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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: **January 11, 2024**

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 **Parking Garage Operator for the Courthouse Garage**. 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 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	

Downtown Investment Authority

MEMORANDUM

TO: Dustin Freeman
Chief of Procurement Division

COJ PROCUREMENT
'23 NOV 27 PM 3:19:24

FROM: Lori Boyer
Downtown Investment Authority, CEO

SUBJECT: Request for Proposal: Courthouse Garage Operator

DATE: November 17, 2023

'23 NOV 27 PM 3:19:16

Please take appropriate action to issue a Request for Proposals (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. The general purpose of the service or study:

   The DIA, acting as the Community Redevelopment Agency for the Combined Northbank Community Redevelopment Area, seeks an experienced parking garage operator to manage the daily operations of the Courthouse Garage. This vendor will be responsible for completing the Scope of Services in full.

2. The Objective of the study or services:

   The objective is to manage the daily operations of the garages, provide a high quality of customer service, and do so at a reasonable price. Furthermore, the DIA hopes to increase net revenue to DIA through efficient management and increases in the number of people parking in the garages.

3. The estimated period of time needed for the service or study:

   The contract length will be for three (3) years, with three (3) one-year extensions exercisable upon mutual agreement of the parties.

4. The estimated cost of the service or study:

   The estimated annual cost of the contract is based on the past operating expenses from FY 2022-2023, which was $314,735.61 but provided a net revenue to DIA of $206,584.39 for that year. The estimated cost of the three (3) year contract is $1,002,000.79, with a net revenue to DIA of at least $657,687.64.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

   This RFP would duplicate the current service provided by its current garage operator. That contract can be cancelled without cause with 90 days notice. This RFP is being submitted at the request of the City Council to determine if options in the marketplace could provide advantages over the current contract.

6. List of current contracts or prior services or studies which are related to the proposed study or service.

   Reef Parking has a current contract with DIA to operate the garages.

7. A statement as to why the service/study cannot be done by department or agency staff:

   The City cannot perform this service due to lack of personnel and expertise.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members.

   Guy Parola, DIA Operations Manager | 904-255-5305
   John Crescimbeni, DIA Contract and Regulatory Compliance Officer | 904-255-5306

9. A project funding account number

   10801 135115 549006 000000 00001826 00000 0000000

10. The **names** and **email addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

    Wesley Desa
    Territory Manager
    Reef Parking
    200 W. Forsyth Street
    Suite C-1000
    Jacksonville, FL 32202
    Wesley.desa@reefparking.com

    Dane Grey
    President and Chief Executive Officer
    Elite Parking Services of America
    76 S Laura Street
    Suite 1702
    Jacksonville, FL 32202
    sales@eliteparkingsoa.com

Michael Kenny
General Manager
ASM Jacksonville
1 TIAA Bank Field Drive
Jacksonville, FL 32202
mike@asmjax.com

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated August, 2013

    (See: http://inside.coj.net/op/pr/default.aspx)

Lori Boyer, Chief Executive Officer, Downtown Investment Authority
Sub-committee Member Signature

Attachments: Scope of Services
Minimum Qualifications
Scoring and Evaluation Criteria

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

December 13, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

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

RE: **Parking Garage Operator for the Courthouse Garage**

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-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: Dave Klages
Gregory Grant

From: Collier, Kevin on behalf of RiskReview
To: Klages, David; RiskReview
Cc: Parola, Guy; Higginbotham, Joseph
Subject: RE: Review of RFP Documents: Parking Garage Operator for the Arena and Sports Complex Garages and Parking Garage Operator for the Courthouse Garage
Date: Friday, December 8, 2023 8:29:16 AM
Attachments: Approverd Parking Garage Operator for the Courthouse Garage - Draft 01.pdf
Approved Parking Garage Operator for the Arena and Sports Complex Garages - Draft 01.pdf
image002.png
image003.png

David,

Please see attached.

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

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

From: Klages, David <DKlages@coj.net>
Sent: Thursday, December 7, 2023 4:44 PM
To: RiskReview <RiskReview@coj.net>
Cc: Parola, Guy <GParola@coj.net>; Higginbotham, Joseph <JHigginbotham@coj.net>
Subject: Review of RFP Documents: Parking Garage Operator for the Arena and Sports Complex Garages and Parking Garage Operator for the Courthouse Garage

Good after, Kevin. Would you please review the insurance and indemnification requirements for the two attached solicitations? The scope of services is the same for both RFP's (parking garage operator for parking garages) and can be found beginning on page 24 for each RFP.

The Insurance & Indemnification requirements can be found beginning on page 49 for each RFP.

Please feel free to call if you have any questions.