

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**Architectural Services for Molino School Renovations
Solicitation Identification Number PD 08-09.106**

Per The Terms and Conditions of PD 02-03.079

Letters of Interest Will Be Received Until:
11:59 p.m. CDT, Wednesday, October 7, 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: Joe F. Pillitary, Jr., CPPO, CPPB

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

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
Purchasing Coordinator
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4878
F: 850.595.4805
e-mail: jpillit@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
Architectural Services for Molino School Renovations
Solicitation Identification Number PD 08-09.106
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.

PD 08-09.106, Architectural Services for Molino School Renovations

I. INFORMATION PACKAGE

Architectural Services for Molino School Renovations Solicitation Identification Number PD 08-09.106 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 civil, structural, mechanical, electrical and plumbing engineering services for the renovations of the Old Molino Elementary School Building. Data and telecommunications will likely be part of the scope. Audio/Video may be part of the scope.

A study of potential uses of the facilities was prepared by Quina Grundhoefer Architects in December, 2006. Escambia County has since purchased the property and wishes to proceed with renovations. Plans are to convert the building into a library, a community center, and a small museum space. There are four school buildings on the site; however, only the original building is to be addressed at this time. The County's total project budget, including fees, is \$2,089,156.

Minimum Qualifications

The firm(s), and their personnel, must have experience in renovations of old buildings. Experience in libraries and community centers will be considered as an advantage, although not essential. Experience in museums will be considered to a lesser extent. Local presence of the architect and the consultants is important.

Firm(s) shall be properly licensed to practice in the State of Florida. The firm(s) shall show proof of required insurance.

PD 08-09.106, Architectural Services for Molino School Renovations

Anticipated Disciplines (Function Codes SF 330) for this project

<u>Code</u>	<u>Description</u>
06	Architect
08	CADD Technician
12	Civil Engineer
15	Construction Inspector
21	Electrical Engineer
25	Fire Protection Engineer
37	Interior Designer
38	Land Surveyor
42	Mechanical Engineer
56	Specifications Writer
57	Structural Engineer

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

<u>Code</u>	<u>Description</u>
A11	Auditoriums and Theaters
C11	Community Facilities
H04	Heating; Ventilating; Air Conditioning
H08	Historical Preservation
I05	Interior Design; Space Planning
L04	Libraries; Museums; Galleries
P07	Plumbing and Piping Design
R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)
R12	Roofing
S09	Structural Design
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.

PD 08-09.106, Architectural Services for Molino School Renovations

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. Ability of professional personnel to perform the necessary design-related services for this renovation project. (<i>Standard Form 330, Sections D, E, and G</i>) | 50 |

PD 08-09.106, Architectural Services for Molino School Renovations

- | | | |
|----|---|----|
| 2. | Past performance with Escambia County (<i>Standard Form 330, Section F</i>) | 15 |
| 3. | Willingness to meet time and budget requirements (<i>Standard Form 330, Section H</i>) | 5 |
| 4. | Location of office(s) to perform work with preference given to local (<i>Standard Form 330, Section C</i>) | 20 |
| 5. | Recent, current, and projected workloads of the firm demonstrating the availability of personnel for this project (<i>Standard Form 330, Section H</i>) | 10 |
| 6. | Volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firm (<i>Standard Form 330, Section H</i>) | * |
- * Criteria to be considered should there be a tie for the most highly qualified firm

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 | Monday, September 21, 2009 |
| B. Pre-Solicitation Conference | Tuesday, September 29, 2009 |
| C. Letters of Interest due date | 11:59 p.m. CDT, Wednesday, October 7, 2009 |
| D. Short-Listing Meeting | Monday, October 12, 2009 |
| E. Discussions with Short-Listed Firms | Wednesday, October 21, 2009 |
| F. Negotiations with First Ranked Firm | Tuesday, November 3, 2009 |
| G. Board of County Commissioners approval | Thursday, December 10, 2009 |

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.