



**CHAD CHRONISTER, SHERIFF**

February 25, 2026

**SUBJECT:** Request for Qualifications 2026-006 *CMAR Services for the renovation of the new HCSO Sheriff's Operations Center*

**MESSAGE:** Please note and acknowledge the following changes or additions to be included in the referenced section(s) of 2026-006.

1. Pages 3 and 5 are being replaced in their entirety to extend the proposal submission deadline from March 5, 2026, to March 19, 2026.
2. Pages 20 and 21 are being replaced in their entirety to reduce the scope of the project.

Please complete the acknowledgement of this notice on the next page of this document and include it in your proposal response.

Sincerely,

*William Spinelli*

William V. Spinelli, CPA  
Chief Financial Officer

WVP/ref

Enclosure



**CHAD CHRONISTER, SHERIFF**  
ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in  
Amendment #1 to Request for Qualifications 2026-006 *CMAR Services for the renovation of the  
new HCSO Sheriff's Operations Center*

PLEASE PRINT: Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***Signature:*** \_\_\_\_\_

(Signed Acknowledgment must be included with your Submission)

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<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
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 19, 2026 - 3 p.m.

**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 19, 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 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 work on five floors of an existing HCSO facility.

This project will strategically renovate and/or alter this critical facility, including administrative areas, meeting and training rooms, executive office suites, and leadership 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 adaptive reuse and renovation and/or alteration of five (5) floors of an existing facility located within the HCSO campus. The work will include administrative areas, meeting and training rooms, executive office suites and leadership areas 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, and if necessary, make connections 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, temporary facilities and other ongoing HCSO projects. 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.