ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

ESCAMBIA COUNTY - COMPRESSED NATURAL GAS TO VEHICLE FUEL FEASIBILITY STUDY

Solicitation Identification Number PD 11-12.039

Letters of Interest Will Be Received Until:
11:59 p.m. CST, Tuesday, July 10, 2012

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
Wilson Robertson, Chairman
Gene M. Valentino, Vice Chairman
Grover Robinson IV
Marie Young
Kevin W. White

From:
Claudia Simmons
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
2\textsuperscript{nd} Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4918
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).
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/

- GSA Standard Form 330 (the following forms must be submitted in the order listed below)
  - Part II (update if already submitted)
  - Part I
- Letter Of Interest (PDF)

PDF 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 Documents Should Be Returned With Response:
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the “Insurance Requirements”
- Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at http://www.sunbiz.org/search.html)

Note: While the following forms are attached to this solicitation. They are provided as an example only. Use the forms listed on http://submittals.myescambia.com/, General Information/Sample Forms/Required Items, they are PDF Forms.
- Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet For Transactions and Conveyances Corporate Identification

The Following Submittals Are Required Upon Notice Of Award:
- Certificate Of Insurance

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

ESCAMBIA COUNTY - COMPRESSED NATURAL GAS TO VEHICLE FUEL FEASIBILITY STUDY
Solicitation Identification Number PD 11-12.039

Scope of Work

Purpose:

Escambia County (County) requests consultant (Consultant) engineering services to evaluate the feasibility of implementing compressed natural gas (CNG) as an alternative fuel for its fleet vehicles. The County is interested in evaluating the use of CNG from two different sources; CNG processed from landfill gas at the County’s Perdido Landfill and CNG from the local natural gas pipeline.

The County would like to consider the economic and technical feasibility of owning and operating a CNG fueling station. The study should include a survey of the available technologies, collection of pertinent County vehicle and fuel usage information, fuel production potentials, costs, permitting issues, government subsidies and other benefits and concerns. This information should be organized in a report format and include recommendations and a summary. The County will provide the Consultant with pertinent vehicle and fuel data and information relating to the Perdido landfill.

Background:

The County is planning to purchase a number of dual-fueled CNG vehicles this upcoming fiscal year with the possibility of phasing out more light duty vehicles for CNG-fueled vehicles in subsequent years. To ensure fuel stability the County is seeking to own and operate its own CNG fueling station.

The County-owned Perdido Landfill is a source of methane with the majority of the fuel being piped to the Gulf Power plant for electrical generation. However, methane in quantities above that required to fuel the plant is combusted at the flair. The quantity of landfill gas, measured in units of standard cubic feet per minute (scfm), available for conversion to bioCNG vehicle fuel is 100 scfm.

The County uses a limited number of light-duty vehicles at their Perdido Landfill location with a much larger quantity of these vehicles located at their nearby Road Department. One possible scenario may be to collect and process the fuel at the Perdido Landfill and then pipe to a fueling station at the Road Department to dispense in their fleet vehicles. In other words, the fuel processing equipment would be located at the Perdido Landfill with the fueling station located at the Road Department.
As an alternative fuel source, a natural gas distribution line is located proximal to the Road Department fleet. A viable option may be to purchase natural gas from the pipeline, process into CNG and fuel the County fleet vehicles at the Road Department.

**Description of Work Activities:**

The Consultant will perform the following activities as part of the feasibility study:

**Task 1a:** Survey of available LFG to CNG vehicle fuel technologies to include:
- Information on the basic processes of the technologies
- Operational experiences of the facilities that currently process LFG to vehicle fuel gas
- Vendors’ contact information
- Cost data

**Task 1b:** Survey of available Natural Gas to vehicle fuel systems to include:
- Information on the basic processes of the systems
- Operational experiences of the systems that currently produce CNG vehicle fuel from natural gas
- Vendors’ contact information
- Cost data

