

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**Project Development and Environmental (PD&E) Update-Reevaluation for SR10 (US 90-Nine Mile Road) from SR 297 (Pine Forest Road) to SR 95 (US 29)**

**Solicitation Identification Number PD 08-09.100**

Per The Terms and Conditions of PD 02-03.079

Financial Project ID: 218605-23801

Letters of Interest Will Be Received Until:

**11:59 p.m. CDT, Thursday, September 3, 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

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**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

**Project Development and Environmental (PD&E) Update-Reevaluation for SR10  
(US 90-Nine Mile Road) from SR 297 (Pine Forest Road) to SR 95 (US 29)**

**Solicitation Identification Number PD 08-09.100**

Per The Terms and Conditions of PD 02-03.079

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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:**

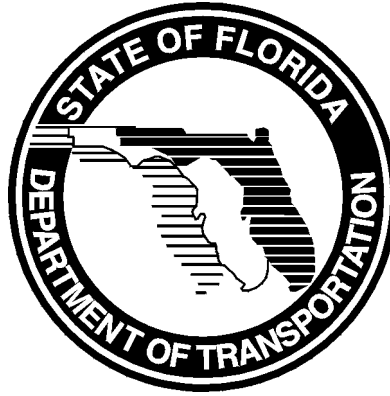
- Certificate Of Insurance **(provide if not submitted electronically)**

### **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.*

**EXHIBIT A**



**SCOPE OF SERVICES  
FOR**

**Financial Project ID: 218605-23801**

**PD&E DESIGN UPDATE-REEVALUATION**

SR10 (US 90-Nine Mile Road) from SR 297  
(Pine Forest Road) to SR 95 (US 29)

Escambia County, Florida

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**SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES  
PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDIES**

This Exhibit forms an integral part of the agreement between Escambia County (hereinafter referred to as the COUNTY) and \_\_\_\_\_, (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

Financial Project ID: 218605-23801

County Section No.:

Description: SR10 (US 90A-Nine Mile Road) from SR 297 (Pine Forest Road)

to SR 95 (US 29)

**PURPOSE**

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and DEPARTMENT in connection with the PD&E Design Update and Environmental Reevaluation Studies necessary to comply with the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT) procedures and to obtain *Federal Highway Administration (FHWA)* concurrence of proposed improvements to this transportation facility.

A PD&E study entitled SR 10 (US 90A-Nine Mile Road) From the SR 297 (Pine Forest Road) to SR 95(US 29) was approved in January of 2001 a distance of approximately **4 miles**. When the PD&E was originally completed and approved, the project was at 90% design. As a result, a reevaluation is in order to assess an alternate to the approved 4-lane rural typical section. The reevaluation must consider the project limit of SR 10 (US 90A-Nine Mile Road) from SR 297 (Pine Forest Road) to SR 95 (US 29), but should be **focused on the validity of the NEPA documents and /or project decision as related to the current phase** of work. The primary focus for reevaluation will be on the 2 mile segment from SR 297 (Pine Forest Road) to SR 95 (US 29) on Nine Mile Road (US 90A).

**Phase 1**

The purpose of Phase 1 is to describe the scope of work and the responsibilities of the CONSULTANT and the COUNTY in connection with management of the work to complete the Efficient Transportation Decision making (ETDM) process for one (1) PD& E Reevaluation in Escambia County. The proposed management services will be conducted for the projects identified as:

- ETDM #218605-23801 SR 10 (US 90A – Nine Mile Road)

## **OBJECTIVE**

The purpose of this effort is to manage the work required to complete the ETCM process for the PD&E studies in order that the PD&E studies can be completed in accordance with FDOT regulations. The CONSULTANT will perform the following tasks for each project, as necessary:

- Develop/revise Project Purpose and Need Statement
- Develop/revise Project Description
- Conduct coordination with appropriate PD&E Study consultant and county technical staff
- Resolve "Potential Dispute" degree of effect finding, where necessary
- Conduct field visit for data collection/documentation
- Obtain crash data from PD&E Consultant for project area
- Obtain traffic data from PD&E Consultant for project area
- Enter project into Environmental Screen Tool (EST) within the ETDM system
- Conduct GIS analysis using the EST
- Submit project to the Environmental Technical Advisory Team ETAT (45 day review)
- Compile GIS data for project
- Review and organize agency comments
- Analyze GIS data and ETAT comments
- Draft Degree of Effect comments
- Conduct coordination with Florida Department of Transportation (FDOT)
- Enter Degree of Effect into EST
- Address Purpose and Need comments
- Address public comments, if applicable
- Complete Class of Action Determination, if necessary
- Complete Draft Programming Screen Summary Report (PSSR), if necessary
- Complete Final PSSR

**Phase 2** of the project the CONSULTANT shall perform the reevaluation and engineering services required to determine the need to modify the project and evaluate changes in impact, including consideration of all social, economic, environmental effects, and mitigation as required by the FHWA and/or the DEPARTMENT and the COUNTY requirements for the proper execution of Phase 2. At the conclusion of Phase 2 approvals, the CONSULTANT shall prepare the design scope of services for Phase 3.

