

PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, October 15, 2020, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

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

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Jordan Elsbury Marleen Russell	P-44-20	Introduce & Review Scope State Government Relations Consultant Office of the Mayor	That the committee approves 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.		
Robin Smith Renee Hunter	P-17-20	Subcommittee Report Right-of-Way and Property Acquisition Services – Annual Contract Department of Public Works/Engineering & Construction	It is the consensus of the committee that of the two (2) proposals received responding to the Request for Proposal (RFP) both were found to be responsive, interested, qualified, and available, to provide the required services. The ranking of first and second designates the order of qualification of these companies to perform the required services and alphabetically they are: 1. HDR Engineering, Inc. 2. Independence Acquisition & Appraisal, LLC We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with HDR Engineering, Inc., the number one ranked firm.		
Bryan Mosier Tom Daly	P-44-17	Contract Amendment No. 3 Neighborhood Strategic Consultant Services Neighborhoods Department	That Contract No. 10356 between the City of Jacksonville and Civitas, LLC, for the provision of Neighborhoods Strategic Consultant Services be amended to (i) Ratify the Contract from October 2, 2020 to October 15, 2020; (ii) extend the period of services to October 2, 2021, with no renewal option remaining; (iii) increase the maximum indebtedness by \$60,000.00 to a new not-to-exceed total maximum of \$280,000.00. 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.	10/01/20	
Lori Boyer Guy Parola	P-37-20	Fee & Contract Negotiations Consultant Services for Update of the North bank Downtown & Southside CRA Plans and the Business Investment Development Strategy Downtown Investment Authority (DIA)	That the Downtown Investment Authority/City of Jacksonville enter into a contract with Community Solutions Group/GAI Consultants, Inc. for providing Consultant Services for the Update of the Northbank Downtown & Southside CRA Plans and the Business Investment Development Strategy that (i) incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; (ii) providing a period of service from date of execution of contract through June 1, 2021, with one six-month renewal remaining at the option of the DIA's Chief Executive Officer discretion; and (iii) providing the total maximum indebtedness is a not-to-exceed amount of \$599,775.00. All other terms and conditions of the Contract are per the RFP and the City's standard contract language.		
Laurie Santana Lurnise Bannister	P-27-16	Contract Amendment No. 5 On Call Transportation Planning Services Planning and Development Department	That Contract No. 10234 between the City of Jacksonville and Resource Systems Group (RSG), Inc., for the provision of On-Call Transportation Planning Services be amended to: extend the period of service from November 22, 2020 through December 22, 2020; the maximum indebtedness shall remain a not-to-exceed total maximum amount of \$1,013,024.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General	11/22/20	

			Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
MEETING ADJOURNED: _____					

cc: Council Auditor
 Subcommittee Members



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

September 22, 2020

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

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

RE: P-44-20 – State Government Relations Consultant

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is provided in accordance with Chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

The City of Jacksonville is seeking experienced individuals or government relations firms to provide state lobbying services.

2. The Objective of the services:

To provide state lobbying services for the City including representation, information, professional advice, and support services.

3. The estimated period of time needed for the service or study:

Services will include an initial contract of one year with the option of three (3), one (1) year renewals.

4. The estimated cost of the service or study: TBD

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

The current State Lobbyist contract expires on January 26, 2021 and the requested services for a new contract are related to state lobbyist services.

6. List of current contracts or prior services or studies which are related to the proposed study or service.

The current contract for state lobbyist services expire January 26, 2021, creating this need for future services.

7. A statement as to why the service/study cannot be done by department or agency staff:

The city has secured state lobbyist services in the past and its experience is such that this scope of services cannot be performed and is not being performed by current city staff. Due to the contemplated workload and unique requirements, it is in the best interest of the city to have this scope of services performed by an independent consultant.

8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members.

Jordan Elsbury, Chief of Staff, 904.255.5013

Marlene Russell, Director Organizational Effectiveness, 904.255.5010

9. A project funding account number

00111.111001.531090.0000000.00000.00000000

10. The names and email addresses of specific consultants the using agency wished to be included in the solicitation process.

Ballard Partners
201 East Park Avenue
5th Floor
Tallahassee, Fl. 32301
ballard@ballardfl.com

The Fiorentino Group
31 W Adams St. #204
Jacksonville, Fl. 32202
tammy@thefiorentinogroup.com

Gray Robinson
301 S Bronough St., Suite 600
Tallahassee, Fl. 32301
Dean.cannon@gray-robinson.com

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May 2018.

Both subcommittee members have read and understand the Procurement Manual and Procurement Committee Guidelines.

We are requesting this request be placed on the October 15, 2020, PSEC agenda for consideration.

Attachment - RFP



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

October 2, 2020

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

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

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

Renee H. Hunter *Renee Hunter*
Chief, Real Estate

SUBJECT: P-17-20 Right-of Way and Property Acquisition Services- Annual Contract

The subcommittee received two (2) proposals for evaluation for the subject project and found them 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 proposals.

Permission by PSEC was given to evaluate the proposals 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 and second designates the order of qualification of these firms to perform the required services.

1. HDR Engineering, Inc.
2. Independence Acquisition & Appraisal, LLC

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist, Engineering and Construction Management

ab



ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

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

MEMORANDUM

DATE: October 1, 2020

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

10/07/20 10:25:50
Procurement Division

FROM: Bryan Mosier, Director
Neighborhoods Department

Tom Daly, Chief
Housing and Community Development Division

SUBJECT: P-44-17 3rd Year and Final Option for Renewal
Neighborhoods Strategic Consultant Contract

The Director's Office of the Neighborhoods Department respectfully requests to exercise the 3rd year and final renewal option of the above referenced contract. We would like to extend the period of services from October 1, 2020 to September 30, 2021, in an amount not to exceed \$60,000 and bringing the new maximum total indebtedness to \$280,000.

