# Pinellas Suncoast Fire & Rescue District

**Request for Qualifications for**
**Continuing Professional Consulting Services (CCNA)**
**for:**

- **Architectural Design**
- **Construction Engineering and Inspection (CEI) Services**
- **Landscape Architect (includes Land Planning)**
- **Surveying and Mapping Services**
- **Hydrologic Services**
- **Environmental Services**

**RFQ No. 26-001**

## October 29, 2025

## Revised per Addendum #1

**Pinellas Suncoast Fire & Rescue District** ..... 1
**Section 1. Overview** ..... Error! Bookmark not defined.
**1.1 Project Description** ..... 2
**1.2 District Background** ..... 3
**1.3 Solicitation Documents** ..... 3
**1.4 Questions and Communications** ..... 4
**1.5 Deadlines** ..... 4
**1.6 Addenda** ..... 4
**1.7 Procurement Schedule** ..... 5
**1.8 Pre-Submittal Meeting** ..... 5
**Section 2. Submittal Process** ..... 5
**Section 3. Continuing Services Agreement for Professional Services Including Insurance Requirements** ..... 7
**Section 4. Response Contents** ..... 7
**4.1 Transmittal Letter and Respondent Profile** ..... 8
**4.2 Tab 1 – Overview and Firm Qualifications** ..... 10
**4.3 Tab 2 – Qualifications of Project Manager and Key Personnel** ..... 11
Organization Chart ..... 11
Respondent/ other firms: ..... 11
Key Personnel ..... 11
**4.4 Tab 3 – Project Approach** ..... 12
**4.5 Tab 4 – Reference Projects** ..... 12
**4.6 Tab 5 – Project Office Location(s)** ..... 13
**4.7 Tab 6 – Current and Projected Workload** ..... 13
**Section 5. Evaluation and Selection Process** ..... 13
**5.1 Review of Responses for Responsiveness** ..... 13
**5.2. Evaluation Criteria** ..... 14
**5.3 Selection Process** ..... 14
**Section 6 Conditions for Respondents** ..... 14
**6.1 Rights of the District** ..... 14
**6.2 Obligation to Keep Project Team Intact** ..... 15
**6.3 Notice of Decision and Protest Process** ..... 15
**a. Protest of terms, conditions or specifications of a solicitation** ..... 16
**b. Protest of the District's decision or intended decision** ..... 16
**6.4 Other Legal Matters** ..... 17
**Attachment 1 – Signature and Addenda Acknowledgement** ..... 19
**Attachment 2 – Reference Form** ..... 20

**Attachment 3 – Project Manager/Key Personnel Form ..... 21**
**Attachment 4 – Public Entity Crimes Statement ..... 22**
**Attachment 5 – E-Verify Registration & Affidavit ..... 24**
**Attachment 6 – Human Trafficking Affidavit ..... 25**

## 1.1 Project Description

The Pinellas Suncoast Fire & Rescue District ("District") is requesting statements of qualifications from firms ("Respondents") to provide professional services concerning design, renovation, and construction of fire stations and public buildings to governmental entities ("Project") as needed under a continuing contract as defined in section 287.055(2), Florida Statutes. This solicitation is not for a specific project and there is no guarantee that work will be assigned. The types of professional services sought include:

**A. Architectural Design**: Services may include, but not be limited to: planning, designing, permitting, bidding, and construction administration phases of service in Architectural Design. Work will be assigned on a project specific basis.

**B. Construction Engineering and Inspection (CEI) Services**: Services may include, but not be limited to: planning, feasibility studies, fire station design, permitting and permit compliance, and construction inspection/management services. Work will be assigned on a project specific basis.

**C. Landscape Architect (includes Land Planning)**: Services may include, but not be limited to: land planning, designing, permitting, bidding and construction administration phases of service for Landscape Architecture. Work will be assigned on a project specific basis.

**D. Surveying and Mapping Services**: Services may include, but not be limited to: surveying to support design and construction activities, land acquisition and system evaluations. Work will be assigned on a project specific basis.

**E. Hydrologic Services**: Services may include, but not be limited to: feasibility studies, stormwater modeling, permitting and permit compliance, and hydrologic system evaluations. Work will be assigned on a project specific basis.

**F. Environmental Services**: Services may include, but not be limited to: water quality and/or environmental monitoring of uplands and wetlands, design, maintenance and management of mitigation, feasibility studies, permitting, environmental services during construction and general ecological system evaluations. Work will be assigned on a project specific basis.

Although Section 287.055, Florida Statutes, applies only to the disciplines of architecture, professional engineering, landscape architecture, and surveying and mapping, this solicitation will follow the process outlined in that statute to qualify firms for all of the disciplines listed above.

Respondents should be appropriately licensed and be able to self-perform services related to the professional service(s) they are submitting on but at a minimum shall have:

**A. Architectural Design**: The firm must employ at least one (1) architect, registered with the Florida State Board of Architecture and Interior Design. Additionally, the firm must have knowledge of current rules and regulations of local, state, and federal agencies regulating the environment and all land use and building code provisions.

**B. Construction Engineering and Inspection (CEI) Services**: The firm must employ at least one (1) professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Construction Engineering Inspection.

**C. Landscape Architect (includes Land Planning)**: The firm must employ at least one (1) landscape architect, registered with the Florida State Board of Landscape Architecture.

**D. Surveying and Mapping Services**: The firm must employ at least one (1) land surveyor, registered with the Florida State Board of Land Surveyors, having at least one year of land surveying experience acting as responsible in charge.

**E. Hydrologic Services**: The firm must employ at least one (1) professional engineer, registered with the Florida State Board of Professional Engineers having demonstrated experience in the activities normally associated with this work.

**F. Environmental Services**: The firm should be appropriately licensed to provide the activities normally associated with this work.

The Work contemplated under this solicitation may also include design services, permitting, bidding services, construction administration, environmental studies, and all related miscellaneous services.

## 1.2 District Background

The Pinellas Suncoast Fire & Rescue District ("District") is an independent special district governed by Chapter 2000-436, Laws of Florida, and Chapters 189 and 191, Florida Statutes, and provides emergency fire and medical rescue services to an approximately 19-square mile area in Pinellas County, Florida.

The District currently owns and operates 3 fire stations in strategic locations across the District. The District Administration Headquarters are located at 304 1st St., Indian Rocks Beach, FL 33785.

The District has a policy related to the procurement of professional services, which can be found Standard Operating Procedure 236 – Procurement Policy.

## 1.3 Solicitation Documents

This Request for Qualifications ("RFQ") includes all attachments listed below. A copy of this RFQ may be obtained at no charge by visiting www.psfrd.org or by contacting Kimberly Hampton at khampton@psfrd.org or by calling 727-595-1117. In this document, the terms "RFQ" and

"solicitation" have the same meaning.

The District has no responsibility for the accuracy, completeness, or sufficiency of any information obtained from any source other than as listed above. Persons who obtain information from any source other than as listed above may receive incomplete or inaccurate information and may not receive addenda or other revisions that may be issued.

The following attachments are included in this solicitation:

Attachment 1 – Signature and Addenda Acknowledgement Form
Attachment 2 – Reference Form
Attachment 3 – Project Manager/Key Personnel Form
Attachment 4 – Public Entity Crimes Statement
Attachment 5 – E-Verify Affidavit
Attachment 6 – Human Trafficking Affidavit
Attachment 7 - Agreement for Professional Services including Insurance Requirements

## 1.4 Questions and Communications

Respondents to this solicitation or persons acting on their behalf may not contact any District employee or Board member concerning any aspect of this solicitation, except in writing as provided below. Violation of this provision may be grounds for rejecting a response.

All questions concerning this solicitation must be submitted in writing via electronic mail to Kimberly Hampton at khampton@psfrd.org using **"RFQ Question – Continuing Professional Consulting Services"** as the subject line. Questions must be submitted on or before the deadline listed below. The District will not answer questions submitted in any other manner or questions submitted after the deadline.

Respondents or individuals acting on their behalf may not contact any District employee or board member concerning any aspect of this solicitation, except in writing as provided in this solicitation. Violation of this provision may be grounds for rejecting a response.

## 1.5 Deadlines

Deadlines for submitting questions and for submitting a response are provided in Section 1.7. If Respondent has questions or desires to propose a change to a term or condition of this solicitation or the Agreement included in this solicitation, Respondent must identify its request by submitting a question by email as instructed in Section 1.4. The District may not consider proposed changes to the Agreement after the question submittal deadline provided below and will only make changes to the Agreement if it determines that it is in the best interest of the District.

## 1.6 Addenda

The District will post answers to questions and any revisions to this solicitation as written addenda on the District's web site at www.psfrd.org. The District may issue addenda on its own initiative or in response to questions to clarify, correct, supplement, or change the solicitation documents. Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the solicitation documents unless set forth in an Addendum that expressly modifies or supplements them. Respondents are responsible

for reviewing the District's website to ensure they are aware of the latest Addenda, any changes to schedule, or other developments.

## 1.7 Procurement Schedule

The following is the District's schedule for this solicitation. The District may modify the scheduled dates if it determines that it is in the best interest of the District and if that occurs, the District will provide any changes by posting an Addendum.

