

**OFFICE OF THE SHERIFF,
WALTON COUNTY, FLORIDA
REQUEST FOR QUALIFICATION (RFQ)
“RFQ 2025-001 for WALTON COUNTY
SHERIFF’S OFFICE FIRE STATION DESIGN
PROJECT”**

The Walton County Sheriff’s Office (“WCSO”) is seeking Requests for Qualifications (“RFQ”) from qualified firms or individuals, herein referred to as “Professional Firms” in good standing and licensed to conduct Architectural/Engineering business in the State of Florida to submit Architectural and Engineering Qualifications related to a project to produce a Fire Station design package that will also be used as a basis of design for future fire station construction in Walton County (the “Project”).

RFQ DEADLINE: September 25, 2025, no later than 2:00 PM (central time) and will open immediately thereafter.

SUBMITTALS RECEIVED AFTER THE AFOREMENTIONED DEADLINE DATE, EITHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE CHIEF OF ADMINISTRATION’S OFFICE. IT IS THE SOLE RESPONSIBILITY OF THE PROFESSIONAL FIRM FOR ASSURING THAT THE RFQ IS RECEIVED IN THE CHIEF OF ADMINISTRATION’S OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC, OR ORAL RFQ WILL BE ACCEPTED.

To be considered, the Professional Firm must submit one (1) USB flash drive containing an electronic copy and six (6) hard copies of the Statement of Qualifications in a sealed envelope or package, clearly marked with the Professional Firm’s name, address, and the words “**RFQ 2025-001 for “ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR “Fire Station Design Project”**” addressed to:

Walton County Sheriff’s Office
c/o Megan Rathel, Chief of Administration
RFQ 2025-001
10 Sheriff Circle
DeFuniak Springs, Florida 32433
850-892-8111

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SECTION I – INTRODUCTION

1.1 Introduction:

The Walton County Sheriff's Office ("WCSO") is seeking a technically advanced, value-conscious partner to provide all necessary architectural and engineering services to create an architectural design for a new fire station to be constructed in Walton County (the "County"), and assist in the Request for Proposal process to secure a Construction Manager at Risk (CMAR) firm for construction as well as construction oversight and supervision of the fire station. The fire station design will become the basis of design for future fire stations to be constructed in the County. This basis of design is intended to streamline the future design process and bring consistency to the interior and exterior elements of future fire stations as well as the technology employed within those fire stations.

SECTION 2 - SCOPE OF WORK

2.1 General Scope of Work:

Architectural and Engineering services shall include, but not be limited to, complete planning, design, engineering, and construction documents, as well as construction oversight and supervision. All required studies and permitting of the fire station shall be included in the scope.

Specific items to be included in the design shall include, but are not limited to: living quarters, kitchen, pantry and dining areas, bunking room, locker room and restroom areas, physical fitness/exercise area, day room, living quarters laundry area, training area, apparatus bay (three (3) bay and four (4) bay), decontamination/laundry area, PPE storage area, air compressor and SCBA storage area, electrical and mechanical areas, technical systems, and general storage.

SECTION 3 – RFQ RULES AND INFORMATION

3.1 Contact Person:

Megan Rathel
Chief of Administration – Walton County Sheriff's Office
10 Sheriff's Circle
DeFuniak Springs, FL 32433
(850) 951-7008 x3426
ratmegan@waltonso.org

All technical questions regarding this RFQ should be directed in writing, preferably by email, to the Chief of Administration with subject **RFQ 2025-001. Questions shall be submitted no later than 12:00 Noon Central Standard Time on the date listed in the Schedule of Events.** Questions submitted after that date and time will not be answered. DIRECTING QUESTIONS TO ANY OTHER SHERIFF'S OFFICE STAFF MEMBER, PROJECT MANAGER, OR ANY OTHER PERSON IS PROHIBITED AND WILL RESULT IN SUBMITTAL DISQUALIFICATION. The Chief of Administration and the Sheriff's consultant(s) will review, and answer submitted questions. If applicable, answers citing the question asked but not identifying the questioner will be distributed to all known prospective Professional Firms. Failure to submit requests in writing by the specified time shall not be grounds for a protest. Note: Written requirements in the RFQ or its amendments/addenda are binding, but any oral communications between prospective Professional Firms and WCSO are not.

3.2 Schedule of Events:

Listed below are important actions and dates/times by which the actions must be taken or completed. If WCSO finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are Central Time ("central").

DATE/TIME

ACTION

August 27, 2025	Request for Qualifications Issued
September 15, 2025, 12:00 noon central	Deadline to Submit Clarifying Questions
September 18, 2025	Responses to Questions Posted
September 25, 2025, 2:00 p.m. central	Request for Qualifications Due
September 30, 2025	Oral Interviews (if required)
October 2, 2025, 2:00 p.m. central	Selection Committee Meeting, Shortlist
October 2025	Negotiations and Contract Award

3.3 Submission of RFQ:

Each Proposal should be prepared simply and economically, providing straightforward, concise details of Professional Firm's capabilities to satisfy the requirements of this RFQ. Emphasis is on completeness and clarity of content.

The Professional Firm is required to carefully examine the RFQ to inform themselves thoroughly regarding all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. No allowances will be made because of a lack of knowledge of these conditions.

By submitting Qualifications responsive to this RFQ, the Professional Firm represents that:

- The Professional Firm has read and understands the RFQ and qualifications are provided in accordance therewith.
- The Proposal is based solely upon the services described in the RFQ documents as advertised and as modified by any addenda.
- The Proposal is not based on any verbal instructions contrary to the RFQ documents or any addenda.
- The Professional Firm must be fully qualified under Florida law for Architects in effect at the time before submitting qualifications. The Professional Firm shall be required to submit a Certificate of Licensure upon the execution of any resulting contract.
- The Professional Firm shall be responsible for certifying that all subcontractors and consulting engineers are duly licensed in accordance with Florida law.

3.4 RFQ Opening:

Proposals are due at the time and date specified in Section 3.2. Late submissions will not be considered.

3.5 Cost of Preparing RFQ:

WCSO is not liable for any costs incurred by the Professional Firm in responding to this RFQ, including those for oral presentations.

3.6 Disposals of RFQ:

All proposals become the property of WCSO and will be a matter of record.

3.7 Rules for Withdrawal:

Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that an RFQ must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of RFQs.

Any submitted proposals shall remain open and subject to acceptance for a period of ninety (90) calendar days after the date of the opening, but WCSO, at its sole discretion, may release any submittal responsive to this RFQ.

3.8 Rejection of Submittal:

WCSO reserves the right to accept or reject any Proposal as may be deemed, in the sole discretion of WCSO, to be in its best interest. WCSO further reserves the right to waive any and all formalities, and the right to reject all Proposals deemed nonconforming and/or unresponsive in the sole discretion thereof. WCSO reserves the right to reject the proposals of any Professional Firm or individual if, in its sole discretion, it believes that it would not be in the best interest of the WCSO to make an award to that Professional Firm for any reason,

including but not limited to, qualifications or financial ability of the Professional Firm, or failure to meet any standard or criteria established by the WCSO in the discretion thereof.

3.9 Verbal Instructions:

No negotiations, decisions, or actions shall be initiated or executed by the Professional Firm as a result of any discussions with or statements by any WCSO employee. Only those communications from Professional Firms which are signed and in writing will be recognized by the WCSO as duly authorized expressions on behalf of the Professional Firm. **Any and all communication with WCSO staff members or contracted consultants other than the Point of Contact is prohibited.**

3.10 Indemnification:

Professional Firms, its members, employees, agents, affiliates, volunteers, subcontractors, successors and/or assigns, shall indemnify and hold harmless the WCSO, its officers, agents, and employees, from all claims, suits, or actions at law or equity, including any and all damages, losses, and expenses, whether direct, indirect, or consequential, including but not limited to, charges of engineers, attorneys, and other professionals, and costs of both defense and appeal, in a court of law or other tribunal, for any reason whatsoever, including but not limited to bodily injury, sickness, disease, or death of any person, including employees of Professional Firm or any subcontractor, or injury to or destruction of property, including loss of use, which claims are arising out of, related to, connected with, or caused by Professional Firm, or any subcontractor of Professional Firm, negligent performance or non-performance of the project. The provisions of this indemnification shall include all accidents, injuries, and claims made, whether or not caused in part, by any act or omission of the WCSO their respective officers, agents, or employees, provided Professional Firm shall not be required to indemnify the Sheriff's Office for their own negligence.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28

3.11 Notices:

Any notices to be given hereunder shall be given by United States Mail, addressed to Professional Firm at its address stated therein, and to the WCSO at its address stated therein. Additional notice may also be given by email in which case it shall be deemed that notice was provided on the date said email was received. The party providing notice by email shall confirm that the email was received by the other party.

