

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**M.C. Blanchard Judicial Center EEIP and Old Courthouse Block Office Complex EEIP  
Solicitation Identification Number PD 08-09.077**

Per The Terms and Conditions of PD 02-03.079

Letters of Interest Will Be Received Until:  
**11:59 p.m. CDT, Thursday, July 16, 2009**

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**

Marie Young, Chairman  
Grover Robinson IV, Vice Chairman  
Wilson Robertson  
Kevin W. White  
Gene M. Valentino  
From:  
Claudia Simmons  
Purchasing Manager

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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 Coordinator  
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  
F: 850.595.4805  
e-mail: [paul\\_nobles@co.escambia.fl.us](mailto:paul_nobles@co.escambia.fl.us)

**NOTICE**

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).**

Escambia County Florida  
Request For Letters Of Interest  
Proposer's Checklist  
**M.C. Blanchard Judicial Center EEIP and  
Old Courthouse Block Office Complex EEIP**  
**Solicitation Identification Number PD 08-09.077**  
Per The Terms and Conditions of PD 02-03.079

### **How To Submit Your Proposal**

Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

The County has implemented a new Electronic Submittal Process, which requires the use of GovernmentForms.software®. This software, which generates and posts a customized version the Standard Form (SF) 330 along with the capability to upload other required items, can be downloaded at the following address:

<http://submittals.myescambia.com/>

- Letter Of Interest ([PDF](#))
- GSA Standard Form 330
  - Part II **(PD 02-03.079, Professional Services As Governed by Florida Statute 287.055, provide if not already submitted**
  - Part I

**PDF1** These forms are available as editable PDF documents from the website (links to these and other forms can be found at the end of this document).

### **The Following Submittals Are Required Upon Notice Of Award:**

- Certificate Of Insurance **(provide if not submitted electronically)**

### **How To Submit A No Proposal**

If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

*This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.*

**I. INFORMATION PACKAGE**

**M.C. Blanchard Judicial Center EEIP and  
Old Courthouse Block Office Complex EEIP  
Solicitation Identification Number PD 08-09.077  
Per The Terms and Conditions of PD 02-03.079**

**Scope of Work**

M.C. BLANCHARD JUDICIAL CENTER EEIP  
Summary Description

Item #1 Ductless split system air conditioning units are to be installed in the individual IT/DATA closets as dedicated systems, one unit per closet. This application relieves the single air terminal unit served by the central station air handling unit from having to operate to condition only these rooms during unoccupied hours. Nine units are recommended for installation impacting four central station air handling units.

Estimated Item Cost > \$55,000

Item #2 Managing exhaust air flow shall allow central bathroom exhaust fans to operate in conjunction with an occupied building. Currently the fans are operating 24 hours a day. Not only is energy consumption reduced, but the outdoor air ventilation systems could also be operated subject to building occupancy.

Estimated Item Cost > \$15,000

Item #3 Managing outdoor air flow allows for the ventilation inside the building to modulate subject to occupancy loads. This prevents the same high level of outdoor air from entering the building when occupancy levels are low. All outdoor air is conditioned prior to entering the building; therefore, the conditioning process is reduced.

Estimated Item Cost > \$15,000

Item #4 Modifying the boiler sequence with a by-pass loop allows the boilers to be staged in conjunction with building demand and in association with one another. This application does not require each of these boilers to operate simultaneously 24 hours a day as is the current sequence.

Estimated Item Cost > \$75,000

Item #5 Installing a variable frequency drive on the second chiller to operate in the sequence allows this chiller to operate subject to building occupancy. Currently, this chiller operates at full capacity when in operation and with the variable frequency drive the chiller shall operate only at the capacity needed to satisfy the cooling demand.

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Estimated Item Cost > \$50,000

Item #6 Light sensors are automatic switches that turn building lights on subject to area/room occupancy. Motion of people entering a space activates the sensor and lights are turned “on.” As people exit the space and the area/room is motionless, the sensor deactivates and the lights turn “off.”

Estimated Item Cost > \$25,000

Item #7 Replacement of two existing water cooled chillers with a single chiller of the same combined capacity allows for newer technology to provide more energy efficient equipment. The existing chillers are old, at the end of their life cycle, and highly inefficient. The new chiller would not only provide reduced energy consumption, but also lower maintenance costs.

Estimated Item Cost > \$110,000

Item #8 Eliminating over cooling at the air terminal units allows for the reduction of energy consumption by not continuing to cool a space that is satisfied. Existing air terminal units are old and at the end of their life cycle. Installing new air terminal units utilizes new technology to maintain satisfactory conditioning without over cooling or over heating.

Estimated Item Cost > \$520,000

M.C. BLANCHARD JUDICIAL CENTER EEIP

Estimated Facility Costs > \$865,000

OLD COURTHOUSE BLOCK OFFICE COMPLEX (New Office Building) EEIP  
Summary Description

Item #1 Ductless split system air conditioning units are to be installed in the individual IT/DATA closets as dedicated systems, one unit per closet. This application relieves the single air terminal unit served by the central station air handling unit from having to operate to condition only these rooms during unoccupied hours. Nine units are recommended for installation impacting four central station air handling units.

Estimated Item Cost > \$20,000

Item #2 Modifying the boiler sequence with a by-pass loop allows the boilers to be staged in conjunction with building demand and in association with one another. This application does not require each of these boilers to operate simultaneously 24 hours a day as is the current sequence.

