September 11, 2026

Merry Celeste CPPO, CPPB, NIGP-CPP, CPM, FCCM
Division Director, Purchasing

To: All Interested Parties

Request for Qualifications : 26-0853-RFQ-CCNA Pinellas County SBE Consultants per the Consultant Competitive Negotiations Act (CCNA), Florida Statute 287.055 as follows:

A. Background and Objective:

To ensure greater utilization of certified Pinellas County SBEs, the Purchasing Department is seeking to establish a pool of certified SBE consultants for CCNA engagements below the $150K local market threshold; however, there is no guarantee that a firm will be selected for individual work assignments. Firms already approved on the shortlist do not have to reapply.

The Small Business Enterprise Program (SBE Program) has been in place since 2001 and is administered by the Pinellas County Economic Development with assistance from the OMB Purchasing Division. The SBE is non-specific to gender or race, providing opportunities for small businesses that meet the requirements stated in this request for qualifications. The SBE Program has a local market component for work assignments not to exceed $150K. Qualified SBE's will be placed on a qualified list for work assignments not to exceed $150K and may be utilized by County departments based on the firm's area of expertise and qualifications. To meet the SBE requirements, a firm must meet the following minimum qualifications:

- The business must be located in Pinellas, Hillsborough, Pasco, or Manatee counties
- The number of employees must not exceed 50 full-time employees.
- Annual Sales do not exceed the maximum 3-year average gross revenues of $3 million for businesses providing selective goods and services or gross revenues not exceeding $8 million for construction service providers.

Applications are being accepted from firms with professional experience, in accordance with Florida Statute 287.055, in the following areas:

a. Engineering Services

1) Civil	7) Hydrogeological	13) HVAC
2) Electrical	8) Solid Waste	14) Utilities
3) Environmental	9) Structural	15) Transportation/Traffic
4) Geotechnical	10) Roadway	16) Plumbing
5) Hazardous	11) Drainage	17) Mechanical
6) Waste	12) Surveying	

b. Survey and Mapping Services to include the following:
   1. Topographic Survey
   2. Boundary Survey
   3. Specific Purpose Survey
   4. Sketch and Descriptions
   5. GIS Mapping
   6. Analysis and Review of Title Research Reports
   7. Subsurface Utility Designation and Location (SUE)

c. Architectural
d. Landscape Architect
e. Planning Services
f. Coastal Management (Monitoring services, Construction CEI services, Conduct Studies, and Ongoing Structural Inspection services)
g. Construction Management Services

Qualifications to be considered for shortlisted firms: ability of professional personnel (Maximum 40 points); experience and past performance (maximum 40 points); SBE status (20 points). Firms must have a minimum of 75 total points to be accepted on the shortlist.

All deliverables for Engineering and Survey services must meet the Pinellas County CADD Standards Manual & Kit for Survey and Civil Engineering – latest version.

Pinellas County CAD Standards Consultants will be required to provide services and work products in accordance with the Pinellas County CADD Manual for Land Survey and Civil Engineering. The Pinellas County CADD Kit for Civil 3D, CADD Manual, and Kit details can be found at www.pinellascounty.org/technical.

B. Application Requirements:

Proposal shall include the following information:

1) Introduction Letter by corporate office or principal of the firm.
2) Attachment 1 -Professional Consultant Certification Form to delineate each service your firm offers.
3) Standard Form (SF) 330 –Part I and II, with all sections completed. SF-330 can be obtained from U. S. General Services Administration (GSA) website - http://gsa.gov/forms , then select Standard Form on the menu and go to the SF 330 titled Architectural - Engineering Qualifications.
4) Signed copy of Pinellas County Small Business Enterprise (SBE) certificate issued by the Pinellas County Economic Development.
5) Copy of Florida Engineering and/or Architectural licenses and certifications.
6) Signed insurance statement, per Attachment 2.

C. Certification Process:

1) An evaluation team will meet to review and evaluate new proposal submittals for this contract.
2) Upon review and acceptance of the application and respective documents, Consultant will be notified with the specific professional areas and categories of work in which the Consultant has been qualified. The Notice of Certification does not constitute an award commitment.
3) Certification shall be effective through the expiration of the existing Pinellas County SBE certification.
4) The pool of certified firms shall be maintained by the Purchasing Department.
5) Such pool will include the respective professional areas and categories of work qualified for, as well as the expiration of the certification for each consultant. The list will be distributed to internal departments for issuance of individual Work Assignments based on specific scopes of work below the $150,000 threshold.
6) The County reserves the right to negotiate cost of services required within the Work Assignment/scope of work.
7) Insurance must be approved by OMB Risk Management prior to issuance of any Work Assignment.
8) It is the responsibility of the consultant to update their information and renew their certification at the end of the term.

D. Submittal Requirements and Instruction:

Firms interested in applying to be a prequalified SBE CCNA vendor are required to register in OpenGov, located here OpenGov Procurement (at no cost) and must submit a letter of interest meeting all the requirements for solicitation 26-0853-RFQ-CCNA. This solicitation is ongoing, accepting and reviewing submissions as they come in. All proposals will be opened via an electronic lockbox, reviewed and evaluated. Evaluation meetings will be publicly posted. Suppliers will be notified once their proposals have been evaluated.

To register as a supplier/vendor, use the following link/URL: OpenGov Procurement. When registering, be sure to identify as an SBE vendor. Once registered, the County will verify your SBE status with Pinellas County Economic Development. In addition to registering, once logged in, bids are accessible and visible under the Bids tab. Find bid no. 26-0853-RFQ-CCNA and submit your proposal within OpenGov. Make sure you follow and subscribe to Pinellas County when registering in OpenGov so you can follow the County's active solicitations.

Pinellas County reserves the right to validate a firm under the requesting CCNA category. There is no guarantee of amount of work assigned.

Pinellas County frequently advertises continuing and non-continuing CCNA contracts that include SBE subconsultant opportunities with percentage SBE goals within each of those solicitations. Prime firms may use this shortlist to select qualified SBEs to meet the subconsulting advertised goals.

Sincerely,

Merry Celeste

Merry Celeste,
Division Director of Purchasing
Office of Management and Budget

ATTACHMENT 1 – PROFESSIONAL CONSULTANT CERTIFCATION FORM

CONSULTANT INFORMATION

Consultant's Name: _____

Address: _____

Phone Number: _____ Company Email: _____

Number of Current Employees: _____ Full Time _____ Part Time

Primary Contact Name: _____ Primary Contact Email: _____

Secondary Contact Name: _____ Secondary Contact Email: _____

Indicate the work category you intend to qualify for:

- ☐ a. Architectural
- ☐ b. Coastal Management
- ☐ c. Construction Management
- ☐ d. Engineering Services
  - ☐ Civil ☐Electrical ☐Environmental ☐Geotechnical ☐Hazardous ☐Waste
  - ☐Hydrogeological ☐ Solid Waste ☐Structural ☐Roadway ☐Drainage ☐Surveying
  - ☐HVAC ☐Utilities ☐Transportation/Traffic ☐Plumbing ☐Mechanical
- ☐ e. Landscape Architect
- ☐ f. Mapping / GIS Services
- ☐ g. Planning Services
- ☐ h. Other (specify):

EXPERIENCE AND REFERENCES: *Provide a list of no more than five (5) projects describing your experience in the work category you intend to qualify for.*

PROJECT 1 NAME:	

CCNA Work Category for respective project (select all that apply):

☐Architectural ☐Coastal Management ☐Construction Management ☐Engineering Services
☐Landscape Architect ☐Mapping / GIS ☐Planning Services ☐Other

Owner's Name: _____
Owner's Address: _____
Project Completion Date: _____
Brief Description of Project: _____

_____

_____

_____

_____

ATTACHMENT 1 – PROFESSIONAL CONSULTANT CERTIFCATION FORM

PROJECT 2 NAME: _____

CCNA Work Category for respective project (select all that apply):

☐ Architectural ☐Coastal Management ☐Construction Management ☐Engineering Services
☐ Landscape Architect ☐Mapping / GIS ☐Planning Services ☐Other

Owner's Name:
Owner's Address:

Project Completion Date:

Brief Description of Project:

PROJECT 3 NAME:

CCNA Work Category for respective project (select all that apply):

☐ Architectural ☐Coastal Management ☐Construction Management ☐Engineering Services
☐ Landscape Architect ☐Mapping / GIS ☐Planning Services ☐Other

Owner's Name:
Owner's Address:

Project Completion Date:

Brief Description of Project:

ATTACHMENT 1 – PROFESSIONAL CONSULTANT CERTIFCATION FORM

PROJECT 4 NAME:	

CCNA Work Category for respective project (select all that apply):

☐ Architectural ☐Coastal Management ☐Construction Management ☐Engineering Services
☐ Landscape Architect ☐Mapping / GIS ☐Planning Services ☐Other

Owner's Name: _____
Owner's Address: _____

Project Completion Date: _____

Brief Description of Project: _____

_____

_____

PROJECT 5 NAME:	

CCNA Work Category for respective project (select all that apply):

☐ Architectural ☐Coastal Management ☐Construction Management ☐Engineering Services
☐ Landscape Architect ☐Mapping / GIS ☐Planning Services ☐Other

Owner's Name: _____
Owner's Address: _____

Project Completion Date: _____

Brief Description of Project: _____

_____

_____

_____

FOR PINELLAS COUNTY USE ONLY:

I have reviewed this Certification Form and found the Applicant ☐ ***MEETS*** ☐ ***DOES NOT MEET*** *the requirements of the certification*

Purchasing Staff Member: _____

Initials: _____ **Date:** _____

ATTACHMENT 2 – INSURANCE REQUIREMENTS

1. LIMITATIONS ON LIABILITY. The Consultant acknowledges and agrees that the services will be provided without any limitation on Consultant's liability. The County objects to and shall not be bound by any term or provision that purports to limit the Consultant's liability to any specified amount in the performance of the services. The Consultant shall state any exceptions to this provision in its response, including specifying the proposed limits of liability in the stated exception to be included in the Services Agreement. The Consultant is deemed to have accepted and agreed to provide the services without any limitation on the Consultant's liability that the Consultant does not take exception to in its response. Notwithstanding any exceptions by the Consultant, the County reserves the right to declare its prohibition on any limitation on the Consultant's liability as non-negotiable, to disqualify any Proposal that includes exceptions to this prohibition on any limitation on the Consultant's liability, and to proceed with another responsive, responsible proposal, as determined by the County in its sole discretion.

2. INDEMNIFICATION. The Consultant acknowledges and agrees to be bound by and subject to the County's indemnification provisions as set out in the Services Agreement. The County objects to and shall not be bound by any term or provision that purports to modify or amend the Consultant's indemnification obligations in the Services Agreement or requires the County to indemnify and/or hold the Consultant harmless in any way related to the services. The Consultant shall state any exceptions to this provision in the response, including specifying the proposed revisions to the Services Agreement indemnification provisions, or the proposed indemnification from the County to the Consultant to be included in the Services Agreement. The Consultant is deemed to have accepted and agreed to provide the services subject to the Services Agreement indemnification provisions that the Consultant does not take exception to in its response. Notwithstanding any exceptions by the Consultant, the County reserves the right to declare its indemnification requirements as non-negotiable, to disqualify any Proposal that includes exceptions to this paragraph, and to proceed with another responsive, responsible proposal, as determined by the County in its sole discretion.

3. INSURANCE:

   The recommended Consultant must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to award of contract. Failure to provide the required insurance within the requested timeframe may result in your submittal being deemed non-responsive.

   The contracted Consultant shall obtain and maintain, and require any sub-contractors to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Contractor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

   a) Proposal submittals should include the Consultant's current Certificate(s) of Insurance in accordance with the insurance requirements listed below. If the Consultant does not currently meet insurance requirements, the Consultant shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract.

   b) The Consultant shall provide a certificate that is compliant with the insurance requirements. If certificate received with bid was a compliant certificate no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **A copy of the endorsement(s) referenced in paragraph d) for Additional Insured shall be attached to the certificate(s) referenced in this paragraph.**

   c) No work shall commence at any project site unless and until the required Certificate(s) of Insurance are received and approved by the County. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the RFP and/or contract period.

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d) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Consultant and any subcontractors to meet the requirements of the Agreement shall be endorsed to include **Pinellas County, a Political subdivision of the State of Florida** as an Additional Insured.

(1) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.

(2) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.

(3) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.

(4) All policies shall be written on a primary, non-contributory basis.

(5) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Consultant is only using employees named on such list to perform work for the County. Should employees not named be utilized by the Consultant, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the contractor occurs, or alternatively find the Consultant to be in default and take such other protective measures as necessary.

(6) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Consultant and subcontractor(s).

f) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Business Automobile or Trucker's/Garage Liability Insurance covering owned, hired, and non-owned vehicles. If the

(2) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

Limits

Combined Single Limit Per Occurrence	$1,000,000
Products/Completed Operations	$2,000,000
Aggregate Personal Injury and	$1,000,000
Advertising Injury General Aggregate	$2,000,000

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(3) Workers' Compensation Insurance

Limits: Florida Statutory Employers' Liability Limits	
Per Employee	$500,000
Per Employee Disease	$500,000
Policy Limit Disease	$500,000

(4) Professional Liability (Errors and Omissions) Insurance with at least minimum limits as follows. If "claims made" coverage is provided, "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", the Consultant may submit annually to the County, for a three (3) year period, a current certificate of insurance providing "claims made" insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits	
Each Occurrence or Claim	$1,000,000
General Aggregate	$1,000,000

For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

(5) Property Insurance The Consultant will be responsible for all damage to its own property, equipment and/or materials.

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INSURANCE STATEMENT

THE UNDERSIGNED has read and understands the insurance requirements applicable to any Work Assignment resulting from this solicitation and shall provide the required insurance in this RFQ within five (5) business days from the date of notice of Intent to Award and individual Work Assignment.

Proposer's Name:	
Date:	
Official Authorized Signature:	
Printed Name and Title:	
Insurance Agency:	
Insurance Agent Name:	
Insurance Agent's Phone:	
Insurance Agent's Email Address:	

Return this fully executed form with your proposal.