3.12 Public Entity:

The Professional Firm must sign and complete a Public Entity Crime Sworn Statement as defined under Section 287.133(3) (a), F.S. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be

awarded or perform work as a consultant, supplier, or subcontractor, under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

3.13 Drug Free Workplace:

Professional Firm must complete the WCSO Drug Free Workplace Certification form, attached and made a part of the proposal. According to Walton County Sheriff's Office policy, preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certified that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied Professional Firms have a drug-free workplace program.

3.14 Insurance Requirements:

The selected Professional Firm shall purchase and maintain through the negotiated Contract period workers compensation, comprehensive general liability (occurrence form), comprehensive automobile liability, professional liability, including errors and omissions coverage if applicable, and other insurance as is appropriate for the project being performed hereunder by Professional Firm, its employees, subcontractors, or agents. The amounts and types of workers compensation, comprehensive general liability (occurrence form), comprehensive automobile liability insurance, and professional liability insurance shall conform to the following minimum requirements:

1. Worker's Compensation Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws unless Professional Firm provides a current Florida Workers Compensation exemption certificate. In addition, the policy must include the following:
 - a. Employer's Liability with a minimum limit per accident in accordance with statutory requirements.
 - b. Notice of Cancellation and/or Restriction. The endorsed to provide the Sheriff's Office with thirty (30) days' written notice of cancellation and/or restriction.
2. Comprehensive General Liability Coverage must include:
 - a. \$1,000,000 combined limit per occurrence for bodily injury, personal injury and property damage; \$2,000,000 General Aggregate, or equivalent in Umbrella or Excess Liability Coverage.
 - b. Contractual coverage applicable to this specific

- contract, including any hold harmless and/or indemnification agreement.
- c. The WCSO, officers, agents, volunteers, and employees shall be named additional insured. All insurance policies should be endorsed to state that an “Other Insurance” clause shall not apply to WCSO where the WCSO is an additional insured on the policy.
 - d. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the WCSO with thirty (30) days’ written notice of cancellation and/or restriction.
3. Comprehensive Automobile Liability Coverage must be afforded on a form no more restricted than the latest edition of the Comprehensive Automobile Liability Policy filed by the Insurance Services Office and must include:
- a. \$1,000,000 per occurrence or its equivalent on a combined single limit (CSL) for bodily injury, and property damage.
 - b. Owned Vehicles.
 - c. Hired and Non-Owned Vehicles.
 - d. Employee Non-Ownership.
 - e. Sheriff’s Office is to be specifically included as an additional insured.
 - f. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the Sheriff’s Office with thirty (30) days’ written notice of cancellation and/or restriction.
4. Professional Liability Coverage must include:
- a. Minimum limits of \$1,000,000 per occurrence and in the aggregate for claims of malpractice, negligence, and error and omissions.
 - b. Notice of Cancellation and/or Restriction. The Policy must be endorsed to provide Sheriff’s Office with thirty (30) days’ prior notice of cancellation and/or restriction of coverage by changed exclusion.

Certificates of Insurance evidencing the insurance coverage specified in this Article shall be submitted to the WCSO by the selected Professional Firm with the executed negotiated Contract. The Certificates of Insurance shall be filed with the WCSO before the Contract is deemed approved by the WCSO. The required Certificates of Insurance not only shall name types of policies provided but also shall refer specifically to this Contract. All the policies of insurance so required of Professional Firm shall be endorsed to include as additional insured the WCSO, its officers, employees, and agents, except for Worker's Compensation. If the initial insurance policy expires prior to completion of the project, renewal Certificates of

Insurance shall be furnished thirty (30) days prior to the date of the policy expiration. Required coverage must remain in effect for a two (2) year period following the expiration or completion of the contract with the WCSO.

The purchase of any of the above-referenced insurance policies shall not release the selected Professional Firm or any Surety created by this Contract from any obligation, warranty or guarantee provided in the negotiated Contract.

The Insurance Company(s) shall be authorized to conduct business in the State of Florida. Any risk of loss of completed work on the Project, or work in progress on the Project, equipment and material stored on or off the Project site, or in transit, shall be borne by the Professional Firm through the date of final completion for the Project.

3.15 Protest:

Any Professional Firm, person or entity whose proposal is rejected, in whole or in part, or who submits a proposal but is not awarded the contract, may protest such decision. Written notice of intent to file a proposal protest must be submitted with the Chief of Administration within twenty –four (24) hours after the WCSO declaration of its intention with regard to an award. Written protest must be submitted to the Chief of Administration within ten calendar days after filing written notice of intent.

Each written protest must be accompanied by a protest bond in the form of a certified check, cashier's check or money order made payable to the Walton County Sheriff's Office, in an amount equal to 1% of the protestor's proposal received by the Sheriff, but in no case less than \$500.00.

3.16 Black out Period:

The period between the beginning of the advertisement for the RFQ and the contract award, or any resulting bid protest is resolved, or the RFQ is otherwise canceled is referred to as the Blackout Period. During the blackout period, any communication regarding the aforementioned RFQ is prohibited between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (of their respective agents or representatives) regarding such competitive RFQ and any Sheriff's employee selection committee member or other persons authorized to act on behalf of the Sheriff's Office including the Sheriff's consultants, their sub-contractors, or anyone designated to provide a recommendation to award a particular contract, other than Purchasing Division staff. The RFQ shall provide notice of the blackout period.

Exception to the Blackout Period;

The Blackout Period shall not apply to:

- a. Communications at any public proceeding or meeting, including pre-bid conferences, selection committee presentations or pre-award meetings.
- b. Communications during contract negotiations between designated WCSO employees and the intended contract awardee.
- c. Communication with a Professional Firm by a Purchasing Division

- employee following the bid opening to clarify the Professional Firm's bid or intended scope of services.
- d. Communication following the filing of a protest between the protesting party and the Purchasing Division, WCSO Administrator's Office, and WCSO Attorney's Office, during the dispute resolution process.
- e. Purchases exempt from competitive selection, sole source RFQs, and single source RFQs, and emergency RFQs, as defined in Walton County Sheriff's Office Purchasing Policy and Procedure manual.
- f. Communications with existing Professional Firm in the performance of existing contract.

3.17 Public Access:

- A. A request to inspect or copy public records relating to this Contract must be made directly to the WCSO. If the WCSO does not possess the requested records, it shall immediately notify the Professional Firm of the request, and the Professional Firm must provide the records to the WCSO or allow the records to be inspected or copied within a reasonable time. If Professional Firm fails to provide the public records within a reasonable time, Professional Firm may be subject to penalties under §119.10, F.S.
- B. Professional Firm shall comply with the requirements of Florida's Public Records law In accordance with Section 119.0701, Florida Statutes, the Professional Firm shall (1) Keep and maintain public records required by the public agency to perform the service; (2) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law; (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Professional Firm does not transfer the records to the public agency; and (4) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Professional Firm or keep and maintain public records required by the public agency to perform the service. If the Professional Firm transfers all public records to the public agency upon completion of the contract, the Professional Firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Professional Firm keeps and maintains public records upon completion of this contract, the Professional Firm shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology system of the public agency.

C. IF A PROFESSIONAL FIRM HAS QUESTIONS REGARDING THE

APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROFESSIONAL FIRM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS DOCUMENT, PROFESSIONAL FIRM SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Belinda Farmer, Records Management
10 Sheriff's Circle
DeFuniak Springs, Florida 32433
850-892-8111
bfarmer@waltonso.org

3.18 Sales and Use Tax:

The Professional Firm agrees that any and all applicable federal, state, and local sales and use taxes that are incurred by the Professional Firm are included in the stated bid price for the project. The WCSO is tax exempt from federal excise and state sales tax.

3.19 Addendums and Q&A Responses:

Changes to this RFQ may be made by and at the sole discretion of the WCSO. The WCSO may issue Addendums to modify the RFQ as deemed appropriate. Clarifications to questions asked during the open Q&A period may also be issued as appropriate. Addendums and Q&A responses to this RFQ will be posted publicly on the WCSO website. The Addendum Acknowledgement Form and the Q&A Acknowledgment Form shall be signed by an authorized company representative, dated, and returned with each Professional Firm's submittal responsive to this RFQ.

