

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**Design Services for Guidy Lane Roadway and Drainage Improvements from 9 Mile Rd to
Candlestick Dr.**

Solicitation Identification Number PD 09-10.079

Per The Terms and Conditions of PD 02-03.079

Letters of Interest Will Be Received Until:

11:59 p.m. CDT, Tuesday, September 7, 2010

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

Grover Robinson IV, Chairman

Kevin W. White, Vice Chairman

Wilson Robertson

Gene M. Valentino

Marie Young

From:

Claudia Simmons, CPPO

Purchasing Manager

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 Coordinator

Office of Purchasing

Matt Langley Bell III Building

213 Palafox Place

2nd Floor, Room 11.101

Pensacola, FL 32502

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F: 850.595.4805

e-mail: 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
**Design Services for Guidy Lane Roadway and Drainage Improvements from 9
Mile Rd to Candlestick Dr.
Identification Number PD 09-10.079**
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.

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I. INFORMATION PACKAGE

Design Services for Guidy Lane Roadway and Drainage Improvements from 9 Mile Rd to Candlestick Dr.

Solicitation Identification Number PD 09-10.079

Per The Terms and Conditions of PD 02-03.079

Scope of Work

Purpose

The Engineering Division of Escambia County Public Works Bureau requests construction plans (One for North Section and another for the South Section) be developed for roadway and drainage improvements on Guidy Lane (including pond design at the 9 Mile intersection) from 9 Mile Rd to Candlestick Dr. Plans will include a north section from 100' north of the intersection to Candlestick and a south portion including the intersection to 100' north of the intersection and the pond. A&E services shall provide survey, construction plans, permitting, public involvement (as necessary), bid documents, bid assistance, and limited project construction oversight for this project. It is the intent of the County to widen lanes and pave shoulders or curb and gutter with a drainage system to convey stormwater to the Proposed County pond at the northeast corner of Guidy and 9 Mile.

Description of Work Activities

The consultants and/or its sub-consultants will perform the following activities in completing the construction plans:

Task 1: Data collection & review, Plan preparation, and Permitting:

- Meet with Public Works Bureau staff for input or maintenance and historical complaints.
- Provide Geotechnical Reports for Pond Site
- Coordinate with County Surveyor and staff for the collection of surveying data for project. The A/E will be responsible for acquiring a certified Boundary and Topographic Survey that meets the current Florida Minimum Technical Standards as set forth by the Board of Professional Surveyors and Mappers.
- Provide 30%, 60%, 90%, and final plans for each project phase for review by County.
- Provide for all required regulatory permitting, including permit fee allowances.
- Plans should be reproducible to 40 scale 11"x17" and 20 scale 24" X 36" sheets size plans.
- Utility Coordination at all phases of design and Plans-in-hand walk through with Utility companies prior to the 90% phase of design.
- Submit cost estimates via pricing agreement (preliminary at 60%, final draft at 90%, Final Pricing Agreement or Bid tab Sheet at 100%).

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Task 2: Bidding Estimates (allowances):

- Prepare all bid documents through bidding process.
- Attend pre-bid meeting with Engineering and Purchasing Departments.
- Respond to all Request for Information and issue any necessary addendums.
- Tabulate bids or prepare pricing agreement totals.

Task 3: Construction Administration & Inspections (Limited Allowance Based upon actual time):

- Consultant will attend a Preconstruction Conference.
- Consultant will prepare as-built certification based upon contractor mark-ups & post construction meetings and inspections.
- Consultant will be available on an as-needed basis during construction to address issues with design or any unforeseen construction issues. and as needed to monitor construction and prepare as-built drawings. The County will inspect all construction Improvements. All limited inspections services provided by the consultant shall be established as an allowance.

