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: **October 10, 2019**

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 select the most qualified contractor(s) for RFQ for Hurricane Matthew Home Repair Program for Housing and Community Development Division. 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 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	

Laidler, Marilyn

From: Duckworth, Twane
Sent: Thursday, October 10, 2019 1:20 PM
To: Laidler, Marilyn; RiskReview
Subject: RE: Risk Management Review Required
Attachments: RFQ - Matthew Repair Program - 09.19.19 (risk approved).docx

Marilyn,

Please see the attached. Please note that the pagination is off in the table of contents so I highlighted it in yellow. Otherwise, the attached is complete from Risk review.

This will conclude our commentary unless notified further.

Thanks,

Twane Duckworth, J.D., ARM, UACIC
Chief of Risk Management

From: Laidler, Marilyn <MLaidler@coj.net>
Sent: Thursday, October 10, 2019 11:36 AM
To: RiskReview <RiskReview@coj.net>; Duckworth, Twane <TwaneD@coj.net>
Subject: FW: Risk Management Review Required
Importance: High

Hello,
Here's another request that was sent before please review as item is requested to be presented before next week's meeting.

Thank you for any assistance

From: Laidler, Marilyn
Sent: Wednesday, September 25, 2019 11:33 AM
To: RiskReview
Cc: Bohentin, Sarah
Subject: Risk Management Review Required
Importance: High

Hello,
Attached is the Risk Management Review Request Form and the RFQ please review the RFQ for insurance and indemnification purpose for approval.

Thanks

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837

Rightfax (904)630-8288
Email: mlaidler@coj.net

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

September 26, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Office

RE: **RFQ- Hurricane Matthew Housing Repair Program (CDBG-DR)**

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) 255-8833.

cc: Marilyn Laidler
Rose Nettles

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

City of Jacksonville, Florida

Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
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Jacksonville, FL 32202
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10/10/19 10:51:11
Procurement Division

DATE: October 10, 2019

TO: Gregory Pease, Chief
Procurement Division

THRU: Tom Daly, Chief of Housing and Community Development
Housing and Community Development Division

FROM: Sarah Bohentin, Disaster Assistance Program Manager
Housing and Community Development Division

SUBJECT: Certification Letter for CSPEC Approval - RFQ for Hurricane Matthew Home Repair Program

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Per Section 126.204 of the Procurement Code, please see the following responses regarding the Hurricane Matthew Home Repair Program:

(i) The general purpose of the required services that includes a statement as to why procurement of said services pursuant to Section 126.202 or 126.203 is impracticable.

Based on the limited timeframe to complete this Program, the use of an RFQ to pre-qualify general contractors was necessary.

(ii) The objectives of the services.

The objective of the services to obtain qualified general contractors to complete repairs services to properties damaged by Hurricane Matthew in compliance with all of the CDBG-DR requirements.

(iii) The estimated period of time needed for the services.

The estimated period of time needed for these services is two years from the Effective Date (June 10, 2019) of the contract with the Florida Department of Economic Opportunity.

(iv) The estimated cost of the services and funding for the same.

The estimated cost for the services is $1,925,000.00. This estimate provides for the repair of 50 properties at an estimated cost of $38,500.00 per unit.

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(v) Whether the proposed service would or would not duplicate existing services.

N/A

(vi) List of current contracts or prior services which are related to the proposed services.

N/A

The individuals listed below will be scoring the proposals:

- Sarah Bohentin
- Rick Reynolds
- Laura Stagner (Financial Responsibility & Stability Section Only)

Attachments

- Section 4 – Description of Services
- Attachment A – Format for Responses
- Attachment B – Evaluation Criteria