**Task 2a:** Collect pertinent County information for LFG to CNG option: Pertinent information for use in the feasibility analysis, including the following:
- Historic and forecasted landfill gas production rates
- LFG quality
- County vehicle fleet information: Pertinent County vehicles that would access bioCNG fueling station
- Current County vehicle fuel-consumption records: Pertinent other County vehicles that would access bioCNG fueling station
- Landfill/facility layout
- Distribution pipeline
- Fueling station layout

**Task 2b:** Collect pertinent County-wide information for Natural Gas to fuel option: Pertinent information for use in the feasibility analysis, including the following:
- Evaluate proximity of County facility(ies) to natural gas pipeline
- Evaluate site conditions and constraints

**Task 3:** Conduct CNG to vehicle fuel feasibility analysis: The technical and economical feasibility of vehicle fuel production from LFG or natural gas should be assessed based on the following considerations:
- Vehicle fuel production potential
PD 11-12.039, ESCAMBIA COUNTY - COMPRESSED NATURAL GAS TO VEHICLE FUEL FEASIBILITY STUDY

- County vehicle fuel requirements
- Preliminary costs to create the fuel
- Preliminary costs to replace existing vehicles
- Site constraints
- Environmental and permitting issues
- Applicable government subsidies
- Other benefits and concerns
- Comparison of CNG fuel production from LFG vs. CNG fuel from natural gas

**Desired Timelines:**
Feasibility time frame: Final report completed within 2 months of issuance of task order
Design time frame: 6 months (includes permitting)
Construction time frame: 6 months

**II. ESTIMATED PROJECT COST**

Feasibility Study Cost Estimate: $25,000
Initial Conceptual Design Estimate: $100,000
Initial Conceptual Construction Estimate: $1,000,000

**III. GSA SF 330 Discipline and Experience Codes**

Anticipated Disciplines (Function Codes SF 330) for this project

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Environmental Engineer</td>
</tr>
<tr>
<td>12</td>
<td>Civil Engineer</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E08</td>
<td>Engineering Economics</td>
</tr>
<tr>
<td>G02</td>
<td>Gas Systems</td>
</tr>
<tr>
<td>P04</td>
<td>Gas Pipelines</td>
</tr>
<tr>
<td>P06</td>
<td>Site Planning</td>
</tr>
<tr>
<td>S07</td>
<td>Solid Wastes</td>
</tr>
</tbody>
</table>
IV. 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.


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 one additional section 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 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
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.

IDENTIFICATION OF SUBCONSULTANTS/CHANGES AFTER THE FACT

After delivering an initial proposal in response to this solicitation, all submitters are prohibited from substituting, modifying, or amending those subconsultants identified in the initial written submittal at any time during the course of the solicitation process up to the final award of contract and including question and answer sessions, presentations or technical clarifications and submittals as may be required by the Review/Selection Committee. A substitution or addition of subconsultants or any other material changes to the submittal after the initial response will cause the submittal to be invalid for review and selection purposes.

V. 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:
### Alternative Fuels Feasibility Study Experience:

<table>
<thead>
<tr>
<th>Points Available</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Does the firm’s design team have experience performing alternative fuels feasibility studies for Escambia County or other municipalities? Does the firm’s design team have experience? If yes, the firm should receive a high score.</td>
</tr>
<tr>
<td>5</td>
<td>Does the firm’s design team have experience with helping clients receive government grants or incentives? If yes, the firm should receive a high score.</td>
</tr>
</tbody>
</table>

### Landfill Gas/ Gas System Design Experience:

<table>
<thead>
<tr>
<th>Points Available</th>
<th>Question</th>
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<tbody>
<tr>
<td>15</td>
<td>Does the firm’s design team have experience with designing landfill gas collection systems? Does the firm’s design team demonstrate they have experience with Title V permitting? Does the firm’s design team demonstrate they have experience with landfill gas to energy projects? If yes to all, the firm should receive a high score.</td>
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</tbody>
</table>

