

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

**REQUEST FOR QUALIFICATIONS (RFQ) 2026-006**

**CMAR SERVICES FOR  
THE RENOVATION OF THE  
NEW HCSO SHERIFF'S OPERATIONS CENTER**

**January 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](mailto: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 Contract will require the signatures of the Hillsborough County Sheriff's Office and the Contractor to become binding. A draft copy of the proposed Contract and its terms and conditions are attached to this RFQ for review. The final executed Contract may have differing terms due to negotiations. **READ THE ENTIRE RFQ PACKAGE CAREFULLY BEFORE SIGNING**

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PROPOSED SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	January 20, 2026
DEADLINE TO SUBMIT LETTER OF INTENT	January 30, 2026
DEADLINE TO SUBMIT QUESTIONS	February 19, 2026
DEADLINE TO SUBMIT	March 5, 2026 - 3 p.m.

**LETTER OF INTENT**

**RFQ 2026-006 CMAR SERVICES FOR THE RENOVATION OF  
THE NEW HCSO SHERIFF'S OPERATIONS CENTER**

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.

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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 RETURNED BY THE DEADLINE TO THE BUYER LISTED ON PAGE TWO (2) OF THIS DOCUMENT, AT FAX NUMBER 813-242-1826, or [Purchasing@HCSO.Tampa.FL.US](mailto:Purchasing@HCSO.Tampa.FL.US) WITH THE SUBJECT LINE "2026-006 Letter of Intent".**

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

**SUBJECT:** Request for Qualifications 2026-006

**RFQ TITLE:** RFQ CMAR Services for the Renovation of the New HCSO Sheriff's Operations Center

**OPENING DATE & TIME:** Thursday, March 5, 2026, by 3pm EST

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

**RFQ Overview:** Hillsborough County Sheriff's Office (HCSO) is issuing Request for Qualifications (RFQ) 206-006 seeking proposals from qualified consulting firms (the "Proposer") to provide CMAR services for the renovation of the new HCSO Sheriff's Operations Center.

## PART A - GENERAL TERMS AND CONDITIONS

1. **PROPOSALS:** All Proposals must be submitted electronically through DemandStar at: <https://www.demandstar.com/app/agencies/florida/hillsborough-county-sheriff-s-office/procurement-opportunities/2edd7caf-d5b9-4fbd-97d1-e8820498d3ef>

Submissions delivered by mail, courier, or in-person will not be accepted and will not be considered responsive. It is the sole responsibility of the Proposer to ensure that the electronic submission is complete, successfully uploaded, and received before the proposal deadline indicated in this RFQ. Late submissions will not be accepted.

Failure to reference or return any specifications included in the RFQ will be interpreted as acknowledgment that all requirements have been reviewed and accepted unless clearly stated otherwise in the Proposal Response (Part D).
2. **PROPOSAL DELIVERY:** All proposal submissions must be made exclusively through the DemandStar platform by the deadline indicated in this RFQ. Proposers are encouraged to upload their submission files early and confirm receipt through DemandStar's confirmation tools. The HCSO will not be responsible for technical issues, upload delays, or incomplete file transfers encountered by the Proposer. No other method of submission will be accepted.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> and <https://www.demandstar.com/app/agencies/florida/hillsborough-county-sheriff-s-office/procurement-opportunities/2edd7caf-d5b9-4fbd-97d1-e8820498d3ef> 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 the 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.
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 Contract 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 Contract. 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 Contract the same as though herein written. Florida law will govern all questions concerning implementation and execution of this Contract 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 him from responsibility.
13. **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 contract entered into as a result of this RFQ for each and every fiscal year following the fiscal year in which this Contract is executed and entered into, and for which the Contract 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 Contract, 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 Contract.

14. **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.
15. **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.
16. **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.

17. **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 Contract 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 must be clearly stated in the Proposal 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 Contract, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, (813) 247-8210 or at [HCSORecords@HCSO.Tampa.FL.US](mailto: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.

