OFFICE OF ECONOMIC DEVELOPMENT
CITY OF JACKSONVILLE, FL

MEMORANDUM

June 14, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Michael Thomas, Real Estate Manager MRT
Office of Economic Development

Ed Randolph, Director of Business Development
Office of Economic Development

SUBJECT: P-09-18 Contracts Management and Maintenance/Caretaker Support Cecil Commerce Center

The Office of Economic Development has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the **Contracts Management and Maintenance/Caretaker Support for Cecil Commerce Center** resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with VT Griffin, Inc., to provide the **Contracts Management and Maintenance/Caretaker Support for Cecil Commerce Center**, that.incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for three years from date of execution of contract thru July 31, 2021, with two (2) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of $1,840,598.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

cc: Alex Baker, PSEC Specialist

Section 4
Description of Services and Deliverables

Contracts Management and Maintenance/Caretaker Support

INTRODUCTION:

The City of Jacksonville hereby solicits written proposals for a Facilities Management Consultant, herein known as "CARETAKER", to provide facilities management and support services for the Cecil Commerce Center, Jacksonville Florida.

The primary goal of this Request for Proposal (RFP) is to enter into an agreement with a qualified CARETAKER specializing in integrated facilities management, maintenance and operations and other service functions necessary for the successful daily operations of the Cecil Commerce Center. CARETAKER services will include contracts management and maintenance management of all facilities, roads, grounds, paved areas, ponds, irrigation systems, and surface areas that are located on the 3,170± acres at Cecil Commerce Center, Jacksonville Florida. The selected CARETAKER will be required to perform in a dynamic and ever-changing scenario with minimal oversight. Efficiencies in management and operations, effectiveness in cost control, and assured customer satisfaction must be hallmarks of performance.

The City has entered into an agreement with Jacksonville/Cecil Commerce Center, LLC as affiliate of Hillwood Development Company, LLC (hereinafter referred to as "Hillwood") to allow Hillwood to develop Cecil Commerce Center as "Alliance Florida at Cecil Commerce Center". Pursuant to that agreement, Hillwood may purchase property at Cecil Commerce Center. Property purchased by Hillwood will be excluded from CARETAKER's contract and fees payable under the CARETAKER's contract will be reduced accordingly. CARETAKER shall work closely with Hillwood, at the direction of the City of Jacksonville, in future development of and facilities leasing at the Cecil Commerce Center.