Accordingly, this is to recommend that the City of Jacksonville exercise the renewal option with **Civitas, LLC** to provide Neighborhoods Strategic Consultant Services, which incorporates the attached Scope of Services identified as Exhibit A and Contract Fee Schedule identified as Exhibit B. 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

Lenny Curry, Mayor

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

Exhibit A

Scope of Services



To: Bryan Mosier
Director, Neighborhoods Department
City of Jacksonville
214 N. Hogan St. 7th Floor
Jacksonville, FL 32202

From: Civitas LLC
1150 Wexford Park
Mount Pleasant, SC 29466

Date: September 22nd, 2020

Re: Civitas LLC contract renewal

Mr Mosier,

It has been a pleasure working with you and your staff these past two years. The Civitas crew has enjoyed the interaction and the work we have shared with your team. We gladly and unequivacly would like to renew our contract for a third year. We look forward to continuing our successful working relationship as you deliver effective community services and affordable housing to the citizens of Jacksonville in a manner that is fair and equitable to all. This letter shall confirm our request to exercise the 3rd year option to extend with no changes to the scope of work nor our fee schedule. With this 3rd year option in the amount of \$60,000 we concur that the new total for these services shall not exceed \$280,000.

As always, please let me know if there is anything at all we can do to assist you, your staff and the City of Jacksonville.

Sincerely,

Karl "Erich" Chatham
Civitas LLC
(843) 573-7825
www.civitassc.com



ONE CITY ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

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

Exhibit A

Scope of Services

Section 4
Description of Services and Deliverables

Scope of Services

Grant Application Assistance

Consultant may assist the Neighborhoods Department (the "Department") in the development of applications for federal, state, and private grant applications, such as, but not limited to, federal Department of Housing and Urban Development's Choice Neighborhood Initiatives ("CNI") Planning and Implementation grants, and any other grants related to the business and objectives of the Department.

Annual Reporting Assistance

Consultant may assist, as needed, in preparing annual financial and programmatic reporting as required for federal and state funding.

Consultant may assist the Department with creation and periodic updating of required annual housing and community planning documents, such as, the City of Jacksonville's Consolidated Plan; Annual Action Plan; Comprehensive Annual Performance and Evaluation Report, and Analysis of Fair Housing Plan, among others.

Contract Compliance Assistance

Consultant may assist, as needed, with contract compliance functions as required for federal and state funding.

Technical Assistance and Data Analysis

Consultant may serve as a technical advisor to the Department by providing assistance in improving Department processes, procedures, and programs, as needed, for the Department to meet its objectives. Consultant may advise on industry best practices, proposed and implemented legal and administrative rule changes, and topics necessary to increase the Department's working knowledge and experience.

Consultant may advise on industry standards, best practices, and potential opportunities related to data collection and analysis, strategic code enforcement, and housing and community development strategies. Consultant may assist the Department in identifying and implementing processes, procedures, and tools needed for the Department to become more data driven in its decision making.

Consultant may assist the Department in planning and implementing the deployment of its and the City's financial resources in a more strategic manner so that the City is able to leverage its available financial resources.

Consultant may assist the Department in creating and implementing innovative finance tools for housing and community development projects.

Consultant may assist in educating Department staff on industry standards, best practices, and potential funding opportunities.

Consultant may assist Department staff in document preparation for, participation in, and presenting at meetings with City Councilmembers, the administration, other government agencies, and public meetings for various programs.

(End of Section 4



ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

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

Exhibit B

Contract Fee Schedule



CIVITAS

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

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
-

PUBLIC NOTICE
REVISED AGENDA
'SPECIAL' PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Monday, September 25 2017 9:30 a.m.
 Eighth Floor, Conference Room 851
 Jacksonville, FL 32202

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

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	COMITZ EXP	OUTCOME
Stephame Burch Diana Seydlowsky	P-44-17	Subcommittee Report Neighborhoods Strategic Consultant Services Neighborhoods Department/Housing Community Development Division	It is the consensus of the committee that of the three (3) firms responding to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the 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: 1. Civitas 2. Corporate Facts 3. Lambert Advisory We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Civitas, the number one ranked firm.		

17 Council Building
 Jacksonville, Florida

MEETING ADJOURNED.

Attachment B- Evaluation Matrix

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. Please note that 10 points is the maximum for all categories.

COMPETENCE. Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. (20 points maximum score)

2. **CURRENT WORKLOAD.** Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. (10 points maximum score)

3. **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. (10 points maximum score)

4. **ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. (2 points maximum score)

5. **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that Contractors include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Department"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with other local governments in Florida or across the United States that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. (30 points maximum score)

6. **PROXIMITY TO THE PROJECT.** Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the

10356

**CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
CIVITAS, LLC
FOR
NEIGHBORHOODS STRATEGIC CONSULTANT SERVICES**

THIS CONTRACT for neighborhoods strategic consultant services is made and entered into this 29 day of Sept, 2017 (the "Effective Date"), by and between the CITY OF JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and CIVITAS, LLC, a foreign limited liability company with its principal offices at 1150 Wexford Park, Mount Pleasant, South Carolina 29466 (the "Contractor").

WHEREAS, City issued Request for Proposal No. P-44-17 (the "RFP") for certain neighborhoods strategic consultant services described in the RFP (the "Services"); and

WHEREAS, based on Contractor's response to the RFP dated August 18, 2017, consisting of 41 pages (the "Response"), City has negotiated and awarded this Contract to Contractor; now therefore

IN CONSIDERATION of the premises and the mutual covenants contained below and for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree as follows:

1. **Performance of Services.** Contractor shall perform the Services as described in and according to (i) the RFP and the Response, each of which is incorporated into and made a part of this Contract, and (ii) the Scope of Services, attached hereto as Exhibit A and incorporated herein by this reference.

2. **Compensation.** Contractor shall be paid for the Services the fees detailed in the Contract Fee Summary, attached hereto as Exhibit B and incorporated herein by this reference.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the initial period of service shall be a fixed monetary amount not-to-exceed ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00).

4. **Term.** The period of service of this Contract shall commence on the Effective Date and continue through October 2, 2018, with three (3) additional one-year renewal options, subject to early termination as set forth in the Contract Documents.

