

Pensacola-Escambia Development Commission: Site Connectivity Alignment and Real Property Acquisition in 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 Corridor Phase 2 in Escambia County, Florida

Letters of Interest Will Be Received Until:

2:00 PM, CST, FEBUARY 9th, 2018

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. No verbal responses will be provided. **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.

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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 the 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

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

The Bluffs is a 6,800 Acre master-planned industrial park located on property owned by four stakeholders: the Escambia County Utilities Authority, ASCEND Performance Materials, the Gulf Power Company, and the University of West Florida. The Phases of work programmed thus far to support industrial development include transportation and utility connections from Becks Lake Road southeasterly to Old Chemstrand Road. (Refer to Attachment A). The work includes two phases as follows:

- Phase 1: Industrial Blvd from Becks Lake Road to northwesterly abutment of Spanish Mill Creek
Phase 2: Industrial Blvd from Northwesterly abutment of Spanish Mill Creek to Old Chemstrand Road.

The work included herein is Phase 2. This effort involves crossing Spanish Mill Creek at one of the two alternative locations indicated on Attachment A. For this crossing, a bridge structure will be required.

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B. PRODUCTS

Table I. Submittal Stages

Submittal Stage	Task (Refer to itemized List)
Preliminary	Task 1
Concept	Task 2
50% Criteria	Task 3
90% Criteria	Task 4
Final Criteria	Task 5
Project Management	Tasks 1, 2, 3, 4, 5

Professional Services shall include but not be limited to the following specific tasks:

Task 1, Preliminary Studies and Alignment Alternatives

Planning, Engineering, Market Feasibility and Real Property analysis will be accomplished by the Consultant as required to support alignment identification and selection. (Refer to Attachment “A,” Bluffs Study Area). The consultant will evaluate two alignment alternatives as follows:

1. ALTERNATIVE A: Connector southeast from terminus of Phase 1 Industrial Blvd. to intersection of Old Chemstrand / New Chemstrand Road, northeast of the Gulf Power Primary Transmission Right-of-Way. Approximate alignment mileage = 1.7 Miles.
2. ALTERNATIVE B: Connector southeast from terminus of Phase 1 Industrial Blvd. to intersection of Old Chemstrand / New Chemstrand Road, northeast of the Gulf Power Primary Transmission Right-of-Way. Approximate alignment mileage = 2.1 miles.

The consultant shall evaluate the real property, geo-physical, regulatory, technical and administrative constraints for each alignment. The Consultant shall coordinate with the Bluffs stakeholders as required to establish any programmatic or administrative encumbrances on each alignment, as required to facilitate the identification of a preferred alignment.

In addition to the roadway and bridge alignments, the Consultant shall consider the following utility systems in accordance with the Master Plan and Phase 1 Industrial Blvd. program:

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- a. Industrial Wastewater. Wastewater treatment capacities, projected flows, pre-treatment requirements, pumping requirements, pipeline alignments, etc.; shall be coordinated with the Emerald Coast Utilities Authority. Preliminary Alignment for any systems shall be depicted on the Preliminary Alignment drawings.
- b. Process Water. Industrial reuse water, projected demands, current allocations, acquisition requirements, pipeline sizes, pipeline alignments, etc.; shall be coordinated and in conformance with the Emerald Coast Utilities Authority. Preliminary Alignment for any systems shall be depicted on the Preliminary Alignment drawings.
- c. Natural Gas. Natural gas distribution capacities, projected demands, connection requirements extension requirements, pipeline alignments, site service requirements, etc.; shall be coordinated with Gulf South Pipeline, proposed Preliminary alignment for any systems shall be depicted on the Preliminary Alignment drawings.
- d. Electrical Power. All electrical power transmission and service requirements will be coordinated through Gulf Power Company, proposed Preliminary Alignment for any system shall be depicted on the Preliminary Alignment drawings.
- e. Potable Water. Treated potable water, projected demands, current sources, connection requirements, pumping requirements, pipeline sizes, pipeline alignments, etc.; shall be coordinated and in conformance with the Emerald Coast Utilities Authority, proposed Preliminary Alignment for any systems shall be depicted on the Preliminary Alignment drawings.

As part of this work, the Consultant shall establish two alternative bridge crossing alignments over Spanish Mill Creek as follows:

1. Bridge Crossing southwest of Gulf Power Transmission Corridor.
2. Bridge Crossing northeast of Gulf Power Transmission Corridor.

The ***Preliminary*** phase of work shall refine the information presented in Bluffs Master Plan and Phase 1 Industrial Blvd. to support final alignment acceptance from the following Stakeholders:

Emerald Coast Utilities Authority
Ascend Performance Materials
The Gulf Power Company

In addition to the various alignment alternatives, the Consultant shall review and update Master Plan information, as required, to establish a conceptual data set suitable for the review and approval of the affected property owners and stakeholders.

- a. Proposed Alignment.
- b. Utilities
- c. Real Property Impacts.
- d. Typical Section.
- e. Detailed Infrastructure Requirements.
- f. Multi-Modal Transportation Capacities and Requirements.
- g. Existing and Future Regional Transportation Capacities.
- h. Site Design Requirements.

- i. Sustainability Ratings and Conformance Standards.
- j. Conceptual Cost Estimates

The results of the ***Preliminary*** task shall be compiled into a document, **The Bluffs Phase 2 Programming Report**, and submitted to PEDC and the Project Stakeholders for review and approval. This item of work will

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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-Build Criteria Development on the preferred alignment.

Task 2. Conceptual Roadway and Bridge Alignment Study.

For the parcel identified as the preferred alignment in Task 1, and based on the approved ***Bluffs Phase 2 Programming Report***, the Consultant shall prepare a detailed conceptual alignment for review and approval. *The concept will be prepared in accordance with Roadway Design standards for Escambia County, Florida.* At a minimum, the ***Concept*** will include the following items:

- a. Vertical and Horizontal Alignments
- b. Proposed Typical Sections
- c. Bridge Development Report
- d. Roadway Design Approach and Analysis Report.
- e. Regulatory Impacts and Requirements.
- f. Roadway and Bridge Concepts.
- g. Real Property Requirements.
- h. Conceptual Level Construction Cost Estimate

The ***Phase 2 Conceptual Roadway and Bridge Alignment Study*** will be submitted and coordinated with Escambia County, FL. in accordance with the established Development Review process. The Consultant will satisfy comments issued by the reviewing agency, as necessary, to insure that the identified rights-of-way associated with the roadways can be dedicated to the County after development. The Consultant will incorporate any comments from Escambia County Engineering reviews and Regulatory reviews into the study prior to proceeding with Task 3.

Task 3. 50% Criteria Submittal

For the approved concept in Task 2, and based on the ***Phase 2 Conceptual Roadway and Bridge Alignment Study***, the Consultant shall prepare a 50% Design Criteria Package for roadway transportation access. The 50% criteria package will be submitted to Escambia County and PEDC for review, comment and approval. The Consultant will satisfy comments issued by the reviewing agency, as necessary, to ensure that the identified rights-of-way associated with the roadways can be dedicated to the County after development.

At a minimum, the ***50% Criteria Submittal*** will include the following items:

- a) General Criteria Specifications. (50%)
- b) Technical Criteria Specifications. (50%)
- c) Outline Technical Specifications. (10%)
- d) Design Analysis, including Regulatory Requirements. (50%)
- e) D/B Plans developed to 50% Complete Submittal State.
- f) Real Property Summary. (50%)
- g) Preliminary Estimated Opinion of Probable Construction Cost.

Task 4. 90% Criteria Submittal

From the approved Criteria Package in Task 3, the Consultant shall prepare a 90% Design Criteria Package for roadway transportation access. The 90% criteria package will be submitted to Escambia County and PEDC for review, comment and approval. The Consultant will satisfy comments issued by the reviewing agency, 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.

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At a minimum, the ***90% Criteria Submittal*** will include the following items:

- a. Complete General Criteria Specifications.
- b. Complete Technical Criteria Specifications.
- c. Outline Technical Specifications (90%)
- d. Design Analysis, including Regulatory Requirements. (90%)
- e. D/B Plans developed to 90% Design Complete Submittal State.
- f. Real Property Summary. (90%)
- g. 90% Estimated Opinion of Probable Construction Cost.

Task 5. Final Criteria

From the approved 90% Criteria Package in Task 4, the Consultant shall prepare a "Ready-to-Advertise" Design Criteria Package. The Final criteria package will be submitted to Escambia County and PEDC for review, comment and approval. The Consultant will satisfy comments issued by the reviewing agency, 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.

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

- a. General Criteria Specifications.
- b. Technical Criteria Specifications.
- c. Outline Technical Specifications
- d. Design Analysis, including Regulatory Analysis and Requirements.
- e. Final D/B Plans developed to a Design Complete Submittal State.
- f. Final Real Property Summary.
- g. Final Estimated Opinion of Probable Construction Cost.

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 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. Marketing Materials Assistance and Support.
- g. Real Property Acquisition Support.
- h. Conformance to Master Plan
- i. Foundational Document Revisions, as required.
- j. 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 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.

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

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experience and abilities, and any other additional, pertinent details to describe the team's capabilities (refer to paragraph I, Instructions).

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.

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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
Professional Qualifications	20
Project Experience	20
General Approach to Scope of Work	25
Ability to communicate effectively with PEDC staff	10
Utilization of Local Resources	5

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 9th, 2018 2:00 PM CST
Evaluations	ON OR ABOUT FEBRUARY 15th, 2018
Negotiations with First Ranked Firm	ON OR ABOUT FEBRUARY 28th, 2018
PEDC Board Approval	ON OR ABOUT MARCH 20th 2018

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 **March 20th, 2018**.

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.