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Proposer Name

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Proposer Officer Name (Printed)

Title

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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 contract 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 contract.
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. 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 RFQ Proposal 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 II 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 Contract 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 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 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 Contract 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
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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 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 (if applicable to the work being performed): 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

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 contract. If the Sheriff has a good faith belief that the Awarded Proposer(s) has 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 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 subcontracts 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 Proposer(s) as provided above, the Awarded Proposer(s) may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Proposer(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of a Contract.
6. **PREPARATION AND PROPOSAL PACKAGE:** Proposals shall be signed electronically 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 included 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. Qualifications, Organization and Capability of Professional Staff	15
B. Past Performance/References	15
C. Experience in providing similar services, Including Pre-con service	20
D. Litigation history, Financial statements, and Bonding capacity	10
E. Risk Management and Conflict Resolution	15
F. Recent, Current and Projected Workload	5
G. Budget, and Schedule and Cost Control Strategies and Approach	20
Total	<u>100</u>

An evaluation committee, consisting of a minimum of three (3) representatives from the HCSO, will review and discuss each proposal. Scoring will be determined through a consensus scoring process, whereby the committee deliberates collectively and assigns a single consensus score for each evaluation criterion. Any clarifications needed will be requested through the Assigned Buyer.

8. **ORAL PRESENTATION:** Following the initial evaluation, the highest-ranked Proposers may 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 evaluation committee will reconvene to deliberate and establish a final round of consensus scoring, incorporating both the written proposal and the presentation.

The final evaluation results will be presented to the committee members, who may proceed with a recommendation based on the consensus 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 Contract between the HCSO and 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 Packages and Proposers 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, organization 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> and DemandStar.

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 HCSO, additional work due to unforeseen circumstances, or requirements imposed by regulatory agencies.

Requests for additional services must be submitted by the Firm 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 HCSO. A copy of the amended Purchase Order will be provided to the Firm.

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

**Requests for cost estimates for potential additional services are not considered approvals to proceed. Similarly, 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 Responses, for cause, to waive irregularities, if any, and to accept the Proposal 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), 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 HCSO in accordance with the agreement terms. During this period, the selected Proposer(s) shall remain responsible for all architectural and engineering 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 Contract when deemed to be in the best interest of the HCSO. Any modifications to the terms and conditions of the resulting Contract shall be executed through a formal written amendment, mutually agreed upon by both parties. All Contract modifications must be reviewed and approved by HCSO prior to execution. Modifications shall not be effective unless signed by authorized representatives of both 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. **CANCELLATION:** When deemed to be in the best interest of the HCSO, any contract(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 Contract 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.
17. **ASSIGNMENT:** The Awarded Proposer(s) will not assign, transfer, convey, or otherwise dispose of this Contract or any part thereof, or of its right title or interest therein or its power to execute

this Contract 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 Contract 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 Contract 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 a Contract default. Awarded Proposer(s)s who default on contracts may be removed from the HCSO Supplier List and determined ineligible for future contracts 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 Contract and procure the item(s) from the most available source.
20. **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.

All progress payments will be subject to five (5) percent retainer. Approval for payment of the final invoice and release of the retainer shall be subject to the final project inspection and acceptance by the Project Manager. The retained amount should ***not*** be included on the final invoice but should be requested separately.

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 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](mailto: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](mailto: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 Contract.
- d. Legal or other claims by third parties relating to the Work performed under the Contract.

21. **SUPPLIER DIVERSITY:** 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 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.

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22. **GOVERNMENTAL PURCHASING COUNCILS:** All responses 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	

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## 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 issuing RFQ 2026-006 seeking proposals from qualified Proposers to provide Construction Manager at Risk (CMAR) services for the renovation of all five floors of an existing HCSO facility.

This renovation project will reconfigure and modernize this critical facility, including general office and administrative areas, meeting and training rooms, executive office suites and leadership areas, lobby and security control spaces, and other associated support and common areas.

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 proposals 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 purpose of this solicitation is to select a CMAR firm for the renovation and reconfiguration of all five (5) floors of an existing facility located within the HCSO campus. The renovations will include general office space across multiple floors, meeting and training rooms, executive office suites and leadership areas, the main lobby and security control room, and associated building support areas, common spaces, and infrastructure necessary to support HCSO operations.

The selected CMAR will support and implement the design solution developed by the Architectural/Engineering (A/E) team, coordinating construction for all building systems, including architectural finishes; mechanical, electrical, and plumbing systems; IT and audiovisual infrastructure; access control; cameras; and security system integration. The CMAR's work must support compliance with current codes; maintain operational functionality during construction as appropriate; reflect industry best practices for constructability, safety, and long-term performance; and coordination with other ongoing projects and vendors working directly for HCSO.

