

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**C.E.I. (Construction Engineering Inspections) and Project Management
for Ensley Phase IIA Project**

Solicitation Identification Number PD 09-10.014

Per The Terms and Conditions of PD 02-03.079

Letters of Interest Will Be Received Until:
11:59 p.m. CDT, Thursday, January 28, 2010

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

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:

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

Purchasing Coordinator

Office of Purchasing

Matt Langley Bell III Building

213 Palafox Place

2nd Floor, Room 11.101

Pensacola, FL 32502

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F: 850.595.4805

e-mail: 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
**C.E.I. (Construction Engineering Inspections) and Project Management
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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.

I. INFORMATION PACKAGE

C.E.I. (Construction Engineering Inspections) and Project Management for Ensley Phase IIA Project

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SCOPE OF SERVICES SUMMARY

This document is to define as clearly as possible the duties of the consultant with regard to administration of the Ensley Drainage Project Phase IIA construction engineering and inspection and project management contract for Escambia County Public Works Bureau (Department). The intent of the document is to give the Consultant the same responsibility and authority as Department personnel when administrating this County drainage project construction contract. The administration of the Ensley Drainage Project Phase IIA construction contract will be conducted by the consultant in full cooperation with the Department Project Supervisor and/or his representative(s) assigned to the project. The Department Project Supervisor will have the final word in regard to challenges of consultant authority by the contractor or decisions made by the consultant regarding the work. The ultimate goal of the Department and the Consultant should be to administer the contract in a highly professional manner, conducive of a cooperative relationship between the Consultant, contractors, and the Department, and to complete the work on budget and on time with a minimum inconvenience and maximum safety to the public. The Contract length for the CEI services will be 420 days and the final CEI contract shall not exceed 10% of the estimated construction cost of \$1,200,000.

The responsibilities of the Consultant on this project are:

1. Erosion Control and Preconstruction Conferences: Prepare for and conduct the Erosion Control and Preconstruction Conferences. Address and resolve all issues that arise at the meeting with appropriate offices, agencies and divisions. Prepare and distribute detailed minutes of the meeting.

2. Attend Weekly meetings: Prepare the agenda, attend, and conduct a meeting every week with Department personnel, contractor, sub-contractors, utility personnel and other agencies affected by the project. Be prepared to discuss recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies.

3. Project Administration: Provide project administration and coordinate with the assigned Department Project Supervisor. Prepare for and attend, any periodic or in-depth FHWA or FDOT inspections that may be conducted on the project related to project work, progress or records. Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc. Provide ample inspectors and assistance to adequately oversee all work being done on the contract. Monitor Contractor's hours worked on the project and verify all pay requests for

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accuracy. Prior to starting work, submit to Department Project Supervisor a listing of personnel assigned to the project for review and approval. In addition, a list of persons with emergency phone numbers should always be supplied to the Department Project Supervisor and be available at any time in the case of an emergency on the project. The project Administrator should also obtain from the contractor a list of contractor's personnel that will be responsible for any occurrence that may arise on the project for the life of the project.

4. Provide Construction Inspection: Provide effective and qualified supervision of all inspection services being conducted by Prime Contractor and Sub-Contractors. All field technicians must be certified in the applicable FDOT certification workshops listed below:

Asphalt Roadway Paving Inspector
Asphalt Plant Inspection
Class 1 Concrete Technician
Soils and Aggregate Technician
Earthwork Technician
Nuclear Gauge Trained and Proficient
SWPPP Certified

Certification from another State Highway Department, nationally recognized institution, or other approved agency **may** be acceptable in lieu of the FDOT certification. **Prior approval is required.**

5. Conduct Field Surveys: Conduct and supervise surveying services to obtain original, final, as well as progress estimate quantities for payment of all earthwork pay items to the contractor. Establish horizontal and vertical control on the project to be utilized by the contractor for construction layout. Be prepared to justify quantities in case of discrepancies by contractors or the Department. Upon request, check construction layout when deemed necessary by the Department Project Supervisor.

6. Supplemental Agreements/Construction Change, Force Account, VECP: Notify the Department Project Supervisor of the necessity of any Supplemental Agreements/Construction Changes. Negotiate prices for additional pay items with the contractor while adhering to the "Average Unit Price" listing when possible. Coordinate acceptance of prices with the Department Project Supervisor. Any work that cannot be negotiated with the prime contractor will be pursued by Force Account as defined in the Standard Specifications and recorded on forms supplied by the Department. Submit Value Engineering Change Proposals to the Department Project Supervisor for analysis and distribution to the appropriate division(s).

7. Shop Drawings: Will review and sign off on all shop drawings prior to the Contractor submitting them to the appropriate Vendor.

8. Quality Assurance, Testing for Acceptance, and Training: (The intent is for the Consultant to provide all field testing normally provided by the Department with employees certified to perform the tests. Copies of all certifications should be filed in the project records for review by the Department at any time. Any temporary waivers of certification or licensing will be reviewed by the Department for the final decision.) Provide certification training to Consultant personnel for all necessary field-testing and inspection. Monitor the testing provided by the contractor in the field as defined in the Contract, Plans or Specifications. Document Consultant testing on standard forms provided by the Department and distribute as required. Monitor documentation of testing by the contractor. Field testing by the Consultant includes, but is not limited to, all ACI tests for concrete including concrete plant for acceptance by the Department, nuclear density testing of earthwork, base stone, asphalt, structural backfill, and pipe backfill as defined in the Standard Specifications and the Departments sampling and testing schedule. The Consultant will also provide aggregate analysis and moisture testing for roadway embankment and base stone materials as defined in the Standard Specifications and the Departments sampling and testing schedule. (Note: All test normally to be performed by Department project personnel will be performed by the consultant.) Also included as the responsibility of the consultant is miscellaneous checking of application rates and dimensions and bearings to assure conformance to Plans and Specifications. In case of notification of defective concrete as defined in the Specifications, the Consultant will submit the initial information on forms supplied by the Department and receive the final disposition of the material after review. Certifications of material submitted by the contractor, will be reviewed by the Consultant for conformity to the Project Specifications. The certification documents submitted to the Department will also be reviewed for completeness and conformance to the Department's standard form of submission. A Final Materials and Tests Certification will be submitted to the Department project personnel with the Final Records.