5. **Contract Documents.** This Contract consists of the following documents, which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:

- (i) This document, as modified by any subsequent signed amendments.
- (ii) Any amendments to the RFP.
- (iii) Specific information regarding the RFP (Section 1 of the RFP).
- (iv) Description of Services and Deliverables (Section 4 of the RFP).
- (v) General Instructions to Respondents (Section 2 of the RFP).
- (vi) General Contract Conditions (Section 3 of the RFP).
- (vii) Any Purchase Order under the Contract.
- (viii) The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

6. **Notice.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to City:

Director, Neighborhoods Department
214 North Hogan Street, 7th Floor
Jacksonville, Florida 32202

As to Contractor:

Civitas, LLC
1150 Wexford Park
Mount Pleasant, South Carolina 29466

7. **Contract Managers.** Each party shall designate a Contract Manager during the Term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to this Contract. As of the Effective Date, City's Contract Manager is Stephanie Burch (Phone: 904.255.8902; stephanieb@coj.net), and Contractor's Contract Manager is Erich Chatham (Phone: 843.573.7825; erich.chatham@yahoo.com). Each

party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided by email.

8. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by Contractor. No statement, representation, writing, understanding, agreement, course of action, or course of conduct made by either party or any representative of either party which is not expressed herein shall be binding. Contractor may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to City (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Contractor acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

9. **Amendments.** All changes to, additions to, modifications of, or amendments to this Contract or any of its terms, provisions, and conditions shall be binding only when in writing and signed by the authorized officer, agent, or representative of each of the parties hereto.

10. **Counterparts.** This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first above written.

ATTEST:

By *[Signature]*
JOHN SANDER
Corporation Secretary



CITY OF JACKSONVILLE
By *[Signature]*
Lenny Curry
Mayor

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

WITNESS:

By *[Signature]*
Signature

Jimmy Ardis
Type/Print Name

Managing Partner
Title

CIVITAS, LLC

By *[Signature]*
Signature

Karl Erich Chatham
Type/Print Name

Managing Partner
Title

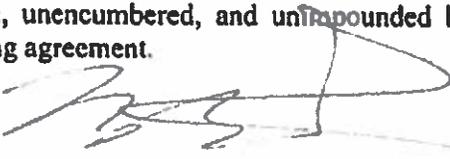
Encumbrance and funding information for internal City use:

Account.....

Amount.....\$100,000.00

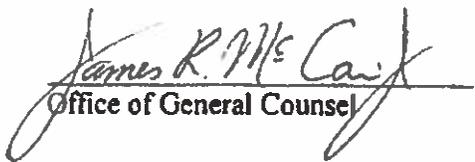
This above stated amount is the maximum fixed monetary amount of the foregoing Contract for the first year of the Contract.

In accordance with Section 24.103(e) of the Ordinance Code of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and unexpounded balance in the appropriation sufficient to cover the foregoing agreement.



Director of Finance
City Contract # 10356 

Form Approve:



Office of General Counsel

Section 4
Description of Services and Deliverables

Scope of Services

Grant Application Assistance

Consultant may assist the Neighborhoods Department (the "Department") in the development of applications for federal, state, and private grant applications, such as, but not limited to, federal Department of Housing and Urban Development's Choice Neighborhood Initiatives ("CNI") Planning and Implementation grants, and any other grants related to the business and objectives of the Department.

Annual Reporting Assistance

Consultant may assist, as needed, in preparing annual financial and programmatic reporting as required for federal and state funding.

Consultant may assist the Department with creation and periodic updating of required annual housing and community planning documents, such as, the City of Jacksonville's Consolidated Plan, Annual Action Plan, Comprehensive Annual Performance and Evaluation Report, and Analysis of Fair Housing Plan, among others.

Contract Compliance Assistance

Consultant may assist, as needed, with contract compliance functions as required for federal and state funding.

Technical Assistance and Data Analysis

Consultant may serve as a technical advisor to the Department by providing assistance in improving Department processes, procedures, and programs, as needed, for the Department to meet its objectives. Consultant may advise on industry best practices, proposed and implemented legal and administrative rule changes, and topics necessary to increase the Department's working knowledge and experience.

Consultant may advise on industry standards, best practices, and potential opportunities related to data collection and analysis, strategic code enforcement, and housing and community development strategies. Consultant may assist the Department in identifying and implementing processes, procedures, and tools needed for the Department to become more data driven in its decision making.

Consultant may assist the Department in planning and implementing the deployment of its and the City's financial resources in a more strategic manner so that the City is able to leverage its available financial resources.

Consultant may assist the Department in creating and implementing innovative finance tools for housing and community development projects.

Consultant may assist in educating Department staff on industry standards, best practices, and potential funding opportunities.

Consultant may assist Department staff in document preparation for, participation in, and presenting at meetings with City Councilmembers, the administration, other government agencies, and public meetings for various programs.

(End of Section 4)



ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

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

Exhibit B

Contract Fee Schedule



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

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
- _____



City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

September 28, 2017

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-44-17 Neighborhoods Strategic Consultant Services
Neighborhoods Department/Housing Community Development Division

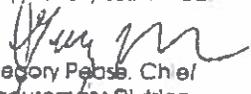
The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building for the purpose of concluding fee and contract negotiations with the number one ranked company for the above-captioned project.

The following motion/recommendation was adopted:

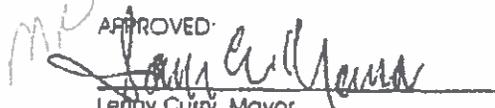
That the City of Jacksonville enters into a contract with Civitas, LLC for Neighborhoods Strategic Consultant Services to (i) incorporate the attached Scope of Services identified as Exhibit 'A', and Contract Fee Summary identified as Exhibit 'B', (ii) provide a period of service from date of execution of the contract through October 1, 2018, with three (3) 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.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,


Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:


Lenny Curry, Mayor

This 28th day of Sept., 2017

GP:cd

cc: Council Staff
Jeff Clark, OGC
Vedra Gray, GAB
Successor Members

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

**FIRST AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
CIVITAS, LLC
FOR
NEIGHBORHOODS STRATEGIC CONSULTANT SERVICES**

10356
Amnd 1

THIS FIRST AMENDMENT to Contract for neighborhoods strategic consultant services (the "Services") is made and entered into this 22 day of Oct, 2018 (the "Effective Date"), by and between the CITY OF JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and CIVITAS, LLC, a foreign limited liability company with its principal offices at 1150 Wexford Park, Mount Pleasant, South Carolina 29466 (the "Contractor").

WHEREAS, on September 29, 2017, City and Contractor made and entered into City of Jacksonville Contract No. 10356 (the "Contract") for the Services; and

WHEREAS, said Contract has not been amended previously; and

WHEREAS, said Contract should be amended by increasing the maximum indebtedness by \$60,000.00 to a new total maximum indebtedness not to exceed \$160,000.00, by exercising the first of three (3) one-year renewal options so as to extend the period of service from October 2, 2018, through October 1, 2019, with two (2) renewal options remaining, and by adding new provisions with respect to public records required by Section 119.0701, Florida Statutes, with all other provisions, terms, and conditions remaining unchanged; now therefore

IN CONSIDERATION of the premises and the mutual covenants contained below and for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree as follows:

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

2. Section 3 of said Contract is amended by increasing the maximum indebtedness by \$60,000.00 to a new total maximum indebtedness not to exceed \$160,000.00, and as amended shall read as follows:

"3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the initial

period of service shall be a fixed monetary amount not-to-exceed ONE HUNDRED SIXTY THOUSAND AND 00/100 DOLLARS (\$160,000.00)."

3. Section 4 of said Contract is amended by exercising the first of three (3) one-year renewal options so as to extend the period of service from October 2, 2018, through October 1, 2019, with two (2) renewal options remaining, and as amended shall read as follows:

"4. **Term.** The period of service of this Contract shall commence on the Effective Date and continue through October 2, 2019, with two (2) additional one-year renewal options, subject to early termination as set forth in the Contract Documents."

4. Said Contract is amended by adding a new Section 11 to add and incorporate new provisions with respect to public records required by Section 119.0701, Florida Statutes, and as amended shall read as follows:

"11. **Public Records.** In accordance with Section 119.0701, Florida Statutes, the Contractor shall:

(i) Keep and maintain public records required by City to perform the services; and

(ii) Upon request from City's custodian of public records, provide City with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and

(iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to City; and

(iv) Upon completion of this Contract, transfer to City at no cost all public records in possession of Contractor or keep and maintain public records required by City to perform the Services. If Contractor transfers all public records to City upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for

retaining public records. All records stored electronically must be provided to City upon request from City's custodian of public records in a format that is compatible with City's information technology systems.

The above requirements apply to a "Contractor" as defined in Section 119.0701, Florida Statutes.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT (904) 630-7678; PRR@COJ.NET; CITY OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202.

SAVE AND EXCEPT as expressly amended by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally. Signature page follows immediately.]

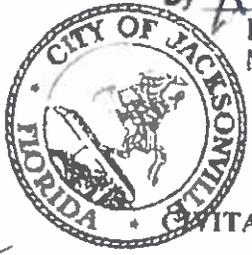
IN WITNESS WHEREOF, the parties have executed this First Amendment as of the day and year first above written.

ATTEST:

CITY OF JACKSONVILLE

By *James R. McCain, Jr.*
James R. McCain, Jr.
Corporation Secretary

By *Sam E. Meuse*
Lenny Curry
Mayor
Sam E. Meuse
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05



WITNESS:

By *Jimmy Ardis*
Signature
Jimmy Ardis
Type Print Name
Partner
Title

By *Karl Erich Arthurs*
Signature
Karl Erich Arthurs
Type Print Name
Partner
Title

WITNESSES, LLC

Encumbrance and funding information for internal City use:

Account.....ERCDIAI-CDBG 03109 PDC001-19

Amount.....\$60,000.00

TOTAL MAXIMUM INDEBTEDNESS: \$160,000.00

This above stated amount is the maximum fixed monetary amount of the foregoing Contract for the term of the Contract.

In accordance with Section 24.103(e) of the Ordinance Code of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement.



Director of Finance
City Contract #10356, 1st Amd



Form Approve:



Office of General Counsel



City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE

September 6, 2018

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

170560

Dear Mayor Curry:

Ref: P-44-17 Neighborhoods Strategic Consultant Services (Amendment No. 1)
Neighborhoods Department

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above-referenced contract.

The following motion/recommendation was adopted:

~~the~~ stet

That Contract No. 10356 between the City of Jacksonville and Civitas, LLC, for the provision of Neighborhoods Strategic Consultant Services be amended to (i) exercise the first of three (3) one-year renewal options extending the period of service from October 2, 2018 through October 1, 2019, with two (2) renewal options remaining, (ii) increase the maximum indebtedness by \$60,000.00 to a new not-to-exceed total 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



If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Gregory Prose
Gregory Prose, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

Lenny Curry
Lenny Curry, Mayor

This 6th day of September, 2018

GP:ab

cc Council Auditor
Jeff Close, OGC
Mebba Gray, GAO
Subcommittee Members
Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

MR
BAC



City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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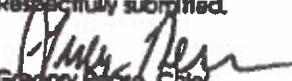
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Gregory P. Case, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

#111
BAC 
Lenny Curry, Mayor

This 6th day of September 2018

GP:ab

cc Council Auditor
Jeff Case, GGC
Melba Gray, GAO
Subcommittee Members

Saim E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of:
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**FIRST AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
CIVITAS, LLC
FOR
NEIGHBORHOODS STRATEGIC CONSULTANT SERVICES**

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P. 44-17

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IN WITNESS WHEREOF, the parties have executed this First Amendment as of the day and year first above written.

