

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**Consulting Engineering Services for Greenbrier Boulevard Extension  
Solicitation Identification Number PD 09-10.010**

Per The Terms and Conditions of PD 02-03.079

Letters of Interest Will Be Received Until:  
**11:59 p.m. CST, Wednesday, December 9, 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**

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

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  
**Consulting Engineering Services for Greenbrier Boulevard Extension**  
**Solicitation Identification Number PD 09-10.010**  
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.*

**SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES  
GREENBRIER BOULEVARD EXTENSION**

**1. General Objective**

The CONSULTANT is to design the extension of Greenbrier Boulevard from the east end of Thompson Branch Bridge to Campus Boulevard on the University of West Florida (UWF) Campus in Escambia County, Florida. The project length is approximately 4,100 linear feet. A new signalized intersection will be required at the interface of Greenbrier Boulevard and Campus Boulevard. The project will be accomplished in two phases. Phase I will include Preliminary Engineering (Conceptual Design) and environmental work necessary for the County and UWF to reach a decision on the type, design and location of the proposed improvements. Phase II will include the actual design of the facility approved during Phase I including preparation of construction plans and bid documents and obtaining all Federal, State and local permits. Phase I is the only phase funded at this time, Phase II will be considered an optional service and will be negotiated based on the Phase I approved recommendations.

**2. PHASE I - PRELIMINARY ENGINEERING**

**A. Data Collection/Surveying**

Immediately following the Notice to Proceed, the CONSULTANT shall begin preliminary assessments of the project study area 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 analyses within the study area. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

**B. Surveying**

The survey **CONSULTANT** shall perform all survey services necessary to prepare the plans for the subject project. Establish Horizontal and Vertical Control on State Plane coordinates and NAVD 88 vertical datum. The surveyor will locate all topographic features within the project area. Additionally, utility locates will be called in and locations surveyed. The surveyor will also pickup SUE locations, as required. All protected trees and above ground appurtenances will be surveyed. Wetland flagging and geotechnical boring locations will be located within the project limits. A channel survey will be required to establish hydraulic bridge design elements.

**C. Geotechnical**

The CONSULTANT shall coordinate with the geotechnical sub consultant regarding project requirements, review of geotech data, and scheduling.

Sufficient geotechnical work will be needed to establish Bridge Foundation design options and stormwater perk rates.

**D. Field Review**

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

**E. Aerial Photography**

Aerial Photography will be provided by the COUNTY and shall be used as a basis for plotting various data necessary for both engineering and environmental analysis, design studies, and the development of the preliminary plans of conceptual design. Copies of aerial photography are the primary source of information used to convey project considerations to the public at public meetings.

**F. Typical Section Analysis**

The CONSULTANT shall develop all appropriate typical sections alternatives for the project. These will include the COUNTY's standard typical sections, and any typical sections that may result in minimizing right of way or environmental impacts.

**G. Roadway Design Alternatives**

The CONSULTANT shall develop specific roadway characteristics as required to further define right of way required (i.e. horizontal and vertical geometry, any additional information).

**H. Prepare Concept Plans**

The CONSULTANT will overlay Concept Plans on the base maps. At a minimum, the concept plans should include proposed roadway, location of culvert/bridge, proposed stormwater facilities, and intersection geometry.

**I. Drainage Analysis**

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.

**J. Bridge Hydraulic Report**

Calculate hydrology, hydraulics, scour, and deck drainage. Prepare report and the information for the Bridge Hydraulics Recommendation Sheet.

## **K. Bridge Development Report**

The CONSULTANT will evaluate conceptual structures vertical and horizontal alignments and develop a Bridge Development Report. The CONSULTANT shall analyze and develop preliminary concept for all structures in accordance with applicable provisions.

### **General Requirements**

#### **Bridge Geometry**

### **Superstructure Alternatives**

**Short-Span Concrete/Medium-Span Concrete/Long Span Concrete**

**Structural Steel**

**Precast Structure**

### **Foundation and Substructure Alternatives**

**Pier/Bent**

**Shallow Foundations**

**Deep Foundations**

### **Other BDR Issues**

**Aesthetics**

**TCP/Staged Construction Requirements**

**Constructability Requirements**

**Abutment Slope/Wall Evaluation**

**Quantity and Cost Estimates**

**Wall Type Justification**

### **Report Preparation**

**Exhibits**

**Report Preparation**

**BDR Submittal Package**

## **L. Traffic Data/Design Traffic**

The CONSULTANT is responsible for developing the traffic projections to be used to establish the basic design requirements for roadway and bridge typical section design. The COUNTY 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 Greenbrier Boulevard extension to Campus Drive. Specifically the CONSULTANT will provide: Current corridor traffic counts (not applicable) and 5year, 10 year and 20 year Design System Traffic with K & D Factors.

