

## RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing architectural and engineering services for the Medical Examiner's Office Expansion here as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

**RFP Number and Title:** 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

**Description:** Architectural and Engineering services for the expansion, addition and modifications of the existing Polk County Medical Examiner's Office located in Winter Haven, FL.

**Receiving Period:** Wednesday, March 12, 2025, PRIOR TO 2:00 P.M.

**Bid Opening:** Wednesday, March 12, 2025, AT 2:00 P.M. or as soon as possible thereafter.

This form is for RFP registration only. Please scroll down for additional information.

**Special Instructions:** A **MANDATORY** pre-proposal meeting will be held Tuesday, February 18, 2025, 2:00 p.m. at the Emergency Operations Center building, located at 1890 Jim Keene Blvd, Winter Haven, FL 33880. An authorized representative or agent of the Proposer must be present at this meeting in person, as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive. A **MANDATORY** site visit will immediately follow. An authorized representative or agent of the Proposer must be present at the meeting and site visit as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive.

To obtain a copy of the expansion study please go the following FTP site:

<https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**RFP 25-186, Proposal Attachments**", select "Open" or "Save As" to download the proposal documents. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

**Questions** regarding this RFP must be in writing and must be sent to Tabatha Shirah Procurement Analyst, via email at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net) or via fax at (863) 534-6789. All questions must be received by, Wednesday, February 26, 2025, 4:00 p.m.

## RFP REGISTRATION

You must register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number: 25-186

RFP Title: Architectural and Engineering Services for Medical Examiner's Office Expansion

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to [procurement@polk-county.net](mailto:procurement@polk-county.net) or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

### **Sealed Parcel Submittal:**

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and five (5) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division  
330 West Church Street, Room 150  
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

Sealed Proposal. DO NOT OPEN	
<b>RFP Number</b>	25-186
<b>RFP Title</b>	Architectural and Engineering Services for Medical Examiner's Office Expansion
<b>Due Date/Time:</b>	March 12, 2025, prior to 2:00 pm
<b>Submitted by:</b>	
<b>Deliver To:</b>	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to

2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

***Electronic Proposals Submittal:***

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County's secure electronic submittal website, Kiteworks. Proposers must email [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net) at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

"RFP 25-186 Tab 1"

"RFP 25-186 Tab 2"

"RFP 25-186 Tab 3"

"RFP 25-186 Tab 4"

"RFP 25-186 Tab 5"

"RFP 25-186 Tab 6"

"RFP 25-186 Tab 7"

"RFP 25-186 Tab 8"

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: [https://youtu.be/vkn\\_7AHgioE](https://youtu.be/vkn_7AHgioE). If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

**POLK COUNTY**  
**Procurement Division**  
**Fran McAskill**  
**Procurement Director**  
**REQUEST FOR PROPOSAL 25-186**

**25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

Sealed proposals will be received in the Procurement Division, Wednesday, **March 12, 2025 prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

**Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah, via email at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net) or via fax at (863) 534-6789. All questions must be received by February 26, 2025, 4:00 p.m.**

**Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.**

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

**Polk County Procurement Division  
330 West Church Street, Room 150  
Bartow, Florida 33830  
(863)534-6757**

## **INTRODUCTION**

Polk County, a political subdivision of the State of Florida seeks professional architectural and engineering services for “the Medical Examiner’s Office Expansion,” the Project.

Polk County’s Selection Process for consultants’ services is in accordance with Section 287.055, Florida Statutes, the Consultants’ Competitive Negotiations Act (“CCNA”). The Professional Services Selection Committee will review the qualifications of all submitting firms.

It is the intent of the County to select and negotiate a Consulting Agreement with one (1) architectural firm.

The County will negotiate a fee schedule and or overall lump sum price as part of “Selection Process”, Elevation Level 4, Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the “Consultants’ Competitive Negotiation Act” (CCNA). Polk County’s Procurement Procedure’s Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

In accordance with Section 287.055(10), Florida Statutes, or any applicable amending or replacement statute, this provision of the RFP shall serve as the County’s public notice that any plans, drawings or designs developed by the successful Proposer(s) on behalf of the County pursuant to this RFP or any agreement, authorization, purchase order or other contract resulting therefrom, are subject to be reused by the County at some future time in accordance with the aforementioned statute.

All services must be performed in accordance with applicable Federal, State and Local regulations.

## **BACKGROUND, PURPOSE AND SCOPE**

### **Background & Purpose:**

Polk County is the fastest growing county in Florida and one of the fastest growing in the country. Having grown by more than 20% in the last decade it is expected to continue to grow at that pace. The result is the District 10 Medical Examiner’s Office, which serves Polk, Hardee, and Highlands Counties, has outgrown their current facility. As the number of autopsies performed continues to outpace previous years, the Medical Examiner’s Office will need to increase their morgue technician staff, medical examiners, and administrative staff.

The estimated construction cost found on the FTP site Expansion Study is \$15.5 million and the budgeted construction cost currently is \$6.6 million. The additional funding will be requested through Legislative priorities and other entities.

### **SCOPE OF SERVICES**

The intent is to select an experienced architectural firm to provide architectural and engineering services for the expansion, addition and modifications of the existing Polk County Medical Examiner’s office located at 1021 Jim Keene Blvd., Winter Haven, FL 33880.

The County will negotiate a fee schedule for the selected architectural firm once an RFP selection committee recommendation has been approved by the Board of County Commissioners.

The architectural and engineering services are to include, but not limited to;

the following work categories, which are considered as necessary to plan, design, permit and construct the project:

- a. Attend and participate in all design progress/review meetings.
- b. Provide existing facility analysis/measured drawings.
- c. Provide existing site utility infrastructure improvements.
- d. Participate in all modeling reviews and reporting.
- e. Provide all programming, Schematic Design (SD), Design Development (DD), and Construction Document (CD) level design documents.
- f. Provide all design services disciplines including but not limited to architectural, civil, environmental, mechanical, electrical, plumbing, and structural engineering.
- g. Provide constructability design reviews and reporting.
- h. Provide detailed probable cost estimating services.
- i. Participate in all value engineering design reviews and reporting.
- j. Participate in master project scheduling and reporting services.
- k. Attend all pre-bid meetings.
- l. Provide bidding assistance review services.
- m. Attend all bid related meetings.
- n. Provide review of all bid tabulation results.
- o. Participate and provide all site and buildings permitting signed and sealed document services.
- p. Provide all design and sub consulting services.
- q. Participate in all pre-construction and construction progress coordination meetings providing construction administration services.
- r. Coordinate and participate in all closeout documentation requirements and meetings.
- s. Provide complete design documents and specifications.

#### FTP Site

Polk County Medical Examiner's Office Expansion Study can be found on the FTP Site. The study includes proposed space planning, site and floor plan diagrams, a cost

estimate, as well as a detailed description of the building systems, components, and requirements from which the cost estimate was based on. This information should be used when selecting projects of similar size and scope under Tab 3.

## **AGREEMENT**

The term of the agreement will begin upon the effective date of the agreement through acceptance and approval of the County of all deliverables to be outlined in the agreement. The actual term will be negotiated as part of the Selection Process, Elevation Level 4.

## **EVALUATION CRITERIA**

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

### **Tab 1 – Executive Summary**

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full-time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055

### **Tab 2 – Approach to Project (35 Points)**

(Maximum of four (4) pages)

- Provide a short narrative project approach outlining how you propose to respond to and manage this project.
- Describe the specific abilities of the firm/team in regards to this approach. Include any innovative approaches to providing the services, and include any additional information not directly cited in the scope of services.
- Briefly describe firm's quality assurance/quality control program.
- Provide a project schedule.

### **Tab 3 – Experience, Expertise, Personnel & Technical Resources (35 Points)**

- Provide a minimum of three (3) and a maximum of five (5) recent projects performed within the past ten (10) years as the prime firm performing the architectural services for the design of a Medical Examiner Facility including a morgue and administrative offices. (Limit response to one (1) page per project)
- For each project please provide:

- a. Name and location of the project;
- b. Size and cost of the project;
- c. Project representative name, address, phone number, and email address;
- d. Date project was completed or is anticipated to be completed; compare to the original date.
- e. The nature of the firm's responsibility on the project;
- f. Identify the key staff and their role in each project;
- g. Identify working relationship of consultants or joint venture on project, if applicable;
- h. Provide the original budget and the final budget of the project. Explain the reason(s) for differences, such as owner requested change, contractor claim, and insufficient plans and specifications.
- i. List of any time extensions created by item h above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract as identified above.
- The key staff presented in the consultant's response shall be the staff utilized on this contract. Please provide the resumes of the key staff including, but not limited to, the items in the list below (One (1) page maximum per resume):
  - a) Name and current position held by the person
  - b) Name, title and project assignment
  - c) Experience:
    - 1) Types of projects.
    - 2) Size of projects (dollar value of project).
    - 3) What were their specific project involvements?
- Demonstrate each key staff's availability and office and home location to respond to the needs of the project (Two (2) pages maximum for all key staff member)
- Identify sub consultants to be used, if any. For each sub consultant identified please provide
  - Their locations that can be utilized to expedite a deliverable if required.
  - A brief description of their experience outlining their qualifications to perform the intended services
  - A brief resume for each key personnel that will be assigned to perform the intended services.

**Tab 4 Is the Firm a “Polk County Entity”? (5 Points)**

- There will be a maximum of five (5) points allocated for this Tab. If the Proposer is a Polk County Entity then five (5) points will be allocated. If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work then the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points. The Polk County Entity sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Provide documentation of the Proposers' headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.