**Phase 3** of the project will be to provide final design plans including all necessary surveys, investigations and coordination for the project design. The fee for Phase 3 services shall be negotiated in accordance with the terms detailed in SECTION 5, Method of Compensation, at compensation determined to be fair, competitive and reasonable considering the scope and complexity of the project. A supplemental agreement adding the additional services shall be executed.

The Project Development Process shall follow the DEPARTMENT'S publication titled "Project Development and Environment Manual", published 07/01/88 and all subsequent revisions. Throughout this Scope of Services portion of this CONSULTANT Contract, the publication will be referred to as the "PD&E Manual". All tasks identified in

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this scope of work will be conducted in accordance with the Department's PD&E Manual, unless otherwise stated.

The PD&E Manual incorporates all the requirements of the National Environmental Policy Act (NEPA); Federal law and executive orders; applicable Federal regulations included in the Federal Highway Administration Federal-Aid Policy Guide; and applicable State laws and regulations including Chapter 339.155 of the Florida Statutes. The project documentation prepared by the CONSULTANT in accordance with the PD&E Manual shall therefore be in compliance with all applicable State and Federal laws, executive orders, and regulations.

The CONSULTANT shall perform all the engineering services required for environmental reevaluation, including consideration of all social, economic, environmental effects, and mitigation as required by the FHWA and/or the Project Development and Environment (PD&E) Manual, along with the required environmental documents, engineering reports, preliminary plans, public hearing, and right-of-way maps.

Sections 1 through 4 of the Scope of Services will establish which items of work described in the PD&E Manual are specifically included in this contract, and also which of the items of work will be the responsibility of the CONSULTANT or the DEPARTMENT.

The COUNTY will provide a contract administration and along with the DEPARTMENT provide technical reviews of all work associated with the development and preparation of the engineering/environmental study reports. The COUNTY will provide a project manager.

### **Liaison Office**

The DEPARTMENT will designate a Liaison person who shall represent the DEPARTMENT for the Project. While it is expected the CONSULTANT shall seek and receive advice from various State, regional, and local agencies, the final direction on all matters of this Project remain with the COUNTY.

### **Specific STUDY OBJECTIVE**

**The CONSULTANT shall reevaluate (Phase 2)** traffic design and operations studies conducted during the earlier PD&E Study and shall update those studies based on the current, adopted, Long Range Transportation Plan for the area. Design improvements should also consider elements included in the US 98 Corridor Management Report developed for the Florida-Alabama Transportation Planning Organization (formally known as the Pensacola Metropolitan Planning Organization) in 2001. An updated Design Traffic Technical Memorandum and Capacity Analysis Report shall be prepared. Based on the conclusions of those study activities, and an analysis of changes required by current design standards, the preferred alternative identified in the earlier PD&E Study will be reevaluated and modified. The concept design shall address special

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treatments and/or additional lanes at major intersections and widening of cross streets up to 650 ft. in each direction. The concept design shall also include a conceptual drainage design.

Based on the results of the traffic and concept design analysis and recommendations, the CONSULTANT shall be responsible for the preparation of a reevaluation of the existing environmental document. The reevaluation shall be prepared in an expedited manner and assumes that the reevaluation procedure will be acceptable to the Federal Highway Administration (FHWA). Should FHWA determine that the proposed changes are major, requiring a different environmental document or additional engineering studies, then a supplemental agreement will be required.

The CONSULTANT shall prepare a reevaluation based on the change in impacts resulting from the change in the design concept for the improvement of Nine Mile Road (US 90A) within the focused project limits. The resultant changes in impacts shall be evaluated and summarized in supporting documents. The results of the impact assessment shall be addressed in the reevaluation and provided to the DEPARTMENT for coordination with and/or submittal to FHWA for approval. If additional analysis is required, a report documenting the analysis shall be prepared and submitted to the DEPARTMENT. The improvements of this reevaluation should include the widening of the existing two-lane divided highway to a four-lane divided urban curb and gutter facility with bicycle lanes and sidewalk within the limits of the project.

The CONSULTANT shall provide information about potential wetland impacts resulting from the project including permitting considerations.

## **STUDY REQUIREMENTS AND PROVISIONS FOR WORK**

### **Governing Regulations**

The services performed by the CONSULTANT shall be in compliance with all applicable DEPARTMENT Manuals and Guidelines. The DEPARTMENT'S Manuals and Guidelines incorporate by requirement or reference all applicable State and Federal regulations. The current edition, including updates, of the following DEPARTMENT Manuals and Guidelines shall be used in the performance of this work. It is understood that AASHTO criteria shall apply as incipient policy.

