

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES FOR Thursday, March 24, 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: ✓Gregory Pease, Chairman
✓Brennan Merrell, Treasury
✓James McCain, Jr., OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Dr. Charles Moreland✓ Leeann Krieg✓	P-39-20	Contract Amendment No. 1 Federal Government Relations Consultant Office of the Mayor	That Contract No. 70912-21 between the City of Jacksonville and Ballard Partners, Inc., as Federal Government Relations Consultant be amended to exercise the first of three (3) renewal options extending the period of service from April 1, 2022, thru March 31, 2023, with two (2) renewal options remaining; and increase the maximum indebtedness by \$180,000.00 to a new not-to-exceed maximum of \$360,000.00. 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.		Approved 5-0
Gina Ray✓ Leah Hayes✓	P-06-19	Contract Amendment No. 2 Consultant Services for the Development, Administration & Grading of Promotional Examinations for the JFRD Employee Services Department	That Contract No. 70223-20 originally executed July 13, 2020, between the City of Jacksonville and Industrial/Organizational Solutions, is amended to exercise the 2 nd renewal option extending the period of service from April 1, 2022, thru March 31, 2023, with two (2) renewals remaining; and increasing the maximum indebtedness by \$349,900.00 to a new not-to-exceed maximum of \$699,800.00. All other terms and conditions, as previously amended shall remain the same.		Approved 5-0
Dinah Coleman-Mason✓ Aileen Cruz	P-39-21	Fee & Contract Negotiations JSEB Training, Estimating & Proposal Writing Consulting Services Equal Business Opportunity Office	That the City of Jacksonville enter into a contract with ICATT for the provision of JSEB Training, Estimating & Proposal Writing Consulting Services, by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; the initial contract period will be from date of execution of the contract through one (1) year with four (4) additional one-year renewal options remaining at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of \$159,000.00; all other terms and conditions are per the RFP and the City's standard contract language.		Approved 4-0
Dinah Coleman-Mason✓ Patricia Gee-Jones✓	P-11-22	Introduce & Review Scope Access To Capital Program Equal Business Opportunity Office	That the committee approved the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		Approved 5-0

Wanda Verdejo ✓ Michelle Montford ✓	P-36-19	Contract Amendment No. 3 Property Insurance Brokerage Services Finance and Administration/Risk Management Division	That Contract No. 602671-20 between the City of Jacksonville and Brown & Brown, Insurance for Property Insurance Brokerage Services be amended to ratify the contract from March 1, 2022, through date of this award and extend the period of service through March 1, 2023, with two (2) renewal options remaining; and increase the maximum indebtedness by \$8,164,873.97 to a new total maximum of \$21,315,509.97. 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.	Approved 5-0
Wanda Verdejo ✓ Michelle Montford ✓	P-43-18	Contract Amendment No. 15 Contract Casualty Insurance Broker Services (Special Event – Jax River Jams Concerts) Finance and Administration/Risk Management Division	That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville, be amended to increase the maximum indebtedness by \$25,108.20 for the Special Events-Jax River Jam & Jazz Festival Policies, to a new not-to-exceed total maximum of \$10,002,258.24. 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.	Approved 5-0
Ken Lathrop Tom Oesi Elizabeth Brown ✓	SS-11199-21	Contract Amendment No. 1 ERP Team Lead Services Finance and Administration Department/Information Technologies Division	That Contract No. 71379-21 between the City of Jacksonville TEK Systems, Inc., for ERP Team Lead Services, originally executed on September 27, 2021, be amended to extend the period of service from March 29, 2022, through September 30, 2022; and increase the maximum indebtedness by \$133,900.00 to a new not-to-exceed total maximum of \$273,600.00. All other terms and conditions shall remain the same.	Approved 4-0
Keith Powers ✓ April Mitchell	P-49-20	Contract Amendment No. 3 Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies Jacksonville Fire & Rescue Department	That Contract No. 70930-21 between the City of Jacksonville and Wheeler Emergency Management Consulting for Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies be amended to ratify the contract from March 22, 2022, to date of award and extend the period of service thru March 21, 2023, with two (2) one-year renewals remaining; and increase the maximum indebtedness by \$3,600,000.00 to a new not-to-exceed total maximum of \$7,900,000.00. All other terms and conditions, as previously amended, 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	Approved 4-0
Noah Ray ✓ Todd Smith ✓	P-01-22	Subcommittee Report Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparation Report (SPR) Jacksonville Fire & Rescue Department	It is the consensus of the of the committee that all of the five (5) proposals received in response to the Request for Proposal were found to be responsive, interested, qualified and available to perform the required services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: <ol style="list-style-type: none"> 1) IEM 3) Integrated Solutions 2) Tetra Tech We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>IEM</u> , the number one (1) ranked firm.	Approved 5-0

<p>William Joyce</p> <p>Robin Smith</p> <p>David Hahn✓</p>	P-15-19	<p>Contract Amendment No. 1</p> <p>Professional Engineering Services for Moderate to Large Drainage Improvements</p> <p>Department of Public Works/Engineering & Construction Management Division</p>	<p>That Contract No. 70029-20, originally executed April 2, 2020, between the City of Jacksonville and England Thims & Miller, Inc., for Professional Engineering Services for Moderate to Large Drainage Improvements – Annual Contract, to exercise the first renewal option extending the period of service from April 1, 2022, thru March 31, 2024, with. 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</p>	<p>Approved 4-0</p>
<p>Robin Smith</p> <p>William Joyce</p> <p>David Hahn✓</p>	P-02-22	<p>Approval to Proceed with Evaluation of the Two (2) Proposals Received</p> <p>Professional Engineering Services for US 1 Corridor Utility Improvements – Phase 2</p> <p>Department of Public Works/Engineering & Construction Management Division</p>	<p>That the committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.</p>	<p>Approved 4-0</p>
<p>William Joyce</p> <p>Nikita Reed✓</p> <p>Robin Smith✓</p>	P-25-21	<p>Subcommittee Report</p> <p>Engineering Testing Services – Annual Contract</p> <p>Department of Public Works/Engineering & Construction Management Division</p>	<p>It is the consensus of the of the committee that all of the four (4) proposals received in response to the Request for Proposal were found to be responsive, interested, qualified and available to perform the required services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are:</p> <p>2) CSI Geo, Inc.</p> <p>3) ECS Florida, LLC</p> <p>1) Meskel & Associates Engineering, PLLC</p> <p>We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Meskel & Associates Engineering, PLLC, the number one (1) ranked firm.</p>	<p>Approved 5-0</p>
<p>William Joyce</p> <p>Robin Smith</p> <p>David Hahn✓</p>	P-07-22	<p>Introduce and Review Scope</p> <p>Professional Engineering Services for Chaffee Road Improvements (Beaver Street to Old Plank Rd)</p> <p>Department of Public Works/Engineering & Construction Management Division</p>	<p>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 of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City’s ordinances Procurement policies and procedures and applicable state and federal laws.</p>	<p>Approved 4-0</p>
<p>William Joyce</p> <p>Robin Smith</p> <p>David Hahn✓</p>	P-10-22	<p>Introduce and Review Scope</p> <p>Construction Engineering and Inspection Services for the Jacksonville Fairgrounds Relocation Pro</p> <p>Department of Public Works/Engineering & Construction Management Division</p>	<p>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 of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City’s ordinances Procurement policies and procedures and applicable state and federal laws.</p>	<p>Approved 4-0</p>
Meeting Adjourned: 10:16 A.M.				

“The next PSEC meeting is scheduled to be held on Thursday, April 7, 2022.”