

**PUBLIC NOTICE**  
**AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
 Thursday, April 20, 2017, 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman  
 Patrick Greive, Member, Treasury  
 Julia Davis, Member, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Robert Parr Mary DiPerna	P-42-15	Contract Amendment No. 1 (Deferred 4/13/17) COBRA Administration Employee Services Department	That Contract #10195, between the City of Jacksonville and Total Administrative Services Corporation (TASC) for COBRA Administration Services, be amended to approve the reinstatement and amendment and restatement of the contract and providing an initial period of service from May 1, 2017 thru December 31, 2017, with four one-year renewal options at the discretion of the City; rates will remain the same and the maximum indebtedness for CY 2017, is a not-to-exceed amount of \$50,000. All other terms and conditions shall remain the same. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from the PSEC and the Mayor.		
Paul Crawford Karen Nasrallah	P-37-17	Subcommittee Report KingSoufel Plan Update Office of Economic Development	It is the consensus of the committee that of the three (3) companies responding to the RFP, were all found to be responsive, interested, qualified, and available to provide the services required by the RFP. The ranking of first, second and third, designates the order of qualifications of these firms to perform the required services and alphabetically they are: 3) GAI Consultants 1) Prosser 2) Strategic Planning Group We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Prosser</u> the number one ranked company.		
Jack Gabriel Thomas McKnight	P-09-17	Subcommittee Report CEI Services for Lower Eastside Department of Public Works	It is the consensus of the committee that of the three (3) companies responding to the RFP, all were found to be responsive, interested, qualified, and available to provide the services required by the RFP. The ranking of first, second and third, designates the order of qualifications of these firms to perform the required services and alphabetically they are: 3) CES Consultants 2) Civil Services, Inc. 1) England, Thims & Miller We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>England-Thims &amp; Miller, Inc.</u> , the number one ranked company.		
Jack Gabriel Thomas McKnight	P-10-17	Subcommittee Report CEI Services for City Bridges Department of Public Works	It is the consensus of the committee that of the five (5) companies responding to the RFP, all were found to be responsive, interested, qualified, and available to provide the services required by the RFP. The ranking of first, second and third, designates the order of qualifications of these firms to perform the required services and alphabetically they are: 1) Eisman & Russo, Inc. 3) GAI Consultants, Inc. 2) VIA Consulting Services, Inc. We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Eisman &amp; Russo, Inc.</u> the number one ranked company.		

MEETING ADJOURNED:

CC: Council Auditor  
Subcommittee Members

DEPARTMENT OF EMPLOYEE SERVICES



MEMORANDUM

**TO:** Greg Pease, Chairperson  
Professional Services Evaluation Committee

**FROM:** Bob Parr, Chief, Compensation and Benefits  
Mary DiPerna, Benefits Administrator

**SUBJECT:** P42-15 COBRA Administration  
Amendment #1

**DATE:** April 14, 2017

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This is to recommend that the City approve the reinstatement and amendment and restatement of the contract with TASC for COBRA administration providing an initial the period of service from May 1, 2017 through December 31, 2017, with four one-year renewal options at the discretion of the City; rates will remain the same and the total indebtedness for CY 2017 shall not exceed \$50,000 the maximum indebtedness shall not exceed \$ 50,000.

Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

Thanks.

Attachment: Letter of Renewal 2017



ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

City Hall at St. James  
117 W. Duval St.  
Jacksonville, FL 32202  
(904) 630-CITY  
www.coj.net

## MEMORANDUM

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

**THROUGH:** Kirk Wendland, Executive Director, OED *KW*

**FROM:** Paul Crawford, Deputy Director, OED *PC*  
Karen Nasrallah, Redevelopment Manager, OED *KN*

**RE:** P-37-17 KingSoutel Plan Update

**DATE:** April 12, 2017

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The subcommittee received three (3) proposals for the KingSoutel Community Redevelopment Area (CRA) Plan Update 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:

- 3) GAI Consultants
- 1) Prosser
- 2) Strategic Planning Group

Please advise us when this item is placed on your agenda so we may be present. After a full committee review we request these rankings be forwarded to the Mayor's office for final review and confirmation.

Attachment(s) Scoring Matrix (listing evaluations for all companies proposing)  
Cost Sheets (for each company proposing)  
JSEBs (proposed by each ranked company)



**Form 1 - Price Sheet**

NAME OF CONSULTANT GAI Consultants, Inc.

Proposal Number P-37-17

**SCHEDULE OF PROPOSED PRICES/RATES**

1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):

\$95,000

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_



**Form 1 - Price Sheet**

NAME OF CONSULTANT Prosser, Inc.

