

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

**MINUTES FOR Thursday, March 9, 2023, 10:00 a.m.**

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

**Join Teams Meeting**

[Teams Meeting](#)

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 of \$65,000.00. Please refer to 126.106(e), if you wish to protest any of these items.

Committee Members: ✓Robert Waremburg, Chairman  
✓Robin Adams, Treasury (in Brennan Merrell absence)  
✓James McCain, Jr., OGC

Subcommittee Members	ITEM #	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Gina Ray Leah Hayes	1	P-06-19	<b>Contract Amendment No. 3 Consultant Services for the Development, Administration &amp; Grading of Promotional Examinations for the Jacksonville Fire and Rescue Department</b> Employee Services Department	That Contract No. 70223-20 originally executed July 13, 2020, between the City of Jacksonville and Industrial/Organizational Solutions, is amended to incorporate the attached Scope of Services identified as Exhibit A-1; exercise the 3 <sup>rd</sup> renewal option extending the period of services from April 1, 2023, thru March 31, 2024, with one (1) renewal remaining; and increase the maximum indebtedness by \$349,900.00 to a new not-to-exceed maximum of \$1,049,700.00. All other terms and conditions shall remain the same.	03/31/23	<b>Approved 5-0</b>
Mary DiPerna Carolina Teran-Ocuguera	2	P-43-17	<b>Contract Amendment No. 1 Retirement Plan Services Provider</b> Employee Services Department	That Contract No. 10258-01 originally executed July 1, 2018, between the City of Jacksonville and Great West Life and Annuity Insurance Company (Empower) as the Retirement Plan Service Provider be amended to: incorporate the attached Contract Fee Sheet identified as Exhibit 'B-1' and exercise both of the remaining two-year renewal options extending the period of services from July 1, 2023 thru June 30, 2027. 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.	06/30/23	<b>Approved 5-0</b>
Tracy Flynn Wanda Verdejo	3	P-36-19	<b>Contract Amendment No. 5 Broker Services for Property Insurance</b> Finance and Administration Department/Risk Management Division	That Contract No. 602671-20 between the City of Jacksonville and Brown & Brown, Insurance for Property Insurance Brokerage Services be amended to ratify the contract from March 1, 2023, thru date of award and extend the period of service thru February 29, 2024, with one (1) renewal remaining; and increase the maximum indebtedness by \$11,271,749.00 to a new not-to-exceed maximum of \$32,673,520.22. All other terms and conditions shall remain the same.	02/28/23	<b>Approved 4-0</b>
Tom Ossi✓ Andre' Conyers✓	4	SS-13850-23  (P-09-23)	<b>Single Source Award Enterprise Architect</b> Finance and Administration Department/Information Technology Division	That the City of Jacksonville enter into a Single Source agreement with <b>SGS Technologies, LLC, for Enterprise Architect</b> services by incorporating the attached Single Source letter and Justification letter identified as Exhibit 'A-1' and Fee sheet identified as Exhibit 'B-1'; the period of service is from March 13, 2023, through March 12, 2024; and the maximum indebtedness is a not-to-exceed		<b>Approved 5-0</b>

