



Hernando County Government Procurement Department  
Carla Rossiter-Smith, Director of Procurement & Strategic Initiatives

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[Date]

Subject: Invitation to Participate in Oral RFQ Presentations

RFQ No.: 25-RFQ01153/ap

RFQ Title: Architectural and Engineering Services for Hernando County Fire Rescue (HCFR) Fire Station Prototype Designs

Dear [Firm Name],

Thank you for your submission in response to the County's Request for Qualifications (RFQ) for Architectural and Engineering Services for Hernando County Fire Rescue (HCFR) Fire Station Prototype Designs.

After an initial evaluation of the proposals received, your firm has been shortlisted and is invited to participate in the Oral Presentation phase of the selection process.

The purpose of the oral presentations is to provide the Selection Committee with a clearer understanding of your team's capabilities, approach, and readiness to support this project. We request that the individuals presenting—and those participating in the Q&A—be the actual staff who will be directly involved in the design and execution of this project.

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### **Topics to Address During Presentation**

#### **1. Understanding of Project Scope and Goals**

Please discuss your understanding of the County's priorities, including:

- cost-effective and value engineered prototype development
- adaptability to various sites
- integration of health-conscious design strategies
- support for a hard-bid procurement process

#### **2. Qualifications and Role of Project Team**

Provide an overview of your proposed team, their experience, and their specific roles. The County values teams with a demonstrated history of successfully working together on similar projects.

### 3. Design and Technical Approach

Describe your firm's approach to fire station design, including:

- approach and constructability considerations for cost-effective and value engineered prototype development
- material selection
- energy-efficient and performance-driven design methods
- how your approach will meet the County's technical and operational requirements

### 4. Communication and Responsiveness

Show your team's ability to communicate clearly, respond effectively to questions, and collaborate with County staff throughout all phases of the project.

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#### Presentation Details

**Date:** [Insert Date]

**Time:** [Insert Assigned Time or Scheduling Instructions]

**Location:** [Insert Location ]

**Duration:** [Insert Duration]

Please confirm your firm's attendance by **[Response Deadline]**, and include the names and roles of all team members who will attend and present.

We appreciate your continued interest in partnering with the County on this important public safety initiative and look forward to your presentation. Should you have any questions or need further information, please contact me directly via e-mail at [alisap@hernandocounty.us](mailto:alisap@hernandocounty.us).

Best regards,

*Alisa Pike,*

Procurement Manager,  
Special Projects and Vendor Relations