ensuring constructability alignment. These services are typically design-focused and are critical during CMAR project delivery.
- g. Permitting and Regulatory Coordination: Preparation and submission of permit-related documents, code compliance verification, and coordination with local Authorities Having Jurisdiction (AHJs). This includes research and communication with permitting agencies, assistance during plan review, and revisions to address comments or conditions of approval.
- h. Programming and Space Planning: Development of functional and spatial requirements for new construction, renovations, or repurposing of existing facilities. Tasks may include needs assessments, space planning diagrams, adjacency requirements, and capacity analysis. These services are often provided early in the planning phase and may lead into full design efforts.
- i. Facility Assessments and Building Evaluations: Physical assessment of building conditions, systems, and code compliance. Reports may address architectural, structural, mechanical, electrical, plumbing, ADA compliance, and overall building performance. These services help HCSO determine renovation needs, prioritize maintenance, or assess suitability for future use.
- j. Site Evaluations and Feasibility Studies: Analysis of proposed or existing sites to determine suitability for development or reuse. Tasks may include zoning and access analysis, infrastructure availability, environmental constraints, and conceptual layout studies. These evaluations help guide HCSO's decision-making prior to formal project initiation.
- k. Master Planning Services: Preparation of long-term development plans, campus planning, and phasing strategies for HCSO sites and facilities. Services may include conceptual site layouts, space allocation strategies, infrastructure analysis, and forecasting of future facility needs.
- l. Surveying and Mapping: Provision of professional land surveying services, including boundary surveys, topographic surveys, ALTA/NSPS surveys, easement preparation, legal descriptions, and construction staking. All surveying must be performed under the direction of a licensed Florida Professional Surveyor and Mapper.
- m. Geotechnical and Soils Investigation: Field investigation and laboratory analysis to determine subsurface conditions, soil classification, bearing capacity, and suitability for construction. Includes boring logs, test pit analysis, geotechnical reports, and foundation recommendations, all provided by or under the supervision of a licensed Florida Professional Engineer.

- n. Utility Coordination and Infrastructure Planning: Design and coordination of utility services such as water, sewer, stormwater, electrical, gas, and communications. Services may include working with utility providers, assessing existing system capacities, and planning for infrastructure extensions, upgrades, or relocations.
- o. Landscape Architecture: Design of exterior site elements including planting design, irrigation, hardscape, pedestrian circulation, and site amenities, in coordination with architectural and civil engineering disciplines. Services must be provided by a licensed Florida Landscape Architect when required.
- p. Testing: Asbestos and Lead testing and analytics Work shall conform to all programming requirements of the HCSO and the applicable codes and ordinances of the authorities having jurisdiction. The scope may also include certain services, such as geotechnical testing and surveying, required for design purposes.
- q. Roofing Consultant: Life-cycle, evaluation and assessment of the existing conditions of existing roofs. Write condition assessment report, opinion of life expectancy, sustainability options and opinion of probable construction cost. Design, permits, construction administration, and inspections.

4. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All Instruments of Service, including but not limited to drawings, specifications, reports, data, calculations, surveys, models, renderings, and all other documents, materials, and deliverables (printed and in their native formats) prepared by or on behalf of the Firm in connection with services performed under the Master Services Agreement or any Task Order Contract (collectively, “Instruments of Service”) shall be the sole and exclusive property of the Hillsborough County Sheriff’s Office (HCSO) upon creation, whether or not the project or scope of Work is completed.

The Firm hereby irrevocably assigns, grants, and transfers to HCSO all right, title, and interest, including all copyrights and other intellectual property rights, in and to the Instruments of Service to the fullest extent permitted by law. The Firm agrees to execute any documents and take any further actions reasonably necessary to effectuate or evidence such assignment. The Firm shall ensure that all contracts or agreements with its subconsultants, subcontractors, or other third parties involved in the creation of Instruments of Service contain provisions that assign to HCSO all ownership and intellectual property rights in such Work product, consistent with this Section.

HCSO shall have the unrestricted right to use, reproduce, distribute, and modify the Instruments of Service for any purpose related to the planning, construction, maintenance, renovation, or operation of its facilities, including future projects. Such rights shall include the ability to share Instruments of Service with other consultants, contractors, or government entities working on HCSO projects.

Notwithstanding the foregoing, the Firm may retain copies of the Instruments of Service for its records. The Firm may not reuse or adapt the Instruments of Service, in whole or in part, for other projects or clients without the prior written consent of HCSO.

5. **PROJECTS EXCEEDING STATUTORY THRESHOLDS:** This contract is established as a continuing contract pursuant to the definition provided in Section 287.055, Florida Statutes (the Consultants' Competitive Negotiation Act, or CCNA). As such, it is subject to the project and fee limitations set forth in the statute, as amended from time to time.

