

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

Professional Services for Southwest Escambia County Sports Complex

Specification Number PD 07-08.045

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, Tuesday, February 12, 2008

**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
Mike Whitehead, Chairman
Gene Valentino, Vice Chairman
Grover Robinson IV
Kevin W. White
Marie Young

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
2nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4918
F: 850.595.4805
e-mail: paul_nobles@co.escambia.fl.us

I. INFORMATION PACKAGE

Scope of Services

Description: The Southwest Escambia County Sports Complex is an approximately 217-acre project located on the southwest side of Escambia County, near the north end of Bauer Road. The project area is currently undeveloped. The scope includes the sports complex design, obtaining required permits, and development of construction drawings/documents for the project. Plan amenities will include youth athletic fields (baseball, softball, soccer and football), playground units, parking/access, site lighting, a stormwater management system, a nature trail and associated athletic buildings (prototypical concession/restroom and meeting/storage buildings).

Professional services for the prototypical building design and building permits are excluded and will be disclosed in a separate scope of work. Footprints and floor plans will be furnished for site plan placement and design considerations. Design shall consider public safety, efficient and effective use of available upland tracks, and vandalism prevention. The total cost for this park is expected to exceed \$1,000,000.

Objectives: Develop a conceptual park plan, gain community consensus, design final civil site drawings/documents, and obtain all required local, state and federal permits. Interested teams should have adequate park land-development experience and knowledge to meet schedule and budget demands.

Task 1: Concept plan and consensus meetings

- ❑ Research site information. Perform boundary, topographic and site-specific surveys necessary to design the project. Determine if any additional property or survey information will be necessary to complete design tasks.
- ❑ Conduct at least two public consensus-planning meetings. Evaluate meeting results and consider community input for the project.
- ❑ Develop a conceptual plan, preliminary cost estimate, and timeline.

Task 2: Development review

- ❑ Develop all documents and drawings necessary for required permits and approvals.
- ❑ Attend all regulatory agency meetings as necessary to obtain all local, state and federal permits.
- ❑ Respond to all questions and requests for additional information.

Task 3: Plans and specifications

- ❑ Provide construction plans, construction documents, specifications, and a complete quantified cost estimate.
- ❑ Provide bid evaluation services.
- ❑ Provide construction administration services.

- Provide post construction certifications and as-built drawings as requested or required.

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 four (4) 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