

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**Professional Services for Pine Forest Road Widening (Nine Mile Road to CR 297A)**

**Specification Number PD 07-08.083**

**To All Firms Qualified Under:**

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

Proposals Will Be Received Until: 3:30 p.m., CDT, Tuesday, May 6, 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  
2<sup>nd</sup> Floor, Room 11.101  
Pensacola, FL 32502  
T: 850.595.4918  
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e-mail: [paul\\_nobles@co.escambia.fl.us](mailto:paul_nobles@co.escambia.fl.us)

## I. INFORMATION PACKAGE

### Scope of Services

This is a design project to add a second lane for southbound traffic on Pine Forest Rd. from Nine Mile Rd. to CR 297A. The project will include radius improvements on the southwest corner of Pine Forest Rd. at CR 297A to facilitate a free flow right turn for eastbound to southbound traffic. The signal poles, signal heads, stop lines and loop detectors at CR 297A will need to be removed, replaced or adjusted. The signal heads, stop lines and loop detectors at Nine Mile Rd. may need to be added, replaced or adjusted also.

### 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