ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

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

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

DATE: **May 5, 2022**

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 supplier for **HODGES BOULEVARD AND HUNT CLUB ROAD SIGNALIZATION**. 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 the 20% Participation 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

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Traffic Engineering Division
1007 Superior Street
Jacksonville, FL 32254
(904) 255-7533
www.coj.net

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March 29, 2022

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

FROM: **Christopher W. LeDew**
Chief of Traffic Engineering

SUBJECT: **Certification Letter for ECF-0084-22**
Hodges Boulevard and Hunt Club Road Signalization

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service and why not to use traditional procurement method: The general purpose of this RFP is to install a new traffic signal at Hodges Blvd and Hunt Club Road. An Evaluated Bid is being requested due to an unprecedented number of new traffic signals being built than in previous years. There are a limited number of qualified contractors. This will assist in more competitive bids.
2. The Objective of the service: make construction services available per the RFP to install a traffic signal at Hodges Blvd and Hunt Club Road.
3. The estimated period of time needed for the service: 120 days after receipt of mast arms.
4. The estimated cost of the service: $700,000
5. Whether the proposed service will not duplicate a prior or existing work: not a duplication of work.
6. List of current contracts or prior services which are related to the proposed study or service: none at this location
7. A statement as to why the service cannot be done by department or agency staff: the Department of Public Works does not have the in-house staff to provide this construction.
8. The <u>names</u> and <u>telephone numbers</u> of <u>two</u> representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

   Carlton Copeland
   Signal Supervisor, ITS Manager
   904-255-7552

   Christopher W. LeDew, P.E.
   Chief of Traffic Engineering
   904-255-7528

9. A project funding account number: 32111.153101.565051.010235.00000000.00000.0000000
10. The names and addresses of specific contractors the using agency wishes to be included in the solicitation process: All traffic signal construction contractors who are qualified in furnishing construction services as detailed in the RFP should be notified of this RFP.
11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as Subcommittee Members have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018

_____ Carlton Copeland, Signal Supervisor
ITS Manager

_____ Christopher W. LeDew, Chief

CWL/fcd

Matus, Bryan

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, April 7, 2022 11:57 AM
To:	Matus, Bryan
Subject:	Concluded revision on : ECF-0084-22 HODGES BOULEVARD AND HUNT CLUB ROAD SIGNALIZATION
Attachments:	RM REDLINED BID Hodges Blvd. & Hunt Club Rd. Signalization ECF0084-22 .pdf
Categories:	To Do

Greetings,

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

Risk Management reviewed and made a very small **redlined** on page 52 letter B of attachnent H Insurance Requirements. Attachment G is approved for Hodges Blvd. & Hunt Club Rd. Signalization ECF0084-22

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

NOTE: Please label all emails correspondence: Subject: Hodges Blvd. & Hunt Club Rd. Signalization ECF0084-22

Any further questions, please feel free to contact me.

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
New Cell : 904-489-5495

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From: Matus, Bryan <BMatus@coj.net>
Sent: Thursday, March 31, 2022 12:51 PM
To: RiskReview <RiskReview@coj.net>
Subject: Risk Review: ECF-0084-22 HODGES BOULEVARD AND HUNT CLUB ROAD SIGNALIZATION

Good afternoon,

Please review the insurance and indemnification requirements for the attached solicitation.

Thank you,

Bryan Matus
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8815
Email: bmatus@coj.net

CITY OF JACKSONVILLE

****** Florida has a very broad public records law. As a result, any written communication created or received by City of Jacksonville officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone. ******

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

April 5, 2022

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DCM
Sandy Simpson, EBO/JSEB Compliance Officer SS
Jacksonville Small and Emerging Businesses

RE: **Hodges Blvd and Hunt Club Road Signalization**

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 20%
- ☐ 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) 255-8167.

Cc: Bryan Matus
Dinah Mason

Received 4/8/22
[illegible]

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

Internal Document

Goal Setting Checklist

BID/RFP Name: **Hodges Boulevard and Hunt club Road**

The following has been reviewed:

☒ Number of JSEB's ready, willing, and able: 3

☒ Scope of services: The work consist of furnishing labor, materials and equipment and performing operations necessary for the construction of Hodges Boulevard and Hunt club Road traffic signal construction, the work includes but is limited to mast arms, traffic signals, pedestrian poles, fiber optic cables, electrical cables, ITAS poles and devices, ADA curb ramps, and pavement markings and all other devices a components shown in the accordance with the contract joints and specifications .

☐ Types of work (non-administrative) to be done. (attach examples to document)

☒ JSEB's contacted 7.

☐ Using Agency notified of goal/percentage: _____

☒ Engineers Project Estimate **$900,000.00**

List JSEB's below

Supplier Name	Contact Name	Phone	Interested
1st Choice Engineering, Construction, & Development LLC	Ciambella, Bart	(904) 323-1569	Yes
Spencer Construction & Engineering	Spencer, Americus	(904) 7166746	Yes
ONAS Corporation	Onasanya, Bandele	(904) 745-0508	yes

JSEB Compliance Officer: **Sandy Simpson** Date: **April 5, 2022**