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: **February 6, 2020**

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 for Charles Webb Wesconnett & Highlands Regional Libraries Children's Area Renovations-Rebid 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	

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

ONE CITY. ONE JACKSONVILLE

January 31, 2020

MEMORANDUM

TO: **Competitive Sealed Proposals Evaluation Committee (CSPEC)**

ATTN: **Gregory W. Pease**
Chief of Procurement

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

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

Thomas Daly, Chief
Housing & Community Development

SUBJECT: **Request to Advertise Charles Webb Wesconnett & Highlands Regional Libraries Children's Area Renovations - Rebid**

Public Works is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Construction Services for the subject project. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. Owner is using Community Development Block Grant (CDBG) program funds to complete this project. The use of these funds requires evaluation and scoring of proposals based on federally defined criteria.

The work for this project consists of furnishing all labor, materials and equipment; and performing all operations necessary for the Charles Webb Wesconnett & Highlands Regional Libraries Children's Area Renovations as specified in the contract documents.

The agency representative will be Maria Williams of Public Works. The subject matter expert responsible for evaluating the CDBG Federal Requirements will be Kelly Mierkowski of Housing and Community Development Department.

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.

MCW/

CC: Ann Brackin, Public Works Contracts and Finance Manager
Marilyn Laidler, Procurement Analyst

Brackin, Ann

From:	Williams, Maria
Sent:	Friday, January 31, 2020 4:20 PM
To:	Brackin, Ann
Subject:	FW: Charles Webb Wesconnett & Highland Regional Libraries - Renovation Children's Area. - COJZIP
Attachments:	RM 1 of 2 - 1-22-20 CSPEC Regional Libraries - Children's area renovati....doc; Charles Webb & Highlands Libraries – RE-BID RFQ - REQUEST FOR RISK MANA....docx

Ann,

This is the Risk Management approval. Thanks, Maria

From: Verdejo Magras, Wanda
Sent: Friday, January 24, 2020 2:48 PM
To: Hahn, David; Williams, Maria
Subject: FW: Charles Webb Wesconnett & Highland Regional Libraries - Renovation Children's Area. - COJZIP

Greetings,

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

No changes required and this will conclude Risk Management's review of Charles Webb Wesconnett & Highland Regional Libraries - Renovation Children's Area

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**

Email : wverdejo@coj.net

Jacksonville
Where Florida Begins.

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From: Verdejo Magras, Wanda
Sent: Thursday, January 23, 2020 12:08 PM
To: Hahn, David
Subject: RE: Risk Management Review - Charles Webb Wesconnett & Highland Regional Libraries - Renovation Children's Area. - COJZIP

Greetings,

I receive your request and it's in line for review. As soon as I get the conclusion of the review it will be forward to you.

Please label all emails correspondence :Subject- **Charles Webb Wesconnett & Highlands Regional Libraries – Children's Area Renovations RE-BID**

NOTE: All emails need to be sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions please feel free to contact me.

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

January 23, 2020

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Charles Webb Wesconnett & Highlands Children's Library renovations REBID (Federal Funds)**

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