

PUBLIC NOTICE
"REVISED" AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, February 18, 2021, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street
 Jacksonville, FL 32202

HYBRID MEETING

Join Zoom Meeting
<https://us02web.zoom.us/j/86268415008?pwd=Ujhibakl6KzRuemYrdHRWScJ3bkdlZz09>
 Meeting ID: 862 6841 5008
 Passcode: 657328

Committee Members: Gregory Pesse, Chairman
 Randall Barnes, Treasury
 David Migut, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Keith Powers April Mitchell	P-49-20	Subcommittee Report Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies Jacksonville Fire & Rescue Department/Emergency Management Division	It is the consensus of the committee that of the ten (10) proposals received responding to the Request for Proposal (RFP) Five were deemed non-responsive and five (5) were responsive, interested, qualified and available to provide 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: 2) Ernst & Young 3) ICF Incorporated, LLC 1) Wheeler Emergency Management Consultants We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Wheeler Emergency Management Consultants, the number one ranked company.		
Wanda Verdejo Bibinia Centeno	P-36-19	Contract Amendment No. 2 Property Insurance Brokerage Services Finance and Administration Department/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: exercise the second of four (4) renewal options extending the period of service from March 1, 2021 through February 28, 2022, with two (2) renewal options remaining; and increase the maximum indebtedness by \$6,905,657.00 to a new total maximum of \$13,150,636.00. 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.		

<p>Thomas McKnight Kelsey Cox</p>	<p>P-43-20</p>	<p>Subcommittee Report Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects Department of Public Works/Engineering & Construction Management Division</p>	<p>It is the consensus of the committee that of the six (6) proposals received responding to the Request for Proposal (RFP) all was responsive, interested, qualified and available to provide 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: 2) AE Engineering, Inc. 3) CSI Geo, Inc. 1) Meskel & Associates Engineering, PLLC We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Meskel & Associates Engineering, PLLC</u>, the number one ranked company. That the City of Jacksonville enter into a contract with Ballard Partners, Inc., for Federal Government Relations Consultant that incorporates the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Schedule Identified as Exhibit 'B'; the initial period of service will be from April 1, 2021 through March 31, 2022, with three (3) one-year renewal options remaining upon satisfactory performance by the Consultant. All other terms and conditions shall be as provided in the Request for Proposal and the City's standard contract language.</p>	
<p>Jordan Elsbury Marlene Russell</p>	<p>P-39-20</p>	<p>Fee & Contract Negotiations Federal Government Relations Consultant Office of the Mayor</p>		
<p>MEETING ADJOURNED</p>				


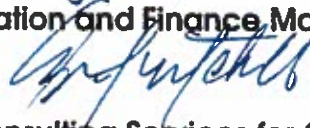
cc: Council Auditor
Subcommittee



Office of the Director/Fire Chief

MEMORANDUM

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Keith Powers, Director/Fire Chief
Fire and Rescue Department 
April Mitchell, JFRD Administration and Finance Manager
Fire and Rescue Department 

RE: P-49-20 Disaster Recovery Consulting Services for COVID-19 &
Other Public Health Emergencies

DATE: February 10, 2021

The subcommittee received ten (10) proposals for the **Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies** and found Five (5) to be non-responsive and Five (5) to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services:

- 3) ICF Incorporated, LLC
- 2) Ernst & Young
- 1) Wheeler Emergency Management Consultant

After a full committee review, we request that this item is sent to the Mayor's Office for final decision. Following this approval, the subcommittee will enter fee and contract negotiations with the number one ranked Consultant.

Thanks for your assistance with this matter.

Attachment(s): Scoring Matrix

Evaluation Matrix

EVALUATION SCALE 1-----10

PROJECT NO. P-49-20 Average

QUALIFIED EXTREMELY QUALIFIED PROJECT TITLE: Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	Professional Resources	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	COST BREAKDOWN INFORMATION	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
MAXIMUM POINTS	10	10	10	10	10	10	10	10	10	10	100
Deloitte & Touche LLP	9.00	7.00	10.00	7.00	7.50	9.00	9.50	9.00	6.00	10.00	84.00
Ernst & Young	10.00	9.00	8.50	9.00	10.00	10.00	10.00	9.50	4.00	7.00	87.00
Excel Contractors	7.00	5.00	7.50	5.50	8.50	7.50	6.00	8.50	9.00	10.00	74.50
ICF Incorporated, LLC	8.00	7.50	9.00	9.00	9.00	8.50	9.00	9.50	5.00	10.00	84.50
Wheeler Emergency Management Consulting	9.50	9.00	8.00	9.50	10.00	8.50	10.00	9.50	7.50	9.00	90.50



