7

A NEW DAY.

City of Jacksonville, Florida

DONNA DEEGAN, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **November 2nd, 2023**

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 formally procure a supplier for Design- Build Services for Brentwood Library. 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 the Participation 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

Donna Deegan, Mayor

Department of Public Works
214 N. Hogan St., 10th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

A NEW DAY.

MEMORANDUM

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

ATTN: **Dustin Freeman, Chairperson**
Professional Services Evaluation Committee

THRU **Nina Sickler, P. E.**
Director of Public Works

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

Tim Rogers, Library Director
Jacksonville Public Library

SUBJECT: **Certification letter for CDB-0003-23 Design/Build Services for the Brentwood Library**

DATE: **October 26, 2023**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Design Build Services for Vertical/Architectural (Vertical) Design-Build Projects. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner's ability to obtain proposals from the selected design-build team utilizing and modifying as necessary the Preliminary plans developed by the City before negotiating the final project cost.
2. Owner's ability to resolve construction conflicts and changes in an expeditious manner.
3. Owner's ability to obtain proposals from the selected design-build team for cost saving measures before negotiating the final project cost.
4. Time and cost savings based on Design-Build Contractor's experience gained on previous City infrastructure projects.

The Design-Build method will be advantageous over the traditional Design-Bid delivery method, considering the success of current and previously constructed Design-Build Architectural/Vertical Improvement projects, where the Department of Public Works reviewed professional qualifications of both members of the design-build team (Engineer & Contractor). In this case where a building will be repurposed for both a library and a school, the design-build method will allow the contractor to get approval for and commence necessary

demolition and exterior improvements while the interior design is finalized and permitted. This will allow public use of the facility much sooner than using the traditional design-bid-build method.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of the Public Library and of Public Works: Tim Rogers and Robin Smith.

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 255-8710.

Cc: Tammy Duggan, PW Contracts and Finance Manager
Lori West, Contract Specialist

Kemp, Benjamin

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, June 24, 2022 1:07 PM
To:	Hahn, David
Subject:	CONCLUDED REVIEW RE: RFQ ESC-0000-22 Design-Build Services for Vertical/Architectural Post Disaster Recovery Projects - DRAFT
Attachments:	RISK APPROVED (small redlined) INDEM & INS. REQ. FOR ESC-0000-22 Design-Build Svces for Vert-Arch Post Disaster Restoration Projects - DRAFT.docx

Greetings,

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

I consulted the details of the agreement and the following recommendations were made.

No changes are required to the Indemnification & Insurance Requirements and this will conclude Risk Management's review of ESC-0000-22 Design/Build Services for Vertical/Architectural Post Disaster Restoration Projects unless further notified.

Summary: small correction to the insurance provision letter B

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: ESC-0000-22 Design-Build Services for Vertical/Architectural Post Disaster Recovery Projects (PUBLIC WK)

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

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
New Cell : 904-489-5495

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: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Friday, June 24, 2022 10:33 AM
To: Hahn, David <HAHN@coj.net>
Subject: RE: RFQ ESC-0000-22 Design-Build Services for Vertical/Architectural Post Disaster Recovery Projects - DRAFT

Greetings,

I received your request to review the insurance requirements and it's in queue for review.

Due to the **high volume of review** requests that Risk receives from all COJ departments, please allow a time frame of **2 to 10 work days** for a concluded review.

We will continue to do my very best to expedite your request.

NOTE: Please label all emails correspondence: Subject: ESC-0000-22 Design/Build Services for Vertical/Architectural Post Disaster Restoration Projects

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

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
New Cell : 904-489-5495

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: Hahn, David <HAHN@coj.net>
Sent: Thursday, June 16, 2022 8:33 AM
To: RiskReview <RiskReview@coj.net>
Subject: RFQ ESC-0000-22 Design-Build Services for Vertical/Architectural Post Disaster Recovery Projects - DRAFT

Procurement & Risk Management:
Attached for your review and comment is the Draft RFQ for the subject contract along with the required Request for Risk Management Services form. We anticipate FEMA funding will be used for this contract and have removed the grading categories for location, JSEB Participation and Volume of Work.

Please call me if you have any questions.

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
www.coj.net

ONE CITY. ONE JACKSONVILLE.

Please note that under Florida's very broad public records law, communications to and from City of Jacksonville officials are subject to public disclosure.

CDB-0003-24

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

October 3, 2023

To: Dustin Freeman, Division Chief
Procurement Division

From: Gregory Grant EBO/JSEB Administrator GG
LaRoy Covington, EBO/JSEB Business Compliance Officer LC
Jacksonville Small and Emerging Businesses

RE: **Design-Build Services for Brentwood Library**

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 20%
- ☐ 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: Benjamin Kemp
Gregory Grant