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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: City of Jacksonville Resilient Florida Adaptation Plan

Requested Action and Justification:

Recommend approval to award Weston & Sampson Engineers, Inc. as the highest scoring, responsive, responsible firm. Negotiations have been completed, and the terms have been fully agreed upon. The period of service for the initial term will be from the date of executed contract through March 31, 2027 due to grant requirements, with two (2), one (1) year renewal options. The total expenditure not-to-exceed is $292,610.25.

To be executed by formal contract through the Office of General Counsel.

Supplier:	Weston & Sampson Engineers	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	02/26/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17486 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	1 year	**Options:**	2, 1-year renewal	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	No	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	11404	**Center:**	140019	**Acct:**	334391	**Proj:**	011222	**Activity:**	00000000	$ 292,610.25
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 292,610.25	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ N/A

Using Agency/BU:	PDOD:OFFICE OF THE DIRECTOR		
Concurrence:	Signed by: Helena A. Parola 3E8A133516E44AA...	**Title:**	DIRECTOR OF PLANNING AND DEVELOPMENT 6/29/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E2BD7B54E9...	**Chief of Procurement:**	Signed by: Robert Warembourg, for Dustin Freeman 7/7/2026 4812CA1D431247A...
Name:	Ruth Keith	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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Award Solicitation: City of Jacksonville Resilient Florida Adaptation Plan

Solicitation: **9918 - Non-Construction S**	Responses Received: **7**	Invited Suppliers: **43**
Procurement BU: **COJ BU**	Active Responses: **6**	Will Participate: **6**
Close Date: **2/24/2026 16:00**	Shortlisted Responses: **6**	Responded: **6**
Solicitation Currency: **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Total Amount	Award	Agreement Quantity	Rank	Response Price	Score	Response Minimum Release Amount	Supplier Site	Response	Target Minimum Release Amount	Category Name	Line Type
1 Please insert $1.00			Apex Environmental & Wet	Spend Authorized				No		4	1.00	100.00		Order/Remit	458599		962 58 Professional Servic	Dollars
1 Please insert $1.00			CDM Smith Inc.	Spend Authorized				No		1	1.00	100.00	1.00		459041		962 58 Professional Servic	Dollars
1 Please insert $1.00			HMPT Associates, Inc.	Spend Authorized				No		1	1.00	100.00		Order/Remit	458722		962 58 Professional Servic	Dollars
1 Please insert $1.00			Kimley-Horn and Associate	Spend Authorized				No		3	1.00	100.00	1.00		459048		962 58 Professional Servic	Dollars
1 Please insert $1.00			North Florida Professional S	Spend Authorized				No		2	1.00	100.00	1.00		458169		962 58 Professional Servic	Dollars
1 Please insert $1.00			Weston & Sampson Enginee	Prospective				No		5	1.00	100.00			458165		962 58 Professional Servic	Dollars

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Award Solicitation: City of Jacksonville Resilient Florida Adaptation Plan

Solicitation **RFP - Non-Construction 17486** Procurement BU **COJ BU** Close Date **2/24/2026 16:00** Solicitation Currency **USD**	Responses Received **7** Active Responses **6** Shortlisted Responses **6**	Invited Suppliers **43** Will Participate **6** Responded **6**

Overview

	Aptim Environmental & Infrastruture, LLC Response: 458559	CDM Smith Inc. Response: 459041	Halff Associates, Inc. Response: 458723	Kimley-Horn and Associates, Inc. Response: 459046	North Florida Professional Services, Inc Response: 458169	Weston & Sampson Engineers, Inc. Response: 458160
Business Relationship	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Prospective
Supplier Site	Order/Remit		Order/Remit			
Supplier Contact	Donoher, Cory	Riordan, Kyla	Hunter, Lauren	Athas, Erin	Mirsch-Wenner, Daina	Trujillo, Mary Ann
Response Status	Active	Active	Active	Active	Active	Active
Shortlist Status	Included	Included	Included	Included	Included	Included
Response Amount	1.00	1.00	1.00	1.00	1.00	1.00
Overall Rank	4	3	1	5	2	6
Total Award Amount						
Time of Response	2/24/2026 15:03	2/24/2026 14:37	2/20/2026 15:05	2/24/2026 15:46	2/23/2026 8:22	2/24/2026 15:53
Response Valid Until						
Reference Number						
Note to Buyer						
Attachments	No	No	Yes	No	Yes	No