### Recent and Current Work Loads:

<table>
<thead>
<tr>
<th>Points Available</th>
<th>Question</th>
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<tbody>
<tr>
<td>15</td>
<td>Consider the firm’s current workload relative to the size of the firm. In your opinion, will the firm be able to complete this project in a timely manner? The size of the scope should be considered. Consider equitable distribution of work for these firms. Based on the total fees awarded, including change orders, provide a lower score to firms that have the highest total fees awarded. If no delays are expected, a high score should be awarded.</td>
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### Ability to communicate:

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<tr>
<th>Points Available</th>
<th>Question</th>
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<tbody>
<tr>
<td>10</td>
<td>Is the firm known to effectively communicate with County staff, contractors, and inspectors concerning issues that arise during all phases (survey, design, and construction) of the project? Has the firm demonstrated their ability to effectively communicate with the residents if the need arises for public involvement meetings? If yes, the firm should receive a higher score.</td>
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</table>

### Past performance and technical expertise:

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<tr>
<th>Points Available</th>
<th>Question</th>
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<tbody>
<tr>
<td>10</td>
<td>Did the firm provide copies of past positive evaluation and performance records in their Letter of Interest? Any known poor performances should be considered and result in a low score.</td>
</tr>
<tr>
<td>5</td>
<td>Is the firm qualified to do the work with respect to the GSA Codes identified above? If yes, the firm shall receive a higher score.</td>
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</table>

### Certified Small or Minority Business:

<table>
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<tr>
<th>Points Available</th>
<th>Question</th>
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<tbody>
<tr>
<td>10</td>
<td>If the firm demonstrates they are a certified small or minority business or if they demonstrate an affiliation with a certified small or minority business, a high score should be awarded.</td>
</tr>
</tbody>
</table>

### Local presence and knowledge of the project area:

<table>
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<tr>
<th>Points Available</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Does the firm have a clear understanding of the project and knowledge of the project area? If so, a high score should be awarded.</td>
</tr>
<tr>
<td>5</td>
<td>Does the firm’s design team demonstrate a local presence indicating at least 75% of their staff are residents of Escambia County? If the firm has answered yes, a high score should be awarded.</td>
</tr>
</tbody>
</table>
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.

VI. SCHEDULE

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing date of proposals</td>
<td>Monday, June 25, 2012</td>
</tr>
<tr>
<td>Letters of Interest due date</td>
<td>11:59 p.m. CST, Tuesday, July 10, 2012</td>
</tr>
<tr>
<td>Short-Listing Meeting</td>
<td>Tuesday, July 17, 2012</td>
</tr>
<tr>
<td>Discussions with Short-Listed Firms</td>
<td>Wednesday, August 1, 2012</td>
</tr>
<tr>
<td>Negotiations with First Ranked Firms</td>
<td>Wednesday, August 15, 2012</td>
</tr>
<tr>
<td>Board of County Commissioners approval</td>
<td>Thursday, September 6, 2012</td>
</tr>
</tbody>
</table>

VII. 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 (The following forms must be submitted electronically in the order listed below):

1. Update Standard Form (SF) 330 – Part II (GFS format)
   For those firms that have already provided an SF 330 Part II update the following (The wording on the form can’t be changed, but include information as though the listing read as follows):

   11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES INVOICED AND PAID THROUGH ESCAMBIA FLORIDA COUNTY BOARD OF COUNTY COMMISSIONERS OF FIRM FOR LAST 3 YEARS

   11.a. Federal Escambia County Florida Board of County Commissioners Work

2. Standard Form (SF) 330 – Part I (GFS format)
   Generated by GovernmentForms.software®, maximum 50 pages, includes:
PD 11-12.039, ESCAMBIA COUNTY - COMPRESSED NATURAL GAS TO VEHICLE FUEL FEASIBILITY STUDY

- 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.

3. Letter of Interest (PDF format)
   Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually.

   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 all currently active contracts or task orders with Escambia County, Florida and the following relative information
     o Contract or Task Order name
     o Current status
     o Costs
       ▪ Original cost, to include any change orders
       ▪ Remaining balance
   - 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.