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**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY  
TAMPA, FLORIDA 33601**

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**BOARD POLICY - SECTION NUMBER 03.05.03.00**

**SUBJECT:** POLICY ON ARCHITECTURAL/ ENGINEERING FIRM SELECTION PROCESS

**EFFECTIVE DATE:** FEBRUARY 8, 1983

**SUPERSEDES:**

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**Purpose:**

To amend policy on the selection process for architectural /engineering firms.

**Policy:**

It is the policy of the Board of County Commissioners that on all architectural/engineering projects, the Professional Services Committee will recommend three (3) firms chosen to be the most highly qualified to perform the required services. The names of the firms shall be submitted in rank and order of preference along with documentation to support the recommendation.

**Responsibilities:**

It is the responsibility of the Professional Services Committee in the selection process of architectural /engineering projects to short list a minimum of four (4) and no more than (5) firms for further consideration. From that list the top three (3) will be nominated in rank and order of preference along with documentation to support the recommendation to the Board of County Commissioners. When the scope of service is well defined, fee proposals will be obtained. Once the top three (3) firms are chosen based on all other evaluation criteria, the fee will then be the determining factor to set the priority, such as the lowest will be number one (1), second lowest will be number two (2), etc.

**Approved By:** Board of County Commissioners  
**Approval Date:** February 8, 1983