

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**Kingsfield Road Right-Of-Way Acquisition Map from SR 97 to Beulah Road  
Solicitation Identification Number PD 08-09.091  
Per The Terms and Conditions of PD 02-03.079**

Letters of Interest Will Be Received Until:  
**11:59 p.m. CDT, Thursday, August 27, 2009**

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: Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM

**Board of County Commissioners**

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

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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.

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**Assistance:**

Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM  
Purchasing Coordinator  
Office of Purchasing  
Matt Langley Bell III Building  
213 Palafox Place  
2<sup>nd</sup> Floor, Room 11.101  
Pensacola, FL 32502  
T: 850.595.4918  
F: 850.595.4805  
e-mail: [paul\\_nobles@co.escambia.fl.us](mailto:paul_nobles@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.

**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  
**Kingsfield Road Right-Of-Way Acquisition Map from SR 97 to Beulah Road**  
**Solicitation Identification Number PD 08-09.091**  
Per The Terms and Conditions of PD 02-03.079

**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.*

## **I. INFORMATION PACKAGE**

### **Kingsfield Road Right-Of-Way Acquisition Map from SR 97 to Beulah Road Solicitation Identification Number PD 08-09.091 Per The Terms and Conditions of PD 02-03.079**

#### **I. PURPOSE**

The Escambia County Engineering Department requests that a R/W Acquisition Map be prepared for Kingsfield Road beginning at SR 97 going West and along the proposed extension of Kingfield Road to Beulah Road. The length of the project is approximately 2.81 miles. The proposed right-of-way would be 80.0 feet in width. The proposed R/W would be 40 feet North of the South line of Sections 22, 21, and a portion of 24 and also 40 feet South of the North line of Sections 30, 31 and a portion of 25, all being in Township 1 North, Range 31 West.

Escambia County has a deed for right-of-way over the South 100 feet of Section 20. There will need to be a transition from 40 feet North of the South line of Section 21 to 100 feet North to match the existing 100 feet of right-of-way over Section 20. The transition area would extend approximately 2000 feet East of the East end of the existing 100 foot deeded right-of-way.

#### **II. Description of Work Activities**

The consultant will perform the following activities in completing the Right-of-Way Acquisition Map:

- Field locate all property and Section corners along proposed route as well as any property and Section corners required to produce a Legal Description and Sketch for the purposes of acquiring right-of-way.
- Field location of existing roadway, fences and jurisdictional areas (to be delineated by others) along proposed right-of-way route.
- Produce a certified Legal Description and Sketch for the overall right-of-way Acquisition (24"x36" drawings) along with electronic drawing files in AutoCAD 2004 format.
- Produce a certified Legal Description and Sketch (8.5"x14" drawings) for individual parcels that will be impacted by the right-of-way Acquisition along with electronic drawing files in AutoCAD 2004 format.
- All electronic drawing files submitted to Escambia County will be on Florida State Plane Coordinates, North Florida Zone, NAD 83/90.

**Initial Conceptual Construction Estimate > \$51,000**

PD 08-09.091, Kingsfield Road Right-Of-Way Acquisition Map from SR 97 to Beulah Road

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
38	Land Surveyor

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

Code	Description
L02	Land Surveying

## II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firm's 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.

**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. Qualifications of the firm and individual team members.	20
2. Ability to provide a high level of service through a local presence.	25
3. Past record and performance.	25
4. Recognition, understanding, capability and resources to perform the services specific to the project.	20
5. Recent and current workloads.	10

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.

### **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	<b>Thursday, August 13, 2009</b>
B. Letters of Interest due date	<b>11:59 p.m. CDT, Thursday, August 27, 2009</b>
C. Short-Listing Meeting	<b>Thursday, September 3, 2009</b>
D. Discussions with Short-Listed Firms	<b>Thursday, September 10, 2009</b>
E. Negotiations with First Ranked Firm	<b>Tuesday, September 22, 2009</b>
F. Board of County Commissioners approval	<b>Thursday, October 15, 2009</b>

## 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  
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.