**Table 1—Procurement Schedule**

| **Event** | **Date** |
|---|---|
| Advertise RFQ | October 29, 2025 |
| Deadline to submit questions | November 21, 2025 at 5:00 PM EST |
| Responses Due | December 1, 2025 at Noon EST |
| Evaluation Committee Ranking and Shortlisting Meeting | December 8, 2025 at 5:00 PM EST |
| Rankings presented to the Board for approval | December 16, 2025 |
| Upon approval by Fire Chief, contract(s) and fee negotiation | December 17, 2025 – January 13, 2026 |
| Board of Commissioners consideration of Agreements | January 20, 2026 |

## 1.8 Pre-Submittal Meeting

No pre-submittal meeting will be held.

# Section 2. Submittal Process

This section provides the requirements for the submittal in response to this solicitation.

Responses must include the contents provided in Section 4 of this solicitation. The response must be no more than twenty-five (25) one-sided pages for all requested information excluding any section dividers. All pages must be standardized 8 ½ x 11 inches in size, margins not less than 1-inch, standard black text (except for graphics and pictures), and minimum 11-point font size for text. The document must be formatted to allow double-sided printing.

All attachments and required documentation for them are required as part of the submittal. Attachments 2 & 3 will count toward the 20 page limit per professional service category. Attachments 4-6, which are for compliance of Florida statutory requirements, are required, do not count toward the page limit and may be included within Section 4.1 Part 1 or as an appendices.

Respondents shall also provide a single electronic file in searchable PDF format not to exceed 20 MB

file size of the response via email to Kimberly Hampton at khampton@psfrd.org. All responses must be delivered by noon EST on or before the deadline provided above and must state **"Response to RFQ for Continuing Professional Consulting Services"** as the subject line of the email. Responses may also be delivered to the District Administrative Offices at 304 1st St., Indian Rocks Beach, FL 33785 in an envelope or package that is sealed and clearly marked:

From:_____ Due Date: December 1, 2025

(Name of Respondent) Due Time: 12:00 PM EST

Address: _____ RFQ No. 26 - 001

_____

_____

It is the Respondent's responsibility to confirm its submission has been received.

The District will not accept responses delivered other than as prescribed in this solicitation. If the response is delivered after the established deadline or is not submitted in the designated manner, it may be rejected as nonresponsive at the sole discretion of the District. The District reserves the right to reject all responses and not grant any award resulting from this solicitation. The District also reserves the right to waive nonmaterial irregularities and technicalities. If awarded, no contract will be formed between the Respondent and the District until the Agreement is executed by both parties. Respondents are solely responsible for their own expenses incurred in preparing a response to this solicitation.

As provided in Subsection 119.071(1), Florida Statutes, responses are exempt from public records disclosure until the District provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies, whichever is earlier. The District will not pay for any expenses a Respondent incurs in preparing a response to this solicitation.

## Section 3. Continuing Services Agreement for Professional Services Including Insurance Requirements

The Continuing Services Agreement for Professional Services in **Attachment 7** of this solicitation contains minimum insurance requirements that must be satisfied by the Respondent. The response of the successful Respondent will be incorporated into the Agreement with terms that are acceptable to the District in its sole discretion. By submitting a response, Respondent agrees to all the terms and conditions of this solicitation and those included in **Attachment 7**. The District will consider requested changes to **Attachment 7** only if they are submitted according to the directions in Section 1.4 above. The District will not consider changes to the Agreement after the deadline for questions unless it determines that a change is in the best interest of the District.

## Section 4. Response Contents

Respondents have the option of submitting qualifications for one (1) or more of the work categories. There is no need to submit a separate Response for each work category. If a Respondent is submitting for more than one (1) work category, the single Response must clearly indicate the

categories for which the Respondent is submitting.

All Respondents must be duly licensed and registered to practice in the State of Florida and must maintain all required licenses and certifications during the five-year term of the Agreement. The District shall have the right to suspend or terminate any selected Respondent from the Agreement if the Respondent fails to maintain adequate licensing and certification.

Florida law requires the District to make a determination of a consultant's qualification to perform the requested professional services consultant work prior to its engagement. The information in the Response (Submission Package) will be used by the District to make this determination. Additionally, evaluation points will be assigned to information contained in the package to aid in reducing the total number of submittals to no less than three firms.

A Respondent must demonstrate that it has both the personnel, experience, expertise, and qualifications to provide the services described in this document. It is the Respondent's responsibility to include information in its response to present all relevant qualifications and other materials. The required information in the Response Contents section is correlated with the evaluation criteria.

