

PUBLIC NOTICE
'REVISED' AGENDA
'SPECIAL' PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Monday, September 25, 2017, 9:30 a.m.
 Eighth Floor, Conference Room 851
 Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman
 Patrick Gralve, Member, Treasury
 Jeff Close, Member, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Stephanie Burch Diana Seydlorsky	P-44-17	Subcommittee Report Neighborhoods Strategic Consultant Services Neighborhoods Department/Housing Community Development Division	It is the consensus of the committee that of the three (3) firms responding to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the 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: 1. Civitas 2. Corporate Facts 3. Lambert Advisory We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Civitas</u> , the number one ranked firm.		

MEETING ADJOURNED:

CC: Council Auditor
 Subcommittee Members



ONE CITY. ONE JACKSONVILLE


City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202

MEMORANDUM

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Stephanie Burch, Director 
Neighborhoods Department

Diana Seydlorsky, Chief
Housing Community Development Division
Neighborhoods Department

DATE: September 21, 2017

RE: P-44-17- Neighborhoods Strategic Consultant Services
Subcommittee Report

The subcommittee received three (3) proposals for the Neighborhoods Strategic Consultant Services and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). The proposals were evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP (see attached matrix and proposed rate forms from the proposers.)

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second and third, designates the order of qualifications of these firms to perform the required services:

1. Civitas
2. Corporate Facts
3. Lambert Advisory

We request the above list is forwarded to the Mayor for final approval. Please advise us when this item is placed on your agenda so we may be present.

Attachment(s) Scoring Matrix
Cost Sheets
JSEBs (proposed by each ranked company)



www.civitassc.com

Required Forms

Form 1 - Price Sheet

NAME OF CONSULTANT Civitas, LLC

Proposal Number P-44-17

SCHEDULE OF PROPOSED PRICES/RATES

1. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

Principal (Partner or Senior Officer): \$ 110 _____ hr.

Project Manager (Responsible Professional): \$ 85 _____ hr.

2. Other Direct Project Costs per Unit (please specify)

This is dependent on precise deliverable mix that is requested upon award.

Full details not provided in RFP

3. Estimated percentage of total fee to be performed by sub-contractors 5 _____ %

4. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel
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Form 1 - Price Sheet

NAME OF CONSULTANT_ Corporate F/A/C/T/S/ _____

Proposal Number_ P-44-17 _____

SCHEDULE OF PROPOSED PRICES/RATES

1. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

Principal (Partner or Senior Officer): \$185/hr.

Project Manager (Responsible Professional): \$150/hr.

- 2 Other Direct Project Costs per Unit (please specify) _

Kate Spratt_ \$160/hr _____

William Rotert_ \$150/hr _____

Sue Southon_ \$160/hr _____

4. Estimated percentage of total fee to be performed by sub-contractors _10-20% _____ %

5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel _Sub consultants Rate \$150/hr

Form 1 - Price Sheet

NAME OF CONSULTANT: Lambert Advisory

Proposal Number: P-44-17

SCHEDULE OF PROPOSED PRICES/RATES

1. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

Principal (Partner or Senior Officer): \$250 hr.

Project Manager (Responsible Professional): \$200hr.

- 2 Other Direct Project Costs per Unit (please specify)

Major Grants Director: \$175 hr.

Senior Associate: \$135hr.

Research Staff: \$110hr.

Subconsultant:

Planning: \$150hr.

Senior Code Enforcement Supervisor: \$65.hr

Code Supervisor: \$65hr.

4. Estimated percentage of total fee to be performed by sub-contractors 15%
5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel
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