OFFICE OF MAYOR LENNY CURRY

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MEMORANDUM

February 21, 2017

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

FROM: **Allison Korman Shelton, Director Intergovernmental Affairs** AKS
Marlene Russell, Director of Organizational Effectiveness M Russell

RE: **P-17-17 Federal Government Relations Consultant**
Subcommittee Report

The subcommittee received nine (9) proposals for the Federal Government Relations **Consultant** and found all nine (9) 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:

1. Ballard Partners, Inc.
3. Gray Robinson
2. Holland & Knight, LLP

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)

EVALUATION MATRIX

EVALUATION SCALE

1----------10

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. **P-17-17**

PROJECT TITLE: **Federal Gov Relations**

AVERAGE

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Quotation of rates, fees or charges	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
Total Points Assessed	10	10	10	10	10	10	10	10	10	10	**100**
Alcade & Faye	7.5	6.8	7.5	9.5	7.5	1.0	7.5	7.5	7.3	6.0	**68.0**
Ballard Partners	9.3	7.8	7.5	7.3	8.5	8.5	7.3	7.5	4.0	6.8	**74.3**
Becker & Poliakoff	6.3	5.3	6.0	6.0	5.3	4.5	6.0	6.5	6.5	10.0	**62.3**
Cassidy & Associates	4.5	3.0	1.5	4.0	2.5	1.0	1.0	3.0	3.5	1.0	**25.0**
Cohen & Grigsby	8.0	5.8	7.5	5.8	5.3	5.0	7.0	6.5	5.8	8.3	**64.8**
Gray Robinson	7.8	5.5	6.0	4.8	5.3	9.0	8.3	7.0	8.5	7.0	**69.0**
Holland & Knight	8.3	6.0	6.8	7.5	7.5	8.0	7.8	8.0	5.0	7.0	**71.8**
Squire Patton Boggs	8.5	5.5	7.0	6.5	7.0	4.5	5.5	8.0	5.0	10.0	**67.5**
Van Scoyoc Associates	6.0	6.0	6.5	7.0	6.0	4.0	7.3	6.3	3.5	10.0	**62.5**

Form 1 - Price Sheet

NAME OF CONSULTANT BALLARD PARTNERS, INC.

Proposal Number P-17-17

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses):

   $15,000.00

2. Estimated percentage of total fee to be performed by sub-Consultants 0 %

SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Bidder: Holland & Knight LLP

Project Title: Federal Government Relations Consultant

Bid Number: RFP P-17-17 Total Base Bid Amount: $150,000

***Please list all JSEBs**

Full Company Name	Classification (Optional) (African-American, Women, Asian or Hispanic)	Type of Work to be Performed	Total Contract Value
ReMilNet	Women	Government Advocacy	$ 18,000
			$
			$
			$
			$
			$
			$
			$
			$

Attach additional list of subcontractors/sub-consultants as needed

The undersigned will enter into a formal Agreement with the MBE 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.

Prime Contractor _____ Title: Partner Date 1.17.17

Print Name: Rich Gold

Form 1 - Price Sheet

NAME OF CONSULTANT Holland & Knight LLP

Proposal Number RFP P-17-17 Federal Government Relations Consultant

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses):

   $12,500

2. Estimated percentage of total fee to be performed by sub-Consultants 12 %

Proof of Minimum Requirements

Statement of Qualifications

Tab 3: Required Forms

We understand the significance of the City of Jacksonville's Small Emerging Businesses encouragement plan and are fully committed to meeting or exceeding this goal based on a combination of SEB firms, including those referenced below and/or with other SEB firms as directed by the City of Jacksonville.

SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Bidder: GrayRobinson, P.A.

Project Title: Federal Government Relations Consultant

Bid Number: P-17-17 Total Base Bid Amount: $96,000 ($8,000/mo x 12 months)

***Please list all JSEBs**

Full Company Name	Classification (Optional) (African-American, Women, Asian or Hispanic)	Type of Work to be Performed	Total Contract Value
Printing Edge	Women	Printing	$ To be determined
I-Tech Resources INC	Asian	Courier	$ To be determined
			$
			$
			$
			$
			$
			$
			$

Attach additional list of subcontractors/sub-consultants as needed

The undersigned will enter into a formal Agreement with the MBE 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.

Prime Contractor GrayRobinson, P.A. Title: Executive Vice President & Statewide Chair, Gov't Affairs Date 1-25-17

Print Name: Dean Cannon

City of Jacksonville
Federal Government Relations
Consultant

GRAY | ROBINSON
ATTORNEYS AT LAW

Form 1 – Price Sheet

NAME OF CONSULTANT GrayRobinson, P.A.

Proposal Number P-17-17

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses):
   $8,000.00

2. Estimated percentage of total fee to be performed by sub-Consultants 40% %

Form 1 – Price Sheet

NAME OF CONSULTANT **Van Scoyoc Associates, Inc.**

Proposal Number **P-17-17 Federal Government Relations Consultant**

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses):

   $15,000.00 per month inclusive of expenses

2. Estimated percentage of total fee to be performed by sub-Consultants **10** %

Form 1 – Price Sheet

NAME OF CONSULTANT Squire Patton Boggs

Proposal Number P-17-17

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses):

$12,500

2. Estimated percentage of total fee to be performed by sub-Consultants 0 %

Price Sheet

NAME OF CONSULTANT: Cohen & Grigsby, P.C.

Proposal Number: P-17-17

SCHEDULE FOR PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct and indirect expenses):

   $11,000.00

2. Estimated percentage of total fee to be performed by sub-Consultants: 45.5%

Form 1 - Price Sheet

NAME OF CONSULTANT Amanda L. Wood

Proposal Number P-17-17

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses): $10,000.00

2. Estimated percentage of total fee to be performed by sub-Consultants

Form 1 – Price Sheet

NAME OF CONSULTANT Alcalde & Fay, Ltd.

Proposal Number P-17-17 Federal Government Relations Consultant

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses):

   $7,500

2. Estimated percentage of total fee to be performed by sub-Consultants 0 %

3. REQUIRED FORMS

Form 1 – Price Sheet

NAME OF CONSULTANT Cassidy & Associates

Proposal Number P-17-17

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee Monthly (to include all direct expenses):

   $12,500

Estimated percentage of total fee to be performed by sub-Consultants 0 %

EVALUATION MATRIX

EVALUATION SCALE

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