

**PENSACOLA-ESCAMBIA PROMOTION & DEVELOPMENT COMMISSION**

**REQUEST FOR LETTERS OF INTEREST**

**Professional Services for a design criteria package for site connectivity alignment and real property acquisition support for The Bluffs Corridor Phase 2 in Escambia County, Florida**

**Letters of Interest Will Be Received Until:**

February 14, 2022, 8:00 am EST

**Submission Contact Name and Address:**

Lewis Bear, Jr., Chairman

Pensacola-Escambia County Promotion and Development Commission

3 W Garden Street, Suite 618

Pensacola, FL 32502

All requests for assistance should be made in writing. Responses will be provided to all known submitters in writing**. It is the proposing firms’ responsibility to check the following link for any changes or updates to the request for letter of interest.**

<https://www.floridawesteda.com/notice-of-request-for-letters-of-interest>

**ASSISTANCE**

Questions during the preparation of submissions should be directed to Scott Luth, by email only, at sluth@floridawesteda.com. Responses and/or answers where applicable will be provided within 1-3 business days.

**SPECIAL ACCOMMODATIONS**

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the PEDC at (850) 375-1060 at least five (5) working days prior to the solicitation opening.

**HOW TO SUBMIT YOUR PROPOSAL**

Please review this document carefully. All documents and submittals must be received on or before date and hour specified for receipt. Late proposals will be returned unopened.

**INFORMATION PACKAGE:**

Interested firms will prepare and submit a letter of interest (proposal) responsive to this scope of work, in accordance with the requirements set forth within. Proposals will be limited to a maximum of fifty one-sided (50) pages, or twenty-five (25) two-sided pages. Proposals should be printed on 8 1/2” x 11” paper. As a minimum, the consultant shall provide the following information for consideration:

1. Proposed team members and team organization

2. Professional qualifications of team members

3. Past experience with similar work, including:

a. Economic development projects

b. Master Plan Conformance

c. Road Alignment and Planning

d. Infrastructural evaluations

4. General approach to the scope of work

5. Project communications approach

6. Local consultant involvement approach

The page limitations include any required forms, but excludes the cover letter, report covers, and table of contents.

**A. BACKGROUND/PROJECT DESCRIPTION**

The Pensacola-Escambia Promotion and Development Commission (PEDC) regularly receives requests from potential industries for development sites in Escambia County. To provide competitive responses, PEDC has developed a program for new industrial site inventories along the lower Escambia River basin in Escambia County, Florida. As part of this effort PEDC will retain professional services to program and prepare Design/Build construction documents for transportation / access to advanced manufacturing sites at The Bluffs. See Exhibit B for conceptual drawing.

The Bluffs is a 6,800 Acre master-planned industrial park located on property owned by four stakeholders: Emerald Coast Utilities Authority, ASCEND Performance Materials, Gulf Power Company and the University of West Florida. The Phases of work programed thus far include transportation corridors south of Becks Lake Road and utility connections to support industrial development for The Bluffs. Phase 1 included an industrial road from Becks Lake Road southeasterly to Spanish Mill Creek. Phase 2 included extension of the industrial road southeasterly across Spanish Mill Creek, terminating at Old Chemstrand Road. Phase 3 included an industrial road at Becks Lake Road.

The work proposed herein is to construct access to The Bluffs Industrial Corridor, including transportation upgrades for multileg intersection of Chemstrand Road, Old Chemstrand Road, ECUA and Ascend Entrances. This work will be broken down into two parts (A and B)

**PART A - Scope of Services (Design and Permitting of an Industrial Roundabout)**

The work associated with this Phase includes engineering design necessary to develop construction documents for improvements at the intersection of New Chemstrand Road and Old Chemstrand Road in Escambia County, FL. The intersection improvements will include, but may not be limited to, Industrial Roundabout Design, Re-alignments as required for efficient connection of existing and future roadways, increase in capacity, improved safety, improved traffic circulation and providing pedestrian and bicycle access. The associated activities will include concept designs, public involvement, topographical survey, roadway design, stormwater management, signal and/or signage design, geotechnical services, environmental services, right-of-way assessment and right-of-way acquisition, utility coordination, permitting and other services necessary to complete the design for the intersection improvements

**Part A, Task 1: Roadway Vertical and Horizontal Alignments**

Will include planning, surveying and engineering to support alignment and connection of New Chemstrand Road, Junction Drive Road, the Ascend truck entrance, the Ascend Main Entrance and the future Southern Connection. Right-of way surveys will be performed to establish the existing right-of-way as needed to establish the roundabout limits, and the real property needed to provide 100’ right-of-way. Topographic surveys will be performed along the existing right-of-way of Chemstrand Road, Old Chemstrand Road, Junction Drive, the Ascend Truck Entrance, the Ascend Main Entrance, and the proposed location of the (future) Southern Connection to identify the existing centerline profiles, adjacent grades, cross slopes, drainage conveyance systems, connecting driveways, roadways and access points, and existing utilities. The right-of-way and topographic surveys will be utilized to develop horizontal and vertical alignments.

In addition to the horizontal and vertical alignments the Consultant shall provide right-of-way considerations for the following utility systems in accordance with The Bluffs Master Plan:

Industrial Wastewater

Process Water

Natural Gas

Electric Power

Potable Water

Sanitary Sewer

Telecommunications

The horizontal and vertical alignments along with a summary of real property needs and legal descriptions shall be compiled into a document titled “The Bluffs Roundabout – Right-of-Way” and submitted to PEDC for review and approval. This item of work will include enough information for the project stakeholders and any impacted private property owners to issue board or corporate actions authorizing PEDC to proceed with Design.

**Part A, Task 2**: **Conceptual Roadway Design**

Prepare a design concept and will incorporate the roundabout concept prepared in Phase II of The Bluff's Project. The design concept will consider real property acquisition as well as the survey data collection in Task 1 to establish the conceptual Roadway Design. At a minimum, the concept will include the following items:

Vertical and Horizontal Alignments from Task 1

Proposed typical sections

Stormwater management areas

Regulatory impacts and requirements

Real Property requirements

Conceptual Level Construction Cost Estimate

**Part A, Task 3: 60% Design Stage Submittal**

Will include the 60% design stage submittal. For the approved concept in Task 2, the Consultant will submit a 60% design package. At a minimum, the 60% Submittal will include the following items:

Index of Technical Specifications

Design Analysis, including Regulatory Requirements. (60%)

Design Plans developed to 60% Complete Submittal stage

Preliminary Estimated Opinion of Probable Construction Cost

**Part A, Task 4: 90% Submittal**

Will include the 90% design stage submittal. For the approved package in Task 3, the Consultant will submit a 90% design package. At a minimum, the 90% Submittal will include the following items:

Complete Technical Specifications

Design Analysis, including Regulatory Requirements. (90%)

Design Plans developed to 90% Design Complete Submittal Stage

90% Estimated Opinion of Probable Construction Cost

**Part A, Task 5: Final (100%) Submittal**

Will include the final plans submittal. For the approved package in Task 4, the Consultant will submit a "Ready to Advertise" design package. At a minimum, the Final Submittal will include the following items:

100% Complete Bid Documents

100% Complete Technical Specifications

Complete Design Analysis, including Regulatory Analysis and Requirements

Final Design Plans developed to a Final Submittal Stage

All approved permits needed for

Final Estimated Opinion of Probable Construction Cost

**Part A, Task 6 Task Project Management, Public Information and Communications**

 For all tasks and phases of work, the Consultant shall provide adequate Project

 Management support to PEDC staff and other Consultants.   This includes, but is not necessarily limited to:

1. Project Meetings and Conferences.
2. Public Information Meetings.
3. Project Communications and Promotions.
4. Stakeholder Communications.
5. Stakeholder Approvals
6. Real Property Acquisition Support.
7. Conformance to Master Plan
8. Foundational Document Revisions, as required.
9. Project Administration

**PART B - Contracting and Construction Administration**

The Consultant will represent PEDC and be responsible for the administration of the construction contract ensuring PEDC’s best interest are reflected, and all documents required by FDOT are completed.

