

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**East Jones Creek Stream Restoration Project**

**Specification Number PD 07-08.072**

**Task Order Number 02-03.79.\_\_\_\_.\_\_\_\_.NESD**

**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:  
2:00 p.m., CDT, Thursday, April 17, 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

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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 Supervisor  
Office of Purchasing  
Matt Langley Bell III Building  
213 Palafox Place  
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## I. INFORMATION PACKAGE

### Scope of Services

Engineering Services for Stream Restoration along Jones Creek East of Navy Boulevard

Escambia County Neighborhood and Environmental Services Department is seeking firms to develop the environmental permit, plans, specifications and construction contract package relating to the restoration of aquatic habitat along a portion of Jones Creek from Navy Boulevard east to Old Corry Field Road.

#### Task 1 - Project Coordination/Meetings

- Conduct regular project coordination meetings with Escambia County personnel, including kickoff meeting to discuss overall project objectives, strategies, action plan and deliverables.
- Provide technical expertise to county personnel during meeting(s) with U.S. Army Corps of Engineers (ACOE) and Florida Department of Environmental Protection (FDEP). Articulate overall scope of work, project objectives and design strategies. Compile comments affecting design and permit issuance. Prepare 8½" x 11" signed and sealed, scaled drawings for state/federal permits.
- Coordinate proposed improvements with utility owners/operators, if necessary.
- Coordinate any proposed improvements within Navy Boulevard right-of-way with Florida Department of Transportation (FDOT).

#### Task 2 – Survey and Data Evaluation

- Generate/Obtain survey data necessary for stream restoration design, including topographic information, site ingress and egress, delineation of staging areas, and determination land rights requirements. One original copy of a signed and sealed survey shall be submitted to Escambia County.
- Compile existing data applicable to stream restoration planning and design from available sources, including location of floodways/flood zones from Federal Emergency Management Agency (FEMA); soil information from Natural Resources Conservation Service (NRCS); archeological resources from Florida Division of Historical Resources; location of utilities from utility owners/providers; roadway data from FDOT; and as-built surveys/survey data for projects within the vicinity, inventories of drainage facilities (i.e. drainage structures, bridges, ditches and other conveyances), and GIS data (i.e. aerial photography, parcel data,

approximate one-foot contours) from Escambia County; etc. Evaluate data for inconsistencies or conflicts with project design; inform county personnel as necessary.

### Task 3 – Stream Assessment/Conceptual Plan

- Conduct stream assessment collecting field data at reference stream reaches to determine design criteria for dimension, pattern and profile of new stream channel, include parameters such as meander belt width, meander length, bankfull width, bankfull depth, sinuosity, radius of curvature, riffle length, pool length, pool spacing, proposed channel grade and other physical stream data.
- Develop conceptual stream restoration plan based on field assessment of existing channel conditions consistent with Rosgen natural channel design. Cross sectional views of pool and riffle habitats shall be developed to determine stream classification based on Rosgen criteria. Design shall include appropriate dimensions and planform geometry to match both existing upstream and downstream conditions. Stream Assessment Report with conceptual plan shall be provided to Escambia County personnel for review and approval.

### Task 4 – Site Design

- Prepare 60% design plans. Plans shall include existing condition profile and cross sections, hydraulic model to determine hydraulic parameters for design, typical details of restoration features, design profile and cross sections, structure details for habitat restoration and grade control, erosion control plan and erosion control details, native vegetation plan with details for placement, land rights requirements, draft specifications, educational boardwalk location and other miscellaneous details. Three 11" x 17" copies of the 60% design plans with all supporting documentation shall be submitted to Escambia County personnel for review and approval.
- Prepare 100% design plans. Incorporate 60% review comments. Update land rights, construction time estimate, quantities, construction cost estimate, and other specifications. Three 11" x 17" copies of the 100% design plans with all supporting documentation shall be submitted to Escambia County personnel for review and approval.
- Prepare final design plans for contracting. Incorporate 100% review comments and regulatory requirements from state/federal permits. Finalize quantities, construction cost estimate and other specifications. Submit three 11" x 17" sets of signed and sealed final design plans and specifications with all associated bid documents to Escambia County for contracting; one copy shall be furnished in a

three ring binder. Final plans along with all documentation shall also be submitted on a CD in an electronic format.

### **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. Knowledge and Experience with Rosgen Natural Stream Channel Design
2. Knowledge and Experience with Wetland and Riparian Buffer Restoration
3. Ability to Provide Experienced Engineering and Surveying Services
4. Knowledge and Experience with U.S. Army Corps of Engineers & Florida Department of Environmental Protection Permitting
5. Capability to Perform Services and Committed Resources
6. Ability to Provide High Level of Service through Local Presence
7. Qualifications of the firm and individual team members.
8. Background experience and technical expertise of the firm and individual team members.
9. Recognition, understanding, capability and resources to perform the services.
10. Ability to provide a high level of service through a local presence.
11. 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 1-12

Based 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