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 630-7521
www.coj.net

MEMORANDUM

TO: Greg Pease, Chairperson, and Professional Services Evaluation Committee

COPY: Alex Baker, PSEC Specialist

FROM: Wanda Verdejo, Property & Casualty Compliance Administrator *Wanda Verdejo*

DATE: February 16, 2021

RE: Brown & Brown of Florida, Inc. – Property –Boiler & Machinery –Terrorism Insurance Broker Services Contract 602671-20 P-36-19 Request for Amendment 2

The current contract with Brown and Brown (No.602671-20) for Property –Boiler & Machinery – Terrorism Insurance Broker Services allows for Brown & Brown to place Property –Boiler & Machinery – Terrorism insurance coverages for a term of March 1,2021 to March 1,2022, with three (3) additional one year renewal options remaining.

The current contract will be amended to place a variety of new casualty insurance policies for the City. See attachment A. The premium adjustment from the current maximum indebtedness of \$6,244,979.00 by an additional **\$6,905,657.00** for a new total maximum indebtedness of \$13,150,636.00.

It is respectfully requested that City Contract No. 602671-20, with Brown & Brown be amended for the placement, binding, and ratification of the purchase of the Property –Boiler & Machinery –Terrorism insurance coverages for the City of Jacksonville effective March 1, 2021 to March 1, 2022.

All other contract terms and conditions shall remain the same (nothing contained herein shall be amended, modified, or otherwise revised without prior PSEC and Mayor's approval).

Exhibits for your review:

Attachment A – List of Property –Boiler & Machinery –Terrorism Insurance policies

Thank you for your consideration.



Brown & Brown INSURANCE*

City of Jacksonville
117 W Duval St Ste 335
Jacksonville, FL 32202

OPTION 2 INVOICE #03012188

Account Number:	Invoice Date:
00320862	February 11, 2021

Policy: Various
Company: Various
Effective: 3/1/2021

Due Date	Trm	Description	Amount
3/1/2021	RNW	Property	\$ 6,752,159.00
3/1/2021	RNW	Boiler and Machinery	\$ 45,713.00
3/1/2021	RNW	Terrorism	\$ 107,785.00
TOTAL			\$ 6,905,657.00

**This is an estimated premium and is subject to change upon policy issuance.*

Make checks payable to:
Brown & Brown of Florida, Inc.
P.O. Box 745897
Atlanta, GA 30374-5897

Overnight Payment to:
Brown & Brown of Florida, Inc.
Lockbox 745897
6000 Feldwood Road
College Park, GA 30349

Please include your account number on your check.

Pay by Credit card or Echeck:
<https://bbjax.epaypolicy.com>

Wire Transfer Instructions:
Bank of America
ABA# 026009593
Account# 898102753412

Thank you for your business!

Phone: 904-565-1952
Fax: 904-565-2440

**AMENDMENT ONE
TO
AGREEMENT
BETWEEN
THE CITY OF JACKSONVILLE
AND
BROWN & BROWN OF FLORIDA, INC.
FOR
PROPERTY INSURANCE BROKER SERVICES**

THIS AMENDMENT NUMBER ONE TO AGREEMENT (the "Amendment 1"), is made and entered into in duplicate as of this 28th day of April, 2020, by and between the CITY OF JACKSONVILLE, a municipal corporation in Duval County, Florida (hereinafter, "City") and BROWN & BROWN OF FLORIDA, INC., a Florida corporation with its principal offices at 10151 Deerwood Park Boulevard, Building 100, Suite 100, Jacksonville, Florida 32256 (hereinafter, "Service Broker").