3. **CMAR SCOPE OF SERVICES:** The specific scope of work to be performed by the selected Construction Manager at Risk (CMAR), under a Guaranteed Maximum Price (GMP), will encompass both the Pre-Construction Phase and the Construction/Post-Construction Phase of the project. This RFQ represents a single solicitation and award through which the HCSO intends to select one CMAR firm to provide services across all phases of project delivery. Upon execution of the initial Contract, the CMAR will be authorized to perform pre-construction services. At the appropriate stage of design development, and contingent upon satisfactory performance during the pre-construction phase, HCSO anticipates entering into an amendment to the same agreement to authorize construction and post-construction services, subject to successful negotiation of a GMP.

While HCSO intends to proceed with the selected CMAR for the full scope of the project, it reserves the right at its sole discretion not to proceed to the construction phase. In such event, the CMAR shall not be entitled to any compensation or claims related to the construction phase, including but not limited to recovery of costs or anticipated profit.

- a. Pre-Construction Services: During the Pre-Construction Phase, the selected Construction Manager at Risk (CMAR) shall work collaboratively with the HCSO and the Architectural/Engineering (A/E) team to oversee the development of the project design, budget, and schedule, ensuring alignment with the Owner's objectives. The CMAR will assist in the development and maintenance of a detailed project schedule and phasing and coordinate a comprehensive work plan that outlines sequencing, logistics, and early milestone targets. The CMAR shall provide recommendations with regards to an accelerated or fast-track schedule, early procurement, and sequencing. Throughout the preparation of contract documents by the A/E team, the CMAR will advise on project feasibility, material and labor availability, alternative design and material strategies, and other considerations affecting cost, quality, and construction timelines. The CMAR shall regularly participate in project progress meetings and provide formal constructability reviews, systems evaluations, and value engineering input.

The CMAR shall be responsible for preparing a statement of probable construction cost at the 90% Construction Documents milestone, incorporating soft and hard cost projections.

Additionally, the CMAR will assist in all aspects of bid phase preparation, including bidder outreach, pre-qualification, advertisement, bid package strategies, and scope definition. The CMAR will generate bid lists, distribute construction documents, conduct pre-bid conferences, issue addenda, respond to bidder questions, and conduct public bid openings. After bids are received, the CMAR shall review and tabulate all bids, evaluate bidder responsiveness and qualifications, perform reference checks, and provide formal recommendations for award.

In support of construction readiness, the CMAR will coordinate with utility providers, assess and plan site logistics and management of traffic (MOT) plan, and address temporary conditions including stormwater, erosion control, water and power supply, and temporary facilities. The CMAR shall develop a detailed schedule of long-lead items, prepare a comprehensive project budget with regular updates, and contribute to the development of monthly program status reports. The CMAR will support regulatory agency coordination and permitting processes, assist in obtaining all required approvals, and provide an updated review of construction documents at appropriate intervals.

At the 60% Construction Documents milestone, the CMAR shall submit a preliminary Guaranteed Maximum Price (GMP) proposal, supported by a Schedule of Values and cost documentation. Prior to the award of the Construction Phase, the CMAR and HCSO shall negotiate and agree upon a final GMP, which will be based on the completed construction documents, final scope definition, and approved permits. Execution of the Construction Phase agreement is contingent upon acceptance of this final GMP by HCSO.

- b. Construction Phase Services: During the Construction Phase, the CMAR shall serve as the General Contractor and assume full responsibility for the execution and coordination of the construction work in accordance with the approved construction documents, schedule, and GMP. The CMAR shall maintain a full-time, on-site project coordinator responsible for overseeing daily operations and documenting all aspects of the construction process, including project meetings, schedules, information exchanges, and formal transmittals. The CMAR will manage and expedite the submittal process, ensuring timely review and approval of shop drawings, material samples, test reports, and other required documentation. It is the CMAR's duty to coordinate field inspections and testing services for soils, concrete, structural systems,

mechanical and electrical systems, and ensure all work meets contract specifications and quality standards.

The CMAR shall actively monitor construction progress, maintain a current construction schedule, and provide regular updates reflecting actual work-in-place and projected completion. Coordination of construction sequencing, phasing, and logistics is critical to the project's success, and the CMAR must develop strategies for managing temporary facilities, material staging, site access, and utility shutdowns. The CMAR shall facilitate collaboration between the owner, design professionals, subcontractors, and regulatory agencies to clearly define roles, responsibilities, and expectations throughout the construction period. Regular coordination meetings shall be led by the CMAR to address schedule, safety, quality, and issue resolution.

