



REQUEST FOR QUALIFICATIONS (RFQ)
PENSACOLA-ESCAMBIA PROMOTION & DEVELOPMENT COMMISSION

Program Name

NEEDS ANALYSIS AND PROJECT FEASIBILITY STUDY
CYBER/SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)

APPLICATION DEADLINE
09 May 2025
5:00 PM, Central Standard Time

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CYBER/SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)**

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NEEDS ANALYSIS AND PROJECT FEASIBILITY STUDY

CYBER/SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)

1.0 INTRODUCTION

The Pensacola-Escambia Development Commission (PEDC), in partnership with FloridaWest Economic Development Alliance and other regional stakeholders, invites qualified firms to submit proposals to perform a comprehensive engineering analysis related to the development of a Sensitive Compartmented Information Facility (SCIF) in the vicinity of Corry Station, Pensacola, Florida.

This RFQ is issued as part of a strategic initiative supported by the Florida Defense Reinvestment Grant (DRG) Program for FY 2024–2025. The purpose of this initiative is to assess the feasibility and engineering requirements of a public/private SCIF facility to support current and future Department of Defense (DoD) missions and cybersecurity workforce development in Northwest Florida.

Corry Station, a critical national asset located within the Naval Air Station Pensacola complex, hosts agencies including the National Security Agency (NSA), the Defense Information Systems Agency (DISA), the Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA), and an operational Naval Information Operations Command (NIOC). These missions continue to grow in importance, yet the current infrastructure has not kept pace with evolving training and operational requirements.

In response to increased demands—particularly those resulting from a 2017 National Defense Authorization Act (NDAA) directive assigning Cyber Mission Force training responsibilities to the Navy, a temporary SCIF facility has been leased at significant cost. However, the temporary structure has exceeded its certification period, and proposed permanent military construction (MILCON P-817) has not progressed due to federal budgetary constraints. This situation underscores the urgency of evaluating a community-led, collaborative solution to support military and private sector cyber initiatives through development of a purpose-built SCIF facility.

The selected contractor will be expected to conduct a detailed engineering and site analysis in coordination with local, state, federal, and military stakeholders, and provide actionable insights that will guide future planning, design, and potential construction efforts.

1.1 PURPOSE

The Pensacola-Escambia Promotion & Development Commission (PEDC) of Escambia County, Florida, is seeking fixed price proposals from qualified firms with demonstrated expertise in needs assessments and feasibility studies, specifically within the cyber technology sector with an emphasis on Sensitive Compartmented Information Facilities (SCIF).

The selected Contractor will conduct a comprehensive feasibility study to evaluate the viability of a public private partnership for the development of a community-led cyber facility. This study will identify and address the specific facility and operational requirements of both Department of Defense (DoD) and private sector stakeholders. All services must be performed in full compliance with the terms outlined in this RFQ.

1.2 BACKGROUND

The Pensacola-Escambia Promotion and Development Commission is Escambia County's economic development authority, a dependent special district, created pursuant to Chapter 67-1365, Laws of Florida. The PEDC is governed by a 9-Member Board of Directors appointed by Escambia County and the City of Pensacola. The purpose of the Commission is to promote industry and commerce in Escambia County and the municipalities therein. PEDC fosters economic development, job creation, enhancement of the economic environment, expansion of the tax base, enticement of industry to the area and growth of existing industry, as well as acquisition of property, lease, and construction of facilities. The PEDC has a contractual relationship with FloridaWest EDA, the community's sole economic development organization, whose purpose is to grow economic prosperity in the greater Pensacola, Florida area.

2.0 CONTACT AND TIMELINE INFORMATION

2.1 CONTACT INFORMATION

Contact:	R. Christopher Platé
Email:	cplate@floridawesteda.com
Phone:	(850) 898-2201

2.2 DEADLINES

Release Project Date:	25 April 2025
Question Submission Deadline:	02 May 2025
Submission Deadline:	09 May 2025
Selection Date:	12 May 2025
Project Completion Date:	30 June 2025

3.0 PROPOSAL SUBMISSION REQUIREMENTS

Firms desiring to provide the described professional services shall submit one (1) electronic copy of your firm's Letter of Interest (LOI) containing all the requested information no later than the date and time specified in this solicitation. Submittals delivered late shall not be considered or accepted. No exceptions will be made.

3.1 REQUIRED ELEMENTS

- A. Letter Of Interest (LOI) - Respondent shall submit a letter of interest signed by a corporate officer, principal, or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include the business address, telephone number, e-mail address, and the name of the prime consultant that PEDC can contact for additional information.
- B. Company Profile - Respondent shall provide a brief profile of the company, which should include the firm's legal name; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business); length of company's existence; locations of the parent company, branch or subsidiary and proposed project team; total number of personnel including personnel by discipline; and firm's field(s) of expertise.
- C. Qualifications of Key Personnel - Describe the education, experience and relevant abilities of key personnel and proposed subcontractors who will be responsible for project completion and identify their precise role(s) in accomplishing the work. Awards, certifications, and other information demonstrating personal and professional integrity and competence should be included.
- D. Approach to Project/Understanding - Demonstrate understanding of proposed project types and the technical approach to be taken in addressing the proposed work.
- E. Similar Project Experience - Identify several projects to demonstrate the firm's prior project experience, within the last ten (10) years.