- Provide documentation of the sub-consultant's headquarters and local offices, if any, and the amount of time the sub-consultant has been located at each such local office. Please also indicate the number of employees at the local office.
- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.
  - The term "Polk County Entity" means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.
- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

**Tab 5 Is the Firm a "Certified Woman or Minority Business Enterprise" (5 Points)**

- Polk County Board of County Commissioners has a long standing commitment to encouraging the utilization of Women and Minority Businesses that do business with the County as vendors. To that end we encourage all of our prime and professional services vendors to utilize W/MBE vendors where at all possible, irrespective of a company's certification status. Please explain how the submitting firm will encourage minority participation in the project. (Limit response to one page)
- There will be a maximum of five (5) points allocated for this tab. If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County's certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Proposers or sub-consultants will be allocated points if they are a certified W/MBE as evidenced by providing the documentation described below.
- If the Proposer or sub-consultant has a certified W/MBE status, provide documentation of the firms' certified W/MBE status as defined by the Florida Small and Minority Business Act and as defined in Polk County's Purchasing Procedures. Polk County's

Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following:
  - Florida Minority Supplier Development Council
  - Women Business Enterprise National Council
  - The State of Florida Office of Supplier Diversity
  - Florida Department of Transportation
  - U. S. Small Business Administration
  - Federal Aviation Authority
  - Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

- In the event a Proposer lists one or more sub-consultants in Tab 5 which is a Women or Minority owned business and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Women or Minority owned business), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

#### **Tab 6 – Interaction with County and Regulatory Agency Staff (5 Points)**

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, consultation, governing regulations; and other related activities. Describe the firm's ability to work with the Facilities Management Division, Procurement Division, Building Division, Medical Examiner's Office, and County Attorney's Office staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of permitting process, as well as local regulatory agencies. (Limit response to one (1) page)

#### **Tab 7 – Timely Completion of Projects (5 Points)**

- Describe the firms' current and future projected workload. Describe specifically the firms' daily ability to handle each aspect of the scope of services described herein. (Limit response to two (2) pages maximum)

#### **Tab 8 – Surveys of Past Performance (10 Points)**

- Provide reference surveys from past clients for all projects identified under Tab 3.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all three surveys and score as follows
  - Average Score between 9-10                      10 Points
  - Average Score between 7-8                      8 Points
  - Average Score between 5-6                      6 Points
  - Average Score between 3-4                      4 Points
  - Average Score between 1-2                      2 Points

○ Average Score of 0

0 Points

## **BID OPENING**

Proposers attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement's website as soon as possible after bid opening.

## **Selection Process**

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the "Selection Committee") that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

### **Elevation Level 1 (Procurement Requirements Assessment):**

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County's discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

### **Elevation Level 2 (Scoring)**

- Procurement shall score each Proposal on the following evaluation criteria:
  - Local (Tab 4) 5 points
  - W/MBE Certification (Tab 5) 5 Points
  - Surveys of Past Performance (Tab 8) 10 points
  - Subtotal Points 20 points

by the process stated under each corresponding Tab description as set forth on Pages 8-11.

- 1) Each Selection Committee member shall score each Proposal on the following evaluation criteria:
  - Approach to Project (Tab 2) 35 Points
  - Experience, Expertise, (Tab 3) 35 Points  
Personnel, and Technical Resources
  - Interaction w/ County & Regulatory (Tab 6) 5 points  
Agencies
  - Timely Completion of Projects(Tab 7) 5 points

Subtotal Points

80 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
  - **EXCELLENT (1.0):** Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
  - **VERY GOOD (0.8):** To a high degree; better than or above competent and/or skillful.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
  - **GOOD (0.6):** Having positive or desirable qualities; competent; skilled; above average.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.
  - **FAIR (0.4):** Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.  
The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.
  - **POOR (0.2):** Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.  
The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.
  - **UNACCEPTABLE (0.0):**  
The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the “Experience and Expertise” criterion (which shall be worth 25 points for the purpose of this example) as “Very Good” (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.

A Selection Committee member’s total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.

When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member’s total scores for each Proposal will be added together to produce a final score for each Proposal.

Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee will elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee shall elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

### **Elevation Level 3 (Proposer Interviews)**

The Selection Committee may be required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer’s Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads

- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board, or if applicable the County manager, authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer. After Board or County Manager approval, as applicable, to authorize staff to negotiate a contract, the highest-ranked Proposer will then be elevated to Elevation Level 4, Contract Negotiations.

#### **Elevation Level 4 (Contract Negotiations)**

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer. Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners that it selects such Proposer to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether to enter into an Agreement with a Proposer.

## **GENERAL CONDITIONS**

### **CONTACT**

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

### **INSURANCE REQUIREMENTS**

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

## **INDEMNIFICATION**

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

## **PUBLIC ENTITY CRIMES STATEMENT**

The Consultant declares and warrants that neither the Consultant nor any of the Consultant's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Consultant or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Consultant shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

## **WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH**

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

## **AFFIRMATION**

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

## **DEVELOPMENT COSTS**

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

## **ADDENDA**

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

## **CODE OF ETHICS**

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

## **DRUG FREE WORKPLACE**

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

## **APPLICABLE LAWS AND COURTS**

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

## **CONTRACTUAL MATTERS**

A copy of the Consulting Agreement to be entered into with the successful proposer(s) is included with this RFP as Attachment A.

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms who incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

## **PROPOSAL ACCEPTANCE PERIOD**

A proposal shall be binding upon the offeror and irrevocable by it for ninety (90) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

## **ADDITION/DELETION**

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

## **PROPRIETARY INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

## **REVIEW OF PROPOSAL FILES**

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

## **RFP PROTEST**

Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

**FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.**

## **UNAUTHORIZED ALIEN(S)**

The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

## **EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to

termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

### **LIMITATIONS**

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

### **ATTORNEY'S FEES AND COSTS:**

Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

**Prohibition Against Considering Vendor Interests:** In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Vendor's social, political, or ideological interests when determining if the Vendor is a responsible vendor; or (ii) give preference to a Vendor based on the Vendor's social, political, or ideological interests.

### **PUBLIC RECORD LAWS**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County 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 in Chapter 119, Florida Statutes, 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 term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

**(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS MANAGEMENT LIAISON OFFICER  
POLK COUNTY  
330 WEST CHURCH ST  
BARTOW, FL 33830  
TELEPHONE: (863) 534-7527  
EMAIL: RMLO@POLK-COUNTY.NET**

**Scrutinized Companies and Business Operations Certification; Termination.**

**A. Certification(s)**

(I) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(II) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:

(a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and

(b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

(c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and

(d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.

(iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

(i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

## Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: \_\_\_\_\_

DBA/Fictitious Name (if applicable): \_\_\_\_\_

TIN #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Organization (select one type)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Non-Profit
- ☐ Sub Chapter
- ☐ Joint Venture
- ☐ Corporation
- ☐ LLC
- ☐ LLP
- ☐ Publicly Traded
- ☐ Employee Owned

State of Incorporation: \_\_\_\_\_

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

## EXHIBIT 1

### DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Consultant submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Consultant. The Consultant is to include all surveys in their proposal package.

#### **Sending the Survey**

The surveys shall be sent to all clients for whom the Consultant has identified under Tab 3. Surveys should correlate to all projects identified under Tab 3.

If more surveys are included then Procurement will only use those identified under Tab 3.

1. The Consultant shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Design Services for Hillsborough County Administration Building Expansion), Etc.
COST OF SERVICES	Cost of services (\$900,000)
DATE COMPLETE	Date when the services were completed. (i.e. 2/12/2015)

2. The Consultant is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

### **Preparing the Surveys**

1. The Consultant is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Consultant should enter the past clients' contact information, and project information on each survey form for each reference. The Consultant should also enter their name as the Consultant being surveyed.
3. The Consultant is responsible for ensuring all references/surveys are included in their submittal under Tab 3 and Tab 8.
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

## Survey Questionnaire – Polk County

### RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

To: \_\_\_\_\_ (Name of Person completing survey)

\_\_\_\_\_ (Name of Client Company/Consultant)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Total Annual Budget of Entity \_\_\_\_\_

Subject: Past Performance Survey of Similar work:

Project name: \_\_\_\_\_

Name of Vendor being surveyed: \_\_\_\_\_

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Please fax or email the completed survey to: \_\_\_\_\_

## Affidavit Certification Immigration Laws

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

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

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

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

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title of officer*) of \_\_\_\_\_ (*entity name*), on behalf of the company, who ☐ is personally known to me or ☐ has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

## EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: **RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

The undersigned, as an authorized officer of the contractor identified below (the "**Contractor**"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "**County**"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "**Contract**"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

### ATTEST:

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

### CONTRACTOR:

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

## Affidavit Regarding the Use of Coercion for Labor or Services

In compliance with Section 787.06(13), Florida Statutes, this attestation must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Polk County, a political subdivision of the State of Florida.

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I currently serve as an officer or representative of the Nongovernmental Entity.
3. The Nongovernmental Entity does **not** use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I \_\_\_\_\_ (Signatory Name and Title), declare that I have read the foregoing Affidavit Regarding the Use of Coercion for Labor and Services and that the facts stated in it are true.

Further Affiant sayeth naught.

\_\_\_\_\_  
NONGOVERNMENTAL AGENCY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

# POLK COUNTY MEDICAL EXAMINER'S OFFICE ADDITION – STUDY

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March 5, 2024



## 1. Introduction

Polk County is the fastest growing county in Florida and one of the fastest growing in the country. Having grown by more than 20% in the last decade it is expected to continue to grow at that pace. The result is the District 10 Medical Examiner's Office, which serves Polk, Hardee, and Highlands Counties, has outgrown their current facility. As the number of autopsies performed continues to outpace previous years, the Medical Examiner's Office will need to increase their Morgue Technician staff, Medical Examiners, and Administrative staff.

In the year that the facility opened the workload was 578 autopsies and 250 external examinations without autopsy. In 2023 the Polk County Medical Examiner's Office performed 855 autopsies and 326 external examinations without autopsy, an increase of 48% and 30% respectively.

If current trends continue in another twenty (20) years the Polk County Medical Examiner's Office workload is estimated at 1,265 autopsies and 425 external examinations without autopsy. These increases would represent an 119% increase of autopsies and a 70% increase of external examinations without autopsy, compared to when the facility first opened. This projected doubling of workload has promoted the need for increased space.

This study includes proposed space planning, site and floor plan diagrams, a cost estimate, as well as a detailed description of the building systems, components, and requirements from which the cost estimate was based on.

## 2. History of Existing Building

The existing building is a single-story building slab on grade with stem wall exterior construction of cement plaster finish over concrete masonry units, with a brick masonry wainscot. Wood roof trusses support a standing seam metal roof. Interior partitions are gypsum wall board over cold formed metal studs. The existing building divides the program into two functional entities, separated by a covered breezeway courtyard. Covered breezeway provides odor and contaminant control between the administrative and office facilities (the Administration Building) are to the south and the morgue facilities (Morgue Building) are to the north. The 12,574 SF building was built in 2003.



*Figure 1: Site Photo*

The existing wall construction is assumed to have 1" of rigid insulation on the interior side of the wall. Batt insulation was used at the ceiling. Both types of insulation meet the 2001 Florida Building Code to which the building was built.

Repair and replacement programs of systems throughout the building have been ongoing. The original shingle roof was replaced with a standing seam metal roof system in 2014. Mechanical system upgrades and replacement have been ongoing, and the Emergency Generator was recently replaced.

#### A. Interior Finishes: Morgue Building

The Morgue facility finishes are designed for resistance and durability. The floors and wall base are a Mexican quarry tile that has performed well. The quarry tile finish extends up the wall twenty-eight inches (28") in the Autopsy, Teaching and Decomp Labs, with portions of the remaining height of the walls covered in Fiberglass Reinforced Plastic (FRP) panels (see Figure 2). The remaining walls and ceilings in the labs are painted with a water-resistant epoxy paint. This water-resistant epoxy paint is also used in many of the support rooms in the Morgue Facility, which appears to be in good condition (see Figure 3). The original Vinyl Tile appears to have been replaced with Wood Plank style Luxury Vinyl Tile (LVT). Restroom areas have original two inch by two-inch (2"x2") porcelain tile flooring (see Figure 5).

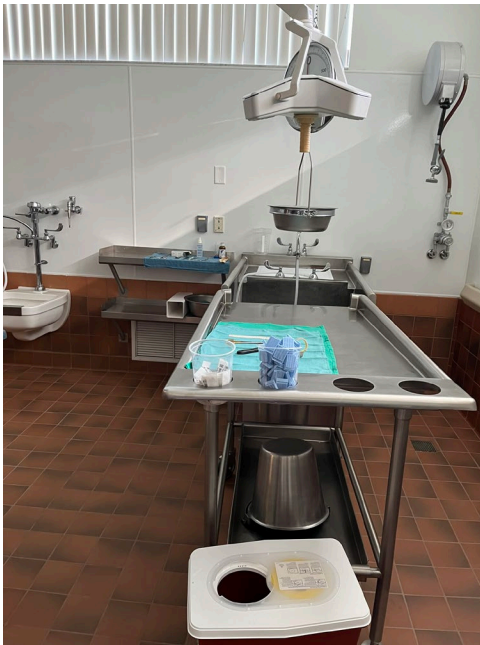


Figure 2: Autopsy Lab



Figure 3: X-Ray Room



Figure 4: Built-In Casework



Figure 5: Restroom

The built-in cabinetry is plywood covered in plastic laminate and is in fair condition, with dated colors. Upper cabinets have dust tops to prevent dust build up and prevent the tops of the cabinets from being used for storage (see Figure 4 above).

#### B. Interior Finishes: Administration Building



Figure 6: Aluminum Storefront at Office

The Administration Building has standard office finishes; carpet, paint, and acoustic ceiling tile (ACT). In areas where the original Vinyl Tile was replaced, it was with a LVT that matches the one used in the Morgue Building. In the offices and general spaces, the carpet is in fair condition. A door height aluminum storefront system allows visible connection from the offices to the general spaces (see Figure 6). Ceiling tile is in good condition and does not show discoloration or staining from roof leaks or other condensation. Restrooms have original two inch by two-inch (2"x2") porcelain tile flooring.

Built-in cabinetry is plywood covered in plastic laminate and is in fair condition, with dated colors (see Figure 7). Upper cabinets have dust tops to prevent dust build up and prevent the tops of the cabinets from being used for storage. There are two large Reception Station built-in with wood grain plastic laminate and oak trim (see Figure 8). These are in fair to poor condition.



Figure 7: Built-In Casework at Lounge



Figure 8: Custom Workstation Casework

### C. Existing Program



Figure 9: Covered Exterior Area

The Morgue Building has a covered, exterior loading area where bodies are received (see Figure 9). They are moved to one of two cooler areas. There is a Decomposition Autopsy room with one (1) table (see Figure 10), a Teaching Autopsy room with one (1) table (see Figure 11) and an Autopsy Lab room with three (3) tables (see Figures 12 and 13); for a total of five (5) tables. There are General and Specimen Storage rooms (see Figures 14-17), as well as Law Enforcement Officer (LEO) (see Figure 18) and X-Ray Processing rooms (see Figure 19). There is currently one (1) Office in this portion of the building, with four (4) workstations for Morgue Techs (see Figure 20). There are locker/restrooms with one (1) shower for each gender (see Figure 21). Please refer to the Space Planning Table in Appendix C for a complete list of spaces and existing square footage.



Figure 10: Decomposition Autopsy Lab

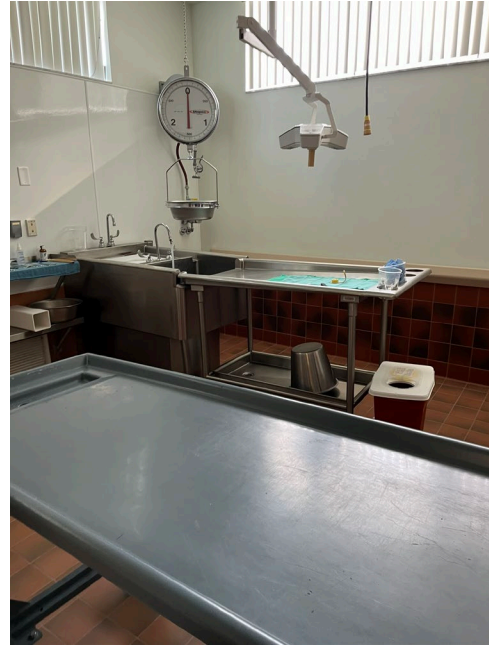


Figure 11: Teaching Autopsy Lab



Figure 12: Autopsy Lab



Figure 13: Autopsy Lab



Figure 14: Specimen Storage



Figure 15: Specimen Storage



Figure 16: Specimen Storage

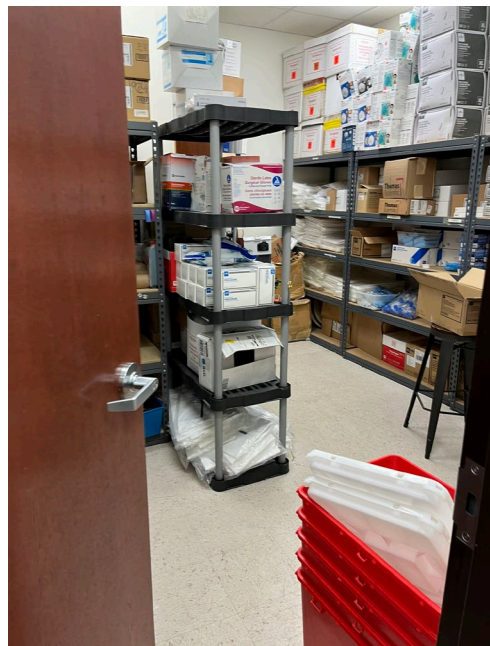


Figure 17: General Storage



Figure 18: Law Enforcement Officer Room



Figure 19: X-Ray Room



Figure 20: Morgue Tech Office



Figure 21: Locker Room



Figure 22: High Density Record Storage

The Administrative Building has a number of offices, some are original and some are repurposed spaces now used for offices. There is an Entry and Reception Area, with Single Occupant Toilet Rooms and a Conference Room adjacent to the Entry. There is an employee lounge with built-in casework and refrigerator. There are two (2) single occupant restrooms at the main entrance. The Pathologist's Office has a single occupant restroom. Records Storage utilizes high density storage system (see Figure 22). Please refer to the Space Planning Table in Appendix C for a complete list of spaces and existing square footage.

### 3. Program Development

Initial discussions regarding programming needs for the expansion of the existing facility began in July of 2023. As the county continues a steadily strong growth rate, the existing facilities and staffing are insufficient for current and future needs. There are currently eleven (11) staff in the administration building and will need to include six (6) additional staff for future growth. There are currently four (4) technicians in the morgue building and will need three (3) additional for future growth. A total of twenty-four (24) staff is needed to be accommodated after the expansion.

In the Administration Building the following deficiencies were noted:

- a. Two (2) additional offices will be needed to accommodate future doctor positions.
- b. File/supply storage areas are inadequate; double or triple the amount of storage space is needed.
- c. Addition of four (4) administration workstations is needed for future growth.
- d. The existing breakroom is too small. They need space for a larger refrigerator and table, stove, cabinets, additional counter space, and electrical outlets.
- e. The existing janitor closet is too small.
- f. Additional staff restrooms are needed.
- g. A quiet room is needed.

In the Morgue Building the following deficiencies were noted:

- a. All the storage areas (supplies, specimens, refrigerator) are inadequate; double or triple the amount of space is needed.
- b. The work areas for the technicians are far too small. A 6'x6' workstation with a shared work area is needed. The number of technicians is expected to increase from four (4) to seven (7).
- c. Two (2) additional offices will be needed to accommodate future doctors.
- d. The locker rooms meet current needs but will need to be expanded to meet future staff growth.
- e. The existing X-ray processing, laundry and janitor spaces are too small.
- f. Include a breakroom for the morgue techs including appliances.

While the Autopsy Lab meets current needs it will not meet future needs.

On January 17, 2024, a site visit was performed, and the following items were discussed on site:

#### Administrative Building

- a. Offices with windows preferred over open cubicles. Avoid call center feel.
- b. Central open workstation w/distribution space preferred.
- c. Lobby should feel welcoming & not institutionalized, but secure.
- d. Additional Restrooms are needed, greater female to male staff ratio.
- e. Expansion of employee lounge required w/seating and increased counter space.
- f. Expansion of custodial closet.
- g. Hard copy, high density storage is foreseen for the future.
- h. Offices are currently oversized.
- i. Quiet/Lactation Room required.
- j. Fire Alarm System will need to be replaced so that voice evacuation can be added per code.

#### Morgue Building

- a. Additional Restrooms/Lockers are needed, greater female to male staff ratio.
- b. Decomposition Cooler needs to be expanded as well as General Cooler
  - a. Open body rack shelving similar to existing is desired.
- c. Storage for Hazmat Material required.
- d. Storage of 15 gallons of formaldehyde required.
- e. Storage for body table carts required.
- f. Morgue Tech need four (4) current + three (3) future cubicles with a centralized printer.
- g. Future X-Ray equipment to be "Lodox eXero-DR" system (estimated at \$538,000).
- h. The current "Teaching Autopsy" space is underutilized, primarily used for special consultant examinations.
- i. Dictation space is currently used by law enforcement, to process evidence.
- j. Telecom service may need to be rebuilt depending on new Morgue Building configuration and Telecom vault relocation.
- k. Morgue Techs need prep and set up space.
- l. Specimen Storage
  - a. Heavy duty shelving required.
  - b. Slide storage units, extremely heavy and may need high strength concrete/pad.
  - c. Require two (2) or more residential sized refrigerator/freezer units.