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CITY OF JACKSONVILLE

By James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary

By Lenny Curry
Lenny Curry
Mayor Sam E. Moush
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No 2015-05



WITNESS:

By [Signature]
Signature

Jimmy Ardis
Type/Print Name

Partner
Title

By [Signature]
Signature

Karl Erich Christman
Type/Print Name

Partner
Title

Encumbrance and funding information for internal City use:

Account.....ERCDA1-CDBG 03109 PDC001-19

Amount.....\$60,000.00

TOTAL MAXIMUM INDEBTEDNESS: \$160,000.00

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Director of Finance
City Contract #10356, 1st Amd


Form Approve:



Office of General Counsel



MEMORANDUM

DATE: October 12, 2020

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Guy Parola, Operations Manager
Downtown Investment Authority (DIA)

SUBJECT: P-37-20 Consultant Services for Update of the Northbank Downtown & Southside Community Redevelopment Area Plans and the Business Investment & Development Strategy

The Downtown Investment Authority has negotiated the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, with the highest ranked respondent.

Accordingly, this is to recommend that the Downtown Investment Authority/City of Jacksonville enter into a contract with Community Solutions Group/GAI Consultants, Inc. that incorporates the attached Scope of Services and fee schedule. The contract period will be for fiscal year 2020-2021, from date of execution of contract to June 1, 2021, with a six-month renewal at the option of the DIA's Chief Executive Officer. The total maximum indebtedness is a not-to-exceed amount of \$599,775. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposal (RFP).

