

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES for Thursday, January 26, 2023, 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: ✓ Annette Leslie-Burney, Chairperson (in Dustin Freeman absence)
✓ Brennan Merrell, Treasury
✓ James McCain, Jr., OGC

Subcommittee Members	ITEM	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Charles Moreland ✓ Leeann Krieg	1	P-39-20	Contract Amendment No. 2 Federal Government Relations Consultant Office of the Mayor	That Contract No. 70912-21 between the City of Jacksonville and Ballard Partners, Inc., as Federal Government Relations Consultant be amended to exercise the second renewal option extending the period of service from April 1, 2023, thru March 31, 2024, with one (1) renewal option remaining; and increase the maximum indebtedness by \$180,000.00 to a new not-to-exceed maximum of \$540,000.00. 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.	03/31/23	Approved 4-0
Mary DiPerna ✓ Carolina Teran-Oceguera ✓	2	P-48-22	Fee & Contract Negotiations ACA Administrative Services Employee Services Department	That the City of Jacksonville enter into a contract with Equifax Workforce Solutions for the provision of ACA Administrative Services by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; providing a not-to-exceed maximum amount of \$80,000.00 for the initial period; the period of services will be from May 1, 2023 thru April 30, 2024, with four (4) one-year renewal options available upon mutual agreement; all other terms and conditions are per the RFP and the City's standard contract language.		Approved 5-0
Bill Killingsworth ✓ Ann Coglianese ✓	3	P-37-21	Contract Amendment No. 1 Professional Services for Resilience Planning Planning and Development Department	That Contract 71737-22 originally executed June 10, 2022, between the City and the Water Institute of the Gulf for Professional Services for Resilience Planning be amended to incorporate the revised Fee Schedule, identified as Exhibit 'C' for a no cost adjustment to the lump-sum amount, with the maximum indebtedness to the city remaining at \$1,699,530.92. All other terms and conditions shall remain unchanged.	"To project completion"	Approved 5-0
Robin Smith ✓ Jill Enz Gary Goldsburly ✓	4	P-34-21	Fee & Contract Negotiations Professional Engineering Services for Willow Branch Canal Stabilization Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Half Associates, Inc., for Professional Engineering Services for Willow Branch Canal Stabilization, that incorporates the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a lump sum for Design Services in the amount of \$702,061.01 and not-to-exceed limits for: Geotechnical Services in the amount of \$14,993.63, Environmental in the amount of \$29,984.50, Survey in the amount of \$60,500.84, Community Engagement in the amount of \$62,346.88 and Structural Engineering in the amount of \$103,638.54, with a maximum indebtedness to the City in the amount of \$973,525.40; the period of services will be from execution of the contract to Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.		Approved 5-0
Tyrica Young ✓ Kenneth Darity ✓	5	P-22-21	Contract Amendment No. 2 Communication and Branding Consulting Services Kids Hope Alliance (KHA)	That Contract No. 71441-22 between the City of Jacksonville and Acuity Design Group, Inc., for Communication and Branding Services be amended to ratify the contract period from December 31, 2022, to date of award and extend the period of services thru December 31, 2023 and increase maximum indebtedness by \$40,000.00 to a new not-to-exceed amount of \$135,000.00. 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.	12/31/22	Approved 5-0

Alex Baker	6	N/A	Addition to Legal Related Services List Procurement Division	That the committee review/approve the request of Delmas Harper, President, Harper & Associates Real Estate, LLC for inclusion on the Legal Related Services list under the category of Real Estate Acquisition Services.		Approved 3-0 By PSEC
Meeting Adjourned: <u>10:08 A.M.</u>						

"The next PSEC meeting is scheduled to be held on Thursday, February 9, 2023."