The above noted comments and deficiencies were used to develop a revised space requirement program.

## 4. Proposed Program Narrative

### A. General

Project will need to be phased so that the building remains operational. To that end, the new addition will be constructed first and once completed, staff will move to the new portion of the buildings while renovations to the existing buildings is performed.

### B. Administration Building

- a. Provide new Architectural element to designate entry area, storm harden storefront system, so that wayfinding on site is understood as to where the entrance to the building is located.
- b. The reception area to be revised to provide security while still maintaining a welcoming atmosphere.
- c. Provide additional restrooms to accommodate the Potty Parity for a larger female to male staff ratio.

- d. Record Storage to be enlarged to allow for offsite records to be stored on site.
- e. New conference room is required to hold larger meetings.
- f. Offices will continue to utilize window wall systems along corridors to allow visual connection but still have sound control and privacy when needed or required.
- g. Further, the offices will be sized to utilize existing furnishings.
- h. Provide additional Janitorial and Storage Spaces.
- i. Provide the following office types:
  - 1. Chief Pathologist's Office with attached single occupancy restroom and shower
  - 2. (3) Three large Doctor's Offices
  - 3. (1) One Office Manager's Office
  - 4. (1) One Law Enforcement Officer Liaison Office
  - 5. (1) One open work with distribution layout space
  - 6. (8) Eight general Offices

**C. Morgue Building**

- a. Provide new Decomposition Autopsy Lab and Decomposition Cooler with direct access to existing Lab and Decomposition Cooler.
- b. Extend Covered Loading Area to allow for storage of morgue carts.
- c. Provide additional Landry and Janitorial spaces.
- d. X-Ray Room to be increased to provide space for two (2) Lodox eXero machines including all required power and utilities. At this time only one (1) Lodox eXero machine to be included in the cost estimate, the second machine to be funded at a later time.
- e. Replace all existing P-Lam cabinetry with new base cabinetry with phenolic counter surfaces.
- f. Increase Autopsy Lab and maintain visual and physical connection between the two spaces as much as possible. Provide new base cabinets with phenolic counter surface.
- g. Provide an additional two (2) new Autopsy Coolers. New coolers to have connection to corridor, but not each other. Two (2) smaller coolers are preferred over one (1) large cooler for flexibility and cleaning.
- h. Adjacent to the new Autopsy Lab should be a Morgue Tech Suite and an Anthropology Lab.
- i. Morgue Tech Suite to have gypsum board on metal stud perimeter wall with systems furniture workspaces.
- j. Provide larger Specimen and General Storage spaces. Specimen storage to include heavy duty shelving and high-density glass specimen storage. Three (3) new refrigerator/freezer units in Specimen Storage.
- k. Additional restroom, lockers, and showers to accommodate the Potty Parity for a larger female to male staff ratio.

**D. Line-item costs will be added for the following items:**

- a. Replacing the standing seam metal roof down to the decking to allow for uniformed appearance.
- b. Replacing all windows along the building perimeter to current building code.
- c. Upgrades to harden exterior shell to allow use as a refuge in inclement weather.

## **5. Cost Estimate**

Refer to Appendix A for Cost Estimate.

## 6. Civil

Refer to Appendix B for Conceptual Site Plan drawing information.

The Polk County Medical Examiner's Office expansion will require the following site improvements:

### A. Sitework

The medical examiner has indicated there isn't a strong need for additional parking as there is currently some excess. During times of increased visitors (such as for classes/training) there is plenty of off-street grass parking that can accommodate the temporary increase. However, the office expansion layout would impact (4) existing parking stalls which would need to be replaced/relocated. Suggested stall locations are provided on the conceptual site plan.

### B. Stormwater/Drainage

The examiner's office and the immediate surrounding area are covered under an existing Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP). The permit number is 13610.002. The office expansion project would require a minor modification to this existing permit due to the increase in impervious area and various changes to the existing drainage infrastructure. Conveyance swales going around the north and east portions of the existing building would need to be filled in or otherwise modified with the expansion, and several roof drain downspouts on the east side of the building that are currently going underground to an unidentified system would need to be removed. For the office expansion any new roof drains would need to be collected into a storm line and routed to the existing stormwater pond. A 12-inch storm pipe is included on the conceptual plan for this purpose. Drainage calculations will need to be performed for the project to determine if the existing stormwater pond is still capable of retaining the 100-year, 24-hour storm. If it is unable to do so the pond will need to be modified (deepened or made larger), or the pond can be redesigned to retain the 25-year, 24-hour storm with a new outfall control structure that discharges into the master retention pond.

### C. Utilities

The existing water and sewer connections to the examiner's office are located on the east side of the building, so the expansion project will impact these and require relocations. There are two sewer cleanouts on the outside of the building, one for each of the north and south portions, which will need to be routed through the proposed expansion in order to keep the existing office in service during construction. The water backflow preventer and meter assembly is also within the footprint of the office expansion, so this will need to be relocated and the services adjusted as well. The increased square footage of the office expansion would require the north portion of the new building to be sprinkled, so a new fire line will need to be installed to service this. Ideally this fire line could be tapped into the water line servicing the fire hydrant in front of the existing building, but this will depend on the pipe size and available flow rates.

In order to properly plan for the utility re-routing and relocations a SUE survey is recommended in addition to the typical boundary and topographic survey.

## 7. Structure

New construction to be similar to the existing. Concrete footings with reinforced eight inch (8") CMU and a five inch (5") thick reinforced concrete slab on grade in the Morgue Building Addition and a four inch (4") thick reinforced concrete slab on grade in the Administration Building Addition. Pre-engineered wood roof trusses support the roof. A high roof between the two buildings is supported on reinforced concrete columns.

Recommend existing exterior walls be evaluated to determine wind load capacity. Existing windows that remain on the perimeter after new construction are recommended to be replaced to meet current codes.

## 8. Architectural

### A. Building Codes

- a. Florida Building Code – Building 2023
- b. Florida Building Code – Existing Buildings 2023
- c. NFPA 13

### B. Administration Building Demolition

Demolition of existing elements to allow for new construction to include:

- a. Removal of existing Male Toilet Room, patch and prep all surfaces for new construction. This area to be a passageway to the new construction.
- b. Remove two (2) portions of Exterior CMU Wall to allow connection from existing to new. (One at existing Men's Restroom and one at existing Chief Pathologist's Office)
- c. Remove interior 3 5/8" steel stud partition walls at offices, including interior windows and doors create new larger Records Storage.
- d. Remove existing woodwork station to create Storage area.
- e. Remove the existing Reception desk, to be replaced with new.
- f. Remove casework in Breakroom to be replaced with new larger casework.
- g. Remove floor finish throughout and replace with new.
- h. Remove steel stud partition, and wood door and metal frame including side lite at entry into existing Chief Pathologists Office.
- i. Remove and replace existing Conference Room flooring with large format LVT.

### C. Morgue Building Demolition

Demolition of existing elements to allow for new construction to include:

- a. Remove portion of lead-lined wall between X-Ray and Storage, to combine the two spaces.
- b. Remove Morgue Tech Office and portion of exterior wall for passageway between existing and new construction.
- c. Remove portions of Exterior CMU Wall at Existing Autopsy Labs to connect to new, one portion must be full height to allow ability to walk between old and new Autopsy Labs. Other portions to be coordinated with structural to allow for visual connection between the old and new Autopsy Labs.
- d. Remove portion of wall and telecom curb for future passage from receiving to new construction.
- e. Remove existing wall at Custodial Closet to expand, new wall will be provided.
- f. Remove wall hung casework in X-Ray.

- g. Remove all built in wall hung upper and base casework throughout Autopsy Lab, Decomposition Lab and Receiving.

D. New Construction Administration Building

Metal stud partitions, with interior windows and vision panel hardwood doors. All interior partitions and furring to be painted 5/8" gypsum wall board. Two by two acoustical ceiling tile system at nine feet and zero inches (9'-0") above finished floor (AFF) to match existing. Carpet in offices and corridors. Large format luxury vinyl tile in storage and common spaces. Vinyl floor base throughout. Restrooms to be ceramic tile floors, base, and ceramic tile on walls to four feet and zero inches (4'-0") above finished floor per FBC. All Square Footage (SF) to follow is approximate and does not include circulation.

- a. Provide (5) five offices, 150 SF each.
- b. Provide (1) one open workspace with surface counters, 120 SF.
- c. Provide (8) eight offices, 80 SF each.
- d. Provide new Chief Pathologist Office with attached restroom including shower.
- e. Provide additional single occupant men's restroom.
- f. Provide additional female restrooms with 3 toilets and 2 lavatories.
- g. Provide additional janitorial and utility rooms.
- h. Provide new Supply and General Storage Rooms
- i. Extend High Density Records Storage to 1,285 SF.
- j. Provide Conference Room 640 SF.

E. New Construction Morgue Building

Metal stud partitions, with interior windows and vision panel hardwood doors. All interior partitions and furring to be painted 5/8" gypsum wall board, except where noted walls to be finished with washable fiber-reinforced plastic (FRP) panels. Two by two acoustical ceiling tile system at nine feet and zero inches (9'-0") above finished floor, except where noted below. Morgue Facility to have Mexican quarry tile flooring and wall base to match existing. Restrooms to have ceramic tile floors, base, and ceramic tile on walls to four feet and zero inches (4'-0") above finished floor per FBC.

- a. Provide new three (3) walk-in style packaged coolers, insulated on all four (4) sides including recessed slab coordinated with manufacturer's floor system, minimum 10'-0" high ceiling AFF. Provide two (2) "clean" coolers and one (1) "dirty" (Decomposition) cooler. Locate new dirty cooler next to existing dirty cooler.
- b. Provide four (4) tier stationary stainless steel morgue cadaver rack systems to line one wall of each of the new coolers (see Figure 23).
- c. Provide Specimen Storage approx. 900 SF with adjustable three (3) tier Heavy Duty Shelving. Provide 2'-0"x 2'-0" ACT in Specimen Storage at 10'-0" AFF. Specimen Storage does not need additional room cooling or insulation.
- d. Provide three (3) ADA compliant refrigerators with bottom freezer units in the Specimen Storage Room.
- e. Provide new locker/restroom facilities for eight (8) women and four (4) men. Provide one set of double tier wooden lockers per person with laminate finishes, including 4" base and dust tops.
- f. Provide seven (7) 60 SF min. Morgue Tech cubicles with systems furniture within an enclosed "suite" adjacent to Autopsy Lab.
- g. Provide casework for Morgue Tech work prep with chemical resistant phenolic resin countertops.
- h. Provide an Anthropology Lab 175 SF, for unidentified specimens.
- i. Provide 240 SF of General Storage Space with four (4) tier shelving.