- All issuances and related COUNTY Policies and Directives governing the implementation of all Federal and State regulations.
- Florida Statutes
- Florida Administrative Codes
- Applicable federal regulations and technical advisories.
- Project Development and Environment Manual
- Plans Preparation Manual
- Roadway Traffic and Design Standards
- Highway Capacity Manual

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- Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways
- Bicycle Facilities Planning and Design Manual
- Right-of-Way Mapping Handbook
- Location Survey Manual
- EFB User Guide
- Drainage Manual
- Outline Specifications - Aerial Surveys/Photogrammetry
- Soils and Foundations Manual
- Structures Design Guidelines
- CADD Manual (No. 625-050-001)
- CADD Production Criteria Handbook
- Florida's Level of Service Standards and Guidelines Manual for Planning (No. 525-000-005)
- Equivalent Single Axle Load Guidelines (No. 525-030-121)
- Design Traffic Procedure (No. 525-030-120)
- K-Factor Estimation Process
- Project Traffic Forecasting Guidelines
- Florida Highway Landscape Guide
- Basis of Estimates Manual

### **Key Personnel**

The CONSULTANT'S work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by COUNTY.

### **Meetings and Presentations**

The CONSULTANT shall attend a Notice to Proceed Meeting with the COUNTY representatives, where relevant project information will be provided by the COUNTY, along with procedures for administering the contract. The CONSULTANT and his staff shall also be available with no more than a five (5) workday notice to attend meetings or make presentations at the request of the COUNTY. Such meetings and presentations may be held at any hour between 8:00 A.M. and 12:00 midnight on any day of the week. The CONSULTANT may be called upon to provide maps, press releases, advertisements, audiovisual displays and similar material for such meetings.

### **Quality Control**

The CONSULTANT shall be responsible for insuring that all work products conform to DEPARTMENT/COUNTY standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the CONSULTANT. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

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Prior to submittal of the first invoice, the CONSULTANT shall submit to the COUNTY'S Project Manager for approval the proposed method or process of providing Quality Control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

### **Correspondence**

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this study shall be provided to the COUNTY for their records within one (1) week of the receipt of said correspondence.

### **Submittals**

The CONSULTANT shall provide copies of the required documents as listed below. These are the anticipated printing requirements for the project. This tabulation will be used for estimating purposes, and the Project Manager will determine the number of copies required prior to each submittal.

#### Engineering Items:

#### Copies:

Design Traffic Technical Memorandum	4
Location Hydraulics Report	4
Drainage/Pond Siting Report	4
Conceptual Design Roadway Plan Set	4
Typical Section Package	4

#### Environmental Items:

#### Copies:

Environmental Reevaluation	4
Section 4(f) Statement <b>(if required)</b>	4
Noise Study Report	4
Air Quality Report	4
Contamination Screening Evaluation Report	4
Public Hearing Transcript and Summary	4
Wildlife and Habitat Report <b>or</b> Endangered Species Biological Assessment <b>(if required by the regulatory agencies)</b>	4
Essential Fish Habitat Assessment	4
Wetlands Evaluation Report <b>(utilize UMAM)</b>	4

Upon completion of the study, the CONSULTANT shall deliver to the DEPARTMENT, in an organized manner, all project files, maps, sketches, worksheets, and other materials used or generated during the study process.

## **Computer Automation**

The project will be developed utilizing Computer Aided Drafting and Design (CADD) systems. The DEPARTMENT makes available software to help assure quality and conformance with the policy and procedures regarding CADD. It is the responsibility of the CONSULTANT to meet the requirements in the FDOT CADD Manual (Topic No. 625-050-001). The CONSULTANT will submit final documents and files as described therein. Additional related information is found in the FDOT Plans Preparation Manual (Topic No. 625-000-008).

All computer media shall be scanned for viruses prior to submitting to FDOT. Failure to scan for viruses may result in a lower Consultant work performance evaluation.

## **Coordination with Other Consultants and Entities**

The CONSULTANT is to coordinate their work with any ongoing and/or planned projects that may affect this study.

The CONSULTANT is to coordinate with local governmental entities to ensure design and right of way requirements for the project are compatible with local public works improvements and right of way activities.

## **Optional Services**

At the COUNTY'S option, the CONSULTANT may be requested to provide final design and plans preparation services or expert witness services for right-of-way acquisition. The fee for these services shall be negotiated in accordance with the terms detailed in exhibit b, method of compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project. A supplemental agreement adding the additional services shall be executed in accordance with paragraph 2.00 of the standard consultant agreement.

### **1.0 Public involvement**

Public involvement includes communicating to and receiving information from all interested persons, groups, and government organizations information regarding the development of the project. The CONSULTANT shall coordinate and perform the appropriate level of public involvement for this project as outlined in Part 1, Chapter 8, and Part 2, Chapter 9 of the PD&E Manual and the following sections.

The CONSULTANT shall provide to the COUNTY drafts of all Public Involvement collateral (i.e., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least five (5) business days prior to printing and / or distribution.