3.2 CONTRACTORS MINIMUM QUALIFICATIONS

Contractors must demonstrate that they have the resources and capability to provide the materials and services as described herein. All contractors will submit the documentation indicated below with their proposal. Failure to provide any of the required documentation will be cause for proposal to be deemed non-responsible and rejected.

4.0 SCOPE OF WORK

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein. All contractors must be able to provide:

Task 1

The consultant shall compile all background information necessary to support on-site interviews and investigations as follows:

- A. Background map of the candidate site(s) with LIDAR topographic information and publicly available property limits, including any easements, rights of way or other encumbrances noted. The background map shall also include any publicly available utility information for potable water, sanitary sewer, stormwater conveyance systems, communications, and natural gas distribution. The information shall be imposed at scale on a publicly available aerial image.
- B. Participant Identification List in Memo form of the agency, administrative and command personnel to be engaged.
- C. Communications with and arrangements for on-site investigations, including authorized consultant representative identification, agency representative information, approved on-site activity times, proposed topics for discussion at agency interviews, scheduling and coordination.
- D. Proposed Itinerary in Memo form for a 3-day on-site investigation at Corry station. The itinerary shall include scheduled times for in-brief, individual agency representative interviews, on-site investigations by the consultant team and the required out brief. The Proposed Itinerary will be submitted for review and approval.
- E. Coordination with public and private external agencies and stakeholders to ensure that informational needs for real property and community support are satisfied by the activities identified in the Final Itinerary.
- F. Coordination with the grant administrator.
- G. Project Management.

Task 2

The pre-authorized consultant personnel identified in the Final Itinerary shall execute a 3-day on-site visit for the purpose of developing a single-line space concept sketch of the proposed facility and a conceptual site plan. This task includes the following items:

- A. Communications with the assigned base representatives to access, perform assessments and exit Corry Station each day.
- B. Group in-brief to review the purpose of the site investigation, and Final Itinerary review. At this time, the group shall address any issues that might impact the

execution of the required items under this Scope of Services.

- C. Individual agency interviews and site investigations as established in the Final Itinerary, including any modifications identified during the in-briefing.
- D. Preparation of rough sketches of a site and facility program that generally satisfies the information obtained during the agency interviews and site investigations. This will include the relative balance and UFC category for the applicable items, including but not necessarily limited to: force protection, access management, existing and strategic population assessments and the associated classified and unclassified facility space requirements.
- E. Group out brief and feedback for the preliminary needs assessments collected during the site investigation.
- F. Coordination with the Grant administrator.
- G. Project Management.

Task 3

The consultant shall compile the results of the site investigation executed in Task 2 into a Preliminary Report in Memo format, as follows:

- A. Background Project Narrative indicating the purpose of the investigation, the identified agencies, and the authorized representative for each.
- B. Facility Narrative, including existing and strategic agency (tenant) populations, space categories and the associated required areas. As an attachment, the facility narrative shall include a set of rough space planning diagrams and any other critical information and/or discovery materials.
- C. Site Narrative including existing and proposed conditions and geometry. The narrative shall reflect the geometric, access, population, force protection and other requirements identified during the site investigation. As an attachment, the site narrative shall include a conceptual site plan.
- D. Real Property Narrative. Based on information furnished by others, the consultant shall include a narrative describing current property ownership and use conditions. The consultant shall also include any exhibits or other information provided as an attachment.
- E. Conceptual Cost Narrative
- F. The Preliminary Report Memo shall be submitted for review and comment to the authorized representatives of the tenant agencies and project stakeholders.
- G. Coordination with the grant administrator.
- H. Project management.

Task 4

The consultant shall prepare and distribute a Final Report Memo, as follows:

- A. Respond to the comments received in Task 3(F) and incorporate outstanding items.
- B. Update Cost Narrative and the associated facility and site diagrams to reflect the incorporated comments.
- C. Based on facility, site and cost information included in the Final Report Memo, provide a comprehensive briefing to stakeholders as required to support preliminary finance and business modeling.
- D. Coordination with the Grant Administrator.
- E. Project Management.

5.0 EVALUATION AND AWARD

Professional Services Consultants will submit their response(s) in accordance with the solicitation. PEDC professional volunteers and staff will review all responses and will provide the recommendation to award to the PEDC Board of Directors. The PEDC Board of Directors will award the contract(s) to the most responsive and responsible vendor(s). The Board of Directors shall consider such factors as the ability/qualifications of professional personnel, past performance, similar projects, specifically in Florida, and willingness to meet time and budget requirements.

6.0 DISCLAIMER

This RFQ does not commit PEDC or FloridaWest to award a contract, pay any costs incurred in preparation of a proposal, or procure services or supplies. PEDC reserves the right to accept or reject any or all proposals received as a result of this RFQ.