- j. Extend existing Covered Loading Area to provide an additional 800 SF of space to allow for additional Cart Storage.
- k. Provide an additional 1,200 SF of Clean Autopsy Lab space with four (4) tables and sinks, provide cabinets around perimeter. Autopsy space has a washable, non-porous ceiling 10'-0" AFF. Provide Mexican Quarry Tile wainscot with FRP panels to a height of 8'-0" AFF.
- l. Provide an additional 460 SF of Decomposition Lab space with one (1) table, sink and cabinets. Decomposition Lab has a washable, non-porous ceiling. Provide Mexican Quarry Tile wainscot with FRP panels to a height of 8'-0" AFF.



Figure 23: Morgue Cooler with Racks



Figure 24: Existing Courtyard

#### F. Roofs and Exterior Spaces

- a. Cost estimate to provide separate line-item costs for:
  - a. Replacing the entire standing seam metal roof system with new, so that the entire facility looks unified.
  - b. Attach to the existing roof with new material, only as required to provide a watertight system from new material to existing.
- b. Extend the courtyard between the two buildings to maintain odor and contaminant control. Providing additional portion of raised roof over the courtyard to 3'-0" beyond the building courtyard enclosure fence line (see Figure 24) to protect staff from inclement weather.
- c. Provide visual security by obscuring line of sight into the courtyard by the public from east and the road.
- d. Courtyard to be designed to be pleasant and habitable for use by the staff.

## 9. General Utilities

The scope of the project will be to expand both the Administration and Morgue buildings, both existing buildings will need to be fully operational/functional during the expansion construction with minimal impact to day-to-day operations. Logistically, the MEPT systems in the expansion areas will be new and primarily dedicated to serving the expansion in both buildings.

### A. Existing Site Utility Services

#### a. Plumbing

The existing water service for the building is now located on the eastern side of the property and will be within the footprint of the new building expansions. The service point will need to be relocated outside of the footprint. It will serve the new expansions and reconnect to the existing water service feed for the existing buildings (see Figure 25).



Figure 25: Water Service/Backflow Preventer



Figure 26: Site Drainage Swales

b. Storm Water



Figure 27: Typical Downspout

The existing building utilizes a gutter and downspout (see Figure 27) system that feeds into a storm water swale (see Figure 28) on the expansion side of the building. The Drainage will need to be reworked to allow for the building expansion.

c. Telecommunications



Figure 28: Low Voltage Manhole

The existing low voltage service provider's manhole is within the footprint of the Morgue building expansion and will need to be relocated (see Figure 28).

d. Electrical



Figure 29: Electric Utility Service

Normal Electrical Service

The main electrical utility service is located on the northwest corner of the site. Based on the existing utility monthly usage the existing service will be able to accommodate the expansion of both buildings. (See Figure 29)

Emergency Generator System

Currently there is a generator and fuel storage on the north side of the existing building currently serving both existing buildings.

e. Fire Protection



Figure 30: Record Storage Fire Protection System

The current Records Storage area is served by an HFC 227 ea system. This is a FM 200 class system and still used. It needs to be relocated as the storage tank and control valve system are currently in an office space. (See Figure 30)

## 10. Fire Suppression

### Fire Sprinkler (Existing and New)

- a. The existing buildings are not sprinkled. Based on current Florida Building Code 2023 requirements, total square footage of the expansion, and preliminary meetings with the building department, the Morgue Building (new and existing portions) will require a sprinkler system. The Administration Building (new and existing portions) will not require a sprinkler system.
  - a. A flow test should be provided on the closest fire hydrant to determine water pressure, it is not anticipated to have a fire pump for the sprinkler system.
  - b. A new dedicated waterline and backflow preventor will need to be provided on the site to accommodate the new sprinkler system.

## 11. Plumbing

### Plumbing Systems (Existing)

- a. The existing fixtures shall not be replaced in either the existing portions of the Morgue and Administration Buildings.
- b. The water heater in the existing build appears to be original to the building. Based on the age of the water heater (20 years) and the life expectancy of water heaters (15-20 years) we would recommend replacing the water heater as part of the remodel. (See Figure 31).



Figure 31: Water Heater

### Plumbing Systems (New)

- a. New low flow fixtures with powered touchless type trim shall be utilized for the expansion area of the Morgue and Administration Buildings.
- b. Provide one (1) New 40-gallon water heater shall be provided for the new Admin Expansion, and one (1) new 50-gallon water heater shall be provided for the new Morgue Building Expansion Area.

- c. During the renovation of the Morgue and Administration Buildings replace both the 85-gallon and 40-gallon water heaters.

## 12. Heating, Ventilation, and Air Conditioning

### Mechanical System Criteria:

- a. Outdoor Design Conditions
  - a. Winter DB: 42.5 degrees F
  - b. Summer DB: 91.3 degrees F
  - c. Summer WB: 77.3 degrees F
  - d. Summer Daily Range (Outdoor-Indoor) 18.1° F
- b. Indoor Design Conditions
  - a. Summer DB: varies per space
  - b. Summer RH%: 55-60% target
  - c. Winter DB: 70 degrees F

### c. Cooling and Heating Systems (Existing):



Figure 32: HVAC Unit

- a. The HVAC units supplying the existing Decomposition Autopsy (approximately 7 tons) have recently been replaced. No additional work is anticipated in this area.
- b. Existing Refrigerated Storage Areas (Coolers) in the Morgue Building are existing to remain.
- c. The HVAC system serving the Autopsy and Teaching Autopsy (approximately 30 tons) is needing to be replaced. Note: This unit has two separate circuits and two condensing units (one is shown in Figure 32).
- d. The HVAC system serving the Administration Building is existing to remain.

### d. Cooling and Heating Systems (New):

- a. All new units serving the expansions shall be provided with a UV air treatment system as well as a CosaTron air purification system. All units shall be supplied with these systems.
- b. Offices and similar spaces shall be cooled and heated utilizing split system HVAC units with electric heat. The space design for these areas will be 72 deg F cooling and 68 deg F heating. Areas will have one temperature sensor. Each unit shall have its own local controller with a BACnet interface for BAS

control. The outside air will be supplied through each unit supplying the space. Each outdoor unit compressor will have digital scroll load management.

- c. The Autopsy Lab area shall be cooled and heated utilizing split system HVAC units with electric heat. The space design for these areas will be 64 deg F cooling and 64 deg F heating. Each unit shall have its own local controller with a BACnet interface for BAS control. The outside air will be supplied through each unit supplying the space. Each outdoor unit compressor will have digital scroll load management.
- d. New Refrigerated Storage Areas (Coolers) will be supplied as fully manufactured systems to match existing systems on site.
- e. We are estimating that the Morgue Expansion will need approximately a 15 to 20 Ton HVAC system and the Office Expansion will need a 8 to 10 Ton HVAC system.

e. Building Automation and Energy Management:

- a. The system shall be locally controlled for the spaces. The thermostats shall have the ability to have BACnet direct digital control for energy management, equipment monitoring and control.

### **13. Electrical**

Electrical System (Electrical Service): The new and existing loads that will be connected to the main electrical service during construction may require a new service from the utility.

a. Main Electrical Service (Existing)

- a. The current building service is 120/208V 1200A 3-phase, 4-wire.
- b. The building electrical service is provided by a utility pad mount transformer (see Figure 33) on the north side of the building. The transformer is internally C.T.'d with a meter mounted nearby on a rack.



Figure 33: Main Electrical Service

- b. Main Electrical Service (New for Expansion)  
Based on existing utility usage provided by the owner, the existing utility service is approximately 1/3 loaded at 368 Amps, and has the capacity to service both building expansions.
  - a. Provide one (1) new 800 switchboard to be located outdoors adjacent to the utility transformer. Switchboards to have power logic technology and surge protection.
  - b. The new switchboard shall feed the following:
    - a. New 600A 120/208V 3PH 4W panelboard in Morgue Expansion Electrical Room.
    - b. New 400A ATS.
    - c. New 100A ATS.
    - d. New 150A 120/208V 3PH 4W double tub panelboard in Office Expansion Electrical Room.
- c. Life Safety Generator (Existing)
  - a. The owner indicated (during in person meetings) that the original life safety generator (250KW) was replaced recently with a much smaller unit (200KW). Although the existing current generator is accommodating the existing building it will most likely not have the capacity to fully support the expansion.
- d. Life Safety Generator (New)
  - a. Based on phasing of the building expansions and needs of the facility to be fully operational during hurricane events (as a defend in place facility) the county is going to provide a second generator for the expansion. Based on preliminary generator load for the expansion it is our engineering recommendation to provide a minimum 150KW generator, with two (2) new Automatic Transfer Switches (ATS). A 400A ATS for the Equipment/Standby Loads and a 100AATS for the Emergency Loads.

- b. The new 400A ATS will service a new 400A panel in the new Morgue Electrical Room and the new 100A ATS will serve a new 100A panel in the Morgue Electrical Room.
  - c. The new office expansion shall be provided with a new 60A emergency panelboard and new 150A double tub panelboard feed from the new 400A panel in the Morgue expansion.
  - d. Provide 30 metering on existing Switchboard EDP-1 and Panelboard LS-1 to determine the actual existing load on the existing Generator System and potential capacity for the renovation of the existing Morgue and Admin Areas.
- e. Electrical Power & Lighting General Performance Scope Items

#### Building Distribution

- a. Acceptable Manufacturers: GE, Square D, and Cutler Hammer.
- b. Switchboards to have power logic technology and surge protection.
- c. 208/120V panelboards to be located in electrical rooms and near major electrical loads.
- d. Surge Protection Devices to be provided at each panel serving computer equipment and branch circuits and emergency panelboards.

The lighting is all to be replaced.

- a. Lighting fixture types by area:
  - a. Utility areas - Surface or suspended LED.
  - b. Office and Corridors - Recessed lensed LED.
  - c. Restrooms - Recessed lensed LED.
  - d. Commons – LED.
  - e. UV lights are to be utilized in the Autopsy and Refrigerated Storage areas.