#### **1.1 Public Involvement Program**

## **1.2 Public Involvement Data Collection**

In addition to public involvement data collection, the CONSULTANT shall assist the COUNTY in preparing responses to any public inquiries as a result of the public involvement process.

## **1.3 Notice Of Intent (Not applicable to this project)**

## **1.4 Advance Notification (ETDM in this section)**

## **1.5 Scheduled Public Meetings**

The CONSULTANT shall provide, in accordance with the FDOT PD&E Manual, a Public Involvement Program outlining each element of the public involvement process for the project.

The CONSULTANT shall assume that the meeting shall be an “Open House” format, and prepare and/or provide:

- Scripts or agenda for presentation.
- Handouts.
- Graphics for presentation.
- Meeting equipment set-up and tear-down.
- Legal and/or display advertisements. (The Consultant will pay the cost of publishing.)
- Letters for notification of elected and appointed officials, property owners and other interested parties. (The Consultant will pay the cost of first class postage.)
- News releases, for use three to five days prior to meeting.
- Draft responses to comments received.
- Summary notes of meetings to be provided to the COUNTY no later than 5 business days after the meeting.
- Briefing and debriefing of COUNTY staff.

The CONSULTANT will investigate potential meeting sites to advise the COUNTY on their suitability. The Consultant will pay all costs for meeting site rents and insurance.

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the COUNTY'S Project Manager.

It is estimated for this project there will be seven (7) scheduled meetings during the study. Two (2) meetings are anticipated for TPO coordination, two (2) Public Information Meetings, two (2) Escambia County Board of County Commissioners meetings and (1) Committee of the Whole meeting.

## **1.6 Unscheduled Public and Agency Meetings**

In addition to scheduled public meeting with the CONSULTANT may be required to participate in unscheduled meetings with the public, elected officials, or public agencies. The CONSULTANT's participation will be limited to participation during the meeting, note taking, and summarizing the meeting in a memo to the file. It is estimated for this project there will be one (1) meeting during the study.

## **1.7 Public Hearing**

The CONSULTANT shall provide all the support services listed in Sections 1.2 and 1.5 above, and in addition shall prepare:

Public officials and Agency letters: The CONSULTANT will prepare the letters, insert them in envelopes, and address the envelopes. The CONSULTANT will pay for first class postage

Property owner letters. The CONSULTANT will provide marked tax maps of the project alternatives and identify the names and addresses of the property owners from county tax rolls. The CONSULTANT will prepare the letters, insert them in envelopes, and address the envelopes. The CONSULTANT will pay for first class postage.

- A draft Public Hearing Notice for publication in the Florida Administrative Weekly
- Property owner letters. The CONSULTANT shall provide marked tax maps of the project alternative and identify the names and addresses of the property owners from the county tax rolls. CONSULTANT shall prepare the letters, insert them in envelopes, and address the envelopes. :
- A script for a formal tape-recorded presentation, including synchronization with 35 mm color slides.
- Camera-ready graphics, or the 35 mm color slides.
- Displays of plans and report(s) for the public display.
- Brochures or handouts.

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- Prepare public advertisements.
- Court Reporter
- Briefing and debriefing of Department staff.

The CONSULTANT will procure a verbatim transcript of the Public Hearing. The CONSULTANT will combine the transcript with any letters received by the COUNTY as part of the public hearing record, and affidavits of publication of legal ads, and will provide copies of the transcript for the COUNTY'S use. The CONSULTANT will also prepare a Public Hearing Summary.

### **1.8 Location and Design Concept Acceptance**

The COUNTY will coordinate the reevaluation approval with FHWA. The Consultant shall support the COUNTY as needed.

### **1.9 Special Public Involvement Requirements**

In addition to the section 1.7, the CONSULTANT shall collect the following data for public involvement:

- Media in the project area should be identified and placed on the mailing list to be used for news, advertisements, etc.
- The mailing list of officials and interested parties shall also include any person or institution expressing an interest in the project.
- Mailing list preparation. This process involves the identification of any affected, possible affected and interest parties early in the study process.
- Elected and appointed officials in the area (city, state, county) and community leaders should be identified and placed on the mailing list of officials and interested parties.
- Possible permit and review agencies should be identified and placed on the mailing list of officials and interested parties.

### **1.10 Quality Control**

The CONSULTANT shall ensure that all work products conform to FDOT and Escambia County standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the CONSULTANT. This QC process shall ensure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

Prior to submittal of the first invoice, the CONSULTANT shall submit to the COUNTY'S Project Manager for approval the proposed method of process of providing Quality Control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who will perform the reviews, and the method of documentation.

## **ENGINEERING ANALYSIS AND REPORTS**

The CONSULTANT shall coordinate and perform the appropriate level of engineering analysis for this project as outlined in Part 1, Chapter 9 of the PD&E Manual and the following sections.

