

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**SHERIFF'S VIDEO VISITATION AND TRAINING FACILITY
Solicitation Identification Number PD 09-10.023
Per The Terms and Conditions of PD 02-03.079**

Letters of Interest Will Be Received Until:
11:59 p.m. CST Wednesday, March 3, 2010

Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591
Attention: Joe F. Pillitary, Jr., CPPO, CPPB, Purchasing Coordinator

Board of County Commissioners

Grover Robinson IV, Chairman
Kevin W. White, Vice Chairman
Marie Young
Wilson Robertson
Gene M. Valentino
From:
Claudia Simmons
Purchasing Manager

All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

Assistance:
Joe F. Pillitary, Jr., CPPO, CPPB,
Title Purchasing Coordinator
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2 nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595-4878
F: 850.595.4807
e-mail: joe_pillitary@co.escambia.fl.us

NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.
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SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).

Escambia County Florida
Request For Letters Of Interest
Proposer's Checklist
SHERIFF'S VIDEO VISITATION AND TRAINING FACILITY
Solicitation Identification Number PD 09-10.023
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How To Submit Your Proposal

Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

The County has implemented a new Electronic Submittal Process, which requires the use of GovernmentForms.software®. This software, which generates and posts a customized version the Standard Form (SF) 330 along with the capability to upload other required items, can be downloaded at the following address:
<http://submittals.myescambia.com/>

- Letter Of Interest ([PDF](#))
- GSA Standard Form 330
 - Part II **(PD 02-03.079, Professional Services As Governed by Florida Statute 287.055, provide if not already submitted**
 - Part I

PDF1 These forms are available as editable PDF documents from the website (links to these and other forms can be found at the end of this document).

The Following Submittals Are Required Upon Notice Of Award:

- Certificate Of Insurance (**provide if not submitted electronically**)

How To Submit A No Proposal

If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.

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I. INFORMATION PACKAGE

**SHERIFF’S VIDEO VISITATION AND TRAINING FACILITY
Solicitation Identification Number PD 09-10.023
Per The Terms and Conditions of PD 02-03.079**

Scope of Work

Escambia County is seeking an architect to provide architectural as well as structural, mechanical, electrical and plumbing engineering services for the renovations to the Old One Stop Facility located at 1190 W. Leonard Street. Data, telecommunications and audio/video will also be part of the scope of work.

Plans are to convert the building into a video prisoner visitation area (+/- 10,000 SF with approximately 70 stations), Sheriff’s officer training (defensive tactics and shooting simulators) and possibly a medical clinic. Available space may also be converted into warehousing. The work will include replacing existing HVAC equipment. The existing facility is a pre-engineered metal building approximately 32,000 square feet in area. It was constructed in 1983.

The project budget for this work is \$2,000,000, which includes approximately \$250,000 for visitation equipment.

Minimum Qualifications

The firm(s) and their personnel must have experience in the renovations of buildings. Also, experience with law enforcement facilities will be considered. Local presence of the architect and the consultants is an important consideration. Firm(s) shall be properly licensed to practice in the State of Florida. The firm(s) shall have County-required insurance.

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
06	Architect
08	CADD Technician
12	Civil Engineer
15	Construction Inspector
18	Cost Engineer/Estimator
21	Electrical Engineer
42	Mechanical Engineer
48	Project Manager
55	Soils Engineer
56	Specifications Writer
57	Structural Engineer
99	Audio/Visual Designer

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Anticipated Experience Categories (Profile Codes SF 330) for this project

Code	Description
C12	Communications Systems; TV; Microwave
E02	Educational Facilities; Classrooms Training
E04	Electronics Video Visitation
H04	Heating; Ventilating; Air Conditioning
I05	Interior Design; Space Planning
P07	Plumbing and Piping Design
R06	Rehabilitation (Buildings; Structures; Facilities)
S11	Sustainable Design

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firms Letter of Interest containing all of the requested information no later than the date and time listed on the cover sheet. Submittals delivered late shall not be accepted or considered. No exceptions will be made.