Proposal Number P-37-17

**SCHEDULE OF PROPOSED PRICES/RATES**

- 1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):

\$ 125,000

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

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

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

- 3. Other Direct Project Costs per Unit (please specify)

N/A

- 4. Estimated percentage of total fee to be performed by sub-contractors  
53 %

- 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

N/A

**EBO FORM 1**  
**SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION**

Name of Proposer: Prosser, Inc.  
 Project Title: KingSoutel Crossing Community Redevelopment (CRA) Plan Update  
 Proposal Number: P-37-17 Total Base Proposal Amount (if applicable): \$ 125,000

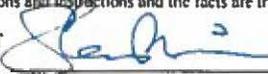
**\*Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
Diettrich Planning, LLC	Woman-Owned	Planning Support	15%
Hester Group, Inc.	N/A	Public Engagement	10%
WTL+a	N/A	Market/Economic Study	28%

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	15%
Non-MBE Participation Total	38%

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer:  Title: Vice President Date: 03/27/17

Print Name: Shawn R. Bliss, RLA, LEED AP



# City Required Forms

## Form 1 - Price Sheet

NAME OF CONSULTANT Strategic Planning Group, Inc.

Proposal Number P-37-17 King/Soutel Crossing CRA

### SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):

\$124,000

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

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

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

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

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4. Estimated percentage of total fee to be performed by sub-contractors  
45 %

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

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# City Required Forms

## EBO FORM 1 SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: Strategic Planning Group, Inc.  
 Project Title: King/Soutel Crossing CRA update  
 Proposal Number: P-37-17 Total Base Proposal Amount (if applicable): \$124,000

**\*Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
<u>Acuity Design Group</u>	<u>African-American Woman</u>	<u>Outreach, Document Preparation</u>	<u>15% (\$18,600)</u>
<u>Genesis Group</u>		<u>Graphics/GIS</u>	<u>\$12,000</u>
<u>Jones Edmunds</u>		<u>Utilities</u>	<u>\$10,000</u>
<u>Dantin Consulting, LLC</u>	<u>Woman</u>	<u>Transportation</u>	<u>\$14,000</u>

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$18,600
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	
Non-MBE Participation Total	\$36,000

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer: [Signature] Title: President Date: 3/24/17

Print Name: Robert J Gray

DEPARTMENT OF PUBLIC WORKS



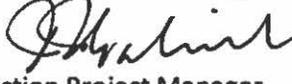
April 10, 2017

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

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

**FROM:** Tom Fallin, P. E.   
Chief, Engineering and Construction Management Division

Thomas G. McKnight   
Capital Improvement Construction Manager

Jack Gabriel, P.E.   
Public Works Construction Project Manager

**SUBJECT:** P-09-17 CEI Services for Lower Eastside

The subcommittee received Three (3) proposals for evaluation for the subject project and found all to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated 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, second, and third designates the order of qualification of these firms to perform the required services.

3. CES Consultants, Inc.
2. Civil Services, Inc.
1. England, Thims & Miller, Inc.

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

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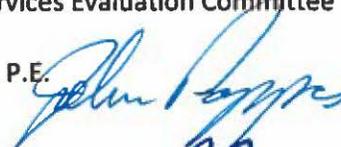


DEPARTMENT OF PUBLIC WORKS

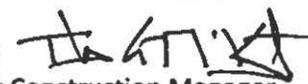


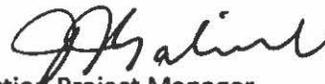
April 10, 2017

**TO:** Gregory W. Pease, Chairman  
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**THRU:** John P. Pappas, P.E.   
Director

**FROM:** Tom Fallin, P. E.   
Chief, Engineering and Construction Management Division

Thomas G. McKnight   
Capital Improvement Construction Manager

Jack Gabriel, P.E.   
Public Works Construction Project Manager

**SUBJECT:** P-10-17 CEI Services for City Bridges

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The subcommittee received Five (5) proposals for evaluation for the subject project and found all to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated 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, second, and third designates the order of qualification of these firms to perform the required services.

1. Eisman & Russo, Inc.
3. GAI Consultants, Inc.
2. VIA Consulting Services, Inc.

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

ab

### EVALUATION MATRIX

EVALUATION SCALE

PROJECT NO. P-10-17

Average

1-----10

QUALIFIED

EXTREMELY QUALIFIED

PROJECT TITLE: CEI Services for City Bridges

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO THE PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	OVERALL WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS (MAXIMUM 10 POINTS)	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
<b>Total Points Assessed</b>	10	10	5	10	5	10	10	20	10	10	100
<b>CDM Smith</b>	9.50	8.50	5.00	9.00	3.50	3.50	6.50	18.00	8.50	2.00	74.00
<b>CES Consultants</b>	8.50	8.50	2.50	7.50	2.00	3.00	9.50	14.00	6.50	6.00	68.00
<b>Eisman &amp; Russo</b>	10.00	10.00	2.50	9.00	5.00	10.00	7.00	19.00	6.00	3.00	81.50
<b>GAI Consultants</b>	10.00	9.50	3.00	9.00	5.00	5.00	6.00	18.00	8.00	4.00	77.50
<b>VIA Consultants</b>	8.50	9.00	1.50	8.50	3.50	10.00	8.50	18.00	8.00	5.00	80.50