Requirements (View Scoring Criteria)

Requirement	Target Value	Aptim Environmental & Infrastruture, LLC Response: 458559	CDM Smith Inc. Response: 459041	Halff Associates, Inc. Response: 458723	Kimley-Horn and Associates, Inc. Response: 459046	North Florida Professional Services, Inc Response: 458169	Weston & Sampson Engineers, Inc. Response: 458160
Total Score		**81.62**	**86.42**	**80.22**	**85.22**	**67.23**	**86.67**
1. Affirmation							
1. Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
Comments		Samantha Danchuk, Risk Analytics and Mitigation Lead, samantha.danchuk@aptim.com	Leslie Samel, PE, DBIA/Vice President samells@cdmsmith.com	Michael Holm, PE Vice President | Operations Manager, Jacksonville	Kristen Reed, AICP Planner Kristen.Reed@kimley-horn.com	Daina Mirsch-Wenner, Marketing Specialist, dwenner@nfps.net	Joseph Zongol, PE, Regional Manager, jzongol@wseinc.com
2. Type name of company in the comments box.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
Comments		Aptim Environmental & Infrastructure, LLC	CDM Smith Inc.	Halff Associates, Inc.	Kimley-Horn and Associates, Inc.	North Florida Professional Services, Inc.	Weston & Sampson Engineers, Inc.
3. No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
4. Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
5. Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
Comments			We have included applicable local business licenses, corporate licenses, and specific minimum requirements in Section 4 of our proposal submittal.		Proof is in the submittal document.		Evidence of Weston & Sampson's compliance with the above minimum requirements is provided with the forms and certifications included in Section 3, Required
6. Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
7. **Equal Business Opportunity Program:** **Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability.** **It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of procurement.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
Attachments		Yes	Yes	Yes	Yes	Yes	Yes
8. Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
2. Submittal Statement							
1. Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto; and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon; and agrees to indemnify, defend and saveharmless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY.The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
3. General Requirements							
1. **Scope of Services**: The Planning Department, Office of Resilience of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) or service(s) as outlined in the bid documents provided. The City is seeking a consultant to develop an Adaptation Plan in accordance with the Florida Department of Environmental Protection's Adaptation Planning Guidebook. The purpose of the adaptation plan is to prioritize adaptation needs and strategies to address those needs. The overall goal of the project is to prioritize Capital Improvement Plan (CIP) projects to maximize city resilience. **TASKS** **Task 1: Project management plan and kick-off meeting** Description: The consultant will work with city staff to develop an overall project management plan that will outline the general approach to be taken to accomplish the goals of the project. The consultant will plan and facilitate a kick-off meeting for the project with City staff in the Office of Resilience and the Department of Public Works. At this meeting, attendees will discuss the project scope, project goals, schedule, key milestones, and deliverables to develop a consistent project approach. Attendees will also discuss potential members for the project's Steering Committee and technical committees. The consultant will prepare the agenda, presentation, and other meeting materials as necessary. The consultant will take meeting notes that summarize key take-away messages and action items discussed during the meetings. Deliverables: Project management plan. Kick-off meeting agenda (including location, date, and time) and all materials created for the meeting, and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes. Timeline: Shall be completed by Date to be determined. **Task 2: Steering committee meetings** Description: The consultant will schedule and lead three steering committee meetings. The consultant will coordinate and schedule the dates, times, and locations for the steering committee meetings. The consultant will take meeting notes that summarize key take-away messages and action items discussed during the meetings. Deliverables: For each meeting, the agenda (including location, date, and time) and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, steering committee input, and outcomes. Timeline: One of the meetings will be held shortly after the kick-off meeting (First quarter 2026). A second meeting will be scheduled after the draft plan (Task 3) is complete. A final meeting will be held to provide input on the prioritization of adaptation strategies (Task 4). All meetings will be completed by March 31, 2027. **Task 3: Draft plan including adaptation capacity, needs, and strategies** Description: The consultant will develop decision-making tools (e.g., framework, flowcharts, or decision-trees) to prioritize adaptation needs and strategies; process must be repeatable so that the City can use these tools for future project prioritization efforts. For example, projects may be prioritized with respect to the type(s) and magnitude of their impact (e.g., flooding risk reduction and erosion control). The consultant will outline adaptation needs for the city to adapt to climate related risks, such as flooding. The adaptation needs may include *but are not limited to*: 1) protecting critical buildings and services from being impacted by flooding 2) ensuring critical roadways are not impacted by flooding, and 3) fortifying shorelines to address chronic erosion. The consultant will identify adaptation strategies (i.e., CIP projects) that are aligned with FDEP adaptation strategies: protection, accommodation, retreat, and avoidance. The consultant will review all projects in the latest CIP and will identify all projects that have the potential to address adaptation needs. The consultant will work with staff in the Department of Public Works to develop other strategies / projects to address adaptation needs. The consultant will use all information obtained from city staff and the Steering Committee to develop a draft Adaptation Plan for the City. The consultant will develop a draft Adaptation Plan that includes a framework for prioritizing strategies (i.e., CIP projects). The draft plan will also include a prioritized list of strategies to address each adaptation need. The draft plan will include an assessment of adaptive capacities, adaptation needs, and identification of adaptation strategies. The