Attachments: Scope of Services / Fee Summary

CC: Alex Baker, PSEC Specialist

Task #	Task Name	Lead	Responsible	Participant (Per Staff)	Description	Duration	Start/End Dates	Est. Fee	% of Fee
1	Design Standards								
	1 Kickoff meeting for task 1	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Drury, McCown, Salter, Potts	Bi-weekly update on progress with DIA staff	6 mos	Week of October 19	\$100,720.00	100.00%
	Public Input Management	Guy Parola	Carotese Jones	Parola, Jones, Salmieri, McCown	Prioritize stakeholders & engage as needed; one on one engagement with consultant from previous plan; 3-5 stakeholder meetings; engage (one on one) maintain comprehensive public input plan as it pertains to Task 1	6 mos	Week of Nov 2	\$634,320	100.00%
	Background, Research and review existing Downtown Zoning Overlay Regulations, Guidelines, maps, and plans referenced in subtask 1D noting inconsistencies	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Drury	summary of inconsistencies and issues to be addressed/illustrated	Nov 2- Nov 16	Week of Nov 9	\$4,371.40	13.00%
	Stakeholder interviews. Interview identified stakeholders such as DDB Board members, developers, architects and planners re: issues in current iterations	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Drury, McCown, Salter, Potts	update DIA staff re: meeting meeting results	Kickoff: Nov 2	Week of Nov 2	\$634,320	100.00%
	Research. Research and identify new guidelines to be included such as a separated first floor and other related concepts (amen levels, etc.)	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri	concept drafts of new subject matter to be addressed	Nov 2- Nov 16	Week of Nov 9	\$4,371.40	13.00%
	Private Realm Regulations. Prepare initial draft of Private Realm Guidelines, including illustrations (1A)	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Drury, Shaffer	draft deliverable	Kickoff: Nov 16	Week of Nov 16	\$2,643.00	100.00%
	Public Realm Regulations. Prepare initial draft of Public Realm Guidelines, including illustrations (1B)	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Drury, Shaffer	draft deliverable	Nov 16- Dec 7	Week of Dec 7	\$10,572.00	100.00%
	Overlay District Reference Update. Prepare draft of updated text and maps to correct references to new Overlay Districts (1C)	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Drury, Shaffer	draft deliverable	Nov 16- Dec 7	Week of Dec 7	\$10,572.00	100.00%
	Additional Public and Private Realm Guidelines. Prepare draft supplemental Guidelines to address additional topics contained in supplemental plan from 1.D as well as new recommendations to including lighting and resilience	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Potts	draft deliverable	Nov 16- Dec 7	Week of Dec 7	\$3,171.60	23.00%
	Consolidated Draft. Create complete design guidelines draft including text, illustrations and graphics	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Boyer, Salmieri, Drury, Shaffer	draft deliverable	Nov 16- Dec 18	Week of Dec 18	\$10,572.00	100.00%
	First Revision. Revise to incorporate DIA comments as well as preliminary branding inputs	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, Salmieri, Drury, Shaffer	Draft of final design standards, illustrations and graphics	Dec 18- Jan 21	29-Jan-21	\$21,144.00	20.00%
	Second Revision. Revise guidelines to incorporate branding component. Meet with DIA staff to review incorporation of branding element. Bi-weekly coordinate with branding team throughout this period	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, March, Boyer, Salmieri, Drury, Shaffer	revised draft, additional illustrations by district	Week of Dec 7	26-Feb-21	\$14,000.80	14.00%
	Final deliverable.	Guy Parola	Tara Salmieri	Parola, Raddiffe-Meyers, March, Boyer, Salmieri, Drury, Shaffer	final Design Guidelines text and graphics in appendix form for incorporation into BID and CHA plan as well as at a glance format	2 months	April 23 2021	\$5,286.00	5.00%
									\$15,854.00
2	Park Assessment and Plan								
	1 Kickoff meeting for task 2	Guy Parola	Kristin Caborn	Parola, Boyer, Ent, COI Parks Barth, Kozloff, Doniky, Williams, West, Potts	Bi-weekly update on progress with DIA staff	7 mos	Week of October 19	\$158,872.00	100.00%
	Public Input Management	Guy Parola	Carotese Jones	Parola, Jones, Caborn	Consensus on approach, project goals, understanding of roles	7 mos	Week of October 19	\$79,948.95	48.18%
	2A Stakeholder & Citizen Involvement (2.A.1) Prioritize stakeholders and engage as needed; conduct 1 series of 3 night public meeting/charrette; 3-5 individual stakeholder meetings	Guy Parola	Kristin Caborn	Parola, Ent, Caborn, Jones, Barth, Kozloff	Prioritize stakeholders and engage as needed; conduct 1 series of 3 night public meeting/charrette; 3-5 individual stakeholder meetings; maintain comprehensive public input plan, social media, website, online survey as it pertains to Task 2	Oct 19-Nov 20	26-Mar	\$39,948.95	48.18%
	Inventory (2.A.1) Inventory existing public parks, indoor & outdoor rec facilities, private facilities in Cathedral, Central City Core, Church, LaVilla, Inwood, and Southbank District and adjacent areas	Guy Parola	Kristin Caborn	Parola, Ent, Caborn, Pariza, West, Barth	Completed inventory of current public and private facilities, accessibility and condition	Oct 19-Nov 20	20-Nov	\$39,277.03	45.00%
	Utilization (2.A.1) review current park utilization in downtown by time/day (same districts as inventory and analyzing information from the parks, recreation and community services department data	Guy Parola	Kristin Caborn	Parola, Ent, Pariza, Pennella	Summary of findings	Oct 19-Nov 20	20-Nov	\$18,487.24	25.00%
	Review existing plans and studies and future scheduled improvements (2.A.1.v. and 2.A.v.2) park, studies, CHA plan, CIP plan, park plan	Guy Parola	Kristin Caborn	Parola, Ent, West, Pennella	Summary of plans as they pertain to the inventoried districts	Oct 19- Nov 20	20-Nov	\$11,092.24	15.00%
	Review demographic data and growth projections by District (2.A.v.1) per inventoried district (local, regional, national) and private facility factor	Guy Parola	Kristin Caborn	Parola, Ent, Pariza, Barth	bi-weekly update on progress with DIA staff	Oct 19- Nov 20	10-Nov	\$11,092.24	15.00%
	2B Current and Future Gaps and Needs (2.B.1) establish level of service for downtown parks	Guy Parola	Kristin Caborn	Parola, Ent, Caborn, Pariza, Barth	Report analyzing gaps and needs based on data collected in task 2A; maps to support GIS	Nov-Dec	18-Dec	\$79,523.05	51.82%
	Develop recommendations for future parks and open spaces with acreages, parameters and potential locations. (2.B.1) Visioning & recommendations	Guy Parola	Kristin Caborn	Parola, Ent, Boyer, Caborn, Barth, Pariza, Kozloff	Prel identification maps/diagrams, conceptual programming matrix	Nov-Jan	31-Jan	\$10,338.00	13.00%
	Park Planning Scenarios (2.B.1.ii) implementation strategy	Guy Parola	Kristin Caborn	Parola, Ent, Boyer, Caborn, Barth, Pariza, Kozloff	Outline of Parks master plan report	Feb	28-Feb	\$10,338.00	13.00%
	Prioritized Recommendations (2.B.1.iii) land acquisition, construction, redevelopment, programming, maintenance, connectivity	Guy Parola	Kristin Caborn	Parola, Ent, Boyer, Caborn, Pariza, West	High quality maps, draft text of planning scenario, prioritized recommendation table	March-April	31-Mar	\$10,338.00	13.00%
	Capital and Operational Costs (2.B.1.iii) capital and operations costs of items identified in 2.B.1.a	Guy Parola	Kristin Caborn	Parola, Ent, Boyer, Caborn, West, Perel, Kozloff	Capital and operational cost table, review of Years Table	March-April	31-Mar	\$10,338.00	13.00%
	Funding estimates (2.B.1.ii) estimates for operations, staffing, maintenance, technology, programming, services to support implementation	Guy Parola	Kristin Caborn	Parola, Ent, Boyer, Caborn, West, Perel, Kozloff	Matrix for estimates of operations, staffing, maintenance, technology, programming, services and funding to support the implementation plan	March-April	31-Mar	\$11,133.23	14.00%
	2C	Guy Parola	Kristin Caborn	Parola, Ent, Caborn, Jones, Pariza	High quality maps, renderings, tables, graphics, text to communicate the master parks plan element in "at a glance format" as well in detail for incorporation into the updated BID and CHA Plan in Task 4; incorporation into Years Table; identification of key park projects	Nov-May	15-Apr-20	\$3,293.31	10.00%
Final deliverable	Guy Parola	Kristin Caborn	Parola, Boyer, Caborn, Pariza			14-May-21	\$7,992.31	10.00%	
3	District Naming, Downtown and District Branding updates, Implementation Plan								
	1 Kickoff meeting for task 3	The Madini, Ra Meshi	Richard Carling, Mike	Madini, Boyer, Eastwood (DPI), Galt, Caborn, Fair, Jones, Gregoire, Whisart	Bi-weekly update on progress with DIA staff Consensus on approach, project goals, understanding of roles	8 mos	Week of October 19	\$189,483.00	100.00%