Map of Subject Property

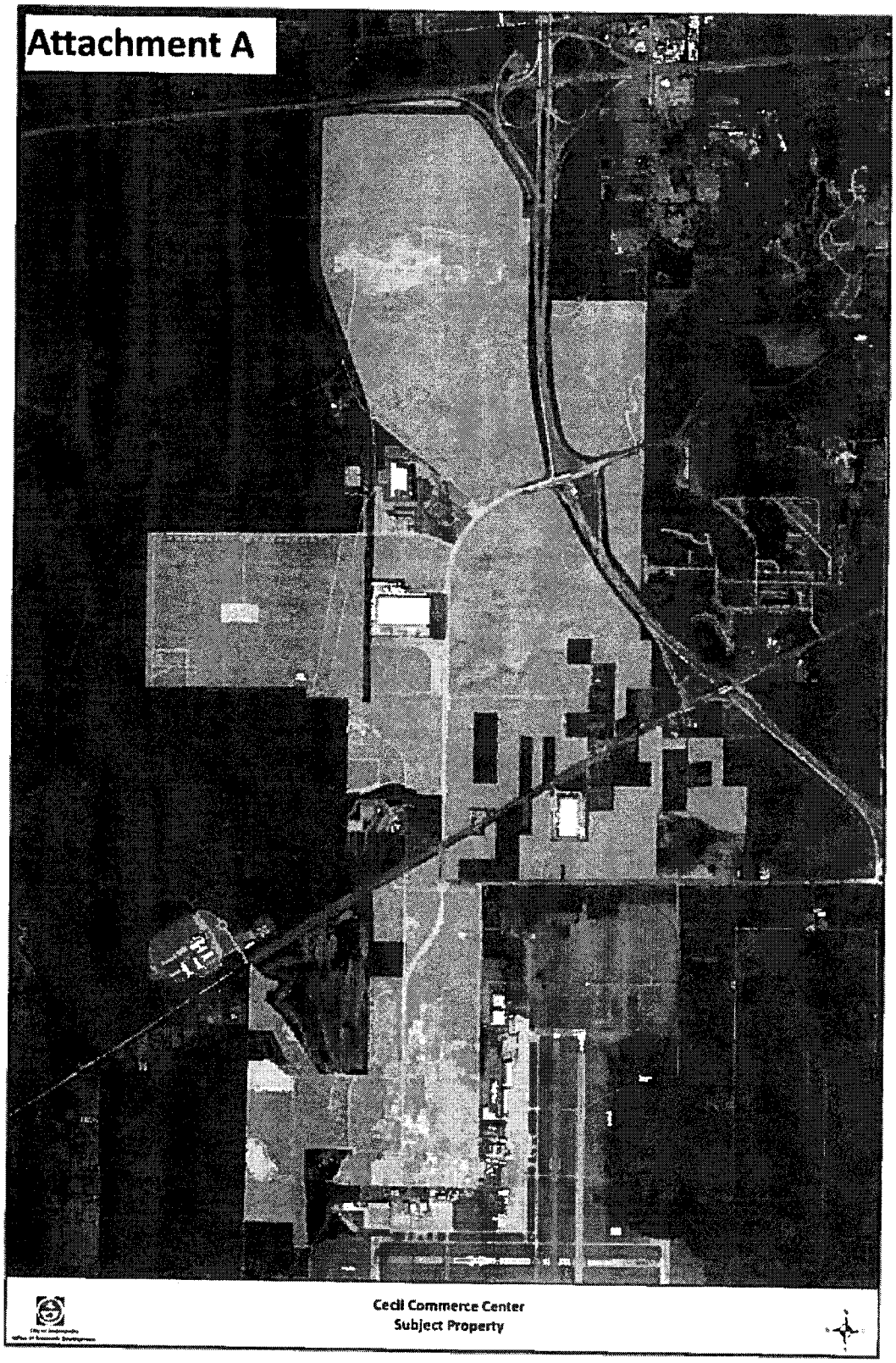

EXHIBIT 'A'

GENERAL INFORMATION:

Owner: City of Jacksonville

Operator: City of Jacksonville's Office of Economic Development

CARETAKER services will be performed for the City of Jacksonville at the direction of the City of Jacksonville's Office of Economic Development (OED). The CARETAKER will be responsible for providing management and oversight of all surface and facilities maintenance, schedule all services, review invoices, (prior to submitting to the City of Jacksonville for payment), and provide Quality Assurance of all services. Scheduled meetings shall be held between the OED Representative and the CARETAKER to discuss past performance and the upcoming schedule of services.

SCOPE OF SERVICES:

Specifications/requirements for caretaker services are provided in Annexes 1 - 6. Performance locations and inventory quantities provided are approximate and subject to change over the course of the contract. **It is the responsibility of the proposing contractor to verify quantities prior to submitting bid.**

The CARETAKER will provide overall site facilities management, including: identification of emerging customer work requirements; work management and control; facilities data and record files control; procurement / provision of services; equipment, property and key control; safety and environmental management and monitoring; quality control; disaster / emergency preparedness; outages, shutdowns, digging permits coordination: and expertise in managing facilities maintenance and support services.

Support services to be provided include, but due to emerging and unforeseen requirements are not limited to: the full spectrum of facilities, buildings,

equipment and mechanical, electrical, plumbing, HVAC, irrigation systems and fire detection / protection systems, recurring and preventative maintenance; specific repair and, alterations work orders over and above recurring work; grounds and surface area maintenance; maintenance of roads, streets, paved areas and drainage structures, ponds, appurtenances and ditches; security guard services; refuse pickup and disposal; pest and rodent control; environmental services; and related facilities and support services.

The electrical distribution system, water and wastewater production and distribution / collection systems will be operated and maintained by JEA, the local municipal utilities authority, under a separate agreement with the City of Jacksonville. The successful CARETAKER, under this RFP, will be required to establish an interface with JEA for successfully managing these utilities services. Likewise, the CARETAKER will be required to coordinate with AT&T for phone and data line services, and Teco Gas for natural gas delivery, and may be required to provide an indemnification agreement (similar to that required by the City) to the JEA, AT&T, and Teco Gas.

The CARETAKER will provide management and services to meet the requirements of those facilities under lease custody of the City of Jacksonville and its tenants. Upon selection as the proposed management and services provider, subject to successful negotiation of a final Agreement, the selected CARETAKER will be required to submit a comprehensive Work Plan outlining the manner by which the CARETAKER will staff and provide all required management and services. This will include a breakdown of key staffing by individual and qualifications, names and key supervisors for all subcontractors, and work management, control and operating procedures. The scope of services as described above outlines specific support and caretaker needs as currently envisioned. However, it is the intent of the City of Jacksonville to enter into an agreement with a CARETAKER who has the capability and experience of successfully providing integrated, full service, whole-site support at other similar sites, military bases, campuses, airports, etc.

BUDGETED ESTIMATE PLAN
AUGUST 1 2018 - JULY 31, 2019

		ESTIMATED BUDGET ESTIMATE PLAN AUG. 1, 2018 - JUL 31, 2019
	GENERAL COST AREA	
1	Administrative Requirement	$ 266,493
2	Facility Maintenance Services	$ 685,218
3	Pest Control Services	$ 6,061
4	Grounds and Surfaced Areas Maint Serv	$ 485,791
5	Environmental	$ 6,135
6	Refuse/Recycle	$ 3,252
7	Contingency (Over & Above)	$ 300,000
	Sub Totals	$ 1,752,950
	Management Fee (5.0%)	$ 87,648
	Contract Amount Subtotal	$ 1,840,598
	GRAND TOTAL	**$ 1,840,598**

EXHIBIT 'B'