3.20 Representation:

The Professional Firm represents to the WCSO that:

A. The Professional Firm is properly certified and licensed; is solvent financially; is experienced in and competent to provide the services.

B. The Professional Firm is familiar with all federal, state, local, or other regulatory laws, ordinances, and regulations, which in any manner whatsoever, may affect the provision of services.

3.21 E-Verify:

Professional Firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed by the Professional Firm during the term of any resulting contract to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Professional Firm to perform work pursuant to the contract.

3.22 Lobbying Prohibition:

No funds received pursuant to any contract resulting from this RFQ may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347 Florida Statutes.

3.23 Unauthorized Aliens:

WCSO prohibits contracting with individuals or businesses that knowingly utilize services of unauthorized aliens in the performance of contracts for goods or services with the WCSO. Employment by Professional Firm or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a default of the contract. Professional Firm shall complete and submit the attached Unauthorized Aliens Form with their proposals.

3.24 Award of Contract:

The WCSO selection committee will review all RFQ submittals and will rank the Professional Firm's proposals.

The WCSO will award the contract to the most qualified Professional Firm as determined in the sole discretion thereof, and the WCSO reserves the right to award the contract to the Professional Firm submitting the most responsive submittal with a resulting negotiated contract which is most advantageous and in the best interest of the WCSO, and to reject any and all responses or to waive any irregularity or technicality in responses received. The WCSO shall be the sole judge of the proposals and the resulting negotiated contract that is in its best interest and its decision shall be final.

The WCSO specifically reserves the right to reject any conditional responses which make it impossible to determine the true quality of services to be provided by Professional Firm.

The WCSO intends to award a contract that includes all identified design components. However, the WCSO specifically reserves the following rights, consistent with selecting a Professional Firm that best meets the needs of the WCSO:

- The WCSO reserves the right to accept or reject any and all proposals, or any portion thereof, to waive any informalities or irregularities, and to award this bid, in whole or in part, in the best interest of the WCSO.
- The WCSO reserves the right to accept all or part of any proposal, depending solely upon the requirements and needs of the WCSO.
- The WCSO reserves the right to seek clarifications regarding any proposal submitted, or specific aspects of any proposal, prior to the contract award. After seeking such clarifications, the WCSO shall allow the Professional Firm an opportunity to provide the requested clarification.

- The WCSO may request an interview with and/or oral presentation from any Professional Firms that submit a proposal. These meetings provide an opportunity for the WCSO to ask questions and for the Professional Firm to clarify its proposal.

3.25 Applicable Laws and Regulations:

All applicable federal and state laws, WCSO policies and procedures, and municipal ordinances, orders, rules, and regulations of all authorities having jurisdiction over the Project shall apply to the proposals throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

3.26 Payments:

The Professional Firm shall be paid upon submission of invoices and approval of acceptance by the WCSO for the contract prices stipulated for services rendered. All invoices must show the Contract #. Invoices for fees or other compensation must be submitted in sufficient detail to demonstrate compliance with the terms of this RFQ and resulting contract. Invoices will be paid in accordance with the State of Florida Local Government Prompt Payment Act, Florida Statutes Chapter 218.

3.27 Non-Collusion:

Professional Firm certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful, or wrongful act, or any act which may result in an unfair advantage over other Professional Firms. See Florida Statute 838.22.

3.28 Discrimination:

An entity or affiliate who has been placed on the discriminatory vendor list may not submit qualifications for a contract to provide goods or services to a public entity, may not submit proposals on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a Professional Firm, supplier, subcontractor under contract with any public entity, and may not transact business with any public entity.

3.29 Conflict of Interest:

The RFQ and resulting contract award is subject to the provisions of Chapter 112, Florida Statutes. All Professional Firms must disclose with their submittal the name of any officer, director, or agent who is also a public officer or an employee of the WCSO, Walton County, or any of its agencies. Furthermore, all Professional Firms must disclose the name of any WCSO officer or employee who owns, directly or indirectly, an interest of five percent (10%) or more in the Professional Firm or any of its branches. The Professional Firm shall provide in their submittal a copy of the signed form included in this RFQ.

3.30 Equal Employment Opportunity; Non-Discrimination:

The Professional Firm will not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.

