PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **December 5, 2016**

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 for Design-Build Services for Cecil Field Trail Northern Extension Project for 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 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 Plan

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	

DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

December 5, 2016

TO: Gregory W. Pease
Chief of Procurement

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

FROM: Tom Fallin, P.E., Chief
Engineering and Construction Management Division

SUBJECT: Request for Approval to use the Price Proposal/Qualifications Based Selection Process with the Design-Build Construction Delivery Method for Cecil Field Trail Northern Extension
Accounts to be utilized for award:
PRCP331F5720-06505-PR0121-06-PRC132-09
PRCP331F5720-06505-PR0121-07-PRC131-09

This is to request approval to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement for design/build services of the Cecil Field Trail Northern Segment project to be funded by a Florida Department of Transportation grant.

Accordingly, this is to recommend approval to solicit for Price Proposal/Qualifications Based Selection Process with the Design-Build Construction Delivery Method for Cecil Field Trail Northern Extension project.

JPP:lw

214 N Hogan Street Jacksonville, FL 32202 Phone: 904.255.8762 Fax: 904.255.8926 www.coj.net

N2

Laidler, Marilyn

From: Bryan, Brandie on behalf of RiskReview
Sent: Wednesday, November 23, 2016 12:13 PM
To: Baxter, John; RiskReview
Cc: Pearson, Daniel; Laidler, Marilyn
Subject: RE: Cecil Design build
Attachments: FW: Cecil Design build

Risk Management has reviewed your request and find no changes need to be made at this time. We have concluded our review unless you require further assistance.

Kind Regards,

Brandie Bryan
Property and Casualty Compliance
Insurance and Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
(904)630-7301 (o)
(904)630-2100 (f)

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From: Baxter, John
Sent: Wednesday, November 23, 2016 11:16 AM
To: RiskReview
Cc: Pearson, Daniel; Laidler, Marilyn
Subject: FW: Cecil Design build

To Risk Review,

I am following up with you about this. We never received approval for these documents for the RFP we are preparing for this project. Could you please let me know if they are acceptable or provide comments to be addressed?

Thank you.

From: Baxter, John
Sent: Monday, September 19, 2016 7:19 AM
To: Pearson, Daniel; RiskReview; Laidler, Marilyn
Subject: RE: Cecil Design build

See attachment.

From: Pearson, Daniel
Sent: Monday, September 19, 2016 6:52 AM
To: Baxter, John
Subject: FW: Cecil Design build

John, please forward

From: Willis, Ann **On Behalf Of** RiskReview
Sent: Friday, September 16, 2016 4:42 PM
To: Pearson, Daniel; RiskReview
Cc: Laidler, Marilyn; Baxter, John
Subject: RE: Cecil Design build

Please forward Word documents for both of the attached pdfs.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Pearson, Daniel
Sent: Friday, September 16, 2016 2:56 PM
To: RiskReview
Cc: Laidler, Marilyn; Baxter, John
Subject: FW: Cecil Design build
Importance: High

Urgent request for subject review of the insurance & indemnification for project estimated at $800,000. Note this is a re-bid of previous bid CDB-0125-15 bid back in May, 2015 and is FDOT funded.

From: Baxter, John
Sent: Friday, September 16, 2016 2:36 PM
To: Pearson, Daniel
Cc: Kent, Duane
Subject: RE: Cecil Design build

No, not unless procurement sends it to them, I did not send it to risk.
Section 4, section 3.21? Did you mean section 3, 3.21...I have attached section 3.21 and attachment H.
Let me know if you need anything else with this.
Thank you.

From: Pearson, Daniel
Sent: Friday, September 16, 2016 2:25 PM
To: Baxter, John
Cc: Kent, Duane
Subject: Cecil Design build

John, Do you know if this RFP has been forwarded to Risk for their review? If not I need a copy of Section 4, Section 3.21 to get over to them.

DAN PEARSON
MANAGER OF PURCHASING SVCS, ASST.
PROCUREMENT DIVISION
904-255-8815 ★ DIRECT
904-255-8837 ★ FAX

ONE CITY ONE JACKSONVILLE!

Laidler, Marilyn

From: Thomas, Ezra
Sent: Wednesday, September 14, 2016 10:23 AM
To: Laidler, Marilyn
Cc: Baxter, John
Subject: Design Build Cecil Trail

September 14, 2016

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JBA Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Design Build Cecil Trail**

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 available upon request. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8840.

cc: M. Laidler

MR/et

Ezra G. Thomas

Construction Regulation Compliance Officer
Jacksonville Small and Emerging Business
Office: 904-255-8833
EzraT@coj.net