The Response must include the following information in the order listed below:

Transmittal Letter and Respondent Profile

Tab 1—Qualifications of the Firm
Tab 2—Qualifications of Project Manager and Key Personnel
Tab 3—Project Approach
Tab 4—Client References including Reference Forms (use **Attachment 2** to this RFQ)
Tab 5—Office Location(s)
Tab 6—Existing and Projected Workload
Appendix A—Required Forms:

- Public Entity Crimes Statement (use **Attachment 4** to this RFQ)

Appendix B—Supporting Documents:

- Evidence of authority to do business in Florida
- Professional and business licenses for the individuals and for the firm
- Letters or Certificates of Insurance

## 4.1 Transmittal Letter and Respondent Profile

Respondents must submit a transmittal letter on the Respondent's letterhead. It must be signed by a representative of the Respondent's team who is authorized to commit the Respondent to the obligations contained in the response. The transmittal letter must include the name, address, phone number, and email address for the Respondent contact and must specify the Respondent's signatory to any contract documents executed with the District. The transmittal letter must include the legal form of the firm, e.g., partnership, corporation, joint venture (if joint venture, identify the members).

**The transmittal letter must contain the following statement with a list of each numbered addendum and the date it was issued.**

**Addendum Acknowledgement**

I acknowledge obtaining all addenda to this solicitation by completing the blanks below. Failure to acknowledge all addenda may be cause for rejection of the bid.

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

**Additional Information Required in Transmittal Letter**

Provide a complete description of the firm including the following information:

- **General**
  Provide general information about the Respondent, such as lines of business and service offerings, office locations, number of employees (professional and non-professional), years in business, and evidence of required licenses. Provide licenses in Appendix B of the Response.
- **Legal structure**

  Identify whether the Respondent is organized as a corporation, limited-liability company (LLC), general partnership, joint venture, limited partnership, or other form of legal entity. As applicable, identify any persons (*e.g.*, shareholders, members, partners, and the like) who hold an interest of five percent or more.
- **Insurance**
  In Response Appendix B, provide a letter or Certificate of Insurance from the Respondent's insurance company stating its ability to acquire and provide the minimum limits for insurance as specified in the Agreement provided as **Attachment 7**.

The Response must provide the following additional information pertaining to factors or events that have the potential to adversely impact the Respondent's ability to perform its contractual commitments.

- **Material adverse changes in financial position**. Are there any material historical, existing, or anticipated changes in financial position, including mergers, acquisitions, takeovers, joint ventures, bankruptcies, divestitures, or any material changes in the mode of conducting business? If so, list and describe.
- **Legal proceedings and judgments**. List and briefly describe any pending or past (within five years) legal proceedings and judgments concerning performance of Respondent's services, and any contingent liability that could adversely affect the financial position or ability to perform contractual commitments to the District. If no such proceedings or judgments are listed, provide a sworn statement to that effect from a principal of the firm or the firm's attorney.
- **Completion of contracts**. Has the Respondent failed to complete any contract, or

has any contract been terminated due to alleged poor performance or default within the past five years? If so, describe the circumstances.

- **Violation of laws**. Has the Respondent been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination or prevailing wages within the past five years? If so, describe the circumstances.
- **Debarred from bidding**. Has the Respondent been debarred within the past five years, or is it under consideration for debarment, from bidding on public contracts by the federal government or by any state? If so, describe the circumstances.
- **No prohibited relationships with District officers or employees**. Respondent is aware of the requirements of Section 112.313, Florida Statutes, and will provide a statement that Respondent does not have a prohibited relationship with any public officer or employee of the District as provided in Section 112.313, Florida Statutes.

If any of the questions above are answered in the affirmative, the Respondent must: (1) describe in detail the unfavorable factor or event; and (2) provide sufficient information to demonstrate that the unfavorable factor or event will not adversely impact the Respondent's ability to perform its contractual commitments.

The Respondent must notify the District of any changes should they occur after submission of the response and before the selection process is completed (and, in the case of the selected Respondent, before executing a contract).

## 4.2 Tab 1 – Overview and Firm Qualifications

Provide the District with an overview of the professional services that will be provided to the District to satisfy the requirements of this solicitation. This part should address the firm's experience and qualifications concerning design and construction of fire stations and public buildings to governmental entities, including the following:

- Describe Respondent's knowledge and familiarity with the professional services required for the Project, including, architect services, engineering services, preparing final plans and specifications, preparing cost estimates, providing assistance with procurement for additional services needed to complete the project, and providing other professional services as needed.
- Describe Respondent's knowledge and familiarity with Federal, State, and local regulations, including environmental and land development regulations and building code regulations, which may be applicable to the Project.
- Describe Respondent's knowledge and familiarity with regulatory staff of federal, state, and local government agencies that will require permits and authorizations for the Project.
- Describe Respondent's knowledge of building standards and National, State, and local building criteria for the District's Project, including requirements under federal and state funding agreements.
- Describe Respondent's ability and willingness to perform routine recurring coordination with the Chief, or his designee, in order to ensure that the Project's final product is consistent with

the District's needs and with the scope of the Project.

- Describe Respondent's ability and willingness to provide periodic reports to the Board of Commissioners and other appropriate District staff on the status and progress of the Project.

