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City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **April 11, 2023**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 7, § 126.701 approval is requested to utilize the Competitive Sealed Proposal process to select the most qualified Design Build Service (RFQ) for the Design Build Services for Downtown Complete Streets and Urban Trails Projects for the Public Works Department. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Qualifications ("RFQ"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFQ **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFQ **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Participation

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

February 23, 2023

To: Dustin Freeman, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DLM
LaRoy Covington, EBO/JSEB Business Compliance Officer JC
Jacksonville Small and Emerging Businesses

RE: **Design Build for Downtown Complete Street and Urban Trails Projects**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☐ Encouragement
- ☒ Participation 25%
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Jaclyn Stamos
Dinah Mason

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

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TO: **Competitive Sealed Proposals Evaluation Committee (CSPEC)**

ATTN: **Dustin Freeman.**
Chief of Procurement

THRU: **Steven D. Long, Jr., P. E.**
Director of Public Works

FROM: **Robin Smith, P. E., Chief**
Engineering and Construction Management Division

Jonathon Page, P. E., Project Manager
Engineering and Construction Management Division

DATE: **March 22, 2023**

RE: **Certification letter for CDB-0058-23 Design-Build Service for Downtown Complete Streets and Urban Trails Projects**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Design-Build Services for the Downtown Complete Streets and Urban Trails Projects. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner's ability to obtain proposals from the selected design-build team utilizing and modifying as necessary the Preliminary plans developed by the City before negotiating the final project cost.
2. Owner's ability to resolve construction conflicts and changes in an expeditious manner.
3. Owner's ability to obtain proposals from the selected design-build team for cost saving measures before negotiating the final project cost.
4. Time and costs savings based on Design-Build Contractor's experience gained on previous large roadway and drainage projects.

The Design-Build method will be advantageous over the traditional Design-Bid delivery method, considering the success of current and previously constructed Design-Build roadway and drainage

improvement projects, where the Department of Public Works reviewed professional qualifications of both members of the design-build team (Engineer & Contractor).

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works: Robin Smith, P. E. and Jonathan Page, P. E.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Robin Smith at 904-255-8710.

RGS/ddh

Jaclyn Stamos, Purchasing Analyst
Lori West, Contract Specialist, Engineering and Construction Management Division
Tammy Duggan, PW Contracts and Finance Manager

Stamos, Jaclyn

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Wednesday, January 4, 2023 10:26 AM
To:	Hahn, David; Simpson, Sandy
Subject:	CONCLUDED REVIWE FOR CDB-XXXX-23 Design/Build Services for Downtown Complete Streets and Urban Trails Projects - DRAFT
Attachments:	RISK REDLINED INS. FOR CDB-XXXX-23 D-B Svcs for Downtown Complete St..doc

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

I consulted the details of the agreement, and the following recommendations were made.

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for CDB-0000-23 Design/Build Services for Downtown Complete St. and Urban Trails Projects.

Summary

- We are recommending **no changes to the Indemnification section starting on page 61**. We do note that the numbering seems off (for both the Indemnification and the Insurance Requirements) but we did not try to correct.

- For the insurance requirements (starting on page 61), we have recommended some increases to the limits of liability for the Employers' Liability, General Liability and Automobile Liability. The changes are shown in the document.

- Form 6 -Insurance Agent Acknowledgment (page 45 & 127)
  - I do not know who implemented "**Insurance Agent Acknowledgment Form 6** " to be added in the bid, contracts, or agreements. My view on the matter is as follows...If you wish to omit the form, I am ok with it because it's the applicant's responsibility to ensure their insurance agent complies with all the contract's insurance requirements. Some insurance agents are refusing to sign the form and it's creating havoc with contract compliance.

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: CDB-0000-23 Design-Build Services for Cattle Barns and JSO Mounted Police Unit Facility (PW)

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314

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From: Hahn, David <HAHN@coj.net>
Sent: Thursday, December 22, 2022 10:39 AM
To: RiskReview <RiskReview@coj.net>; Simpson, Sandy <SSimpson@coj.net>
Cc: Ehrman, Itzel <IEhrman@coj.net>
Subject: CDB-XXXX-23 Design/Build Services for Downtown Complete Streets and Urban Trails Projects - DRAFT

Risk Management and EBO Office:
Attached for review and comment is the Draft RFQ for the subject project and the Request for Risk Review.

- EBO: Please review the JSEB Participation requirements in Attachment C (Pages 48 thru 59). We are requiring a 20% JSEB participation for this project.
- Risk: Please review the Indemnification and Insurance language in Attachment E (Pages 61 thru 65).

Please call me if you have any questions.

David D. Hahn, P. E.
Engineer Manager
City of Jacksonville I Engineering Design Section
214 N. Hogan Street, 10th Floor
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(904) 255-8793
www.coj.net