### **2.0 Data Collection**

The CONSULTANT shall begin preliminary assessments of the study corridor from an engineering standpoint. This task is largely of a data gathering nature. This activity consists of collecting various information and materials relative to the performance of engineering analyzes within the study area. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

### **2.1 Field Review**

The CONSULTANT shall conduct all anticipated field trips needed to collect engineering data

### **2.2 Aerial Photography**

The COUNTY will provide aerial photography for the project limits at a 1"=100' scale accuracy. This aerial photography will be provided as rasterized imagery.

### **2.3 Survey Coordination**

Land surveying and targeting services to provide adequate control for the aerial photography has been conducted and will be provided to the CONSULTANT. Any other required survey services will be required by the CONSULTANT.

### **2.4 Existing Roadway Characteristics**

The existing highway is a two-lane divided "rural" (swale and ditch) facility.

### **2.5 Existing Structure Characteristics**

Within the project limits are mast arm and drainage structures.

## **2.6 Traffic Data**

The CONSULTANT shall acquire the following initial traffic data:

- Current available traffic counts.
- Available turning movement counts

The CONSULTANT shall furnish 24-hour traffic machine counts (approach volumes at 15-minute increments) at the following intersection locations along Nine Mile Road (US 90A) at all signalized and major unsignalized intersections.

Based on an analysis of the 24-hour traffic machine counts and evaluation of current and future development trends (traffic generators) CONSULTANT shall then perform 8-hour manual vehicle turning movement counts (7:00 - 11:00 a.m. and 2:00 - 6:00 p.m.) at those intersections, where required.

## **2.7 Crash Data**

The CONSULTANT shall obtain available data from the COUNTY and the DEPARTMENT'S COMPUTER (Program numbers AARPJ12 and AARPJ13) for various highway segments required. Obtain data for previous five years. The data collected shall include the number and type of crashes, crash locations, number of fatalities and injuries, and estimates of property damage and economic loss.

## **2.8 Existing Signage Inventory**

The CONSULTANT will be responsible for inventorying the existing signage along the project corridors.

## **2.9 Utilities**

In accordance with Part 2, Chapter 10 of the PD&E Manual.

## **2.10 Railroads**

In accordance with Part 2, Chapter 10 of the PD&E Manual.

## **2.11 Transportation Plans**

The CONSULTANT shall obtain plans for all modes of transportation including surface, transit and non-motorized modes. The following plans or studies should be obtained:

- Urban Area Transportation Study. If applicable, County Cost Feasible and Needs Plans.

- Local Comprehensive Plans; city and county.
- Transit; rail, bus, other.
- Non-motorized modes, including bikeways and pedestrian walkways.

## **2.12 Soils**

The CONSULTANT shall review the United States Department of Agriculture, Geological Survey, Soil Conservation Service Maps and summarize the findings.

## **2.13 Base Map**

The CONSULTANT shall develop a CADD database that includes existing characteristics. CADD data base information shall be compatible for use on aerial photography used for public hearing presentations and conceptual plans.

## **Needs**

The CONSULTANT shall establish and/or verify the purpose and need for the project as outlined in Part 2, Chapter 5 of the PD&E Manual.

## **2.14 Safety**

Based on the information obtained from the crash data the CONSULTANT shall identify project needs associated with the safety of the existing facility.

## **2.15 Analysis of Existing Conditions**

The CONSULTANT shall analyze the existing conditions in order to identify any deficiencies that are to be identified in the Needs section.

## **2.16 Development of Needs Statement**

### **Design Analysis**

Utilizing the data collected as part of this scope of work, the CONSULTANT shall perform the engineering analysis necessary to complete the reevaluation process. The task of engineering analysis will be ongoing throughout the duration of the project and will be performed with consideration to the results of the environmental impacts analysis.

The development of the design alternative shall consider the desires of the community with respect to landscaping, aesthetics, or other special features in

order to satisfy the requirements of the Department's policy on Transportation Design for Livable Communities.

## **2.17 Corridor Analysis**

Not applicable for this project.

## **2.18 Traffic Analysis**

### Design Traffic

The CONSULTANT is responsible for developing the traffic projections to be used to establish the basic design requirements for roadway typical sections, and intersection design. The CONSULTANT will develop Average Daily Traffic (ADT) and Design Hour Volume (DHV) for the present year, the opening year, ten years and twenty years from opening the new facility. The CONSULTANT shall also perform capacity analyses at appropriate locations for the design year.

### Design Traffic Technical Memorandum

The CONSULTANT will prepare a Design Traffic Technical Memorandum. This memorandum will document the methodology used in developing the traffic demand and multi-modal splits, if applicable. The memorandum shall also identify the design traffic volumes which may include combinations with other modes of transportation.

After DEPARTMENT approval of the Design Traffic Technical Memorandum, those traffic projections will be used during the study of conceptual design for the analysis of any impacts which depend on traffic inputs (i.e. noise impacts and air quality assessments). During the study of conceptual design the CONSULTANT shall perform capacity analysis at appropriate locations to provide more detailed information about capacity needs, especially at intersections. This analysis shall be documented in a Capacity Analysis Report.