				amount of <b>\$162,600.00</b> . all other terms and conditions are per the State of Florida IT Staff Augmentation Contract 80101501507-21-STC-ITSA and the City's standard contract language.		
Tom Ossi ✓ Andre' Conyers✓	5	SS-11199-21  (P-15-22)	<b>Contract Amendment No. 3 ERP Team Lead Services</b> Finance and Administration Department/Information Technology Division	That Contract No. 71379-21 between the City of Jacksonville and Tek Systems Inc., for ERP Team Lead Services, be amended to extend the period of services from April 1, 2023, thru September 30, 2023; and increase the maximum indebtedness by \$126,000.00 to a new not-to-exceed amount of \$532,700.00. All other terms and conditions shall remain the same.	03/31/23	<b>Approved 5-0</b>
Will Williams Jill Enz David Hahn✓	6	P-21-19	<b>Contract Amendment No. 5 Professional Engineering Services Emerald Trail Master Plan Improvements</b> Department of Public Works/Engineering & Construction Management aster Plan Improvements	That Contract No. 9092-04, originally executed January 6, 2020, between the City of Jacksonville and Pond and Company Corporation for Professional Engineering Services for Emerald Trail Master Plan Improvements be amended to incorporate the attached Scope of Services identified as Exhibit 'K' and Contract Fee Summary identified as Exhibit 'L'; increase the lump-sum amount for Design Services by \$64,347.96 to a new limit of \$803,492.19; thereby increasing the maximum indebtedness to the City by \$64,347.96 to a new maximum indebtedness to the City in the amount of \$1,039,057.61. All other terms and conditions, as previously amended shall remain unchanged.	<i>"To project completion"</i>	<b>Approved 4-0</b>
Will Williams James Carroll David Hahn✓	7	P-20-20	<b>Fee and Contract Negotiations Professional Engineering Services for Broward Road from Interstate Center Drive to 1,250 Feet North</b> Department of Public Works/Engineering & Construction Management	That the City of Jacksonville enter into a contract with Construction and Engineering Services Consultants, Inc., for Professional Engineering Services for Broward Road from Interstate Center Drive to 1,250 North, that incorporates the attached Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B', to provide a lump-sum amount for Design Services in the amount of \$524,766.55 and not-to-exceed limits for: Permitting in the amount of \$3,000.00, Utility Locates in the amount of \$4,800.00, Survey in the amount of \$32,980.75 and Contingency and Public Involvement in the amount of \$25,000.00, with a maximum indebtedness to the City in the amount of \$590,547.30 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.		<b>Approved 4-0</b>
Robert Scott✓ Jill Enz	8	P-42-22	<b>Subcommittee Report Professional Design Services for First Coast High School and Atlantic Coast High School Swimming Pools</b> Department of Public Works/Engineering & Construction Management	It is the consensus of the committee that of the two (2) proposals received in response to the Request for Proposals both were found to be responsive, interested, qualified and available to provide the required services. The ranking of first and second designates the order of qualification of these firms to perform the services and alphabetically they are: 2) <u>Borrelli + Partners, Inc.</u> 1) <u>GAI Consultants, Inc.</u> We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>GAI Consultants, Inc.</u> , the number one (1) ranked firm.		<b>Approved 4-0</b>

Robin Smith✓ Fred Sumter✓r	9	P-36-22	<b>Subcommittee Report</b> <b>Construction Engineering &amp; Inspection Services to McCoy's Creek Outfall Improvements with Riverwalk</b> Department of Public Works/Engineering & Construction Management	It is the consensus of the committee that of the four (4) proposals received in response to the Request for Proposal, 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 services and alphabetically they are: 2) <b>AE Engineering, Inc.</b> 3) <b>Construction &amp; Engineering Services Consultants, Inc.</b> 1) <b>GAI Consultants, Inc.</b> We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>GAI Consultants, Inc.</u> , the number one (1) ranked firm.		<b>Approved 5-0</b>
Robin Smith✓ Daryl Weinstein✓	10	P-44-22	<b>Subcommittee Report</b> <b>Construction Engineering and Inspection Services for 8 Roadway and Drainage Projects</b> Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the six (6) proposals received in response to the Request for Proposal, 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 services and alphabetically they are: 2) <b>AE Engineering, Inc.</b> 3) <b>Construction &amp; Engineering Services Consultants, Inc.</b> 1) <b>RS&amp;H, Inc.</b> We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>RS&amp;H, Inc.</u> , the number one (1) ranked firm.		<b>Approved 5-0</b>
Meeting Adjourned: _____ 10:13 A.M. _____						

*"The next PSEC meeting is scheduled to be held on Thursday, March 23, 2023."*