



## PURCHASING DIVISION

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[www.charlottecountyfl.com](http://www.charlottecountyfl.com)

*"To exceed expectations in the delivery of public services"*

Date: December 15, 2022

Email (2 pages)

**NOTICE OF REQUEST FOR LETTERS OF INTEREST  
CHARLOTTE COUNTY, FLORIDA  
WORK ORDER #258, FILE #2023000153  
BARRIER ISLAND ACCESSIBILITY FEASIBILITY STUDY**

The Charlotte County Purchasing Division is currently accepting Letters of Interest from firms in its Professional Services Library RLI 2015000421 under the Categories for Civil, Environmental, and Planning.

**PROJECT DESCRIPTION:** Charlotte County is seeking an experienced firm to perform a feasibility study for providing access to service the barrier islands of Charlotte County. This study shall be completed in two (2) phases, as outlined in the project scope. The total project budget for both phases of the evaluation and study is \$50,000.

Elements include, but are not limited to, the following:

1. Public citizen input meetings
2. Site analysis and data gathering
3. Site locations for property purchase
4. Possible Project Scope
  - a. Barge Landing
  - b. Launch Area
  - c. Ferry Service
  - d. Parking
  - e. Boat docks for marine patrol, fire rescue, and law enforcement
  - f. Restroom Facility
  - g. Entrance sign

**PROJECT SCOPE:** The scope of services shall include, but not be limited to the following:

A. Phase 1 (Public Input Process):

1. Programming and Planning – Meet to identify goals and objectives, review scope of work, review schedule, and establish lines of communication with internal stakeholders. A public input process which may include data collection, and analysis reviews. Host public input meetings with residents and interested parties to identify the needs of the community. Seek input on recommendations for which services to provide.

2. Public Commissioner Update – Present data collected from the citizen input to the Board of County Commissioners.

B. Phase 2: (Feasibility Study):

1. Site Analysis – Research potential properties for property acquisition, zoning, environmental resources, access, traffic, and utilities. Meet with regulatory agencies to review development potential. Collecting site data, providing site studies, preparation of concept site plans, meetings with public utility agencies, coordination meetings with County departments to include, but not be limited to, Real Estate, Planning and Zoning, Community Services, Facilities, Fire/EMS, and Utilities as well as the Charlotte County Sheriff's Office. Discuss potential properties and outline potential services to be provided.

2. Interim Report – Prepare draft report resulting in preliminary studies and locations for County staff review. Meet with internal stakeholders to present due diligence findings, recommendations, and possible properties.
3. Feasibility Study – Prepare final feasibility report with recommendations resulting in preliminary studies and sketches of the project to arrive at an acceptable solution and which property(ies) to pursue. All documents shall be thorough and absent of ambiguities.
4. Public Commissioner Update – Present the findings and recommendations on the study to the Board of County Commissioners.

**PROPOSED PROJECT SCHEDULE:** Phase 1 shall not exceed 90 calendar days from issuance of the contract. Phase 2 shall not exceed 90 calendar days from the notice to proceed into the second phase.

**PROJECT MANAGER:** Jenny Buccieri

**ESTIMATED BUDGET:** \$50,000

All consulting firms within the Professional Services Library for the Civil, Environmental, and Planning categories are encouraged to submit a letter (not to exceed 10 single-sided pages) that adequately expresses why it would be in the County's best interest to select the submitting firm.

**LETTERS OF INTEREST ARE DUE ON OR BEFORE JANUARY 11, 2023 AT 3:00 P.M. (EST) IN THE PURCHASING DIVISION. PLEASE EMAIL YOUR SUBMITTAL TO: [Alisa.True@CharlotteCountyFL.gov](mailto:Alisa.True@CharlotteCountyFL.gov)**

**CONTACT ALISA L. TRUE, CPPB, SENIOR CONTRACT SPECIALIST AT 941. 743.1548 OR BY EMAIL WITH ANY QUESTIONS.**