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: **August 29, 2022**

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 for the Construction Management at Risk (CMAR) Services Preconstruction and Construction Services for the Medical Examiner's Office – Rebid. 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 Qualifications ("RFQ"). 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 RFQ **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFQ **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement

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	

Leslie-Burney, Annette

From: Williams, Maria
Sent: Monday, August 22, 2022 1:49 PM
To: Verdejo Magras, Wanda; RiskReview; Simpson, Sandy
Cc: Leslie-Burney, Annette; Crutchfield, Tim
Subject: Medical Examiner's Office - RFQ - Construction Management at Risk (CMAR)
Attachments: CMAR-MEO - RFQ - Re-Bid 081922.docx; CDB-0061-223A.pdf

We are re-bidding the previous CMAR "RFP and Fee" as a RFQ (see attachment). Annette advised that JSEB and Risk Management needs to re-review this document. Could you please provide your comments at your earliest convenience.

Sandy, please see attached CMAR RFP Item # 2 of Addendum # 3.

Thanks, Maria

Maria C. Williams, P.E.
City of Jacksonville I Department of Public Works
214 N. Hogan Street - 10th Floor
Jacksonville, FL 32202
Office Phone: (904) 255-8789
www.coj.net

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

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

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

FROM: **Steven D. Long, Jr. P. E.**
Director of Operations

Tim Crutchfield
Medical Examiner Operation Manager

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

DATE: **August 17, 2022**

RE: **Certification letter for the Medical Examiner's Office Request for Construction Management at Risk (CMAR) Services**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Construction Management at Risk Services for the Medical Examiner's Office Project. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner's ability to obtain a Construction Manager (CM), comprised of an experienced and highly qualified construction management firm. Knowledge in Medical, Forensic, Biomedical Laborites and/or Public Works buildings will be an asset for this unique/specialize type of building.
2. Owner's ability to obtain proposals from the selected CMAR firms utilizing and modifying as necessary the plans developed by the city's consultant (Gresham Smith) before negotiating/bidding the final project cost. The CMAR method is advantageous over the traditional Design-Bid delivery method, considering the level of expertise needed for a new Medical Examiner's Office.

3. The CM will provide assistance, advice and management services to the city and the design consultants to assure proper planning and that the project is completed within the defined budget, program and schedule.
4. Owner's ability to resolve design and construction conflicts and changes in an expeditious manner.
5. Time and costs savings based on CMAR experience gained on previous large CMAR projects.

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works and the Medical Examiner's Office: Steve Long and Tim Crutchfield.

Your assistance in concurring with this request would be appreciated. If you have any questions or concerns regarding this matter, please contact Steve Long at 904-255-8763.

SDL/mcw

Annette L. Burney, Manager of Purchasing Services
Lori West, Contract Specialist, Engineering and Construction Management Division
Steve Schlessinger, PW Contracts and Finance Manager

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

August 29, 2022

To: Greg Pease, Division Chief
Procurement Division

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

RE: **CMAR Services for Medical Examiner Office**

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) 255-8833.

Cc: Annette Burney

Dinah Mason

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

Leslie-Burney, Annette

From: Williams, Maria
Sent: Monday, August 22, 2022 4:14 PM
To: RiskReview; Simpson, Sandy
Cc: Leslie-Burney, Annette; Crutchfield, Tim
Subject: RE: Medical Examiner's Office - RFQ - Construction Management at Risk (CMAR)

Thank you so much!

From: Verdejo Magras, Wanda <WVerdejo@coj.net> **On Behalf Of** RiskReview
Sent: Monday, August 22, 2022 3:05 PM
To: Williams, Maria <MariaCW@coj.net>; Simpson, Sandy <SSimpson@coj.net>
Cc: Leslie-Burney, Annette <ABurney@coj.net>; Crutchfield, Tim <TCrutchfield@coj.net>
Subject: RE: Medical Examiner's Office - RFQ - Construction Management at Risk (CMAR)

Greetings,

The removing of the "pre-construction price" does not changes the insurance requirements for the bid.

Risk conclude no changes to the insurance requirements.

FYI: The only thing that I did notice was typo on insurance provision letter B page 66. See below.

B. Additional Insured: All insurance **except** Worker's Compensation and Professional Liability, ~~AD&D and Crime (if required)~~ shall be endorsed to name the City of Jacksonville and City's members, officials, officers, employees and agents as Additional Insured. Additional Insured for General Liability shall be in a form no more restrictive than CG2010 and, if products and completed operations is required, CG2037, Automobile Liability CA2048.

NOTE: Please label all emails correspondence: Subject: Medical Examiner's Office - RFQ - Construction Management at Risk (CMAR) (MED.EX)

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

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: Williams, Maria <MariaCW@coj.net>
Sent: Monday, August 22, 2022 2:17 PM
To: RiskReview <RiskReview@coj.net>; Simpson, Sandy <SSimpson@coj.net>
Cc: Leslie-Burney, Annette <ABurney@coj.net>; Crutchfield, Tim <TCrutchfield@coj.net>
Subject: RE: Medical Examiner's Office - RFQ - Construction Management at Risk (CMAR)

Wanda,

It's basically the same thing but we changed the document from RFP to RFQ (without a pre-construction price). Procurement indicated last Friday that you need to review it again.

Thanks, Maria

Maria C. Williams, P.E.
City of Jacksonville I Department of Public Works
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Jacksonville, FL 32202
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Subject: RE: Medical Examiner's Office - RFQ - Construction Management at Risk (CMAR)

Leslie-Burney, Annette

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Cc:	Leslie-Burney, Annette; Crutchfield, Tim
Subject:	RE: Medical Examiner's Office - RFQ - Construction Management at Risk (CMAR)
Attachments:	CDB-0061-223A.pdf; CMAR-MEO - RFQ - Re-Bid 081922.docx; RE: CONCLUDED REVIEW FOR CMAR- Medical Examiner's Office Construction-4368 Davis St. N

Greetings,

Please advise if I missed the point, but the submitted review request on Mon 8/22/2022 1:49 PM was review and concluded on 2/22/22. see attach the concluded email.

Advise if I misunderstood the review request.

NOTE: Please label all emails correspondence: Subject: CMAR- Medical Examiner's Office Construction-4368 Davis St. N (Med.Ex)

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
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Phone : 904-255-5314
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