draft plan will be developed in accordance with the Florida Department of Environmental Protection's Adaptation Planning Guidebook. Deliverables: List of adaptation needs with brief description of how each is related to city resilience. Table with specific adaptation strategies (i.e., CIP projects) to address each of the City's adaptation needs. Adaptation strategies will be aligned with FDEP adaptation strategies: protection, accommodation, retreat, and avoidance. Table will include projects currently on the CIP and new potential projects to advance resilience. Maps with the location of critical assets identified as adaptation needs. Maps with the location of adaptation strategies and the critical assets they impact. A draft Adaptation Plan that includes an assessment of adaptive capacities, adaptation needs, and identification of adaptation strategies. Timeline: Shall be completed by Date to be determined. **Task 4: Community prioritization of adaptation needs / community engagement** Description: The consultant will plan and facilitate a public meeting, where they will present a draft Adaptation Plan that includes an assessment of adaptive capacities, adaptation needs, and identification of adaptation strategies. The meeting will allow the public to provide community-specific input on the adaptation needs and strategies in the draft Adaptation Plan. The public meeting will also provide an opportunity for the public to discuss the prioritization of adaptation needs and strategies. The consultant will prepare all meeting invitations, meeting materials, presentations, and graphics utilized during the meetings. Deliverables: The agenda (including location, date, and time) and all materials created for the meetings; and a summary report or meeting minutes that includes the meetings purpose, stakeholder input, and outcomes. Prioritized list of adaptation needs based on public feedback. Prioritized list of potential strategies to address adaptation needs based on public feedback. Timeline: Shall be completed by June 30, 2026. **Task 5: Final Adaptation Plan** Description: The consultant will complete an Adaptation Plan that is consistent with the Florida Adaptation Planning Guidebook, as directed by the City's Office of Resilience. The Adaptation Plan will include a list of prioritized projects for each asset class as defined in subsection 380.093(2), Florida Statutes, for consideration and implementation. Specific		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
2. **Specifications:** Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. – **Must be able to begin work immediately upon execution of the contract.** **See Minimum Supplier Qualifications for additional information.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
3. **Contractors must satisfy the following mandatory minimum requirements to have their responses evaluated. By submitting a response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the response not being evaluated and being rejected as non-responsive.** **– Demonstrated experience planning at least three Capital Improvement Projects related to climate resilience, including flooding abatement.** **– Experience working on at least one Resilient Florida grant funded project.** **– Demonstrated experience hosting and facilitating a public meeting with at least 50 participants.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
4. Response Format To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the sections would be helpful. The formal response to the RFP. Each proposer will clearly indicate within the Cover Letter that your response is for the RFP. The RFP shall contain no more than thirty (30) single-sided, 1.5-spaced, 8½" by 11" pages, excluding appendices. The font style shall be Arial with a minimum font size of 11 points. The title page and a single-page cover letter will not be counted as part of the 30-page limit. A cover letter in excess of one page and any other information submitted beyond that noted in the requirements will be counted as part of the 30-page limit. Any RFP exceeding these formal guidelines will be rejected without being considered by the City. Provide proof of insurance, bonding capacity, and licensing. Copies of these documents may be included as appendices and will not be counted against the 30-page limit. **1) Title Page:** Include only RFP Title, RFP Number, Contractor's full name, address, phone number. **2) Cover Letter:** Include only the following: RFP Title and Number Contractor's full name, address and phone number. Names of the person(s) who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers. Contractor's Federal Employer ID Number. Written acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments. Signature of Authorized Representative. **3) Required Forms.** (Not included as part of Thirty-page limitation) Attach all forms identified in RFP, each signed by an authorized representative. Examples of the forms that may be required and placed in Section 3 include: Business References (include bank reference letters, financial reports/audits, insurance certificates, etc.). If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf". **Equal Business Opportunity Program Forms** (if **JSEB participation** is one of the grading criteria). **4) Proof of Minimum Requirements.** (Not included as part of Thirty-page limitation) Responses will ONLY be accepted from companies meeting the minimum requirements of this solicitation. Contractor must address and provide clear documentation that they meet all minimum requirements. **5) Statement of Qualifications.** (**Maximum of 30** written pages for this section) This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in **Section 8 – Evaluation Criteria**. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. Please divide this portion of the Response into ten subsections (one subsection for each of the listed criteria).		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
5. Federal Funding does not apply to this bid.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
4. RFP Requirements							
1. **1. Introduction** The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Contractor") to provide the services described in this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. **2. Questions and Requests for Amendment to RFP.** If a Contractor (i) has questions about the RFP, (ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using. All requests for amendment must be submitted in writing (via the 1Cloud Procurement System) and, unless otherwise specified in the RFP, be received by the Purchasing Analyst (Analyst) at least ten (10) calendar days before the Response Due Date. Questions and requests for amendments directed to the Analyst or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge

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5.	**Insurance Requirements**							
1.	**RFP Indemnification and Insurance Requirements.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
6.	**Price Sheet**							
1.	**Price Sheet: Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated. See the attachment for additional information.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes	Yes	Yes	Yes	Yes
7.	**Sample Services Contrct**							
1.	Please review and acknowledge the attached sample Professional Services Contract.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
8.	**Evaluation Criteria**							
	Score		**81.62**	**86.42**	**80.22**	**85.22**	**67.23**	**86.67**
1.	**EVALUATION COMMITEE:** The evaluation committee will consist of three-five (3-5) City employees. Through the Procurement Division, the evaluation committee will have the counsel and advice of Subject Matter Experts (SMEs) for this RFP. These SMEs will consist of internal city representatives from the City. In coordination with the Procurement Division, the evaluation committee reserves the right to include additional, non-voting technical advisors during its review of the responses. In assessing the strengths and weaknesses of each submission, the SMEs may, at their own discretion, request clarification, through the Procurement Division, from the committee.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
2.	The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 through maximum points. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
3.	**Knowledge of FDEP Adaptation Planning.** Demonstrate knowledge of the Florida Department of Environmental Protection's Adaptation Planning Guidebook. **(15 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		13.67	13.67	12.33	13.33	10.33	13.00
4.	**Familiarity with Jacksonville's Resilient Jacksonville Strategy.** Describe familiarity with Jacksonville's Resilient Jacksonville strategy. **(5 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		3.33	4.00	4.00	3.83	3.00	4.50
5.	**Adaptation Plan.** Must have experience developing Adaptation Plans for cities or counties. **(15 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		12.67	13.67	11.33	13.00	9.33	12.33
6.	**Experience with Planning CIP Projects.** Experience planning CIP projects, including those eligible for Resilient Florida funding. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.17	8.33	7.33	8.17	6.67	8.00
7.	**Competence CIP Projects.** Ability to prioritize CIP projects based on costs and resilience factors. **(20 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		15.67	18.00	15.00	17.33	12.33	17.00
8.	**Community Experience.** Experience with community engagement and large community meetings. **(5 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		4.00	4.50	4.33	4.33	2.67	4.33
9.	**Professional Graphics Design.** Demonstrate ability to produce high-quality professional graphics and publish an ADA-compliant document. Proficiency with publishing software such as Adobe InDesign or similar. **(5 points maximum score)**.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		3.67	4.50	4.83	4.67	3.33	4.17
10.	**Current / Projected Workload.** Current / Projected workload and ability to take on the project. **(5 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		3.67	4.67	4.17	3.67	3.33	4.67
11.	**Tools Management.** Ability to develop tools, such as frameworks, flowcharts, or decision trees to guide planning and decision-making processes. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		7.33	8.67	8.00	8.00	6.33	8.67
12.	**Cost / Price Sheet.** Lowest bidder will be awarded 10 points, others will be awarded points proportionate to their bid relative to the lowest bidder. This will be calculated as the lowest bid divided by the bid multiplied times the maximum number of points. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes	Yes	Yes	Yes	Yes
	Score		9.45	6.42	8.89	8.89	9.90	10.00
9.	**Response Attachments**							
1.	**Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf".		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes	Yes	Yes	Yes	Yes

