

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
MINUTES FOR Thursday, August 24, 2023, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street
 Jacksonville, FL 32202

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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
 ✓ Jim McCain, Jr., OGC

| <i>Subcommittee Members</i> | <i>ITEM #</i> | <i>BID/RFP #</i> | <i>TITLE & ACTION</i> | <i>MOTION</i> | <i>CONTRACT EXP</i> | <i>OUTCOME</i> |
|------------------------------------|---------------|------------------|--|--|---------------------|----------------|
| Saralyn Grass Kenneth Darity | 1 | P-06-21 | Contract Amendment No. 3 A Community Needs Assessment and Gap Analysis Research Project Kids Hope Alliance (KHA) | That Contract No. 71207-21, between Kids Hope Alliance and NLP Logix, LLC for Community Needs Assessment and Gap Analysis Research Project be amended to ratify the contract from June 30, 2023, thru date of award and extend the period of services thru December 31, 2023. The maximum indebtedness shall remain a not-to-exceed amount of \$319,250.00. 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. | | Deferred |
| Lori Boyer ✓ Steve Kelley | 2 | P-25-23 | Fee & Contract Negotiations Real Estate Development Consultant Professional Services Downtown Investment Authority (DIA) | That the City of Jacksonville on behalf of the Downtown Investment Authority (DIA) enter into a contract with The Southern Group of Florida, Inc., that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Services identified as Exhibit 'B'; The total maximum indebtedness is a not-to-exceed amount of \$150,000.00; the period of service is from execution of the contract through September 30, 2024, with one (1) one-year renewal option available. All other terms and conditions are per the RFP and the City's standard contract language. | | Approved 4-0 |
| Tracy Flynn ✓ Michelle Montford | 3 | P-36-19 | Contract Amendment No. 6 Property Insurance Brokerage Services Division of Insurance and Risk Management | That Contract No. 602671-20 between the City of Jacksonville and Brown & Brown Insurance for Property Insurance Brokerage Services be amended to Rename the Contract to "Property and Casualty Insurance Broker Services; incorporate the attached Scope of Services identified as Exhibit 'D', incorporate the attached Contract Fee Summary identified as Exhibit 'E'; increase the maximum indebtedness by \$17,835,142.67 to a new not-to-exceed maximum of \$50,508,662.89. The period of services will be from October 1, 2023, thru February 29, 2024, with one (1) renewal remaining. 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. | | Approved 4-0 |

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| Robin Smith Tim Crutchfield David Hahn✓ | 4 | P-17-19 | Contract Amendment No. 7 Professional Architectural and Engineering Services for Programming, Site Selection and Design of New Medical Examiner's Office 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 lump sum amount of \$4,091,661.38, thereby increasing the maximum indebtedness by \$586,148.57 to a new maximum amount of \$4,331,111.30. All other terms and conditions shall remain the same. | 03/19/23 | Approved 4-0 |
| Robin Smith Nikita Reed David Hahn✓ | 5 | P-31-23 | Introduce & Review Scope Engineering Design Services for Mayport Dock Redevelopment – Phase 2 Department of Public Works/Engineering & Construction Management Division | 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 ensure compliance with the City's ordinances, Procurement policies and applicable federal and state laws. | | Approved 5-0 |
| Jack Gabriel John Baxter✓ | 6 | P-05-23 | Subcommittee Report Engineering Design Services for Cahoon Road Phase 2 Department of Public Works/Engineering & Construction Management Division | It is consensus of the committee that of the eight (8) proposals received in response to the Request for Proposals, 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: 1) Eisman & Russo, Inc. 3) G-A-I Consultants, Inc. 2) Kimley-Horn & Associates, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Eisman & Russo, Inc.</u> , the number one (1) ranked firm. | | Approved 4-0 |
| Robin Smith Renee Hunter David Hahn✓ | 7 | P-17-20 | Contract Amendment No. 3 Right-Of Way and Property Acquisition Services-Annual Contract Department of Public Works/Engineering & Construction Management Division | That Contract 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 total maximum of \$6,000,000.00. All other terms and conditions shall remain the same. | | Approved 4-0 |
| Thomas McKnight✓ Jack Gabriel | 8 | P-27-23 | Subcommittee Report Construction Engineering and Inspection Services for Southbank Bulkhead Replacement Projects Department of Public Works/Engineering & Construction Management Division | It is consensus of the committee that of the five (5) proposals received in response to the Request for Proposals, 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: 2) AE Engineering, Inc. 3) Meskel & Associates Engineering, Inc. 1) The Gibbs Group, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>The Gibbs Group, Inc.</u> , the number one (1) ranked firm. | | Approved 4-0 |
| Robin Smith Chris LeDew | 9 | P-07-22 | Fee & Contract Negotiations Professional Engineering Services for Chaffee Road Widening (Beaver Street to Old Plank Road) | That the City of Jacksonville enter into a contract with Peters and Yaffee, Inc. for Professional Design Services for Chaffee Road Widening (Beaver St. to Old Plank Road), that includes | | Approved 4-0 |

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| David Hahn✓ | | | Department of Public Works/Engineering & Construction Management Division | the attached Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B'; provide a lump-sum amount for Design Services in the amount of \$440,318.59 and a not-to-exceed limits for Drainage Design/Landscape in the amount of \$91,469.33, Structural Design in the amount of \$48,038.21, Survey in the amount of \$247,075.73, Utility Coordination in the amount of \$27,966.88, Geotechnical Services in the amount of \$116,894.24, Permitting in the amount of \$22,926.87, Public Involvement in the amount of \$23,355.00 and Design Contingency in the amount of \$40,000.00, with a maximum indebtedness to the City in the amount of \$1,058,044.85, The period of services is from execution of the contract to project completion. All other terms and conditions are per the RFP and the City's standard contract language. | | |
| Nikita Reed✓ Maria Williams✓ | 10 | P-52-22 | Subcommittee Report Misc Architectural /Engineering Services-Annual Contract Department of Public Works/Engineering & Construction Management Division | It is consensus of the committee that of the four (4) proposals received in response to the Request for Proposals, 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: 3) CPH, LLC 1) The Haskell Company 2) TTV Architects, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>The Haskell Company</u> , the number one (1) ranked firm. | | Approved 5-0 |
| Nikita Reed Gary Goldsberry David Hahn✓ | 11 | P-53-22 | Fee & Contract Negotiations Professional Structural Engineering Services for 5 Bridge Projects Department of Public Works/Engineering & Construction Management Division | That the City of Jacksonville enter into a contract with GAI Consultants, Inc., for Professional Structural Engineering Services for 5 Bridge Projects that includes the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedules identified as Exhibit 'B'; each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto; the maximum indebtedness of City pursuant to this agreement is \$5,000,000.00. The Period of Service is from Execution of the Contract through Project Completion. All other terms and conditions are per the RFP and the City's Standard Contract Language. | | Approved 4-0 |
| Nikita Reed Jill Enz David Hahn✓ | 12 | P-47-18 | Contract Amendment No. 2 Professional Design Services for Northbank Bulkhead Replacements Department of Public Works/Engineering & Construction Management Division | That Contract No. 8216-11, originally executed December 11, 2019, between the City of Jacksonville and HDR Engineer, Inc. for Professional Design Services for Northbank Bulkhead Replacement, be amended to increase the rates as requested in Exhibit 'C'. All other terms and conditions shall remain unchanged | | Approved 4-0 |
| Meeting Adjourned: _____ 10:13 a.m. _____ | | | | | | |

"The next PSEC meeting is scheduled to be held on Thursday, September 7, 2023."