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: **December 20, 2019**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204 approval is requested to utilize the Competitive Sealed Proposal process to select the most qualified contractor for ADA Curb Ramp Improvements- Westside- Part 1- Rebid for 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 Proposal ("RFP"). 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: Encouragement 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	

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.

December 20, 2019

MEMORANDUM

TO: **Competitive Sealed Proposals Evaluation Committee (CSPEC)**

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

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

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

Thomas Daly, Chief
Housing & Community Development

Kelly Mierkowski on behalf of Thomas Daly

SUBJECT: **Request to Advertise ADA Curb Ramp Improvements – Westside Part I - Rebid**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Construction Services for the subject project. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner is using Community Development Block Grant (CDBG) program funds to complete this project. The use of these funds requires evaluation and scoring of proposals based on federally defined criteria.

The work for this project consists of furnishing all labor, materials and equipment; and performing all operations necessary for the construction of ADA Curb Ramp Improvements at locations specifically listed in the construction plans.

The agency representative will be Nikita Reed of Public Works. The subject matter expert responsible for evaluating the CDBG Federal Requirements will be Kelly Mierkowski of Housing and Community Development Department.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Robin Smith at 904-255-8710.

NLR/

Ann Brackin, Public Works Contracts and Finance Manager
Marilyn Laidler, Procurement Analyst

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

November 22, 2019

To: Greg Pease, Division Chief
Procurement Division

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

RE: **ADA Curb Ramp Improvement-Westside-PART I-CDBG FUNDS-REBID**

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
- ☐ Set-Aside %

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

If you need additional information I may be reached at (904) 255-8833.

cc: Marilyn Laidler
Rose Nettles

Laidler, Marilyn

From: Duckworth, Twane
Sent: Friday, November 22, 2019 5:27 PM
To: Hahn, David; Laidler, Marilyn; RiskReview; Nettles, Rose
Cc: Pappas, John; Joyce, William; Reed, Nikita; West, Lori; Willis, Ann; Brackin, Ann; Bocchieri, Teresa
Subject: RE: CSPEC RFP - ADA Westside Part I.doc
Attachments: CSPEC RFP-ADA Westside Part I (rm approved).doc

David et al.,

Please see the attached. A minor change to Form 1 and Attachment H.

This will conclude Risk Management's review unless further notified.

Thanks,

Twane Duckworth, J.D., ARM, UACIC
Chief of Risk Management

From: Hahn, David <HAHN@coj.net>
Sent: Friday, November 22, 2019 8:38 AM
To: Laidler, Marilyn <MLaidler@coj.net>; RiskReview <RiskReview@coj.net>; Nettles, Rose <RNettles@coj.net>
Cc: Pappas, John <PAPPAS@coj.net>; Duckworth, Twane <TwaneD@coj.net>; Joyce, William <JOYCE@coj.net>; Reed, Nikita <NReed@coj.net>; West, Lori <LWEST@coj.net>; Willis, Ann <AnnW@coj.net>; Brackin, Ann <ABRACKIN@coj.net>; Bocchieri, Teresa <TOtto@coj.net>
Subject: CSPEC RFP - ADA Westside Part I.doc

Attached for your review and comment is the subject RFP.

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

Please review:
> Risk Management - Insurance & Indemnification requirements.
> EBO – Proposing 20% Participation for this contract.

David D. Hahn, P. E.
Engineer Manager
City of Jacksonville I Engineering Design Section
214 N. Hogan Street, 10th Floor
Jacksonville, Florida 32202
(904) 255-8793
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Please note that under Florida's very broad public records law, communications to and from City of Jacksonville officials are subject to public disclosure.