ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

DATE: **May 2, 2017**

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	

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: Greg Pease, Chief, Procurement Office

THROUGH: Kirk Wendland, Executive Director, OED

FROM: Paul Crawford, Deputy Director, OED
Karen Nasrallah, Redevelopment Manager, OED

SUBJECT: Disposition of Property at Mayport Village

DATE: April 27, 2017

We are requesting permission to be placed on the Competitive Sealed Proposal Evaluation Committee (CSPEC) agenda for Thursday, May 4, 2017 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.

Karen Nasrallah 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

Department of Finance and Administration
Procurement Division

May 2, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Purchase for Lease of Jaxport**

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-Aside %

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.

cc: Annette Leslie-Burney

MR/kc

214 North Hogan Street, Suite 800 □ Jacksonville, FL 32202 □ 904-255-8840 □ Fax 904-255-8842 □ www.jseb.coj.net