

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**2<sup>nd</sup> STREET PAVED SHOULDERS PROJECT FROM  
INTERBAY AVE TO BARRANCAS AVENUE INCLUDING  
A PORTION OF INTERBAY AVE TO NAVY BLVD  
ESCAMBIA COUNTY**

**Solicitation Identification Number PD 09-10.004**

Per The Terms and Conditions of PD 02-03.079

Letters of Interest Will Be Received Until:

**11:59 p.m. CDT, Wednesday, October 28, 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

**Board of County Commissioners**

Marie Young, Chairman  
Grover Robinson IV, Vice Chairman  
Wilson Robertson  
Kevin W. White  
Gene M. Valentino

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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:**

Name Bob Dennis  
Title Purchasing Specialist  
Office of Purchasing  
Matt Langley Bell III Building  
213 Palafox Place  
2<sup>nd</sup> Floor, Room 11.101  
Pensacola, FL 32502  
T: 850.595.4985  
F: 850.595.4805  
e-mail: bob\_dennis@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  
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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**

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**Scope of Work**

**Purpose**

The Escambia County Engineering Department requests that construction plans to be developed for the installation of paved shoulders and drainage system upgrades along 2<sup>nd</sup> Street from Interbay Ave to Barrancas Ave (SR-292) including a portion of Interbay Ave to Navy Blvd (SR-298) in Pensacola, Florida. This scope includes A&E services to provide construction plans, bid documents, bid assistance, and limited project construction oversight for paved shoulders along 2<sup>nd</sup> Street and associated drainage system upgrades. It is the intent of the county to provide paved shoulders on both sides of 2<sup>nd</sup> Street and upgrade the intersection of 2<sup>nd</sup> Street and Barrancas Ave to ADA standards. The county and the consultant will evaluate the feasibility for construction due to drainage issues and utility conflicts. The length of the project is approximately one mile. Improvements to the existing drainage system as needed to install the paved shoulders will be included on the plans.

**Description of Task**

The consultants and/or its sub-consultants will perform the following activities:

Task 1: Project Kick-Off

- Meet with County for the purpose of reviewing the specifics of the project

Task 2: Feasibility Report

- Determine the feasibility of installing 5-foot paved shoulders on both sides of 2<sup>nd</sup> Street and a portion of Interbay Avenue to Navy Boulevard. Report will include, but not limited to identifying drainage impacts (contact agency for requirements, i.e. discharge to bay), utility conflicts, and right-of-way issues, and cost estimates within the limits of the identified project.
- Coordinate with Road Department and Engineering staff for input regarding maintenance concerns and historical drainage complaints.

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- Coordinate with all utility companies for input regarding general location and potential conflicts.
- Review with County Project Manager prior to proceeding with Design.
- Coordinate with Water Quality Division for additional Grant funding
- Incorporate Drainage Basin Study (to be provided by County) as a part of the drainage considerations.
- Determine the feasibility of upgrading the intersection of 2<sup>nd</sup> Street and Barrancas Ave to be ADA compliant
- Attend a meeting of the Warrington Revitalization Committee through coordination with the county's Community Redevelopment Agency.
- Provide a planning construction cost estimate

**Task 3: Design / Construction Document**

- Provide 30%, 60%, 90%, and final plans for review by County.
- Provide for all required regulatory permitting, including permit fee allowances.
- Geotechnical Engineering Services as required
- Provide all Survey Services for the project according to County Survey Standards.
- Provide all stormwater calculations, survey, project specific documents, and plans will be provided in editable electronic documents as well as necessary hard copies.
- Plans should be reproducible to 11"x17" sheet size, as well as larger 22"x 34" or 24" X 36" size plans.
- Utility Coordination and Plans-in-hand walk through with Utility companies

**Task 4: Bidding Through Closeout:**

- Prepare all bid documents through bidding process.
- Attend pre-bid meeting with Engineering and Purchasing Departments.
- Respond to all requests for Information and issue any necessary addendums.

**Task 5: Construction Administration & Inspections (Optional)**

- Consultant will attend Preconstruction Conference
- Consultant will prepare as-built certification based upon contractor mark-ups & post construction conference and inspections.
- Consultant will be available on an as-needed basis during construction to address issues with design or any unforeseen construction issues, and as needed to monitor construction and prepare as-built drawings. The County will inspect all construction improvements. All limited inspections services provided by the consultant shall be established as an allowance.

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Anticipated Disciplines (Function Codes SF 330) for this project

<b>Code</b>	<b>Description</b>
<b>12</b>	<b>Civil Engineer</b>
<b>60</b>	<b>Transportation Engineer</b>

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

<b>Code</b>	<b>Description</b>
<b>T03</b>	<b>Traffic &amp; Transportation Engineering</b>
<b>S13</b>	<b>Storm Water Handling &amp; Facilities</b>

## **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.

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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.	25
2. Ability to provide a high level of service through a local presence.	20
3. Past record and performance. (Provide last three evaluations with the County)	20
4. Recognition, understanding, capability and resources to perform the services specific to the project.	10
5. Experience with applicable permitting process.	15
6. Recent and current workloads.	10

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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              | <b>Monday, October 19, 2009</b>                    |
| B. Letters of Interest due date           | <b>11:59 p.m. CDT, Wednesday, October 28, 2009</b> |
| C. Short-Listing Meeting                  | <b>Tuesday, November 10, 2009</b>                  |
| D. Discussions with Short-Listed Firms    | <b>Tuesday, November 17, 2009</b>                  |
| E. Negotiations with First Ranked Firm    | <b>Friday, November 20, 2009</b>                   |
| F. Board of County Commissioners approval | <b>Thursday, January 7, 2010</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

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- 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.