

PUBLIC NOTICE
 AGENDA
 PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, December 17, 2020, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street
 Jacksonville, FL 32202

HYBRID MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/82589525551?pwd=UzhWU3MxUk9Gd0hiSmNZV2Z2ck9SQTO9>

Meeting ID: 825 8952 5551

Passcode: 673292

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

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>TMOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Marlene Russell Jordan Elsbury	P-44-20	Fee & Contract Negotiations State Government Relations Consultant Office of the Mayor	That the City of Jacksonville enter into a contract with Ballard Partners, Inc. for State Government Relations Consultant that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; the period of service is from January 27, 2021 through January 26, 2022, with three (3) one-year renewal options upon satisfactory performance by the Consultant. All other terms and conditions are per the RFP and the City's standard contract language.		
Harrison Conyers Bill Spann	P-56-17	Contract Amendment No. 4 Military Affairs and Mission Advocacy Services Military Affairs and Veterans Department	That Contract No. 9388-02 originally executed September 13, 2017, between the City of Jacksonville and R.J. Natter & Associates, LLC, for Military Base & Mission Advocacy, be amended to: (i) extend the period of service from January 1, 2021 through June 29, 2021; (ii) provide an amount of \$41,000.00 for the services; thereby(iii) increasing the maximum indebtedness by \$41,000.00 to a new not-to-exceed total maximum of \$368,000.00. All other terms and conditions, as previously amended 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		
Michael Thomas Ed Randolph	P-50-20	Introduce & Review Scope Civil Engineering & Land Planning Services for Cecil Commerce Center/Alliance Florida Office of Economic Development	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 to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable state and federal laws.		
William Joyce Tim Rogers	P-46-19	Subcommittee Report Professional Services for 21 st Century Urban Branch Library Study Department of Public Works	The PSEC met on Thursday, March 05, 2020, to conclude evaluation of various firms regarding this project. As a result of this meeting, a 'Special' PSEC meeting was held on Tuesday, November 10, 2020 for the purpose of conducting personal interviews with the top two firms utilizing Section 126.302(h 3: 1 & V111) of the Procurement Manual. As a result of the interviews, it is the consensus of the committee that of the two firms/companies interviewed, both were found to be responsive, interested, qualified and available to provide the services required by the RFP. the ranking of first and second designates the order of qualifications of these companies to perform the required services and alphabetically they are: 1) Aaron Cohen Associates, Ltd. 2) PQH Group, Inc. We recommend the above list is forwarded to the Mayor for final selection		

			so that fee & contract negotiations may begin with <u>Aaron Cohen Associates, Ltd.</u> the number one ranked company.		
William Joyce Robin Smith	P-34-19	Contract Amendment No. 1 Professional Engineering Services for Storm Resiliency and Hardening Department of Public Works/Engineering & Construction Management Division	That Contract No. 6354-17, originally executed February 13, 2020 between the City of Jacksonville and CDM Smith, Inc., for Professional Engineering Services for Storm Resiliency and Hardening, be amended to increase the maximum indebtedness by \$200,000.00 to a new maximum indebtedness of \$700,000.00. Each project performed under this agreement shall be authorized by a not-to-exceed cost applicable thereto. All other terms and conditions shall remain the same.		
Robin Smith Chris LeDew	P-11-20	Subcommittee Report Professional Engineering Services for Penman Rd Complete Streets from Beach Blvd to Atlantic Blvd. Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the thirteen proposals submitted for this Request for Proposal(RFP) twelve were found to be responsive, interested, qualified and available and one was deemed non-responsive. The ranking of first, second and third designates the order of qualifications of these companies to perform the required services and alphabetically they are: 2) G-A-I Consultants, Inc. 3) Kimley Horn & Associates, Inc. 1) Peters & Yaffe, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee & contract negotiations may begin with <u>Peters & Yaffe, Inc.</u> the number one ranked firm		
Robin Smith Thomas McKnight	P-25-20	Subcommittee Report CEI Services for Mayport Dock Redevelopment Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the thirteen proposals submitted for this Request for Proposal(RFP) twelve were found to be responsive, interested, qualified and available and one was deemed non-responsive. The ranking of first, second and third designates the order of qualifications of these companies to perform the required services and alphabetically they are: 1. AE Engineering, Inc. 3. Taylor Engineering, Inc. 2. VIA Consulting Services, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee & contract negotiations may begin with <u>AE Engineering, Inc.</u> the number one ranked firm		
<u>MEETING ADJOURNED</u>					



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
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MEMORANDUM

December 11, 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 - Contract

The Mayor's Office has negotiated with the consultant selected for the State Government Relations Services, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Ballard Partners, Inc. for State Government Relations Consultant, that includes the attached Scope of Services, Exhibit A and Fee Schedule identified in Exhibit B. The initial period of service will be for one year from January 27, 2021 through January 26, 2022, with the option to of three (3), one (1) year renewals upon satisfactory performance by the Consultant. All other terms and conditions of the Contract shall be as provided in the Request for Proposal.

