

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**Professional Services for Conceptual Intersection Improvements for Ninth Ave. at
Langley Ave. and Tippen Ave.**

Specification Number PD 07-08.084

To All Firms Qualified Under:

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

Proposals Will Be Received Until: 3:00 p.m., CDT, Tuesday, May 13, 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
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Pensacola, FL 32502
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I. INFORMATION PACKAGE

Scope of Services

The three intersections formed by Ninth Ave., Langley Ave. and Tippen Ave. are in such close proximity that each individual intersection adversely affects the others. There is insufficient distance between them to effectively coordinate the movements. We wish to pursue a two-purpose evaluation of the conditions to look at:

- (1. Short-term solutions such as signal timing/phasing, minor geometric improvements and possible restriction of certain movements.
- (2. Long term, conceptual intersection improvements such as relocation or elimination of one or more of the six legs that form this intersection or other "out of the box" conceptualizations (roundabout, major geometric modifications, etc.).

We anticipate at least three sketches depicting conceptual improvements.

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 twenty five (25) 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 1-12
- Based on changes within your firm since your original “Letter of Interest” was received.

- Conceptual Approach/Drawings
- Project approach
- Budget Control

The submittal shall be **limited to twenty five (25)** pages.

Insurance

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