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

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TO: Competitive Sealed Proposals Evaluation Committee (CSPEC)

ATTN: Gregory W. Pease
Chief of Procurement

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

FROM: William J. Joyce, P. E.
Director of Operations, Public Works

Tim Crutchfield
Director of Operations, Medical Examiner's Office

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

DATE: February 18, 2022

RE: Certification letter for the Medical Examiner's Office
Request for Construction Management at Risk (CMAR) Services

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Construction Management at Risk Services for the Medical Examiner's Office Project. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner's ability to obtain a Construction Manager (CM), comprised of an experienced and highly qualified construction management firm. Knowledge in Medical, Forensic, Biomedical Laborites and/or Public Works buildings will be an asset for this unique/specialize type of building.
2. Owner's ability to obtain proposals from the selected CMAR firms utilizing and modifying as necessary the plans developed by the city's consultant (Gresham Smith) before negotiating/bidding the final project cost. The CMAR method is advantageous over the traditional Design-Bid delivery method, considering the level of expertise needed for a new Medical Examiner's Office.

3. The CM will provide assistance, advice and management services to the city and the design consultants to assure proper planning and that the project is completed within the defined budget, program and schedule.
4. Owner's ability to resolve design and construction conflicts and changes in an expeditious manner.
5. Time and costs savings based on CMAR experience gained on previous large CMAR projects.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works and the Medical Examiner's Office: Bill Joyce and Tim Crutchfield.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Bill Joyce at 904-255-8763.

WJJ/mcw

Annette L. Burney, Purchasing Analyst
Lori West, Contract Specialist, Engineering and Construction Management Division
Steve Schlessinger, PW Contracts and Finance Manager

City of Jacksonville, Florida

Lenny Curry, Mayor

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

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MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **February 18, 2022**

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 (RFQ) for the Construction Management at Risk (CMAR) Services Preconstruction and Construction Services for the Medical Examiner's Office - 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 Qualifications ("RFQ"). 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 RFQ **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFQ **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: 25% Participation

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	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

February 3, 2022

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Construction Mgmt Risk Services**

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 25%
- ☐ 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) 255-8167.

Cc: Annette Burney
Dinah Coleman Mason

Leslie-Burney, Annette

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Monday, January 24, 2022 8:07 AM
To:	Williams, Maria; Coleman Mason, Dinah; Leslie-Burney, Annette
Cc:	Joyce, William; Reed, Nikita; Smith, Robin; Johns, Jeremy; RiskReview
Subject:	new Building for CMAR- Medical Examiner's Office Construction-4368 Davis St. N

Greetings.

As a follow up on this CMAR- Medical Examiner's Office Construction-4368 Davis St. N agreement please note the following.

- As soon as the Contractruction is completed, Risk need to be notified with the following detail
  - value of the building
  - contents value
  - construction type
  - etc.

we need as much details on the construction as possible in order for the City to added to the property schedule.

NOTE: Please label all emails correspondence: Subject: CMAR- Medical Examiner's Office Construction-4368 Davis St. N

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

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From: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Friday, January 21, 2022 2:38 PM
To: Williams, Maria <MariaCW@coj.net>; Coleman Mason, Dinah <DinahM@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Cc: Joyce, William <JOYCE@coj.net>; Reed, Nikita <NReed@coj.net>; Smith, Robin <RobinSmith@coj.net>
Subject: CONCLUDED REVIEW FOR CMAR- Medical Examiner's Office Construction-4368 Davis St. N

Greetings,

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

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for CMAR- Medical Examiner's Office Construction-4368 Davis St. N

Summary:

- Small correction to Attachment E- in the Indemnification & Workers Compensation
- Form 3- Insurance Agent Acknowledgement - can be omitted because it's the applicant's responsibility to ensure their insurance agent complies with all the contract's insurance requirements. Procurement agreed with Risk because some insurance agents refused to sign the form, creating havoc with contract compliance.
- Beside the above 2 items to be updated, the rest of the insuance requirements is approved by Risk

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

NOTE: Please label all emails correspondence: Subject: CMAR- Medical Examiner's Office Construction-4368 Davis St. N

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
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117 West Duval Street, Suite 335
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From: Verdejo Magras, Wanda
Sent: Wednesday, January 19, 2022 11:43 AM
To: Williams, Maria <MariaCW@coj.net>; Coleman Mason, Dinah <DinahM@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Cc: Joyce, William <JOYCE@coj.net>; Reed, Nikita <NReed@coj.net>; Smith, Robin <RobinSmith@coj.net>
Subject: RE: CMAR- Medical Examiner's Office construction

Greetings,

I received your request to review the insurance requirements and it's in line 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 7 days** for a concluded reply.

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

NOTE: Please label all emails correspondence: Subject: CMAR- Medical Examiner's Office construction

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
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From: Williams, Maria <MariaCW@coj.net>
Sent: Tuesday, January 18, 2022 3:57 PM
To: Verdejo Magras, Wanda <WVerdejo@coj.net>; RiskReview <RiskReview@coj.net>; Coleman Mason, Dinah <DinahM@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Cc: Joyce, William <JOYCE@coj.net>; Reed, Nikita <NReed@coj.net>; Smith, Robin <RobinSmith@coj.net>
Subject: RFQ Construction Management at Risk (CMAR)

Procurement, EBO & Risk Management:

Attached for your review and comment is the RFQ for a Construction Manager at Risk for a New Medical Examiner's Office. The attachments are included and also the 60% design progress plans for the new MEO.

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

Please review and provide:
> Risk Management - Insurance & Indemnification requirements.
> EBO Participation.

Please let me know if you have any questions or need additional information. Thanks, Maria

Maria C. Williams, P.E.
City of Jacksonville I Department of Public Works
214 N. Hogan Street - 10th Floor
Jacksonville, FL 32202

Office Phone: (904) 255-8789
www.coj.net