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**PUBLIC NOTICE**  
**AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
 Thursday, September 28, 2017 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Jacksonville, FL 32202

**Committee Members:** Gregory Pease, Chairman  
 Patrick Greive, Member, Treasury  
 Jeff Close, Member, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Jill Enz Duane Kent	P-27-17	Subcommittee Report Professional Design Services for Blue Cypress Park Pool Department of Public Works	It is the consensus of the committee that the one (1) firm responding to the Request for Proposal (RFP) was found to be responsive, interested, qualified and available to provide the services required and that firm is:  1. PQH Walkover Aquatics JV We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>PQH Walkover Aquatics, JV</u> , the number one ranked firm.		
Johnnetta Moore Ruben Bryant	P-58-17	Subcommittee Report Operation of a Substance Education/Information, Treatment, Case Management and Aftercare Program for Adult Inmates within the Duval County Correctional System Parks, Recreation and Community Services Department/Social Services Division	It is the consensus of the committee that of the two (2) companies responding to the Request for Proposal (RFP) both were found to be responsive, interested, qualified and available to provide the services. The ranking of first and second, designates the order of qualification of these companies to perform the required services and alphabetically they are:  2) Gateway Community Services, Inc. 1) River Region Human Services, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>River Region Human Services, Inc.</u> , the number one ranked firm.		
Stephanie Burch Diana Seydlorsky	P-44-17	Fee & Contract Negotiations Neighborhoods Strategic Consultant Services Neighborhoods Department/Housing Community Development Division	That the City of Jacksonville enters into a contract with Civitas, LLC for Neighborhoods Strategic Consultant Services to: (i) incorporate the attached Scope of Services identified as Exhibit 'A'; and Contract Fee Summary identified as Exhibit 'B'; (ii) provide a period of service from October 1, 2017 through September 30, 2018, with four (4) one-year renewal options available; and (iii) provide a not-to-exceed maximum indebtedness of \$100,000.00 for the services. All other terms and conditions are per the RFP and the City's standard contract language.		

MEETING ADJOURNED:

CC: Council Auditor  
 Subcommittee Members



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# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Department of Public Works  
Engineering & Construction Management Division  
214 N. Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-8762  
www.coj.net

September 14, 2017

**TO:** Gregory W. Pease, Chairperson  
Professional Services Evaluation Committee

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

**FROM:** Jill Enz *Jill Enz*  
Manager, Parks Development and Natural Resources

R. Duane Kent, P. E., *R. Duane Kent*  
Engineer Manager, Engineering and Construction Management Division

**RE: P-27-17 BLUE CYPRESS PARK POOL**

The subcommittee received one (1) proposal for evaluation for the subject project and found it to be responsive, interested, qualified and available to provide the services required by the RFP. A request was submitted to and approved by the Professional Services Evaluation Committee to allow grading of the one proposal.

Permission by PSEC was given to evaluate the proposal using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firm was determined to be qualified to perform the required services.

1. PQH Wallover Aquatics JV

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

TF/lw

Attachment: Scoring Matrix

cc: Lori West, Contract Specialist

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September 19, 2017

# City of Jacksonville, Florida

*Daryl Joseph, Director*

Parks, Recreation and Community Services Department  
Social Services Division  
1809 Art Museum Dr. Suite 100  
Jacksonville, FL 32207  
(904) 630-4720

## **MEMORANDUM**

**TO:** Greg Pease, Chief  
Procurement Division

**FROM:** Johnnetta Moore, Chief  
Social Services Division

**RE: P-58-17 Operation of a Substance Education/Information, Treatment, Case Management and Aftercare Program for adult inmates within the Duval County Correctional System**

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A Sub-committee comprised of Chief Johnnetta Moore and Assistant Chief Ruben Bryant, from Department of Corrections, JSO, received two proposals for evaluation. The committee concluded that all two firms submitting proposals were interested, qualified and available to perform the requested scope of services.

The proposals were evaluated using the criteria outlined in the Purchasing Code. Enclosed for your information is the rate data sheet furnished by the proposals. Based upon the evaluation, the following listing of firms designates the first and second best qualified to perform the requested scope of services.

- 1- River Region Human Services, Inc.
- 2- Gateway Community Services, Inc.

Please contact Johnnetta Moore at 630-4720 should you have any questions or need additional information.

cc: Alex Baker





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## City of Jacksonville, Florida

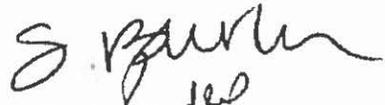
**Lenny Curry, Mayor**

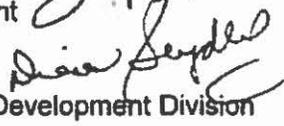
Housing and Community Development Division  
Ed Ball Building  
214 North Hogan Street, 7<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-8200  
www.coj.net

### **MEMORANDUM**

September 26, 2017

**TO:** Gregory Pease, Chairman  
Professional Services Evaluation Committee

**FROM:** Stephanie Burch, Director   
Neighborhoods Department

Diana Seydlorsky, Chief   
Housing and Community Development Division

**SUBJECT:** **Neighborhoods Strategic Consultant Contract**

The Office of Neighborhoods Department has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide **Neighborhoods Strategic Consulting** 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 **Civitas, LLC** to provide the Neighborhoods Strategic Consultant Services, which incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for one year from date of execution of contract thru October 2, 2018, with three (3) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$100,000.00 for the first year. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

cc: Alex Baker, PSEC Specialist



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**City of Jacksonville, Florida**

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***Lenny Curry, Mayor***

Housing and Community Development Division  
Ed Ball Building  
214 North Hogan Street, 7<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-8200  
[www.coj.net](http://www.coj.net)

## **Exhibit A**

### **Scope of Services**





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**City of Jacksonville, Florida**

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***Lenny Curry, Mayor***

Housing and Community Development Division  
Ed Ball Building  
214 North Hogan Street, 7<sup>th</sup> Floor  
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## **Exhibit B**

### **Contract Fee Schedule**



[www.civitassc.com](http://www.civitassc.com)

**Required Forms**

Form 1 - Price Sheet

NAME OF CONSULTANT Civitas, LLC

Proposal Number P-44-17

**SCHEDULE OF PROPOSED PRICES/RATES**

1. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

Principal (Partner or Senior Officer): \$ 110 hr.

Project Manager (Responsible Professional): \$ 85 hr.

2. Other Direct Project Costs per Unit (please specify)

This is dependent on precise deliverable mix that is requested upon award.

Full details not provided in RFP

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3. Estimated percentage of total fee to be performed by sub-contractors 5 %
4. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel

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