City of Jacksonville, Florida

DONNA DEEGAN, Mayor

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

A NEW DAY.

MEMORANDUM

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

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

DATE: **October 26, 2023** *Date of the meeting.

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 Pre-Construction Services for Improvements to Jacksonville Sports And Entertainment Complex. 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: **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

SUBJECT: **Certification letter for Pre-Construction Services for Improvements to Jacksonville Sports and Entertainment Complex**

DATE: **October 17, 2023**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Expert Pre-Construction Services for Improvements to Jacksonville's Sports and Entertainment Complex. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner's ability to obtain proposals from highly qualified and experienced firm for the following:
   - analysis of existing buildings and infrastructure to determine remaining service life.
   - expert review of proposed construction cost estimates and assist in preparation of budgets.
   - constructability review of potential improvements.
   - life cycle analysis and long-term maintenance estimates.
   - Value engineering
   - Advice on construction phasing and schedules
   - Coordination of long lead permitting of improvements

2. Owner's ability to make informed decisions.

3. Owner's ability to evaluate proposed improvements before negotiating the final project costs.

4. Time and costs savings based on Contractor's experience and professional recommendations gained on previous large sports and entertainment complex projects.

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

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.

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

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

October 23, 2023

To: Dustin Freeman, Division Chief
Procurement Division

Gregory Grant EBO/JSEB Administrator GG

From: LaRoy Covington, EBO/JSEB Compliance Officer JC
Jacksonville Small and Emerging Businesses

RE: Pre-Construction Services for Improvements to Jacksonville Sports and Entertainment Complex

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

ONE CITY ONE JACKSONVILLE

City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division

Equal Business Opportunity Office

Ed Ball Building

214 N. Hogan Street, Suite 800

Jacksonville, Florida 32202

MEMORANDUM

TO: **Dustin L. Freeman, Chairman**
Professional Services Evaluation Committee

FROM: **Gregory Grant, EBO/JSEB Administrator** GG
LaRoy Covington, EBO/JSEB Business Analyst JC
Jacksonville Small & Emerging Business

SUBJECT: **ESC-0000-24 Pre-Construction Services for Improvements to Jax Sports and Entertainment Complex**

DATE: **October 9, 2023**

EBO Goal: Participation 20%

Review Date: October 9, 2023

Introduce and Review –The Jacksonville Small & Emerging Business Office has reviewed the above referenced RFP and scope of work.

Based upon our findings, we recommend approval of the proposal.

If you have questions or need further assistance, please call the JSEB Office at 904-255-8833.

cc: Dave Hahn, P.E. Engineer Manager

APPROVED
By Kevin at 1:07 pm, Oct 06, 2023

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

ONE CITY. ONE JACKSONVILLE.

RFP SPECIFICATIONS

FOR

PRE-CONSTRUCTION SERVICES FOR IMPROVEMENTS TO JACKSONVILLE SPORTS AND ENTERTAINMENT COMPLEX

PUBLIC WORKS DEPARTMENT

BID NO: ESC-####-24

OPEN DATE: XXX, 2023 TIME: 2:00PM

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110, JACKSONVILLE, FL

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone:(904) 255-8800
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Donna Deegan
Mayor

Dustin Freeman, Chief
Procurement Division

DRAFT