

**PUBLIC NOTICE**  
**"REVISED" AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
 Thursday, April 27, 2017, 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Jacksonville, FL 32202

**Committee Members:** Gregory Pease, Chairman  
 Patrick Greve, Member, Treasury  
 Julia Davis, Member, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Dinah Mason Duane Kent	P-48-17	Introduce & Review Scope Phase II City-Wide Curb Ramp Assessment Department of Public Works	That the committee will review/approve the Scope of Services/Request for Proposal(RFP) as presented.		
Robert Parr Mary DiPerna	P-42-15	Contract Amendment No. 1 (Deferred 4/20/17) COBRA Administration Employee Services Department	That Contract #10195, between the City of Jacksonville and Total Administrative Services Corporation (TASC) for COBRA Administration Services, be amended to <i>approve the reinstatement and amendment and restatement of the contract and providing an initial period of service from May 1, 2017 thru December 31, 2017, with four one-year renewal options at the discretion of the City; rates will remain the same and the maximum indebtedness for CY 2017, is a not-to-exceed amount of \$50,000. 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.</i>		

MEETING ADJOURNED:

L.L. Council Advisor  
 Subcommittee Members

DEPARTMENT OF PUBLIC WORKS



**MEMORANDUM**

**TO:** Gregory Pease, Chairperson  
Professional Services Evaluation Committee

**THRU:** John P. Pappas, P. E., Director  
Public Works Department

**FROM:** Dinah Mason, Manager Special Projects  
Public Works Department

Duane Kent, P. E., Project Manager  
Engineering and Construction Management Division

**DATE:** April 24, 2017

**RE:** **Request for Proposal Phase II City-Wide ADA Curb Ramp Assessment**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$650,000.00
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in house capabilities to provide these services.

9. A subcommittee composed of Dinah L. Mason, , Manager, Special Projects, DPW Director's Office 255-8728; and Roger Charity, Sr. GIS Software Developer, Project Manager, Information Technology Division, 904-255-2122; Duane Kent, 255-8910, Engineering & Construction Division, Project Manager is assigned to review submittals for this RFP
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated October 2013 .
14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

DJ:dh

Attachment: Request for Proposals  
Risk Management Approval (sent by e-mail)  
EBO Approval (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section  
Lori West, Contract Specialist, Engineering Division

DEPARTMENT OF EMPLOYEE SERVICES



MEMORANDUM

TO: Greg Pease, Chairperson  
Professional Services Evaluation Committee

FROM: Bob Parr, Chief, Compensation and Benefits  
Mary DiPerna, Benefits Administrator

SUBJECT: P42-15 COBRA Administration  
Amendment #1

DATE: April 14, 2017

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This is to recommend that the City approve the reinstatement and amendment and restatement of the contract with TASC for COBRA administration providing an initial the period of service from May 1, 2017 through December 31, 2017, with four one-year renewal options at the discretion of the City; rates will remain the same and the total indebtedness for CY 2017 shall not exceed \$50,000 the maximum indebtedness shall not exceed \$ 50,000.

Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

Thanks.

Attachment: Letter of Renewal 2017