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: **August 12, 2019**

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 Commercial Standby Electrical Power Generation Systems and Commercial Electrical Power Distribution Network Upgrade Project for Public Buildings Division. 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 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: 10% 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	

ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

July 31, 2019

TO: Competitive Sealed Proposals Evaluation Committee (CSPEC)

ATTN: Gregory W. Pease, Chief, Procurement Division

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

FROM: Roy Birbal, Chief

SUBJECT: Certification Letter for Procurement of Design Build Professional Services for the Ed Ball Commercial Standby Electrical Power Generation Systems and Commercial Electrical Power Distribution Network Upgrades Project.

The Public Buildings Division is requesting the Procurement Division proceed with the issuance of a Professional Services RFQ for the Commercial Standby Electrical Power Generation Systems and Commercial Electrical Power Distribution Network Upgrades Project. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The Public Buildings Division is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the issuance of a RFQ to procure Professional Services to complete the Commercial Standby Electrical Power Generation Systems and Commercial Electrical Power Distribution Network Upgrades Project.

This project will be completed by formal contract using FY 19/20 CIP Funding.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works Public Buildings Division: Gene Trevail, Bob Upson, Jeremy Wright, Mike Soto and Jim Lange.

The evaluated bid process is required to meet the extensive specialized scope of work and unique project requirements that are requisite to maintaining the buildings emergency power, daily operations, specialized scheduling and security requirements of the buildings involved. In order to ensure that the minimum requirements are being met the evaluated process would be the fairest way to select the contractor.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Gene Trevail at 904-255-4331.

RB/gt

cc: Ann Brackin, Public Works Contracts and Finance Manager
Marilyn Laidler, Procurement Analyst
Jim Lange, Contract Administration Coordinator

ab

APPROVED
By Ann Willis at 2:32 pm, Jul 22, 2019

SUBMIT AN *ORIGINAL* AND THREE (3) COPIES

Competitive Sealed Proposal Evaluation Committee

ONE CITY. ONE JACKSONVILLE.

REQUEST FOR QUALIFICATIONS
DESIGN - BUILD SERVICES
COMMERCIAL STANDBY ELECTRICAL POWER GENERATION SYSTEMS AND COMMERCIAL ELECTRICAL POWER DISTRIBUTION NETWORK UPGRADE PROJECT
FOR THE
PUBLIC BUILDINGS DIVISION
DEPARTMENT OF PUBLIC WORKS
CITY OF JACKSONVILLE FLORIDA

RFQ NO:

OPEN DATE: /2019

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110

JACKSONVILLE, FL

MANDATORY PRE-BID CONFERENCE:, 2019 at 11:00 am

10th Floor Ed Ball Building, Conference Room # 4
214 North Hogan Street
Jacksonville, FL 32202

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 18, 2019

To: Gregory Pease, Chief
Procurement Division

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

Re: **RFQ Design Build Commercial Standby Electrical Power Generation system**

The Equal Business Opportunity 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 **10%**
- ☐ Set-A-Side

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

I can be reached at (904) 255-8833.

cc: Marilyn Laidler
Rose Nettles