

***PEDC: Professional Services for design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***



## **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: design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line; and Owner's Representative for the construction of a new roundabout at the intersection of Chemstrand Road, Old Chemstrand Road, ECUA and Ascend Entrances.**

**Escambia County, Florida**

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

**May 19<sup>th</sup>, 2023, 12:00 pm CDT**

**Submission Contact Name and Address:**

Dave Hoxeng, Chairman  
Pensacola-Escambia County Promotion & Development Commission  
3 West 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 Melissa Stoker, by email only, at [mstoker@floridawesteda.com](mailto:mstoker@floridawesteda.com) with a subject line "PEDC Bluffs Professional Services". 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) 898-2201 at least five (5) working days prior to the solicitation opening.

***PEDC: Professional Services for design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***

**HOW TO SUBMIT YOUR LETTER OF INTEREST**

Please review this document carefully. All documents and submittals must be received on or before May 19<sup>th</sup>, 2023 at 12:00 pm. 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.

**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 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, Florida Power & Light 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 design/build criteria development for an industrial road from Becks Lake Road southeasterly to Spanish Mill Creek. Phase 2 included design/build criteria development for the extension of the industrial road southeasterly across Spanish Mill Creek, terminating at Old Chemstrand Road. Phase 3 included design and permitting for an industrial road at Becks Lake Road. Phase 4 included transportation upgrades for a

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Escambia County, Florida***

roundabout intersection at the intersection of Chemstrand Road, Old Chemstrand Road, ECUA and Ascend Entrances.

This phase will be the design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road Roundabout to the Florida Power and Light Property Line. This work will be broken down into two parts (A and B)

**PART A - Scope of Services: Design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line.**

The work associated with Part A includes the engineering design and permitting necessary to develop construction documents for the extension of an industrial roadway south of the intersection of New Chemstrand Road and Old Chemstrand Road in Escambia County, FL. The work will begin at the end of the pavement for the South Extension turn-out. (See **Exhibit B**). The work will terminate at a cul-de-sac located north of the Florida Power and Light property Line. (See **Exhibit A**). The preliminary calculated length of the proposed alignment is 9,213 feet, or 1.74 miles. At the northerly extreme of the project, an industrial roundabout is currently under engineering design and permitting; no activity associated with this roundabout design and permitting work is part of this agreement.

Part A activities will include Industrial Roadway Design to provide access and utilities to developable lands south of the proposed Chemstrand roundabout. The associated activities will include concept designs, public involvement, topographical surveys, roadway design, stormwater management, signal and/or signage design, geotechnical services, environmental services, right of way assessments and right of way acquisition, utility coordination, stakeholder coordination, agency coordination, permitting, and other services necessary to complete the design for the roadway extension. All designs will conform to the FDOT Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, (aka "Florida Greenbook") for Industrial Roadway Design, and the most current version of the Escambia County Design Standards Manual.

The product for Part A will be a ready-to-advertise set of construction documents for the South Extension, as described herein.

**Task 1: Roadway Vertical and Horizontal Alignments**

Planning, surveying, and engineering will be accomplished, as required, to support alignment and connection of an industrial roadway extension from the intersection of New Chemstrand Road and Old Chemstrand Road (Chemstrand roundabout) southerly to the Florida Power and Light property line. Right of way surveys will be performed to establish the existing right of way, as needed, to establish the project limits. This shall include the real property necessary to provide a continuous 100' right of way along the entire 1.74-mile length of the alignment. Legal descriptions of the real property needed to establish the right of way will be prepared.

Topographic surveys will be performed along the proposed right of way, as required, to identify the existing centerline profiles, adjacent grades, cross slopes, vegetation limits, drainage conveyance systems, connecting driveways, roadways and access points, and existing buried and overhead utilities. Topographic surveys will be completed, as required, to support the designs required herein and to conform to the required technical codes and standards.

***PEDC: Professional Services for design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***

The right of way and topographic surveys will be utilized to develop horizontal and vertical alignments that comply with the FDOT Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, (aka “Florida Greenbook”) for industrial roadway design, and the most current version of the Escambia County Design Standards Manual.

In addition to the horizontal and vertical alignments, the proposed right of way geometry shall include 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 South Extension - Right of Way” and submitted to PEDC for review and approval. This item of work will include enough information for the project stakeholders, Escambia County, and any impacted private property owners to issue board or corporate actions authorizing PEDC to proceed with design.

**Task 2: Conceptual Roadway Design**

A roadway design concept shall be prepared in accordance with the most current version of the Escambia County Design Standards Manual and (to the maximum extent possible) incorporate the roadway concept (typical section) prepared in Phase I and Phase II of The Bluffs Project. (Refer to Project Background, above). 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, noting any deviations from previously developed sections for The Bluffs
- Stormwater management areas
- Regulatory impacts and requirements
- Real Property requirements
- Conceptual Level Construction Cost Estimate

The Conceptual Roadway Design will be submitted to PEDC, FDOT, project stakeholders, and Escambia County for review and comment. The Consultant shall respond to and/or incorporate review comments into the roadway design, where feasible, to ensure that the identified rights of way associated with the re-alignments can be accepted and dedicated to Escambia County after construction.

