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

ONE CITY. ONE JACKSONVILLE.

TO: **Greg Pease, Chairperson**
Professional Services Evaluation Committee

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

FROM: **Roy Birbal, CFM**
Chief of Public Buildings

Dinah Mason, Manager of Special Projects

DATE: **July 10, 2017**

SUBJECT: **REQUEST FOR PROPOSALS – GUARANTEED ENERGY PERFORMANCE CONTRACTING SERVICES** P-65-17

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 between $600,000 and $1,000,000.
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.
9. A subcommittee composed of Roy Birbal, CFM, Division Chief, Public Buildings Division, 255-4330; and Dinah Mason, Manager, Special Projects, 255-8728; is assigned to review submittals for this RFP

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10. Internal Services administrative costs should be charged to Account No. PWPB5A1D.

11. These services are currently funded in the FY 17/18 CIP.

12. All firms who have expressed an interest in furnishing Guaranteed Energy Performance Contracting 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 Administrative Code dated October 2005.

14. Three (3) 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.

RB:ml

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

cc: Ann Brackin, Public Works Contract Specialist
Dustin Freeman, Manager of Purchasing Services