Government Forms Software: <http://submittals.myescambia.com/>

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters, which are substantially incomplete or lack key information may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

The submittals shall be in the GSA Standard Form (SF) 330 format with two additional sections as described below. No other format will be acceptable.

Information submitted with your letter of interest should include documentation to demonstrate your firm’s qualifications and abilities to provide the scope of services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team’s capabilities.

A committee will review the information submitted and short-list the firms. On-site presentations and interviews will be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

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All submitters or individuals acting on behalf of submitters are hereby prohibited from lobbying or otherwise attempting to persuade or influence any member of the Escambia County Board of County Commissioners or any member of the selection committee at any time during the course of the solicitation process. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.

All submitters or individuals acting on behalf of submitters are further prohibited from contacting or otherwise attempting to communicate with any member of the relevant Selection Committee regarding the pending solicitation or its outcome until after the committee has arrived at a recommendation of the most qualified submitter. Until such recommendation is disclosed, any contact with the Selection Committee shall be channeled through the Office of Purchasing. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.

III. FIRMS' EVALUATIONS AND SELECTION

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

	Points
1. Relevant experience of the Project Architect for the last five years regarding similar renovation projects to include his or her role in each project.	20
2. Relevant experience of the Project Architect for the last five years regarding law enforcement facilities with emphasis on video visitation and training.	10
3. Relevant experience of the designer responsible for the video visitation system for the past five years.	15
4. Relevant experience of the architect's Project Manager for the last five years to include his or her role in each project.	10
5. Relevant experience of the mechanical engineer for the last five years regarding similar renovation projects to include his or her role in each project.	25
6. Relevant experience of the electrical engineer for the last five years regarding similar renovation projects to include his or her role in each project.	15
7. Local presence of the architect's and its consultant's offices where the work is to be performed. (Being located within one-hour's drive from the project site.)	5

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

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IV. SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

- | | |
|---|---|
| A. Mailing date of proposals | Monday, February 15, 2010 |
| B. Letters of Interest due date | 11:59 p.m. CST, Wednesday, March 3, 2010 |
| C. Short-Listing Meeting | 10:00 a.m. CST, Friday, March 9, 2010 |
| D. Discussions with Short-Listed Firms | 10:00 a.m. CST Tuesday, March 16, 2010 |
| E. Negotiations with First Ranked Firm | 10:00 a.m. CST, Tuesday, March 23, 2010 |
| F. Board of County Commissioners approval | Thursday, April 15, 2010 |

V. SUBMITTAL REQUIREMENTS

The County has implemented an Electronic Submittal Process that utilizes GovernmentForms.software® (GFS) to generate a customized version of the Standard Form (SF) 330 in a specific format. Other items shall be in PDF format and must be submitted by electronic upload via GFS or manually via the County’s web site at <http://submittals.myescambia.com/>

Required items are described below:

1. Letter of Interest (PDF format)

Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually.

2. Standard Form (SF) 330 – Part I (GFS format)

Generated by GovernmentForms.software®, maximum 50 pages, includes:

- Standard Form (SF) 330 - Part I, Section A-C
Page Limit: Typically just 1 page in length
- Standard Form (SF) 330 - Part I, Section D
Not required by County for this submittal
- Standard Form (SF) 330 - Part I, Section E
Page Limit: 20 pages/resumes
- Standard Form (SF) 330 - Part I, Section F
Page Limit: 10 pages/projects
- Standard Form (SF) 330 - Part I, Section G
Page Limit: 1 page
- Standard Form (SF) 330 - Part I, Section H

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Page Limit: No section limit, although total form length shall not exceed 50 pages.

Requirements for this section:

- Proposers shall include any additional information to represent your firm for consideration.
- Proposers shall list any work which their organization failed to complete in the last five (5) years and describe the when, where, how and why of such failure.
- Proposers shall list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and to discuss the reasons thereof.
- Proposers shall list any lawsuits in which their team (firms and individuals) is involved relative to services performed or failed to perform over the last five (5) years.

Note: Standard Form (SF) 330 - Part II should be submitted by each firm AND by each subcontractor. Part II's **do not count against** the total number of pages for this submittal.