City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

DATE: **December 18, 2020**

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 (RFP) for the Police Memorial Building Standby Generator Replacement and Electrical Infrastructure Upgrade Project for Public Buildings Division. 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: 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	

Laidler, Marilyn

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, November 5, 2020 8:49 AM
To:	Trevail, Gene
Subject:	RE: RFP review 1.Dept. of Health Generator Replacement Project & 2.Police Memorial Generator Replacement & Electrical Project & 3.Pre-Trial Detention Center Replacement & Electrical Project
Attachments:	RM - SIVER REDLINE Dept. of Health Generator Replacement Project.pdf; RM - SIVER REDLINE Dept. of Health Generator Replacement Project.doc; RM - SIVER REDLINE Pre-Trial Detention Center Replacement & Electrical Project.pdf; RM - SIVER REDLINE Pre-Trial Detention Center Replacement & Electrical Project.doc; RM - SIVER REDLINE Police Memorial Generator Replacement & Electrical Project - .pdf; RM - SIVER REDLINE Police Memorial Generator Replacement & Electrical Project - .doc

Greetings,

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

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for the following agreements

1. Dept. of Health Generator Replacement Project
2. Police Memorial Generator Replacement & Electrical Project
3. Pre-Trial Detention Center Replacement & Electrical Project

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

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
Cell : 904-234-1578

Email : wverdejo@coj.net & riskreview@coj.net

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From: Verdejo Magras, Wanda
Sent: Thursday, October 29, 2020 8:36 AM
To: Trevail, Gene
Subject: RE: RFP review 1.Dept. of Health Generator Replacement Project & 2.Police Memorial Generator Replacement & Electrical Project & 3.Pre-Trial Detention Center Replacement & Electrical Project

Greetings,

I received your **3 request** and it's in line for review. As soon as I get the conclusion of the review it will be forward to you.

MESSAGE: I am having a high volume of incoming emails for review; nevertheless, I will do my best to expedite your request.

Please label all emails correspondence: Subject-

1. Dept. of Health Generator Replacement Project
2. Police Memorial Generator Replacement & Electrical Project

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

October 27, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Gretchen Williams, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **D/B Services PMB Standby Generator Replacement and Electrical Infrastructure Upgrade Project**

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 ~~100%~~

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: Marilyn Laidler
Rose Nettles

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

December 14, 2020

TO: Competitive Sealed Proposals Evaluation Committee (CSPEC)

ATTN: Gregory W. Pease, Chief, Procurement Division

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

FROM: Roy Birbal, CFM, Chief of Public Buildings

SUBJECT: Certification Letter for Procurement of Design Build Professional Services for the Police Memorial Building Standby Generator Replacement And Electrical Infrastructure Upgrade Project
501 E Bay Street Jacksonville FL 32202

The Public Buildings Division is requesting the Procurement Division proceed with the issuance of a Professional Services RFP for design build services for the Police Memorial Building Standby Generator Replacement and Electrical Infrastructure Upgrade Project. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The Public Buildings Division is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the issuance of a RFP to procure Professional Design Build Services to complete the Police Memorial Building Standby Generator Replacement and Electrical Infrastructure Upgrade Project.

This project will be completed by formal design build contract using Fema and HUD Federal Grant Funding.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works Public Buildings Division: Gene Trevail SFM, Frank Mashuda FM, Jeremy Wright CM and Jim Lange CA.

The evaluated bid process is required to meet the extensive specialized scope of work and unique project requirements that are requisite to maintaining the buildings emergency power, daily operations, specialized scheduling and security requirements of the JSO building involved. In order to ensure that both the federal procurement, statement of qualification and minimum qualification requirements are being met the evaluated process would be the fairest way to select the contractor.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Gene Trevail at 904-255-4331.

RB/gt

cc: Ann Brackin, Public Works Contracts and Finance Manager
Marilyn Laidler, Procurement Analyst
Jim Lange, Contract Administration Coordinator

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