3.31 Certificate of Good Standing for State of Florida:

Florida Statute 607.1501 requires that all vendors who wish to do business in the State of Florida be licensed to do business through the Florida Department of State, Division of Corporations and be in good standing with the State of Florida. As such, to do business with the Walton County Sheriff's Office a vendor must provide a Certificate of Good Standing with their bid/proposal package to the WCSO. For more information on doing business in the State of Florida, including how to register your business, please refer to the following Florida Department of State website: <https://dos.myflorida.com/sunbiz/>

3.32 News Releases:

News releases pertaining to the award resulting from the RFQ shall not be made without prior written approval of the WCSO.

3.33 Legal Status, Permits, Taxes and Fees:

All proposals shall be inclusive of the costs of all business and professional licenses, permits, taxes, and fees as required by federal, state, or local governmental agencies.

The Professional Firm shall not be permitted to propose or perform any type or types of work not included in the classification under which its license was issued.

3.34 Compliance with Laws:

By submission of a proposal, all Professional Firms agree that they are in compliance with all federal, state and local laws pertaining to this proposal, including but not limited to, Florida Statutes 817.569.

SECTION 4 – SUBMITTAL REQUIREMENTS AND PROCEDURES

4.1 Submittal Format:

Responses to this RFQ shall be formatted as described below. The WCSO reserves the right to reject any and all proposals, to waive defects and formalities in proposals, and to award the contract to the selected Professional Firm which the WCSO considers having submitted the best and most advantageous Proposal.

Professional Firms are expected to examine all instructions. Failure to do so will be at the Professional Firm's risk. Each Professional Firm shall provide the information required by the solicitation. The Proposal must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Professional Firm and attested by the Corporate Secretary.

All proposals received will become a part of the official contract file and may be subject to disclosure. In order to enhance this process and provide each Professional Firm an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Professional Firm may deem appropriate:

Tab 1. Letter of Response:

A letter of introduction and interest containing the following:

- State the location of the office from which the work is to be accomplished.
- State the primary contact person, phone number, and email address.
- Describe the firm's general qualifications and the range of activities performed by the firm.
- Briefly state the Professional Firm's familiarity with the needs of the Fire Service that are relevant to the proposed Project.
- Indicate if respondent personnel have previously developed and/or administered similar facilities for the WCSO and/or for other jurisdictions.
- Certify that the respondent will provide professional guidance to the WCSO relative to compliance with applicable federal, state, and local laws and regulations.
- Indicate if your firm is a Certified Minority or Women Owned Business Enterprise.
- Indicate whether you operate as a single proprietorship, partnership, or corporation.
- Provide any additional information that the Professional Firm feels essential to their Proposal.
- Letter shall be completed by a corporate officer or principle of the Professional Firm authorized to obligate the Professional Firm contractually.

Tab 2. Project Team, Qualifications, Experience, Capabilities, and References:

Include an organization chart and summary resumes of key personnel proposed for the Project, including designations of the team leader, the consultant responsible for design, the Project architect, the person responsible for all proposed communications with the owner, and all proposed subcontractors and description of their roles.

- A. This section must include the qualifications of the staff the Professional Firm will assign to this Project once selected. At a minimum, the Proposal should:
- (1) Designate a Project manager. A dedicated project manager is to be placed on this Project that possesses an active certification in a project

- management related philosophy (e.g., PMP, ITIL). This certification must remain valid during the term of a contract resulting from the RFQ.
- (2) Include the organization, functional discipline, and responsibilities of project team members.
 - (3) Provide a complete resume or description of each team member's education, professional experience, and length of time employed by the Professional Firm and/or a subcontractor.
 - (4) The personnel named in the proposal shall remain assigned to the Project throughout the period of the contract. No diversion or replacement may be made without submission of a resume of the proposed replacement and the final approval of the Sheriff.
 - (5) The Professional Firm shall clearly state if it is proposing to subcontract any of the work herein. The names of subcontractors are to be provided, and by proposing such firm(s) or individuals, the Professional Firm assumes full liability for the subcontractors(s) performance.

B. Project References. This section of the Professional Firm's proposal should:

- (1) List or describe representative clients currently served, both nationally and by the local office, focusing on clients with projects similar in size and complexity as that required by the WCSO.
- (2) Provide the current name, address, and telephone number of at least three (3) specific references (preferably local government) within the continental United State of similar size, scope, and technology which were developed by the Professional Firm either currently or in the past five years where one or more of the project team members provided the same or similar services as requested herein, preferably Fire Station design.
- (3) Each reference should indicate the scope of services provided to each referenced client.

