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

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

Stephanie Burch Diana Seydiorsky  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. Civilas 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 Civilas, the number one ranked firm.	Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR	OUTCOME
		P-44-17	Neighborhoods Strategic Consultant Services Neighborhoods Department/Housing Community	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 alphabelically they are:  1. Civilas 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		

CC: Council Auditor Subcommittee Members



# **City of Jacksonville**, Florida

Lenny Curry, Mayor

Neighborhoods Department Ed Ball Building 214 N. Hogan Street, 7th Floor Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE

#### MEMORANDUM

TO:

Greg Pease, Chairman

Professional Services Evaluation Committee (PSEC)

FROM:

Stephanie Burch, Director
Neighborhoods Department
S. Buru

Diana Seydlorsky, Chief

Housing Community Development Division

Neighborhoods Department

DATE:

September 21, 2017

RE:

P-44-17- Neighborhoods Strategic Consultant Services

Subcommittee Report

The subcommittee received three (3) proposals for the Neighborhoods Strategic Consultant Services and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). The proposals were evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP (see attached matrix and proposed rate forms from the proposers.)

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second and third, designates the order of qualifications of these firms to perform the required services:

- 1. Civitas
- 2. Corporate Facts
- 3. Lambert Advisory

We request the above list is forwarded to the Mayor for final approval. Please advise us when this item is placed on your agenda so we may be present.

Attachment(s) Scoring Matrix **Cost Sheets** 

JSEBs (proposed by each ranked company)

### **EVALUATION MATRIX**

EVALUATION SCALE	PROJECT NO.	P-44-17	AVERAGE
110			

QUALIFIED **EXTREMELY QUALIFIED** 

PROJECT TITLE:

Neighborhoods Strategic Consultant Services

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILI TY	ABILITY TO OBSERVE COMPLIANC E WITH PLANS	PROFESSIONAL ACCOMPLISHM ENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Fees, rates, and other detailed costs	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERAL
Total Points Assessed	20	10	10	2	30	4	2	10	10	2	100
CIVITAS	19.5	8.0	9.5	2.0	26.5	2.5	2.0	9.5	10.0	2.0	91.5
CORPORATE FACTS	19.0	8.0	3.0	2.0	28.5	4.0	2.0	9.0	8.5	2.0	86.0
LAMBERT ADVISORY	17.0	9.0	8.5	2.0	28.0	2.0	1.5	6.5	6.5	2.0	83.0
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# www.civitassc.com

Requir	red Forms
	Form 1 - Price Sheet
NAME C	OF CONSULTANT Civitas. LLC
Proposa	al Number P-44-17
	SCHEDULE OF PROPOSED PRICES/RATES
	If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:
	Principal (Partner or Senior Officer): \$_110hr.
	Project Manager (Responsible Professional): \$85hr.
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
19	
3.	Estimated percentage of total fee to be performed by sub-contractors _5%
	Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel

# Form 1 - Price Sheet

NAME	OF CONSULTANT_Corporate F/A/C/T/S/
Propos	al NumberP-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): \$185/hr.
	Project Manager (Responsible Professional): \$150/hr.
2	Other Direct Project Costs per Unit (please specify)
	Kate Spratt_\$160/hr
	William Rotert_\$150/hr
	Sue Southon_\$160/hr
4.	Estimated percentage of total fee to be performed by sub-contractors10-20%%
5.	Please provide any other relevant rates that may apply to this project including average direc hourly labor rates for other categories of proposed personnel _Sub consultants Rate \$150/hr

### Form 1 - Price Sheet

NAME OF CONSULTANT: Lambert Advisory

Proposal Number: P-44-17

#### SCHEDULE OF PROPOSED PRICES/RATES

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

Principal (Partner or Senior Officer): \$250 hr.

Project Manager (Responsible Professional): \$200hr.

2 Other Direct Project Costs per Unit (please specify)

Major Grants Director: \$175 hr.

Senior Associate: \$135hr.

Research Staff: \$110hr.

Subconsultant:

Planning: \$150hr.

Senior Code Enforcement Supervisor: \$65.hr

Code Supervisor: \$65hr.

- 4. Estimated percentage of total fee to be performed by sub-contractors 15%
- 5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel