City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

THRU: John P. Pappas, P. E.
Director of Public Works

FROM: Bill Joyce, P. E., Operations Director
Department of Public Works

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

DATE: January 3, 2020

RE: **REQUEST FOR PROPOSALS – RFP NO. P-14-20**
PROFESSIONAL SERVICES FOR WETLANDS IDENTIFICATION, MITIGATION, AND RELATED PERMITTING ACTIVITIES – ANNUAL CONTRACT

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The estimated cost for these services will vary depending on the number, size and complexity of projects, but in total is not expected to exceed $250,000 annually.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in house capabilities to provide these services.

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; is assigned to review submittals for this RFP.

10. Internal Services administrative costs should be charged to Account No. PWEN011AD.

11. Funding will be identified at the time purchase orders are issued for these services.

12. All firms who have expressed an interest in furnishing Professional Architectural and Engineering Services as detailed in the RFP should be mailed a notice of this RFP.

13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.

14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

WJJ:dh

Attachment: Request for Proposals
Risk Management and EBO Approvals (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Lori West, Contract Specialist, Engineering Division