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: **Gregory Pease, Chief of Procurement**

DATE: **July 14, 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 services for **ENHANCEMENT PROJECT AT IVEY ROAD PARK RE-BID.** 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 Program

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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

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April 6, 2020

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Jill Enz, Acting Chief
Natural and Marine Resources Division

RE: **Certification Letter for Procurement for Ivey Roads Project**

The Parks, Recreation and Community Service Department respectfully requests the Procurement Division proceed with issuance of a Request for Proposal (RFP) for the Ivey Roads Project.

This will be awarded by formal contract. The annual cost of the project are not to exceed $238,768.80
The funding source will be. 11101 174103 583052 005311 00000000 00000

The pre-bid meeting will be mandatory. The Project Manager will be Ivy Henderson, GHendersonrl@coj.nett, 255-7944..

We appreciate the consideration. If any additional information is required, please contact Amy Honey, 255-7909.

JE/ah

Attachment: Bid Specifications
Ivey Road Plans
Quote

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

May 19, 2020

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Enhancement Project at Ivey Road Park -REBID (FEDERAL FUNDING)**

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: Ruben Ola
Rose Nettles

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

Pearson, Daniel

From:	Verdejo Magras, Wanda
Sent:	Monday, July 13, 2020 8:18 AM
To:	Ola, Ruben
Cc:	Pearson, Daniel; Pease, Gregory; Enz, Jill; King, Chynequa; Honey, Amy
Subject:	RE: Risk Management Review: RFP for ENHANCEMENT PROJECT AT IVEY ROAD PARK RE-BID
Attachments:	RM REVIEWED AND APPROVED INS. REQ. FOR ENHANCEMENT PROJECT AT IVEY ROAD PARK RE-BID.pdf; RM REVIEWED AND APPROVED INS. REQ. FOR ENHANCEMENT PROJECT AT IVEY ROAD PARK RE-BID.DOC

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 **Enhancement Project at Ivey Rd. Park Re-Bid**

Summary: only *one small correction* on page 123 please replace Builders Risk to **Builders Risk/Installation Floater**

Any further questions please feel free to contact me.

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

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*

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From: Ola, Ruben
Sent: Friday, July 10, 2020 1:37 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Pearson, Daniel; Pease, Gregory; Enz, Jill; King, Chynequa; Honey, Amy
Subject: Risk Management Review: RFP for ENHANCEMENT PROJECT AT IVEY ROAD PARK RE-BID

Good Afternoon,

Attached are document request for Risk Management review and recommendation of insurance coverage for Parks RFP - ENHANCEMENT PROJECT AT IVEY ROAD PARK RE-BID.
Should there be question, feel free to contact me at rubeno@coj.net.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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