WITNESSETH:

WHEREAS, on April 3, 2020, the City and Service Broker made and entered into an agreement for property insurance broker services, City Contract No. 602671-20 (the "Agreement"); and

WHEREAS, the Agreement has not been amended previously; and

WHEREAS, said Agreement should be amended by: (i) incorporating the 2020 Property Insurance Proposal attached hereto as Exhibit "A" into the Agreement as Exhibit "A", which shall be included within the Description of Services and Deliverables for City fiscal year 2019/20 and (ii) adjusting the current encumbered funds for fiscal year 2019/20 of \$5,100,000.00 by increasing the maximum indebtedness amount by \$1,144,979.00 for a new total maximum indebtedness of \$6,244,979.00, with all other provisions, terms and conditions of said Agreement remaining unchanged; and

WHEREAS, said Agreement should be amended as provided herein, now therefore

IN CONSIDERATION of said Agreement and for the mutual covenants herein contained and for other good and valuable consideration, the parties agree that:

1. The above-stated recitals are true and correct and, by this reference, are incorporated herein and made a part hereof.

2. Section 3 of said Agreement is amended, in part, to increase the current maximum indebtedness amount of \$5,100,000.00 by \$1,144,979.00 to a new, cumulative, maximum indebtedness amount of \$6,244,979.00 and as amended, shall read as follows:

"3. Maximum Indebtedness. As required by Section 106.431, Ordinance

Code, the City's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not to exceed SIX MILLION TWO HUNDRED FORTY-FOUR THOUSAND NINE HUNDRED SEVENTY-NINE AND 00/100 DOLLARS (\$6,244,979.00)."

3. Exhibit A attached hereto is hereby incorporated into the Agreement by this reference as Exhibit A.

SAVE AND EXCEPT as expressly amended herein, the terms and conditions of the Agreement remain in full force and effect.

[Remainder of page left blank intentionally; signatures on following page.]

IN WITNESS WHEREOF, the parties hereto have duly executed this instrument the day and year first above written.

ATTEST:

CITY OF JACKSONVILLE

By James R. McCain, Jr.
Corporation Secretary



By Lenny Curry
Chief Administrative Officer
Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

In accordance with the *Ordinance Code*, of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and un-impounded balance in the appropriation sufficient to cover the foregoing agreement; and that provision has been made for the payment of monies provided therein to be paid.

[Signature]
Director of Finance
City Contract Number: 602671-20 Amd #1

Form Approved:

[Signature]
Office of General Counsel

ATTEST:

BROWN & BROWN OF FLORIDA, INC., a
Florida corporation

By Lori Duvall
Signature

By Brenda Lewis-Lipscomb
Signature

Lori Duvall
Type/Print Name

Brenda Lewis-Lipscomb
Type/Print Name

Commercial Team Leader
Title

Vice President
Title



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

February 1, 2021

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

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

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

Thomas G. McKnight *TMcKnight*
Capital Improvement Construction Manager

Kelsey R. Cox, P.E. *Kelsey Cox*
Professional Engineer

SUBJECT: P-43-20 Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects

The subcommittee received six (6) proposals for evaluation for the subject project and found it to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services.

2. AE Engineering, Inc.
3. CSI Geo, Inc.
1. Meskel & Associates Engineering, PLLC

We recommend that the above list be forwarded to the Mayor for final selection.

JPP/lw

Attachment: Scoring Matrix

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Evaluation Matrix

EVALUATION SCALE

1 _____ 20

PROJECT NO. P-43-20

EXTREMELY QUALIFIED

PROJECT TITLE: CEI Services for the Emerald Trail Tier 1 Projects

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Full & Present Demonstrated Commitment to Successful Business & Contributions Towards A Better World Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Willingness to meet both time & budget	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
Maximum Points	10	10	5	10	5	10	20	20	10	10	110
The Gibbs Group, Inc.	8.50	9.00	2.00	9.00	4.50	10.00	20.00	13.50	5.00	9.00	90.50
AE Engineering, Inc.	10.00	8.75	3.00	8.50	4.00	10.00	20.00	19.00	10.00	9.00	102.25
Michael Baker International	8.50	7.25	5.00	8.38	4.50	4.00	16.60	13.00	8.00	5.00	80.13
England-Thoms & Miller	8.00	9.00	5.00	9.00	3.50	10.00	15.00	15.50	7.00	1.00	83.00
CSI Geo, Inc.	8.00	8.00	2.00	8.50	5.00	10.00	20.00	18.00	8.00	9.00	92.50
Mohel & Assoc. Engineering, PLLC.	9.00	9.00	3.00	10.00	5.00	10.00	20.00	18.50	9.50	9.00	103.00