Figure 33: Autopsy Lab Lighting and Power Drops

- b. Emergency power
  - a. Egress lighting, including exit signs, to comply with NFPA 101 Life Safety Code. A generator in the new mechanical yard area shall be provided to provide power for emergency lighting and power.
- c. Lighting control
  - a. A complete system of lighting control occupancy/vacancy sensors, to be provided for the new additions and areas of renovation. New exterior lighting shall be controlled by contactor switched automatically by the Building Automation System

## 14. Communications

### General

- a. In the new building, provide a complete and tested cable distribution system for data interconnections (Local Area Network), as well as a distributed wireless access system throughout the facility. The data distribution system shall include fully terminated unshielded twisted pair cables Cat 6, fiber optic cabling, raceways, conduit, UTP termination devices, data communications outlets, wireless access points, fiber enclosures, patch panels, patch cables, network racks, and other incidental and miscellaneous premises wiring and system hardware as required for a complete system.
- b. To accommodate the new building, the existing MDF and IDF will need to be reworked during the remodel. The existing MDF will need to be removed and replaced with an IDF in that area. The existing IDF that is currently in a framed in closed area will need to be redone. The new building will have a new MDF to feed the two reworked IDFs in the existing building. A new 12 strand single mode and 12 strand OM4 indoor/outdoor plenum rated interlocking armored fiber will be routed from the new MDF to the two reworked IDFs.



Figure 35: Defunct Security System

### Public Address System, Security Cameras, Intrusion Detection, Access Control:

- a. In the area of the addition, provide a new public address system, security camera system, intrusion detection system, and access control systems. These systems will connect back to the existing systems within the existing building.
- b. The existing security system did not appear operational during the site walk through.

## 15. Electronic Safety and Security



Figure 36: Fire Alarm System

Fire Alarm System:

- a. For the new building a new Fire Alarm system with Voice Evacuation will be provided.
- b. For the existing building, the panel does not currently have Voice Evacuation. The fire alarm will be upgraded in the new building to Voice Evacuation and Voice Evacuation will be added to the existing building. A slave panel with Voice Evacuation connected to the new building will replace the existing Fire Alarm Panel.

# Appendix A

## Cost Estimate

## COST ESTIMATE

PROJECT : Polk County Medical Examiner's Office  
 LOCATION : Winter Haven, Florida  
 FILE NAME : Polk Co Med Examiners Office      New Bldg. GSF 12,600

DATE : 02/22/2024  
 PROJ # : 2024.103  
 PAGE : 1 OF 5

DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	COST PER S.F.	TOTAL COST
<b>FEASIBILITY STUDY PROGRAM BUDGET</b>						
<b>New Building &amp; Addition</b>						
<b>SITE WORK</b>						\$126,000
Building Earthwork	12,600	sf	10.00	126,000	10.00	
<b>FOUNDATIONS</b>						\$315,000
Shallow Foundations	12,600	sf	15.00	189,000	15.00	
Excavation & Backfill	12,600	sf	10.00	126,000	10.00	
<b>SUBSTRUCTURE</b>						\$182,350
Slab On Grade, 4"	4,800	sf	10.00	48,000	3.81	
Slab On Grade, 5"	7,800	sf	12.00	93,600	7.43	
Loading dock	815	sf	50.00	40,750	3.23	
<b>SUPERSTRUCTURE</b>						\$600,750
Wood Truss Roof sys	13,530	sf	25.00	338,250	26.85	
Tie into existing roof	7,500	sf	35.00	262,500	20.83	
<b>EXTERIOR CLOSURE</b>						\$464,000
CMU, Dampproof, Insul, Stucco	5,650	sf	45.00	254,250	20.18	
CMU, Tie into existing wall	6	loc	5,000.00	30,000	2.38	
HM Doors , Frames, Hardware	4	leaf's	4,000.00	16,000	1.27	
Impact Windows 25% of solid walls	1,413	sf	100.00	141,250	11.21	
Impact AL/GL Doors,sin	3	ea	7,500.00	22,500	1.79	
<b>ROOFING</b>						\$548,750
Standing Seam Metal Roof	13,530	sf	35.00	473,550	37.58	
Entry Structure Feature - Allowance	1	ls	50,000.00	50,000	3.97	
Sealants	12,600	sf	2.00	25,200	2.00	
<b>INTERIOR FINISHES CONSTRUCTION</b>						\$807,145
New Administration Addition - 4,800GSF						
Corridors	1,673	sf	45.00	75,285	5.98	
Offices	1,854	sf	75.00	139,050	11.04	
Conference	640	sf	75.00	48,000	3.81	
Toilets/Janitor	433	sf	85.00	36,805	2.92	
Mech/Elect	200	sf	35.00	7,000	0.56	
New Morgue Addition - 7,800GSF						
Corridors	1,213	sf	55.00	66,715	5.29	
Coolers	1,260	sf	30.00	37,800	3.00	
Labs/Morgue	2,656	sf	105.00	278,880	22.13	
Storage	1,135	sf	55.00	62,425	4.95	
Toilets/Janitor	436	sf	85.00	37,060	2.94	
Mech/Elect	285	sf	35.00	9,975	0.79	
Loading dock	815	sf	10.00	8,150	0.65	
<b>SPECIAL CONSTRUCTION</b>						\$481,200
Specialties	12,600	sf	4.00	50,400	4.00	
Casework	12,600	sf	5.00	63,000	5.00	
Equipment (Coolers)	1,260	sf	200.00	252,000	20.00	

## COST ESTIMATE

PROJECT : Polk County Medical Examiner's Office  
LOCATION : Winter Haven, Florida  
FILE NAME : Polk Co Med Examiners Office      New Bldg. GSF 12,600

DATE : 02/22/2024  
PROJ # : 2024.103  
PAGE : 2 OF 5

DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST	PER S.F.	TOTAL COST
<b>FEASIBILITY STUDY PROGRAM BUDGET</b>						
<b>New Building &amp; Addition</b>						
<b>SPECIAL CONSTRUCTION - Continued</b>						
Morgue cadaver racks sys	4	ea	10,000.00	40,000	3.17	
HD Shelving 3 tier	80	lf	200.00	16,000	1.27	
HD Shelving 4 tier	20	lf	250.00	5,000	0.40	
ADA Compliant Refrigerators	3	ea	5,000.00	15,000	1.19	
Wood Lockers	12	ea	400.00	4,800	0.38	
Morgure Tech cubicles	7	ea	5,000.00	35,000	2.78	
F.F. & E. - N.I.C.						
<b>CONVEYING SYSTEMS</b>						\$0
None						
<b>MECHANICAL</b>						\$802,800
Fire Sprinkler Sys (Morgue only)	7,800	sf	6.00	46,800	3.71	
Fire Pump - None						
Plumbing	12,600	sf	25.00	315,000	25.00	
Domestic Water Pump - None						
HVAC - DX sys	12,600	sf	35.00	441,000	35.00	
<b>ELECTRICAL</b>						\$1,195,000
Electrical -	12,600	sf	50.00	630,000	50.00	
Electrical - Tel/Data	12,600	sf	5.00	63,000	5.00	
Electrical - Technology	12,600	sf	20.00	252,000	20.00	
Electrical - Generator 150KW	1	ea	250,000.00	250,000	19.84	
Subtotal:					438.33	5,522,995
Contractor General Conditions	15.0%				65.75	828,450
P & P Bond / Sub Bond	3.5%				17.64	222,300
Estimate Contingency	15.0%				78.26	986,060
Escalation - thru 2025	6.0%				36.00	453,590
Contractor O.H.& P.	6.0%				38.16	480,805
<b>PROBABLE BUILDING BUDGET TOTAL:</b>					674.14	<b>\$8,494,200</b>

## COST ESTIMATE

PROJECT : Polk County Medical Examiner's Office  
LOCATION : Winter Haven, Florida  
FILE NAME : Polk Co Med Examiners Office      Exist. Bldg. GSF 11,461

DATE : 02/22/2024  
PROJ # : 2024.103  
PAGE : 3 OF 5

DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST	PER S.F.	TOTAL COST
<b>FEASIBILITY STUDY PROGRAM BUDGET</b>						
<b>Existing Building Renovations</b>						
<b>SITE WORK</b>						\$0
Building Earthwork - None						
<b>FOUNDATIONS</b>						\$0
Shallow Foundations - Existing						
Excavation & Backfill - Existing						
<b>SUBSTRUCTURE</b>						\$0
Slab On Grade, 4" - Existing						
<b>SUPERSTRUCTURE</b>						\$0
Wood Truss Roof sys - Existing						
<b>EXTERIOR CLOSURE</b>						\$106,500
CMU, Dampproof, Insul, Modify Existing	2	ea	5,000.00	10,000	0.87	
HM Doors , Frames, Hardware	6	leafs	4,000.00	24,000	2.09	
Impact AL/GL Storefront	400	sf	125.00	50,000	4.36	
Impact AL/GL Doors,sin	3	ea	7,500.00	22,500	1.96	
<b>ROOFING</b>						\$22,922
Standing Seam Metal Roof - Existing						
Sealants	11,461	sf	2.00	22,922	2.00	
<b>INTERIOR FINISHES CONSTRUCTION</b>						\$726,895
Selective Demolition	11,461	sf	15.00	171,915	15.00	
Corridors	2,500	sf	55.00	137,500	12.00	
Reception	270	sf	50.00	13,500	1.18	
Lounge	345	sf	55.00	18,975	1.66	
Quiet/Family	400	sf	75.00	30,000	2.62	
Records storage	1,285	sf	65.00	83,525	7.29	
Coolers - existing						
Labs/Morgue	2,285	sf	105.00	239,925	20.93	
Storage/Receiving	1,782	sf	55.00	98,010	8.55	
Toilets/Janitor/Laundry	706	sf	85.00	60,010	5.24	
Mech/Elect	585	sf	35.00	20,475	1.79	
X-Ray	555	sf	45.00	24,975	2.18	
<b>SPECIAL CONSTRUCTION</b>						\$686,993
Specialties	11,461	sf	3.00	34,383	3.00	
Casework	11,461	sf	5.00	57,305	5.00	
Equipment (Lodox X-Ray)	1	ls	538,000.00	538,000	46.94	
Equipment Misc. - Allowance	11,461	sf	5.00	57,305	5.00	
F.F. & E. - N.I.C.						

