City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

04/04/19 10:49:41
Procurement Division

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

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

FROM: Bill Joyce, P. E., Operations Director
Department of Public Works

Tim Crutchfield, Director of Operations
District IV Medical Examiner's Office

DATE: April 2, 2019

RE: **REQUEST FOR PROPOSALS – RFP NO. P-17-19**
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR PROGRAMMING, SITE SELECTION AND DESIGN OF NEW MEDICAL EXAMINER'S OFFICE

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

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately $2,200,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in house capabilities to provide these services.

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9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Tim Crutchfield, P. E., Operations Manager, District IV Medical Examiner's Office, 255-4012, is assigned to review submittals for this RFP.

10. Internal Services administrative costs should be charged to Account No. PWEN011AD.

11. Funding will be identified at the time the contract is drafted for these services.

12. All firms who have expressed an interest in furnishing Professional Architectural and Engineering Services as detailed in the RFP should be mailed a notice of this RFP.

13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.

14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

DJ:dh

Attachment: Request for Proposals
Risk Management and EBO Approvals (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Lori West, Contract Specialist, Engineering Division