

**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

**MINUTES FOR Thursday, December 14, 2023, 10:00 a.m.**

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

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The Chief of the Procurement Division offers the following items for the PSEC Agenda. The posting of this agenda serves as an official notice of the city's intended decision for all recommended actions above the formal threshold. Please refer to 126.106 (e) if you wish to protest any of these items.

Committee Members: ✓Robert Waremburg, Chairman  
✓Brennan Merrell, Treasury  
✓ James McCain, Jr., OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>BID/RFP #</i>	<i>TITLE &amp; ACTION</i>	<i>MOTION</i>	<i>CONTRACT EXP</i>	<i>OUTCOME</i>
Karen Bowling  Brittany Norris ✓	1	P-35-23	<b>Fee &amp; Contract Negotiations</b> <b>State Lobbyist</b> Office of the Mayor	That the City of Jacksonville enter into a Contract with The Fiorentino Group as State Lobbyist by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; provide a not-to-exceed maximum indebtedness amount of \$150,000.00 and provide a period of service from execution of the contract to December 15, 2024, with four (4) one-year renewals available at terms mutually agreeable. All other terms and conditions are per the Request for Proposal and the City's standard contract language.		Approved 4-0
John Sawyer  Michael Fackler	2	P-36-23	<b>Subcommittee Report</b> <b>Compensation Review/Analysis Consultant</b> Office of General Counsel	It is the consensus of the committee that of the three(3) proposals received in response to the Request for Proposals, all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third designates the order of qualification of these firms to perform the required services and alphabetically they are: 3) Cody & Associates 2) Dynamic Corporate Solutions, Inc. 1) Gallagher Benefit Services, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <b>Gallagher Benefit Services, Inc.</b> , the number one(1) ranked firm.		Approved 4-0
Saralyn Grass  Tyrica Young ✓	3	P-41-21	<b>Contract Amendment No. 1</b> <b>Mentoring and Training Services for Providers</b> Kids Hope Alliance (KHA)	That Contract No. 71916-22 between Kids Hope Alliance (KHA) and Children's Forum, Inc., for the provision of Mentoring and Training Services for Providers be amended to ratify the contract from August 1, 2023, to date of award and extend the period of services to July 31, 2024, with one (1) renewal option remaining at terms mutually agreeable; and increase the maximum indebtedness by \$80,000.00 to a new not-to-exceed maximum of \$160,000.00. 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.	<b>07/31/23</b>	Approved 4-0

Tom Ossi ✓  Elizabeth Brown	4	P-53-23 PB#6	Permission to Piggyback State of Florida IT Contract Staff Augmentation ITD	That the City of Jacksonville is authorized to enter into an agreement utilizing State Contract No. 80101507-23-STC-ITSA for IT Staff Augmentation Services per Purchasing Code 126.309 by incorporating the attached contract identified as Exhibit 'A' with one or more of the Contractors identified in Exhibit 'B'; providing a not-to-exceed maximum indebtedness to the City in the amount of \$1,300,000.00; and providing a period of service from execution of the agreement through September 30, 2027. All other terms and conditions are per the City's standard contract language.		Approved 4-0
Robin Smith  John Baxter ✓	5	P-31-23	Subcommittee Report Engineering Design Services for Mayport Dock Redevelopment – Phase 2 Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the five (5) proposals received in response to the Request for Proposals, all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third designates the order of qualification of these firms to perform the required services and alphabetically they are: 2) Baker Consulting & Engineering, LLC 3) HDR Engineering, Inc. 1) Taylor Engineering, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Taylor Engineering, Inc.</u> , the number one(1) ranked firm.		Approved 4-0
Melissa Long  Nikita Reed ✓	6	P-03-22	Contract Amendment No. 1 NPDES Engineering and Permit Administration Services Department of Public Works/Engineering & Construction Management Division	That Contract No. 70224-23, originally executed February 23, 2023, between the City of Jacksonville and England-Thims & Miller, Inc., for NPDES Engineering and Permit Administration Services be amended to incorporate the attached Scope of Services identified as Exhibit 'C' and Contract Fee Summary identified as Exhibit 'D'; increase the lump-sum amount for NPDES Engineering and Permit Administration Services by \$741,637.04, to a new limit of \$1,583,777.32, to increase the not-to-exceed limits for: PWD Special Project Requests by \$23,500.00 to a new limit of \$48,500.00; EQD Special Project Requests by \$23,500.00 to a new limit of \$48,500.00 and M&LM Division Special Project Requests by \$30,000.00 to a new limit of \$60,000.00 and to add a new not-to-exceed category for application Platform Fees, other direct costs and shipping in the amount of \$128,000.00; thereby increasing the maximum indebtedness to the city by \$946,637.04 to a new maximum indebtedness of 1,868,777.32; with all other terms and conditions of the agreement remaining unchanged.	02/23/25	Approved 4-0
Robin Smith <del>Tom McKnight</del>  David Hahn ✓	7	P-47-23	Introduce & Review Scope Construction Engineering & Inspection Services for Belfort Road Improvements from AC Skinner Parkway to Gate Parkway Department of Public Works/Engineering & Construction Management Division	That the committee approve the Scope of Services/Request for Proposal as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and 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 applicable federal and state laws.		Approved 4-0
Meeting Adjourned: _____ 10:10 A.M. _____						

*"The next PSEC meeting is scheduled to be held on Thursday, January 11, 2024."*