

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

Innerarity Point Road MSBU

Specification Number PD 07-08.016

To All Firms Qualified Under:

Professional Services As Governed by Florida Statute 287.055, PD 02-03.79

Letters of Interest Will Be Received Until:
1:00 p.m., CST, Monday, November 19, 2007

**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

Kevin W. White, Chairman

Marie Young, Vice Chairman

Grover Robinson IV

Gene Valentino

Mike Whitehead

From:

Claudia Simmons

Purchasing Chief

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 Supervisor

Office of Purchasing

Matt Langley Bell III Building

213 Palafox Place

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Pensacola, FL 32502

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I. INFORMATION PACKAGE

Scope of Services

This is a proposed Municipal Services Benefit Unit (MSBU) project involving the proposed acceptance and maintenance, by the County, of approximately 2700 LF+- of private roadway, located at the west end of Innerarity Point Road at the approach to the private island.

The design scope should include the following:

- Evaluation of existing roadway conditions, including pavement structure and conditions, utilities (including owners of said utilities), soils and wetland delineation and restrictions.
- Proposed modifications to the roadway and adjacent property, including required right-of-way, in compliance with County and/or State roadway design requirements.
- Construction plans for the modifications, including proposed pedestrian access, bike lanes, drainage modifications, utility relocations, etc.
- Legal description for road right-of-way acquisition.
- Required FDEP/COE/ERP permit applications and any other agency permits that may be required, including NOI w/ SWPPP.
- Identification of all property owners impacted by the MSBU for this project (all owners adjacent to and west of the roadway).
- Construction cost estimate.
- Engineering costs should include limited construction review and consulting allowance and “as-built” certification.

The design process will be phased, with County review at 20%, 30%, 60%, 90% and 100% plans.

Contract Negotiations

The fee schedule for services will be negotiated in accordance with the Consultants Competitive Negotiations Act (CCNA), FS 287.055.

Time

The time frame for services will be negotiated in accordance with the Consultants Competitive Negotiations Act (CCNA), FS 287.055.

Cost

The cost of the above services will be negotiated in accordance with the Consultants Competitive Negotiations Act (CCNA), FS 287.055, but the construction cost of the above services is not anticipated to exceed \$1,000,000.

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) original and three (3) copies of Letters 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. **Letters shall be signed by an authorized representative of the firm.**

The submittal shall be **limited to ten (10)** pages.

The selection of the short listed firms will be based on the information provided in response to Professional Services As Governed by Florida Statute 287.055, PD 02-03.79 and any additional information relative to changes in your firm.

A committee will review the information submitted. Onsite interviews may be requested.

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 prospective submitters are hereby cautioned not to contact any Board member of Escambia County or any member of the selection Committee after submittals are opened nor attempt to persuade or promote through other channels until notification that the Selection Committee has arrived at a recommendation of the most qualified firms. Until notification is received, all contacts must be channeled through the Purchasing Office. Failure to comply with these procedures will be cause for disqualification of the firm's Letter of Interest.

Letters of Interest will be evaluated using the criteria below. Firms will be notified whether they have been selected for interview/presentation.

Evaluation Criteria

1. Qualifications of the firm and individual team members.
2. Background experience and technical expertise of the firm and individual team members.
3. Recognition, understanding, capability and resources to perform the services.
4. Ability to provide a high level of service through a local presence.
5. Consultants Competitive Negotiations Act – any additional requirements as defined in State of Florida Statute 287.055.

III. SUBMITTAL FORMAT

Submittal shall be as listed below:

- Letter of Interest by corporate office or principal of the firm. Letters shall be signed by an authorized representative of the firm.
- Revisions to: IF ANY
 - Standard Form (SF) 255, Blocks 1-5
 - Standard Form (SF) 255, Block 6
 - Standard Form (SF) 255, Block 7
 - Standard Form (SF) 255, Block 8
 - Standard Form (SF) 255, Block 9
 - Standard Form (SF) 255, Block 10
 - Standard Form (SF) 254, Blocks 1-12Based on changes within your firm since your original “Letter of Interest” was received.
- Project approach
- Budget Control

The submittal shall be **limited to ten (10)** pages.

Insurance

Insurance requirements have been met by PD 02-03.79, Professional Services as Governed by Florida Statute 287.055