The Design Traffic Memo will include the traffic operational analysis. The design traffic will be prepared in accordance with the Design Traffic Procedure (# 525-030-120-f).

## **2.19 Typical Section Analysis**

The CONSULTANT shall develop all appropriate typical sections for the project. These will include the department's standard typical sections, and any typical sections that may result in minimizing right of way, or those proposed in light of the Department's policy on Transportation Design for Livable Communities.

## **2.20 Roadway Design Alternatives**

The consultant shall reevaluate the proposed six lane urban typical within the project limits of this study.

## **2.21 Prepare Concept Plans**

The CONSULTANT will overlay Concept Plans on the base maps. At a minimum, the concept plans should include the proposed and existing right-of-way lines, proposed concepts for roadway and intersection improvements, potential ponds and surrounding topography. Major intersections shall be analyzed to assess capacity needs and lane arrangements and identify right of way requirements.

## **2.22 Drainage Analysis and Pond Siting Report**

The CONSULTANT shall perform preliminary drainage design in order to determine potential outfall locations and preliminary sizes (volume and area) of required detention and/or retention facilities for storm water treatment or attenuation. The location and size of potential detention/retention areas will be determined.

The CONSULTANT shall prepare a “Pond Siting Report” for the project in accordance to the Department’s Stormwater Facilities Handbook.

## **2.23 Structures**

The CONSULTANT will evaluate conceptual structures vertical and horizontal alignments.

## **2.24 Access Management**

The CONSULTANT shall review the Department's State Highway System Access Management Classification System and Standards (Rule 14-97) and determine their application to the project. The CONSULTANT shall determine the proper access classification and standard to be applied to the project and coordinated with the Districts’ Access Management Review Committee. If a hearing is necessary, it shall be accomplished concurrently with the reevaluation Public Hearing.

## **2.25 Multi-modal Accommodations**

The CONSULTANT will coordinate with transit and local government officials in order to determine what multi-modal accommodations will be studied and evaluated as part project. This task only includes existing and planned multi-modal facilities.

**2.26 Maintenance of Traffic Analysis** (Not applicable to this project)

**2.27 Geotechnical Coordination** (Not applicable to this project)

**2.28 Intelligent Transportation Systems**

The CONSULTANT will coordinate with TPO and local government officials in order to determine what ITS accommodations will be studied and evaluated as part of the project.

**Comparative Analysis of Alternatives**

If design changes resulting in consideration of more than one alternative are necessary, the CONSULTANT shall prepare a matrix comparing the, traffic service, significant impacts, and costs of the alternative evaluated, with a recommendation of the most viable alternative. CONSULTANT shall present their recommendation(s) to the COUNTY for consideration.

**2.29 Comparative Analysis and Evaluation Matrix**

After developing the viable alternative and costs, the CONSULTANT will prepare a matrix identifying the impacts and costs of the alternative evaluated, with a recommendation of its viability. The CONSULTANT shall present their recommendations to the COUNTY for consideration.

**2.30 Selection of Preferred Alternative**

The CONSULTANT shall recommend an alternative based on a review and analysis of all engineering, environmental, and public involvement issues related to the project.

**2.31 Conceptual Design Plans (Preferred)**

The CONSULTANT will finalize concept plans for the alternative that include refinements from the public hearing.

**2.32 Identify Construction Segments**

The CONSULTANT shall provide a recommended plan for project implementation to include the proposed construction staging, segments, financing and sequencing of plans.

**2.33 Value Engineering (Let's discuss)**

### **2.34 Construction Cost Estimates**

The CONSULTANT shall develop a construction cost estimates for the design alternative. The cost estimate is to be developed using the Department's long range estimating (LRE) program.

### **2.35 Right Of Way Cost Estimates (Discuss with Peggy)**

The CONSULTANT shall develop right of way cost estimate for the project concept.

### **2.36 Typical Section Package**

The CONSULTANT will prepare the Typical Section Package in accordance with the Department's Plans Preparation Manual.

### **2.37 Design Exceptions and Variances:**

The CONSULTANT will identify and prepare any exception and/or variance package(s) for approval in accordance with the Department's Plan Preparation Manual.

### **2.38 Preliminary Engineering Report (Not applicable to this project)**

### **2.39 Interchange Modification / Justification Report (Not applicable to this project)**

### **2.40 Quality Control (See Section 1.10 of this document)**

## **3.0 ENVIRONMENTAL Reevaluation ANALYSIS AND REPORTS**

The CONSULTANT shall evaluate any changes resulting from the environmental reevaluation analysis for the improvement of Nine Mile Road (US 90 A) and its project limits and shall assess the environmental consequences or impacts that result from those changes. The consequences or impacts shall be compared to those identified in the **Type 2 Categorical Exclusion approved by FHWA on January 1997**. The reevaluation shall be accomplished as described in Part 1, Chapter 11 of the PD&E Manual. The process will include completion of the Reevaluation Form and the review and analysis of all impact categories to determine changes in impact status or document compliance. Where a change is identified, it shall be described in an attachment to the form.