Estimated Item Cost > \$45,000

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Item #3 Light sensors are automatic switches that turn building lights on subject to area/room occupancy. Motion of people entering a space activates the sensor and lights are turned “on.” As people exit the space and the area/room is motionless, the sensor deactivates and the lights turn “off.”

Estimated Item Cost > \$20,000

OLD COURTHOUSE BLOCK OFFICE COMPLEX (New Office Building) EEIP

Estimated Facility Costs > \$85,000

TOTAL COMBINED COSTS FOR BOTH FACILITIES > \$950,000

Note that these costs include consultant fees and County management costs. The \$950,000 is the TOTAL project budget. No other funds are available.

Anticipated Disciplines (Function Codes SF 330) for this project

<b>Code</b>	<b>Description</b>
08	CADD Technician
15	Construction Inspector
18	Cost Engineer/Estimator
21	Electrical Engineer
42	Mechanical Engineer
56	Specification Writer

Anticipated Experience Categories (Profile Codes SF 330) for this project

<b>Code</b>	<b>Description</b>
A12	Automation; Controls; Instrumentation
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
E03	Electrical Studies and Design
E07	Energy Conservation; New Energy Sources
H04	Heating; Ventilation; Air Conditioning
L03	Landscape Architecture
L01	Judicial and Courtroom Facilities
L05	Lighting (Interior; Display; Theater, Etc.)
O01	Office Buildings; Industrial Parks
T02	Testing and Inspection Services

## II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firm's Letter 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.

**Government Forms Software:** <http://submittals.myescambia.com/>

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters, which are substantially incomplete or lack key information may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

The submittals shall be in the GSA Standard Form (SF) 330 format with two additional sections as described below. No other format will be acceptable.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short-list the firms. On-site presentations and interviews will be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

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 submitters or individuals acting on behalf of submitters are hereby prohibited from lobbying or otherwise attempting to persuade or influence any member of the Escambia County Board of County Commissioners or any member of the selection committee at any time during the course of the solicitation process. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.**

**All submitters or individuals acting on behalf of submitters are further prohibited from contacting or otherwise attempting to communicate with any member of the relevant Selection Committee regarding the pending solicitation or its outcome until after the committee has arrived at a recommendation of the most qualified submitter. Until such recommendation**

**is disclosed, any contact with the Selection Committee shall be channeled through the Office of Purchasing. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.**

### **III. FIRMS' EVALUATIONS AND SELECTION**

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

	Points
1. Ability of professional personnel to perform the necessary design-related services for this energy efficiency and conservation project	50
2. Past performance with Escambia County	15
3. Willingness to meet time and budget requirements	5
4. Location of firm, ability to provide high level of service through local presence	20
5. Recent, current, and projected workload of the firm demonstrating the availability of personnel for this project	10

**Note:** No points have been assigned to the following item. It is to be used in the event of a tie vote as to most qualified.

6. Volume of work previously awarded to each firm by the County, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firm

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.

### **IV. SCHEDULE**

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

- |  |  |
|--|--|
| A. Mailing date of proposals           | <b>Thursday, July 2, 2009</b>                  |
| B. Letters of Interest due date        | <b>11:59 p.m. CDT, Thursday, July 16, 2009</b> |
| C. Short-Listing Meeting               | <b>Wednesday, July 22, 2009</b>                |
| D. Discussions with Short-Listed Firms | <b>Tuesday, August 4, 2009</b>                 |

E. Negotiations with First Ranked Firm

**Wednesday, August 12, 2009**

F. Board of County Commissioners approval

**Thursday, August 20, 2009**

## **V. SUBMITTAL REQUIREMENTS**

The County has implemented an Electronic Submittal Process that utilizes GovernmentForms.software® (GFS) to generate a customized version of the Standard Form (SF) 330 in a specific format. Other items shall be in PDF format and must be submitted by electronic upload via GFS or manually via the County's web site at <http://submittals.myescambia.com/>

Required items are described below:

### **1. Letter of Interest (PDF format)**

Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually.

### **2. Standard Form (SF) 330 – Part I (GFS format)**

Generated by GovernmentForms.software®, maximum 50 pages, includes:

- Standard Form (SF) 330 - Part I, Section A-C  
Page Limit: Typically just 1 page in length
- Standard Form (SF) 330 - Part I, Section D  
Not required by County for this submittal
- Standard Form (SF) 330 - Part I, Section E  
Page Limit: 20 pages/resumes
- Standard Form (SF) 330 - Part I, Section F  
Page Limit: 10 pages/projects
- Standard Form (SF) 330 - Part I, Section G  
Page Limit: 1 page
- Standard Form (SF) 330 - Part I, Section H  
Page Limit: No section limit, although total form length shall not exceed 50 pages.

Requirements for this section:

- Proposers shall include any additional information to represent your firm for consideration.
- Proposers shall list any work which their organization failed to complete in the last five (5) years and describe the when, where, how and why of such failure.
- Proposers shall list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and to discuss the reasons thereof.
- Proposers shall list any lawsuits in which their team (firms and individuals) is involved relative to services performed or failed to perform over the last five (5) years.

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**Note:** Standard Form (SF) 330 - Part II should be submitted by each firm AND by each subcontractor. Part II's **do not count against** the total number of pages for this submittal.