## 4.3 Tab 2 – Qualifications of Project Manager and Key Personnel

### *Organization Chart*

Provide an organizational chart. Indicate specifically the members of the firm who will have primary responsibility for the District's contact (Key Personnel) and provide a resume for each one of them. For each Key Personnel indicate their responsibilities for this Project, their areas of expertise, and their reporting relationships. Indicate each team member's past role in design and construction of fire stations and experience with other team members on similar projects.

### *Respondent/ other firms:*

- If applicable, identify any other firms (such as subcontractors and subconsultants) included on the Project Team along with the Respondent and describe the scope of the Respondent's and each firm's services and responsibilities throughout the Project. Include summary of qualifications and experience for all firms.
- Describe the Respondent's approach to managing subcontractors and subconsultants. Associate this approach with Respondent's experience and reference projects.

### *Key Personnel*

- Identify all Key Personnel (and their firm affiliations) on the Project Team and describe their specific responsibilities throughout the Project.
- Provide resumes for all Key Personnel. Resumes must be limited to two pages per individual and include:
  - Academic and professional qualifications
  - Professional registration (as applicable)
  - Experience as it relates to the Project and to the individual's specified role on the Project
  - Job Classification
  - Area of Expertise
  - Employer
  - Office Location
- Describe how the Project Manager will ensure ongoing integration of Respondent's personnel with District.
- Describe how the Project Team's qualifications and experience will benefit the District based on the Respondent's Project approach.

If the Respondent has a Project Manager for each work category, or multiple work categories, please identify Project Manager for each work category that Respondent is submitting to propose

professional services.

## 4.4 Tab 3 – Project Approach

Describe Respondent's approach for managing and performing the services. The project approach must address how the project will be organized, the services that would be recommended for the Project, and the approach to managing the design and construction of the Project. Provide additional information that adds value to the District and benefits project delivery. Specifically address the following:

- Demonstrate the Respondent's understanding of the Project objectives by describing your approach to address project technical requirements, mitigation risks, and associate your approach to previous experience implementing similar approaches.
- Define key issues and challenges critical to the Project's success and your approach to managing these elements and mitigating risks for project success.
- Identify innovative or alternative technical concepts that may enhance the ability to meet Project objectives.
- Provide a graphical representation of a typical schedule/timeline indicating major milestones and deliverables for a project similar in scope and size to this project. Discuss the Respondent's approach to completing the Project in a timely manner, highlighting anticipated critical path activities.
- Describe Respondent's approach to review of project costs to support the District's design-to-budget goals. Discuss your risk management process and approach to development of project cost contingencies.
- Describe Respondent's approach to maintaining facility operations and coordinating with operations staff and management during construction, commissioning, startup, training, and acceptance testing.

## 4.5 Tab 4 – Reference Projects

The response must describe the performance history and experience of the Project Team on similar fire station projects or public buildings to government entities. Describe your experience with integration of new facilities into existing operations. Recent relevant experience regarding construction delays due to weather, delay of materials or other situations and how you addressed them. Describe your experience in managing Change Orders and other project adjustments. Provide information concerning the Respondent's approach to personnel safety for District projects. Discuss your history of collaboration on reference projects and how it contributed to the project's success.

The Respondent shall submit descriptions of three reference projects the Respondent worked on during the last five years using the reference form provided in **Attachment 2**. Respondents may include projects that are not yet finally completed but are well enough underway to demonstrate success.

## 4.6 Tab 5 – Project Office Location(s)

Respondent shall provide the address and phone number of the office having primary responsibility for the providing the requested services and the key personnel based at that office. Identify other offices that may provide additional support for the services and describe the support they will provide. Describe how the project location will serve the District's needs.

## 4.7 Tab 6 – Current and Projected Workload

Describe the current and projected workload of the firm and the Key Personnel. Describe how Respondent intends to ensure proper and timely attention to the District needs.

# Section 5. Evaluation and Selection Process

An Evaluation Committee (committee) will review the responses for compliance with the requirements of this solicitation and provide an evaluation of all responsive Respondents. The committee's evaluation of Respondents will be based on the specific project needs and the experience, expertise, and approach provided in the response according to the details provided in section 4 and the criteria listed below.

## 5.1 Review of Responses for Responsiveness

**Contents and Timeliness.** The District will review each response to determine whether it complies with the requirements provided in this solicitation including all information described in the Response Contents section above, is timely submitted, and has the required signatures as applicable. Failure to comply with these requirements may result in the response being deemed non-responsive.

Respondents must not provide costs or billing rates with their response. Fees and billing rates will be negotiated after a Respondent is selected as provided in Subsections 287.055(4) and (5), Florida Statutes.

**Minimum Requirements.** Any response that fails to meet all the following minimum requirements may be determined as "non-responsive" and will not be evaluated or scored.

