

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES FOR **Thursday, June 30, 2022, 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: ✓Dustin Freeman, Chairman (in Greg Pease absence)  
✓Brennan Merrell, Treasury  
✓Tiffany Pinkstaff, OGC (in Jim McCain absence)

| <i>Subcommittee Members</i>               | <i>ITEM #</i> | <i>TITLE &amp; ACTION</i>   | <i>MOTION</i>   | <i>CONTRA<br/>EXP</i> | <i>OUTCOME</i> |
|---|---------------|---|---|-----------------------|----------------|
| Mary DiPerna ✓<br>Carolina Teran Oceguela | P-12-22       | Approval to Proceed with Evaluation of the Two (2) Proposals Received<br>Medical ASO, Stop Loss and Pharmacy Services<br>Employee Services Department                       | That the committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.  |                       | Approved 4-0   |
| Robin Smith ✓<br>Jill Enz ✓               | P-34-21       | Subcommittee Report<br>Professional Engineering Services for Willow Branch Canal Stabilization<br>Department of Public Works/Engineering & Construction Management Division | It is the consensus of the committee that of the three (3) 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:<br>2) Baker Consulting & Engineering, Inc.<br>1) Halff Associates, Inc.<br>3) Woolpert, Inc.<br>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Halff Associates, Inc.</u> , the number one (1) ranked firm.  |                       | Approved 5-0   |
| Nikita Reed ✓<br>Melissa Long ✓           | P-03-22       | Subcommittee Report<br>NPDES Engineering and Permit Administration Services<br>Department of Public Works/Engineering & Construction Management Division                    | It is the consensus of the committee that of the two (2) 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 and second designates the order of qualification of these firms to perform the required service and alphabetically they are:<br>1) England Thims & Miller, Inc.<br>2) Woolpert, Inc.<br>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>England Thims &amp; Miller, Inc.</u> , the number one (1) ranked firm.   |                       | Approved 5-0   |
| Robin Smith ✓<br>Steve Long               | P-30-21       | Subcommittee Report<br>Professional Grant Writing Services<br>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 (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:<br>3) Ernst & Young, LLP<br>3) Synergy Disaster Recovery, LLC<br>1) Wheeler Emergency Management Consulting<br>2) Woolpert, Inc.<br>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Wheeler Emergency Management Consulting</u> , the number one (1) ranked firm. |                       | Approved 5-0   |

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|--|---------------------|--|--|--|---------------------|
| <p>Robin Smith✓<br/>Renee Hunter✓</p>  | <p>P-17-20</p>      | <p><b>Contract Amendment No. 1<br/>Right-of-Way and Property Acquisition Services – Annual Contract</b><br/>Department of Public Works/Engineering &amp; Construction Management Division</p>                      | <p>That Contract No. 70916-21, originally executed March 29, 2021, between the City of Jacksonville and HDR Engineering, Inc., for Right-of-Way and Property Acquisition Services-Annual Contract, be amended 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.</p>  |  | <p>Approved 5-0</p> |
| <p>Tom Ossi✓<br/>Elizabeth Brown</p>   | <p>P-33-22 PB#2</p> | <p><b>Piggyback State of Florida IT Contract No. 80101507-21-STC-1TSA Information Technology Staff Augmentation Services</b><br/>Finance and Administration Department/Information Technologies Division (ITD)</p> | <p>That the City of Jacksonville is authorized to enter into an agreement utilizing State Contract # 80101507-21-STC-ITSA for State of Florida IT Staff Augmentation Services per Purchasing Code 126.309/126.211 with various Contractors identified in Attachment 'A' by: (i) incorporating the attached Scope of Work &amp; List of Contractors identified as Exhibit 'A'; Fee summary identified as Exhibit B; (ii) the period of services is from execution of Piggyback agreement to December 31, 2023, to coincide with the State Contract that is currently set to expire December 31, 2023; and (iii) provide a maximum indebtedness of \$3,175,000.00. All other terms and conditions are per the City's standard contract language.</p> |  | <p>Approved 4-0</p> |
| <p style="text-align: center;">Meeting Adjourned: _____ 10:12 A.M. _____</p> |                     |  |  |  |                     |

*“The next PSEC meeting is scheduled to be held on Thursday, July 14, 2022.”*