10. Progress Payments: The Consultant will document and assemble accurate quantities for Monthly Progress Payments to the prime Contractor from actual project field records, as directed by Special Provisions in the contract, from Supplemental Agreements/Construction Changes or Force Accounts. The quantities for payment will be referenced to field records prior to submission for payment. Test reports will be on file prior to payment. Department Project Supervisor must approve any waiver of testing documents prior to payment. Pay quantities will be submitted to the Department Project Supervisor for review and payment. Payments for stockpiled material may be made as defined in the Standard Specifications and approved by the Department Project Supervisor. Copies of approved subcontracts should be on file prior to the first Progress Payment.

11. Revisions to the Contract Plans: Any revisions to the contract plans or cross sections will be submitted to the Department Project Supervisor for processing.

12. Distribution of Correspondence: Submit to the Department Project Supervisor a copy of all correspondence between the Consultant, contractor, subcontractors, or

others concerning matters related to the project. Maintain an office file copy for submission with the project Final Records.

13. Inspection of Work: Provide inspection services for conformance to Plans and Specifications for all roadway, structures, and specialty items that are being incorporated into the project. Observe, measure and record all quantities for payment. Record field measurements in project records for review by the Department or auditors. The records will be recorded on a standard form (field book) supplied or defined by the Department and/or on field inspection forms to be submitted to the Department. Check traffic control daily, and additionally as required or requested. Notify the contractor of deficiencies or problems immediately. Document weekly (or as often as necessary) project traffic control on forms supplied by the Department and distribute as required. Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field. Notify the contractor of deficiencies. Prepare to justify any and all pay quantities in the case of questions by the contractor or Department. Prepare an accurate daily diary, signed by the inspector, consisting of:

- A record of the contractors on the project
- Their personnel (number and classification)
- Equipment (number and type or size)
- Location and work performed by each contractor or subcontractor
- Orders given the contractor
- Events of note on the project
- Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
- Weather, amount of precipitation, temperature at morning, noon, and evening, cloudy, clear, etc.
- Days charged, with explanation if not charged
- Equipment arriving or leaving the project, idle equipment
- Any other details that may be important later in the project life

14. Reports: There are numerous reports, documents, etc., that must be generated in the process of contract administration. A copy (electronic and paper) will be provided to the Department prior to construction, on a weekly basis or as needed. Any questions regarding the requirements can be forwarded to the Department Project Supervisor for clarification at any time.

15. Final Records: Submit a compilation of project records in the Department's standard format to the Department Project Supervisor after project completion. Make corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. Coordinate consultant hours after the project completion with the Department Project Supervisor for approval.

16. Project Claims: Prepare documentation and assist in the defense of the Department, when requested, in preparation for Claims or possible Claims resulting in the execution of the contract.

17. Utility Relocations: Utility relocations will be a part of this contract. Relocations that are reimbursable will be inspected for quantities that will be reviewed and verified comparing utility company records prior to payment by the Department.

County's Responsibilities: As defined in the attached Agreement.

FUNDING – Initial Conceptual Estimate > \$2,150,819.96, 10% of the construction costs have been allocated for CEI as an allowance of \$215,081.99 for this project.

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
02	Administrative
08	CADD Technician
12	Civil Engineer
15	Construction Inspector
18	Cost Engineer/Estimator
51	Safety/Occupational Health Engineer

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

Code	Description
H07	Highways; Streets; Airfield Paving; Parking Lots
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering

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.

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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. Experience with project CEI services and the reporting criteria that go with them (Report number and cost of contracts which have been completed) | 20 |
| 2. Firm's ability to respond in a timely and acceptable manner to circumstances that may arise involving the project | 20 |

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- 3. Firm's employee pool size as related to the estimated project cost. i.e. Availability of FDOT certified personnel to perform work. 20
 Trained in:
 - a. Asphalt Roadway Paving Inspector
 - b. Asphalt Plant Inspection
 - c. Class 1 Concrete Technician
 - d. Soils and Aggregate Technician
 - e. Earthwork Technician
 - f. Nuclear Gauge Trained and Proficient
 - g. SWPPP Certified
- 3. Firm's past performance on similar projects. 10
- 4. Firm's current workload. 10
- 5. Location where the work will be performed in respect to the firm's local office. 10
- 6. Firm's experience with utility relocation coordination with local utility companies. 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:

Mailing date of proposals	Friday, January 15, 2010
Letters of Interest due date	11:59 p.m. CDT, Thursday, January 28, 2010
Short-Listing Meeting	Thursday, February 4, 2010
Discussions with Short-Listed Firms	Wednesday, February 10, 2010
Negotiations with First Ranked Firm	Wednesday, February 17, 2010
Board of County Commissioners approval	Thursday, March 4, 2010

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.