

**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**MINUTES FOR Thursday, May 19, 2022, 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 Merrell, Treasury  
 ✓ James McCain, Jr., OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE &amp; ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Mary DiPerna ✓ Carolina Teran-Oceguera ✓	P-26-22	<b>Introduce &amp; Review Scope Flexible Spending Administration Services</b> Employee Services Department	That the committee approve 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 appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		<b>Approved 5-0</b>
William Joyce Robin Smith David Hahn ✓	P-10-22	<b>Approval to Reject All Proposals/Resolicit RFP CEI Services For The Jacksonville Fairgrounds Relocation Project</b> Department of Public Works/Engineering & Construction Management Division	That the committee approve the Rejection of all Proposals and Re-solicitation of this RFP under RFP # P-24-22 according to Section 126.302 (g) of the Purchasing Code.		<b>Approved 4-0</b>
William Joyce Robin Smith David Hahn ✓	P-24-18	<b>Contract Amendment No. 2 Construction Engineering and Inspection Services for Hart Bridge Approach Modifications</b> Department of Public Works/Engineering & Construction Management Division	That Contract No. 8107-12, originally executed February 10, 2020, between the City of Jacksonville and GAI Consultants, Inc., for Construction Engineering and Inspection Services for Hart Bridge Approach Modifications, be amended to incorporate the attached Scope of Services identified as Exhibit E and Contract Fee Summary identified as Exhibit F; increase the lump-sum amount for Construction Engineering and Inspection Services by \$797,137.46 to a new limit of \$3,314,995.73 and the not-to-exceed amount for Support Services by \$109,490.16 to a new limit of \$750,883.56; thereby, increasing the maximum indebtedness to the city by \$906,627.62 to a new total maximum of \$4,065,879.29. All other terms and conditions, as previously amended, shall remain the same.		<b>Approved 4-0</b>
William Joyce Steve Long David Hahn ✓	P-21-22	<b>Introduce &amp; Review Scope Professional Engineering Services for Cedar Point Road and Sawpit Road Improvements (New Berlin Road to Shark Road)</b> Department of Public Works/Engineering & Construction Management Division	That the committee approve 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 appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		<b>Approved 4-0</b>
Christopher LeDew Carlton Copeland ✓ (Via TEAM)	P-47-20	<b>Contract Amendment No. 1 Traffic Signal Engineering Services</b> Department of Public Works/Traffic Engineering Division	That Contract No. 71446-22, originally executed December 9, 2021, between the City of Jacksonville and Peters & Yaffee, for Traffic Signal Engineering Services, be amended to increase the maximum indebtedness by \$3,000,000.00 to a not-to-exceed maximum indebtedness of \$5,000,000.00. All other terms and conditions shall remain the same.		<b>Approved 4-0</b>
Nikita Reed Jill Enz ✓	P-40-21	<b>Subcommittee Report Professional Engineering Services for Ivey Road Park</b> Department of Public Works/Engineering & Construction Management Division	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 service and alphabetically they are: 1) Construction & Engineering Service Consultants, Inc. 2) Half Associates, Inc. 3) Kimley-Horn and Associates, Inc.  We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <b><u>Construction &amp; Engineering Service Consultant, Inc.</u></b> , the number one (1) ranked firm.		<b>Approved 4-0</b>

Tyrica Young ✓ Saralyn Grass	P-17-22	Approval to Proceed with Evaluation of the One (1) Proposal Received Security and Privacy Assessment/Security and Privacy Framework Development Kids Hope Alliance	That the committee approves proceeding with evaluation of the one (1) proposal received in accordance with Section 126.302 (f) of the Procurement Code.	Approved 4-0
Tyrica Young ✓ Deborah Primous ✓	P-41-21	Fee & Contract Negotiations Mentoring and Training Services for Providers Kids Hope Alliance	That the City of Jacksonville/Kids Hope Alliance enter into a Contract with The Children's Forum, Inc., for the provision of Mentoring and Training Services for Providers by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee schedule identified as Exhibit 'B'; providing a not to exceed maximum indebtedness of \$80,000.00; and a period of service from execution of the contract through one (1) year with two (2) one-year renewal options available upon mutual agreement. All other terms and agreements are per the RFP and the City's standard contract language.	Approved 5-0
Leah Hayes ✓ Gina Ray	P-11-21	Contract Amendment No. 1 Occupational Health & Medical Services Program Employee Services Department	That Contract No. 71164-21, originally executed September 1, 2021, between the City of Jacksonville and St. Vincent's Full Service Urgent Care, LLC/Ascension for the Occupational Health & Medical Services Program, be amended to increase the maximum indebtedness by \$165,000.00 to a new not-to-exceed maximum indebtedness of \$675,000.00. 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.	Approved 4-0
Tracy Flynn ✓ Patrick Greive Bibinia Centeno ✓	P-23-22	Introduce & Review Scope Casualty Actuarial Services Finance and Administration Department/Risk Management Division	That the committee approve 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 appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	Approved 5-0
Noah Ray ✓ Todd Smith Dan Pearson ✓	P-25-22	Introduce & Review Scope Training and Exercise Design, Management, & Program Support JFRD/Emergency Management Preparedness Division	That the committee approve 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 appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	Approved 5-0
Bob Blanco ✓ Ellyn Cavin ✓	P-18-22	Introduce & Review Scope Floodplain Permit Review Consultant Planning and Development Department	That the committee approve 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 appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	Approved 5-0
Meeting Adjourned: 10:13 A.M.				

*"The next PSEC meeting is scheduled to be held on Thursday, June 2, 2022."*