Initial Conceptual Design estimate> \$85,000

Initial Conceptual Construction Estimate> \$1,000,000

Anticipated Disciplines (Function Codes SF 330) for this project

	Code	Description
<u>Primary</u>	12	Civil Engineer
<u>Secondary</u>	02	Administrative
	08	CADD Technician
	15	Construction Inspector
	16	Construction Manager
	18	Cost Engineer/Estimator
	24	Environmental Scientist
	27	Foundation/Geotechnical Engineer
	29	Geographic Information System Specialist
	38	Land Surveyor
	48	Project Manager
	55	Soils Engineer

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

	Code	Description
<u>Primary</u>	S13	Stormwater Handling and Facilities
<u>Secondary</u>	C14	Conservation and Resource Management
	C15	Construction Management
	C16	Construction Surveying
	C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting

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E09	Environmental Impact Studies, Assessments or Statements
E11	Environmental Planning
G04	Geographic Information System Services: Development, Analysis, and Data Collection
H07	Highways; Streets; Airfield Paving; Parking Lots
L02	Land Surveying
P06	Planning (<i>Site, Installation and Project</i>)
S10	Surveying; Platting; Mapping; Flood Plain Studies
T04	Topographic Surveying and Mapping
W02	Water Resources; Hydrology; Ground Water

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firms 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 (include in Letter of Interest). 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, interviews, and or discussions 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

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Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

The following policy will apply to all methods of source selection:

Conduct of Participants

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

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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 Experience with drainage design and basin studies. The firm's experience preparing drainage designs & plans for Escambia County is a consideration. The firm should be familiar with drainage basin studies and how such basin studies are performed. Does the firm have experience preparing drainage basin studies or drainage designs for Escambia County or other municipalities? Does the firm have experience modeling stormwater designs | 30 |
| 2 Recent and current workloads. The firm's recent and current workload should be considered in the selection criteria, such as how many projects and how much the firm is currently under contract with Escambia County. How many projects are listed in the firm's response? How many projects are active? The intent of this selection criterion is to provide a fair distribution of projects without loading any one firm up with a majority of the projects. | 20 |
| 3 Ability to handle permitting and utility coordination. The firm shall be familiar with Environmental Resource Permitting requirements of the Northwest Florida Water Management District, as well as the requirements of Florida Department of Environmental Protection, and the Army Corps of Engineers. The firm's response should demonstrate such experience in their response. The firm should also be familiar with and have an understanding of the utility companies that may be impacted during the design and construction of the project. | 20 |
| 4 Past record and performance, background experience & technical expertise of firm & individual team members. Past records of performance shall be considered in the selection criteria. Consultant evaluation records should be of a positive nature. Any negative consultant evaluations reflecting poor performance should be strongly considered with a low ranking. The firms should also be ranked based upon the record of performance reflected in their response. A firm without any past Escambia County evaluation records should not reflect a poor score. Record of performance should be clearly documented in their response. The qualifications of the firm and individuals within the firm shall be considered with respect to the GSA Codes identified above for this project. The primary Civil Engineering discipline (function code 12), CADD Technician discipline (function code 08), and experience category for designing Stormwater Handling and Facilities (profile code S13) are a requirement of the firm. Firm needs to also have the capability to work with survey data provided by the County's Surveying Division having staff knowledgeable in surveying and CADD. Secondary GSA codes listed above should improve | 15 |

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the firms ranking scores, but not all of the secondary codes are necessarily a requirement of the firm.

- 5 Ability to communicate effectively with County Staff, Contractors, or Residents, when required. The firm should have the ability to effectively communicate with County Staff concerning any issues that may arise during design or in the construction phase. The firm should have an understanding of general practices of construction to be able to communicate with the contractor in the event changes to the plans need to be made during the construction phase. The firm should have the ability to effectively communicate with the general public throughout all phases of the project when they express their concerns of the project. 10
- 6 Recognition, understanding, capability and resources to perform the services specific to the project. The firm’s response should demonstrate a clear understanding of the scope of services for the project. The firm shall have the resources either within the firm or listed as a team member to address all aspects of the GSA Codes listed. 5

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:

Mailing date of proposals	Monday, August 23, 2010
Letters of Interest due date	11:59 p.m. CDT, Tuesday, September 7, 2010
Short-Listing Meeting	Wednesday, September 15, 2010
Discussions with Short-Listed Firms	Tuesday, September 28, 2010
Negotiations with First Ranked Firm	Wednesday, October 13, 2010
Board of County Commissioners approval	Thursday, November 4, 2010

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/>

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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 (to be included in Letter of Interest):

- 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.