Tab 3. Project Management Plan and Implementation Schedule:

This section should describe the recommended approach and provide a detailed project management plan regarding the assistance to be provided. The Professional Firm should clearly distinguish tasks that the Professional Firm will undertake as distinguished from those that are the responsibility of the WCSO. Absence of this distinction will mean the Professional Firm is fully assuming responsibility for all tasks. The project management plan must discuss the staffing level(s) required to complete each task, as well as the relative effort

that each member of the proposed project team will devote to the project. The project management plan should also discuss documentation and/or authorizations that will be required from the WCSO, anticipated problem areas, proposed solutions to the problem areas, etc.

The Professional Firm should clearly specify who has primary responsibility for each plan element; the Professional Firm or the Sheriff's Office staff. In this section, the Professional Firm must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The Professional Firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

The implementation schedule should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed project management plan. The implementation schedule shall be provided to the WCSO in Microsoft Project format.

Tab 4 Required Forms and Documents:

SECTION 5 – EVALUATION, SELECTION, AND NEGOTIATION PROCESS

5.1 Evaluation Criteria:

The selection of the Professional Firm will be based on responses to this solicitation. Failure to provide adequate information to enable the selection committee to evaluate the proposals may result in the elimination of the entire response from further consideration.

Evaluations of proposals will be based the following criteria:

1.	35 points	Company/Firm qualifications and capabilities
2.	25 points	Key Professional Personnel qualifications and capabilities
3.	25 points	Relevant Public Safety Design Experiences
4.	10 points	Client references
5.	5 points	Quality of Submittal

Prior to the scoring of proposals, the selection committee may require oral presentations from Professional Firms to answer or further clarify their responses.

5.2 Evaluation Procedures:

- A. The selection committee will meet to evaluate, score and rank the proposals based on the evaluation criteria to determine the most qualified Professional Firm.

The selection committee may recommend to WCSO the top ranked Professional Firm which the selection committee deems to be in the best interest of WCSO to enter into negotiations. The selection committee may create a short list of Professional Firms to go forward into final evaluations. Professional Firms may be requested to make additional written submissions with oral presentation/demonstration/samples on-site or through a hybrid approach using a webinar to the selection committee. Once complete, the selection committee shall recommend to WCSO the top ranked Professional Firm which the selection committee deems to be in the best interest of the WCSO to enter into negotiations.

5.3 Negotiation Process:

- A. WCSO will enter into negotiations with the top ranked Professional Firm selected based on their respective scores on the criteria outlined in section 5.1 and the process outlined in section 5.2. The selected Professional Firm chosen to enter the negotiation phase of this RFQ will be notified.
- B. During the negotiation process, the Professional Firm shall be expected to provide responses in writing to questions or requests for clarification from the Chief of Administration.
- C. As a part of the negotiation process, WCSO may schedule a presentation from the selected Professional Firm. The scoring criteria for this phase may be different from the original scoring criteria and shall be provided to all short-listed Professional Firm(s) prior to the presentations.
- D. Should WCSO be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price WCSO determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. WCSO shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, WCSO must terminate negotiations. WCSO shall then undertake negotiations with the third most qualified firm. Should WCSO be unable to negotiate a satisfactory contract with any of the selected firms, WCSO shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

SECTION 6 – TERMS AND CONDITIONS:

6.1 Termination of Contract:

WCSO may terminate the awarded contract at any time with or without cause, or with or without prior notice when it is in the best interest thereof.

6.2 Term of Contract:

The resulting contract between the WCSO and the successful Professional Firm shall not be binding upon the Parties until it has been executed by or on behalf of each Party and until such time as Professional Firm has received a written Notice to Proceed from the WCSO. The Term of the Contract shall be based upon the negotiated Project Schedule required to complete the design and supervision of the construction of the fire station.

SUBMITTAL CHECKLIST

RFQ 2025-001 ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR “Fire Station Design Project”

Bid Opening: 9/18/2025 Time: 2:00 P.M. CST

- _____ Sealed Submittal Package with RFQ Name and Number and Professional Firm name and Address with Contact information clearly marked on the outside of envelope/box.
- _____ One (1) USB with an electronic copy and six (6) hard copies of the Statement of Qualifications
- _____ Submittal Checklist (this page)
- _____ Information Sheet
- _____ Contact for Contract Administration Form
- _____ Public Entity Crimes Form (notarized)
- _____ Unauthorized Aliens Form (notarized)
- _____ Conflict of Interest Form
- _____ Drug-Free Workplace Certification
- _____ Certificate of Good Standing (FL Statute 607.1501)

STOP! Did you check online at the WCSO website for any published Q&A or Addenda?

