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: **May 17, 2021**

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 select the most qualified contractor for ADA Curb Ramp Improvements - Westside 1 – Jacksonville Heights - Northeast for 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 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	

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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May 12, 2021

MEMORANDUM

TO: **Competitive Sealed Proposals Evaluation Committee (CSPEC)**

ATTN: **Gregory W. Pease**
Chief of Procurement

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

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

Thomas Daly, Chief
Housing & Community Development

SUBJECT: **Request to Advertise ADA Curb Ramp Improvements – Westside 1 – Jacksonville Heights - Northeast**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Construction Services for the subject project. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner is using Community Development Block Grant (CDBG) program funds to complete this project. The use of these funds requires evaluation and scoring of proposals based on federally defined criteria.

The work for this project consists of furnishing all labor, materials and equipment; and performing all operations necessary for the construction of ADA Curb Ramp Improvements at locations specifically listed in the construction plans.

The agency representative will be Nikita Reed of Public Works. The subject matter expert responsible for evaluating the CDBG Federal Requirements will be Lewan Brunson of Housing and Community Development Department.

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.

NLR/

Steve Schlessinger, Public Works Contracts and Finance Manager
Nekole Hulitt, Procurement Analyst

Hulitt, Nekole

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, May 13, 2021 4:07 PM
To:	Tablada, Alan
Subject:	RE:ADA Curb Ramp Improvements-Westside 1-Jacksonville Heights-NorthEast
Attachments:	RM REVIEW & REDLINED Attachment G - Indemnification - ADA Curb Ramp Improvements-Westside 1-Jacksonville Heights-NorthEast .docx; BID FOR ADA Curb Ramp Improvements-Westside 1-Jacksonville Heights-NorthEast .doc; RM REVIEW & REDLINED Attachment H - Insurance - ADA Curb Ramp Improvements-Westside 1-Jacksonville Heights-NorthEast .docx

Greetings,

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

Risk Management reviewed the Indemnification and **redlined** the Insurance Requirements for ADA Curb Ramp Improvements-Westside 1-Jacksonville Heights-North East

Summary:

- Workers Compensation limit change
- Added Builders Risk / Installation Floater coverage
- Remove the Design Prof. Lia. due to I did not see anything in the scope that would require Design Prof. Lia. If I misunderstood the scope please advise.

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : 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

New Cell : 904-489-5495

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From: Tablada, Alan
Sent: Wednesday, May 12, 2021 2:07 PM
To: RiskReview
Subject: RFP Specs - ADA Curb Ramp Improvements - Westside 1 - Jacksonville Heights - Northeast

Risk Management:

Attached for your review and comment is the subject RFP along with Attachments G (Indemnification) and H (Insurance Requirements).
Also attached is the required Request for Risk Management Services form.

There is a rush to have this advertised next week, if you are able to provide your review as soon as possible.

Please call me if you have any questions.

Thank you,

Alan Tablada, E.I.
Public Works Engineering
214 N. Hogan St., 10th Floor
Jacksonville, FL 32202
(904) 255-8712

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

April 30, 2021

To: Greg Pease, Division Chief
Procurement Division

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

RE: **ADA Curb Ramp Improvements- Westside1 Jacksonville Heights**

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) 255-8167.

Cc: Nekole Hulitt
Dinah Mason

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