When the reevaluation has been prepared, reviewed by the COUNTY/DEPARTMENT and revised, the COUNTY/DEPARTMENT shall consult with FHWA regarding the project. If the FHWA determines that additional environmental analysis and documentation or additional public involvement activities are required, those activities shall be accomplished and a Supplemental Agreement will be developed for that effort. The CONSULTANT shall coordinate

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and perform the appropriate level of environmental analysis for this project as outlined in the PD&E Manual and as made known by the COUNTY.

The CONSULTANT shall utilize the Florida Geographic Data Library (FGDL), or other appropriate, database that includes all existing features. This data base information shall be compatible for use on base maps used for public hearing presentations and concept plans.

## **Social and Cultural Impacts**

In accordance with Part 2, Chapter 9 of the PD&E Manual, unless otherwise noted.

### **3.1 Land Use Changes**

### **3.2 Community Cohesion**

### **3.3 Community Services**

### **3.4 Social and Economic Impacts**

### **3.5 Relocation Potential**

The DEPARTMENT will perform the analysis necessary to complete a Conceptual Stage Relocation Plan.

### **3.6 Archaeological and Historical Sites**

The DEPARTMENT shall collect data necessary to completely analyze the impacts to all cultural and historic resources by all proposed alternatives and prepare a Cultural Resource Assessment Request Package as described in Part 2, Chapter 12, of the PD&E Manual.

### **3.7 Section 4(F)**

In accordance with Part 2, Chapter 13 of the PD&E Manual.

### **3.8 Visual Impacts and Aesthetics**

In accordance with Part 2, Chapter 15 of the PD&E Manual.

### **3.9 Utilities and Railroads**

Based on the coordination with the utility companies along the project the CONSULTANT shall prepare a Utility Assessment Package as described in Part 2, Chapter 10 of the PD&E Manual. The CONSULTANT will also address impacts to existing and proposed railroads.

## **Natural Impacts**

### **3.10 Wetlands**

In accordance with Part 2, Chapter 18 of the PD&E Manual and as made known by the District.

### **3.11 Conceptual Mitigation Plans**

Since mitigation for the project would be implemented under the FDOT agreement with the Florida Department of Environmental Regulation, the development of mitigation plans shall not be required.

### **3.12 Water Quality**

In accordance with Part 2, Chapter 20 of the PD&E Manual.

### **3.13 Outstanding Florida Waters, Wild and Scenic Rivers, and Aquatic Preserves**

In accordance with Part 2, Chapters 19, 21, and 23, of the PD&E Manual, respectively.

### **3.14 Floodplains**

In accordance with Part 2, Chapter 24 of the PD&E Manual.

### **3.15 Coastal Barrier Resources**

In accordance with Part 2, Chapter 26 of the PD&E Manual.

### **3.16 Wildlife and Habitat**

In accordance with Part 2, Chapter 27 of the PD&E Manual.

### **3.17 Essential Fish Habitat**

In accordance with Part 2, Chapter 11 of the PD&E Manual.

### **3.18 Identify Permit Conditions**

The CONSULTANT shall identify permit conditions, and type of permits required. This task includes the review of maps and data in order to determine permit related information for the project.

### **3.19 Farmlands**

In accordance with Part 2, Chapter 28 of the PD&E Manual.

## **Physical Impacts**

### **3.19 Noise**

In accordance with Part 2, Chapter 17 of the PD&E Manual.

### **3.21 Air Quality**

In accordance with Part 2, Chapter 16 of the PD&E Manual.

### **3.22 Construction Impact Analysis**

In accordance with Part 2, Chapter 30 of the PD&E Manual.

### **3.23 Contamination**

The CONSULTANT shall perform the necessary analysis to complete the Contamination Screening Evaluation and complete the Contamination Screening Evaluation Report as described in Part 2, Chapter 22, of the PD&E Manual.

## **Environmental Reevaluation Reports**

The CONSULTANT shall document the results of the data collection efforts and the environmental analysis performed as part of this scope of work. The environmental reevaluation prepared by the CONSULTANT will comply with all the procedures listed in the PD&E Manual, Part 1, Chapter 11 of the PD&E Manual. This process will include completion of the Reevaluation Form and the review and analysis of all impact categories to determine changes in impact status or document compliance. Where a change is identified, it shall be described in an attachment to the form.

### **3.24 Class Of Action Determination (Not applicable for this Project)**

The CONSULTANT shall prepare the State Environmental Impact Report and any attachments that will be required for the District Secretary to make a determination as per Part 1, Chapter 13, of the PD&E . To allow for future federal funds, this document shall meet all requirements for an EA as per Part I, Chapter 4 of the PD&E Manual.