**Part B, Task 7: Bidding and Contractor Selection**

The Consultant shall work with PEDC thru the advertising process for selection and evaluation for contractor selection and recommendation to the PEDC Board.

**Part B, Task 8: Contact Administration**

This task shall cover activities related to the selected contractor’s performance and will run concurrently with the construction. Contract administration activities shall include adequate Project Management support to PEDC staff/Board and the selected Contractor. Also, will include all inspection activities (CEI).

**Part B, Task 8: Project Management, Public Information and Communications.**

 For all tasks and phases of work, the Consultant shall provide adequate Project Management support to PEDC staff and other Consultants.   This includes, but is not necessarily limited to:

1. Project Meetings and Conferences.
2. Public Information Meetings.
3. Project Communications and Promotions.
4. Stakeholder Communications.
5. Stakeholder Approvals
6. Real Property Acquisition Support.
7. Conformance to Master Plan
8. Foundational Document Revisions, as required.
9. Project Administration

**INSTRUCTIONS TO SUBMITTERS**

Firms desiring to submit shall provide four (4) hard copies and one (1) electronic version of your firm’s Letter of Interest containing all 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.

Information submitted with your letter of interest should include documentation to demonstrate your firm’s qualifications and abilities to provide the services outlined in the scope of work. The submittal should include sufficient information to permit a clear understanding of similar past projects, 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. The PEDC will develop final selections from written proposals. Submitters are advised that project funding is time-sensitive, so there will be no on-site presentations. In this case, interviews and/or telephonic discussions may be requested of any preferred firms. Once all reviews and interviews are complete, any short-listed firms will be ranked by the selection committee with the ranked firm being scheduled for negotiations of project scope and fees.

**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 or appointed PEDC 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 agency contact identified herein.

**a.** ***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 PEDC and the time the PEDC awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

 ***Lobbying*** means any attempt to influence the thinking of PEDC 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.

**b. Sanctions**:

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

• Rejection/disqualification of submittal

• Termination of contract

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 sub consultants 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 (if required) or technical clarifications and submittals as may be required by the Review/Selection Committee. A substitution or addition of sub consultants or any other material changes to the submittal after the initial response will cause the submittal to be invalid for review and selection purposes.

After contract award, and during project execution, any substitutions or additions to the consulting team must be approved in writing by the responsible PEDC officials, or authorized representative.

**c. Florida Executive Order 11-116 Compliance**

**FIRMS’ EVALUATIONS AND SELECTION**

The PEDC 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:

Team Composition and Organization 20 points

Professional Qualifications 20 points

Project Experience 20 points

General Approach to Scope of Work 25 points

Ability to communicate effectively with PEDC staff 10 points

Utilization of Local Resources 5 points

**SCHEDULE**

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

Letters of Interest due date February 14, 2022, 8:00 AM CST

Evaluations ON OR ABOUT February 15, 2022

Negotiations with First Ranked Firm ON OR ABOUT February 16 – February 21, 2022

PEDC Board Approval ON OR ABOUT February 22, 2022, 10:00AM CST

Note: Per Florida Statute 119.071, General exemptions from inspection or copying of public records 2. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Public Records associated with this solicitation will not be available until the earlier of PEDC Board Approval of firm or February 23, 2022.

**TERMS AND CONDITIONS OF CONTRACT**

By submitting a proposal, Respondent agrees that all or portions of the proposal contents may become part of a contract, if accepted. Any proposal which does not accept this condition will be rejected.

The Pensacola-Escambia Promotion and Development Commission reserves the right to modify the scope of work, negotiate the award, and conditions of the proposal prior to entering into a written agreement.