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Award Solicitation: City of Jacksonville Resilient Florida Adaptation Plan

Solicitation **RFP - Non-Construction 174**	Responses Received **7**	Invited Suppliers **43**
Procurement BU **COJ BU**	Active Responses **6**	Will Participate **6**
Close Date **2/24/2026 16:00**	Shortlisted Responses **6**	Responded **6**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Award Amount

1 Please insert $1.00

Line Type **Dollars**
Category Name **962.58 Professional Services (Not Otherwis**

Start Price
Current Price
Estimated Total Amount

Award Amount
Savings
Savings

	Target Value	Aptim Environmental & Infrastruture, LLC Response: 458559	CDM Smith Inc. Response: 459041	Halff Associates, Inc. Response: 458723	Kimley-Horn and Associates, Inc. Response: 459046	North Florida Professional Services, Inc Response: 458169	Weston & Sampson Engineers, Inc. Response: 458160
Business Relationship		Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Prospective
Supplier Site		Order/Remit		Order/Remit			
Response Status		Active	Active	Active	Active	Active	Active
Shortlist Status		Included	Included	Included	Included	Included	Included
Rank		4	3	1	5	2	6
Line Pricing							
Response Price		1.00	1.00	1.00	1.00	1.00	1.00
Unit Price Savings							
Unit Price Savings Percent							
Award Decision							
Award		No	No	No	No	No	No
Award Amount							
Note to Buyer							
Attachments		No	No	No	No	No	No

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Award Solicitation: City of Jacksonville Resilient Florida Adaptation Plan

Solicitation **RFP - Non-Construction 1748**	Responses Received **7**	Invited Suppliers **43**
Procurement BU **COJ BU**	Active Responses **6**	Will Participate **6**
Close Date **2/24/2026 16:00**	Shortlisted Responses **6**	Responded **6**
Solicitation Currency **USD**		

Requirements Scoring

Requirements

Requirement		Acceptable Values	Score	Maximum Score
8.	**Evaluation Criteria**			**100**
3.	**Knowledge of FDEP Adaptation Planning.** Demonstrate knowledge of the Florida Department of Environmental Protection's Adaptation Planning Guidebook. **(15 points maximum score)**	a. Acknowledge		15
4.	**Familiarity with Jacksonville's Resilient Jacksonville Strategy.** Describe familiarity with Jacksonville's Resilient Jacksonville strategy. **(5 points maximum score)**	a. Acknowledge		5
5.	**Adaptation Plan.** Must have experience developing Adaptation Plans for cities or counties. **(15 points maximum score)**	a. Acknowledge		15
6.	**Experience with Planning CIP Projects.** Experience planning CIP projects, including those eligible for Resilient Florida funding. **(10 points maximum score)**	a. Acknowledge		10
7.	**Competence CIP Projects.** Ability to prioritize CIP projects based on costs and resilience factors. **(20 points maximum score)**	a. Acknowledge		20
8.	**Community Experience**. Experience with community engagement and large community meetings. **(5 points maximum score)**	a. Acknowledge		5
9.	**Professional Graphics Design.** Demonstrate ability to produce high-quality professional graphics and publish an ADA-compliant document. Proficiency with publishing software such as Adobe InDesign or similar. **(5 points maximum score)**.	a. Acknowledge		5
10.	**Current / Projected Workload.** Current / Projected workload and ability to take on the project. **(5 points maximum score)**	a. Acknowledge		5
11.	**Tools Management.** Ability to develop tools, such as frameworks, flowcharts, or decision trees to guide planning and decision-making processes. **(10 points maximum score)**	a. Acknowledge		10
12.	**Cost / Price Sheet.** Lowest bidder will be awarded 10 points, others will be awarded points proportionate to their bid relative to the lowest bidder. This will be calculated as the lowest bid divided by the bid multiplied times the maximum number of points. **(10 points maximum score)**	a. Acknowledge		10

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