DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

THRU John P. Pappas, P. E.
Director of Public Works

FROM: Tom Fallin, P. E., Chief
Engineering and Construction Management Division

Duane Kent, P. E., Project Manager
Engineering and Construction Management Division

DATE: January 17, 2017

RE: **REQUEST FOR PROPOSALS - PROFESSIONAL DESIGN SERVICES FOR VARIOUS PEDESTRIAN IMPROVEMENT AND SIDEWALK PROJECTS – ANNUAL CONTRACT**
RFP NO. P-07-17

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately $500,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.

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8. The Department of Public Works does not have the in house capabilities to provide these services.

9. A subcommittee composed of Tom Fallin, P. E., Chief, Engineering and Construction Management Division, 255-8762; and Duane Kent, Project Manager, Engineering and Construction Management Division, 255-8710, is assigned to review submittals for this RFP

10. Internal Services administrative costs should be charged to Account No. PWEN011AD.

11. Funding will be identified at the time purchase orders are issued for these services.

12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.

13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated October 2005.

14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

WJJ:dh

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)
EBO Approval (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Paving & Drainage Design Section
Lori West, Contract Specialist, Engineering Division