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: **July 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 services for **LONNIE MILLER PARK SPLASHPAD.** 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

ONE CITY. ONE JACKSONVILLE.

June 10, 2020

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

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

RE: **Certification Letter for Procurement for Lonnie Miller Park-Splashpad**

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

This will be awarded by purchase order. The estimated cost is not to exceed $500,000.00
Total funding for this project will be encumbered by ERCD1A1 08301C Project 005859 Grant-PDC001-19.

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

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

JE/ah

Attachment: Bid Specifications
Lonnie Miller Park- Splashpad
Quote

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 20, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Rose Nettles, JSEB Business Administrator
Jacksonville Small and Emerging Businesses (JSEB) Office

RE: **Lonnie Miller Park Splashpad**

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) 255-8832.

cc: Ruben Ola

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

From:	Pearson, Daniel
To:	Kekec, Nihal
Subject:	FW: Risk Management Review: RFP for LONNIE MILLER PARK SPLASHPAD
Date:	Tuesday, July 21, 2020 2:14:51 PM
Attachments:	RM REVISED & APPROVED INS. REQ FOR RFP FOR LONNIE MILLER PARK SPLASHPAD.pdf RM REVISED & APPROVED INS. REQ FOR RFP FOR LONNIE MILLER PARK SPLASHPAD.doc SCOPE FOR LONNIE MILLER PARK SPLASHPAD.pdf EXHIBIT A- PLANS AND DRAWINGS FOR LONNIE MILLER PARK SPLASHPAD.pdf RISK MANAGEMENT REQUEST FORM RFP.LONNIE MILLER PARK SPLASHPAD.docx

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From: Verdejo Magras, Wanda <WVerdejo@coj.net>
Sent: Monday, July 20, 2020 9:11 AM
To: Ola, Ruben <RubenO@coj.net>
Cc: Pearson, Daniel <Pearson@coj.net>; Fleming, Chelsey <CFleming@coj.net>; Pease, Gregory <GPease@coj.net>; Enz, Jill <JEnz@coj.net>; King, Chynequa <ChynequaK@coj.net>; Honey, Amy <AHoney@coj.net>
Subject: RE: Risk Management Review: RFP for LONNIE MILLER PARK SPLASHPAD

Greetings,

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

Risk Management has concluded the review and made chages to the **Indemnification** & **Insurance Requirements** pages 122 to 126 to the LONNIE MILLER PARK SPLASHPAD RFP.

Summary: due to the RFP scope **Professional Liability** (page 124) was added to the insurance requirements.

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: Verdejo Magras, Wanda
Sent: Friday, July 17, 2020 2:54 PM
To: Ola, Ruben
Cc: Pearson, Daniel; Fleming, Chelsey; Pease, Gregory; Enz, Jill; King, Chynequa; Honey, Amy
Subject: RE: Risk Management Review: RFP for LONNIE MILLER PARK SPLASHPAD

Greetings,

I received your request and it's in line for review. As soon as I get the conclusion of the review it will be forward to you.

Please label all emails correspondence :Subject**-LONNIE MILLER**

PARK SPLASHPAD

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*

From: Ola, Ruben
Sent: Friday, July 17, 2020 2:04 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Pearson, Daniel; Fleming, Chelsey; Pease, Gregory; Enz, Jill; King, Chynequa; Honey, Amy
Subject: Risk Management Review: RFP for LONNIE MILLER PARK SPLASHPAD

Good Afternoon,

Attached are document request for Risk Management review and recommendation of insurance coverage for Parks RFP - LONNIE MILLER PARK SPLASHPAD.
Should there be question, feel free to contact me at rubeno@coj.net.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville