

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

**REQUEST FOR QUALIFICATIONS (RFQ) 2026-004
PROGRAM MANAGEMENT CONSULTING**

May 20, 2026

**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

Robert Flamand, Contract Administrator
Rflamand@TeamHCSO.com

INSTRUCTION TO PROPOSERS

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and PROPOSAL RESPONSE (PART D), which together with all attachments, constitute the entire "Proposal Package". **Said Proposal Package must be the basis upon which all Proposals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The Proposer must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and PROPOSAL 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 proposal 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 Proposer 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.**

TABLE OF CONTENTS	PAGE
INSTRUCTION TO PROPOSERS.....	2
TABLE OF CONTENTS	3
LETTER OF INTENT	4
DATE, TIME, MEETINGS AND DEADLINES	5
PART A - GENERAL TERMS AND CONDITIONS.....	6
SIGNATURE OF ACKNOWLEDGMENT	10
PART B - SPECIAL PROVISIONS	11
PART C - SCOPE OF SERVICES	20
PART D - PROPOSAL RESPONSE	26
SIGNATURE OF AFFIRMATION AND DECLARATION	33
RFQ CHECKLIST	34
APPENDIX I – SUPPLIER PACKET (Application, W9, Direct Deposit)	Attached
APPENDIX II – STATEMENT OF NO PARTICIPATION	Attached
APPENDIX III - RFQ REQUIREMENTS MATRIX	Attached
EXHIBIT A – DRAFT AWARD CONTRACT	Attached
PROPOSED SCHEDULE OF EVENTS	DATE
RFQ ADVERTISED / POSTED TO HCSO AND OSD WEBSITES	MAY 20, 2026
DEADLINE TO SUBMIT LETTER OF INTENT	JUNE 3, 2026
DEADLINE TO SUBMIT QUESTIONS	JUNE 10, 2026
DEADLINE TO SUBMIT	JUNE 24, 2026 3:00 P.M. EDT
Award Notification Target Date	JULY 22, 2026

LETTER OF INTENT

RFQ 2026-004 PROGRAM MANAGEMENT CONSULTING

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/>.

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

****NOTE: THIS FORM SHOULD BE COMPLETED AND SUBMITTED ELECTRONICALLY VIA EMAIL TO THE BUYER LISTED ON PAGE TWO (2), USING THE SUBJECT LINE "Company Name_2026-004 Letter of Intent".**

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

SUBJECT: Request for Qualifications 2026-004

RFQ TITLE: Program Management Consulting

OPENING DATE & TIME: **Wednesday, June 24, 2026, at 3:00 PM EDT**

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

RFQ Overview: The Hillsborough County Sheriff's Office (HCSO) is issuing Request for Qualifications (RFQ) No. 2026-004 to obtain statements of qualifications from experienced and qualified consulting firms ("Proposers") capable of providing comprehensive Program Management Consulting Services. The required services shall include, but are not limited to, project management and construction management support to assist the HCSO in the coordination and oversight of multiple interrelated public safety projects. The objective of this engagement is to facilitate the achievement of overarching strategic goals and organizational benefits that cannot be effectively realized through the management of individual projects in isolation.

PART A - GENERAL TERMS AND CONDITIONS

1. **PROPOSALS:** Must be submitted electronically to the Hillsborough County Sheriff's Office, Financial Services Division – Purchasing Section, via the designated electronic submission platform or email address provided in the solicitation. To ensure proper identification and processing, the electronic submission must clearly reference the PROPOSAL PACKAGE (including the Proposal number, date, and time of opening) in the subject line or within the uploaded file name.

If our specifications, when included, are not returned with your RFQ, and no specific reference is made to them in your PROPOSAL RESPONSE (PART D), it will be assumed that all specifications will be met.

2. **PROPOSAL DELIVERY:** The responsibility for ensuring the Proposal is electronically submitted and received by the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The HCSO will in no way be responsible for delays caused by internet issues, server errors, or any other electronic transmission problems. The Proposer shall be responsible for reading very carefully and understanding completely the requirements within this document. Proposals 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 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:** Proposer warrants, by virtue of submitting, the contents quoted in their response will be good for an evaluation period of 60 calendar days from the date of RFQ opening unless otherwise stated. Proposers 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 qualified Proposers upon request.

The Proposer'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. **PROPOSAL ERRORS:** Proposals having erasures or corrections must be initialed in ink by the Proposer.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** The Proposer must furnish all information requested in the Proposal. If specified, each Proposer must submit descriptive literature and/or complete narratives covering the services offered. Proposals that do not

comply with these requirements will be subject to rejection.

8. PROPOSAL COSTS: Submission of a Proposal Package is solely at the cost of the Proposer, and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer in preparing the Proposal 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 you wish to remain on the available HCSO Supplier List.
10. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The Proposer certifies that all material/items contained in their response meets 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 Proposer’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 implementation and execution of this Agreement and shall also be controlling in any cause of action brought pursuant to this Agreement.

The Awarded Proposer(s) agrees 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 Proposer 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 Proposer will in no way relieve them from responsibility.
13. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Proposals, for cause, to waive irregularities, if any, and to accept the Proposal 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 Proposal options or resulting contract(s) or agreements, when deemed to be 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 Proposer who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Proposal 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 Proposer 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 Proposer in writing. This decision, and the basis upon which it was made, will be communicated to the Proposer 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. Final decision of an appeal will be made by the Sheriff.

16. INDEMNIFICATION: The Awarded Proposer(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 Proposer(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 Proposer, 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 Proposer or any Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

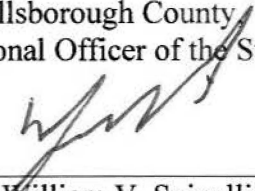
17. **PUBLIC ENTITY CRIMES:** Pursuant to §287.132-133, *Fla. Stats.*, the HCSO, as a public entity, may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, *Fla. Stat.*, for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor 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.
18. **PUBLIC RECORDS:** Any material submitted in response to this RFQ will become a public document pursuant to §119.07, *Fla. Stat.* This includes material which 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 Proposer agrees to comply with §119.0701, *Fla. Stat.*, regarding maintenance and provision of access to all public records generated by this Agreement with the HCSO.

The HCSO requires that, at the conclusion of the selection process, the contents of all Proposal 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 Proposal Package must be clearly stated in the Proposal Package itself. Proprietary information submitted in response to the RFQ will be handled in accordance with applicable *Florida Statutes*.

If the Proposer has questions regarding the application of Chapter 119, Florida Statutes, to the Proposer'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 HCSORecords@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 Proposal Package is attached.

Proposer Name

Proposer Officer Name (Printed)

Title

Proposer Officer Signature

Date

Note: This page must be returned with your Proposal response. Each Proposer'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 Proposer or a designated agent empowered to bind the Proposer 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 Proposer, 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 Proposers*. 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 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 convenience of the parties involved.

3. THE SUPPLIER PACKET: The completed Appendix I must be returned with your Proposal Package along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s). Proposers can obtain information about the license at: <http://www.hillstax.org/occweb/default.asp>. Current Certificates of Insurance for Liability and Workers Compensation must also be included. ACH is the approved method of payment, and Appendix I requires a secondary method of verification in the form of a voided check, voided deposit slip, or letter from applicable financial institution. Failure to provide requested documentation will cause submission to be deemed unresponsive.
4. CERTIFICATE OF INSURANCE: No Work shall commence in connection with this Agreement until the Awarded Proposer and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Proposer'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 Agreement. All insurance policies shall be with insurers qualified and doing business in the state of Florida. The HCSO must be notified within sixty (60) 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 Proposer 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 Proposer. Such insurance shall comply

fully with the Florida Workers' Compensation Law. In case any hazardous Work under this Agreement at the site of the project is not protected under the Workers' Compensation statute, the Awarded Proposer 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 (if applicable to the work being performed): 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 Agreement whether such operations be by the Proposer or by anyone directly or indirectly employed by the Proposer, 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 (if applicable to the work being performed): Comprehensive General Liability and Automobile Liability Insurance which shall protect the Proposer from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Agreement whether such operations be by the Proposer or by anyone directly or indirectly employed by the Proposer. 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

5. E-VERIFY REQUIREMENT: Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Proposer(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 Proposer(s) enters into a contract with a Subcontractor, the Subcontractor must provide the Awarded Proposer(s) with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Proposer(s) shall maintain a copy of such affidavit for the duration of the Agreement. If the Sheriff has a good faith belief that the Awarded Proposer(s) has knowingly violated §448.09(1), *Fla. Stat.*, the Agreement will be terminated. If the Sheriff has a good faith belief that a Subcontractor knowingly violated this subsection, but the Awarded Proposer(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Proposer(s) and order the Awarded Proposer(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 an Agreement with an Awarded Proposer(s) as provided above, the Awarded Proposer(s) may not be awarded an Agreement for at least one (1) year after the date on which the Agreement was terminated. The Awarded Proposer(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of an Agreement.

6. PREPARATION AND PROPOSAL 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 Proposal Response (Part D). All required signature acknowledgments, including attachments such as amendments, must be returned with the Proposal Package.

Proposals will only be accepted electronically and must be submitted through the secure mailbox at DemandStar/Open Bids (<https://www.demandstar.com/app/agencies/florida/hillsborough-county-sheriff-s-office/procurement-opportunities/2edd7caf-d5b9-4fbd-97d1-e8820498d3ef>) until the date and time indicated in this document. The RFQ Opening will be conducted publicly through the DemandStar platform immediately following the submission deadline. It is the sole responsibility of the Proposer to ensure that the electronic submission is successfully uploaded to DemandStar prior to the closing deadline. Late electronic submissions or amendments will not be considered. Proposers are encouraged to verify receipt confirmation through the DemandStar platform. Each electronic submission must include one (1) complete proposal file. If any portion of the electronic proposal contains proprietary information, it must be clearly marked within the file. In such cases, a redacted version of the proposal, with proprietary content removed or obscured, must also be uploaded as a separate file in addition to the original.

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 Proposers.

It is understood and agreed upon by the Proposer in submitting a Proposal 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 HCSO's evaluation concerns about competing submissions. Information released after award is subject to the disclosure requirements of Chapter 119, Fla. Stat. Proposers are prohibited from

discussing or disclosing the content of any Proposal Package with competing Proposers during the evaluation or negotiation process.

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

Proposals determined to have met the minimum requirements will then be initially evaluated based on the following weighted criteria. These criteria relate directly to information required in the Proposal Response (PART D) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. The Proposal Response (PART D) offers details of the criteria below.

	<u>Points</u>
A. Experience with Law Enforcement Public Safety Projects	20
B. Qualifications of Firm and Key Staff	20
C. References on Recent Projects	10
D. Project Approach	45
E. Claims History	5
Total	<u>100</u>

An evaluation committee, consisting of three (3) representatives from the Hillsborough County Sheriff’s Office (HCSO) will independently review and score each Proposal. Any clarifications needed will be requested through the Assigned Buyer.

8. ORAL PRESENTATION: Following the initial evaluation, the highest-ranked Proposers will be invited to participate in an Oral Presentation. During this phase, Proposers will present their approach, qualifications, and relevant project experience to the evaluation committee. The committee may ask questions to further assess the Proposer’s capabilities.

After the Oral Presentations, the committee will reconvene to discuss and reach a final consensus rating, incorporating both the written proposal and the presentation. The Assigned Buyer will then tabulate the final results and provide a scoring matrix ranking each Proposer accordingly.

The final evaluation results will be presented to the committee members, who may proceed with a recommendation based on the scoring outcome.

9. SUBCONTRACTING: The Awarded Proposer(s) may not sublet or subcontract any of the contractual obligations concerning this RFQ matter except as provided for in the written Agreement between the HCSO and the Awarded Proposer(s). This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Awarded Proposer(s) to retain ultimate liability for all contractual obligations.

10. CONFLICT OF INTEREST: The Proposer 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.

11. **AWARD:** Award shall be made to the most qualified Proposer(s) demonstrating the ability to meet the requirements outlined in this RFQ, based on experience, qualifications, and other evaluation criteria.
 - A. Award will be dependent upon the determination that the Proposal Package(s) are responsive, Proposers are responsible, review of criteria stated in the Proposal Package, and any other provided information deemed relevant and beneficial. Proposal Package(s) and Proposer(s) 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, Proposals 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 Proposers 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 Proposer(s) receiving the Award. RFQ results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>.
12. **REQUESTING ADDITIONAL SERVICES:** Any request for additional services beyond the originally agreed-upon scope must be submitted in writing and approved before any work is performed. This includes, but is not limited to, modifications to the scope of services requested by the HCSO, additional work due to unforeseen circumstances, or requirements imposed by regulatory agencies.

Requests for additional services must be submitted by the Awarded Proposer to the Project Manager, including a detailed description of the requested services, the reason for the request, and a written cost estimate or confirmation that there will be no change to the agreed-upon compensation. The Project Manager will review and submit the request for approval by the CFO.

Any approved adjustments to compensation will be reflected in an amended Purchase Order issued by the HCSO. A copy of the amended Purchase Order will be provided to the Awarded Proposer.

Failure to obtain prior written approval for additional services will result in the HCSO's refusal to authorize payment for such services.

Requests for cost estimates for potential additional services are not considered approvals to proceed. Similarly, the HCSO's request for quotes regarding work not included in the original scope does not constitute an authorization to perform such work.

13. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Proposal Packages, for cause, to waive irregularities, if any, and to accept the Proposal 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 RFQ options or resulting contract(s), agreements, when deemed to be in the best interest of the HCSO.
14. AGREEMENT PERIOD: The resulting Award from this RFQ shall remain in effect until the completion of construction and all associated services, unless otherwise terminated by the HCSO in accordance with the Agreement terms. During this period, the Awarded Proposer(s) shall remain responsible for all Program Management Consulting services required for the successful completion of the project.
15. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this RFQ or resulting Agreement when deemed to be in the best interest of the HCSO. Any modifications to the terms and conditions of the resulting Agreement shall be executed through a formal written amendment, mutually agreed upon by both parties. All Agreement modifications must be reviewed and approved by the HCSO prior to execution. Modifications shall not be effective unless signed by authorized representatives of both the HCSO and the Awarded Proposer.

Changes to the scope of work or services shall be handled as described in Part B, Paragraph 12, and are not subject to this modification process.

16. CANCELATION: 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 is forwarded with the request for payment.

17. ASSIGNMENT: The Awarded Proposer(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.

18. 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 Proposer(s) upon non-performance or violation of Agreement terms. An award may be made to the next best responsive Proposal Package and responsible Proposer based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Proposer(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 Proposer(s) who default on Agreements may be removed from the HCSO Supplier List and determined ineligible for future contracts, agreements, at the discretion of the CFO.
19. 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.
20. SUPPLIER DIVERSITY: HCSO 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 vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE) and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors and overall providing greater opportunities to disadvantaged businesses.
21. INVOICING AND PAYMENTS: The Awarded Proposer will invoice the HCSO for Work as completed, where every project will be a task and every task will be subdivided in "line item" with number of hours per professional's discipline and hourly rate. At a minimum, each 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, as applicable, 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 Design Consultant, 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 Awarded Proposer'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. Failure to deliver contracted work.
- B. Schedule delays.
- C. Non-compliance with contract terms.
- D. Inaccurate invoicing.
- E. Performance issues.
- F. Legal, regulatory, or ethical concerns.
- G. Contractual holdbacks or audits.
- H. Disputes or claims.
- I. Lack of required approvals.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

22. GOVERNMENTAL PURCHASING COUNCILS: All Proposal Packages received shall be considered as Proposal Packages to all members of the Hillsborough County and Tampa Bay Area Purchasing Cooperative, as listed below. 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	

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PART C - SCOPE OF SERVICES

1. **IN GENERAL:** In accordance with Section 287.055, Florida Statutes, known as the Consultants' Competitive Negotiation Act (CCNA), The Hillsborough County Sheriff's Office (HCSO) is soliciting Request for Qualifications (RFQs) from qualified and experienced consulting firms to provide Program Management Consulting services under RFQ 2026-004 Program Management Consulting. The selected firm will support the HCSO in the strategic coordination, management, and oversight of multiple related projects. These services are intended to enhance organizational efficiency, ensure alignment with agency objectives, and achieve strategic outcomes that extend beyond the scope of individual project management efforts.

Proposers responding to this RFQ must comply with all requirements outlined in this RFQ, including any attached documents, referenced materials, and HCSO-issued addenda (collectively referred to as the "RFQ").

All Proposal Packages must be signed by an individual with legal authority to bind the Proposer and must adhere to the submission format and deadline specified in the RFQ.

2. **PURPOSE AND GOAL:** The HCSO, through its Department of Administrative Services (DAS), is responsible for managing, programming, planning, designing, and overseeing the construction of a wide range of capital improvement projects. Due to the increasing volume of projects currently managed by DAS, coupled with additional projects resulting from the HCSO's ongoing growth and organizational realignment, it has become necessary to retain professional consulting staff to augment existing HCSO resources.

The HCSO seeks qualified firms with personnel who possess demonstrated experience and law enforcement and public safety expertise in providing project management and construction management support services for complex, interrelated capital improvement projects.

The Program Management Consulting (PMC) multidiscipline professional staff augmentation services will encompass a comprehensive range of functions typically associated with public capital improvement programs, including but not limited to: project management, project controls, records management, invoice review and compliance, cost and schedule control, risk management support, information technology consulting and support services, capital project plan implementation, capital improvement program support, individual project planning studies, and other related activities supporting the planning, design, and construction of public facilities.

The PMC personnel are expected to possess a broad array of program management skills and capabilities to assist the HCSO in the effective implementation, coordination, and management of its capital improvement initiatives. It is anticipated that assigned PMC personnel will be integrated within the HCSO management structure and will operate under the direction of the Director of Construction Services for the duration of the awarded Agreement for Program Management Consulting Services.

It is not the intent of the HCSO to establish a standalone, full-service, or duplicative program management organization, but rather to supplement and enhance existing staff resources as needed.

3. SCOPE OF SERVICES: The services to be provided by the Awarded Proposer under the Agreement may include, but are not limited to, the following areas of expertise and related professional support, as deemed necessary during the course of the Agreement term.

A. Required Services: The PMC may be required to provide the following expertise and/or other services as deemed necessary during the course of the Agreement:

- i. Project Controls Support Services, including but not limited to:
 - a. Project validation assessment
 - b. Design peer review plan
 - c. Risk identification plan
 - d. Cost management and tracking
 - e. Schedule management and milestones status reporting
 - f. Document control management and coordination
 - g. Invoice and pay application processing and review
 - h. Monthly program and project reporting and financial reconciliation
 - i. Preparation and presentation of budget and schedule updates for executive team meetings
- ii. Construction Contract Administration Services, including but not limited to:
 - a. Assistance with the coordination, review, and interpretation of plans and technical specifications
 - b. Quality Control which includes establishing, monitoring, and reviewing all elements of A&E submittals (including plans, specifications, schedules, cost estimates, permits, and any other supporting data) to ensure that best practices are consistently applied
 - c. Review and processing of designers' supplemental instructions, requests for information (RFIs), requests for change orders, change orders, construction work orders, and submittals
 - d. Construction inspection and quality assurance services, including coordination of specialty inspectors
 - e. Attendance at construction progress meetings, review meeting minutes for accuracy and intent
 - f. Verification of quantities of work performed and materials in place to support partial and final payment recommendations and approval of pay applications
 - g. Maintenance and organization of construction documentation and records
 - h. Management and coordination of activities during construction
 - i. Review and evaluation of contractors' quality control and schedule
 - j. Notification to contractors and the HCSO of any construction methods or practices that, in the PMC's professional opinion, could result in non-conformance with Agreement requirements
 - k. Permits coordination and management
 - l. Coordination with other agencies and stakeholders
- iii. Technology Services:
 - a. As requested by HCSO

B. Optional and As-Needed Services: While not anticipated at this time, the following services may be required during the term of the Agreement at HCSO's discretion:

- i. Program Support Services:
 - a. Program-level planning and coordination
 - b. Project concept and scope development
 - c. Schedule and budget preparation and management
 - d. Program master scheduling and phasing
 - e. Program status tracking and reporting
 - f. Tenant relocation assistance and coordination of tenant work permits
 - ii. Technical Design Support Services:
 - a. Peer review and coordination of project designs
 - b. Cost estimate preparation, review, and validation
 - c. Value engineering studies and recommendations
 - d. Constructability reviews
 - e. Coordination among concurrent or interrelated projects
- C. Anticipated Projects: It is anticipated the PMC will provide professional staff support related to the services described above for the following planned capital improvement projects:
- i. Design and remodel of a five-story Sheriff's Operations Center (SOC) building
 - ii. Design and construction of a new 911 Communications Center
 - iii. Design and construction of Training Academy
 - iv. Design and construction of a new Airplane Hangar
 - v. Multiple jail renovation and alteration projects
- D. Additional Project Assignments: The projects identified in the "Anticipated Projects" section above are provided for informational and planning purposes only and do not represent a limitation on the scope of services under this Agreement. During the term of the Agreement, HCSO may, at its sole discretion and subject to funding availability, assign the Awarded Proposer to provide Program Management Services for additional capital, renovation, maintenance, or other facility-related projects that are similar in nature or complexity, whether or not specifically listed in this RFQ. Such assignments will be authorized through written task orders or other HCSO-approved authorization mechanisms issued in accordance with the Agreement.
- E. Key Personnel: The services of the following key personnel may be required, in addition to other professional and technical staff providing the services outlined in Section 3.A. These individuals will play essential roles in the successful execution and delivery of PMC services under the awarded Agreement.
- i. Technology Lead: Responsible for the management, oversight, and coordination of all Information Technology and Operational Technology aspects across the capital improvement program. This role would serve as the primary point of contact for the HCSO's IT Department and provide specialized expertise for the services listed above.
 - ii. Project Manager: The Project Manager shall be responsible for the overall management, oversight, coordination, and control of all assignments performed under this Agreement and shall be accountable to HCSO for all project management and project controls functions and communications. The Project Manager will serve as the primary point of contact between

HCSO and the Consultant, ensuring effective communication, responsiveness, and quality performance. The Project Manager shall ensure that an adequate number of qualified personnel are assigned to HCSO projects and that all work is performed in accordance with contractual obligations, project schedules, and performance standards.

The Project Manager shall oversee and manage the project controls function (including any assigned project controls personnel) and shall implement, administer, and maintain the Project Management Controls System (PMCS). Responsibilities include project administration; cost, schedule, and performance tracking; and preparation and delivery of progress reports demonstrating compliance with contractual requirements, budgets, and approved schedules. The Project Manager shall perform financial analysis and earned value performance reporting, prepare and maintain periodic cost status reports, coordinate and validate project cost data within the PMCS database, and provide real-time cost and budget outputs to HCSO and project teams as required.

The Project Manager shall develop, integrate, and maintain a program-level master schedule that incorporates design-builder and/or contractor schedules and all contractual interface milestones; review monthly schedule submissions; and produce technical schedule reports identifying risks, potential delays, and recommended mitigation actions to support timely project delivery and schedule compliance. The Project Manager shall manage and support accurate, timely change management processes and ensure that financial commitments, invoices, and related documentation are properly reviewed, recorded, processed, and tracked within the applicable cost management system and the PMCS. The Project Manager shall also be responsible for document management and maintaining required project controls and scheduling documentation within the designated document management system, ensuring that records are accurate, current, and auditable.

- iii. Construction and Quality Assurance Lead: The Construction and Quality Assurance Lead shall oversee field construction activities and the project quality assurance program to ensure successful project delivery. Responsibilities include technical oversight, field engineering, schedule monitoring, and cost control input for assigned projects, as well as monitoring contractor performance, ensuring quality compliance, and providing regular progress updates. The Construction and Quality Assurance Lead shall be responsible for planning, implementing, and managing the quality assurance program, including oversight of QA discipline managers and coordination with HCSO field teams to verify that all construction activities comply with contract documents and sound engineering and construction practices. Duties include reviewing and evaluating quality control (QC) plans submitted by design-builders and/or contractors, reviewing monthly invoices, tracking non-conformance issues and corrective actions, preparing daily field reports and photographs, providing input for weekly and monthly progress reports, monitoring compliance through field audits, issuing monthly QA reports documenting activities and findings, participating in submittal reviews prior to construction, managing non-compliance reporting, and verifying the resolution of all identified deficiencies.
 - a. Inspector: The Inspector shall provide on-site inspection and observation services for assigned projects to verify that the Work is performed in accordance with the Contract Documents and applicable codes, standards, and HCSO requirements. Responsibilities

include documenting daily construction activities; monitoring workmanship, materials, and installed conditions; identifying and recording non-conforming work; coordinating with the Construction and Quality Assurance Lead regarding deficiencies and corrective actions; attending construction meetings as requested; and supporting substantial completion and final completion inspections. The Inspector shall maintain detailed field records, including daily reports and photo documentation, to support project controls, payment verification, and closeout.

F. Integration Plan: A seamless integration and assimilation of the PMC to existing management structure and resources will be a requirement and expectation of the HCSO.

4. PROPOSER QUALIFICATIONS: The HCSO is seeking proposals from highly qualified Proposers with substantial and successful experience in Project Management Consulting. Relevant experience should include the successful program management consulting of projects involving corporate or executive office environments, administrative or meeting spaces, and security-focused government or institutional facilities that include building-level access control systems.

Proposers must demonstrate familiarity with applicable regulatory and design standards, including the Florida Building Code (FBC); National Fire Protection Association (NFPA); Federal Emergency Management Agency (FEMA) P-361, P-543, and P-1019; American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE); Southwest Florida Water Management District (SWFWMD); Florida Model Jail Standards (FMJS); Criminal Justice Information Services (CJIS); Americans with Disabilities Act (ADA) accessibility requirements, OSHA workplace safety standards, and appropriate HVAC and MEP system integration for institutional environments, as well as Florida statutes, and Hillsborough County and City of Tampa ordinances. Proposers are encouraged to highlight prior projects that include security infrastructure design, coordination of controlled access systems, and integration of building technology to support operational safety.

Proposers must include an organizational chart and identify key personnel who will be directly assigned to the project. At a minimum, this should include the Technology Lead, Project Manager, and Construction & Quality Assurance Lead. All designated personnel must remain assigned to the project throughout its duration unless a replacement is submitted to and approved in writing by the HCSO. Any proposed replacement must have qualifications and experience equal to or exceeding those of the originally designated personnel.

5. REQUIRED PROVEN ABILITIES: Proposers must demonstrate proven abilities in:
- A. Project oversight and coordination
 - B. Quality management
 - C. Schedule adherence
 - D. Technical and administrative support
 - E. Documentation and reporting
 - F. Stakeholder communication
 - G. Deliverables (e.g., monthly project status and quality reports, inspection and review logs, recommendations for quality improvements and process optimization)

6. MANDATORY REQUIREMENTS MATRIX COMPLETION AND SUBMISSION: An RFQ Requirements Matrix is included as Appendix III to this solicitation. The matrix enumerates all mandatory and evaluative requirements set forth in this RFQ, including but not limited to experience, qualifications, project approach, and other criteria outlined in Parts C and D. Each proposer is required to complete the Requirements Matrix in full and return it with their submission. For every listed requirement, Proposers must identify the exact section(s) and page number(s) in their proposal where the requirement is addressed. Failure to return a fully completed Requirements Matrix may be grounds for deeming the proposal non-responsive and may result in disqualification from further evaluation. The matrix is intended to ensure that evaluators can efficiently verify compliance with all RFQ requirements and compare proposals efficiently.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PART D - PROPOSAL RESPONSE

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

The undersigned, by the signature evidenced, represents that the Proposer 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 Proposer makes this Proposal.

► USE INK ONLY ◀

All the following information must be hereupon given for this Proposal Package to be considered by the HCSO.

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

Proposer 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 Proposal Package.

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

Section title pages provided.

- A. Experience with Law Enforcement Public Safety Projects
- B. Qualifications of Firm and Key Staff.
- C. References on Recent Projects.
- D. Project Approach.
- E. Claims History

3. **EXPERIENCE WITH LAW ENFORCEMENT PUBLIC SAFETY PROJECTS (20 Points):** Provide a detailed narrative describing the Proposer’s experience providing program management, project management, construction management support, owner’s representative services, project controls,

construction administration support, or related consulting services for projects of similar scope, complexity, and operational sensitivity. Relevant experience may include law enforcement facilities, emergency communications centers, correctional or detention facilities, training facilities, aviation or hangar facilities, administrative or executive office environments, secure government facilities, institutional facilities, or other mission-critical public safety infrastructure:

- A. The Proposer’s specific role on each relevant project, including whether the Proposer served as program manager, project manager, construction manager, owner’s representative, project controls consultant, inspector, or other support role.
- B. Experience supporting projects involving secure facilities, controlled access, emergency communications, redundant infrastructure, technology coordination, operational continuity, or occupied-facility renovations.
- C. Experience coordinating with owners, architects, engineers, contractors, inspectors, public agencies, and other stakeholders.
- D. Challenges encountered and solutions implemented, including cost, schedule, quality, risk, phasing, security, or operational continuity challenges.
- E. Experience with industry standards, including compliance with NENA (National Emergency Number Association) and NFPA (National Fire Protection Association) regulations, and applicable Criminal Justice Standards.
- F. Documents to submit:
 - i. Project Experience Matrix – A table summarizing past projects, including:
 - a. Project Name
 - b. Location
 - c. Proposer’s role
 - d. Total project value and/or consultant contract value
 - e. Year Completed
 - f. Scope of services performed
 - g. Key personnel involved
 - h. Client Name & Contact Information
 - ii. Detailed Project Descriptions for three to five relevant projects including:
 - a. Description of the project and the Proposer’s role
 - b. Scope of services provided
 - c. Project challenges and resolutions
 - d. Cost, schedule, quality, reporting, or coordination responsibilities
 - e. Evidence of successful performance, such as owner references, recommendation letters, performance evaluations, completion documentation, or other supporting information.

- iii. Relevant Florida/Public Safety Experience identifying law enforcement, public safety, correctional, emergency communications, secure government, or comparable mission-critical projects completed or supported within the past five years, with emphasis on Florida projects where applicable.
4. QUALIFICATIONS OF FIRM AND KEY STAFF (20 Points): Identify the firm, key personnel, and any consultants or subcontractors proposed to provide services under this RFQ. The response should demonstrate that the Proposer has the organizational capacity, technical expertise, staffing depth, and management structure necessary to provide Program Management Consulting services for HCSO's capital improvement program and assigned projects:
- A. Summary of the firm's experience providing program management, project management, construction management support, owner's representative services, project controls, construction administration support, inspection coordination, reporting, cost control, schedule control, risk management, and document control services.
 - B. Qualifications and relevant experience of key personnel proposed for this Agreement, including the Technology Lead, Project Manager, Construction and Quality Assurance Lead, Inspector, and any other proposed key staff.
 - C. Direct experience of proposed personnel with public safety, law enforcement, correctional, emergency communications, secure government, institutional, or comparable mission-critical facilities.
 - D. The Proposer's in-house capabilities and any services proposed to be provided by consultants or subcontractors.
 - E. The proposed organizational structure, reporting relationships, decision-making responsibilities, and lines of communication with HCSO.
 - F. Personnel availability, workload capacity, continuity planning, and ability to maintain qualified staff throughout the Agreement term.
 - G. Documents to submit:
 - i. Resumes of Key Personnel – For each Technology Lead, Project Manager, Construction & Quality Assurance Lead, and any other key technical staff, include:
 - a. Name and title
 - b. Years of experience
 - c. Relevant project experience
 - d. Certifications/licenses (e.g., Florida Professional Engineer (PE), Registered Architect (RA))
 - ii. Copies of Professional Licenses/Certifications – All required Florida licenses for architectural and engineering personnel, if applicable.

- iii. Organizational Chart – Clearly showing reporting structure and roles within the project team.
 - iv. Staffing Plan – Summary of personnel availability and how they will be allocated to this project.
 - v. Consultant/Subcontractor Summary – if applicable, identifying all proposed consultants or subcontractors, their roles, qualifications, and relationship to the prime Proposer.
- H. Company culture - Provide a brief narrative describing the firm’s culture, including its mission and values, approach to employee development and retention, collaboration and communication practices, and commitment to ethics, public safety, and high-quality service. Highlight how the firm’s culture supports long-term program management relationships, promotes proactive problem-solving, and aligns with the HCSO’s environment (e.g., confidentiality, accountability, and responsiveness). Proposers may reference internal initiatives, training programs, recognition systems, or other practices that demonstrate a strong, stable culture capable of supporting complex public safety projects.
5. REFERENCES ON RECENT PROJECTS (10 Points): Provide at least three references for recent or ongoing projects or engagements of similar scope, complexity, and operational sensitivity. References should relate to program management, project management, construction management support, owner’s representative services, project controls, construction administration support, or related consulting services for public safety, law enforcement, correctional, emergency communications, secure government, institutional, administrative, or other mission-critical facilities.

HCSO may contact any or all references provided and may consider relevant information obtained from references in the evaluation of the Proposal Package. Each reference should be able to verify, as applicable:

- 1. Quality and effectiveness of the Proposer’s services;
- 2. Responsiveness and communication;
- 3. Ability to manage cost, schedule, risk, documentation, and reporting;
- 4. Ability to coordinate with owners, design professionals, contractors, public agencies, and stakeholders;
- 5. Ability to provide timely on-site or in-person support when required;
- 6. Performance on projects of similar complexity.

A. Documents to Submit:

- ii. Reference Contact List – For each project reference, include:
 - a. Client Name
 - b. Project Name & Location
 - c. Scope of Work
 - d. Completion Date
 - e. Contact Person (Name, Title, Phone, Email)

- iii. Client Testimonials/Recommendation Letters – If available, include formal letters of recommendation from previous clients.
 - iv. Performance Metrics – if available, including on-time performance, budget adherence, change management performance, reporting performance, issue resolution, or other owner/client feedback.
6. PROJECT APPROACH (45 Points): Provide a detailed technical methodology describing how the Proposer will provide Program Management Consulting services to support HCSO’s capital improvement program, assigned projects, and related operational needs. The response should demonstrate the Proposer’s ability to integrate with HCSO staff, provide timely and consistent access to qualified personnel, manage multiple concurrent assignments, support project controls, coordinate with stakeholders, and assist HCSO in achieving cost, schedule, quality, documentation, and reporting objectives. The narrative should address, at a minimum, the following:
- A. Program management methodology and overall approach to supporting multiple capital projects
 - B. Scope management, cost management, schedule management, and project controls
 - C. Quality assurance and quality control support
 - D. Construction contract administration and field coordination support
 - E. Risk identification, mitigation, escalation, and issue resolution
 - F. Stakeholder communication, meeting management, reporting, and executive-level briefings
 - G. Document control, records management, invoice review, change management, and project closeout support
 - H. Technology tools, dashboards, platforms, or systems proposed for schedule tracking, cost tracking, document management, reporting, and communication
 - I. Staffing deployment, personnel availability, continuity of service, and ability to ramp up or adjust resources as HCSO’s needs change
 - J. Integration with HCSO’s management structure, including coordination with the Director of Construction Services and other HCSO stakeholders
 - K. On-site availability, location of assigned personnel, responsiveness for in-person meetings, site visits, inspections, and urgent project needs

The narrative should also describe:

- A. What approach do you propose to ensure that HCSO has timely and consistent access to the necessary resources/services requested?

- B. How projects' risks will be identified and mitigated
- C. Scheduling assessment methodology, including major milestones and deadlines
- D. Cost control measures to ensure adherence to budget
- E. Proposed staffing plan with available ramp-up of services, if necessary
- F. The Proposer's plan for providing timely on-site support to HCSO, including attendance at in-person meetings, site visits, inspections, executive briefings, and urgent project discussions. The response shall identify the office location(s) and work location(s) of personnel proposed to support this Agreement and explain how the Proposer will ensure consistent responsiveness throughout the Agreement term
- G. Documents to Submit:
 - i. Project Work Plan – Include a proposed timeline with major milestones.
 - ii. Risk Management Plan – Identify potential risks and how they will be mitigated.
 - iii. Quality Control Plan – Outline procedures for design review, inspections, and final acceptance.
 - iv. Technology & Innovation Summary – If applicable, describe any innovative solutions the Proposer will use to enhance efficiency or security in the design process.

Additionally, Proposers must answer the following questions as part of their response:

- a. What challenges does the Proposer anticipate in supporting HCSO's capital improvement program and program goals, and how would the Proposer address those challenges?
- b. Does your firm have time to give us the service we need? Show the proposed personnel availability.
- c. What is the Proposer's technical approach to providing Program Management Services for this Contract, and how will that approach support successful delivery of HCSO's capital projects?
- d. What specific services does the Proposer propose to provide, and how will these services be organized and deployed to support the overall program?
- e. What key deliverables will the Proposer provide (e.g., plans, reports, logs, dashboards, schedules), and how will these deliverables be used to support decision-making and project oversight?
- f. How will the Proposer manage communication and reporting with HCSO, including meeting cadence, escalation procedures, and the format/content of recurring reports?

- g. What technology tools, systems, or platforms will the Proposer use to support execution of the program (e.g., project management, document control, scheduling, cost management), and how will these tools be integrated into HCSO's processes?
7. CLAIMS HISTORY (5 Points): Provide a summary of the firm's claims, disputes and terminations relevant to program management, project management, construction management support, owner's representative services, project controls, construction administration support, inspection services, architectural services, engineering services, or similar professional consulting services for the past five (5) years. The narrative should address:
- A. Any litigation, arbitration, mediation, formal claim, or demand involving the Proposer's professional services, including the nature of the dispute, parties involved, approximate dollar amount, and final outcome or current status.
 - B. Any termination for cause, default, cure notice, or material performance dispute on contracts for similar services.
 - C. Any professional liability (errors and omissions) claims asserted against the firm or its key personnel related to public safety, law enforcement, or other mission-critical facilities.
 - D. Corrective actions the firm has implemented to mitigate recurrence of similar issues.
 - E. Documents to Submit:
 - i. Claims/Litigation Summary Table identifying matter name, client/owner, project name, year, and disposition
 - ii. Explanatory narrative for any significant or recurring issues and the firm's mitigation measures

SIGNATURE OF AFFIRMATION AND DECLARATION

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

The below named Proposer affirms and declares:

- A. That this Proposal 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 Proposer 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 Proposal 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 Proposal shall remain open for 60 days following the opening of Proposal 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 Proposal Package:

- Have submitted Letter of Intent by proposed deadline.
- For electronic submissions: One (1) complete electronic file submitted through DemandStar. If proprietary information is included in the Proposal Package, it must be clearly marked within the file. A separate redacted version of the proposal, with proprietary content removed or obscured, must also be uploaded as a separate file in addition to the original.
- SIGNATURES required PARTS A and D, APPENDIX I.
- 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.
- APPENDIX III – Requirements Matrix.

****Proposers are responsible for providing all required information, documents, and signatures.****

REMAINDER OF PAGE IS INTENTIONALLY LEFT BLANK