Public Input Management	Ira Maslin	Catherine Jones	Maslin, Jones, Cutting, Miller	one on one meetings, phone interviews, focus groups as needed, possibly in coordination with 3) to maintain comprehensive public input plan, social media, website, online survey as it pertains to Task 3	6 mos.		\$37,454.98	30.79%
Stakeholder and citizen involvement 3.A) Receive DIA and Downtown vision from, identify stakeholder input required, focus groups and surveys by district, individual stakeholder meeting (one-on-one)	Ira Maslin	Richard Cutting, Miller	DVI, Boyer, Maslin, Cutting, Miller, Jones, Carr, Pedigo, Thomas	Stakeholder feedback report; Stakeholder survey report	6 Weeks, plus 2 Weeks at End	Nov 30 and End of Project	\$29,876.59	52.00%
Inventory and Research (3.A.4) Brand inventory by district, review BID and CEA goals, plus area neighborhood history	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Boyer, Cutting, Miller, Whelan	District brand review report	One Week	Nov 2	\$13,789.20	24.00%
Target Market Identification (3.A.4) Identify target audience by market or district	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Boyer, Kelley, Williams, Cutting, Miller, Carr, Pedigo, Erickson, Barne	Target audience by district report	One Week	Nov 9	\$6,894.60	12.00%
Assessment (3.A.4) Brand SWOT by district	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Boyer, Cutting, Miller, Fair, Carr, Pedigo, Erickson	Brand SWOT by district report	One Week	Nov 16	\$6,094.60	12.00%
3B	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Boyer, Cutting, Miller, Jones, Fair, Carr, Erickson	District Storylines report; Focus Group / Survey Results Report	Five Weeks	4-Jan	\$10,704.95	12.00%
Branding Plans (3.B.1) Create names, logs and other artwork by district	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Boyer, Oppenz, Whelan, Fair, Carr, Thomas	Initial Brand Creative Package by District	Three Weeks	25-Jan	\$28,546.53	32.00%
Brand Identity (3.B.2) Create descriptions and images by District	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Boyer, Oppenz, Fair, Carr, Thomas	Initial Brand Guidelines and Creative Package by District	Three Weeks	25-Jan	\$20,517.82	23.00%
Brand Implementation (3.B.3) Priority and implementation plan by district	Ira Maslin	Richard Cutting, Miller	Maslin, Boyer, Cutting, Miller, Oppenz, Fair, Carr, Erickson	District Brand Strategy and Implementation Plan	Three Weeks	25-Jan	\$22,201.98	23.00%
Brand Communications (3.B.4) Brand communications plan	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Cutting, Miller, Fair, Carr, Erickson	District Brand Marketing and Communications Plan	One Week	25-Jan	\$1,126.63	8.00%
3C	Ira Maslin	Richard Cutting, Miller	DVI, Maslin, Boyer, Fair, Whelan, Oppenz, Thomas	Final Brand Guidelines and Creative Package by District	Three Weeks	15-Feb-20	\$13,200.10	22.66%
Brand Sequencing (3.C.1) Brand implementation calendar	Ira Maslin	Richard Cutting, Miller	Maslin, Boyer, Cutting, Miller, Carr, Erickson	District Brand Implementation Calendar	Two Weeks	6-Feb-20	\$8,604.02	20.00%
Brand Projects (3.C.1) Brand implementation projects	Ira Maslin	Richard Cutting, Miller	Maslin, Boyer, Cutting, Miller, Oppenz, Fair, Carr, Erickson	District Brand Implementation Projects Report	Two Weeks	8-Feb-20	\$8,604.02	20.00%
All final deliverables due	Ira Maslin	Richard Cutting, Miller	Maslin, Boyer		Two Weeks	8-Feb-20	\$6,431.02	15.00%
4	Lori Boyer	Blake Drury	Boyer, Parola, Kelley, Maslin, Seiler, Kohler, Beltsch, Smith, Berns, Carlson	Consensus on approach, project goals, understanding of role	9 Months	Week of Oct 19	\$156,900.80	100.00%
Kickoff meeting for Task 4	Lori Boyer	Catherine Jones	Boyer, Jones, Smith	Maintain comprehensive public input plan, social media, website, online survey as it pertains to Task 4	7 mos.			
4A Community Outreach	Lori Boyer	Catherine Jones	Boyer, Parola, Maslin, Jones	Summary of public input results	Feb	26-Feb-20	\$3,671.00	18.00%
1 Public Meeting	Lori Boyer	Catherine Jones	Boyer, Parola, Maslin, Jones	Summary of public input results	Feb	26-Feb-20	\$3,153.61	11.00%
1 Public Meeting	Lori Boyer	Catherine Jones	Boyer, Parola, Maslin, Jones	Summary of public input results	March	31-Mar-20	\$3,440.52	12.00%
1st wave of department meetings	Lori Boyer	Catherine Jones	Boyer, Parola, Maslin, Jones	Summary of public input results	Oct-Nov	30-Nov-20	\$5,160.28	18.00%
2nd wave of department meetings	Lori Boyer	Catherine Jones	Boyer, Parola, Maslin, Jones	Summary of public input results	Feb-Mar	31-Mar-21	\$4,874.07	17.00%
Interview Downtown Investment Authority and Downtown Development Review Board member.	Lori Boyer	Laurie Smith	Boyer, Parola, Maslin, Jones	Summary of public input results	Nov-Mar	31-Mar-21	\$8,601.30	30.00%
4B Business Investment Strategy Updates	Lori Boyer	Michael Berns	Boyer, Kelley, Berns, Beltsch, Smith	Summary of findings and recommendations, final language for inclusion in BID	Nov-Jan	31-Jan-21	\$16,900.98	91.00%
Evaluation of incentives (4.B.1) Recommend appropriate modifications to existing incentive programs, creation of new incentive programs, and elimination of ineffective programs in order to better serve the goals of DIA and the CEAs	Lori Boyer	Michael Berns	Boyer, Kelley, Berns, Beltsch, Smith	Summary of industry standards, and overarching concept, final language for inclusion in BID	Nov-Feb	26-Feb-21	\$11,287.12	20.00%
Identification of best practices for all uses within the Downtown Districts. (Recall 10) Foster retail education - how retailers think about site location, what they look for and worry about, etc.)	Lori Boyer	Michael Berns	Boyer, Kelley, Berns, Beltsch, Smith	bi-weekly update on progress with DIA staff	Nov-Apr	16-Apr-21	\$11,280.32	20.00%
Incorporate baseline data from market feasibility analysis report, assessment of current incentives as well as market gaps by District and draft new incentives for BID	Lori Boyer	Michael Berns	Boyer, Kelley, Berns, Beltsch, Smith	Summary of findings and recommendations, final language for inclusion in BID	Feb-Apr	16-Apr-21	\$5,641.66	10.00%
Identify Property Disposition Priorities and Goals (4.B.1); incorporate findings and recommendations from Tasks 1-3	Lori Boyer	Michael Berns	Boyer, Parola, Kelley, Berns, Beltsch, Smith	Draft of new plan project list, final project list for inclusion in BID	Feb-Apr	16-Apr-21	\$3,821.83	5.00%
Updates Stakeholder Channel (4.B.1); Update the process for and clarify the criteria applicable to evaluation of projects and incentives that do not fit the parameters of specifically authorized incentive programs.	Lori Boyer	Michael Berns	Boyer, Parola, Crescimbeni, Berns, Beltsch, Smith	Draft updated language and prepare updated table	Feb-Apr	16-Apr-21	\$8,461.49	15.00%
Identify and Prioritize new Plan Projects (4.B.1); incorporate findings and recommendations from Tasks 1-3	Lori Boyer	Michael Berns	Boyer, Parola, Crescimbeni, Berns, Beltsch, Smith	Draft updated language and prepare updated table	Feb-Apr	16-Apr-21		
Constant Updates (4.B.1): To the extent necessary for internal consistency, the following are to be updated: Executive Summary, Introduction, DIA Management and Structure, What is the BID Strategy and How Does it Work?, Implementation of the BID, Mission, Core Value, and Goals, Downtown Snapshot Profile, Incentives and Funding Programs, Performance Measures, DIA Internal and Program Benchmarking, Appendix A: Project Profile Assessment. (It is anticipated that this appendix will be updated in collaboration with the DIA staff.)	Lori Boyer	Michael Berns	Boyer, Parola, Crescimbeni, Berns, Beltsch, Smith	Draft updated language and prepare updated table, finalize BID document	Feb-Apr	16-Apr-21		
4C Community Redevelopment Area Plans	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	bi-weekly update on progress with DIA staff	Nov-Mar	19-Mar-21	\$48,288.00	32.00%
Northbank CEA Redevelopment Plan Updates	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	Summary of updated plan sections	Nov-Mar	19-Mar-21	\$1,448.64	3.00%
Technical updates for consistency with F.S. Ch 163 and other planning documents	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	Draft of updated project plans and restatements	Nov-Mar	19-Mar-21	\$1,448.64	3.00%
Identify and prioritize new Redevelopment Projects	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	Draft of updated language and prepare updated table	Nov-Mar	19-Mar-21	\$1,931.52	4.00%
Preparation of incremental revenue projections for the CEA through the existing sunset date at five-year increments	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	Draft of any Goal revisions or additions	Nov-Jan	21-Jan-21	\$12,071.00	25.00%
Update plan goals, only as prior tasks and sub-tasks dictate a departure from existing plan goals	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	Updated CEA Redevelopment Plan	Nov-Mar	19-Mar-21	\$2,142.40	5.00%
Prepare the updated CEA Redevelopment Plan for use in recommending subsequent formal adoption by ordinance of same as defined by F.S. Chapter 163 (01)	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	bi-weekly update on progress with DIA staff	Jan-April	16-Apr-21	\$4,828.80	10.00%
Southside CEA Redevelopment Plan Update	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	Summary of updated plan sections	Nov-Mar	19-Mar-21	\$1,448.64	3.00%
Technical updates for consistency with F.S. Ch 163 and other planning documents	Lori Boyer	Laura Smith	Boyer, Parola, Kelley, Crescimbeni, Beltsch, Smith	Summary of updated plan sections	Nov-Mar	19-Mar-21	\$1,448.64	3.00%