## COST ESTIMATE

PROJECT : Polk County Medical Examiner's Office  
LOCATION : Winter Haven, Florida  
FILE NAME : Polk Co Med Examiners Office      Exist. Bldg. GSF 11,461

DATE : 02/22/2024  
PROJ # : 2024.103  
PAGE : 4 OF 5

DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST	PER S.F.	TOTAL COST
<b>FEASIBILITY STUDY PROGRAM BUDGET</b>						
<b>Existing Building Renovations</b>						
<b>CONVEYING SYSTEMS</b>						\$0
None						
<b>MECHANICAL</b>						\$283,620
Fire Sprinkler Sys (Morgue only)	7,400	sf	6.00	44,400	3.87	
FM 200 Sys Relocate controls/tank	1	ls	10,000.00	10,000	0.87	
Plumbing - New Fixtures, same location	11,461	sf	10.00	114,610	10.00	
Domestic Water Pump - None						
HVAC - Modify Ductwork	11,461	sf	10.00	114,610	10.00	
<b>ELECTRICAL</b>						\$687,660
Electrical -	11,461	sf	40.00	458,440	40.00	
Electrical - Tel/Data	11,461	sf	5.00	57,305	5.00	
Electrical - Technology	11,461	sf	15.00	171,915	15.00	
Subtotal:					\$219	\$2,514,590
Contractor General Conditions	15.0%				\$33	\$377,190
P & P Bond / Sub Bond	3.5%				\$9	\$101,212
Estimate Contingency	15.0%				\$39	\$448,950
Escalation - thru 2025	6.0%				\$18	\$206,516
Contractor O.H. & P.	6.0%				\$19	\$218,907
<b>PROBABLE BUILDING BUDGET TOTAL:</b>					<b>\$337</b>	<b>\$3,867,365</b>
<b>SITE / CIVIL CONSTRUCTION</b>						
Mobilization	1.00	ls		25,000		\$25,000
Site Clearing/Site Demolition	1.00	ls		75,000		\$75,000
Earthwork/Storm Water/Drainage	1.00	ls		120,000		\$120,000
Parking	1.00	ls		80,000		\$80,000
Sidewalks	1.00	ls		25,000		\$25,000
Breezeway (New & Renovated)	3,039.00	sf		22.15		\$67,320
Site Lighting	1.00	ls		20,000		\$20,000
Landscape/Irrigation	1.00	ls		50,000		\$50,000
Utilities - Water/Sewer Modify/Fire Line New	1.00	ls		100,000		\$100,000
Subtotal:						\$562,320
Contractor General Conditions	15.0%					\$84,348
P & P Bond / Sub Bond	3.5%					\$22,633
Estimate Contingency	15.0%					\$100,395
Escalation - thru 2025	6.0%					\$46,181
Contractor O.H. & P.	6.0%					\$48,953
<b>PROBABLE SITE/CIVIL BUDGET TOTAL:</b>						<b>\$864,830</b>
<b>Probable Budget Recap</b>						
New Building & Addition						\$8,494,200
Renovate Existing Building						\$3,867,365
Civil Site Work						\$864,830
<b>PROBABLE CONSTRUCTION BUDGET TOTAL:</b>						<b>\$13,226,395</b>
<b>ALTERNATES</b>						
Reroof existing building (to match new)					ADD:	\$402,000
<b>The above budgets do not include the following;</b>						
Impact Fees & Permits	Design Fees			Builder's Risk Insurance		
Testing & 3rd Party Inspections	Owner Contingency					

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## COST ESTIMATE

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PROJECT : Polk County Medical Examiner's Office

LOCATION : Winter Haven, Florida

FILE NAME : Polk Co Med Examiners Office      Total Bldg. GSF 24,061

DATE : 02/29/24

PROJ # : 2024.103

PAGE : 5 OF 5

DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST	PER S.F.	TOTAL COST
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### FEASIBILITY STUDY PROGRAM BUDGET

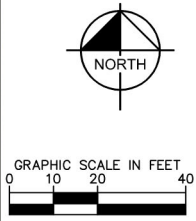
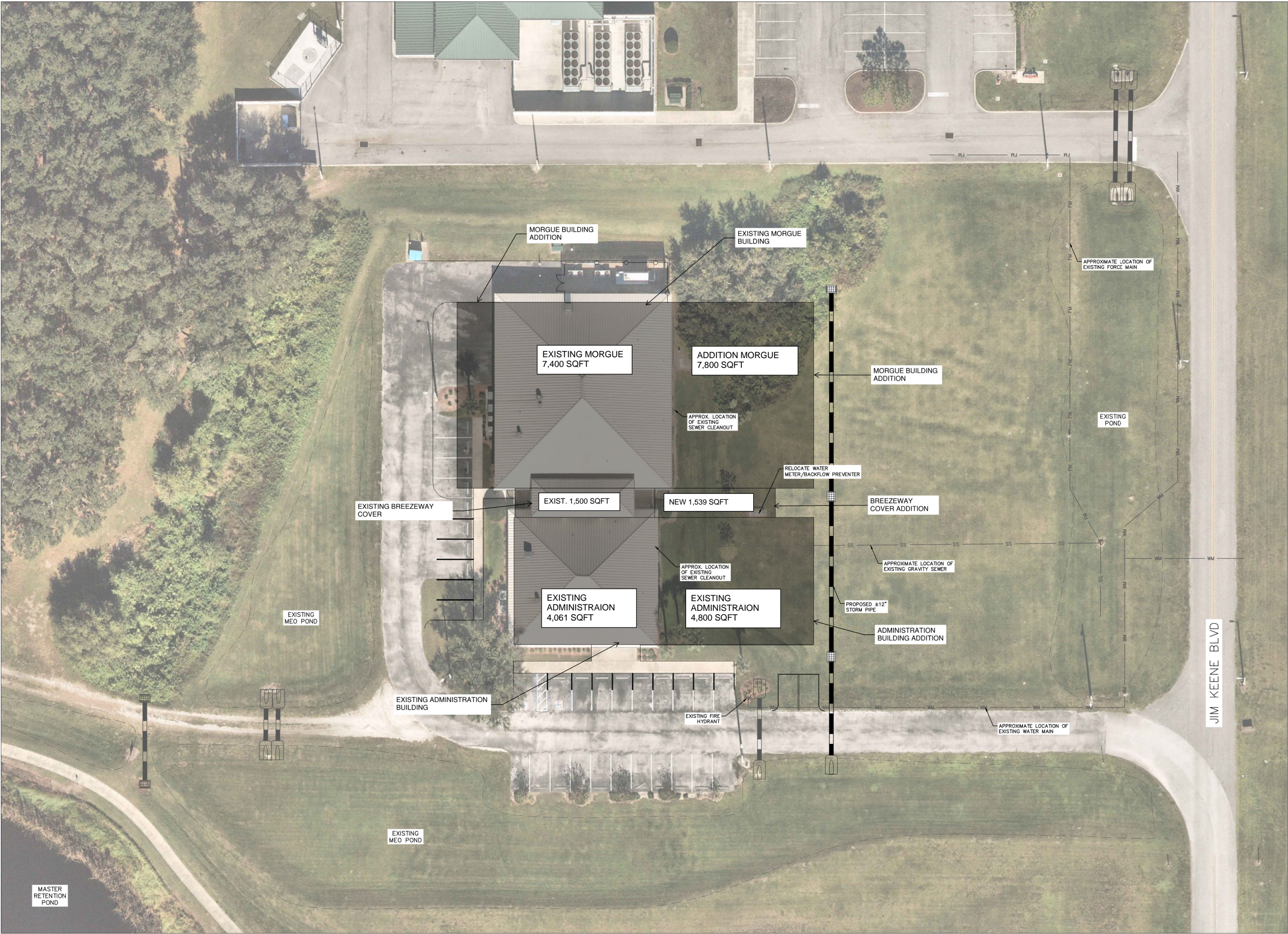
#### Probable Project Budget Costs

FF&E including morgue tables - Allowance						\$100,000
A/E Basic Services						\$1,000,000
Additional Services						
Civil Engineering						\$75,000
Landscape Architecture & Irrigation Design						\$10,000
AV / IT / Security Design						\$50,000
Interior Design Services						\$30,000
Cost Estimating						\$10,000
Design Contingency						\$117,500
Owner's Construction Allowance						\$250,000
Additional Services w/Owner Approval						\$50,000
Impact Fees & Permits - Allowance						\$135,000
Testing & 3rd Party Inspections - Allowance						\$65,000

<b>Probable Project Budget Total:</b>	<b>\$15,520,895</b>
---------------------------------------	---------------------