Volume of trucks (medium and heavy), motorcycles and buses for existing, opening, interim years and design year will be included in the CONSULTANT traffic projections.

### **M. Construction Cost Estimate**

The CONSULTANT shall develop construction cost estimates for each design alternative (primarily alternate bridge design alternatives). The cost estimate is to be developed using the latest available County cost data and the latest available FDOT District 3 letting cost data.

## **3. PHASE I - ENVIRONMENTAL ANALYSIS**

### **A. Archaeological and Historical Sites**

The CONSULTANT (or UWF Archaeological Department) shall collect data necessary to completely analyze the impacts to all cultural and historic resources in the vicinity of the proposed roadway extension. Clearance from the State Historic Preservation Office (SHPO) will be required.

### **B. Establish Wetland Jurisdictional Lines**

The CONSULTANT shall include a wetland data review, wetland delineation field work, and GIS map production.

#### **Wetland Data Review**

The CONSULTANT shall conduct a preliminary wetland assessment using a combination of existing data sources and photo-interpretation. Existing data sources to be utilized shall include:

- National Wetland Inventory data;
- NRCS/SCS Soil Surveys;
- Current aerial photographs;
- Historic aerial photography (if available);

#### **Wetland Delineation Field Work**

The CONSULTANT shall perform a wetland delineation to establish a FDEP and U.S Army Corps of Engineers (USACE) wetland line associated with the project area. The delineation will approximate the FDEP jurisdictional wetland line using criteria established within 62-340, Florida Administrative Code, as a basis of review. The USACE jurisdictional line using the USACE 1987 Wetland Delineation Manual will also be established. There are two (2) different agencies that regulate wetlands in this area, the USACE and FDEP; however, the USACE regulatory rules tend to be the more inclusive of the two (2) delineation methodologies. It is anticipated that the USACE and FDEP wetland lines should approximate each other for this site. Should a separate USACE wetland line be required for the jurisdictional determination, these areas can be re-evaluated relative to areas of USACE jurisdiction. Preparation of additional maps and/or additional field visits required due to significant differences between the USACE and FDEP wetland jurisdictional

boundaries, post issuance of a final agency action for a formal wetland determination, may be considered additional services.

The CONSULTANT shall set flags at the location of the jurisdictional wetland boundary as determined by biological and physical wetland indicators (hydrophytic vegetation, hydric soils and hydrology). Flags will be labeled and their position recorded with a Trimble Pro XR Global Positioning System (GPS), a sub-meter accuracy instrument. Flags and GPS positions shall be recorded on intervals of roughly +/-50 feet depending on site conditions and line of site.

Following the field effort, draft exhibits depicting the jurisdictional wetland boundaries shall be prepared in a digital GIS format compatible with ArcView 9.1. Wetland flag locations shall be geo-referenced on the exhibits.

### **Wetland Delineation Deliverables**

#### **Formal Wetland Jurisdictional Determination Field Work, Mapping, and Application**

1. The CONSULTANT will perform a wetland identification of the project site, and prepare a preliminary wetland identification map showing wetland flag locations in a digital GIS format compatible with ArcView 9.1.
2. Two (2) copies of the point specific wetland identification maps with aerial maps at a scale of 1:200 with the property boundary shown, and arrows depicting general hydrologic flow on the site;
3. Two (2) copies of 1:200 scale aerial maps depicting soil data and inspection boundary (property boundary);
4. One (1) USGS quadrangle map of the project area with inspection boundary depicted.

### **C. Threatened and Endangered Species Review**

The CONSULTANT will conduct a review of listed threatened and endangered (T&E) species for the project study area. This task will include review of Florida Natural Areas Inventory (FNAI) element occurrence data and a standard FNAI report for the site; information request letters to be submitted to the Florida Fish and Wildlife Conservation Commission (FFWCC) and U.S. Fish and Wildlife Service (USFWS); and a brief field review of the site to augment listed species data collected from existing sources and site information obtained during proposed wetland surveys of the property. A summary report will be prepared indicating known and/or potential listed T&E species occurrences and habitat on the site, any potential listed species issues or considerations related to site development, and recommendations for any more detailed species-specific surveys or listed

species permitting that may be required (if any). Field work / site visits under this scope will be limited to two (2) field days. The scope for this task does not include specialized surveys or monitoring of particular listed species, seasonal surveys, agency coordination (other than the information request letters described above), listed species permitting or approvals, or any listed species mitigation activities.

### **Deliverables**

Deliverables shall include the following:

- A brief report describing the listed species review and findings;
- A copy of the standard FNAI report requested for the project;
- A copy of correspondence with FFWCC and the USFWS;
- A list of potential endangered and threatened species occurring in Escambia County;
- A map of any listed species occurrences documented on the site (with GPS coordinates).

## **4. PROJECT ADMINISTRATION**

### **Key Personnel**

The COUNTY will designate a Project Manager who shall be the representative of the COUNTY 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 Project Manager.

The CONSULTANT'S work shall be performed and directed by the key personnel identified in the proposal by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by COUNTY. The COUNTY anticipates that the CONSULTANT Project Manager will be local to ensure close coordination with COUNTY staff, UWF staff and the general public.

### **Meetings and Presentations**

The CONSULTANT shall attend a Notice to Proceed Meeting with COUNTY and UWF representatives, where relevant project information will be provided by the COUNTY, along with procedures for administering the contract.

The CONSULTANT will assist the COUNTY and UWF in conducting one (1) Public Information Workshop to obtain public comments. The CONSULTANT shall create a project mailing list using tax rolls from the Escambia County Property Appraiser's office or web site.

The CONSULTANT and his staff shall also be available with no more than a five (5) workday notice to attend a maximum of six (6) unscheduled meetings with various groups including homeowners associations, residential neighborhoods, business

owners, elected officials, and environmental agencies or advocacy groups 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.

### **Quality Control**

The CONSULTANT shall be responsible for insuring that all work products conform to 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.

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.

### **Optional Services**

At the COUNTY'S option, the CONSULTANT may be requested to provide Phase II final design and plans preparation services. The fee for these services shall be negotiated based on the approved design recommendations from the Phase I study. A supplemental agreement adding the additional PHASE II services may be executed by the COUNTY.

### **Initial Conceptual**

- **Study / Feasibility** > \$ 200,000
- **Design** > \$ 700,000
- **Construction Estimate** > \$5,000,000

Anticipated Disciplines (Function Codes SF 330) for this project

<b>Code</b>	<b>Description</b>
02	Administrator
08	CADD Technician
12	Civil Engineer
18	Cost Engineer/Estimator
19	Ecologist

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24	Environmental Scientist
33	Hydrographic Surveyor
34	Hydrologist
57	Structural Engineer

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

<b>Code</b>	<b>Description</b>
B02	Bridges
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
E09	Environmental Impact Studies, Assessments or Statements
L02	Land Surveying
S05	Soils and Geological Studies, Foundations
S09	Structural Design; Special Structures
T04	Topographic Surveying and Mapping
W02	Water Resources; Hydrology; Ground Water

## I. 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.**

## **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. Experience with design and FDOT Permitting of Drainage, Highways, Roads and Bridges	25
2. Experience with preparing environmental documents and working with Local, State and Federal Environmental Agencies	25
3. Experience and/or identified projects with Partnering Agency or Group (University of West Florida)	25
4. Experience with Innovative and affordable structural bridge designs to reduce construction cost and meet environmental regulation standards	15
5. Ability to provide a high level of service through local presence.	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.

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### 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, November 24, 2009</b>
B. Letters of Interest due date	<b>Wednesday, December 9, 2009, 11:59 p.m. CST</b>
C. Short-Listing Meeting	<b>Monday, December 14, 2009</b>
D. Discussions with Short-Listed Firms	<b>Monday, December 21, 2009</b>
E. Negotiations with First Ranked Firm	<b>Tuesday, January 5, 2010</b>
F. Board of County Commissioners approval	<b>Thursday, January 21, 2010</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
- 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.

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- 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. Part II's **do not count against** the total number of pages for this submittal.