As part of its administrative responsibilities, the CMAR shall develop and maintain all project logs, including but not limited to Requests for Information (RFIs), submittals, shop drawings, correspondence, change orders, and payment applications. The CMAR must review and make recommendations on proposed change orders from trade contractors, the design team, or the owner, and maintain a detailed change order log with associated cost estimates and status. Monthly pay applications shall be reviewed for accuracy and completeness, including verification of certified payroll and lien waivers. The CMAR will advise the owner regarding payment approval and ensure appropriate documentation is maintained throughout construction.

The CMAR shall oversee project risk management efforts including insurance compliance, bonding requirements (to be defined by HCSO), claims, and on-site security protocols. The CMAR shall manage all utility coordination efforts, schedule inspections with governing authorities, and ensure continuous communication with local and regulatory agencies throughout the duration of the work. In preparation for project completion, the CMAR will conduct and document all field inspections and punch list activities in coordination with the design team and owner, certify substantial and final completion, and secure all warranties, guarantees, affidavits, bonds, lien releases, and occupancy permits. All administrative closeout documentation shall be delivered to the owner in an electronic format as part of the final turnover process.

- c. Post-Construction Services: Upon substantial completion of construction, the CMAR shall provide comprehensive Post-Construction Services to ensure a smooth transition to occupancy and long-term operation of the facility. The CMAR will be responsible for receiving, organizing, and delivering all required project closeout materials, including final as-built drawings, operation and maintenance (O&M) manuals, equipment warranties, and guarantees. The CMAR shall ensure that all documentation is complete, accurate, and submitted in accordance with project specifications and owner requirements.

In support of project turnover, the CMAR shall coordinate with the design team, trade contractors, and owner representatives to resolve any outstanding contract issues, including claims, punch list items, final inspections, warranty matters, and bond-related documentation. The CMAR will facilitate building systems training for the owner's maintenance personnel, ensuring operational readiness and proper use of all installed systems. Original "marked-up"

as-built drawings, reflecting field conditions and changes during construction, shall be compiled and submitted to the owner along with all final warranties and guarantees.

At project closeout, the CMAR shall prepare a comprehensive final report summarizing construction activities, outstanding issues, change orders, and financial reconciliations. This report shall include a formal recommendation regarding final payment and the issuance of the notice of completion. The CMAR shall remain available to support any post-occupancy issues that arise during the warranty period and will assist the owner in coordinating any corrective work required under warranty obligations.

4. **EXPANDED SCOPE OF SERVICES FOR CMAR:** The Construction Manager at Risk (CMAR) selected through this solicitation will be responsible for delivering a comprehensive range of services across all phases of the project, from early design input through construction and post-construction completion. The CMAR is expected to collaborate closely with the HCSO, the Design Professional, and other project stakeholders to ensure the new HCSO Sheriff's Operations Center is delivered efficiently, economically, and in alignment with HCSO's operational and budgetary goals. The scope of services outlined in this section includes detailed responsibilities related to Pre-Construction, Bid Phase, Construction, and Post-Construction activities. These services are structured to support a seamless project delivery using the CMAR with Guaranteed Maximum Price (GMP) method and are critical to the successful execution of this mission-critical facility.
  - a. Pre-Construction Phase
    - i. Cost Tracking and Reporting. Pre-construction phase services will be provided under a lump sum agreement. However, the CMAR shall maintain separate accounting for these services, distinct from GMP-related costs incurred during the construction phase. Upon request, the CMAR must submit detailed cost reports to HCSO for review.
    - ii. Collaboration with Design Professional. The CMAR shall work closely with HCSO and the Design Professional from the design development phase through completion of construction documents. This includes participating in design decisions, material evaluations, construction methods, utility coordination, and lifecycle cost considerations.
    - iii. Project Schedule Development. The CMAR shall develop and maintain a comprehensive Project Schedule, updating it regularly to reflect major design and procurement milestones, and changes as design and planning progresses.
    - iv. Value Engineering and Lifecycle Analysis. The CMAR shall actively lead value engineering efforts, evaluating cost-saving opportunities without compromising functionality, code compliance, or long-term performance.
    - v. Constructability Reviews. Throughout the design process, the CMAR shall review documents for completeness, clarity, and constructability. Recommendations shall be submitted in coordination with the Design Professional and HCSO.
    - vi. Cost Control and Budget Alignment. The CMAR shall prepare Statements of Probable Construction Cost at required milestones and compare these against the established

project budget. If the GMP estimate exceeds the budget by more than 5%, the CMAR shall be responsible for reimbursing design fees associated with value engineering.

