



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

Program Name

REQUEST FOR QUALIFICATIONS:
CENTRAL COMMERCE PARK MASTER PLANNING – PHASE 2

APPLICATION DEADLINE
12 September 2025
5:00 PM, Central Standard Time

**REQUEST FOR QUALIFICATIONS:
CENTRAL COMMERCE PARK MASTER PLANNING – PHASE 2**

TABLE OF CONTENTS

Section 1.0:	INTRODUCTION.....	3
1.1:	Purpose	3
1.2:	Background	3
Section 2.0:	CONTACT AND TIMELINE INFORMATION	4
2.1:	Contact Information	4
2.2:	Deadline Information	4
Section 3.0:	PROPOSAL SUBMISSION REQUIREMENTS	4
3.1:	Required Elements	4
3.2:	Contractors Minimum Qualifications	5
Section 4.0:	SCOPE OF WORK	5
	Task 1.....	5
	Task 2.....	5
	Task 3.....	5
	Task 4.....	6
	Optional Task 5.....	6
Section 5.0:	DELIVERABLES	6
Section 6.0	EVALUATION AND AWARD	6
Section 7.0:	PUBLIC RECORDS.....	6
Section 8.0:	DISCLAIMER	6

Request for Qualifications:

Central Commerce Park Master Planning – Phase 2

1.0 INTRODUCTION

Central Commerce Park is a vital economic development asset for Escambia County, Florida. With up to 230 acres of strategically located property, the site is well-positioned to attract precision manufacturing operations that bring high-paying jobs and significant capital investment.

This area of the county is in critical need of private-sector growth. Central Commerce Park – Phase 2 offers a rare opportunity to further develop this industrial park that is capable of supporting facilities from 30,000 to 100,000 square feet. The goal is to attract companies investing in advanced equipment, automated systems, and efficient logistics operations.

By targeting precision manufacturing and some exceptional distribution operations, the park will help diversify the local economy, strengthen the tax base, and create career opportunities in sectors that are growing. Its development supports the long-term competitiveness of Escambia County and serves as a cornerstone for attracting and retaining high-value industries to the Cantonment area.

1.1 PURPOSE

The Pensacola-Escambia Promotion & Development Commission (PEDC) of Escambia County, Florida, is seeking proposals and qualifications from firms with demonstrated expertise in industrial park civil engineering along with utility layout and design. **DO NOT INCLUDE FEE STRUCTURE WITH PROPOSAL.** Fees shall be negotiated upon the tentative award of the contract. If no mutual agreement can be made to the fee schedule(s) offered and a contract executed within ten (10) business days of selection, PEDC reserves the right to refuse, and to begin negotiations with the next-ranked proposing firm.

The selected Contractor will perform analysis of the site to establish a preliminary layout of the roadways and utilities in Phase 2 of the Central Commerce Park as described in the Scope of Work in Section 4.0.

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:	15 August 2025
Question Submission Deadline:	22 August 2025
Submission Deadline:	12 September 2025
Selection Date:	23 September 2025
Project Completion Date:	18 December 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

Consultants must demonstrate that they have the resources and capacity to provide the materials and services as described herein.

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 – Due Diligence and Research

- Conduct comprehensive desktop research to compile and review all relevant county ordinances, land-use regulations, GIS mapping layers, wetland delineations and other site-specific data.
- Establish a detailed baseline report documenting existing site conditions, constraints and opportunities to guide all subsequent planning and design work.

Task 2 – Conceptual Master Planning

Using the baseline report developed in Task 1, prepare a conceptual master site plan illustrating:

- Proposed roadway network and connections to adjacent parcels
- Industrial facility footprints ranging from thirty thousand to one hundred thousand square feet, complete with loading dock configurations and parking layouts
- Preliminary sizing of stormwater basins and preferred locations for shared stormwater infrastructure
- Deliver a good-quality plan set suitable for working groups and future construction discussions, but not marketing materials.

Task 3 – Preliminary Grading Design

Based on the approved conceptual master site plan in Task 2, develop a preliminary grading design to:

- Quantify earthwork volumes and evaluate on-site material balance
- Establish finished floor elevations for each proposed building pad
- Provide grading contours and typical section details to inform site utility design
- Deliver grading plan drawings and a summary report of earthwork calculations.

Task 4 – Preliminary Sewer Layout

Utilizing the grading design and finished floor elevations from Task 3, develop a preliminary sanitary sewer plan identifying:

- Gravity-fed sewer mains and lateral connections
- Locations and sizing for potential pump stations and force main runs, with an emphasis on minimizing mechanical pumping infrastructure where feasible
- Deliver sewer layout drawings and a narrative outlining design assumptions, preliminary hydraulic calculations and recommendations for further detailed design.

Optional Task 5 – Infrastructure Phasing and Cost Opinion

- Provide a phased infrastructure build-out plan aligned with market demand and projected development timelines.
- Prepare an order-of-magnitude cost opinion for roads, utilities, stormwater facilities and site improvements to support funding applications and budget planning.

5.0 DELIVERABLES:

- Baseline Conditions Report
- Conceptual Master Site Plan (working quality versus presentation quality)
- Preliminary Grading Plan and Earthwork Summary
- Preliminary Sewer Layout and Hydraulic Narrative
- (Optional) Phasing Plan and Cost Opinion

6.0 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.

7.0 PUBLIC RECORDS

All materials submitted in response to this RFQ are **public records** under Florida law and may be inspected. The selected contractor must keep records, provide them to PEDC on request, and follow proper retention rules.

8.0 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.

