PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **December 6, 2016**

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 services for Purchase or Lease of JaxPort Property: 4384 Ocean St and Additional 168944-0100, 168948-0000, 168311-0010, 168952-0000, 168953-0000, 168955-000, 168956-0000, 169957-0000, 168958-0000, 168959-000, 168960-0000, 168961-0000. 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 Program**

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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

OFFICE OF ECONOMIC DEVELOPMENT
CITY OF JACKSONVILLE, FL

MEMORANDUM

TO: Greg Pease
Chief, Procurement Office

THROUGH: Kirk Wendland
Executive Director, OED

FROM: Karen Nasrallah
Redevelopment Manager, OED

SUBJECT: Disposition of Property at Mayport Village

DATE: December 1, 2016

We are requesting permission to be placed on the Competitive Sealed Proposal Evaluation Committee (CSPEC) agenda for Thursday, December 7, 2016 for consideration of the attached Request for Proposals (RFP).

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

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of the Invitation to Developers on JAXPORT Owned Property in Mayport Village. The evaluated bid process is required due to the complexity of the scope, the differences among developer's solution and the importance of the qualifications of the providers versus a low bidder, open market method.

The proposed project will not duplicate existing services.

There are currently no bids or contracts out for these services.

The sub-committee responsible for evaluating the submitted bids will be comprised of a representative from the staff of the Office of Economic Development and a representative from JAXPORT.

I will be the contact for throughout this process and can be reached as follows: 630-2272, karenn@coj.net.

Attached, please find the scope of work, minimum specifications and intended evaluation criteria. Thank you in advance for considering our request.

cc: Annette Leslie-Burney, Procurement Office

Leslie-Burney, Annette

From: Nasrallah, Karen
Sent: Thursday, November 17, 2016 12:33 PM
To: Leslie-Burney, Annette
Cc: Pease, Gregory; Crawford, Paul; Torres, Will
Subject: FW: Legal/Risk Management Review Mayport RFP
Attachments: Mayport RFP Update 11.4.2016 RM Redline 11.17.16.doc

Annette,
Please find attached the Mayport RFP with redline from Risk Management. This is in response to the RFP I sent you for Mayport that included revisions from legal. We would like to have the package finalized by early next week so we can be included on the December 1 agenda. Do you have time for a call tomorrow so I can confirm all that is needed to make the December 1 meeting possible. Thank you, Karen

Karen V. Nasrallah
Redevelopment Manager
City of Jacksonville
Office of Economic Development
117 W. Duval Street, Ste 275
Jacksonville, Florida 32202
904.630.2272
904.630-2919 (Fax)
www.jaxdevelopment.org

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Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

From: Willis, Ann **On Behalf Of** RiskReview
Sent: Thursday, November 17, 2016 12:10 PM
To: Torres, Will; McCain, James; RiskReview
Cc: Crawford, Paul; Nasrallah, Karen
Subject: RE: Legal/Risk Management Review Mayport RFP

All,

Attached please find Risk Management's redlined RFP for the Mayport Village RFP. Risk Management has concluded our review unless further assistance is required.

Thanks!

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance

City of Jacksonville
117 W Duval Street, Suite 335
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From: Torres, Will
Sent: Friday, November 04, 2016 11:03 AM
To: McCain, James; RiskReview
Cc: Crawford, Paul; Nasrallah, Karen
Subject: RE: Legal/Risk Management Review Mayport RFP

From: Torres, Will
Sent: Friday, November 04, 2016 11:02 AM
To: McCain, James; RiskReview
Cc: Crawford, Paul; Nasrallah, Karen
Subject: RE: Legal/Risk Management Review Mayport RFP

Jim,

I made the grammatical corrections to the RFP. The undefined terms under Section 4 are defined in the attachment 4. What do you recommend to fix this?

From: McCain, James
Sent: Thursday, November 03, 2016 3:33 PM
To: Torres, Will; RiskReview
Cc: Crawford, Paul; Nasrallah, Karen
Subject: RE: Legal/Risk Management Review Mayport RFP

Good afternoon,

Most of this looks pretty good. However, subsections a. – f. in Section 4 under "Site: Mayport Village Island: Restricted Uses and Development Rights" is a mess.

Misuse of words (e.g. constriction for construction, altercation for alteration, inducing for including) and undefined terms (Grantor, Grantee, Easement).

Jim

From: Torres, Will
Sent: Monday, October 31, 2016 3:23 PM
To: McCain, James; RiskReview
Cc: Crawford, Paul; Nasrallah, Karen
Subject: FW: Legal/Risk Management Review Mayport RFP

Mr. McCain/Mrs. Willis,

I apologize but I did not attach the RFP in the original email. I've attached it to this email.

From: Torres, Will
Sent: Monday, October 31, 2016 2:09 PM
To: McCain, James; RiskReview
Cc: Nasrallah, Karen; Crawford, Paul
Subject: Legal/Risk Management Review Mayport RFP

Mr. McCain/Mrs. Willis,

Please find attached are the documents needed for the Mayport RFP Review. We are trying to move this as quickly as possible and would appreciate your attention to this matter. Please do not hesitate to contact me if you have any questions.

Best Regards,

Will Torres
Business Development Division
Mayor's Office of Economic Development
117 West Duval Street, Suite 275
Jacksonville, Florida 32202
Tel.: (904) 630-7114
Fax: (904) 630-1019
Email: wtorres@coj.net
Web: www.jaxdevelopment.org

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Leslie-Burney, Annette

From: Cruz, Aileen
Sent: Tuesday, December 06, 2016 2:15 PM
To: Leslie-Burney, Annette
Subject: Sale Lease Jaxport Properties

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Sale Lease Jaxport Properties**

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

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax