

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
MINUTES FOR Thursday, October 7, 2021, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street
 Jacksonville, FL 32202

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Committee Members: ✓ Gregory Pease, Chairman
 ✓ Paul Barrett, Treasury
 ✓ Harry Wilson, OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Wanda Verdejo ✓ Michelle Montford ✓ Tracy Flynn	P-43-18	Contract Amendment No. 11 Contract Casualty Insurance Broker Services Finance and Administration Department/Risk Management	That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville be amended to exercise the third renewal option extending the period of service from October 1, 2021 through September 30, 2022, with one (1) renewal option remaining; (ii) increase the maximum indebtedness by \$3,183,436.00, to a new not-to-exceed total maximum of \$9,941,652.00. 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.	09/30/21	Approved 5-0
Kendra Mervin ✓ Sharon Pennant ✓	SS-11214-21	Single Source Award Community Based Crime Reduction Program(CBCR) Office of the Mayor	That the City of Jacksonville enter into a Single Source Contract with Justice & Security Strategies, Inc. (JSS) to incorporate the attached Scope of Service, Fee Schedule and Reference Letter identified as Exhibit 'A'; provide a maximum indebtedness of \$107,500.00 for the services; and ratify a period of service from September 1, 2021, through August 31, 2022, with one (1) one-year renewal option available. All other terms and conditions are per the City's standard contract language.		Approved 5-0
Tyrica Young ✓ (Via TEAMS) Travis Williams	P-22-21	Subcommittee Report Communication and Branding Consulting Services Kids Hope Alliance (KHA)	It is the consensus of the committee that the one (i) proposal received in response to the Request for Proposal (RFP) was found to be responsive, interested, qualified, and available to perform the required services and that company is: 1) Acuity Design Group, Inc. If the above meets your approval, please notify the undersigned so that fee and contract negotiations may begin with Acuity Design Group, Inc. , the number one ranked firm.		Approved 4-0
Chiquita Moore ✓ Thomas Daly ✓	P-24-21	Subcommittee Report Neighborhood Strategic Consultant Services Neighborhoods Department	It is the consensus of the committee that the one (i) proposal received in response to the Request for Proposal (RFP) was found to be responsive, interested, qualified, and available to perform the required services and that company is: 1) CIVITAS, Inc. If the above meets your approval, please notify the undersigned so that fee and contract negotiations may begin with CIVITAS inc. , the number one ranked firm.		Approved 5-0

Tim Rogers✓ Ray Albury✓	P-44-16	Contract Amendment No. 3 Architectural Design Services for Charles Webb & Highlands Libraries Department of Public Works/Engineering & Construction Management Division	That Contract No. 9513-01 originally executed May 30, 2018, between the City of Jacksonville and VRL Architects, Inc., for Architectural Design Services for Charles Webb & Highlands Libraries, be amended to incorporate the attached Scope of Services identified as Exhibit 'E' and Fee Summary identified as Exhibit 'F'; and increase the maximum indebtedness by \$2800.00 to a new maximum indebtedness of \$188,151.29. 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.	"To Project Completion"	Approved 4-0
William Joyce David Hahn✓ Jill Enz✓	P-54-18	Contract Amendment No. 1 Architectural and Engineering Services for Miscellaneous Park Improvements – Annual Contract-Southeast Department of Public Works/Engineering & Construction Management Division	That Contract No. 72565-11, (POA-70305-20) originally executed October 21, 2019, between the City and The R-A-M Professional Group, Inc. for Architectural and Engineering Services for Miscellaneous Park Improvements - Annual Contract, be amended by extending the Period of Service from October 20, 2021, to October 19, 2022; and to increase the maximum indebtedness by \$1,000,000.00, to a new maximum of \$3,000,000.00. 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.	10/19/21	Approved 5-0 (pending revised letter from company stating agreement with one-year renewal)
William Joyce David Hahn✓ Noah Ray✓	P-22-19	Contract Amendment No. 1 Professional Grant Services for Acquisition & Demolition of Flood Prone Structures in the City of Jacksonville Department of Public Works/Engineering & Construction Management Division	That Contract No. 10711, originally executed October 30, 2019, between the City and Wheeler Emergency Management Consulting, LLC, for Professional Grant Services for Acquisition & Demolition of Flood Prone Structures, be amended by exercising the first of two(2) 2-year renewal options extending the period of service from October 29, 2021, through October 28, 2023, with one (1) renewal remaining at terms mutually agreeable and to increase the maximum indebtedness by \$1,000,000.00 to a new maximum of \$2,000,000.00. 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.	10/28/21	Approved 4-0
William Joyce Robin Smith David Hahn✓	P-25-21	Introduce and Review Scope Engineering Testing Services – Annual Contract 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.		Approved 4-0
Robin Smith Danny Wheeler David Hahn✓	P-15-21	Introduce and Review Scope Miscellaneous Surveying Services – Annual Contract 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.		Approved 4-0
Patrick Greive Randall Barnes	N/A	Informational Update Renewal of Support and Services Contract Finance and Administration Department/Treasury	Informational Update – The Treasury Division hereby notifies PSEC in accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, the contract for Support and Services for the DBC Debt Manager product expired on September 30, 2021. This is an annual renewal of a software license to continue using a program that maintains the City's internal loan amortizations. It is important that the renewal be executed prior to 10/01/21 so that fiscal year end 2021 posting, balancing, and recording of internal loan balances can be completed.		No approval required
Meeting Adjourned: <u>10:14 A.M.</u>					

"The next PSEC meeting is scheduled to be held on Thursday, October 21, 2021."