- The response must include documents demonstrating that Respondent and its subcontractors are authorized to do business in the State of Florida as required by Section 607.1501, Florida Statutes.
- Respondent must provide at least three (3) client references to which it has provided services in the past five (5) years for projects similar in scope to those in this solicitation.
- Respondent's Project Manager must be a Professional Architect or Professional Engineer licensed in Florida, except for firms providing environmental services. All license information must be active and appear on the State of Florida Department of Business and Professional Regulation website for verification.
- Respondent must provide evidence that it will meet the minimum insurance coverage required under the Agreement.

## 5.2. Evaluation Criteria

The maximum score for this solicitation is 100. The District will consider the following criteria in alignment with the Response Contents set forth in Section 4.

| Criteria | Maximum Points |
|---|---|
| 1. Firm Qualifications | 20 |
| 2. Qualifications of Project Manager and Key Personnel | 20 |
| 3. Project Approach | 20 |
| 4. Reference Projects | 20 |
| 5. Office Location(s) Relative to District Needs | 5 |
| 6. Current and Projected Workload | 15 |
| **TOTAL** | **100** |

## 5.3 Selection Process

**Preliminary Scoring.** Each member of the Committee will individually review and score the responsive and responsible responses according to the criteria contained in this solicitation.

**Scoring and ranking based on written responses.** Each member of the Committee will review the responsive and responsible responses according to the evaluation criteria. The Committee will hold a public meeting to discuss and rank the responses. Each committee member may adjust his or her scores based on the discussion among the committee members. Following the discussion, District staff will collect the adjusted scores of each committee member to develop a list of ranked Respondents and the Committee will recommend a number of firms per category for the as-needed library to the Fire Chief for approval.

**Contract Formation.** Upon approval of the Respondents per category by the Board of Fire Commissioners, contract negotiations related to fee rates with successful Respondents will begin. Negotiations will be conducted by the Fire Chief or his or her authorized designee(s), hereinafter referred to as "District negotiators." The District will post the list of firms recommended per category on its website. Upon finalization, Agreements will be presented to the District's Board of Commissioners for approval.

# Section 6 Conditions for Respondents

## 6.1 Rights of the District

In connection with this procurement process, including the receipt and evaluation of responses and award of a contract, the District reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this solicitation, in whole or in part, at any time prior to the execution of the contract, without incurring any obligations or liabilities.

- Modify the procurement schedule.
- Waive deficiencies, informalities, and irregularities in a response and accept and review a nonconforming response.
- Suspend and terminate the procurement process or terminate evaluations of responses received.
- Permit corrections to data submitted with any response.
- Hold meetings and interviews, and conduct discussions and correspondence, with Respondents to seek an improved understanding of any information contained in a response.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the responses.
- Seek clarification from any Respondent to fully understand information provided in the response and to help evaluate and rank the Respondents.
- Reject a response containing exceptions, additions, qualifications, or conditions not called for in the solicitation or otherwise not acceptable to the District.
- Conduct an independent investigation of any information, including prior experience, included in a response by contacting references, accessing public information, contacting independent parties, or any other means.
- Request additional information from a Respondent during the evaluation of its response.

## 6.2 Obligation to Keep Project Team Intact

District expects all proposed Key Personnel to be available to provide services for this Project. Respondents must ensure that all Key Personnel identified in their Response remain on the Project Team for the duration of the procurement process and execution of the services. Following announcement of the successful Respondents, Respondents must not substitute an individual filling a Key Personnel position, except in unavoidable circumstances. In such circumstances the Respondents must notify the District in writing, and the District may rescore, and re-rank, and thereafter decide whether the Respondent may continue to compete in the selection process.

The anticipated dates for award of the contract are set forth in Section 1 of this solicitation. Key Personnel must be committed to the project for the project duration. If extraordinary circumstances require a change, Respondent must identify the requested replacement and submit the replacement personnel's experience (resume) in writing to the District contact, who, at its sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the firm's control. Unauthorized changes to the project team at any time during the procurement process may result in elimination of the Respondent from further consideration.

## 6.3 Notice of Decision and Protest Process

Failure to file a protest within the time prescribed below, or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of the right to a

proceeding.

**Notice of Decision**

The Notice of Intended Decision will be posted on the District's website at www.psfrd.org and also at the Fire District's Administrative Offices at 304 1st St., Indian Rocks Beach, FL 33785.

**Notice of Protest and Formal Written Protest**

By submitting a response to this solicitation, Respondents acknowledge the District's policy on procurement, Standard Operating Procedure 236 – Procurement Policy, and agree to the process for filing a protest set forth in these instructions. No time will be added to the time limits provided below for service by mail.

*a. Protest of terms, conditions or specifications of a solicitation*

With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within seventy-two (72) hours after the posting of the solicitation. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed.

*b. Protest of the District's decision or intended decision*

Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed.

