

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES FOR Thursday, November 3, 2022, 10:00 a.m.

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

Join Teams Meeting

[Teams meeting](#)

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

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Wanda Verdejo ✓ Tracy Flynn	P-58-15 PB#1	Contract Amendment No. 7 Master Casualty Consultant Division of Insurance & Risk Management	That Contract No. 9429-02 between the City of Jacksonville and E.W. Siver & Associates d/b/a Siver Insurance Consultants Management, for Master Casualty Consulting/Employee Benefits and Auditing Services, be amended to ratify and confirm the actions of the parties from October 1, 2022, to date of this award and extend the period of service through September 30, 2023; and (ii) increase the maximum indebtedness by \$60,000.00 to a new not-to-exceed amount of \$460,000.00. 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.	09/30/22	Approved 4-0
Mary DiPerna ✓ Carolina Teran-Oceguera ✓	P-38-22	Fee and Contract Negotiations Benefits Consultant Services Employee Services Department	That the City of Jacksonville enter into a contract with Gallagher Benefit Services for the provision of Benefits Consultant Services incorporating the attached Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B'; The Contract period shall be from January 1, 2023, thru December 31, 2027, with no renewal options; The maximum indebtedness shall be a not-to-exceed amount of \$800,000.00. All other terms and conditions are per the Request for Proposal and the City's standard contract language.		Approved 5-0
Will Evans ✓ Ruben Bryant	P-30-22	Fee and Contract Negotiations Residential Substance Abuse Education, Treatment, Case Management & Community Reintegration Aftercare Program for Adults Inmates within the Duval County Correctional System Parks, Recreation and Community Services Department/Social Services Division	That the City of Jacksonville enter into a contract with River Region Human Services, Inc., to provide Residential Substance Abuse Education, Treatment, Case Management & Community Reintegration Aftercare Program for Adults Inmates within the Duval County Correctional System that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; provide a not-to-exceed maximum indebtedness of \$9,903,059.27; the period of service will be from execution of the contract through September 30, 2027. All other terms and conditions are per the RFP and the City's standard contract language.		Approved 5-0
Carol Brock ✓ Brett Nolan ✓	P-51-22	Introduce & Review Scope Tourist Development Council Strategic Research & Analysis Tourist Development Council	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
Nikita Reed Robin Smith David Hahn ✓	P-60-17	Contract Amendment No. 3 Professional Design Services for Armsdale Road Sidewalk and Roadway Improvements Department of Public Works/Engineering & Construction Management Division	That Contract 10479, originally executed October 4, 2018, between the City of Jacksonville and Peters and Yaffee, Inc. for Professional Design Services for Armsdale Road Sidewalk and Roadway Improvements, be amended to: incorporate the attached Scope of Services identified as Exhibit G and Contract Fee Schedule identified as Exhibit H; increase the lump-sum amount for Design Services by \$11,716.79 to a new Lump-sum amount of \$352,657.02; and to increase the not-to-exceed limits for Lighting & Structures Design by \$5,039.41 to a new limit of \$82,024.79, thereby increasing the maximum indebtedness by \$16,756.20, to a new maximum of \$578,511.13. All other terms and conditions as previously amended shall remain the same.		Approved 4-0
Robin Smith Nikita Reed David Hahn ✓	P-50-22	Introduce & Review Scope Professional Engineering Services for Forest Trail Road Drainage Improvements Department of Public Works/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
Jill Enz Nikita Reed David Hahn ✓	P-05-22	Fee & Contract Negotiations Architectural & Engineering Services for Parks Projects (South) Annual Contract Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Prosser Inc., for Architectural & Engineering Services for Parks Projects (South) Annual Contract that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee schedule identified as Exhibit 'B'; each project performed under this agreement shall be authorized by an individual purchase order with a not-to-exceed cost applicable thereto; the maximum indebtedness of the City pursuant to this agreement is \$2,000,000.00; the initial Period of Service will be for 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 shall be as provided in the Request for Proposal and the City's standard contract language.		Approved 4-0
Meeting Adjourned: 10:10 A.M.					

"The next PSEC meeting is scheduled to be held on Thursday, November 17, 2022."