City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

May 20, 2019

05/23/19 08:17:10
Procurement Division

TO: Gregory W. Pease, Chairperson
Professional Services Evaluation Committee

THRU John P. Pappas, P.E.
Director

FROM: William J. Joyce, P.E.
Director of Operations

Tim Crutchfield,
Director of Operations, District IV Medical Examiner's Office

RE: **REQUEST FOR PERMISSION TO REVIEW PROPOSAL**
P-17-19 Professional Architectural and Engineering Services for Programming, Site Selection and Design of New Medical Examiner's Office

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The Department of Public Works received only two (2) proposals for the RFP solicitation for the Referenced RFP. **Per Section 126.302(f) of the Procurement Code if:**

"PSEC receives responses from less than three proposers, it shall re-solicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by re-soliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by re-soliciting."

The Department of Public Works does not have employees with the necessary expertise to design for Programming, Site Selection and Design of a New Medical Examiner's Office. Since this is a specialty discipline, the City has, in the past, hired a Consultant to prepare required studies, construction plans and specifications. The RFP for these services was advertised for over 4 weeks and was downloaded by 30 Architectural and Engineering firms and 5 companies that inform their Professional Services members of Private and Public projects. We feel that 4 weeks afforded ample time for consulting firms to become aware of the RFP and prepare/submit responses. Additionally, we believe that one or both proposals receive were from qualified firms.

Considering the foregoing information, staff requests permission to review and grade the 2 proposals received.

JPP/lw

xc: David D. Hahn, P. E., Engineering & Construction Management
Lori West, Contract Specialist, Engineering & Construction Management

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