

**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**MINUTES FOR Thursday, February 22, 2024, 10:00 a.m.**  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

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For Teams link, please visit [coj.net/departments/finance/procurement](http://coj.net/departments/finance/procurement)

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 Waremborg, 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>
<b>Gina Ray</b> <b>Leah Hayes</b> ✓	1	P-06-19	<b>Contract Amendment No. 4</b> <b>Consultant Services for the Development, Administration &amp; Grading of Promotional Examinations for the JFRD</b> Employee Services Department	That Contract No. 70223-20, originally executed July 13, 2020, between the City of Jacksonville and Industrial/Organizational Solutions for the Development, Administration & Grading of Promotional Examinations for the Jacksonville Fire and Rescue Department, be amended to exercise the fourth(4) and final renewal option extending the period of service from April 1, 2024, to March 31, 2025, and increase the maximum indebtedness by \$349,900.00 to a not-to-exceed amount of \$1,399,600.00. All other terms and conditions, as previously amended, shall remain unchanged.	<b>03/31/24</b>	<b>Approved 4-0</b>
<b>Mary Diperna</b> ✓ <b>Carolina Teran-Oceguera</b> ✓	2	P-48-22	<b>Contract Amendment No. 1</b> <b>ACA Administrative Services</b> Employee Services Department	That Contract No. 70226-23 between the City of Jacksonville and Worxtime, LLC for ACA Administrative Services be amended to exercise the first renewal option to extend the period of service from May 1, 2024, thru April 30, 2025, with three (3) renewal options remaining, and increase the maximum indebtedness by \$80,000.00 to a new not-to-exceed amount of \$160,000.00. All other terms and conditions shall remain the same.	<b>04/30/24</b>	Approved 5-0
<b>Tyrica Young</b> <b>Kenneth Darity</b> ✓ <b>(Microsoft TEAMS)</b>	3	P-22-21	<b>Contract Amendment No. 3</b> <b>Communication &amp; Branding Consulting</b> Kids Hope Alliance	That Contract No. 71441-22 between Kids Hope Alliance and Acuity Design Group, Inc., for Communications and Branding Consulting be amended to ratify the contract from January 1, 2024, to date of award and extend the period of service to May 1, 2024. The maximum indebtedness shall remain a not-to-exceed amount of \$135,000.00. All other terms and conditions, as previously amended shall remain the same.	<b>12/31/23</b>	Approved 4-0
<b>Tracy Flynn</b> ✓ <b>Bibinia Centeno</b>	4	P-36-19	<b>Contract Amendment No. 7</b> <b>Property &amp; Casualty Insurance Brokerage Services</b> Division of Insurance & Risk Management	That Contract No. 602671-20 between the City Of Jacksonville and Brown & Brown, Inc., for Property & Casualty Insurance Brokerage Services, be amended to exercise the final renewal option extending the period of service from March 1, 2024, thru February 28, 2025. All other terms and conditions shall remain unchanged.	<b>03/13/24</b>	Approved 4-0
<b>Greg Grant</b> <b>Brian Bergen</b> ✓	5	P-08-24	<b>Introduce and Review Scope</b> <b>Small Business Capital Access Program</b> Equal Business Opportunity Office	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 insure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		Approved 4-0

Laurie Santana Matthew Fall Bob Blanco✓	6	P-33-23	Fee & Contract Negotiation Consultant Services to Develop Vision Zero Action Plan Planning and Development Department	That the City Of Jacksonville enter into a contract with The Kittelson & Associates to provide Consultant Services to Develop Vision Zero Action Plan incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; the period of services will be from execution of the contract thru eighteen months; the maximum indebtedness is a not-to-exceed amount of \$310,000.00. All other terms and conditions are per the Request for Proposal and the City's standard contract language.		Approved 4-0
Jeff Foster✓ Will Williams	7	P-07-10	Contract Amendment No. 22 Trail Ridge Landfill Expansion Permitting and Design Department of Public Works/Solid Waste Division	That Contract NO. 6354-13 between the City of Jacksonville and CDM Smith, Inc., for Trail Ridge Landfill Expansion Permitting and Design be amended to incorporate the attached Scope of Services(Final Closure Design) identified as Exhibit 'AX' and the Contract Fee Summary identified as Exhibit 'AY' in the amount of \$250,000.00; thereby increasing the maximum indebtedness by \$250,000.00 to a new not-to-exceed amount of \$13,096,351.00. All other terms and conditions, as previously amended, shall remain the same.	<i>"To Project Completion"</i>	Approved 4-0
Jeff Foster✓ Will Williams	8	P-07-10	Contract Amendment No. 23 Trail Ridge Landfill Expansion Permitting and Design Department of Public Works/Solid Waste Division	That Contract NO. 6354-13 between the City of Jacksonville and CDM Smith, Inc., for Trail Ridge Landfill Expansion Permitting and Design be amended to incorporate the attached Scope of Services identified as Exhibit 'AZ' and the Contract Fee Summary identified as Exhibit 'BA' in the amount of \$290,000.00; thereby increasing the maximum indebtedness by \$290,000.00 to a new not-to-exceed amount of \$13,386,351.00. All other terms and conditions, as previously amended, shall remain the same.	<i>"To Project Completion"</i>	Approved 4-0
Jeff Foster ✓ Will Williams	9	P-32-19	Contract Amendment No. 1 CEI Services for Lonnie Miller Park Ash Remediation, Infrastructure Installation, & Park Amenities Department of Public Works/Solid Waste Division	That Contract No. 70333-20 between the City Of Jacksonville and England-Thims & Miller, Inc., for CEI Services for Lonnie Miller Park Ash Remediation, Infrastructure Installation, & Park Amenities, be amended to increase the maximum indebtedness by \$181,070.01 to a new not-to-exceed maximum amount of \$2,200,205.00. All other terms and conditions shall remain the same.	<i>"To Project Completion"</i>	Approved 4-0
Jeff Foster✓ Will Williams	10	P-12-19	Contract Amendment No. 2 Professional Design Services for Winton Drive Landfill Redevelopment Department of Public Works/Solid Waste Division	That Contract No. 10082-01 between the City of Jacksonville and Mechling Engineering & Consulting, Inc. for Professional Design Services for Winton Drive Landfill Redevelopment be amended to incorporate the attached Scope of Work identified as Exhibit 'E' and Fee Schedule identified as Exhibit 'F'; and increase the maximum indebtedness by \$335,077.61 to a new not-to-exceed maximum indebtedness in the amount of \$554,964.45 . All other terms and conditions, as previously amended, shall remain unchanged.	<i>"To Project Completion"</i>	Approved 4-0
Tom McKnight Daryl Weinstein David Hahn✓	11	P-04-24	Introduce & Review Scope Construction Engineering and Inspection Services for Oceanway/New Berlin & Brentwood Libraries Department of Public Works	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 insure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		Approved 4-0
Gary Goldsberry Bob Scott David Hahn✓	12	P-07-24	Introduce & Review Scope Professional Design Services for Miscellaneous Dredge and Waterway Projects – Annual Contract Department of Public Works	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 insure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		Approved 4-0

