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	

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
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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

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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
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Mayor's Office of Economic Development
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