At the time of issuance, these limitations include:

- a. Projects where the estimated construction cost does not exceed \$7,725,000, and
- b. Study activities where the fee for professional services does not exceed \$500,000.

If, at any time, the estimated construction cost or study fee for a proposed Task Order is projected to exceed these statutory limits, the HCSO will not proceed under this continuing contract. Instead, a separate solicitation will be issued in compliance with the applicable provisions of Florida law.

Firms are required to immediately notify the HCSO Construction Services in writing if they believe that the scope or budget of any requested service may exceed the statutory limits. The HCSO reserves the sole right to determine whether the project falls within the allowable thresholds of the continuing contract.

6. **SUPPLIER QUALIFICATIONS:** The Hillsborough County Sheriff's Office (HCSO) is seeking Submittals from highly qualified and licensed professional Architectural and Engineering Firms with demonstrable experience in delivering comprehensive design services for public sector and correctional facility environments. Firms must possess the organizational capacity, technical expertise, financial stability, and personnel resources necessary to perform and deliver timely and competent professional services across a wide range of project types and delivery methods.

Firms shall be registered and authorized to practice in the State of Florida and must include, at a minimum, a Florida-licensed Architect supported by in-house or consulting engineers licensed in Florida in their respective disciplines. The submitting Firm must be capable of serving as the Architect of Record when required by the scope of a given project. For task orders involving sealed design documents or permitting, the selected Firm shall assume full responsibility as Architect of Record. For limited-scope services not requiring sealed documents, such as cost estimating, programming, or facility assessments, designation of an Architect of Record may not be required, subject to the approval of the HCSO. Firms are expected to demonstrate a successful track record of providing architectural and engineering services for comparable projects, including experience with design-bid-build and design-build delivery methods, coordination with Construction Manager at Risk (CMAR) entities, and execution of Work within secure or occupied facilities.

Evaluation of Firm qualifications will consider the Firm's past performance, technical competence, key personnel experience, availability, and responsiveness to HCSO timelines. The ability to provide multidisciplinary services either in-house or through coordinated consulting relationships is essential. Selected Suppliers must demonstrate a clear understanding of applicable codes, permitting processes, and regulatory compliance requirements relevant to Hillsborough County, Plant City, City of Tampa, and the State of Florida.

PART D - QUALIFICATION RESPONSE

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

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

► USE INK ONLY ◀

All the following information must be here upon given for this qualification package to be considered by the HCSO.

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

Supplier Name:

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

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

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

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

3. **PAYMENT AND PERFORMANCE BONDS:** The Firm acknowledges that payment and performance bonds are not required for professional architectural and engineering services under this RFQ. However, for project scopes that include construction-related services—such as those performed under Design-Build, Construction Manager at Risk (CMAR), or other contracted construction delivery methods—bonding will be required as described below:
 - a. **Bond Requirement:** For any project involving the execution of construction Work, the Firm (or its construction partner) shall, prior to the commencement of such Work, furnish to the HCSO payment and performance bonds covering the full and faithful performance of the construction contract and the payment of all obligations arising thereunder. Bond premiums shall be the responsibility of the Firm or construction contractor.
 - b. The Surety Company shall be licensed to transact surety business in Florida, shall be certified to issue the total amount of the bond on any one risk, and shall be otherwise acceptable to the HCSO.
 - c. **Time of Delivery and Form of Bonds:** Required bonds must be delivered to the HCSO within ten (10) calendar days of the issuance of the Notice of Award for the construction-related Task Order. A Notice to Proceed and Purchase Order for construction Work will not be issued until bonds are received and approved
 - d. "Performance and Payment Bond" shall be for 100% of the Contract sum on behalf of the HCSO. The bonds shall be written on the Surety Company's standard form. The Contractor shall require the Attorney-In-Fact who executes the required bonds on behalf of the Surety Company to affix to the bond a certified and current copy of their Power of Attorney, indicating monetary limit of such power.
 - e. **Alternative Forms of Security:** In lieu of the bond required by this section, the Contractor may file with the HCSO, an alternative form of security which shall be in the form of cash, money order, certified check, cashier's check, or irrevocable letter of credit. Such alternative forms of security shall be for the same purpose and shall be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of such alternative forms of security shall be made by the HCSO.
 - f. **Release of Bonds:** Bonds will be released after all conditions of the Contract have been met, final acceptance has been given, and all inspections have been satisfied, and a statement of warranty and release of lien has been issued.
4. **QUALIFICATIONS RENEWAL:** The HCSO will receive ATTACHMENT A from Awarded Firms annually from the date of award throughout the length of the Agreement Period to signify consent to renew. The completed ATTACHMENT A will be returned to the Buyer on an annual basis to assess changes in Qualifications. If no updates to ATTACHMENT A are required, the HCSO Purchasing Dept. must be notified that Qualifications remain the same for the next year.

