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: **September 20, 2022**

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 **Fire Stations 66,67 & 76** 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: 20% 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	

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

ONE CITY ONE JACKSONVILLE

September 13, 2022

MEMORANDUM

TO: **Competitive Sealed Proposals Evaluation Committee [CSPEC]**

ATTN: **Gregory W. Pease**
Chief of Procurement

THRU: **John P. Pappas, P.E.**
Director

FROM: **Steven D. Long, P.E.**
Director of Operations

Keith Powers
Director of Fire and Rescue / Fire Chief

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

SUBJECT: **Certification letter for Procurement of RFQ for Fire Stations No. 66, 67 and 76**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of the Request for Proposals for Design Build Services for Fire Station Nos. 66, 67 and 76. 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 prototypical fire stations 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 on subsequent projects based on Design-Build Contractor's experience gained on initial projects.
5. Bid Price Proposal Form with GMP and GCD. Also, a GMP Breakdown must be submitted with the Bid Price Proposal Form.

The Design-Build method will be advantageous over the traditional Design-Bid delivery method, considering the success of current and previously constructed Fire Stations, where the JFRD and the City simultaneously reviewed professional qualifications of both members of the design-build team (Architect & Contractor):

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works and the Fire Department: Robin Smith and Keith Powers.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Steve Long at 904-255-8763.

SDL/mcw

John Ash, Public Works Accounting Manager
Jaclyn Stamos, Purchasing Analyst
Maria C. Williams, Project Manager

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

August 17, 2022

To: Greg Pease, Division Chief
Procurement Division

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

RE: Fire Station #66, #67 & #76

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) 255-8833.

Cc: Jaclyn Stamos
Dinah Coleman Mason

Stamos, Jaclyn

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Monday, August 1, 2022 12:17 PM
To:	Williams, Maria; Coleman Mason, Dinah; Leslie-Burney, Annette
Cc:	Reed, Nikita; Smith, Robin
Subject:	CONCLUDED REVIEW ON Fire Station Nos. 66, 67 and 76- Design-Build Services BID
Attachments:	SCOPE FIRE STATEION DESIGN BUILD SERVICE.pdf; RISK APPROVED INS. REQ. FIRE STATEION DESIGN BUILD SERVICE.pdf; RISK APPROVED INS. REQ FOR FIRE STATEION DESIGN BUILD SERVICE.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 Fire Station Nos. 66, 67 and 76- Design-Build Services unless further notified.

Summary: the bid for Fire Station Nos. 66, 67 and 76- Design-Build Services was submitted with the correct coverages for design portion and the Build portion of the Bid.

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

NOTE: Please label all emails correspondence: Subject: Fire Station Nos. 66, 67 and 76- Design-Build Services (JFRD)

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: Williams, Maria <MariaCW@coj.net>
Sent: Friday, July 29, 2022 6:55 PM
To: Verdejo Magras, Wanda <WVerdejo@coj.net>; RiskReview <RiskReview@coj.net>; Coleman Mason, Dinah <DinahM@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Cc: Reed, Nikita <NReed@coj.net>; Smith, Robin <RobinSmith@coj.net>
Subject: RFQ for three (3) new Fire Stations (Nos. 66, 67 and 76)

Procurement, EBO & Risk Management:

Attached for your review and comment is the RFQ for 3 new fire stations (Nos. 66, 67 and 76).

Also attached is the required Request for Risk Management Services form.

Please review and provide:
> Risk Management - Insurance & Indemnification requirements.
> EBO Participation.

Please let me know if you have any questions or need additional information. Thanks, Maria

Maria C. Williams, P.E.
City of Jacksonville I Department of Public Works
214 N. Hogan Street - 10th Floor
Jacksonville, FL 32202
Office Phone: (904) 255-8789
www.coj.net

REQUEST FOR RISK MANAGEMENT SERVICES
SUBMIT ALL REQUESTS TO RISKREVIEW@COJ.NET

TO: **The Division of Insurance and Risk Management** **Phone: 904-255-5316**
117 W. Duval Street, Suite 335, Jacksonville, FL 32202

CLIENT: **Name & Title:** Maria C. Williams, Professional Engineer
Dept. & Division: Public Works, Engineering
Project Mgr. (if different) Same

Please give brief description of your request:
Risk Management Review for RFQ for Fire Station #s: 66, 67 and 76

A. Please identify the type of request and include the applicable documents:

RFQ X **Piggyback** ☐ **Lease/License** ☐ **Contract (Awarded)** ☐ **Special Event** ☐ **Other** Include ☐ a complete and final copy of the document containing the insurance requirements (e.g. RFP or Contract (Piggyback, License, Lease, etc.)).

B. Please identify the following, if applicable:

-RFQ NAME: Design Build Services for Fire Station Nos. 66, 67 and 76

-CONTRACT AWARDEE NAME: TBD

-LEASE PROPERTY ADDRESS: TBD

-OGC ASSIGNED ATTORNEY: Click here to enter text.

-IF APPLICABLE, IDENTIFY ASSOCIATED LEGISLATION BY BILL #:
Click here to enter text.

C. Date submitted:07-29-2022

D. Completion requested by (date):08-10-2022

E. For further discussion, please contact: Risk Management Services
904-255-5316

Please note the following conditions:
*** Reviews must be submitted via inbox at riskreview@coj.net.**
*** Reviews of Certificate of Insurance must be accompanied by the document requiring the insurance.**
*** Reviews of Special Events Permit must include indemnity statement and Certificate of Insurance.**
*** Review time will vary depending on volume and may take up to 15 business days *after* submission of all required documents. Reviews will be completed on a first in/first out basis. *Priority status requires Risk Manager approval*.**

(For use by Office of Risk Management – only)

Log Date: Enter Date **Logged By:** ☐ 01 ☐ 02 ☐ 03 **Review Complete Date:** Enter Date. **Reviewed By:** ☐ 01 ☐ 02 ☐ 03
Pending Items/Comments: Click here to enter text.