**Contents of Formal Written Protest**

The formal written protest must be printed or typewritten, and must contain:

1) The name and address of the person or firm filing the protest and an explanation of how the person or firm is adversely affected;
2) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
3) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
4) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
5) A demand for relief; and
6) Any other information material to the protest.

**Filing**

All notice of protests and formal written protests shall be filed with the District Clerk at the Fire District's Administrative Offices located at 304 1st St., Indian Rocks Beach, FL 33785, Monday through Friday, during normal business hours, excluding holidays. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

**Stay of Procurement**

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process shall be stayed until the subject of the protest is resolved by final action by the Board, unless the Fire Chief, with the concurrence of the Board, sets forth in writing particular facts and circumstances that require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. The District will provide notice that a contract solicitation has been stayed either electronic mail or U.S. mail to all Respondents.

**Resolution of Formal Written Protest**

The Fire Chief, or his or her designee, shall consider and investigate all written protests in a timely manner. The District will provide an opportunity for the protestor to meet with the Fire Chief, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Fire Chief shall state in writing that there was no resolution. The Fire Chief will make a recommendation to the Board, and the Board of Commissioners will then make a final decision to either uphold the recommendation, reject the recommendation, and send it back for further action, reject all proposals, or do something other than what the Fire Chief has recommended.

## 6.4 Other Legal Matters

1. Scrutinized Companies. By submitting a response to this solicitation, Respondent certifies that it is in compliance with Section 287.135, Florida Statutes. Respondent certifies that it is not on this list of Scrutinized Companies that Boycott Israel and is not engaged in a boycott of Israel. For contracts for goods or services of $1 million or more, Respondent certifies that (1) it is not on any of the following lists: Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Terrorism Sectors created pursuant to Section 215.473, Florida Statutes, and (2) it is not engaged in business operations in Cuba or Syria. Respondent acknowledges the remedies provided in Subsection 287.135(5), Florida Statutes, against anyone found to have submitted a false certification including civil penalties.
2. Public Entity Crimes. Respondent understands the requirements of Sections 287.132 and

287.133, Florida Statutes, certifies that it is not on the convicted vendor list for public entity crimes maintained by the Florida Department of Management Services. Respondent certifies that it is in full compliance with sections 287.132 and 287.133, Florida Statutes, and will notify the District if it becomes non-compliant. Respondent has provided a Public Entity Crimes statement with its response to this solicitation.

3. E-Verify. Section 448.095, Florida Statutes, requires that consultants, contractors, subconsultants, and subcontractors for a public agency must register with and use the E-Verify system to verify the work authorization status of all new employees. By submitting a response to this solicitation Respondent certifies that it does not employ, contract with, or subcontract with any unauthorized aliens, is in compliance with Section 448.095, Florida Statutes, and if selected, will comply with the requirements in the contract concerning E-Verify.

4. Human Trafficking Affidavit. By submitting a response to this solicitation, Respondent certifies that it does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, and if selected, Respondent will submit an affidavit attesting to its compliance when it executes the contract with the District.

5. Responsible Vendor Determination. Respondent is hereby notified that Section 287.05701, Florida Statutes, provides that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

6. Public Records. Once opened, all responses will become the property of the District and, at the sole discretion of the District, may not be returned to Respondent. Any information, reports, or other materials given to, prepared, or submitted in response to this solicitation will be subject to the provisions of the Public Records Act, Chapter 119, Florida Statutes. Any Respondent claiming that its response contains information that is exempt from Chapter 119, Florida Statutes, must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Respondents are solely responsible for defending any claimed exemption from disclosure under Chapter 119, Florida Statutes. Subsection 119.071(1)(b), Florida Statutes, exempts sealed responses from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within 30 days after opening the responses, whichever is earlier. This exemption is not waived by the public opening of the responses. ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THIS SOLICITATION MAY BE DIRECTED TO THE DISTRICT'S PUBLIC RECORDS CUSTODIAN AT KHAMPTON@PSFRD.ORG, BY MAIL AT 304 1ST ST., INDIAN ROCKS BEACH, FL 33785, OR BY PHONE AT 727-595-1117.

7. Cooperation with Inspector General. Respondent agrees to comply with Section 20.055(5), Florida Statutes, and will cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

# Attachment 1 – Signature and Addenda Acknowledgement

## Business Name and Responsible Individuals

The following named respondent agrees to all terms and conditions in this solicitation and the contract for professional services included in it. The person whose signature appears below is authorized to bind the respondent.

Business Name:_____

_____ _____

legal form of the business (e.g., partnership, corporation, joint venture) state & date of incorporation

Name and title of individual authorized to bind Respondent:_____
Address:_____
Telephone:_____

Name and title of individual to contact concerning this Response:_____
Address:_____
Telephone:_____
Email:_____

Respondent submits qualifications for the following categories (check all that apply):
_____ Architectural Design
_____ Construction Engineering and Inspection (CEI) Services
_____ Landscape Architect (includes Land Planning)
_____ Surveying and Mapping Services
_____ Hydrologic Services
_____ Environmental Services

## Addendum Acknowledgement

Respondent has received and this response incorporates the following addenda:
Addendum No. _____ Date Issued: _____
Addendum No. _____ Date Issued: _____
Addendum No. _____ Date Issued: _____

_____

Authorized Signature Date

_____

Print or type name and title as signed above

# Attachment 2 – Reference Form

## REFERENCE FORM

**Respondent must complete this form for each reference project.**

**Please mark the category(ies) for the reference project.**

_____ Architectural Design
_____ Construction Engineering and Inspection (CEI) Services
_____ Landscape Architect (includes Land Planning)
_____ Surveying and Mapping Services
_____ Hydrologic Services
_____ Environmental Services

Respondent's Name:_____

Reference Entity:_____

Reference Contact Person:_____

Reference Address:_____

Reference Email Address:_____

Reference Phone No.:_____

Reference Project Name:_____

Project Location:_____

Respondent Project Manager:_____

Other Respondent staff who worked on this project:

Project Budget: _____ Actual Cost:_____

Date Project Commenced:_____

Scheduled Final Completion: _____ Actual Final Completion:

Description of Work Performed:_____

# Attachment 3 – Project Manager/Key Personnel Form

**Respondent must complete this form for each category they are seeking to perform services.**

**Please mark the category.**

_____ Architectural Design
_____ Construction Engineering and Inspection (CEI) Services
_____ Landscape Architect (includes Land Planning)
_____ Surveying and Mapping Services
_____ Hydrologic Services
_____ Environmental Services

The Respondent's proposed Project Manager and key project team/key personnel are to be indicated below. Each person must be identified with their job classification, area of expertise, work location, and employer.

| Person's Name | Job Classification | Area of Expertise | Employer | Office Location |
|---|---|---|---|---|
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# Attachment 4 – Public Entity Crimes Statement

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1) This sworn statement is submitted to **PINELLAS SUNCOAST FIRE & RESCUE DISTRICT** by

_____
(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).

2) I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Section 287.133(1)(a), Florida Statutes, means:

a) A predecessor or successor of a person convicted of a public entity crime; OR

b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means any natural person

or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

___Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list**. (Attach a copy of the Final Order.)**

I UNDERSTAND THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____

(Signature) (Date)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____day of _____, 2025 by _____as _____ of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____ _____as identification.

My commission expires _____.

_____

Notary Public

Name (Printed)_____

(Printed typed or stamped Commissioned name of Notary Public)

# Attachment 5 – E-Verify Registration & Affidavit

Pursuant to Section 448.095, Florida Statutes, beginning January 1, 2021, Consultant shall register with and use the U.S. Department of Homeland Security's E-Verify system, (https://e-verify.uscis.gov/emp) to verify the work authorization status of all Consultant employees hired on and after January 1, 2021. Additionally, Consultant shall require all subconsultants performing work under this Agreement to use the E-Verify system for any employees hired on and after January 1, 2021. Consultant must provide evidence to the Authority of compliance with Section 448.095, Florida Statutes, prior to entering the Agreement

## Affidavit

I hereby certify that _____(Contract holder) does not employ, contract with, or subcontract with any unauthorized aliens, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021, have had their work authorization status verified through the E-Verify system.

A true and correct copy of _____(Contract holder) proof of registration in the E-Verify system is attached to this Affidavit.

_____
Signature Date

_____
Print Name

STATE OF _____

COUNTY OF _____
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____day of _____, 2025 by _____as _____ of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____ _____as identification.

My commission expires _____.

_____
Notary Public
Name (Printed)_____
(Printed typed or stamped Commissioned name of Notary Public)

# Attachment 6 – Human Trafficking Affidavit

## HUMAN TRAFFICKING AFFIDAVIT
## SECTION 787.06, FLORIDA STATUTES

Before me, the undersigned authority, personally appeared _____ _____, whom after being duly sworn, deposes and states:
(Affiant)

1. My name is _____and I am over eighteen years of age. The following information is given from my own personal knowledge.

2. I am an officer or representative with _____, a non-governmental entity. I am authorized to provide this affidavit on behalf of _____ _____.

3. The non-governmental entity, _____, does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

FURTHER AFFIANT SAYETH NOT.

_____, 20__ _____
(Affiant)

STATE OF _____

COUNTY OF _____
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____day of _____, 2025 by _____as_____of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____as identification.

My commission expires _____.

_____
Notary Public
Name (Printed)_____
(Printed typed or stamped Commissioned name of Notary Public)

# Attachment 7 – Continuing Services Agreement for Professional Services