Qualification Response Section Cover Page

a. Ability of the Firm and its Professional Personnel

- Attach resumes for key personnel anticipated to provide services under this contract. Resumes should include relevant qualifications, years of experience, and specific project experience in public facilities and/or correctional environments.
- Identify the Firm's internal resources and subconsultants available for assignment to task orders. Include separate organizational charts identifying personnel by discipline (e.g., architecture, structural, civil, mechanical, electrical, cost estimating, planning).
- Clearly distinguish between in-house and subcontracted capabilities.
- Include a staffing plan identifying the availability and role of each key team member, including their capacity to respond to task orders with short lead times.

Documents:

1. Resumes of key personnel
2. Copies of applicable licenses and certifications
3. Organizational chart(s) by service area
4. Staffing plan (brief narrative or matrix format)

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Qualification Response Section Cover Page

b. Firm Experience with Projects for Public Facilities and Correctional Facilities.

- Present a concise summary of services your Firm is qualified to offer under this RFQ, including (but not limited to): architectural design, design-build support, construction phase services, cost estimating, CMAR collaboration, master planning, programming, permitting, and assessments.
- Provide examples of past projects relevant to the scope of services, especially those involving public safety facilities, detention environments, interior renovations, or secure administrative spaces.
- Describe unique qualifications, delivery methods, or tools that distinguish your Firm's approach.
- Submit 3 to 5 representative project summaries or case studies, including the following for each:
 - Project name and location.
 - Scope of Work and approximate square footage.
 - Year completed and contract value.
 - Schedule and budget performance.
 - Key challenges encountered and solutions implemented.
 - Client name and contact information.

You may optionally provide a Project Experience Matrix summarizing these projects in table format.

Documents:

1. Narrative outlining services offered.
2. Project case studies or detailed descriptions (3–5 recommended).
3. Optional: Project Experience Matrix.

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Qualification Response Section Cover Page

c. Project Team Location and Regional Availability

- Identify the office location(s) of all key team members and indicate which services are available locally.
- A Firm is considered “local” if located within the **Tampa Bay Regional Partnership area** which includes Hillsborough, Pinellas, Citrus, Pasco, Polk, Manatee, Sarasota, and Hernando Counties.
- If applicable, describe how regional presence and/or remote coordination tools will support rapid response to HCSO task orders.

Documents:

1. List of team members and office locations

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d. Firm's Record of Meeting Schedule, Budget, and Task Order Demands

- Provide a narrative outlining your Firm's project management approach and methods for ensuring schedule and budget adherence.
- Describe how task orders will be staffed and managed concurrently, and how your Firm responds to urgent or high-priority requests.
- Explain your use of internal controls, scheduling tools, and cost forecasting methods.
- Include any relevant examples demonstrating your Firm's historical ability to:
 - Delivery on time and within budget.
 - Respond to changing conditions or phased delivery requirements.
 - Coordinate with CMAR partners or other third-party delivery teams.
- Address risk mitigation strategies your Firm uses to avoid or recover from delays.

Documents:

1. Narrative (max 2 pages) addressing schedule, budget, and task execution.
2. Optional supporting metrics or performance summaries.

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Qualification Response Section Cover Page

e. Firm's Additional Considerations

- Include any other information you wish to highlight that may assist the HCSO in evaluating your qualifications.
- Examples include: client testimonials, reference letters, awards, articles, brochures, or technology tools used to enhance service delivery.

Documents:

1. Letters of recommendation or client references
2. Awards or recognitions
3. Supporting materials (as appropriate)

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SIGNATURE OF AFFIRMATION AND DECLARATION

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

The below named Firm affirms and declares:

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

The undersigned agrees that this Submittal shall remain open for 90 days following the opening of RFQs per General Terms and Conditions (PART A) paragraph 4 *Time for Consideration*.

Respectfully submitted by,

Company Name

Company Officer Name (printed)

Date

Company Officer Signature

Title

RFQ CHECKLIST

Company Name: _____

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

- Submitted Letter of Intent.
- One (1) original physical submission **or** One (1) complete electronic file submitted through Euna OpenBids. If any proprietary information is included in the proposal, it must be clearly marked in the original. A separate redacted copy, with proprietary content removed or obscured, must also be submitted in addition to the original.
- SIGNATURES required on PARTS A and D, ATTACHMENT A.
- Completed Attachment(s) (Signatures may be required).
- Any Addenda or Amendments (Signatures required).
- APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit/Automated Clearing House (ACH) with secondary account verification and Business Tax Receipt or other government issued business license(s).
- APPENDIX II – *Statement of No Participation*, if applicable.

****Suppliers (Firms) are responsible for providing all required information, documents, and signatures.****

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PACKAGING LABEL

Below is an example LABEL which is required on the OUTSIDE of your Sealed Qualification Package. Use this label, which clearly marks the RFQ Number and Title, and return to the specified address no later than the qualification due date and time.