- vii. Permitting and Regulatory Oversight. The CMAR shall track all required approvals during design and coordinate with relevant agencies to ensure timely permitting. All necessary permits must be secured before construction begins.
- viii. Trade Contractor Bid Packaging. The CMAR will develop complete and distinct bid packages for all scopes of work. Bid alternates and contingency planning must be included. Trade contractors are not to carry contingency or allowances; these are held by the CMAR.
- ix. Construction Delivery Method and Contracts. All construction will be delivered under a CMAR with GMP method. The CMAR shall competitively bid all work and enter into contracts with the selected trade contractors following HCSO's review and approval of bid documents.

b. Bid Phase Services

- i. Trade Bid Package Strategy. The CMAR shall determine the optimal number and composition of trade bid packages and submit the plan for approval by HCSO prior to bidding.
- ii. Development of Bid Documents. The CMAR shall prepare complete trade contractor bid documents, including contract terms and technical requirements. HCSO shall approve all bid documents prior to issue.
- iii. Master Project Schedule Integration. The Master Project Schedule must be included in each trade contractor bid set, with tailored schedule sections for each trade scope.
- iv. Qualified Bidder Identification. The CMAR shall identify and solicit bids from qualified trade contractors. Pre-bid meetings will be conducted, and all questions and clarifications must be formally documented and addressed via addenda.
- v. Bid Review and Evaluation. All bids shall be received, tabulated, and evaluated by the CMAR in coordination with HCSO and the Design Professional. Recommendations for award must be justified based on value, responsiveness, and conformance to scope.
- vi. GMP Proposal and Acceptance. The CMAR will submit a Guaranteed Maximum Price proposal based on accepted trade bids. The CMAR must warrant that all construction documents are coordinated and reflect complete scope coverage. If a GMP agreement cannot be reached, HCSO reserves the right to terminate the contract and pursue other procurement methods.
- vii. Trade Contractor Agreements. Upon GMP approval, the CMAR shall execute contracts with each selected trade contractor and prepare to initiate the construction phase.

c. Construction Phase

- i. General Construction Administration. The CMAR shall provide full construction management services, using best efforts to deliver the project efficiently, on budget, and on schedule.
- ii. Pre-Construction Conference. The CMAR shall organize and lead a pre-construction conference with all relevant parties. Procedures for communication, submittals, safety, change management, and quality control will be established and documented.
- iii. Ongoing Project Meetings. Bi-weekly construction meetings will be led by the CMAR to address coordination, schedule, safety, and progress. Agendas and minutes shall be prepared and distributed.
- iv. Schedule Management. The CMAR shall update and manage the Master Project Schedule, reviewing trade contractor submissions and adjusting the schedule to reflect daily field progress and any approved changes.
- v. Payment Processing. The CMAR will review trade contractor invoices against progress and approved schedules of values, compile monthly payment applications, and submit a consolidated invoice to HCSO.
- vi. Construction Cash Flow Projections. Monthly updates to construction cash flow requirements must be provided throughout the duration of construction.
- vii. Liaison Role. The CMAR will coordinate with the A/E firm or Architect, inspectors, HCSO staff, and trade contractors to ensure uninterrupted facility operations during construction and timely project progression.
- viii. Design Clarification and RFI Management. The CMAR shall coordinate the resolution of RFIs in conjunction with the Design Professional. All RFIs must be logged, tracked, and resolved promptly.
- ix. Quality Control and Material Testing. The CMAR is responsible for field quality control, coordinating testing, identifying non-conforming work, and ensuring adherence to construction documents.
- x. Monthly Progress Reporting. A monthly progress report will be submitted to HCSO summarizing construction status, contractor performance, cash flow, and unresolved issues.
- xi. Supervision and Field Personnel. The CMAR shall provide all necessary on-site staff, office facilities, and equipment for effective project supervision, coordination, and administration.
- xii. Commissioning Support. The CMAR shall cooperate fully with third-party commissioning agents designated by HCSO to validate system performance and readiness.

- d. Post-Construction Phase and Closeout
  - i. Closeout Documentation and Submittals. The CMAR shall collect and submit all closeout documents, including operation and maintenance manuals, warranties, guarantees, and extra materials, in both hardcopy and digital format.
  - ii. Resolution of Outstanding Issues. The CMAR shall coordinate resolution of any remaining contract issues, warranty items, or bond-related matters prior to final project acceptance.
  - iii. Final Closeout Report. A formal closeout report shall be submitted to HCSO including a recommendation for final acceptance, summary of key events, and request for final payment.
  - iv. Operations Training. The CMAR shall ensure that HCSO maintenance personnel receive complete systems training for all equipment and building systems prior to turnover, including sequence of operations.
  - v. As-Built Drawings. The CMAR shall monitor and verify that trade contractors maintain updated as-built records throughout construction. Final “marked-up” as-builts must be submitted to the Design Professional and HCSO at project completion in AutoCAD or Revit Electronic Format.

5. **MISCELLANEOUS REQUIREMENTS:**

- a. Stipulated Owner Approval for CMAR to Proceed with Construction Phase. The RFQ and subsequent Agreement shall require that the selected CMAR provide separate fees for Pre-Construction Services and for Construction/Post-Construction Services. Approval to proceed with the Construction/Post-Construction Phase shall be contingent upon the successful negotiation and acceptance of a mutually agreeable Guaranteed Maximum Price (GMP). The HCSO reserves the right, at its sole discretion, to procure construction contracts through other means if a GMP cannot be established.
- b. Minimum Bid Requirements and HCSO’s Right to Add or Delete Bidders. The CMAR shall solicit and receive no fewer than three (3) competitive bids from qualified trade contractors, vendors, or suppliers for each bid package issued. A complete bid list shall be prepared and submitted to HCSO for review prior to bid issuance. HCSO reserves the right, in the best interest of the project, to add bidders to or delete bidders from the CMAR’s proposed list.
- c. Accounting of Hard Construction Costs and Soft Costs. The CMAR shall identify, classify, and track all hard construction costs and soft costs separately for HCSO’s use and reporting purposes. Hard costs shall include the direct costs of construction as incurred through trade contracts and suppliers. Soft costs shall include indirect costs such as fees, permits, insurance, and other non-construction items. The classification system used shall be submitted to HCSO for review and approval prior to implementation.
- d. Key Personnel Requirements

- i. **Resumes and References.** The CMAR shall provide resumes for all proposed key team members, including their specific role on the project, current workload, and anticipated availability throughout the project duration. Each resume shall be accompanied by at least three (3) client references familiar with the individual's performance on similar projects.
- ii. **Organizational Structure.** The CMAR shall provide a project team organizational chart identifying all proposed key personnel. The firm shall demonstrate its ability to provide additional in-house personnel to support the Project Coordinator and other critical functions as needed. Submission of a proposal shall constitute the CMAR's commitment to assign the identified key personnel to the project.
- iii. **Personnel Substitution.** Substitution of key personnel shall not be permitted without prior written approval from HCSO. Such substitutions will only be considered under circumstances beyond the CMAR's control (e.g., illness, departure from the firm) and not for reasons of convenience or reassignment.
- iv. **Firm Capacity.** The CMAR shall state the size of its local office and provide the number of professional and support staff available to ensure timely completion of all project responsibilities.

6. **REQUIRED SUBCONTRACTORS FOR SPECIALIZED SYSTEMS:** In order to ensure continuity of service, compatibility with existing systems, and adherence to established agency standards, the HCSO requires the use of certain subcontractors for specific scopes of work under this project. These subcontractors are the current service providers and system integrators for HCSO facilities and have installed, configured, and managed the systems presently in use by the agency.

The CMAR shall be required to contract with the following subcontractors for the scopes of work determined applicable during project development:

- Worldwide Technology – Information Technology systems and related services.
- Miller Electric – Electrical systems and infrastructure.
- Security 101 – Security access control systems.
- APG Technology – Electrical and systems.

The applicable scopes of work will be finalized following completion of the design phase but prior to commencement of the construction phase. The CMAR shall include these subcontractors in the bidding and procurement process for their respective scopes and shall coordinate with HCSO to ensure full integration with existing agency systems.

Nothing in this provision shall preclude the CMAR from competitively bidding unrelated scopes of work, provided that these four subcontractors are used exclusively for the areas defined by HCSO as critical to agency operations.

7. **BONDING REQUIREMENTS:** The CMAR shall be required to provide 100% Payment and Performance Bonds for the Construction Phase of the project. Bonds must be issued by a surety licensed to transact business in the State of Florida and acceptable to the HCSO. Bonding shall be in accordance with HCSO's standard procurement requirements and submitted prior to the commencement of construction activities.
8. **MINIMUM QUALIFICATIONS:** Responding firms must be authorized to conduct business in the State of Florida and must demonstrate substantial recent experience with CMAR projects of similar size, scope, and complexity. Specifically, firms must provide evidence of completing at least three CMAR projects within the last seven years that involved government facilities of comparable complexity. Additionally, firms must identify and provide resumes for key personnel including, but not limited to, the Pre-Construction Manager, Project Manager, and Construction Superintendent.
9. **INSURANCE REQUIREMENTS:** The insurance requirements set forth in Part B, section 4 of this RFQ apply to all phases of the CMAR services, including pre-construction, construction, and post-construction activities. Because the scope of work may change between phases, the required insurance coverages, limits, or specific provisions may also require adjustment to align with the risks associated with each respective phase. It is the responsibility of the selected firm to ensure that insurance coverage remains compliant with the RFQ requirements as they evolve throughout the project lifecycle.
10. **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. If Proposers identify issues with the requirements matrix, please email the Buyer listed on page 2 of this document.