***PEDC: Professional Services for Design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***

**Task 3: 60% Design Stage Submittal**

For the approved concept in Task 2, and based on the Conceptual Roadway Design, a 60% Design Package shall be prepared. The 60% Design package will be submitted to Escambia County, FDOT, and PEDC for review, comment, and approval. All comments issued by the reviewing agencies shall be resolved and/or incorporated, as necessary, to ensure that the layouts and identified rights of way associated with the roadway can be dedicated to the County after development.

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

**Task 4. 90% Design Stage Submittal**

From the approved package in Task 3, a 90% Design package shall be prepared. The 90% package will be submitted to Escambia County, FDOT, and PEDC for review, comment, and approval. All comments issued by the reviewing agencies shall be resolved and/or incorporated, as necessary, to ensure standards conformance and that the identified rights of way associated with the roadways can be dedicated to the County after development.

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

**Task 5. Final (100%) Submittal**

From the approved 90% Design package in Task 4, a "Ready-to-Advertise" Design package shall be prepared. The Final package will be submitted to Escambia County, FDOT, and PEDC for review, comment, and approval. All comments issued by the reviewing agencies shall be resolved and/or incorporated, as necessary, to ensure technical conformance to Escambia County Roadway Design Standards; and to ensure that the identified rights of way associated with the roadways can be dedicated to the County after development.

A set of Bid documents shall be prepared to support the separate advertisement and award for construction of a northerly portion of the South Extension. (See **Exhibit A**).

At a minimum, the **Final Submittal** will include the following items:

***PEDC: Professional Services for Design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***

- 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 development
- 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:

- a. Project Meetings and Conferences
- b. Public Information Meetings
- c. Project Communications and Promotions
- d. Stakeholder Communications
- e. Stakeholder Approvals
- f. Real Property Acquisition Support
- g. Conformance to Master Plan
- h. Foundational Document Revisions, as required
- i. Project Administration

**Part B. Owner's Representative, Chemstrand Roundabout/ Southern Extension Construction Phase**

As indicated in the Background and Project Description above, Phase 4 includes a new roundabout at the intersection of Chemstrand Road, Old Chemstrand Road, ECUA, Ascend Entrances and the future addition of the South Extension described herein. It is anticipated that the construction of this roundabout will be underway during the performance of the design and permitting work for the South Extension included in Part A of this solicitation. During the construction of the roundabout, the selected consultant will also serve as the Owner's Representative for the construction of the (Phase 4) roundabout. The execution of services under Part B will require that the consultant have familiarity with Industrial Roundabout Engineering and Design – and construction phase Project Management. Under this item, the consultant will serve as the general administrative entity for the construction phase of the Chemstrand Roundabout. The selected consultant will be responsible for coordinating with PEDC staff and recommending action as required; and reporting progress and the status of any construction phase project issues to the PEDC Board of Directors. Part B includes the following items:

- a. Assistance with the solicitation and selection of a qualified CEI (Construction Engineering and Inspection) consultant.
- b. Owner's Representative for management of the selected CEI consultant.
- c. General administrative and communications oversight of the construction phase.
- d. Contractor compliance with the Chemstrand Road construction documents.
- e. Monthly generation and approval of project cost and schedule updates.
- f. Any required permitting reviews or certifications and regulatory agency coordination.

***PEDC: Professional Services for Design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***

- g. Project stakeholder coordination assistance, as required.
- h. Responses to contractor RFI's, review for any proposed or required design modifications, and any required shop drawing reviews.
- i. Monthly reviews and approvals of CEI consultant reports.
- j. Review and approval / responses to any contractor field change order requests – in accordance with the requirements set forth in the construction documents.
- k. Regular coordination with PEDC staff and monthly progress reporting to the PEDC Board of Directors.
- l. Approval of final punch list items and project close-out.

**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 project requirements, project familiarity, similar past projects, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

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.

***PEDC: Professional Services for Design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***

**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 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.

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



***PEDC: Professional Services for Design, permitting, and development of a set of bid ready construction documents for an Industrial Roadway extending south of the intersection of Old Chemstrand and New Chemstrand Road to the Florida Power and Light Property Line  
Escambia County, Florida***

**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: May 19<sup>th</sup>, 2023 at 12:00 pm CDT

Evaluations ON OR ABOUT: May 23<sup>rd</sup>, 2023

Negotiations with First Ranked Firm ON OR ABOUT: May 24<sup>th</sup>, 2023

PEDC Board Approval ON OR ABOUT: June 27<sup>th</sup>, 2023

Note, per Florida Statutes section 119.071(1)(b)2., General exemptions from inspection or copying of public records: 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 June 27<sup>th</sup>, 2023.

**TERMS AND CONDITIONS OF CONTRACT**

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

The Pensacola-Escambia Promotion & 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.