Steven Long ✓ Jill Enz	13	P-21-19	<b>Contract Amendment No. 6 Professional Engineering Services for Emerald Trail Master Plan Improvements</b> Department of Public Works/Engineering & Construction Management Division	That Contract No. 9092-04, originally executed January 6, 2020, between the City of Jacksonville and Pond and Company Corporation for Professional Engineering Services for Emerald Trail Master Plan Improvements be amended to incorporate the attached Scope of Services identified as Exhibit 'M' and Fee Summary identified as Exhibit 'N'; increase the not-to-exceed limit for Post Design Services by \$12,576.28 to a new limit of \$17,688.20, thereby increasing the maximum indebtedness to the City by \$12,576.28 to a new not-to-exceed amount of \$1,051,633.89. All other terms and conditions shall remain the same.	<b>"To Project Completion"</b>	Approved 4-0
Steven Long ✓ Renee Hunter ✓	14	P-17-20	<b>Contract Amendment No. 4 Right-Of-Way and Property Acquisition Services – Annual Contract</b> Department of Public Works /Engineering & Construction Management Division	That Contract No. 70916-21, originally executed March 29, 2021, between the City Of Jacksonville and HDR Engineering , Inc., for Right-Of-Way and Property Acquisition Services – Annual Contract, be amended to increase the maximum indebtedness by \$2,000,000.00 to a new not-to-exceed maximum indebtedness of \$8,000,000.00. All other terms and conditions, as previously amended, shall remain the same.	<b>03/27/25</b>	Approved 5-0
Steven Long ✓ Tim Crutchfield	15	P-17-19	<b>Rescind Contract Amendment No. 7 Professional Architectural &amp; Engineering Services for Programing Site Selection &amp; Design of New Medical Examiner's Office</b> Department of Public Works/Engineering & Construction Management Division	That Contract 10754, originally executed February 4, 2020, between the City of Jacksonville and Gresham Smith for Professional Design Services for Professional Architectural and Engineering Services for Programming Site Selection and Design of New Medical Examiner's Office be amended to incorporate the attached Scope of Services identified as Exhibit 'O' and Fee Summary identified as Exhibit 'P'; increase the lump-sum amount for Design Services by \$586,148.57 to a new lump-sum amount of \$4,091,661.38; thereby increasing the maximum indebtedness by \$586,148.57 to a new total maximum amount of \$4,331,111.30. All other terms and conditions shall remain the same.	<b>"To Project Completion"</b>	Approved 4-0
		P-17-19	<b>Restate Contract Amendment No. 7 Professional Architectural &amp; Engineering Services for Programing Site Selection &amp; Design of New Medical Examiner's Office</b> Department of Public Works/Engineering & Construction Management Division	That Contract 10754, originally executed February 4, 2020, between the City of Jacksonville Gresham Smith for Professional Design Services for Professional Architectural and Engineering Services for Programming, Site Selection and Design of New Medical Examiner's Office be amended to incorporate the attached Scope of Services identified as Exhibit 'O' and Fee Summary identified as Exhibit 'P'; to increase the lump-sum amount for Design Services by \$325,811.23 to a new lump-sum amount of \$3,831,324.04, thereby increasing the maximum indebtedness by \$325,811.23 to a new not-to-exceed maximum amount of \$4,070,773.96. All other terms and conditions shall remain unchanged.	<b>"To Project Completion"</b>	Approved 4-0

Meeting Adjourned: 10:16 A.M.

*"The next PSEC meeting is scheduled to be held on Thursday, March 7, 2024"*