

ESCAMBIA COUNTY CDBG PROGRAM REQUEST FOR PROPOSALS ENGINEERING SERVICES

OVERVIEW:

Escambia County Neighborhood Enterprise Division (NED) is seeking professional services for its federal HUD CDBG Program under the Erress-Diego Blight reduction project. The primary scope of work will be to assist NED with preparing bid specifications for alteration permits needed after demolition of County owned properties.

SCOPE:

Escambia County owns townhomes located at 4311 and 4313 Erress Boulevard (SITE 1) and 4253 and 4255 Erress Boulevard (SITE 2) and wants to demolish the vacant properties as part of a CRA project. Once demolished, there will be 2 privately owned townhomes on either side of SITE 1 and SITE 2. In addition to a demolition permit, an alteration permit will need to be pulled on these adjacent townhomes to ensure that each remaining townhome is structurally sound and not exposed to the elements. The County is seeking engineering services to provide a scope of work to potential bidders for the alteration work to be performed as well as perform general construction oversight. Currently a similar structure owned by the County at 165 Diego Circle is available for inspection for comparable conditions after demolition of an adjacent townhome.

The County has already secured asbestos testing on these properties and will be preparing demolition scope of work.

TASK 1/BID PREPARATION: Aid NED in preparation of scope of work for alteration permits for BID DOCUMENTS. Provide any drawings as required to provide to potential bidders. Review demolition scope for consistency with alteration scope. Provide cost estimate of alteration work.

TASK 2/BIDDING PHASE: Respond to any inquiries from contractors related to the alteration scope of work. Draft/issue any bid addenda as needed. Attend pre-bid conference.

TASK 3/CONSTRUCTION PHASE: After demolition of properties, inspect on site to determine if work scope necessitates change. Meet with contractor on site as needed regarding alteration permitting progress. Monitor work quality and progress of contractor. Make recommendations to NED regarding solutions to problems identified during course of work or changes necessary due to conditions uncovered during demolition process. Provide written punch list prior to work closeout. Review/approve request for payment related to alteration scope of work for submission to NED.

Please provide proposed pricing for tasks contained in the scope of work and estimated timeframe to complete Task 1.

COUNTY REQUIREMENTS:

If your firm is awarded the RFP for Engineering Services, the following items must be current and on file in order to issue a Purchase Order.

- *Current W9 (less than one year old)
- *County Vendor Information sheet (less than one year old)
- *Worker's Compensation as required by State Law **OR** exemption form.
- *Professional Liability (\$1,000,000 coverage).
- *Automobile Liability listing Escambia County as Certificate Holder and additional insured.

Auto Liability Certificates must state the following under the Additional Interest:

Escambia County
Office of Purchasing/NED
221 Palafox Place, Suite 200
Pensacola, FL 32502

All information must be current at time of award. IF INFORMATION CANNOT BE PRODUCED WITHIN 5 BUSINESS DAYS of NOTICE TO AWARD, THE COUNTY RESERVES THE RIGHT TO AWARD THE BID TO THE NEXT MOST RESPONSIVE BIDDER.

FEDERAL GRANT REQUIREMENTS:

Should purchase order be awarded to your firm, the HUD federal grant will require the following certification forms to be completed:

1. Certification Regarding Drug-Free Workplace requirements
2. Certification Regarding Debarment, Suspension, and Other Responsibility Matters
3. Anti-Lobbying Certification
4. Certification of MBE/WBE/DBE designation (if applicable)
5. Section 3 Certification (if applicable)

A copy of these certification forms is available upon request.

SUBMISSION INFORMATION:

If your firm is interested in this RFP, please provide the following information and return on firm letterhead by 5pm, CST, FRIDAY, MAY 14, 2021 via online submission through Vendor Registry. Fax or email submissions will not be accepted.

Required submittals:

1. Company Overview and Qualifications. Provide an overview of the firm's qualifications to provide engineering services.
2. Proposed fee schedule for tasks above.
3. Indicate if your firm has a local office in Escambia County

Firms acknowledge that all information provided in this application is considered a public record to the extent of the State of Florida public record law.