### **3.25 Environmental Assessment**

In accordance with Part 1, Chapter 4 of the PD&E Manual.

**3.26 Finding Of No Significant Impact**

In accordance with Part 1, Chapter 4 of the PD&E Manual.

**3.27 Draft Environmental Impact Statement**

In accordance with Part 1, Chapter 4 of the PD&E Manual.

**3.28 Final Environmental Impact Statement**

In accordance with Part 1, Chapter 4 of the PD&E Manual.

**3.29 Quality Control**

(Refer to Section 1.10 of this document)

**4.0 MISCELLANEOUS SERVICES**

**4.1 Contract and Project Files**

The CONSULTANT Project Management efforts shall include complete setup and maintenance of project files, developing monthly progress reports, scheduling updates, work effort to develop and execute sub-consultant agreements etc. Progress reports shall be delivered to the COUNTY in a format as prescribed by the COUNTY and no less than 10 days prior to submission of the corresponding invoice. Judgment on whether work of sufficient quality and quantity has been accomplished will be made by the Project Manager by comparing the reported percent complete against actual work accomplished.

Within ten (10) days after the Notice to Proceed, the CONSULTANT shall provide a schedule of calendar deadlines accompanied by an anticipated payout curve. Said schedule and anticipated payout curve shall be prepared in a format prescribed by the DEPARTMENT.

**4.2 Project Management Meetings and Coordination**

The CONSULTANT shall meet with the COUNTY as needed throughout the life of the project. It is anticipated that monthly meetings will be needed. These meetings will include progress and miscellaneous review and other coordination activities with the COUNTY/DEPARTMENT.

**5.0 METHOD OF COMPENSATION**

Payment for the work accomplished will be in accordance with Exhibit B of this contract. Invoices shall be submitted in quintuplicate to the COUNTY, in a format prescribed by the COUNTY. The COUNTY'S Project Manager and the

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CONSULTANT shall monitor the cumulative invoiced billings to insure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the COUNTY.

Payments will not be made that exceed the percentage of work identified in the approved payout curve and schedule provided in accordance with Section 4.1.

## 6.0 SERVICES TO BE PERFORMED BY THE CONSULTANT

The COUNTY/DEPARTMENT will provide those services and materials as set forth below:

- Project data currently on file.
- Environmental standards and review services
- Engineering standards and review services
- Cultural Resource Survey and coordination with the State Historic Preservation Officer
- All available information in the possession of the COUNTY/DEPARTMENT pertaining to utility companies whose facilities may be affected by the proposed construction.
- All future information that is in possession or may come to the COUNTY pertaining to subdivision plans, so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right-of-way.
- **Process Advance Notification (if required) and all environmental and engineering documents including Permit Coordination Package.**
- Existing FDOT and COUNTY right-of-way maps.
- **The DEPARTMENT will permit the CONSULTANT to utilize the DEPARTMENT'S computer facilities upon proper authorization as described in the DEPARTMENT Procedure No. 261\_009.**
- The COUNTY/DEPARTMENT will provide available crash data.

**Initial Conceptual Construction Estimate > \$600,000**

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
02	Administrator

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08	CADD Technician
18	Cost Engineer/Estimator
23	Environmental Engineer
38	Land Surveyor
47	Planner: Urban/Regional
48	Project Manager
58	Technician/Analyst
60	Transportation Engineer
99	Traffic Signal Analyst

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

<b>Code</b>	<b>Description</b>
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
E09	Environmental Impact Studies, Assessments or Statements
E11	Environmental Planning
G06	Graphic Design
I04	Intelligent Transportation Systems
P06	Planning (Site, Installation and Project)
R10	Risk Analysis
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
Z01	Zoning; Land Use Studies

## I. 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

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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.**

**II. 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. Capabilities	5
2. Adequacy of personnel	10
3. Experience of the firm	15
4. Abilities of professional personnel	15
5. Whether firms are certified minority business enterprises	10
6. Past performance or past record	5
7. Willingness to meet time and budget requirements	10
8. Recent, current, and projected workload	15
9. Volume of work previously awarded to firms by the County	15

**Federal Guidelines identify the use of Locality cannot be a ranking criteria for Federal Funded Projects**

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.

**III. 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>Tuesday, August 18, 2009</b>                    |
| B. Letters of Interest due date           | <b>11:59 p.m. CDT, Thursday, September 3, 2009</b> |
| C. Short-Listing Meeting                  | <b>Thursday, September 10, 2009</b>                |
| D. Discussions with Short-Listed Firms    | <b>Tuesday, September 29, 2009</b>                 |
| E. Negotiations with First Ranked Firm    | <b>Wednesday, October 14, 2009</b>                 |
| F. Board of County Commissioners approval | <b>Thursday, November 19, 2009</b>                 |

**IV. SUBMITTAL REQUIREMENTS**

The County has implemented an Electronic Submittal Process that utilizes Government Forms. 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

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- 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.