

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES FOR Thursday, August 11, 2022, 10:00 a.m.

Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

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Committee Members: ✓ Dustin Freeman, Chairman (in Greg Pease absence)
✓ Brennan Merrell, Treasury
✓ James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Patrick Greive Tracy Flynn ✓	P-23-22	Approval to Proceed with Evaluation of the two (2) Proposals Received Casualty Actuarial Services Division of Insurance and Risk Management	That the committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.		Approved 4-0
Wanda Verdejo ✓ Tracy Flynn	P-22-22	Approval to Proceed with Evaluation of the two (2) Proposals Received Aircraft Liability & Physical Damage Insurance Brokerage Services Division of Insurance and Risk Management	That the committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.		Approved 4-0
Wanda Verdejo ✓ Michelle Montford	P-36-19	Contract Amendment No. 4 Property Insurance Brokerage Services Division of Insurance and Risk Management	That Contract No. 602671-20 between the City of Jacksonville and Brown & Brown, Insurance for Property Insurance Brokerage Services be amended to increase the maximum indebtedness by \$86,261.25 to a new not-to-exceed maximum of \$21,401,771.22. All other Terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, procurement policies and procedures and applicable federal and state laws.	03/01/23	Approved 4-0
Mary DiPerna ✓ Carolina Teran-Oceguera ✓	P-38-22	Introduce & Review Scope Benefits Consultant Services Employee Services Department	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.		Approved 5-0
Mary DiPerna ✓ Carolina Teran-Oceguera ✓	P-40-22 SS#3 (SS-12851-22)	Single Source Awards Statutory Death Benefits Employee Services Department	That the City of Jacksonville enter into a Single Source agreement with The Hartford for Statutory Death Benefits by incorporating the attached Contract Fee Summary identified as Exhibit 'A'; providing a period of service from October 1, 2022, through September 30, 2025; providing an amount of \$210,527.00 annually, for a not-to-exceed total maximum indebtedness of \$631,581.00. All other terms and conditions are per the City's standard contract language. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from the PSEC and the Mayor.		Approved 5-0
Mary DiPerna ✓ Carolina Teran-Oceguera ✓	P-26-22	Subcommittee Report Flexible Spending Administrator Employee Services Department	It is the consensus of the committee that of the five (5) proposals received in response to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second, and third, designates the order of qualification of these firms to perform the required service and alphabetically they are: 1) Ameriflex 2) P&A Group 3) TASC Group We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Ameriflex</u> , the number one ranked firm.		Approved 5-0

Lori Boyer Guy Parola ✓ Daryl Joseph ✓	P-01-21	Contract Amendment No. 1 Northbank Lawn/Riverfront Plaza FKA Jacksonville Landing Design Competition Department of Public Works/Downtown Investment Authority	That Contract No. 71513-22, originally executed January 13, 2022, between the City of Jacksonville and Perkins & Will, Inc., for Northbank Lawn/Riverfront Plaza Competition be amended to incorporate the revised Scope of Services identified as Exhibit A-1 and Contract Fee Summary identified as Exhibit B-1; the amount for Design services shall remain 1,700,000.00; therefore, total maximum indebtedness shall remain a not-to-exceed amount of \$1,700,000.00. All other terms and conditions shall remain the same.	"To project completion"	Approved 5-0
Dinah Mason Shelia Brown ✓	P-39-22	Introduce & Review Scope Bonding Assistance Program Consultant Procurement Division/EBO Contract & Compliance	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.		Approved 4-0
Jeff Foster ✓ Will Williams	P-07-10	Contract Amendment No. 21 Trail Ridge Landfill Expansion Permitting and Design Department of Public Work/Solid Waste Division	That Contract No. 6354-13 between the City of Jacksonville and CDM Smith, Inc., for Trail Ridge Landfill Expansion Permitting and Design be amended to incorporate attached Scope of Work identified as Exhibit 'AW' 'AV' and the Updated Contract Fee Schedule identified as Exhibit 'AW' in the amount of \$7,078.00; thereby increasing the maximum indebtedness by \$7,078.00 to a new not-to-exceed total maximum of \$12,846,351.00. Nothing contained herein shall be amended, modified or otherwise revised without prior PSEC and Mayor's approval.	"To project completion"	Approved 4-0 (as amended)
Robin Smith Tom McKnight David Hahn ✓	P-27-22	Approval to Proceed with Evaluation of the two (2) Proposals Received Construction Engineering and Inspection Services for Medical Examiner's Office Department of Public Work/Engineering & Construction Management Division	That the committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.		Approved 4-0
Robin Smith Tom McKnight David Hahn ✓	P-36-22	Introduce & Review Scope Construction Engineering and Inspection Services for McCoy's Creek Outfall Improvements with Riverwalk Department of Public Work/Engineering & Construction Management Division	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.		Approved 4-0
Robin Smith Nikita Reed David Hahn ✓	P-67-17	Contract Amendment No. 2 CEI Services for Fire Stations and Miscellaneous Vertical Construction Consultant Services Department of Public Work/Engineering & Construction Management Division	That Contract No. 9894-397, Originally executed September 28, 2018, between the City and VIA Consulting Services, Inc., for CEI Services for Fire Stations and Miscellaneous Vertical Construction Consultant Services, be amended by exercising the first of two renewal options extending the period of service from September 28, 2022, through September 27, 2024, with one renewal option remaining; and (ii) increasing the maximum indebtedness by \$2,000,000.00 to a new maximum of \$6,000,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures, and applicable federal and state laws.	09/27/22	Approved 4-0
Robin Smith Nikita Reed David Hahn ✓	P-25-21	Fee & Contract Negotiations Engineering Testing Services – Annual Contract Department of Public Work/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Meskel & Associates Engineering, PLLC for Engineering Testing Services – Annual Contract, that incorporates the attached Scope of Services identified as Exhibit 'A' and Rate Schedules identified as Exhibit 'B'; each project performed under this agreement shall be authorized by individual purchase order with a not-to-exceed cost applicable thereto; The maximum indebtedness of the City pursuant to this agreement is \$1,000,000.00; The initial Period of Services will be from execution of the contract through two (2) years with the option to extend such contract for two (2) additional 2-year periods upon satisfactory performance by the Consultant. All other terms and conditions are as provided in the RFP and the City's standard contract language.		Approved 4-0
Meeting Adjourned: _____ 10:21 A.M. _____					

"The next PSEC meeting is scheduled to be held on Thursday, August 25, 2022."