

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES FOR Thursday, May 2, 2024, 10:00 a.m.

Eighth Floor, Conference Room 851 Ed Ball
Building, 214 N. Hogan Street
Jacksonville, FL 32202

Join Teams Meeting

For Teams link, please visit coj.net/departments/finance/procurement

The Chief of the Procurement Division offers the following items for the PSEC Agenda. The posting of this agenda serves as an official notice of the City's intended decision for all recommended actions above the formal threshold. Please refer to 126.106(e), if you wish to protest any of these items.

Committee Members: Robert Waremburg, Chairman
Brennan Merrell, Treasury
James McCain, Jr., OGC

Subcommittee Members	ITEM #	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Joe Inderhees ✓ Brittany Norris ✓	1	P-18-24	Introduce & Review Scope Grant Writing, Federal Advocacy, Public Policy Office of The Mayor	That the committee approve the Scope of Service/Request for Proposal as presented with such minor changes thereto as may be approved by the Chief of Procurement 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 applicable federal and state laws.		Approved 5-0
Guy Parola ✓ Susan Kelly ✓	2	P-02-24	Subcommittee Report Architectural Services for Various Riverfront Food and Beverage Establishments Downtown Investment Authority (DIA)	It is the consensus of the committee that of the five (5) proposals received in response to the Request for Proposal 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 services and alphabetically they are: 3) AE7 1) CD+ Urban Studio 2) Design Cooperative, LLC We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>CD + Urban Studio</u> , the number one(1) ranked firm.		Approved 5-0
Sheliah Brown ✓ LaRoy Covington ✓	3	P-39-21	Contract Amendment No. 2 JSEB Training, Estimating and Proposal Writing Consultant Services Equal Business Opportunity Office	That Contract No. 71697-22 between the City Of Jacksonville and ICATT Professional Services, Inc., for JSEB Training, Estimating and Proposal Writing Consultant Services be amended to extend the contract from April 29, 2024, thru July 8, 2024, and to increase the maximum indebtedness by \$39,750.00 to a new not-to-exceed amount of \$357,750.00. All other terms and conditions shall remain the same.		Approved 5-0
Claire Stine Daryl Joseph Jill Enz ✓	4	SS-10571-21 P-26-16 SS#2	Contract Amendment No. 3 Marina and Waterways Professional Management Services Parks, Recreation & Community Services Department	That Contract No. 71096-21 between The City Of Jacksonville and Suber Marine Services, Inc. for Marina and Waterways Professional Management Services be amended to exercise the first renewal option extending the period of service from October 1, 2024, thru September 30, 2025, with one(1) renewal option remaining and increase the maximum indebtedness by \$81,900.00 to a new not-to-exceed maximum of \$315,900.00. All other terms and conditions shall remain the same.		Approved 4-0
Barbara Holton Kevin Collier ✓ Heather Malone ✓ Robert Quinn	5	P-11-24	Subcommittee Report Risk Management Outside Adjuster Services Department of Finance & Administration/Risk Management Division	It is the consensus of the committee that the two (2) proposals received in response to the Request for Proposal 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 services and alphabetically they are: 1) Davies 2) Insurance Staffers, Inc. d/b/a Jacobson Solutions We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Davies</u> , the number one(1) ranked firm.		Approved 5-0

Steve Long ✓ Nikita Reed ✓	6	P-14-20	Contract Amendment No. 2 Wetland Identification, Mitigation and Related Permitting Activities - Annual Contract Department of Public Works/Engineering & Construction Management Division	That Contract No. 70746-21, originally executed February 3, 2021, between the City of Jacksonville and Alpha Envirotech Consulting, Inc., for Wetland Identification, Mitigation and Related Permitting Activities be amended to increase the maximum indebtedness by \$250,000.00 to a new not-to-exceed maximum of \$500,000.00. All other terms and conditions shall remain the same.	Approved 4-0
Michael Derbaum ✓ Fred Sumter ✓	7	P-47-23	Subcommittee Report Construction Engineering and Inspection Services for Belfort Road Between AC Skinner and Gate Parkway Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the five (5) proposals received in response to the Request for Proposal 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 services and alphabetically they are: 3) Construction & Engineering Services Consultants, Inc. 1) CSI Geo, Inc. 2) The Gibbs Group, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>CSI Geo, Inc.</u> , the number one(1) ranked firm.	Approved 5-0
Tim Rogers Nikita Reed David Hahn ✓	8	P-03-24	Introduce & Review Scope Professional Architectural Services for Renovation of the Beaches Branch Library Department of Public Works	That the committee approve the Scope of Service/Request for Proposal as presented with such minor changes thereto as may be approved by the Chief of Procurement 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 applicable federal and state laws.	Approved 4-0
Meeting Adjourned: _____ 10:14 A.M. _____					

"The next PSEC meeting is scheduled to be held on Thursday, May 16, 2024."