City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **June 20, 2020**

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

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor to provide **Citywide Pedestrian Safety Improvements - CDBG**. 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 Proposal ("RFP"). 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 RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan.

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	

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City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Right of Way & Stormwater Maintenance Division
609 St. Johns Bluff Road
Jacksonville, FL 32225
(904) 472-2900
www.coj.net

May 13, 2020

TO: **Gregory Pease, Chief**
Procurement Division

FROM: **Joel Troupe**
Contract Construction Manager
Right-of-Way and Stormwater Maintenance Division

SUBJECT: Review of Specifications and Assignment of Bid Date for **Citywide Pedestrian Safety Improvement Program - CDBG**

Attached is a copy of the Specification Book for the above subject project. Please have these specifications reviewed, and assign the bid number as well as proposed bid date.

A detailed description of this project and scope of work is found in the attached Specification Book. This bid will replace Citywide Pedestrian Safety Improvement Program – CDBG, Bid #CS-0433-17.

The Contract Bid Amount is estimated at $334,810. Please see attached Capital Improvement Verification Form and Estimate.

Should you have any questions or need additional information, please feel free to call me at 255-4291.

Attachments: Specification Book
CIP Form
Estimate

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

May 21, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Office

RE: **Pedestrian Safety Improvement Program -CDBG (FED FUNDS)**

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
- ☐ Set-Aside %

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

If you need additional information I may be reached at (904) 255-8833.

cc: David Klages
Rose Nettles

214 North Hogan Street, Suite 800 ☐ Jacksonville, FL 32202 ☐ 904-255-8840 ☐ Fax 904-255-8842 ☐ www.jseb.coj.net

Klages, David

From:	Verdejo Magras, Wanda
Sent:	Thursday, May 28, 2020 5:21 PM
To:	Klages, David
Subject:	RE: Indemnification & Insurance Review - Citywide Pedestrian Safety Improvement Program - CDBG
Attachments:	reviewed and approved ins. req in Bid for Citywide Pedestrian Safety Improvement Program - CDBG.pdf

Greetings,

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

No changes are required to the **Indemnification** & **Insurance Requirements** and this will conclude Risk Management's review of **Citywide Pedestrian Safety Improvement Program - CDBG** Bid unless further notified.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Any further questions please feel free to contact me.

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**

Email : *wverdejo@coj.net*

Jacksonville
Where Florida Begins.

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From: Klages, David
Sent: Thursday, May 28, 2020 10:52 AM
To: RiskReview
Cc: Verdejo Magras, Wanda
Subject: FW: Indemnification & Insurance Review - Citywide Pedestrian Safety Improvement Program - CDBG

Good morning. I just wanted to make sure you received this request. Would you please confirm that you did?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

From: Klages, David
Sent: Wednesday, May 20, 2020 12:00 PM
To: RiskReview
Subject: Indemnification & Insurance Review - Citywide Pedestrian Safety Improvement Program - CDBG

Good morning. Would you please review Sections 20.43 and 20.44 of the attached bid documents and let me know if any changes are required?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

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