Identify and prioritize new Redevelopment Projects	Loft Boyer	Laura Smith	Boyer, Parola, Kelly, Creschbent, Betsch, Smith	Draft of updated project pages and V&T tables;	Nov-Mar	19-Mar-21	\$1,991.12	4.00%
Preparation of Increment revenue projections for the CRA through the existing sunset date at five-year increments	Loft Boyer	Laura Smith	Boyer, Parola, Kelly, Creschbent, Betsch, Smith	Draft updated language and prepare updated tables	Nov-Jan	31-Jan-21	\$12,072.00	25.00%
Update plan goals only as prior tasks and sub-tasks dictate a departure from existing plan goals	Loft Boyer	Laura Smith	Boyer, Parola, Kelly, Creschbent, Betsch, Smith	Draft of any Goal/Reasons or additions	Nov-Mar	19-Mar-21	\$2,414.40	5.00%
Prepare the updated CRA Redevelopment Plan for use in recommending subsequent formal adoption by ordinance of same as defined by I.S. Chapter 162.101.	Loft Boyer	Laura Smith	Boyer, Parola, Kelly, Creschbent, Betsch, Smith	Updated CRA Redevelopment Plan	Jan-April	16-Apr-21	\$4,828.80	10.00%
40 Master Plan Illustrations, Graphics and Summary	Loft Boyer	Bilke Drury					\$17,900.00	11.60%
Master Plan Illustrations, Graphics and Summary	Loft Boyer	Bilke Drury	Boyer, Parola, Kelly, Mehn, Drury	Draft of illustrative "Master Plan" incorporating goals, projects, etc. by District and for Downtown as a whole; bi-weekly update on progress with DIA staff	MARCH-MAY	7-Apr-21	\$13,125.00	75.00%
Illustrative, all-inclusive master plan concepts by District and as a whole for Downtown	Loft Boyer	Bilke Drury	Boyer, Parola, Kelly, Mehn, Drury	High quality illustrative "Master Plan" incorporating goal, projects, etc. by District and for Downtown as a whole; bi-weekly update on progress with DIA staff	May	28-Mar-21	\$4,375.00	25.00%



City of Jacksonville, Florida

Lenny Curry, Mayor

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JACKSONVILLE.**

MEMORANDUM

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Laurie Santana, Chief
Transportation Planning Division *LS*

RE: P-27-16, Contract No. 10234
Resource Systems Group, Inc.
On-Call Transportation Planning Services

DATE: October 12, 2020

The Planning and Development Department contracted with Resource Systems Group, Inc. (RSG), on August 23, 2016 for on-call transportation planning services. The contract provided for three (3) one-year renewal options. The 3rd renewal option was granted and began on August 23, 2019, in June the Professional Services Evaluation Committee granted a 3-month extension. Resource Systems Group, Inc. is diligently working to complete projects covered under this contract, but due to delays caused by the pandemic they will need one more month to complete them. The Planning and Development Department respectfully request an additional contract extension of 1 month, all task should be completed by December 22, 2020. There will be no additional funding needed for this extension.

Thank you for you consideration of this request.