



## **PENSACOLA-ESCAMBIA PROMOTION & DEVELOPMENT COMMISSION**

### **REQUEST FOR LETTERS OF INTEREST**

**Professional Services for the Becks Lake Improvements supporting  
The Bluffs Corridor Phase 3 in Escambia County, Florida**

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

**2:00 PM, CST, March 1, 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/project-manager-needed-professional-services-letters-of-interest>

### **ASSISTANCE**

Questions during the preparation of submissions should be directed to Scott Luth, by email only, at [sluth@floridawesteda.com](mailto: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 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. 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 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.

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.

The work proposed herein is **Becks Lake Road Improvements**. This effort involves establishment of horizontal and vertical realignments of Becks Lake Road to provide an industrial route designed as an Industrial Access/Freight Corridor to support The Bluffs. The work for Becks Lake Road will be presented in three (3) phases due to time and potential budget constraints.

Phase BLR1: Becks Lake Road from US Highway 29 northeasterly to Stone Boulevard (Includes CSX Railway crossing), approximately 1300 feet

Phase BLR2: Becks Lake Road from Stone Boulevard northeasterly to the eastern access limits of Live Oak Bluff as illustrated in The Bluffs masterplan, approximately 5000 feet.

Phase BLR3: Becks Lake Road from the eastern access limits of Live Oak Bluff to the intersection of the industrial road included in Phase 1, approximately 3500 ft.

**Phases BLR1 and BLR2 are mandatory in this Scope of Work. There is an expectation that Phase BLR3 can also be included and will be determine as the final contract is negotiated.**

## **B. PRODUCTS**

**Table 1: Submittal Stages**

<u>Submittal Stage</u>	<u>Task</u>
Alignments	1
Conceptual	2
50% Criteria	3
90% Criteria	4
Final Criteria	5
Project Management	Included in all tasks

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

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

Planning, surveying and engineering will be accomplished by the Consultant as required to support realignment of Becks Lake Road. Right of way surveys will be performed to complete the establishment of the existing right of way of Becks Lake Road (ensuring all data from previous phases are utilized and included) and the real property needed to provide 100' right of way for the industrial uses. The right of way will be established for a 4-lane urban freight route that supports The Bluffs industrial park. The right of way will be established along Becks Lake Road from US Highway 29 to the intersection with the industrial road identified in Phase 1. Legal descriptions of the real property needed to establish the right of way will be prepared.

Topographic surveys will be performed along the existing right of way of Becks Lake Road to identify the existing centerline profile, adjacent grades, cross slopes, drainage conveyance systems, connecting driveways, roadways and access points, and existing utilities. The topographic survey will be performed along Becks Lake Road from US Highway 29 to the intersection with the industrial road identified in Phase 1 ensuring all data from previous phases are utilized.

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 road design.

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:

- a. Industrial Wastewater
- b. Process Water
- c. Natural Gas
- d. Electric Power
- e. Potable Water
- f. Sanitary Sewer
- g. Stormwater

The horizontal and vertical alignments along with a summary of real property needs and legal descriptions shall be compiled into a document titled ***Becks Lake Road Realignment - Right of Way Descriptions*** 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/Build Criteria.

## **Task 2: Conceptual Roadway Design**

The Consultant shall prepare roadway design concepts in accordance with *Roadway Design Standards for Escambia County, Florida*. The design concepts shall be prepared for two (three) separate areas along Becks Lake Road. The first area is identified as Phase BLR1 and includes Becks Lake Road from US Highway 29 northeasterly to Stone Boulevard. The second area is identified as Phase BLR2 and includes Becks Lake Road from Stone Boulevard northeasterly to the eastern access limits of Live Oak Bluff as illustrated in The Bluffs masterplan. Phase BLR3 will begin at the east end of BLR2 and intersect with the north-south industrial road which the design-build plans have been completed in previous phases.

At a minimum, the concepts will include the following items:

- a. Vertical and Horizontal Alignments from Task 1
- b. Proposed typical sections
- c. Stormwater management areas
- d. Regulatory impacts and requirements
- e. Real Property requirements
- f. Conceptual Level Construction Cost Estimate

The **Conceptual Roadway Design** will be submitted to PEDC and Escambia County for review and comment. The Consultant shall incorporate review comments into the roadway design, where feasible, to ensure the identified rights of way associated with the realignments can be accepted and dedicated to Escambia County after construction.

## **Task 3: 50% Criteria Submittal**

For the approved concept in **Task 2**, and based on the **Conceptual Roadway Design**, 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. Design/Build Plans developed to 50% Complete Submittal stage.
- f. Real Property Summary (including needed stormwater parcels). (50%)
- g. List of needed permits for approval
- h. 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.

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. Design/Build Plans developed to 90% Design Complete Submittal Stage.
- f. Real Property Summary (including needed stormwater parcels). (90%)
- g. List of needed permits for approval
- h. 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/Build 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. Complete General Criteria Specifications.
- b. Complete Technical Criteria Specifications.
- c. Outline Technical Specifications (100%)
- d. Complete Design Analysis, including Regulatory Analysis and Requirements.
- e. Final Design/Build Plans developed to a Final Criteria Submittal Stage.
- f. Final Real Property Summary.
- g. List of needed permits for approval.
- h. 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. Real Property Acquisition Support.
- g. Conformance to Master Plan
- h. Foundational Document Revisions, as required.
- i. Project Administration

**C. ADMINISTRATION**

Table II gives the programmed costs and approximate durations for each Task identified herein:

**Table II. Program Estimates**

<b>Task</b>	<b>Duration</b>	<b>Budget</b>
1	120	\$123,000
2	90	\$100,000
3	90	\$ 90,000
4	90	\$ 90,000
5	90	\$ 90,000
<b>Program Total</b>	<b>480</b>	<b>\$493,000</b>

Notes:

1. Durations shown are estimates only and indicate calendar days. Following selection and award, PEDC will work with the selected consultant to determine the full range of requirements and durations associated with realignment of Becks Lake Road as indicated in Section B.
2. The budget items shown are based on the best information available at the time of scope development. The project effort is programmed to commence on or about **April 15**. As such, up-front PEDC procurement and selection costs (and durations) are not include. As indicated in Section B, Table 1, Project Management costs are distributed on a per-task basis

**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

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.



**A. 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	March 1, 2019 2:00 PM CST
Evaluations	ON OR ABOUT March 15, 2019
Negotiations with First Ranked Firm	ON OR ABOUT April 1, 2019
PEDC Board Approval	ON OR ABOUT April 15, 2019

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 PEDC Board approval a firm.

**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.