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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: **Dustin Freeman, Chief of Procurement**

DATE: **October 18, 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 Design Build Service (RFQ) for the Design Build Services for Mayport Dock Redevelopment Phase 2 for the 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 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	

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: **Steve Long, P. E.**
Director of Operations

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

DATE: **September 13, 2022**

RE: **Certification letter for the Mayport Docks Redevelopment Phase 2 Design-Build Project**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Design – Build Services for the Mayport Docks Redevelopment Phase 2 Project. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner's ability to obtain proposals from the selected design-build team utilizing and modifying as necessary the Preliminary plans developed by the City before negotiating the final project cost.
2. Owner's ability to resolve construction conflicts and changes in an expeditious manner.
3. Owner's ability to obtain proposals from the selected design-build team for cost saving measures before negotiating the final project cost.
4. Time and costs savings based on Design-Build Contractor's experience gained on previous large drainage projects.

The Design-Build method will be advantageous over the traditional Design-Bid delivery method, considering the success of current and previously constructed Design-Build drainage improvement

projects, where the Department of Public Works reviewed professional qualifications of both members of the design-build team (Engineer & Contractor).

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works: Steve Long, P. E., and Robin Smith, P. E.

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.

SL/jmb

Jaclyn Stamos, Purchasing Analyst
Lori West, Contract Specialist, Engineering and Construction Management Division

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

July 12, 2022

To: Greg Pease, Division Chief
Procurement Division

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

RE: Design Build Services for Mayport Doc Redevelopment Phase 2

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: Jaclyn Stamos
Dinah Mason

CAPITAL IMPROVEMENT PROGRAM
VERIFICATION FORM

Sec. 122.602.(a) of the City Ordinance Code defines a Capital Improvement as a permanent addition, construction or fixture to real property or structures thereon that:

(1) Has a useful life of more than ten years;
(2) Has an estimated purchase or construction cost of $100,000 or more; or
(3) Will be financed, in whole or in part, from bonds issued by the City.

2022 08:06:22
Procurement Division

Excluded from the term and definition of Capital Improvement shall be all routine resurfacing of streets, recurring annual items, and routine maintenance and repair.

Agencies are required to submit this form, properly executed, prior to receiving a bid number. By affixing signature, signee is certifying that project is either approved and funded for construction, or is in the process of being approved, prior to award.

BIDDING METHOD: ***OPEN BIDS*** / *SET ASIDE* / *PERCENTAGE*
(please circle one)

PROJECT TITLE: **Design Build Services for Mayport Dock Redevelopment – Phase 2**

Agency: Public Works Department Account No. 1 CLOUD #: 006184

Council Approval Bill No.: _____

C.I.P. Ordinance Page No.: (attach copy) N.A.

PROJECT ESTIMATE **$15,000,000 (City)**

Please indicate the funding source(s) (i.e.; HUD, DOT, General Fund, etc.):

Capital Projects

Agency Contact: John M. Baxter, P.E. Phone Number 255-8725

Certifying Signature John M Baxter Phone Number 255-8763
For Robin Smith, P.E.

PROCUREMENT DIVISION USE ONLY

APPROVAL: _____ DATE _____

EBO Approval: _____

Bid No.: _____ Opening Date: _____

Revised 07/2010

07/08/22 08:06:34
Procurement Division

Stamos, Jaclyn

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Monday, August 8, 2022 2:52 PM
To:	Stamos, Jaclyn
Subject:	Concluded RE: Design Build Services for Mayport Doc Development - Phase 2- Risk Management Review
Attachments:	RISK REDLINED CDB-0053-22 Design-Build Services for Mayport Docks Redevelopment Phase 2.docx

Greetings, Please accept my apologies for the delay.

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

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for CDB-0053-22 Mayport Dock Redevelopment Phase 2-Design-Build Agreement

Summary: redline the Indemnification on page 65 20.43 to page 68 Insurance

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: CDB-0053-22 Mayport Dock Redevelopment Phase 2-Design-Build Agreement (Public WK)

Any further questions, please feel free to contact me.

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: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Thursday, July 14, 2022 4:04 PM
To: Stamos, Jaclyn <JStamos@coj.net>
Cc: Flynn, Tracy <TFlynn@coj.net>
Subject: FW: Design Build Services for Mayport Doc Development - Phase 2- Risk Management Review

Greetings,

I received your request to review the insurance requirements and it's in queue for review.

Due to the **high volume of review** requests that Risk receives from all COJ departments, please allow a time frame of **2 to 10 work days** for a concluded review.

We will continue to do my very best to expedite your request.

NOTE: Please label all emails correspondence: Subject: Mayport Dock Redevelopment Phase 2-Design-Build Agreement (Publick WK)

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: "Stamos, Jaclyn" <JStamos@coj.net>
Date: July 14, 2022 at 1:01:37 PM EDT
To: "Flynn, Tracy" <TFlynn@coj.net>
Subject: Design Build Services for Mayport Doc Development - Phase 2- Risk Management Review

Good morning,
Request Risk Management to review the Design Build Solicitation that we are looking to send out for bid. Thank you.

v/r
Jaclyn L Stamos
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
(P) 904-255-8844
Email: jstamos@coj.net