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## 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:**

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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. 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. Qualifications, Organization, and Capability of Professional Staff
- b. Past Performance/References
- c. Experience In Providing Similar Services, Including Pre-Construction
- d. Litigation History, Financial Statements, and Bonding Capacity
- e. Risk Management and Conflict Resolution
- f. Recent, Current and Projected Workload of the Company
- g. Budget, and Schedule and Cost Control Strategies and Approach

3. **QUALIFICATIONS, ORGANIZATION, AND CAPABILITY OF PROFESSIONAL STAFF (15 Points):** The Proposal should include a list of the Proposer's key employees and project team members, including their qualifications, resumes, and roles in providing the desired services for HCSO. Information should also be provided regarding the team members' certifications and

licenses with regulatory agencies, professional organizations, or any other governing entities. The Proposer must list any subcontractors to be used, along with a description of their qualifications and their specific role in the project. A project staff organization chart should be included to illustrate the project team's structure.

In addition to the executive overview, Proposers must present a detailed staffing plan, identifying the project manager, key project team members, and any subconsultants. Only personnel who will be assigned to this project should be included. A brief resume for each key individual must be provided, including their name and title, the percentage of time they will be assigned to this project, the number of years with the current firm, the number of years with other firms, relevant experience, types of projects, specific project involvements, education, active registrations or licenses, and any other qualifications relevant to the project. For key personnel (e.g., Pre-Construction Manager, Project Manager, Superintendent), resumes should highlight direct experience delivering CMAR projects for office or government buildings of at least three (3) stories in height, with preference for experience on projects of five (5) or more stories, and involving extensive MEP, IT, audiovisual, access control, and security systems, as well as renovation or expansion of existing facilities with significant building systems coordination.

The qualifications of individuals assigned to the project must be clearly outlined, including certifications, contact information, and the specific services they will provide to HCSO. The names and relevant experience of all subconsultants must also be included, along with certifications, contact details, and the roles they will play on this project. A project organization chart must be provided to show the structure and relationships of key personnel assigned to the work.

Additionally, the Proposer must list the location of all offices, including both the contractor and any subcontractors. The location of the office responsible for performing the work should be clearly stated, along with the number of full-time employees at that location. Proof of Florida license certification must be included.

4. **PAST PERFORMANCE / REFERENCES (15 Points):** Proposers should provide a list of current, relevant clients. This list must include the client name, address, contact person, telephone number, email address, project start and end dates, a description of the project, the actual or capitalized billing size, areas of service, and the length of the client relationship. The respondent should identify which clients may be contacted for reference.

Any significant or unique awards, recognition, or accomplishments from previous, similar projects should be described in this section.

In addition to the information above, Proposers must provide a list of at least five (5) client references. HCSO is particularly interested in references from office or government renovation or new construction projects of at least three (3) stories in height, with preference for projects involving five (5) or more stories, and with substantial technology and systems integration (e.g., IT, AV, access control, security, and other mission-critical infrastructure). Each reference should include the organization name, contact person, phone number(s), and email address. This ensures evaluators have access to independent assessments of the Proposer's previous performance on projects of similar scope and complexity.

5. **EXPERIENCE IN PROVIDING SIMILAR SERVICES, INCLUDING PRE-CONSTRUCTION (20 Points)**: Proposers must provide a detailed narrative describing the Proposer's knowledge, expertise, and capabilities as they relate to each phase outlined in the scope of work. public safety or mission-critical facilities, especially office or government buildings of at least three (3) stories in height, with a preference for projects involving five (5) or more stories, and with complex mechanical, electrical, plumbing (MEP), IT, audiovisual, access control, and security systems, including renovation of existing facilities.

Five (5) descriptive project summaries must be submitted for work substantially completed within the past ten years. A minimum of three (3) of these projects must have been completed under the CMAR delivery method. Up to two (2) additional projects may have been completed under the Design-Build delivery method. All projects must be related to similar facility types, including renovation and reconfiguration, improvements, upgrades, or expansions to existing facilities. At least three (3) of the five (5) required project summaries must involve office or government facilities of at least three (3) stories in height, either new construction or renovation, with significant technology and systems integration (e.g., data networks, audiovisual systems, access control, security and surveillance, or other mission-critical infrastructure). Projects involving facilities of five (5) or more stories in height will be viewed more favorably but are not required. For each project, the following information must be included: the name of the entity for which the work was performed, a brief description of the project scope, the construction value or initial design fees, change orders to the design contract and associated dollar values, and the name and current contact number of someone at the client organization who can speak knowledgeably about the Proposer's role and performance.

In addition to the above, Proposers must list other current or recently completed projects (within the last three (3) years) for public or private agencies that demonstrate the Proposer's experience in delivering similar services with special concentration on law enforcement critical facilities. A separate narrative should be included describing specific examples of similar services completed by individual team members within the past five (5) years. Each example must include the client's name, a description of services provided, total value of services, project start and completion dates, performance related to budget and schedule, names of subcontractors involved, and the client's phone number and address.

6. **LITIGATION HISTORY, FINANCIAL STATEMENTS, AND BONDING CAPACITY (10 points)**: The Proposer must provide a summary of any litigation involving the firm over the past five (5) years, including the nature of the dispute, parties involved, resolution, and current status if unresolved. This should also include any claims, arbitrations, or administrative proceedings that may be relevant to the Proposer's performance, integrity, or reliability.

Financial statements must be submitted for the most recent fiscal year. Audited financials are preferred, but compiled or reviewed statements will also be accepted. The documentation should reflect the financial stability and capacity of the Proposer to undertake a project of this size and scope.

Additionally, the Proposer must provide documentation demonstrating the Proposer's bonding capacity. A letter from a licensed surety company authorized to do business in the State of Florida

must be included, stating the Proposer's available bonding capacity and current bonding limits. The surety company should be rated A- or better by AM Best.

Any financial documentation submitted in response to this section must be clearly marked as "Confidential" and must be included only in this Section of the Proposal. Financial documents should not appear elsewhere in the submission. Failure to comply with this requirement may result in disqualification or redaction of sensitive information.

7. **RISK MANAGEMENT AND CONFLICT RESOLUTION (15 Points):** Proposers must identify and explain how they intend to mitigate potential risks and circumstances that could impact the project. The methodology for handling delays and setbacks should be clearly described, including how the Proposer approaches unanticipated disruptions or obstacles. The narrative must also explain how the Proposer manages change orders and cost estimates when scope changes occur, ensuring transparency and control over budget impacts.
8. **RECENT, CURRENT, AND PROJECTED WORKLOAD OF THE COMPANY (5 Points):** The Proposal must provide information regarding the Proposer's current and projected workload. This includes a list of projects and clients, construction commencement dates, projected completion dates, and the construction dollar value for each project. This data will be used to evaluate the Proposer's availability and capacity to take on the proposed work.  
  
In addition, Proposers must provide the volume of work completed during the last five (5) calendar years. This historical workload data helps assess the Proposer's sustained operational capacity over time and its experience handling concurrent projects.

9. **BUDGET, SCHEDULE, AND COST CONTROL STRATEGIES AND APPROACH (20 Points):** The Proposer must describe their approach to delivering the services outlined in the scope of work. This includes demonstrating an understanding of the HCSO, outlining any past experience working with HCSO or other public safety agencies, and presenting the Proposer's interpretation of the project scope, with specific attention to the challenges of renovating an existing, five-story facility, including vertical logistics, floor-by-floor sequencing, structural and systems coordination, and coordination of complex MEP and technology systems.  
A clear project management plan should be outlined, identifying key personnel, consultants, and resources allocated to the project. The Proposer should also explain their methodology for staying on budget, maintaining schedules, and implementing cost control strategies.

Innovative concepts that could enhance value or quality should be included, as well as any favorable cost containment strategies or alternative ideas that may be beneficial if implemented.

Additionally, the Proposer should provide project-specific recommendations related to construction feasibility; actions designed to minimize the adverse effects of labor or material shortages; time requirements for procurement, installation, and construction completion, including long-lead technology, security, and MEP equipment; and cost-related factors, including estimates of alternative designs or materials, preliminary budgets, and potential cost-saving measures.

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**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 Package. **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,

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Company Name

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Company Officer Name (printed)

Date

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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, 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, and 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.\*\***

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