

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES FOR Thursday, October 21, 2021, 10:00 a.m.

Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

Join Teams Meeting

[Teams Meeting](#)

Committee Members: ✓Gregory Pease, Chairman
✓Brennan Merrill, Treasury (in Paul Barrett absence)
✓James McCain Jr, OGC (in Harry Wilson absence)

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Kevin Goff✓ Bart Laird✓	P-27-21	Permission to Proceed with Evaluation of Proposals Received Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Correction Sergeant Promotional Process Development and Implementation Jacksonville Sheriff's Office	That the committee approves proceeding with the evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.		Approved 5-0
Tracy Flynn Magnus Wallen✓	P-42-19 PB#3	Contract Amendment No. 2 JEA Industrial Performance Program Finance and Administration Department/Risk Management Division	That Contract No. 10668 between the City of Jacksonville and Unify Health Services, LLC for the agreement utilizing JEA Contract No. 177017 for an industrial Performance Program per Purchasing Code 126.211/126.309 with Unify Health Services, LLC, be amended to ratify the contract from October 1, 2021 to the date of this award and extend the period of service thru September 30, 2022; increase the maximum indebtedness by \$96,200.00 for FY 22 services to a new total maximum indebtedness of \$286,200.00. 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.	10/01/21	Approved 4-0
Tyrica Young✓ (via Teams) Kenneth Darity	P-22-21	Fee & Contract Negotiations Communications and Branding Consulting Services Kids Hope Alliance (KHA)	That the Kids Hope Alliance enter into a contract with Acuity Design Group, Inc, for the provision of Communications and Branding Consulting Services by incorporating the attached Scope of Services identified as Exhibit 'A' and Fee schedule identified as Exhibit 'B'; the maximum indebtedness is a not-to-exceed amount of \$95,000.00 annually for the services; the period of service is from execution of the contract through September 30, 2022, with two (2) additional one-year renewals remaining at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.		Approved 4-0
Harrison Conyers✓ Bill Spann	P-10-21	Fee & Contract Negotiation Military Base Advocacy Military Affairs and Veterans Department	That the City of Jacksonville on behalf of the Military Affairs and Veterans Department enter into a contract with RJ Natter and Associates for Military Base Advocacy by incorporating the Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B'; provide a maximum indebtedness of \$88,000.00; and provide a period of service from execution of the contract to one year with two(2) one-year renewal options at term mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.		Approved 4-0

<p>Michael Chao✓ Kristin De Han</p>	<p>P-26-21</p>	<p>Subcommittee Report Asbestos Abatement Consulting Services Neighborhoods Department/Municipal Code Compliance</p>	<p>It is the consensus of the committee that of the four (4) proposals received in response to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the required 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:</p> <ol style="list-style-type: none"> 1) Apex Companies, LLC 2) GLE Associates, Inc. 3) The NDN Companies <p>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Apex Companies, LLC, the number one (1) ranked company.</p>		<p>Approved 4-0</p>
<p>Thomas Daly✓ Chiquita Moore✓</p>	<p>P-24-21</p>	<p>Fee & Contract Negotiations Neighborhoods Strategic Consultant Services Neighborhoods Department/Housing and Community Development Division</p>	<p>That the City of Jacksonville enter into a Contract with Civitas, LLC to provide Neighborhoods Strategic Consultant Services that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; provide \$60,000.00 annually for the services; provide a not-to-exceed maximum indebtedness of \$120,000.00; and provide a period of service from execution of the contract through September 30, 2023, with four(4) one-year renewals available at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.</p>		<p>Approved 5-0</p>
<p>Robin Smith Steven Long Nikita Reed✓</p>	<p>P-16-19</p>	<p>Contract Amendment No. 1 Professional Structural Engineering Services Department of Public Works/Engineering & Construction Management Division</p>	<p>That Contract No. 10425-02, originally executed November 15, 2019, between the City of Jacksonville and STV, Inc. for Professional Structural Engineering Services, be amended to exercise the first of two(2) renewal options extending the period of service from November 16, 2021, thru November 15, 2023, with one (1) renewal remaining; and increase the maximum indebtedness by \$3,000,000.00 to a new maximum of \$6,000,000.00. 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.</p>	<p>11/14/21</p>	<p>Approved 4-0</p>
<p>Nikita Reed✓ Tim Rogers✓</p>	<p>P-31-20</p>	<p>Subcommittee Report Professional Architectural Services for Oceanway/New Berlin Library Department of Public Works/Engineering Division</p>	<p>The PSEC met on Thursday, June 3, 2021, to conclude evaluation of various firms regarding this project. As a result of this meeting, a 'Special' PSEC meeting was held on Thursday, September 9, 2021, for the purpose of conducting personal interviews with the top Three(3) firms utilizing Section 126.302(h 3: i, ii, iv) of the Procurement Manual. As a result of the interviews, it is the consensus of the committee that of the three (3) firms/companies interviewed, 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 companies to perform the required services and alphabetically they are:</p> <ol style="list-style-type: none"> 2) G.M. Hill Engineering, Inc. 1) PQH Group, Inc. 3) TTV Architects, Inc. <p>We recommend the above list is forwarded to the Mayor for final selection so that fee & contract negotiations may begin with PQH Group, Inc., the number one ranked company.</p>		<p>Approved 5-0</p>
<p>Christopher LeDew✓ Lee Durban</p>	<p>P-08-21</p>	<p>Fee & Contract Negotiations Traffic Engineering In-House Services Department of Public Works/Traffic Engineering Division</p>	<p>That the City of Jacksonville enter a contract with Alfred Benesch & Company to provide Traffic Engineering In-House Services to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B; the period of service is from execution of the contract through two (2) years with two (2) two-year renewal options available at terms mutually agreeable; The maximum indebtedness is a not-to-exceed amount of \$500,000.00. All other terms and conditions are per the RFP and the City's standard contract language.</p>		<p>Approved 4-0</p>

<p>Christopher LeDew✓ Lee Durban</p>	<p>P-16-21</p>	<p>Fee & Contract Negotiations Traffic Studies and Other Engineering Services Department of Public Works/Traffic Engineering Division</p>	<p>That the City of Jacksonville enter a contract with Osiris 9 Consulting, LLC, to provide Traffic Studies and Other Engineering Services to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B; the period of service is from execution of the contract through two (2) years with two (2) two-year renewal options available at terms mutually agreeable; The maximum indebtedness is a not-to-exceed amount of \$1,500,000.00. All other terms and conditions are per the RFP and the City's standard contract language.</p>		<p>Approved 4-0</p>
<p>Christopher LeDew✓ Carlton Copeland</p>	<p>P-47-20</p>	<p>Fee & Contract Negotiations Traffic Signal Engineering Services Department of Public Works/Traffic Engineering Division</p>	<p>That the City of Jacksonville enter a contract with Peters & Yaffee to provide Traffic Signal Engineering Services to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B; the period of service is from execution of the contract through two (2) years with two (2) two-year renewal options available at terms mutually agreeable; The maximum indebtedness is a not-to-exceed amount of \$2,000,000.00. All other terms and conditions are per the RFP and the City's standard contract language.</p>		<p>Approved 4-0</p>
<p>Meeting Adjourned: <u>10:15 A.M.</u></p>					

"The next PSEC meeting is scheduled to be held on Thursday, November 4, 2021."