# Appendix B

## Conceptual Site Plan



MASTER  
RETENTION  
POND

EXISTING  
MEO POND

EXISTING  
MEO POND

EXISTING BREEZEWAY  
COVER

EXISTING ADMINISTRATION  
BUILDING

MORGUE BUILDING  
ADDITION

EXISTING MORGUE  
7,400 SQFT

EXIST. 1,500 SQFT

EXISTING ADMINISTRATION  
4,061 SQFT

EXISTING MORGUE  
BUILDING

ADDITION MORGUE  
7,800 SQFT

NEW 1,539 SQFT

EXISTING ADMINISTRATION  
4,800 SQFT

EXISTING FIRE  
HYDRANT

RELOCATE WATER  
METER/BACKFLOW PREVENTER

MORGUE BUILDING  
ADDITION

BREEZEWAY  
COVER ADDITION

APPROXIMATE LOCATION OF  
EXISTING GRAVITY SEWER

PROPOSED ±12"  
STORM PIPE

ADMINISTRATION  
BUILDING ADDITION

APPROXIMATE LOCATION OF  
EXISTING WATER MAIN

EXISTING  
POND

APPROXIMATE LOCATION OF  
EXISTING FORCE MAIN

JIM KEENE BLVD

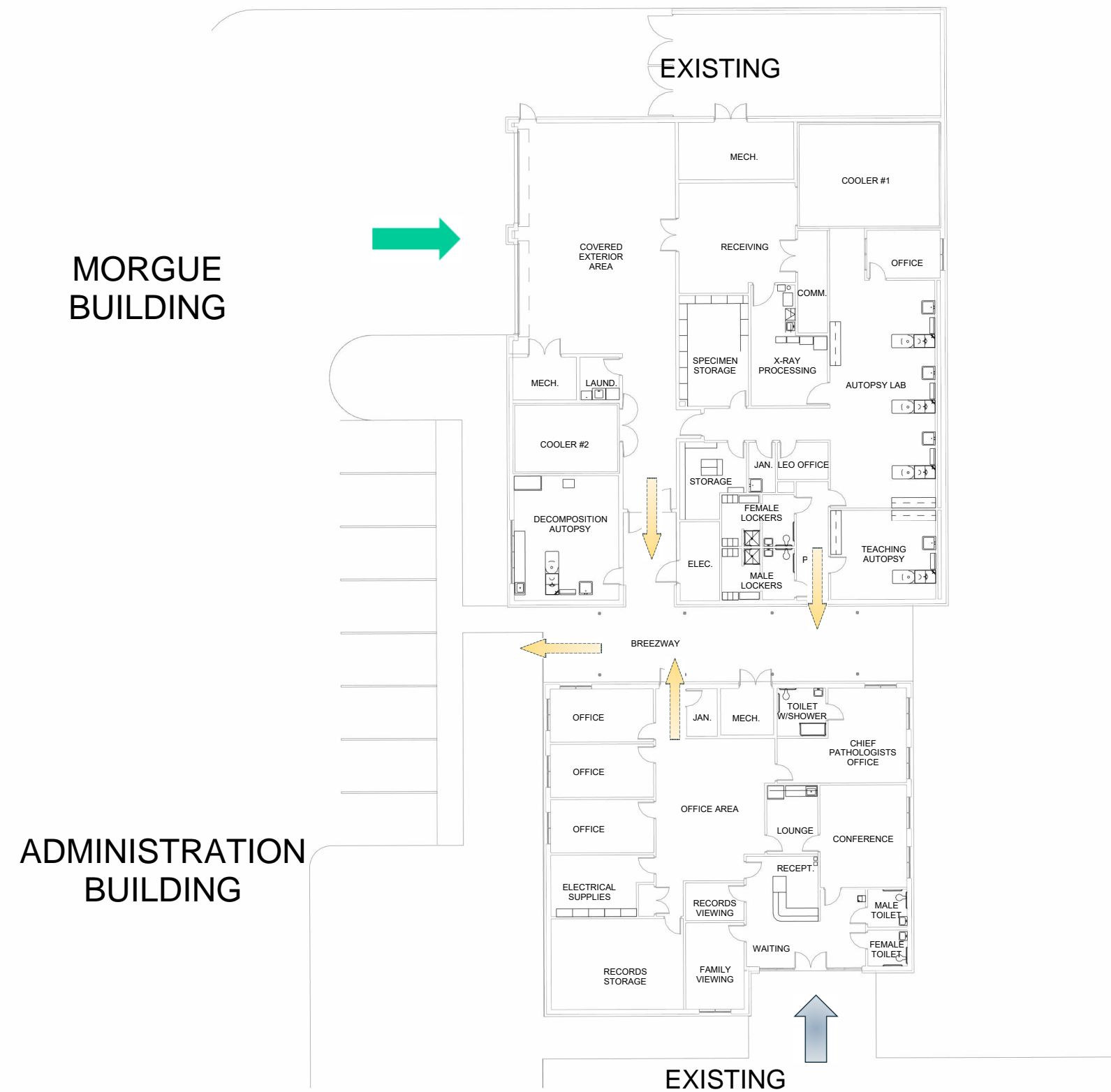
# Appendix C

## Space Planning Table




POLK COUNTY MEDICAL EXAMINER'S OFFICE ADDITION STUDY				
SPACE PROGRAMMING			ADD-ON OPTION	
ROOM NAME	EXISTING	SCALE	FACTORED	PROPOSED
<b>ADMINISTRATION BUILDING</b>	NSF	FACTOR	NSF	NSF
WAITING	309	1	309	309
RECEPTIONIST	104	1	104	104
FEMALE TOILET	51	2	102	256
MALE TOILET	53	1	53	50
CONFERENCE	315	2	630	640
LOUNGE	125	2	250	315
CHIEF PATHOLOGIST OFFICE	344	1	344	320
TOILET	80	2	160	168
JANITOR	52	2	104	112
OPEN OFFICE AREA	840	1	840	790
OFFICE	194	2	388	300
OFFICE	194	2	388	300
OFFICE	194	2	388	300
STORAGE	203	2	406	446
RECORDS STORAGE	473	3	1,419	1,285
OFFICE (PREV. FAMILY VIEWING)	180	1	180	180
OFFICE (PREV. RECORDS VIEWING)	79	1	79	-
ELECTRICAL	17	1	17	117
MECHANICAL	96	1	96	178
QUIET ROOM			130	140
TELEPHONE			60	64
CORRIDOR			1,105	1,105
SUBTOTAL ADMIN BUILDING	3,903		7,552	7,479
<b>MORGUE BUILDING</b>				
TEACHING	332	1	332	332
PASSAGE	102	1	102	102
MALE LOCKERS	130	2	260	240
FEMALE LOCKERS	130	3	390	460
JANITORIAL	48	2	96	214
LAW ENFORCEMENT OFFICER	67	1	67	67
AUTOPSY	912	2	1,824	2,112
X-RAY	208	2	416	555
PASSAGE	143	1	143	143
SPECIMEN STORAGE	313	3	939	925
RECEIVING	437	1	437	437
COMMUNICATIONS	107	1	107	50
STORAGE	156	2	312	240
MORGUE TECH OFFICE	126	6	756	800
COOLER #1	505	3	1,515	1,515
MECHANICAL	234	1	234	404
COVERED AREA	1,293	2	2,586	2,108
LAUNDRY	60	2	120	166
DECOMP MECHANICAL	97	1	97	97
COOLER #2	243	2	486	493
DECOMPOSITION AUTOPSY	461	2	922	922
ANTHROPOLOGY LAB			180	195
CORRIDOR			1,060	1,060
CART STORAGE (WITHIN COVERED AREA)			-	-
SUBTOTAL MORGUE BUILDING	6,104		13,381	13,637
	EXISTING		FACTORED	PROPOSED
NET SQFT TOTALS	10,007		20,933	21,116
GROSS SQFT TOTAL	11,461		24,282	24,061
BREEZEWAY	1,500	2	3,000	3,039
GRAND TOTAL	12,961		27,282	27,100

# Appendix D

## Bubble Diagram



## LEGEND

-  MAIN ENTRANCE
-  INTERNAL ACCESS/EXIT
-  DELIVERY ENTRANCE

EXISTING FACILITY





February 14, 2025

## **POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

### **ADDENDUM #1**

#### **RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

---

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

---

Contained within this addendum: Questions and answers.

*Tabatha Shirah*

Tabatha Shirah

Procurement Analyst

Procurement Division

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**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

---

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

Printed Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

**RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion  
Addendum #1**

---

**Question 1:** What Tab should Submittal Documents and Signed Addendums be put under?

**Answer 1:** Please place these items in "Tab 1, Executive Summary," after item "e."

**Question 2:** Can the County allow us to submit Polk County Survey Questionnaires that were solicited and completed by our clients for previous Polk County RFP's?

**Answer 2:** 1) Yes, surveys from prior RFP submittals may be used if they meet the following criteria.

- i. The survey questions are the same
- ii. The scope of work of the prior RFP survey you are submitting is similar to the scope of the work of this RFP.
- iii. The survey submitted is for one of the projects identified under Tab 3.
- iv. If submitting a survey from a prior RFP, please manually strike through the RFP number and name on the top of the survey and write in the appropriate RFP number and name that matches the RFP you are submitting a proposal for.

**Question 3:** If a local consultant creates a Joint Venture with an out of state Architect, will that out-of-state architect be required to attend the pre-proposal meeting?

**Answer 3:** No, only 1 representative from the partnership (joint venture) is required to attend.

**Question 4:** 1) In the arrangement above, will our firm and the out-of-state firm need to provide a Joint Venture agreement that is submitted with the RFQ submission in order to use the out-of-state firm's projects and associated references? 2) Will the AIA C101-2018 Joint Venture Agreement be acceptable for this agreement?

**Answer 4:** 1) Yes, the joint venture agreement must be submitted with RFP proposal to utilize references from their partner in Tab 3. 2) Yes.

February 17, 2025

## **POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

### **ADDENDUM #2**

#### **RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

---

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

---

Contained within this addendum: Question and answer.

*Tabatha Shirah*

Tabatha Shirah

Procurement Analyst

Procurement Division

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**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

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

Printed Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

**RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**  
**Addendum #2**

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**Question 1:** Florida Consultant wants to team with an out of state Consultant with vast Medical Examiner facility experience. They would be open to an agreement with Florida Consultant that states they will act as a consultant to the Prime Consultant. Is this acceptable to Polk County?

**Answer 1:** It would have to be a joint venture agreement, which results in “co-primes” to use their out of state consultants references. One consultant being the prime would make the other a sub-consultant and not a “co-prime”.

February 24, 2025

## **POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

### **ADDENDUM #3**

#### **RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

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This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

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Contained within this addendum: Clarification

#### **Clarification**

The Prime Consultant **can not** use the sub-consultants references in Tab 3 – Experience, Expertise, Personnel & Technical Resources, unless the two consulting firms create a joint-venture in accordance with Florida Statue 489.119. If the two consulting firms do create a joint-venture, they must submit their proposal on behalf of the joint-venture.

*Link for Statue:*

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0400-0499/0489/Sections/0489.119.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0489/Sections/0489.119.html)

*Tabatha Shirah*

Tabatha Shirah  
Procurement Analyst  
Procurement Division

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

Printed Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

March 7, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

**ADDENDUM #4**

**RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

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Contained within this addendum: question/answer and revision.

*Tabatha Shirah*

Tabatha Shirah  
Procurement Analyst  
Procurement Division

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**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

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

Printed Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

## RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

### ADDENDUM # 4

**Question 1:** Medical Examiner projects are often few and far between. Many facilities are not built nor expanded for decades. Due to this fact, will the county respectfully consider increasing projects from within the past 10 years to 25 years?

**Answer 1:** Yes, see revision below.

#### **Revision 1**

*RFP Package, Tab 3 – Bullet Point 1, page 8:*

#### ***Delete in entirety:***

Provide a minimum of three (3) and a maximum of five (5) recent projects performed within the past ten (10) years as the prime firm performing the architectural services for the design of a Medical Examiner Facility including a morgue and administrative offices. (Limit response to one (1) page per project)

#### **Replace with:**

Provide a minimum of three (3) and a maximum of five (5) recent projects performed within the past **twenty-five (25) years** as the prime firm performing the architectural services for the design of a Medical Examiner Facility including a morgue and administrative offices. (Limit response to one (1) page per project)

March 10, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**  
**ADDENDUM #5**

**RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

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This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

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Contained within this addendum: Receiving date extension.

The Proposal Receiving Date has been extended one (1) week. The revised Proposal Receiving Date is Wednesday, March 19, 2025, prior to 2:00 p.m.

*Tabatha Shirah*

Tabatha Shirah  
Procurement Analyst  
Procurement Division

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

Printed Name: \_\_\_\_\_

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

Company: \_\_\_\_\_