OFFICE OF MAYOR LENNY CURRY

ST. JAMES BUILDING
117 W. DUVAL STREET, SUITE 400
JACKSONVILLE, FLORIDA 32202

TEL: (904) 630-1776
FAX: (904) 630-2391
www.coj.net

MEMORANDUM

February 12, 2021

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Jordan Elsbury, Chief of Staff
Marlene Russell, Director of Organizational Effectiveness *Marlene Russell*

RE: P-39-20 – Federal Government Relations Consultant - Contract

The Mayor's Office has negotiated with the consultant selected for the Federal Government Relations Services, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Ballard Partners, Inc. for Federal Government Relations Consultant, that includes the attached Scope of Services, Exhibit A and Fee Schedule identified in Exhibit B. The initial period of service will be for one year from April 1, 2021 through March 31, 2022, with the option to of three (3), one (1) year renewals upon satisfactory performance by the Consultant. All other terms and conditions of the Contract shall be as provided in the Request for Proposal.

Attachments: Exhibits A & B

Exhibit A

Scope of Services

The lobbyist is expected to provide federal lobbying services for the City including, but not limited to, representation, information, professional advice, monitoring and keeping the City informed on issues of interest to the City, attending Congressional sessions, committee hearings and meetings, and support services. The lobbyist will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of designated City officials, federal lobbying services including but not limited to the following services (hereinafter referred to as the "Services"):

- Identify, review, and analyze any and all federal legislative bills, resolutions, journals, votes, fiscal notes, and all relevant discourse pertaining to the federal government in a timely manner to assist the City in determining its policy positions.
- Provide, upon request, timely written reports of federal legislative matters for current or incoming fiscal year and the progress of work to the Mayor or his designated representatives.
- Assist in the formulation of a Federal funding and policy agenda, working with the Mayor or designated representative.
- Represent the City's interests in the Federal budget process.
- Testify and lobby on behalf of the City as necessary.
- On issues where State and Federal policy overlap, coordinate and collaborate with the City's contracted State Lobbyist, as necessary.
- Provide advice, recommendations, support services including, but not limited to, correspondence, briefing papers, talking points, written summaries to the City to develop and implement a timely and technologically efficient process to forecast, screen assign, review, analyze, and respond to federal legislative matters and federal grant funding opportunities.
- Represent and advocate, as designated, the City's position on federal matters to elected members of Congress, the President and Executive branch officials, Congressional Staff, elected City officials, other lobbyists, community groups, and any other designated persons.
- Provide assistance in establishing strategy, obtain sponsors and co-sponsors in each house for matters designated by the City, establish and maintain successful working relationships with the Congressional legislative leadership, employees and officials at federal agencies administering programs and grant funding opportunities, interested organizations, community groups and other legislators and staff to achieve passage or defeat of legislation as directed by the City.

- The lobbyist shall be required to provide the following services to the City as part of a negotiated flat lump sum monthly fee (to include all direct expenses). The services may include acquiring sponsors and supporters for City legislative, financial, or administrative initiatives in the following areas:
 - Economic Development and Enterprise Zones Legislation
 - Community Redevelopment Legislation, including CRA's
 - Transportation Initiatives and Funding
 - Protection of City Revenue Sources
 - Water and Wastewater Initiatives
 - Stormwater Management Initiatives
 - Telecommunications and E-Commerce
 - Property Tax Legislation
 - Environmental Sustainability
 - Growth Management and Land Use
 - Parks, Recreation and River Initiatives
 - Public Safety and Law Enforcement
 - Discretionary Grants
 - Port Dredging and Expansion
 - Energy Savings Initiatives
 - Infrastructure Repair or Development
 - Community Health and Wellness
 - City Facility Expansion or Improvement Projects

P-39-20 - Federal Government Relations Consultant

Exhibit B

Fee Schedule

Contract Annual Amount, Not-to-Exceed \$180,000.00

Authorized Task

Effective date of contract, April 1, 2021 through March 31, 2022: Consultant is authorized a total of \$15,000.00 per month for Consultant to provide lobbyist services as outlined in Exhibit A, Scope of Services.

The fee is inclusive of all costs including travel, lobbyist registration fees, and legislative tracking.