- _____ Q&A Acknowledgement(s)*
- _____ Addendum Acknowledgement(s)*

All required documentation submitted must be updated with the most current and complete information from date of bid opening, including notarizations where required. Failure to submit all required forms, including this checklist, may result in your submittal being deemed non-responsive.

PROFESSIONAL FIRM: _____

By: _____
(Print)

Signature: _____

Title: _____

Date: _____

***If applicable**

INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION

The following information will be provided to the WCSO Attorney for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government,

(Please circle one)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created? _____

Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

Authorized to transact business

In Florida: Yes or No

Florida Department of State Certificate of Authority Document No: _____

Does it use a registered fictitious name: Yes or No

Name of Officers:

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

Director: _____ Director: _____

Other: _____ Other: _____

Name of Corporation (As used in Florida):

(spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____

City, State, Zip: _____

Street Address: _____

City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

Federal Identification Number: _____

(For all instruments to be recorded, taxpayer's identification is needed)

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded Professional Firm shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract administration.

NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

EMAIL: _____

SIGNATURE: _____

**PUBLIC ENTITY CRIMES -Sworn Statement Under Section 287.133(3)(a),
Florida Statutes, on Public Entity Crimes**

This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths:

This sworn statement is submitted to The Office of the Sheriff,

Walton County, Florida 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 individual signing this sworn statement: _____).

I understand that a "public entity crime" as defined in Paragraph 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to an directly related to the transaction of business with any public entity or with an agency or political; subdivision of any other state or of the United States, including, but not limited to, any bid or contract for good or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(l)(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, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(l)(a)

Florida Statutes, means:

A predecessor or successor of a person convicted of a public crime;

or;

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.

I understand that "person" as defined in Paragraph 287.133(l)(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 for the provision of goods or services 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.

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 Administration 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 that the submission of this form to the contracting officer for the Public Entity identified in Paragraph ONE (#1) above is for that Public Entity only, and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that 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.

Name of Professional Firm

By: _____

Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__.
Personally known to me____, or produced the following identification as proof of identity. _____.

My Commission Expires:

Notary Public

Printed Notary Name

UNAUTHORIZED ALIENS
Office of the Sheriff Walton County, Florida

Inasmuch as the employment of unauthorized aliens is prohibited by §448.09, Florida Statutes, the Walton County Sheriff's Office prohibits contracting with Professional Firms that knowingly utilize services of unauthorized aliens in the performance of contracts for goods or services with the Sheriff. Additionally, such Professional Firms may not knowingly contract with subcontractors who utilize the services of unauthorized aliens.

By signing below the Professional Firm swears or affirms that:

His/her company does not knowingly utilize the services of unauthorized aliens in the performance of contracts. The Professional Firm agrees that the Sheriff's Office may conduct random checks of personnel records as they pertain to this issue. Violation of this requirement may result in immediate termination of the contract. Additionally, violation of this requirement may result in the company being prohibited from submitting bids/proposals for Sheriff's Office contracts for a period of five years.

Signature

Printed Name

Title

Date

STATE OF FLORIDA;
COUNTY OF _____;

Subscribed and sworn to before me this _____ day of _____, 2023.

Notary Public

[SEAL]

My commission expires _____

[] Personally known

[] Produced Identification

Type of Identification: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, Professional Firm must disclose if any Walton County Sheriff's Office employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "YES" (a Sheriff's Office employee, elected official, or agency is also associated with your business), or "NO". If yes, give person(s) name(s) and position(s) with your business.

YES

NO

NAME(S)	POSITION(S)

PROFESSIONAL

FIRM NAME:

BY (printed):

BY (signature):

TITLE:

ADDRESS:

PHONE #:

E-MAIL:

DATE:

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED PROFESSIONAL FIRM CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this Professional Firm complies fully with the above requirements.

Date	By (Signature)
Firm Name	By (Printed)
Address	Title
Address	Email
Office Number	Cell Number