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: **April 5, 2021**

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 (RFP) for the Traffic Engineering Emergency Generator Installations and Electrical Infrastructure Upgrades Project for the 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 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
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

ONE CITY ONE JACKSONVILLE.

March 29, 2021

TO: Competitive Sealed Proposals Evaluation Committee (CSPEC)

ATTN: Gregory W. Pease, Chief, Procurement Division

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

FROM: Roy Birbal, CFM, Chief of Public Buildings

Certification Letter for Procurement of Design Build Professional Services for the Traffic Engineering Facilities New Generator Installation Project.

The Public Buildings Division is requesting the Procurement Division proceed with the issuance of a Professional Services RFP for design build services for the Traffic Engineering Facility New Generator Installation Project located at 1007 Superior Street Jacksonville FL. 32254. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code. This project will be completed by formal design build contract using Fema and HUD Federal Grant Funding.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works Public Buildings Division: Frank Mashuda FM, Jeremy Wright CM, Ben Carder ME and Jim Lange CA.

The evaluated CSPEC review and approval process is required to meet the extensive specialized scope of work and unique FEMA Grant Funded project requirements. In order to ensure that both the federal procurement, statement of qualification and minimum qualification requirements are being met the evaluated CSPEC 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: Steve Schlessinger, Public Works Contracts and Finance Manager
Marilyn Laidler, Procurement Manager
Jim Lange, Contract Administration Coordinator

Emailed and Called on 4/5 RE: Title being slightly different in memo. No change

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

February 11, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason JSEB Administrator DCM
Gretchen Williams, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Traffic Eng. Emergency Generator Installations and Electrical Infrastructure Upgrades**

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 review, we recommend the following:

- ☒ Encouragement
- ☐ Participation 10%
- ☐ Set-A-Side

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

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

Cc: Nekole Hullitt
Dinah Coleman Mason

Hulitt, Nekole

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, February 5, 2021 3:19 PM
To:	Trevail, Gene
Subject:	RM REVIEW AND UPDATED RE: Traffic Engineering Emergency Generator Installations
Attachments:	NEED TO BE REVISED INS. REQ. FOR Traffic Engineering Emergency Generator Installations.doc; RM UPDATED INS. REQ. FOR Traffic Engineering Emergency Generator Installationss.docx

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management attached the Indemnification & Insurance Requirements separately to be incorporate into
Traffic Engineering Emergency Generator Installations project.

Summary:

- Risk Management has been implementing slowly for all bids, contracts and agreements to have a uniform format for the Indemnification, Insurance Requirements and Provisions; therefore, please note some wording changes to the indemnification and the new order on the provisions. The changes are subtle but necessary.

- Ref: Form 6 on page 113: I do not know who implemented or the why for the "Insurance Agent Acknowledgment" to be added in the bid, contracts or agreements. My view on the matter is as follow....If you wish to omit the form, I am ok with it because it's the applicant's responsibility to make sure their insurance agent comply with all the insurance requirements within the contract. Some insurance agents are refusing to sign the form and it's creating havoc with contract compliance.

- The Indemnification & Insurance requirements with provisions on page 50-54 **to be replaced with the attached updated** Indemnification & Insurance requirements with provisions

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
Cell : 904-234-1578

ONE CITY. ONE JACKSONVILLE

This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Trevail, Gene
Sent: Friday, February 05, 2021 8:44 AM
To: Verdejo Magras, Wanda
Subject: Risk Review 2 RFP's

Good morning,

Attached are 2 RFP's for federal grant funded projects that I am requesting a review for insurance compliance. Please let me know if there are any corrections needed.

Thank you.

Gene Trevail
Public Buildings Facility Manager
Building Systems & Energy Conservation
City of Jacksonville | Department of Public Works | Public Buildings
555 W. 44th Street
Jacksonville, Florida 32208
(Office) 904.255.4331
(Cell) 904.646.7800
Email: GTrevail@COJ.NET

ONE CITY. ONE JACKSONVILLE.