Attachments: Exhibits A & B

Exhibit A

Scope of Services

The selected lobbyist is expected to lobby the Executive Branch and will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of designated City officials, state government relations lobbying services including but not limited to the following services (hereinafter referred to as the "Services"):

- Influence or attempt to influence legislative actions through communicating the desire of the City of Jacksonville.
- Arrange and meet with key decision-makers in the legislative process to convey the positions of the City of Jacksonville.
- All key policy decisions must be communicated and authorized by the Director of Inter-Governmental Affairs, Office of the Mayor.
- Provide representation on issues that arise with other entities.
- Establish and maintain working relationships with Executive and Legislative Leadership, Members of the House and Senate and other lobbyists to achieve passage or defeat of legislation as directed by the City of Jacksonville.
- Continuously identify, track, and respond to all existing and proposed policies, programs, and legislation that might impact the City of Jacksonville and/or related agencies.
- Provide assistance in establishing strategy, obtain sponsors and co-sponsors
- Monitor current state legislation budget process and report to the City both orally and in writing, any legislation events that may directly or indirectly impact the City.
- Secure state monies from various agencies to assist the City in achieving its annual list of goals, priorities, and specific projects.
- Monitor, analyze, and track authorizations and appropriation bill and recommend the appropriate strategy.
- Identify projects with potential funding based on the needs and priorities of the City of Jacksonville.
- Represent the City of Jacksonville before appropriations committees as required
- Focus on state influenced legislation that may have a direct or indirect impact on the City's infrastructure that affects the ability of the city to carry out the essential functions to the citizens of Jacksonville Identify, influence and secure opportunities to enhance and improve the city's infrastructure
- Monitor various state agency actions for potential impact on the City of Jacksonville and in the event, action is needed, advise the City.
- Assist in the development of the City's annual list of goals, priorities and specific projects and identify those which can be addressed at the state level.
- Provide assistance in establishing strategy; obtain sponsors, and co-sponsors in each house for matters designated by the City of Jacksonville.
- Establish and maintain successful working relationships with the Executive and Legislative leadership, Legislators, and staff to achieve passage or defeat of legislation as directed by the City.

P-44-20 – State Government Relations Consultant

Exhibit B

Fee Schedule

Contract Annual Amount, Not-to-Exceed \$120,000.00

Authorized Task

Effective date of contract, January 27, 2021 through January 26, 2022: Consultant is authorized a total of \$10,000.00 per month for Consultant to provide lobbyist services as outlined in Exhibit A, Scope of Services.

The fee is inclusive of all costs including travel, lobbyist registration fees, and legislative tracking.



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Military Affairs and Veterans Department

City Hall at St. James
117 W. Duval St., Suite 175
Jacksonville, FL 32202
(904) 630-3680
www.coj.net/MilitaryAffairs

December 8, 2020

To: Greg Pease, Chairman
Professional Services Evaluation Committee

From: Harrison Conyers, Supervisor
Military Affairs and Veterans Dept.

Subject P-56-17 Military Affairs and Mission Advocacy Services (Amendment No. 4)

The City of Jacksonville Military Affairs and Veterans Department requests a six-month extension of Contract No. 9388. The contract was originally executed September 13, 2017 and has been twice renewed with a not-to-exceed amount of \$284,000.00, and a period of service through June 30, 2020. The contract was extended from July 1, 2020 through December 31, 2020 (PSEC approved 6/18, 2020).

We are requesting a six-month extension through June 30, 2021 to allow continuation of these vital federal advocacy services with a not-to exceed amount of \$368,000.00, thereby increasing the maximum indebtedness by \$41,000.00. All other terms and conditions of this contract remain the same.



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Military Affairs and Veterans Department

City Hall at St. James
117 W. Duval St., Suite 175
Jacksonville, FL 32202
(904) 630-3680
www.coj.net/MilitaryAffairs

Exhibit A.

Scope of Services

Consultants

Advocacy

\$41,000.00

Advocacy for future force growth and enhanced Department of Defense funding for all Duval County military bases, installations, and missions. This advocacy includes the submission of a Department of Defense Budget Briefing and the impacts on NE Florida.

Exhibit B

Contract Fee Summary

Consultants Advocacy \$39,000 (\$ 6,500.00/month) plus (\$2,000 for DoD Budget Briefing).



ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

December 3, 2020

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Michael Thomas, Real Estate Manager
Office of Economic Development

Subject: Certification Letter for P-50-20 Request for Professional Services for Civil Engineering and Land Planning Services for Cecil Commerce Center

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

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study: See attached RFP
2. The Objective of the study or services: is to make available professional serves as stated in the RFP.
3. The estimated period of time needed for the service or study: Is three years, plus two, one-year options for extension, for a maximum possible of five years
4. The estimated cost of the service or study: \$225,000
5. Whether the proposed study or service will not duplicate a prior or existing work.

6. List of current contracts or prior services or studies which are related to the proposed study or service: P-16-17 Request for Professional Services for Civil Engineering and Land Planning Services for Cecil Commerce Center.

7. A statement as to why the service/study cannot be done by department or agency staff: Neither the Office of Economic Development nor the Department of Public Works have the in-house capabilities to provide these services.

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

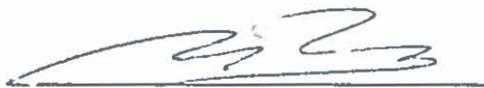
Michael Thomas, Real Estate Manager
Office of Economic Development
(904) 255-5453

Ed Randolph, Director of Business Development
Office of Economic Development
(904) 255-5450

9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services

10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process: All firms who have expressed an interest in furnishing Professional Services for Management and Maintenance/Caretaker Support Services for Cecil Commerce Center as detailed in the RFP should be notified of this RFP.

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



Real Estate Manager
TITLE



Director of Business Development, OED
TITLE



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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

December 8, 2020

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

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

FROM: William J. Joyce, P.E. *William J. Joyce*
Director of Operations
Tim Rogers, Library Director *Tim Rogers*
Jacksonville Public Library

SUBJECT: P-46-19 Professional Services for 21st Century Urban Branch Library Study -
Resolicitation

Interviews were held for the remaining two top-ranked firms for additional value to be added to the score from the evaluation of their proposals. The third firm from the original ranking declined to be interviewed. Final ranking for these firms is based on the combination of scores from the proposal evaluations and oral interviews.

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 final combined scores of these firms to perform the required services.

1. Aaron Cohen Associates, Ltd.
2. PQH Group, 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, Engineering and Construction Management

ab



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City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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Jacksonville, FL 32202
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www.coj.net

November 30, 2020

MEMORANDUM

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

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

FROM: William J. Joyce, P.E. *William J. Joyce*
Director of Operations

Robin G. Smith, P.E. *R. G. Smith*
Chief, Engineering and Construction Management

SUBJECT: P-34-19 Professional Engineering Services for Storm Resiliency and Hardening
Contract 6354-17, POA 70010-20

Contract 6354-17 established the maximum indebtedness as \$500,000.00 for Professional Engineering Services for Storm Resiliency and Hardening. Purchase orders issued to date have almost reached this limit, however several tasks have not been completed or initiated that will exceed this limit. There is no rate change with this amendment. JSEB firms to be utilized to meet the 10% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that contract 6354-17, originally executed February 13, 2020, between the City of Jacksonville and CDM Smith, Inc., for Professional Engineering Services for Storm Resiliency and Hardening, be amended to increase the maximum indebtedness by \$200,000 to a new maximum indebtedness of \$700,000.00. Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. All other terms and conditions are as provided in the RFP and the City's standard contract language.

RGS/lw

Attachments: JSEB Participation

cc: Lori A. West, Engineering Contract Manager, Engineering & Construction Management

ab



City of Jacksonville, Florida

Lenny Curry, Mayor

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Engineering & Construction Management Division
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ONE CITY ONE JACKSONVILLE.

December 8, 2020

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

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

FROM: *for* Robin G. Smith, P.E. *Robin G. Smith*
Chief, Engineering and Construction Management

Chris LeDew, P.E. *Chris LeDew*
Chief, Traffic Engineering

SUBJECT: P-11-20 Professional Engineering Services for Penman Rd Complete Streets
from Beach Blvd. to Atlantic Blvd.

The subcommittee received thirteen (13) proposals for evaluation for the subject project and found it to be responsive, interested, qualified and available to provide the services required by the RFP. One was considered non-responsive. They were disqualified because while they listed a local address, they failed to provide a local business license.

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.

- 2. G-A-I Consultants, Inc.
- 3. Kimley Horn & Associates, Inc.
- 1. Peters & Yaffe, 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



City of Jacksonville, Florida

Lenny Curry, Mayor

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ONE CITY. ONE JACKSONVILLE

December 8, 2020

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

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

FROM: *JPP* Robin G. Smith, P.E. *Robin G. Smith*
Chief, Engineering and Construction Management

Thomas G. McKnight *THMCKNT*
Capital Improvement Construction Manager

SUBJECT: P-25-20 CEI Services for Mayport Dock Redevelopment

The subcommittee received six (6) proposals for evaluation for the subject project and found it 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. AE Engineering, Inc.
3. Taylor Engineering, 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

